

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 11 Management Services
 Minor Program: 011 City Council

Account Number / Title / Budget Line item Descriptions				Amount	
011 City Council					
1	Five Councilmembers			36,060.00	1
2	Car & Cell Allowance			28,500.00	2
3	Budget prep roll adjustment. 03/26/16 11:34 am			(2,582.40)	3
	Total Account	100-11-011-4101	Salaries & Allowances	61,977.60	

1	Delivery of City Council Agenda Information/City Council Mail by Parks & Recreation Staff. Cost based on 4 hour minimum charge (Wednesday and Friday delivery of City Council Agenda packets), \$12.77 per hour at newly approved rate (Step C), approx. 50 regular and special study sessions.			2,600.00	1
	Total Account	100-11-011-4103	Part Time Employee Salaries	2,600.00	

1	Five Councilmembers			68,478.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,739.12)	2
	Total Account	100-11-011-4201	Group Medical Insurance	65,738.88	

1	Five Councilmembers			523.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(20.92)	2
	Total Account	100-11-011-4202	Medicare	502.08	

1	Five Councilmembers			6,915.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(276.60)	2
	Total Account	100-11-011-4211	PERS Regular Contributions	6,638.40	

1	City Council Retreat			9,000.00	1
2	Community Survey (Survey conducted on a biennial			20,000.00	2

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 11:29:25AM

Department: 11 Management Services
 Minor Program: 011 City Council

Account Number /Title / Budget Line item Descriptions			Amount
2	basis. Survey last conducted in 2015).		2
3	Monthly Time Warner Cable		1,500.00 3
4	Misc. mailing and FedEx/Priority Mail Service to send Councilmember agendas when they are on vacation.		500.00 4
Total Account		100-11-011-5101	Contract Services
			31,000.00
1	Southern California Assn. of Governments (SCAG), (actual 2015/2016 \$3,593.00)		3,600.00 1
2	South Bay Cities Council of Governments (SBCCOG)		13,880.00 2
3	Independent Cities Association (actual \$1,544 in 2015/2016)		1,600.00 3
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 4
5	League of California Cities - L.A. County Division (2015/2016 actual was \$1380.75).		1,450.00 5
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 6
7	Miscellaneous citywide memberships		250.00 7
8	US Conference of Mayors membership dues (actual 2015/2016 \$3,489).		3,800.00 8
9	Membership with United States/Mexico Sister Cities Association, Inc.		200.00 9
10	Local Agency Formation Commission (LAFCO) - costs of commission, which is a legal requirement, is divided equally amongst LA County cities.		1,750.00 10
11	National League of Cities (NLC) (2011/12 received a deal, two years for payment in full of one		3,500.00 11

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Account Number /Title / Budget Line item Descriptions				Amount	
11	year, Actual \$3258; so no cost for 2012/2013 dues). Based on population range 30,001 - 40,000 dues are now \$3,258.				11
12	California Coastal Coalition.			2,500.00	12
	Total Account	100-11-011-5202	Memberships & Dues	46,480.00	
<hr/>					
1	Various Publications from the League of California Cities, Institute for Local Government, International City/County Management Association, etc.			200.00	1
	Total Account	100-11-011-5203	Reference Books & Periodicals	200.00	
<hr/>					
1	LCC Leadership Training for Councilmembers			4,200.00	1
2	Strategic Planning session, 6 month review (Total of \$12,000 split 50/50 between the City Council and City Manager.)			6,000.00	2
3	Independent Cities Association - winter & summer conferences with 5 attendees.			13,000.00	3
4	League of California Cities Annual Conference with 5 attendees			7,000.00	4
5	League of California Cities Annual Conference with 5 attendees			3,000.00	5
6	Medal of Valor Luncheon (1/2 table) Takes place in May each year.			200.00	6
7	Chamber of Commerce Installation Banquet (5 Council @ \$60 pp)			300.00	7
8	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	8
9	Annual Interviews with Board/Commission candidates (\$150) and Boards and Commissions			500.00	9

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 Minor Program: 011 City Council

Account Number / Title / Budget Line item Descriptions	Amount	
9 orientation (\$150).	9	
10 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.	2,000.00	10
11 Lifeguard Medal of Honor dinner (5 Council @ \$25 per person)	175.00	11
12 US Mayors Conference of Mayors winter and summer	6,000.00	12
13 SCAG General Assembly	600.00	13
14 South Bay Business Leaders Forum	500.00	14
15 National League of Cities Leadership Summits and Conference - 1 attendee.	9,000.00	15
16 State of the County Address	1,000.00	16
17 League of California Cities - LA County Division meetings/dinners	250.00	17
18 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
19 Reduce travel to approximate actual spend for FY 14/15, per Finance.	(16,300.00)	19
Total Account 100-11-011-5205	40,350.00	Training, Conferences & Meetings

1 Board & Commission Announcements Advertisements. Three (3) quarter page ads at \$340 and 2 X half page at \$654 each.	2,330.00	1
2 Misc. Advertising for City Council Projects and promotional items	6,000.00	2
Total Account 100-11-011-5207	8,330.00	Advertising

1 Per Finance. Based on prior year trends and	225.00	1

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Department: 11 Management Services
 Minor Program: 011 City Council

Account Number /Title / Budget Line item Descriptions				Amount
1	planned events.			1
	Total Account	100-11-011-5208	Postage	225.00
1	P.O.W./M.I.A. Flags (each flag approx \$50)			150.00 1
2	Awards & Certificates (specialty parchment paper, frames, embossed blue folders, etc.) based on historical costs.			2,500.00 2
3	City Council Presentation Items (Pen/Pencil Sets, Keys to the City, Plaques, etc)			6,500.00 3
4	City Council badges and Council/Commission name plates.			500.00 4
5	Flowers for condolences and appropriate ceremonies			500.00 5
6	Council Photos - frames and pictures. Needed when new City Council is seated.			750.00 6
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.			16,000.00 7
	Total Account	100-11-011-5217	Departmental Supplies	26,900.00
1	Business cards.			500.00 1
2	Miscellaneous printing			100.00 2
	Total Account	100-11-011-5225	Printing	600.00
1	LAFCO - Level with prior years			3,575.00 1
	Total Account	100-11-011-5240	Assessments & Taxes	3,575.00
1	Approximately half of 1% of General Fund Expenditures, to be used at City Council discretion for unanticipated projects.			100,000.00 1

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 Level 3
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 11:29:25AM

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	1
2	December Fireworks Celebration - thank you ad in the Beach Reporter. (actual \$1215)			1,250.00	2
3	Contribution to Mira Costa Grad Night			7,500.00	3
4	MB Education Foundation Annual Event			6,000.00	4
5	Mayor's Youth Council			2,000.00	5
6	Grades of Green			5,500.00	6
7	TEDx Sponsorship			5,500.00	7
8	Best of Manhattan Gold Level Sponsorship (October)			5,000.00	8
9	Economic Forum Gold Level Sponsorship (November)			4,000.00	9
10	State of the City Gold Level Sponsorship (February)			2,000.00	10
11	Other Miscellaneous Public Events			5,000.00	11
Total Account		100-11-011-5262	Public Service Events	44,875.00	
1	Per Finance, based on trends.			70.00	1
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	1
Total Account		100-11-011-5611	Warehouse Purchases	250.00	
1	Finance Analysis			29,820.00	1
Total Account		100-11-011-5621	Information Systems Allocation	29,820.00	

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 11:29:25AM

Department: 11 Management Services
 Minor Program: 011 City Council

Account Number / Title / Budget Line item Descriptions				Amount
1	Per Finance Analysis			3,060.00
		Total Account	100-11-011-5631 Insurance Allocation	3,060.00
<hr/>				
1	Finance analysis			63,600.00
		Total Account	100-11-011-5651 Building & Operations Allocation	63,600.00
<hr/>				
	Program Total		011 City Council	536,791.96

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 Level 3
 Fund General Fund

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 11:29:25AM

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			880,977.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(35,239.08)	2
3	CM Approved Supplemental: Upgrade Management Fellow to Management Analyst			14,604.00	3
Total Account			100-11-021-4101 Salaries & Allowances	860,341.92	

1	Overtime Administrative Clerk required for City Council meetings and assembling City Council agenda packets.			3,000.00	1
Total Account			100-11-021-4111 Overtime Regular Employees	3,000.00	

1	City Manager, Assistant City Manager, Executive Assistant, Receptionist Clerk, 0.5 Management Analyst, Economic Vitality Manager, Temporary Management Fellow			111,497.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,459.88)	2
3	CM Approved Supplemental: Upgrade Management Fellow to Management Analyst				3
Total Account			100-11-021-4201 Group Medical Insurance	107,037.12	

1	City Manager, Assistant City Manager, Executive Assistant, Receptionist Clerk, 0.5 Management Analyst, Economic Vitality Manager, Temporary Management Fellow			12,774.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(510.96)	2
3	Part-time Medicare			1,545.00	3
4	CM Approved Supplemental: Upgrade Management			211.00	4

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Dept Request Level 3
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 11:29:25AM

Department: 11 Management Services
 Minor Program: 021 City Manager

Account Number /Title / Budget Line item Descriptions				Amount
4	Fellow to Management Analyst			4
	Total Account	100-11-021-4202	Medicare	14,019.04

1	Per Finance Analysis			1
	Total Account	100-11-021-4203	Unemployment	480.00

1	City Manager, Assistant City Manager, Executive Assistant, 0.5 Management Analyst, Economic Vitality Manager, Temporary Management Fellow			1
2	Budget prep roll adjustment. 03/26/16 11:34 am			2
3	CM Approved Supplemental: Upgrade Management Fellow to Management Analyst			3
	Total Account	100-11-021-4204	401A Plan City	40,089.80

1	Per Finance Analysis			1
	Total Account	100-11-021-4205	Workers Compensation	1,920.00

1	Per Finance Analysis			1
	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			1
2	Budget prep roll adjustment. 03/26/16 11:34 am			2
3	Part-time PERS			3
4	CM Approved Supplemental: Upgrade Management Fellow to Management Analyst			4
	Total Account	100-11-021-4211	PERS Regular Contributions	127,955.68

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 11:29:25AM

Department: 11 Management Services
 Minor Program: 021 City Manager

Account Number /Title / Budget Line item Descriptions				Amount	
1	Time Warner, Cable Service Shared with City Council			1,300.00	1
2	Priority Mail Service (Federal Express, etc.)			100.00	2
3	Cell phone services (City Manager, Assistant City Manager, Executive Secretary, Economic Vitality Manager, and Management Analyst) averaged at \$140/mo			8,040.00	3
4	Hotspot Access for City Manager, Assistant City Manager and Economic Vitality Manager.			1,480.00	4
5	Economic Development Partnerships			100,000.00	5
6	Enhanced Civic Engagement/Outreach Efforts			80,000.00	6
7	CM Approved Supplemental: Offset Civic Engagement/Outreach contract in lieu of Management Analyst			(18,000.00)	7
Total Account		100-11-021-5101	Contract Services	172,920.00	

1	Miscellaneous Computer Services			150.00	1
2	Peak Democracy Open City Hall (2 year Contract, paid in yearly installments of \$8,000 beginning in 2017). Based off of 2015-2016 acutals totaling \$15,600 (Two installments of \$7,800).			8,000.00	2
Total Account		100-11-021-5104	Computer Contract Services	8,150.00	

1	General Office Supplies for the Department			8,500.00	1
Total Account		100-11-021-5201	Office Supplies	8,500.00	

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	1
2	ASPA Membership - City Manager			100.00	2

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 11:29:25AM

Department: 11 Management Services
 Minor Program: 021 City Manager

Account Number /Title / Budget Line item Descriptions				Amount	
3	California City Management Foundation Annual Dues (Based on average annual increase)			400.00	3
4	SBCCOG City Managers Association (New annual fee as of August 2007)			100.00	4
5	Alliance for Innovation Membership			2,550.00	5
6	Women Leading Government Annual Membership			50.00	6
7	International Association for Public Participation - IAP2 Membership (Civic Engagement/Community Outreach)			420.00	7
8	CalED Membership			485.00	8
9	LAEDC Membership			2,500.00	9
10	ULI Membership - Economic Vitality Manager			220.00	10
	Total Account	100-11-021-5202	Memberships & Dues	9,625.00	

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

1	Organizational Development - All Employees Training			6,000.00	1
2	Strategic Planning Meeting; 6 month review (Total of \$12,000 split 50/50 with City Council and City Manager)			6,000.00	2
3	Executive Team Building Training			10,000.00	3
4	Middle Management Team (MB LEAD) 90 City Staff Mid Management level @ \$12 each per monthly lunch meeting). Additional webinars and miscellaneous trainings.			8,000.00	4
5	League of California Cities City Manager & Assistant City Manager, LCC Annual Conference,			6,200.00	5

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 11:29:25AM

Department: 11 Management Services
 Minor Program: 021 City Manager

Account Number /Title / Budget Line item Descriptions				Amount
5		new Council/Mayors Conference.		5
6		ICMA Conference - City Manager, Assistant City Manager, Temporary Management Fellow	7,500.00	6
7		ICA Winter Conference and Summer Conference	3,000.00	7
8		South Bay Cities COG - City Managers' monthly mtgs (CM & Assistant CM, based on 11 meetings per year @ \$35 each = \$770)	800.00	8
9		League of California Cities - City Manager Meetings (2 x 1500)	3,000.00	9
10		International Association of Public Participation (IAP2) - Civic Engagement Training	8,000.00	10
11		Western Conference & Deal Making - Economic Vitality Manager	2,300.00	11
12		ULI - LA Chapter Roundtables & ICSC NextGen Conference - Economic Vitality Manager	600.00	12
13		Miscellaneous Meetings & Conferences	1,000.00	13
		Total Account 100-11-021-5205 Training, Conterences & Meetings	62,400.00	
<hr/>				
1		Per Finance. Based on prior year trends and planned events.	120.00	1
		Total Account 100-11-021-5208 Postage	120.00	
<hr/>				
1		Miscellaneous items - name badges, special equipment, plaques, etc.	3,500.00	1
2		Annual Employee Breakfast	6,000.00	2
3		Food/Supplies for Organizational Development Training Sessions for Employees	1,000.00	3
4		Community Engagement Meetings (3 x \$3,000 for Food, Supplies, Advertising, etc.)	9,000.00	4
		Total Account 100-11-021-5217 Departmental Supplies	19,500.00	

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 Level 3
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 11:29:25AM

Department: 11 Management Services
 Minor Program: 021 City Manager

Account Number / Title / Budget Line item Descriptions				Amount	
1	Business Cards (\$37.50 per 250 cards; for City Manager, Assistant City Manager, Administrative Assistant)			500.00	1
	Total Account	100-11-021-5225	Printing	500.00	

1	Per Finance, based on trends.			2,010.00	1
	Total Account	100-11-021-5501	Telephone	2,010.00	

1	Finance Analysis			49,680.00	1
	Total Account	100-11-021-5621	Information Systems Allocation	49,680.00	

1	Per Finance Analysis			756,060.00	1
	Total Account	100-11-021-5631	Insurance Allocation	756,060.00	

1	Finance analysis			38,160.00	1
	Total Account	100-11-021-5651	Building & Operations Allocation	38,160.00	

Program Total		021	City Manager	2,287,128.56	

Fiscal Year 2018
 Level 3
 Fund General Fund

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Data Date 4/28/2016
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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 1
2	Car and Cell Allowance			5,700.00 2
3	Budget prep roll adjustment. 03/26/16 11:34 am			(501.60) 3
	Total Account	100-11-031-4101	Salaries & Allowances	12,038.40

1	City Treasurer			21,307.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(852.28) 2
	Total Account	100-11-031-4201	Group Medical Insurance	20,454.72

1	City Treasurer			99.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(3.96) 2
	Total Account	100-11-031-4202	Medicare	95.04

1	City Treasurer			1,383.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(55.32) 2
	Total Account	100-11-031-4211	PERS Regular Contributions	1,327.68

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 FY2016 actual plus 5% Adjustment			3,700.00 1
	Total Account	100-11-031-5104	Computer Contract Services	3,700.00

1	Calif Municipal Treasurers Assn membership (payable in August)			175.00 1
2	Association of Public Treasurer's of the U.S. & Canada (APT US&C) (payable in May)			165.00 2

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Data Date 4/28/2016
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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	340.00
1	California Municipal Treasurer's Association Certification Program for City Treasurer (New in 2015-16)			1,800.00
2	LAIF Conference held in October in Sacramento (moved from Acct# 5204 in FY 2016-2017)			750.00
3	UCLA Economic Forecast: 3 @ \$375 (moved from Acct# 5204 in FY 2016-2017)			1,125.00
4	CSMFO Luncheon and Meetings, estimated at \$40 per meeting (moved from Acct# 5204 in FY 2016-2017)			80.00
5	CMTA Conference held in April. Hotel = \$500, Registration \$305, Per Diem = \$100, Transportation = \$50 (moved from Acct# 5204 in FY 2016-2017)			1,000.00
6	CMTA Advanced Public Funds Investment Workshop held in January. Registration = \$250, Hotel = \$200, Per Diem = \$50 (moved from Acct# 5204 in FY 2016-2017)			1,400.00
Total Account		100-11-031-5205	Training, Conferences & Meetings	6,155.00
Program Total		031	City Treasurer	44,110.84

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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			309,558.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(12,382.32) 2
	Total Account	100-11-041-4101	Salaries & Allowances	297,175.68

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 1
	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 1
	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			47,808.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,912.32) 2
	Total Account	100-11-041-4201	Group Medical Insurance	45,895.68

1	City Clerk, Senior Deputy City Clerk, 0.5 Management Analyst, Administrative Clerk I/II			4,489.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(179.56) 2
3	Part-time Medicare			1,545.00 3
	Total Account	100-11-041-4202	Medicare	5,854.44

1	City Clerk, Senior Deputy City Clerk, 0.5 Management Analyst			9,323.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(372.92) 2

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 Fund General Fund

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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		100-11-041-4204	401A Plan City	8,950.08	
1	Per Finance Analysis			2,796.00	1
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			45,219.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,808.76)	2
3	Part-time PERS			1,125.00	3
Total Account		100-11-041-4211	PERS Regular Contributions	44,535.24	
1	Offsite Storage of Records (Cost Dependent Upon Number of Boxes Requested, Stored or Destroyed).			16,000.00	1
2	American Shredding. \$3.75 per month to shred confidential documents.			50.00	2
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	3
4	Annual Maintenance Fee for Records Retention Schedule.			250.00	4
5	Cell Phone Services (City Clerk, Senior Deputy City Clerk, and Management Analyst) \$90/mo x 3 x 12			3,240.00	5
6	Consultant for Annual Records Management Policy and Training, Hyland OnBase Training for Document Imaging Conversion.			5,000.00	6
7	Hotspot Access for Department Head (per Bruce)			480.00	7
Total Account		100-11-041-5101	Contract Services	29,020.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 11 Management Services
 Minor Program: 041 City Clerk

Account Number /Title / Budget Line item Descriptions			Amount	
1	Granicus Monthly Service for Minutes Maker, Open Platform, Votecast and the Legislative Management suites		28,000.00	1
2	Granicus Closed Captioning Service for City Council meetings to support ADA compliance and offer greater meeting accessibility and transparency (40 meetings/6 hrs. each at \$150/hr.)		36,000.00	2
3	GovQA Public Records Request Tracking System - Annual Subscription Services		3,500.00	3
4	Granicus Closed Captioning Service for Planning Commission Meetings to support ADA compliance and greater meeting transparency (24 meetings/3 hrs. each at \$150/hr.)		10,800.00	4
Total Account		100-11-041-5104	Computer Contract Services	78,300.00
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	1
2	Two (2) New Election Date Change Panels For Previously Purchased Banners		500.00	2
3	Permit 75 (Postage includes 10% increase from 2015 Municipal Election)			3
4	Election Precinct Workers (Inspectors & Clerks): Election Day Pay and Training Pay (Based on March 2015 General Municipal Election Actual Cost = \$4,500. Includes: Inspectors \$100, Clerk \$80, Training \$25). Fees Established by LACRR.			4
5	Publication of Legal Notices in the Beach Reporter (Notice of Election, Notice of Candidates, Central Counting Place, Election Officers & Polling Places)			5
6	Additional advertising directed by Council		500.00	6

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 11 Management Services
 Minor Program: 041 City Clerk

Account Number /Title / Budget Line item Descriptions			Amount	
7	Postage (Bulk Rate Cost) For Mailing of the Sample Ballots (Estimate Cost Includes Increase in Postage Rate and Approximate Size of Sample Ballot). Based on actual cost of 2015 (\$6,100) General Municipal Election.			7
8	Deputy City Clerk Overtime on Election Day.			8
9	Priority Mail - Martin & Chapman (Election Supplier), LACRR and LA County Board of Supervisors (2015 Candidate statements & signature verifications)			9
10	Election Consultant Services and Materials From Martin & Chapman Co. (Election Suppliers) (Actual 2015 \$65,730 + 10%), plus an additional \$3,000 for miscellaneous election incidentals.			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)			11
12	Gladwell Governmental Services Election Consulting (Poll Worker Training, Election Day and Post Election Day Canvass) Based on Actual Cost of 2015 Election (\$2,967) + 10% = \$3,264.			12
13	DFM Associates-California Elections Code Books.		220.00	13
14	Election night expenses			14
15	Misc election expenses			15
Total Account				
	100-11-041-5105	Elections	2,220.00	
1	International Institute of Municipal Clerks Annual Membership Dues for City Clerk and Senior Deputy City Clerk.		390.00	1
2	City Clerks Association of California Annual Membership Dues: City Clerk (\$130.00), Senior Deputy City Clerk (\$55.00)		185.00	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 11 Management Services
 Minor Program: 041 City Clerk

Account Number /Title / Budget Line item Descriptions				Amount	
3	Association of Records Management Administration (ARMA) Annual Membership Dues for City Clerk			270.00	3
4	MMASC yearly membership for Management Analyst			95.00	4
5	Sr. Deputy City Clerk and Legal Secretary annual National Notary Association membership			1,320.00	5
6	League of Women Voters of the Beach Cities Membership (City Clerk)			70.00	6
		Total Account	100-11-041-5202	Memberships & Dues	
				2,330.00	
<hr/>					
1	Notary & miscellaneous Training			300.00	1
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	2
3	Southern California City Clerks Assoc "Nuts & Bolts" seminar (3 people)			750.00	3
4	Legistar and iLegislate/Votecast training for City Council and staff			10,000.00	4
5	Public Records Act and Ethics training for City employees			2,000.00	5
6	Document Imaging System training for system administrators: two (2) staff members (\$3,000 each)			6,000.00	6
7	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	7
8	California City Clerk's Conference (CCAC) Conference Registration, Travel & Lodging City Clerk, Senior Deputy City Clerk & Management Analyst.			2,500.00	8

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 11 Management Services
 Minor Program: 041 City Clerk

Account Number / Title / Budget Line item Descriptions				Amount	
9	MMASC (Municipal Management Association of Southern California) yearly conference, travel & lodging.			1,000.00	9
10	MMASC (Municipal Management Association of Southern California) registration for Fall forum, Winter forum & Summer session.			300.00	10
11	International City Clerk's Conference (IIMC)~ Conference Registration, Travel & Lodging~ City Clerk, Senior Deputy City Clerk & Management Analyst			2,000.00	11
12	Hyland OnBase Annual Conference (Document Imaging), registration, travel & lodging for City Clerk, Deputy City Clerk and Management Analyst.			10,000.00	12
13	Municipal Clerk and Master Municipal Clerk certification training.			4,575.00	13
		Total Account	100-11-041-5205	Training, Conferences & Meetings	
				42,665.00	

1	Proof of Publication for Ordinance Adoptions and Legal Notices in The Beach Reporter.			6,500.00	1
		Total Account	100-11-041-5207	Advertising	
				6,500.00	

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

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

1	Purchase of archival paper for City Council & Commission meetings.			700.00	1
2	Purchase of nameplates for new Board/Commission members and new staff members.			1,250.00	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 11 Management Services
 Minor Program: 041 City Clerk

Account Number / Title / Budget Line item Descriptions				Amount	
3	Ergonomic Items for staff.			200.00	3
4	Dry Cleaning for linens for City Council meetings and special events.			1,000.00	4
	Total Account	100-11-041-5217	Departmental Supplies	3,150.00	

1	Business cards.			350.00	1
	Total Account	100-11-041-5225	Printing	350.00	

1	Per Finance, based on trends.			126.00	1
	Total Account	100-11-041-5501	Telephone	126.00	

1	Finance Analysis			49,680.00	1
	Total Account	100-11-041-5621	Information Systems Allocation	49,680.00	

1	Finance analysis			25,440.00	1
	Total Account	100-11-041-5651	Building & Operations Allocation	25,440.00	

Program Total		041	City Clerk	685,760.12	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 11 Management Services
 Minor Program: 051 City Attorney

Account Number /Title / Budget Line item Descriptions				Amount
051 City Attorney				
1	Legal Secretary			79,161.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(3,166.44) 2
	Total Account	100-11-051-4101	Salaries & Allowances	75,994.56

1	Legal Secretary			15,662.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(626.48) 2
	Total Account	100-11-051-4201	Group Medical Insurance	15,035.52

1	Legal Secretary			1,148.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(45.92) 2
	Total Account	100-11-051-4202	Medicare	1,102.08

1	Legal Secretary			3,470.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(138.80) 2
	Total Account	100-11-051-4204	401A Plan City	3,331.20

1	Per Finance Analysis			1,680.00 1
	Total Account	100-11-051-4206	Medical Retirement Contributions	1,680.00

1	Legal Secretary			11,748.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(469.92) 2
	Total Account	100-11-051-4211	PERS Regular Contributions	11,278.08

1	Contract Deputy City Prosecutor - 74 hours per month X \$108 per hour x 12 months			95,904.00 1
2	Misc. litigation costs			10,000.00 2
	Total Account	100-11-051-5101	Contract Services	105,904.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 11 Management Services
 Minor Program: 051 City Attorney

Account Number / Title / Budget Line item Descriptions				Amount	
1	City Attorney Contract \$24k/month flat rate x12 plus additional services and expenses \$102,000			390,000.00	1
	Total Account	100-11-051-5108	Legal Services	390,000.00	

1	Miscellaneous			1,000.00	1
	Total Account	100-11-051-5203	Reference Books & Periodicals	1,000.00	

1	Miscellaneous Training			100.00	1
	Total Account	100-11-051-5205	Training, Conferences & Meetings	100.00	

1	Per Finance. Based on prior year trends and planned events.			135.00	1
	Total Account	100-11-051-5208	Postage	135.00	

1	Notary supplies (forms & seal); misc supplies			100.00	1
	Total Account	100-11-051-5217	Departmental Supplies	100.00	

1	Per Finance, based on trends.			1,508.00	1
	Total Account	100-11-051-5501	Telephone	1,508.00	

1	Finance Analysis			19,860.00	1
	Total Account	100-11-051-5621	Information Systems Allocation	19,860.00	

1	Finance analysis			25,440.00	1
	Total Account	100-11-051-5651	Building & Operations Allocation	25,440.00	

Program Total		051	City Attorney	652,468.44	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
011 Administration				
1	Finance Director, Executive Secretary, Financial Analyst			385,400.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(15,416.00) 2
3	CM Approved Supplemental: Assistant Finance Director			140,830.00 3
	Total Account	100-12-011-4101	Salaries & Allowances	510,814.00

1	Part-time assistance for Special Projects and Financial Systems Upgrades			53,924.00 1
2	CM Approved Supplemental: Offset for Assistant Finance Director			(53,924.00) 2
	Total Account	100-12-011-4103	Part Time Employee Salaries	0.00

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

1	Finance Director, Executive Secretary, Financial Analyst			44,469.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,778.76) 2
3	CM Approved Supplemental: Assistant Finance Director			14,828.00 3
	Total Account	100-12-011-4201	Group Medical Insurance	57,518.24

1	Finance Director, Executive Secretary, Financial Analyst			5,588.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(223.52) 2
3	CM Approved Supplemental: Assistant Finance Director			2,042.00 3

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
		Total Account	100-12-011-4202 Medicare	7,406.48
1	Per Finance Analysis			480.00
		Total Account	100-12-011-4203 Unemployment	480.00
1	Finance Director, Financial Analyst			11,844.00
2	Budget prep roll adjustment. 03/26/16 11:34 am			(473.76)
3	CM Approved Supplemental: Assistant Finance Director			3,443.00
		Total Account	100-12-011-4204 401A Plan City	14,813.24
1	Per Finance Analysis			52,500.00
		Total Account	100-12-011-4205 Workers Compensation	52,500.00
1	Per Finance Analysis			4,056.00
		Total Account	100-12-011-4206 Medical Retirement Contributions	4,056.00
1	Finance Director, Executive Secretary, Financial Analyst			56,838.00
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,273.52)
3	CM Approved Supplemental: Assistant Finance Director			20,658.00
		Total Account	100-12-011-4211 PERS Regular Contributions	75,222.48
1	Sutta - Based on current 15 transactions @3.75 (Shredding)			56.25
2	Cable Time Warner. Based on latest monthly change for cable			126.00
3	FedEx/Shipping -delivery charges variable from year to year			105.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount	
4	Based on monthly cell charge of \$50/month/user (Finance Director).			600.00	4
5	Budget Invitation Letter			8,500.00	5
6	Budget Outreach - Community Budget Meeting and Survey			15,000.00	6
7	DAC Continuing Disclosure compliance services for City's debt issues			2,500.00	7
8	Rounding			0.75	8
		Total Account	100-12-011-5101	Contract Services	26,888.00

1	Commercial Enterprise Audits to be used for the 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. TOT Audit Performed in FY 15-16.			20,000.00	1
		Total Account	100-12-011-5103	Audit Services	20,000.00

1	Tyler Estimates for FY 2017-18 (Added 5%):~ Financials - \$19,320~ Payroll - \$11,288~ Menu - \$966~ Data Dictionaries - \$483~ Total: \$32,057			32,057.00	1
2	OpenGov Annual Contract			5,000.00	2
3	ISM: Tyler Eden Financials Disaster Recovery module to support Business Continuity. Initial cost is \$5k, remainder is annual maintenance. Carry amount from fiscal 2014-2015			17,100.00	3
4	GovInvest Actuarial Software as a Service (\$6,000/year for 3 year term)			6,000.00	4

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
Total Account		100-12-011-5104	Computer Contract Services	60,157.00	
1	Office Depot Purchases of toner, copy machine supplies etc~ All other supplies - pens paper etc			13,400.00	1
Total Account		100-12-011-5201	Office Supplies	13,400.00	
1	Government Finance Officers Association (312-977-9700) memberships (\$150/each) for Director of Finance and Financial Analyst.			300.00	1
2	California Society of Municipal Finance Officers (877-282-9183) membership (\$125) for Director of Finance and Financial Analyst July through June of each year.			250.00	2
3	California Municipal Treasurers Association (916-231-2144) for Director of Finance and City Treasurer, July through June. Receive discount when pay for both.			225.00	3
4	PERs Public Agency Coalition (PAC) Annual Membership			500.00	4
5	MMASC Membership for Financial Analyst			95.00	5
Total Account		100-12-011-5202	Memberships & Dues	1,370.00	
1	Municipal Finance Institute Conference (League of California Cities) - Director of Finance and Financial Analyst			1,200.00	1
2	CSMFO Annual Conference - Director of Finance and Financial Analyst (Nor Cal in 2016-17)			3,100.00	2
3	PERS Educational Forum Conference - Director of Finance and Financial Analyst			1,800.00	3
4	Tyler Conference - Financial Analyst			2,800.00	4
5	MMASC Conference - Financial Analyst			1,000.00	5

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
6	ICMA Conference - Financial Analyst			2,200.00	6
	Total Account	100-12-011-5205	Training, Conterences & Meetings	12,100.00	

1	Public Hearing Notices (budget meetings,fees)			300.00	1
2	Full Page Ad in Beach Reporter for Budget			1,000.00	2
	Total Account	100-12-011-5207	Advertising	1,300.00	

1	Refreshments and supplies for employee events including quarterly staff meetings			600.00	1
	Total Account	100-12-011-5214	Employee Awards & Events	600.00	

1	CSMFO Budget Award - \$150, GFOA Budget Award - \$550			700.00	1
2	Miscellaneous (Budget meeting banners, etc.)			800.00	2
	Total Account	100-12-011-5217	Departmental Supplies	1,500.00	

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	1
	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.			155,000.00	1
	Total Account	100-12-011-5231	Bank Service Charge	155,000.00	

1	Per Finance, based on trends.			3,819.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-12-011-5501	Telephone	3,819.00
1	Maintain based on actual years			1,500.00
Total Account		100-12-011-5611	Warehouse Purchases	1,500.00
1	Finance Analysis			29,820.00
Total Account		100-12-011-5621	Information Systems Allocation	29,820.00
1	Per Finance Analysis			15,480.00
Total Account		100-12-011-5631	Insurance Allocation	15,480.00
1	Finance analysis			216,180.00
Total Account		100-12-011-5651	Building & Operations Allocation	216,180.00
1	ISMP Finance/HR Enterprise Solution Purchase (Lease Proceeds budgeted in 100-3930)			750,000.00
Total Account		100-12-011-6141	Computer Equipment & Software	750,000.00
1	ISMP Finance/HR Enterprise Solution Prinicipal (Finance \$750,000 @ 2.5% for 7 years)			118,122.00
Total Account		100-12-011-7302	Property & Equipment Principal	118,122.00
1	ISMP Finance/HR Enterprise Solution Interest (Finance \$750,000 @ 2.5% for 7 years)			18,750.00
Total Account		100-12-011-7303	Property & Equipment Interest	18,750.00
Program Total		011	Administration	2,177,296.44

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 021 Accounting

Account Number /Title / Budget Line item Descriptions				Amount
021 Accounting				
1	Controller, Senior Accountant, 2.0 Accountants			391,891.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(15,675.64) 2
	Total Account	100-12-021-4101	Salaries & Allowances	376,215.36

1	Part-time Admin Clerk A/P processing (No PERS cost Included). Level with prior year estimate.			32,025.00 1
	Total Account	100-12-021-4103	Part Time Employee Salaries	32,025.00

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

1	Controller, Senior Accountant, 2.0 Accountants			64,433.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,577.32) 2
	Total Account	100-12-021-4201	Group Medical Insurance	61,855.68

1	Controller, Senior Accountant, 2.0 Accountants			3,408.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(136.32) 2
3	Part-time Medicare			540.00 3
	Total Account	100-12-021-4202	Medicare	3,811.68

1	Controller, Senior Accountant, 2.0 Accountants			9,653.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(386.12) 2
	Total Account	100-12-021-4204	401A Plan City	9,266.88

1	Per Finance Analysis			4,260.00 1
	Total Account	100-12-021-4206	Medical Retirement Contributions	4,260.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 021 Accounting

Account Number /Title / Budget Line item Descriptions				Amount	
1	Controller, Senior Accountant, 2.0 Accountants			57,920.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,316.80)	2
3	Part-time PERS			5,040.00	3
	Total Account	100-12-021-4211	PERS Regular Contributions	60,643.20	

1	Actuary for Retirement Services Supplemental & Single Highest Year. Block Consulting Actuaries Inc #11149. Occurs every other year - last spend was FY 2014-2015 in the amount of \$2,700.			3,000.00	1
2	GASB 43 & 45 Actuarial Study for OPEB effective 7-1-15 scheduled biennially thereafter.			15,000.00	2
3	Actuarial Analyses - Bartel and Associates - Occurs every other year			10,000.00	3
	Total Account	100-12-021-5101	Contract Services	28,000.00	

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 after FY15-16 Audit performed in FY 16-17.			60,000.00	1
2	Single Audit based on contract. This is dependent on amount of federal grants. If no single audit then amount is -0-			6,000.00	2
	Total Account	100-12-021-5103	Audit Services	66,000.00	

1	GFOA- Controller and Sr Accountant - Annual Dues at \$150/each - V# 11531			300.00	1
	Total Account	100-12-021-5202	Memberships & Dues	300.00	

1	Annual Statistical Report for the CAFR			800.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 021 Accounting

Account Number /Title / Budget Line item Descriptions				Amount	
2	Miscellaneous GFOA publications			500.00	2
	Total Account	100-12-021-5203	Reference Books & Periodicals	1,300.00	

1	Training for two Accountants (Accounts Payable and Payroll) for new legislation pertaining to medical benefits, etc.~ GASB and audit training~ ~ GA			600.00	1
2	Tyler Conference for Controller and Sr Accountant			5,000.00	2
3	Audit/CAFR Training for Senior Accountant and 2 Accountants			1,500.00	3
	Total Account	100-12-021-5205	Training, Conferences & Meetings	7,100.00	

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	1
2	Consolidated Financial Statements			80.00	2
	Total Account	100-12-021-5207	Advertising	440.00	

1	Per Finance. Based on prior year trends and planned events.			3,800.00	1
	Total Account	100-12-021-5208	Postage	3,800.00	

1	GFOA CAFR Award Application			580.00	1
2	Checks/Paper & MICR toner - Vendor NowDocs Intl. Inc. V# 23309 (payroll/AP)			300.00	2
3	W2 Forms/Paper - Vendor NowDocs (AP&PR) +1099. Order every other year.			200.00	3

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 021 Accounting

Account Number /Title / Budget Line item Descriptions				Amount
Total Account		100-12-021-5217	Departmental Supplies	1,080.00
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.			2,613.00
Total Account		100-12-021-5501	Telephone	2,613.00
1	Finance Analysis			49,680.00
Total Account		100-12-021-5621	Information Systems Allocation	49,680.00
Program Total		021	Accounting	712,490.80

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			313,066.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(12,522.64) 2
	Total Account	100-12-031-4101	Salaries & Allowances	300,543.36

1	Account Services Representative (Accounts Rec'v/Billing) Overtime, sidewalk repair, UB & licensing backup. Based on new MOU rate.			1,665.66 1
2	Rounding			0.30 2
	Total Account	100-12-031-4111	Overtime Regular Employees	1,665.96

1	Revenue Services Manager, Revenue Services Specialist, 2 Account Services Representative I			62,683.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,507.32) 2
	Total Account	100-12-031-4201	Group Medical Insurance	60,175.68

1	Revenue Services Manager, Revenue Services Specialist, 2 Account Services Representative I			4,539.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(181.56) 2
	Total Account	100-12-031-4202	Medicare	4,357.44

1	Revenue Services Manager			6,083.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(243.32) 2
	Total Account	100-12-031-4204	401A Plan City	5,839.68

1	Per Finance Analysis			3,420.00 1
	Total Account	100-12-031-4206	Medical Retirement Contributions	3,420.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 031 Revenue Services

Account Number /Title / Budget Line item Descriptions				Amount	
1	Revenue Services Manager, Revenue Services Specialist, 2 Account Services Representative I			46,474.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,858.96)	2
	Total Account	100-12-031-4211	PERS Regular Contributions	44,615.04	

1	HDL Sales Tax Audit Services (Quarterly Payments of \$1500). Cost same as 2015-16			6,000.00	1
2	HDL Property Tax Audit Services (Quarterly Payments of \$2,700). Cost same as 2015-2016			11,800.00	2
3	Armored Transport daily pick-ups average \$490 per month. Includes fluctuating fuel surcharges. (Contractual).			5,900.00	3
4	Armored Transport parking meter coin pick-ups (excess liability) \$110 per month average. (Contractual) plus \$1.12 per excess coin bag.			1,600.00	4
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. 7/1/2015. Approximate monthly billing rate is approximately \$4,000 @ 4.75% of collected billing. Payment processing by lockbox at Union Bank.			48,000.00	5
6	State Mandated Costs filing program. SB90 Claims: Revenue Account #100-3604 Contractual Service.			10,000.00	6
7	Comprehensive User Fee Study and Cost Allocation Plan (CAP) conducted periodically. Last study completed 7/1/2015 next study during FY 2018-19				7
	Total Account	100-12-031-5101	Contract Services	83,300.00	

1	Eden Systems / Tyler Technology Cashiering Module Support / Annual Maint. FY 2016-17			6,850.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 031 Revenue Services

Account Number / Title / Budget Line item Descriptions				Amount	
2	Quadrant Cash Register System-Annual Support.				2
	Total Account	100-12-031-5104	Computer Contract Services	6,850.00	
1	Revenue Services Customer Service and software training (crystal etc.)			1,750.00	1
2	California Society of Municipal Finance Officers Annual Conference (CSMFO)			1,500.00	2
	Total Account	100-12-031-5205	Training, Conterences & Meetings	3,250.00	
1	Required Legal Notices (Public Hearings)			150.00	1
	Total Account	100-12-031-5207	Advertising	150.00	
1	Thermal receipts paper and ribbons for cashiering. \$135/case x 7 per annum (includes tax/shipping).			950.00	1
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)			300.00	2
3	Perforated paper for accounts receivable invoicing.			200.00	3
	Total Account	100-12-031-5217	Departmental Supplies	1,450.00	
1	Per Finance, based on trends.			1,005.00	1
	Total Account	100-12-031-5501	Telephone	1,005.00	
1	Finance Analysis			19,860.00	1
	Total Account	100-12-031-5621	Information Systems Allocation	19,860.00	
Program Total		031	Revenue Services	536,482.16	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 032 Business Licensing

Account Number /Title / Budget Line item Descriptions				Amount
032 Business Licensing				
1	Account Services Representative I			60,692.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,427.68) 2
	Total Account	100-12-032-4101	Salaries & Allowances	58,264.32

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.			459.91 1
2	Rounding			(0.48) 2
	Total Account	100-12-032-4111	Overtime Regular Employees	459.43

1	Account Services Representative I			19,869.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(794.76) 2
	Total Account	100-12-032-4201	Group Medical Insurance	19,074.24

1	Account Services Representative I			880.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(35.20) 2
	Total Account	100-12-032-4202	Medicare	844.80

1	Per Finance Analysis			1,044.00 1
	Total Account	100-12-032-4206	Medical Retirement Contributions	1,044.00

1	Account Services Representative I			9,104.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(364.16) 2
	Total Account	100-12-032-4211	PERS Regular Contributions	8,739.84

1	Outsourced bill print to Infosend Systems.			2,650.00 1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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.				1
2	Annual programing for animal and business license renewals. Approx.\$175 per hour.			400.00	2
	Total Account	100-12-032-5101	Contract Services	3,050.00	

1	Eden Business and Animal Licensing annual tech support. Includes annual increase.			5,950.00	1
	Total Account	100-12-032-5104	Computer Contract Services	5,950.00	

1	CMRTA Annual Membership for California Municipal Revenue and Tax Association for Account Services Rep(s).			200.00	1
	Total Account	100-12-032-5202	Memberships & Dues	200.00	

1	Meetings: Quarterly CMRTA meeting: Revenue Services Rep.			200.00	1
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 2017 will be in Southern Calif. (Sacramento)			1,500.00	2
3	Tyler Eden Conference			1,500.00	3
	Total Account	100-12-032-5205	Training, Conferences & Meetings	3,200.00	

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

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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.		300.00	1
2	Business License Security Paper Certificates (approx 5,000/yr).		200.00	2
Total Account		100-12-032-5217	500.00	
			1,700.00	
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 \$700~0.00 (Pier, 26th St, El Porto).		1,700.00	1
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	2
3	Business License Applications special order (NCR) - (new businesses)		500.00	3
4	Miscellaneous printing (overnight parking, business and animal licensing brochures, rabies clinic inserts and animal license reminder postcards)		950.00	4
5	Taxi Decals / Taxi Cab Franchise Req. (order once every other year) ~ (Reorder 2016-2017)		500.00	5
6	Dog Tags \$650.00 (includes tax and shipping) - went to new packaging for mailing purposes.		750.00	6
7	Annual Library Permits		150.00	7
8	Mira Costa - Override Program - Every two years - \$950.00 (even years) - Downtown override program		950.00	8

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 032 Business Licensing

Account Number / Title / Budget Line item Descriptions				Amount	
8	- odd years.				8
		Total Account	100-12-032-5225 Printing	5,750.00	
1	Per Finance, based on trends.			1,608.00	1
		Total Account	100-12-032-5501 Telephone	1,608.00	
1	Licensing envelopes for business tax certificates (animal and business license returns). \$12.00 per box of 500 envelopes.			350.00	1
		Total Account	100-12-032-5611 Warehouse Purchases	350.00	
1	Finance Analysis			9,960.00	1
		Total Account	100-12-032-5621 Information Systems Allocation	9,960.00	
Program Total		032	Business Licensing	123,994.63	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 033 Parking Citations

Account Number /Title / Budget Line item Descriptions				Amount	
033 Parking Citations					
1	Account Services Representative I			60,692.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,427.68)	2
	Total Account	100-12-033-4101	Salaries & Allowances	58,264.32	

1	Miscellaneous Overtime - Account Services Representative - Animal and Bus. Licensing Renewals. Based on new MOU rate.			376.29	1
2	Rounding			(0.48)	2
	Total Account	100-12-033-4111	Overtime Regular Employees	375.81	

1	Account Services Representative I			19,869.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(794.76)	2
	Total Account	100-12-033-4201	Group Medical Insurance	19,074.24	

1	Account Services Representative I			880.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(35.20)	2
	Total Account	100-12-033-4202	Medicare	844.80	

1	Per Finance Analysis			1,044.00	1
	Total Account	100-12-033-4206	Medical Retirement Contributions	1,044.00	

1	Account Services Representative I			9,104.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(364.16)	2
	Total Account	100-12-033-4211	PERS Regular Contributions	8,739.84	

1	Turbo Data Systems- annual processing fee based upon 70,000 cites per year (avg. \$1.40 per cite to be processed - .40 per cite issued and .78 per			98,000.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 033 Parking Citations

Account Number /Title / Budget Line item Descriptions				Amount
1	100-12-033-5104	Computer Contract Services	135,000.00	1
2	100-12-033-5104	Computer Contract Services	27,000.00	2
3	100-12-033-5104	Computer Contract Services	10,000.00	3
Total Account 100-12-033-5104 Computer Contract Services				135,000.00

1	100-12-033-5208	Postage	1,150.00	1
Total Account 100-12-033-5208 Postage				1,150.00

1	100-12-033-5501	Telephone	352.00	1
Total Account 100-12-033-5501 Telephone				352.00

1	100-12-033-5621	Information Systems Allocation	19,860.00	1
Total Account 100-12-033-5621 Information Systems Allocation				19,860.00

Program Total		033 Parking Citations	244,705.01	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 034 Utility Billing

Account Number /Title / Budget Line item Descriptions				Amount	
034 Utility Billing					
1	Account Services Representative I			60,692.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,427.68)	2
	Total Account	100-12-034-4101	Salaries & Allowances	58,264.32	

1	O/T to be used for approx. 20 hours for Utility Billing cross training for commercial/residential refuse billings			627.15	1
2	Rounding			(0.10)	2
	Total Account	100-12-034-4111	Overtime Regular Employees	627.05	

1	Account Services Representative I			15,482.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(619.28)	2
	Total Account	100-12-034-4201	Group Medical Insurance	14,862.72	

1	Account Services Representative I			880.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(35.20)	2
	Total Account	100-12-034-4202	Medicare	844.80	

1	Per Finance Analysis			1,044.00	1
	Total Account	100-12-034-4206	Medical Retirement Contributions	1,044.00	

1	Account Services Representative I			9,104.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(364.16)	2
	Total Account	100-12-034-4211	PERS Regular Contributions	8,739.84	

1	Infosend bill print and mail regular water & refuse only. Avg \$1,20~ 0/mo (incl envelopes and stock, includes tax for			14,000.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 034 Utility Billing

Account Number /Title / Budget Line item Descriptions				Amount	
1	stock) - water and refuse billing 13,500 bi-monthly. 650 commercial refuse monthly				1
2	Infosend - Web Portals for one time and Electronic Bill Presentment Program (EBPP) portal (support fee) \$100			1,200.00	2
3	Utility bill insert 6 times per year 1/3 of 1 page insert. approx. 14,000 includes commercial refuse utility customers			1,050.00	3
4	Annual Infosend programming fee: Approx \$200 per hour.			400.00	4
5	Electronic Bill Presentment Program (EBPP) monthly processing fee and gateway maintenance - \$400/mo. Plus \$.06 per payment transaction (approx 3,700 payments per month) and \$.09 enrolled users (current year enrolled users 6,000 (contractual).			12,850.00	5
		Total Account	100-12-034-5101	Contract Services	
				29,500.00	

1	Eden Utility ~ Eden UB Software (Annual Maint.)			18,950.00	1
2	Hand Held Water Meter Reader interface			950.00	2
3	custom report request			1,500.00	3
		Total Account	100-12-034-5104	Computer Contract Services	
				21,400.00	

1	Per Finance. Based on prior year trends and planned events.			30,000.00	1
		Total Account	100-12-034-5208	Postage	
				30,000.00	

1	Utility billing printing costs for turn on/turn 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;			450.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 034 Utility Billing

Account Number /Title / Budget Line item Descriptions				Amount
1	meter change forms (office check form) and misc. UB printing as needed.			
		Total Account	100-12-034-5225	Printing
				450.00

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

1	Finance Analysis			
		Total Account	100-12-034-5621	Information Systems Allocation
				29,820.00

	Program Total		034	Utility Billing
				195,952.73

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 041 Purchasing

Account Number /Title / Budget Line item Descriptions				Amount	
041 Purchasing					
1	Purchasing Manager, Buyer, Purchasing Clerk			278,832.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(11,153.28)	2
	Total Account	100-12-041-4101	Salaries & Allowances	267,678.72	

1	Part-time Warehouse Assistant: \$11.57 x 960 hours			11,107.20	1
2	Rounding			(0.20)	2
3	Minimum Wage Adjustment			240.00	3
	Total Account	100-12-041-4103	Part Time Employee Salaries	11,347.00	

1	Potential overtime for year end processing including purchase orders, warehouse inventory, purchasing card and invoices.			900.00	1
	Total Account	100-12-041-4111	Overtime Regular Employees	900.00	

1	Purchasing Manager, Buyer, Purchasing Clerk			46,537.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,861.48)	2
	Total Account	100-12-041-4201	Group Medical Insurance	44,675.52	

1	Purchasing Manager, Buyer, Purchasing Clerk			4,043.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(161.72)	2
3	Part-time Medicare			255.00	3
	Total Account	100-12-041-4202	Medicare	4,136.28	

1	Purchasing Manager			3,380.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(135.20)	2
	Total Account	100-12-041-4204	401A Plan City	3,244.80	

1	Per Finance Analysis			3,216.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 041 Purchasing

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		100-12-041-4206	Medical Retirement Contributions	3,216.00	
1	Purchasing Manager, Buyer, Purchasing Clerk			41,339.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,653.56)	2
Total Account		100-12-041-4211	PERS Regular Contributions	39,685.44	
1	Package delivery charges for product returns or bid documents.			100.00	1
2	Services for BidSync for bid distribution. \$5,000 base charge + \$3,500 for population. Allowance for increase 3%.			9,140.00	2
3	Pallet jack repair/maintenance (always needed in case of equipment breakdown)			270.00	3
Total Account		100-12-041-5101	Contract Services	9,510.00	
1	National Institute of Governmental Purchasing (NIGP) Calif Chapter - Buyer & Purchasing Clerk			60.00	1
2	National Institute of Governmental Purchasing (NIGP) Agency Membership (National)			290.00	2
3	Costco executive membership (City wide, 2% rebate on purchases)			165.00	3
4	Calif. Association of Public Procurement Officials (CAPPO) membership			130.00	4
Total Account		100-12-041-5202	Memberships & Dues	645.00	
1	Nat'l Institute of Governmental Purchasing, Annual conference, Nashville TN, August 2018			2,250.00	1
2	Annual Eden users conference for Eden Financial Management System: includes registration and travel			2,500.00	2
3	Forklift training for Buyer, Purchasing Clerk and			200.00	3

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 041 Purchasing

Account Number /Title / Budget Line item Descriptions				Amount	
3	Warehouse Assistant. Certification every 3 years (\$200 per person). All certified in 2016 but funds needed in event staff leaves.				3
4	Quarterly Nat'l Institute of Governmental Purchasing Calif. Chapter meetings (4 meetings @ \$20 x 2 people)			160.00	4
	Total Account	100-12-041-5205	Training, Conterences & Meetings	5,110.00	

1	Uniform rental for Buyer and Purchasing Clerk			420.00	1
2	Work boots & resole allowed per MOU contract (2 positions \$335/ea).			670.00	2
	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	1
	Total Account	100-12-041-5208	Postage	800.00	

1	Miscellaneous Supplies for warehouse operations and offices.			200.00	1
	Total Account	100-12-041-5217	Departmental Supplies	200.00	

1	Per Finance, based on trends.			1,106.00	1
	Total Account	100-12-041-5501	Telephone	1,106.00	

1	Based on historical data			40.00	1
	Total Account	100-12-041-5611	Warehouse Purchases	40.00	

1	Finance Analysis			39,720.00	1
	Total Account	100-12-041-5621	Information Systems Allocation	39,720.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 041 Purchasing

Account Number / Title / Budget Line item Descriptions				Amount	
1	Per Finance			5,100.00	1
		Total Account	100-12-041-5641	Fleet Rental Allocation	5,100.00

1	Per Finance Analysis			1,740.00	1
		Total Account	100-12-041-5642	Fleet Maintenance Allocation	1,740.00

Program Total		041	Purchasing	439,944.76	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 13 Human Resources
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount
011 Administration				
1	0.5 Human Resources Director, 0.5 Executive Assistant, Human Resources Manager, Human Resources Analyst, Human Resources Assistant, Human Resources Technician			509,011.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(20,360.44) 2
	Total Account	100-13-011-4101	Salaries & Allowances	488,650.56

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.			1,250.00 1
	Total Account	100-13-011-4111	Overtime Regular Employees	1,250.00

1	0.5 Human Resources Director, 0.5 Executive Assistant, Human Resources Manager, Human Resources Analyst, Human Resources Assistant, Human Resources Technician			69,994.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,799.76) 2
	Total Account	100-13-011-4201	Group Medical Insurance	67,194.24

1	0.5 Human Resources Director, 0.5 Executive Assistant, Human Resources Manager, Human Resources Analyst, Human Resources Assistant, Human Resources Technician			7,381.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(295.24) 2
	Total Account	100-13-011-4202	Medicare	7,085.76

1	Per Finance Analysis			480.00 1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 13 Human Resources
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
Total Account		100-13-011-4203	Unemployment	480.00	
1	0.5 Human Resources Director, 0.5 Executive Assistant, Human Resources Manager, Human Resources Analyst, Human Resources Assistant, Human Resources Technician			19,893.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(795.72)	2
Total Account		100-13-011-4204	401A Plan City	19,097.28	
1	Per Finance Analysis			28,200.00	1
Total Account		100-13-011-4205	Workers Compensation	28,200.00	
1	Per Finance Analysis			6,288.00	1
Total Account		100-13-011-4206	Medical Retirement Contributions	6,288.00	
1	0.5 Human Resources Director, 0.5 Executive Assistant, Human Resources Manager, Human Resources Analyst, Human Resources Assistant, Human Resources Technician			74,642.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,985.68)	2
Total Account		100-13-011-4211	PERS Regular Contributions	71,656.32	
1	Contract for Investigations and background checks - investigations avg \$800-\$2000, backgrounds safety avg \$400-1000, backgrounds misc avg \$300-700			15,000.00	1
2	Delivery Service Vendors (UPS, Federal Express)			600.00	2
3	Benesyst Inc. - Flex Spending includes: Enrollment Fees & Materials~ -Set-Up Fees & Materials			550.00	3
4	Berlitz Language Services - Bilingual testing for			225.00	4

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 13 Human Resources
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
4	Teamsters and Police. ~ 9 tests for FY 16-17 potential eligible employees				4
5	Monthly Secure Shredding Service			52.00	5
6	AT&T Mobility Cell Phone charges for HR Director and Manager (Average \$65-\$70/month).			1,680.00	6
7	Time Warner Cable Inc			100.00	7
8	Hotspot Access for Department Head (per Bruce)			480.00	8
9	Employee Survey (Last Survey was 2015)			20,000.00	9
	Total Account	100-13-011-5101	Contract Services	38,687.00	

1	Maintenance contract and licensing for Eden Systems HR program. (EDEN Human Resource Support for FY 16/17 per Finance)			5,410.00	1
2	SIGMA Technical Support (Recruitment & Selection Database). Contract renewed every October.			1,683.00	2
	Total Account	100-13-011-5104	Computer Contract Services	7,093.00	

1	Office physicals (15 at \$110.00)			1,650.00	1
2	Labor Physicals (5 at \$110.00)			550.00	2
3	Police physicals (10 at \$450.00)			5,000.00	3
4	Fire Physicals & Firefighter Paid Call Physicals (20 at \$450.00)			10,000.00	4
5	Department of Justice (DOJ & FBI) - fingerprinting. Only for employees hired by Finance, Mgmt. Svcs., Community Development, Public Works and Human Resources. Cost includes susequent arrest reports to our agency.			6,400.00	5
6	Flu shots - \$28/shot (105 estimated FY 16/17)			2,940.00	6
7	Miscellaneous medical exams such as return-to-work, BAT, DMV physicals, office visits, etc.			3,000.00	7

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 13 Human Resources
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
8	Part Time Employee Pre-Employment Physicals (50 at \$10.00)			5,500.00	8
	Total Account	100-13-011-5107	Physical/Psychological Exams	35,040.00	

1	Legal and/or consultant services for personnel-related issues which require professional counsel, labor negotiations, investigations			60,000.00	1
	Total Account	100-13-011-5108	Legal Services	60,000.00	

1	Office Depot (Includes all paper, stationery, general office supplies and equipment such as toners, pens, etc.)			1,350.00	1
2	Miscellaneous supplies (i.e. mandatory employment posters)			800.00	2
3	Xerox toner cartridges			900.00	3
	Total Account	100-13-011-5201	Office Supplies	3,050.00	

1	CALPELRA membership for HR Director and SR HR Analyst. Due July.			700.00	1
2	SCPMA for HR Director, Sr HRA, HR Analyst and 2 HR Techs. Due January.			225.00	2
3	SCPLRC (Agency Membership). Membership Dues \$200. Due July.			200.00	3
4	IPMA online agency membership for up to three (3) HR (SR HR ANALYST/HR Analyst, HR Director and Risk Manager)			315.00	4
5	SHRM for HR Director			190.00	5
6	Cal Chamber Annual Membership			759.00	6
	Total Account	100-13-011-5202	Memberships & Dues	2,389.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 13 Human Resources
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions			Amount		
1	CPER Journal for HR Director.		275.00	1	
2	CALPERS Retirement Law Update		75.00	2	
3	HR Reference Books and Periodicals		650.00	3	
Total Account		100-13-011-5203	Reference Books & Periodicals	1,000.00	
<hr/>					
1	California Public Employers Labor Relations Assn; includes registration, travel, lodging, per diem, parking and car rental, onw people attending		3,250.00	1	
2	Liebert, Cassidy, Whitmore Public Sector Employment Conference (HR Director, Sr. HR Analyst/HR Analyst or Risk Manager). Scheduled every March		1,800.00	2	
3	Western Region Intergovernmental Personnel Assessment Council (Sr. Human Resources Analyst, Human Resources Analyst and/or Human Resources Technician) attending 2 conferences includes registration, travel, lodging, per diem, car rental and meals. Conferences scheduled January, April, May and September.		575.00	3	
4	So. Calif Personnel Management Assn Conference (Human Resources Analyst and/or HR Tech or HR Director). Scheduled every March. Members: \$79 Non-Members: \$99		350.00	4	
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 \$80 per person		180.00	5	
6	PERS Public Agency Coalition		250.00	6	
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	7	
8	IPMA/HR Annual Conference - HR Director to		2,000.00	8	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 13 Human Resources
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
8	attend conference (travel, lodging, registration, per diem, parking and car rental)				8
9	City-wide Training Courses including Customer Service, Performance Measurement, Documenting Discipline, Business Writing, etc.			40,000.00	9
10	Supervisory/Management Development Training			10,000.00	10
11	Human Resources - Seminars, Workshops and monthly meetings such as SCPLRC, SCPMA, PERS PAC, SHRM, etc			2,000.00	11
12	Agency membership fee for training consortium to Liebert, Cassidy, Whitmore. Includes training workshops and legal consulting services for general employee/labor relations issues.			4,500.00	12
13	Mandatory Supervisory Harassment Training FY 16/17 for current supervisors and potential managerial hires (approx 50)			4,500.00	13
		Total Account	100-13-011-5205	Training, Conterences & Meetings	71,605.00

1	Per Finance. Based on prior year trends and planned events.			2,700.00	1
		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	1
2	CMB Merchandise including duffel bags, polo and Employee Breakfast prizes			1,000.00	2
		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 16/17)			27,000.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 13 Human Resources
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		100-13-011-5216	Tuition Reimbursement	27,000.00	
1	Misc. office supplies			1,500.00	1
Total Account		100-13-011-5217	Departmental Supplies	1,500.00	
1	Raters Lunches and Breakfast snacks for rater panels			2,800.00	1
2	Rater Transportation. local travel and Accommodations.			1,000.00	2
3	Reimbursement to applicants for pre-employment documents such as DMV printouts.			500.00	3
4	Recruitment Advertisements all positions (includes web-based, print, publications, etc.)			25,000.00	4
5	Professional test development services and rentals/purchases (Donnoe, CPS, etc.)			15,000.00	5
Total Account		100-13-011-5218	Recruitment Costs	44,300.00	
1	Miscellaneous printing (business cards, flyers, brochures, etc.)			150.00	1
Total Account		100-13-011-5225	Printing	150.00	
1	Per Finance, based on trends.			2,312.00	1
Total Account		100-13-011-5501	Telephone	2,312.00	
1	Supplies to include: Certificate w/City Seal, Envelopes, Mailing Labels, Request for payment form.			200.00	1
Total Account		100-13-011-5611	Warehouse Purchases	200.00	
1	Finance Analysis			69,480.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 13 Human Resources
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-13-011-5621 Information Systems Allocation	69,480.00
1	Per Finance Analysis			15,480.00
		Total Account	100-13-011-5631 Insurance Allocation	15,480.00
1	Finance analysis			63,600.00
		Total Account	100-13-011-5651 Building & Operations Allocation	63,600.00
Program Total		011	Administration	1,148,988.16

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
011 Administration					
1	Director of Parks & Recreation, Secretary, Management Analyst, Graphic Artist			368,882.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(14,755.28)	2
	Total Account	100-14-011-4101	Salaries & Allowances	354,126.72	

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

1	Overtime for Secretary-Commissions and Training			2,185.00	1
	Total Account	100-14-011-4111	Overtime Regular Employees	2,185.00	

1	Director of Parks & Recreation, Secretary, Management Analyst, Graphic Artist			69,275.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,771.00)	2
	Total Account	100-14-011-4201	Group Medical Insurance	66,504.00	

1	Director of Parks & Recreation, Secretary, Management Analyst, Graphic Artist			5,349.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(213.96)	2
3	Part-time Medicare			8,520.00	3
	Total Account	100-14-011-4202	Medicare	13,655.04	

1	Per Finance Analysis			11,280.00	1
	Total Account	100-14-011-4203	Unemployment	11,280.00	

1	Director of Parks & Recreation, Management Analyst			9,781.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(391.24)	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		100-14-011-4204	401A Plan City	9,389.76	
1	Per Finance Analysis			1,320.00	1
Total Account		100-14-011-4205	Workers Compensation	1,320.00	
1	Per Finance Analysis			5,940.00	1
Total Account		100-14-011-4206	Medical Retirement Contributions	5,940.00	
1	Director of Parks & Recreation, Secretary, Management Analyst, Graphic Artist			53,586.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,143.44)	2
Total Account		100-14-011-4211	PERS Regular Contributions	51,442.56	
1	Music Motion Picture Licensing Fee~ (BMI, ASCAP, SESAC, MLPC)			3,120.00	1
2	Xerox Contract: Printer Rental for all Parks and Recreation printers in City Hall, Joslyn Center and Manhattan Heights.			8,829.00	2
3	OAP metered printer contract			9,960.00	3
4	Shared Cable Cost for Employee Lounge			102.00	4
5	Cell Phone Charges for Department Director and Base Camp (City Hall).			814.00	5
6	Hotspot access for department head.			480.00	6
7	Field, Facility and Pool Use Annual Payment per School Agreement:~ Year 1 = \$574,000~ Year 2 = \$582,000~ Year 3 = \$600,000			582,000.00	7
8	Graphic design service contract for quarterly (4 per year) Manhappenings Activity Guide and MB News. (x3% per Gwen)			15,805.00	8

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions			Amount	
9	Contractor for Cultural Art Commission meeting minutes and emergency coverage for other commission minutes (7 hr x 18 meetings x \$30/hr)		3,780.00	9
10	Enplug Monthly Charges \$99 a month for two years.		1,188.00	10
11	Employee Picnic Supplies		11,500.00	11
12	Marketing contracts such as: Photography \$2,500 and Filming \$2,500.		5,000.00	12
Total Account		100-14-011-5101	Contract Services	642,578.00

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, Mira Costa Pool		20,000.00	1
2	Finisher for printer		1,000.00	2
3	Ink Cartridges for Xerox Phaser		16,500.00	3
Total Account		100-14-011-5201	Office Supplies	37,500.00

1	CPRS - California Park and Recreation Society (annual)		630.00	1
2	NRPA - National Recreation and Park Association (annual).		800.00	2
3	CAPRCBM - California Association of Park and Recreation Commissioners & Board Members		300.00	3
4	AMA - American Marketing Association		320.00	4
5	LERN - Learning Resources Network		403.00	5
6	California Library Association (5 Library Commissioners x \$40)		200.00	6
7	Americans for the Arts (5 Cultural Arts Commissioners x \$50)		250.00	7

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		100-14-011-5202	Memberships & Dues	2,903.00	
1	Various Professional Publications: magazines, newspapers and reference books. ~ \$200 transfered from 034			300.00	1
Total Account		100-14-011-5203	Reference Books & Periodicals	300.00	
1	California Park and Recreation Society membership meetings \$100~ South Bay Citites Council of Governance - Parks and Rec Director meetings \$250			350.00	1
2	Monthly Department Supervisors Meeting			360.00	2
3	Department Director~ NRPA - National Recreation and Park Association training, hotel, travel and food. CPRS - California Park and Recreation Society training free and food.			1,700.00	3
4	Marketing Development trainings, travel, food and lodging.			450.00	4
5	Management Training			1,000.00	5
6	Department Training			3,500.00	6
7	Social Media Examiner online conference			250.00	7
8	Meals for Commissions (\$100 x 3 commissions)			300.00	8
9	CPRS conference (7 commissioners x \$250)			1,750.00	9
10	California Library Association conference (5 commissioners x \$220)			1,100.00	10
11	Americans for the Arts Conference (5 commissioners x \$425)			2,125.00	11
Total Account		100-14-011-5205	Training, Conterences & Meetings	12,885.00	
1	Ads for Manhappenings~			5,460.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
1	Five (5) full page ads with Beach Reporter 5 x \$1,092/each.				1
2	The Beach Reporter Social Media Campaign			12,240.00	2
3	Meadows Summer Camp Expo marketing tables 3 x \$250/per table.			750.00	3
4	Mira Costa Big Game Productions Calendar ad			600.00	4
	Total Account	100-14-011-5207	Advertising	19,050.00	

1	Per Finance. Based on prior year trends and planned events.			16,350.00	1
2	Manhappenings and Summer Guide			15,650.00	2
	Total Account	100-14-011-5208	Postage	32,000.00	

1	Canva for Work			120.00	1
2	Survey Monkey annual			300.00	2
	Total Account	100-14-011-5210	Computers, Supplies & Software	420.00	

1	Pens, decals and handouts			1,650.00	1
2	Supplies for City Council, Parks and Recreation, Cultural Arts and Library Commissions			400.00	2
3	City Hall Holiday Decorations			1,000.00	3
4	Department giveaways			4,000.00	4
5	Department Polos			1,000.00	5
6	Instructor appreciation supplies			1,500.00	6
7	Summer Camp Expo supplies			450.00	7
8	Social Media Team Content Contributor Supplies			400.00	8
9	Parks & Rec Month Supplies			700.00	9
10	Name tags for Commissioners			180.00	10
	Total Account	100-14-011-5217	Departmental Supplies	11,280.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
1	Fingerprinting/livescan and TB testing for all Department part-time employees, instructors and volunteers.			4,520.00	1
	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	1
2	Printing for quarterly (4 per year) Manhappenings Activity Guide and City Newsletter. (X3% per Gwen)			72,000.00	2
3	Specialized Brochures~ Summer Camp Guide~ Pocket Guide			13,600.00	3
4	Department business cards			2,550.00	4
5	Commissioner business cards			180.00	5
	Total Account	100-14-011-5225	Printing	90,830.00	
1	Per Finance, based on trends.			8,744.00	1
	Total Account	100-14-011-5501	Telephone	8,744.00	
1	Batteries, Printing Paper, Forms and Envelopes.			1,000.00	1
	Total Account	100-14-011-5611	Warehouse Purchases	1,000.00	
1	Finance Analysis			109,200.00	1
	Total Account	100-14-011-5621	Information Systems Allocation	109,200.00	
1	Per Finance Analysis			674,760.00	1
	Total Account	100-14-011-5631	Insurance Allocation	674,760.00	
1	Per Finance			41,520.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-14-011-5641 Fleet Rental Allocation	41,520.00
1	Per Finance Analysis			21,780.00
		Total Account	100-14-011-5642 Fleet Maintenance Allocation	21,780.00
1	Finance analysis			152,580.00
		Total Account	100-14-011-5651 Building & Operations Allocation	152,580.00
1	Marine Avenue Certificates of Participation (Per Debt Service Schedule)			290,000.00
		Total Account	100-14-011-7101 Bond Principal	290,000.00
1	Marine Avenue Certificates of Participation (Per Debt Service Schedule)			216,156.00
		Total Account	100-14-011-7102 Bond Interest	216,156.00
1	Marine Avenue Certificates of Participation (Per Debt Service Schedule)			79,000.00
		Total Account	100-14-011-7103 Bond Administration Fee	79,000.00
Program Total		011	Administration	2,964,993.08

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			249,958.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(9,998.32)	2
	Total Account	100-14-021-4101	Salaries & Allowances	239,959.68	
<hr/>					
1	JOSLYN COMMUNITY CENTER BUILDING ATTENDANT AND PARK PATROL (6:30am-10:00pm):~ Recreation Leader I: \$11.03/hr x 14 hrs/day x 6 days/wk x 52 wks/yr~ (+2%)			49,144.00	1
2	SAND DUNE PARK PATROL~ SPRING AND SUMMER HOURS (Apr1-Oct 31, 30 weeks, 5:30am-8:30pm):~ Recreation LeaderI: \$11.03/hr x 14 hrs/day x 7 days/wk x 30 wks/yr = \$32428.20~ FALL & WINTER (Nov 1-Mar 31, 22 weeks, 5:30am-7:30pm)~ Recreation Leader: \$11.03/hr x 13 hrs/day x 7 days/wk x 22 wks/yr = \$22082.06~ (+2%)			55,600.00	2
3	SAND DUNE MONITOR~ SPRING AND SUMMER HOURS (Apr1-Oct 31, 30 weeks, 7:30am-6:30pm):~ Recreation LeaderI: \$11.03hr x 10 hrs/day x 7 days/wk x 30 wks/yr = \$23163~ FALL & WINTER (Nov 1-Mar 31, 22 weeks, 7:30am-4:30pm)~ Recreation Leader I: \$11.03/hr x 8 hrs/day x 7 days/wk x 22 wks/yr = \$13588.96~ (+2%)			37,487.00	3
4	CITY HALL & PD CONFERENCE ROOM BUILDING ATTENDANT Recreation Leader I: \$11.03/hr x 4.5 hrs/day x 5			12,657.00	4

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number /Title / Budget Line item Descriptions	Amount	
4 days/wk x 50 wks/yr~ (+2%)		4
5 MANHATTAN HEIGHTS BUILDING ATTENDANT AND PARK PATROL (6:30am-9:30pm):~ Recreation Leader I: \$11.03/hr x 14 hrs/day x 7 days/wk x 52 wks/yr~ (+2%)	57,333.00	5
6 MARINE AVENUE PARK ATTENDANT: ~ Recreation Leader I (M-F 2:30-10:30pm): \$11.03/hr x 8 hrs/day x 5 days/wk x 52 wks/yr = \$22942.40~ Recreation Leader I (Sat. & Sun. 6:30 am - 10 pm): \$11.03/hr x 14.5 hrs/day x 2 days/wk x 52 wks/yr = \$16633.24~ Recreation Leader I (Summer Seasonal 6:30 am - 2:30 pm): \$11.03/hr x 8 hrs/day x 5 days/wk x 12 wks/yr = \$5294.40~ (+2%)	45,767.00	6
7 POLLIWOG PARK PATROL (SUMMER, 44 days, 8:00am-9:00pm)~ Recreation Leaders: 2 x \$11.03/hr x 13 hrs/day x 44 days/yr~ (+2%)	12,870.00	7
8 SEASONAL FACILITY ATTENDANT:~ Recreation Leader I: \$11.03/hr x 6 hrs/day x 5 days/wk x 23 wks/yr = \$6,844.80~ (+2%)	7,763.00	8
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~ (+2%)	61,140.00	9
10 SPECIAL EVENTS:~	5,690.00	10

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number /Title / Budget Line item Descriptions	Amount	
10 EARTH DAY: 5 Recreation Leaders 1 x 11 hours x \$12.77 = \$702.35~ PUMPKIN RACES: 15 Recreation Leaders 1 x 20 hours x \$11.03 = \$3309.00~ VETERANS DAY:5 Recreation Leaders 1 x 5 hours x \$11.03 = \$275.75 1 Sr. Rec Leader x 5 hours x \$16.01 = \$80.05~ PIER LIGHTING: 6 Recreation Leaders 1 x 8 hours x \$11.03 = \$529.44; 1 Sr. Rec leader x 8 hours x \$16.01 = \$80.05~ SALUTE TO THE TROOPS: 4 Rec leader 1 x 9 hrs x \$11.03 = \$441.20; 1 Sr. Rec leader x 10 hours x \$16.01 = \$160.10~ (+2%)		10
11 SPECIAL EVENTS (NON-CITY Fully Burdened Rate):~ FIREWORKS: ~ \$20.66 x 9 Hours x 9 Rec leaders = \$1673.46~ \$25.80 x 9 Hours x 1 Sr Rec Leader = \$232.20~ Total = \$1,198.08~ HOMETOWN FAIR: \$20.66 Per Hour for Rec Leader Staff x 184 Hours (over the span of 4 days)= \$3,801.44	5,707.00	11
12 Historic Preservation Commission - Building Attendant (4 hrs per quarterly meeting)	192.00	12
13 Minimum Wage Adjustment: Total Rec Leader I hours = 26,034. Estimate for \$0.50 increase on January 1, 2017 and \$0.50 increase on January 1, 2018.	13,017.00	13
Total Account 100-14-021-4103	Part Time Employee Salaries	364,367.00
<hr/>		
1 Overtime.	6,000.00	1
Total Account 100-14-021-4111	Overtime Regular Employees	6,000.00
<hr/>		
1 Recreation Services Manager, 2.0 Recreation	42,477.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number /Title / Budget Line item Descriptions				Amount	
1	Supervisors				1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,699.08)	2
	Total Account	100-14-021-4201	Group Medical Insurance	40,777.92	

1	Recreation Services Manager, 2.0 Recreation Supervisors			3,624.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(144.96)	2
3	Part-time Medicare			1,200.00	3
	Total Account	100-14-021-4202	Medicare	4,679.04	

1	Recreation Services Manager			2,806.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(112.24)	2
	Total Account	100-14-021-4204	401A Plan City	2,693.76	

1	Per Finance Analysis			3,216.00	1
	Total Account	100-14-021-4206	Medical Retirement Contributions	3,216.00	

1	Recreation Services Manager, 2.0 Recreation Supervisors			37,008.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,480.32)	2
3	Part-time PERS			22,860.00	3
	Total Account	100-14-021-4211	PERS Regular Contributions	58,387.68	

1	Monthly contract for daily cleanings of Manhattan Heights, Annex, Marine Ave Joslyn Center, Live Oak Hall, Scout House, and Postal Annex~ Facility porters for special events: 4 events x 4 hours~ (+20% per PW recommendation)			64,914.00	1
2	Extra cleanings for all facilities (Joslyn Center; Manhattan Heights, Marine Ave., and Live			11,790.00	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions	Amount	
2 Oak Park Hall): Strip floors, wax floors, detail bathrooms etc. 4 cleanings a year (+20% per PW recommendation)		2
3 Creative Arts Center Extra Cleanings; detail bathrooms, floors, walls, offices, etc. 4 cleanings per year (+20% per PW recommendation)	2,862.00	3
4 Facility Day Porter Service~ (+20% per PW recommendation)	49,701.60	4
5 Alarm system for Historical House at Polliwog Park	1,200.00	5
6 SPECIAL EVENTS:~ Earth Day: Rentals - tables, chairs, booth, entertainment, etc.= \$2000~ Pier Lighting: Sound, Entertainment \$4500, Santa \$500, message boards \$600, security \$2000 = \$7600	9,600.00	6
7 AV & Sound: ~ Additional Microphone and sound rentals for special reservations at facilities	2,784.00	7
8 Tennis and basketball court patchwork/repairs	5,000.00	8
9 Mobile Data Plans for 3 iPads or similar tablets approved for purchase in FY 15/16	2,178.00	9
Total Account 100-14-021-5101 Contract Services	150,029.60	
<hr/>		
1 CPRS, NRPA, Recreation Supervisor, Evening Weekend Supervisors (Recreation Specialist)	1,000.00	1
Total Account 100-14-021-5202 Memberships & Dues	1,000.00	
<hr/>		
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	1
Total Account 100-14-021-5205 Training, Conferences & Meetings	3,000.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions				Amount	
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	1
	Total Account	100-14-021-5207	Advertising	4,060.00	

1	Center Supplies for Joslyn and Heights: Sports Equipment (PA systems, digital display board, furniture, fixtures, equipment, tools, audio & visual equipment)			6,300.00	1
2	Special Events: ~ Veterans Day (Wreath, decorations), catering \$2000 Pier Lighting (Decorations, Supplies)=\$800			2,800.00	2
3	Earth Day:~ Miscellaneous supplies and refreshments for staff and volunteers			300.00	3
4	Dry cleaning for tablecloths (6x/yearly x \$200)			1,200.00	4
	Total Account	100-14-021-5217	Departmental Supplies	10,600.00	

1	Per Finance, based on trends.			4,322.00	1
	Total Account	100-14-021-5501	Telephone	4,322.00	

1	Per Finance, based on trends.			243,404.00	1
	Total Account	100-14-021-5502	Electricity	243,404.00	

1	Per Finance, based on trends.			8,069.00	1
	Total Account	100-14-021-5503	Natural Gas	8,069.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number /Title / Budget Line item Descriptions				Amount	
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	1
	Total Account	100-14-021-5611	Warehouse Purchases	12,000.00	

1	Finance Analysis			69,480.00	1
	Total Account	100-14-021-5621	Information Systems Allocation	69,480.00	

Program Total		021	Recreation Services	1,226,045.68	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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	1
2	SUMMER PROGRAM~ 3 Recreation Leader II x \$11.49/hr x 40 hrs/wk x 12 wks	16,545.60	2
3	SCHOOL YEAR~ 3 Recreation Leader II x \$11.49/hr x 19 hrs/wk x 38 wks	24,887.34	3
4	HOLIDAY PROGRAM~ 2 Recreation Leader II x \$11.49/hr x 40 hrs/wk x 2	1,838.40	4
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	5
6	SNOWBOARDING TRIPS~ 3 Rec leader II x 5 trips x 16 hrs x \$11.49/hr = \$2757.60	2,757.60	6
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	7
8	MBMS Morning Program~ 2 Recreation Leader II x \$11.49/hour x 2 hrs/week x 38 wks/year	1,746.48	8

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

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

1	Overtime hours as needed			553.00	1
	Total Account	100-14-024-4111	Overtime Regular Employees	553.00	

1	Part-time Medicare			1,230.00	1
	Total Account	100-14-024-4202	Medicare	1,230.00	

1	Part-time PERS			5,375.00	1
	Total Account	100-14-024-4211	PERS Regular Contributions	5,375.00	

1	Pumpkin Race:~ Tables and Chairs Rental- \$1440 ~ AV Equipment rental: \$1800~ S&S Portable Services: \$1440~ TCS, Inc. \$480~ (+20%)			5,160.00	1
2	Teen Center Contract Services:~ D.J. and safety awareness contract			1,000.00	2
	Total Account	100-14-024-5101	Contract Services	6,160.00	

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

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

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			2
	Total Account	100-14-024-5207	Advertising	3,190.00
1	Teen Center Program Special Event Supplies, Arts and Crafts; Sports Equipment, Food and Cooking Supplies, Games, Movies, AV Equipment			1
	Total Account	100-14-024-5217	Departmental Supplies	7,000.00
1	Printing for Teen Center Flyers, program brochures, newsletters and promotional items			1
	Total Account	100-14-024-5225	Printing	1,000.00
Program Total		024	Teen Drop In Center	106,560.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation

Minor Program: 025 Special Activity Classes *

Account Number / Title / Budget Line item Descriptions				Amount	
025 Special Activity Classes *					
1	0.22 Recreation Supervisor, 0.22 Recreation Coordinator			25,789.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,031.56)	2
	Total Account	100-14-025-4101	Salaries & Allowances	24,757.44	

1	REC CAMP SUPERVISOR (SUMMER & PREPARATION)~ Senior Recreation Leader II: \$18.54/hr x 40 hrs/wk x 13 wks/yr			9,641.00	1
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	2
3	Assistant REC CAMP SUPERVISOR (SUMMER & PREPARATION)~ Recreation Specialist: \$16.01/hr x 40 hrs/wk x 11 wks/yr			7,044.00	3
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	4
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	5
6	Part Time Admin Clerk Allocation~ 22% x \$49,712			10,937.00	6
	Total Account	100-14-025-4103	Part Time Employee Salaries	76,137.00	

1	Overtime for employees during special activities and programming.			750.00	1
	Total Account	100-14-025-4111	Overtime Regular Employees	750.00	

1	0.22 Recreation Supervisor, 0.22 Recreation			4,882.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation

Minor Program: 025 Special Activity Classes *

Account Number /Title / Budget Line item Descriptions				Amount	
1	Coordinator				1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(195.28)	2
	Total Account	100-14-025-4201	Group Medical Insurance	4,686.72	

1	0.22 Recreation Supervisor, 0.22 Recreation Coordinator			374.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(14.96)	2
3	Part-time Medicare			210.00	3
	Total Account	100-14-025-4202	Medicare	569.04	

1	Per Finance Analysis			564.00	1
	Total Account	100-14-025-4206	Medical Retirement Contributions	564.00	

1	0.22 Recreation Supervisor, 0.22 Recreation Coordinator			3,793.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(151.72)	2
3	Part-time PERS			785.00	3
	Total Account	100-14-025-4211	PERS Regular Contributions	4,426.28	

1	Instructor payments for Recreation Classes & Camps (Tot Time, Tennis, Extreme Sports, Cooking, Education, Enrichment, Etc.) = \$192,000			192,000.00	1
	Total Account	100-14-025-5101	Contract Services	192,000.00	

1	CPRS training (2 Recreation Supervisors & Recreation Services Manager): Registration: \$389 x 3= \$1167			1,167.00	1
	Total Account	100-14-025-5205	Training, Conterences & Meetings	1,167.00	

1	71213~			4,790.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation

Minor Program: 025 Special Activity Classes *

Account Number / Title / Budget Line item Descriptions				Amount	
1	REC Summer Camp - 2 Full Page Color ads (Beach Reporter) @\$1,300/ad and 1 1/2 page color ad (Beach Reporter) @\$730 = \$3,330~ 71219~ REC Vacation Days - 2 1/2 page color ads (Beach Reporter) @\$730/ad = \$1,460~ Total = \$4,790			4,790.00	1
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			8,000.00	1
2	71213 & 71219~ REC Summer/Vacation Camp Supplies: TV's, projectors, arts & crafts, activities, snacks, games, waterslide, sound equipment, bbq, music, entertainment			10,500.00	2
3	Table Tennis			2,500.00	3
Total Account		100-14-025-5217	Departmental Supplies	21,000.00	

1	Tennis Class and Camps Speciality Marketing Brochure (Fall, Winter, Spring, Summer, and Summer Camps)			1,500.00	1
2	REC Camp printed materials			500.00	2
Total Account		100-14-025-5225	Printing	2,000.00	

Program Total		025	Special Activity Classes *	332,847.48	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number /Title / Budget Line item Descriptions				Amount	
026	Special Events *				
1	0.13 Recreation Supervisor, 0.13 Recreation Coordinator			15,239.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(609.56)	2
	Total Account	100-14-026-4101	Salaries & Allowances	14,629.44	
<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 \$12.77/hr x 20 hrs/wk x 38 wks/yr = \$77641.60~ Drop-in Program Staff:~ 2 Recreation Leader II: 2 x 12.77/hr x 20 hrs/wk x 38 wks/yr.= \$19410.40			117,224.00	1
2	SPECIAL EVENTS~ Family Campout: 10 Rec Leader II x 12 hrs x \$12.77 =1532.40~ Fishing Derby:~ 7 Recreation Leader II: 5 x 12.77/hr x 5 hrs = \$446.95~ Sand Castle Contest:~ 5 Recreation Leader II: 5 x 12.77/hr x 5 hrs = \$319.25~ Halloween Carnival:~ 10 Recreation Leader II: 10 x 12.77/hr x 11 hrs. = \$1,404.70~ Crafts Night:~ 6 Recreation Leader II: 6 x 12.77/hr x 5 hrs = \$383.10			4,086.00	2
3	TEEN SNOWBOARD TRIPS:~ Recreation Specialist: \$16.01/hr x 16 hrs/trip x 5 trips			1,281.00	3

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions				Amount	
4	PART TIME ADMIN CLERK ALLOCATION:~ 13% x \$49,712			6,960.00	4
	Total Account	100-14-026-4103	Part Time Employee Salaries	129,551.00	
1	Rec Specialist II OT REC Program special events 107 hr x \$27.81			3,000.00	1
	Total Account	100-14-026-4111	Overtime Regular Employees	3,000.00	
1	0.13 Recreation Supervisor, 0.13 Recreation Coordinator			2,885.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(115.40)	2
	Total Account	100-14-026-4201	Group Medical Insurance	2,769.60	
1	0.13 Recreation Supervisor, 0.13 Recreation Coordinator			221.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(8.84)	2
3	Part-time Medicare			3,675.00	3
	Total Account	100-14-026-4202	Medicare	3,887.16	
1	0.13 Recreation Supervisor, 0.13 Recreation Coordinator			2,241.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(89.64)	2
3	Part-time PERS			5,113.00	3
	Total Account	100-14-026-4211	PERS Regular Contributions	7,264.36	
1	71310~ REC Special Activities: Tickets for bus trips to offsite activities (+20%)			12,000.00	1
2	71304~ TENNIS TOURNAMENT (officials) (+20%)			4,800.00	2
3	71314~			3,600.00	3

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number /Title / Budget Line item Descriptions			Amount	
3	FAMILY CAMP (+20%)~ Special programs, bouncers, activities, entertainment			3
4	71313~ TEEN SPECIAL ACTIVITIES: Tickets for Summer, School Year, and Snowboarding offsite activities TEEN SPECIAL EVENT (School year) = \$2500 (+20%) SNOWBOARDING TRIPS = \$8250		19,200.00	4
5	71316~ AFTERSCHOOL REC PROGRAM: ~ Special programs, bouncers, activities, entertainment		1,000.00	5
Total Account		100-14-026-5101	Contract Services	
			40,600.00	
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~		8,890.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions				Amount	
1	Total = \$8,890				1
	Total Account	100-14-026-5207	Advertising	8,890.00	
1	REC after school walking program: \$11,000~ Supplies: games, arts & crafts, sports equipment, cleaning supplies, etc.			11,000.00	1
2	REC after school drop in program			10,000.00	2
3	TENNIS TOURNAMENT:~ T-shirts, drawsheets, food for participants			3,700.00	3
4	TEEN CENTER~ Supplies: games, arts & crafts, sports equipment, cleaning supplies, etc.~ Summer Camp: \$2000~ School Year: \$2000~ School Year Special Events: \$1500~ Summer Special Events: \$1500			10,500.00	4
5	Family Campout			3,500.00	5
	Total Account	100-14-026-5217	Departmental Supplies	38,700.00	
1	REC Afterschool Program: Flyers, posters, brochures, etc.			500.00	1
2	TEEN CENTER Activities/Event Flyers, posters, brochures, etc.			500.00	2
	Total Account	100-14-026-5225	Printing	1,000.00	
Program Total		026	Special Events *	250,291.56	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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): \$12.77/hr x 6.5 hrs/day x 5 days/wk x 52 wks/yr = \$21581.30~ Recreation Leader II (Weekends): \$12.77/hr x 6 hrs/day x 2 days/wk x 52 wks/yr= \$7968.48			70,343.00	1
2	MIRA COSTA~ Recreation Leader II (weekdays): \$12.77/hr x 5 hrs/day x 4 days/wk x 52 wks/yr= \$13280.80~ Recreation Leader II (weekends): \$12.77/hr x 6 hrs/day x 2 days/wk x 52 wks/yr= \$7,968.48~ Recreation Leader I (summer): \$11.03/hr x 6 hrs/day x 5 days/wk x 10 wks/yr= \$3309			24,558.00	2
	Total Account	100-14-027-4103	Part Time Employee Salaries	94,901.00	

1	Part-time Medicare			960.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(38.40)	2
	Total Account	100-14-027-4202	Medicare	921.60	

1	Part-time PERS			3,900.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(156.00)	2
	Total Account	100-14-027-4211	PERS Regular Contributions	3,744.00	

1	Internet Wifi: \$120/mo			2,400.00	1
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	2
3	Contingency court repair, resurfacing and			3,500.00	3

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions				Amount	
3	striping at Manhattan Heights, Live Oak, and Mira Costa Tennis Courts				3
	Total Account	100-14-027-5101	Contract Services	25,500.00	

1	71401~ Tennis Tournament/Operations - Social Media Advertisements (AdTaxi)/print ads~ Total - \$2,500			5,000.00	1
	Total Account	100-14-027-5207	Advertising	5,000.00	

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

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

Program Total		027	Tennis Operations *	145,066.60	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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, 0.50 Recreation Coordinator, Facilities Reservation Clerk			112,117.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,484.68)	2
	Total Account	100-14-028-4101	Salaries & Allowances	107,632.32	
<hr/>					
1	Rec Services~ Recreation Leader I support for reservations: 30 Reservations x 8 hours x \$11.03/hou4=\$2,647~ Recreation Specialist (Holiday Reservation Coverage for FT Recreation Supervisors): \$16.01 x 15 hrs/day x 80 days = \$19,212			21,859.00	1
2	Facility Reservations ~ Reservation Clerk @ \$20.09/hr x 27 hrs/wk x 52 weeks			28,206.00	2
3	Aquatics ~ 3 Pool Lifeguards @ 25 hours x 52 weeks x \$13.04 = \$50,856~ 1 Senior Recreation Leader @ 32 hours x 52 weeks x \$18.54 = \$30,850			81,706.00	3
4	Minimum Wage Adjustment: Total Rec Leader I hours = 240. Estimate for \$0.50 increase on January 1, 2017 and \$0.50 increase on January 1, 2018.			120.00	4
	Total Account	100-14-028-4103	Part Time Employee Salaries	131,891.00	
<hr/>					
1	0.40 Recreation Supervisor, 0.50 Recreation Coordinator, Facilities Reservation Clerk			23,243.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(929.72)	2
	Total Account	100-14-028-4201	Group Medical Insurance	22,313.28	
<hr/>					
1	0.40 Recreation Supervisor, 0.50 Recreation			1,626.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number /Title / Budget Line item Descriptions				Amount	
1	Coordinator, Facilities Reservation Clerk				1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(65.04)	2
3	Part-time Medicare			510.00	3
	Total Account	100-14-028-4202	Medicare	2,070.96	

1	Per Finance Analysis			1,188.00	1
	Total Account	100-14-028-4206	Medical Retirement Contributions	1,188.00	

1	0.40 Recreation Supervisor, 0.50 Recreation Coordinator, Facilities Reservation Clerk			16,818.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(672.72)	2
3	Part-time PERS			3,218.00	3
	Total Account	100-14-028-4211	PERS Regular Contributions	19,363.28	

1	Facilities & Outdoor Reservations ~ ADDITIONAL CLEANING OF FACILITIES PRIOR TO RENTALS (Manhattan Heights Polliwog & Marine) (+20% per PW recommendation)			5,348.00	1
2	Facilities ~ Offsite storage: \$400/mo			4,800.00	2
3	Sports/Fields ~ Repair, resurface, restripe, and windscreen replacement courts, fields, facility fencing \$9,000 ~ \$2,000~ MBUSD Field Porta Potties ~ \$12,000~ Field cleanings & supplemental maintenance ~ \$10,000			31,000.00	3
4	Rec Services ~ Cell Phone Service with Comet Tracker: 9 phones x \$66/mo x 12 mo/yr = \$7128~			11,928.00	4

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number /Title / Budget Line item Descriptions				Amount	
4	Cell Phones for 2 Recreation Services Managers and 3 Recreation Supervisors: 5 phones x \$80/mo 12 mo/yr = \$4,800				4
5	Aquatics~ MC Pool FIOS			1,000.00	5
6	Joslyn Center Enplug monthly charges			1,188.00	6
	Total Account	100-14-028-5101	Contract Services	55,264.00	

1	Recreation Services Manager memberships (Social Media Marketing Society) ~ NRPA and CPRS membership			300.00	1
2	Rec Services Manager (Registration Services)~ CPRS membership			300.00	2
	Total Account	100-14-028-5202	Memberships & Dues	600.00	

1	Customer service, office management, and administrative skill trainings and workshops.			1,100.00	1
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	2
3	Software training ~ Graphic Artist. Training \$900, hotel \$400, travel and food \$200			1,500.00	3
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	4

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number /Title / Budget Line item Descriptions				Amount
Total Account		100-14-028-5205	Training, Conterences & Meetings	9,350.00
1	Rec Services~			6,000.00
	Uniforms for all recreation staff members:			
	T-Shirts, sweatshirts, jackets, collared shirts			
2	Aquatics ~			2,500.00
	Uniforms for Mira Costa Pool Staff: \$2,500			
Total Account		100-14-028-5206	Uniforms/Safety Equipment	8,500.00
1	Facility & Park Reservations ~			2,030.00
	Now Hiring Ads - 1 full page beach reporter			
2	Aquatics ~			1,000.00
	Mira Costa Aquatics promotional Materiasl			
Total Account		100-14-028-5207	Advertising	3,030.00
1	Rec Services - Facility Reservations ~			10,000.00
	Operational supplies for facility, field, and			
	park reservations:~			
	tables, chairs, signage, storage bins, easels,			
	locks, easels, locks, storage bins,camera, etc.			
2	Rec Services~			300.00
	Cell Phone Supplies: Replacement of batteries,			
	chargers, holsters, etc. for 3 phones.			
3	Aquatics ~			10,000.00
	Pool Supplies (first aid supplies, umbrellas,			
	rescue tubes, kick boards, whistles, etc.)~			
	Pool Equipment: Lifeguard tower, lane lines, lane			
	line storage reels, etc.)			
Total Account		100-14-028-5217	Departmental Supplies	20,300.00
1	Contractor fingerprinting - \$32 x 32			1,024.00
	contractors=\$1024			

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions				Amount	
		Total Account	100-14-028-5218	Recruitment Costs	1,024.00
1	Facility & Park Reservation promotional materials, reservation forms			3,000.00	1
		Total Account	100-14-028-5225	Printing	3,000.00
1	Per Finance, based on trends.			653.00	1
		Total Account	100-14-028-5501	Telephone	653.00
1	Finance Analysis			9,960.00	1
		Total Account	100-14-028-5621	Information Systems Allocation	9,960.00
Program Total		028	Facility & Parks Reservations *		396,139.84

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			200,556.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(8,022.24)	2
	Total Account	100-14-031-4101	Salaries & Allowances	192,533.76	

1	4 Recreation Leader II -18 hr/wk x 52 weeks x \$11.03~ gallery staff, basic exhibit installation			41,296.00	1
	Total Account	100-14-031-4103	Part Time Employee Salaries	41,296.00	

1	Support art camps, special events and concerts in the park. + 2%			1,340.00	1
	Total Account	100-14-031-4111	Overtime Regular Employees	1,340.00	

1	Cultural Arts Manager, Recreation Supervisor			31,629.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,265.16)	2
	Total Account	100-14-031-4201	Group Medical Insurance	30,363.84	

1	Cultural Arts Manager, Recreation Supervisor			2,908.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(116.32)	2
3	Part-time Medicare			495.00	3
	Total Account	100-14-031-4202	Medicare	3,286.68	

1	Cultural Arts Manager			5,291.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(211.64)	2
	Total Account	100-14-031-4204	401A Plan City	5,079.36	

1	Per Finance Analysis			2,172.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		100-14-031-4206	Medical Retirement Contributions	2,172.00	
1	Cultural Arts Manager, Recreation Supervisor			29,597.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,183.88)	2
3	Part-time PERS			2,626.00	3
Total Account		100-14-031-4211	PERS Regular Contributions	31,039.12	
1	Specialized Exhibition Preparations Arts Center			10,000.00	1
2	Security System - Monitoring contract for Logix			500.00	2
3	Art Insurance for exhibitions			2,500.00	3
4	Cell Phone charges for Supervisor			1,125.00	4
5	Metlox Arts Programs, Joslyn Arts Programs, Library Programs			10,000.00	5
Total Account		100-14-031-5101	Contract Services	24,125.00	
1	Americans Association of Museums 125.X3; CPRS \$140.			655.00	1
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	1
2	American's for the Arts Conference fee (\$500 x 2), travel (\$240 x 2), hotel (\$1000 x 2), food (per diem \$260 x 2).			4,520.00	2
Total Account		100-14-031-5205	Training, Conterences & Meetings	5,320.00	
1	Brochure on exhibition and educational offerings. Summer program brochure.			5,000.00	1
Total Account		100-14-031-5207	Advertising	5,000.00	
1	Exhibition Opening Receptions (food, drinks,			4,500.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions				Amount	
1	utensils, and plates).				1
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	2
3	Expansion of exhibition program into additional venues at the Mall and Downtown			4,500.00	3
		Total Account	100-14-031-5217	Departmental Supplies	15,000.00
<hr/>					
1	Printing of exhibition 5 x 7 invitations (5 receptions X \$250) \$1250.00			1,250.00	1
		Total Account	100-14-031-5225	Printing	1,250.00
<hr/>					
1	Warehouse supplies for the Creative Arts Center.			300.00	1
2	Custodial supplies for Creative Arts Center: (cleaning supplies, paper products, trash bags, etc.)			700.00	2
		Total Account	100-14-031-5611	Warehouse Purchases	1,000.00
<hr/>					
1	Finance Analysis			49,680.00	1
		Total Account	100-14-031-5621	Information Systems Allocation	49,680.00
<hr/>					
Program Total		031	Cultural Arts	409,140.76	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number /Title / Budget Line item Descriptions				Amount
034 Art Classes *				
1	1.0 Recreation Supervisor, 0.13 Recreation Supervisor, 0.13 Recreation Coordinator			84,121.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(3,364.84) 2
	Total Account	100-14-034-4101	Salaries & Allowances	80,756.16

1	2 Senior Rec Leader II 18hrs/week x 52 weeks x \$11.03 x 2~ oversee arts classes program (revenue offset)~ ceramic staff monitoring Open Lab			20,648.00 1
2	1 x Rec Leader I~ 20 hr/wk x 52 weeks x \$18.54~ coordinate educational programming			19,282.00 2
3	1 Sr Rec Leader I~ 28 hr/wk x 52 weeks x \$16.01~ ceramics lab tech			23,311.00 3
4	Part Time Admin Clerk Allocation~ 13% x \$49,712			6,463.00 4
5	Minimum Wage Adjustment: Total Rec Leader I hours = 1040. Estimate for \$0.50 increase on January 1, 2017 and \$0.50 increase on January 1, 2018.			520.00 5
	Total Account	100-14-034-4103	Part Time Employee Salaries	70,224.00

1	1.0 Recreation Supervisor, 0.13 Recreation Supervisor, 0.13 Recreation Coordinator			18,422.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(736.88) 2
	Total Account	100-14-034-4201	Group Medical Insurance	17,685.12

1	1.0 Recreation Supervisor, 0.13 Recreation Supervisor, 0.13 Recreation Coordinator			1,220.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(48.80) 2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions				Amount	
3	Part-time Medicare			195.00	3
	Total Account	100-14-034-4202	Medicare	1,366.20	

1	Per Finance Analysis			276.00	1
	Total Account	100-14-034-4206	Medical Retirement Contributions	276.00	

1	1.0 Recreation Supervisor, 0.13 Recreation Supervisor, 0.13 Recreation Coordinator			12,574.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(502.96)	2
3	Part-time PERS			2,886.00	3
	Total Account	100-14-034-4211	PERS Regular Contributions	14,957.04	

1	Dance			10,500.00	1
2	Theatre			10,000.00	2
3	Music			14,000.00	3
4	Ceramics - program expansion			60,000.00	4
5	Drawing & Painting			12,354.00	5
6	Crafts - Fieldtrips, contract services			10,000.00	6
7	Film			3,000.00	7
8	Ceramics Studio Supervisor Phone Charges			1,125.00	8
	Total Account	100-14-034-5101	Contract Services	120,979.00	

1	Ceramic Monthly annual subscription (for ceramic program)			35.00	1
2	Reference books for drawing, painting and craft classes			165.00	2
	Total Account	100-14-034-5203	Reference Books & Periodicals	200.00	

1	Ceramics Studio Supervisor conferences			2,000.00	1
2	Staff Training (Workshops & Seminars) related to			500.00	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number /Title / Budget Line item Descriptions				Amount	
2	programming art classes and events				2
	Total Account	100-14-034-5205	Training, Conterences & Meetings	2,500.00	

1	Marketing supplies for art programs (newspaper/magazine ads, banners and give a ways) (+10%)			5,500.00	1
	Total Account	100-14-034-5207	Advertising	5,500.00	

1	Art supplies for classes - revenue offset~ StArt Project not continuing (-7000)			10,000.00	1
2	Ceramics - clay			20,000.00	2
3	ceramics equipment repair & replacement			11,000.00	3
	Total Account	100-14-034-5217	Departmental Supplies	41,000.00	

1	Cultural Arts Class Brochures (500 copies x 3 times a year) for camps and classes~ ~ \$555 x 3 times			1,700.00	1
2	Two banners for camps and activities.~ \$150 x 2			1,300.00	2
	Total Account	100-14-034-5225	Printing	3,000.00	

1	Warehouse Purchases for arts programs and activities.(+2%)			1,020.00	1
	Total Account	100-14-034-5611	Warehouse Purchases	1,020.00	

Program Total		034	Art Classes *	359,463.52	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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	6r Recreation Leaders I/II.~ 6 hrs x \$12.77 x 11 concerts x 4 Rec Leaders~ (+2%)			7,034.00 1
2	Minimum Wage Adjustment: Total Rec Leader I hours = 264. Estimate for \$0.50 increase on January 1, 2017 and \$0.50 increase on January 1, 2018.			132.00 2
		Total Account 100-14-036-4103	Part Time Employee Salaries	7,166.00

1	Portable Toilets~ 8 toilets x 300.00~ (+2%)			2,448.00 1
2	Musicians and bands 2,200x10 (+2%)			22,440.00 2
3	LA County Health permit.			311.00 3
4	Stage set-up~ 1,000 X 10~ (+2%)			10,200.00 4
5	Sound reinforcement~ 10 concerts x \$2500 per concert = \$25,000~ (+2%)			25,500.00 5
		Total Account 100-14-036-5101	Contract Services	60,899.00

1	Ads for Concerts in the Park.~ 2 Full Color \$1092 = \$2184			2,184.00 1
		Total Account 100-14-036-5207	Advertising	2,184.00

1	Supplies for concert event and band.~ Water, ice, coolers, soda, etc.~ (+2%)			3,060.00 1
		Total Account 100-14-036-5217	Departmental Supplies	3,060.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation

Minor Program: 036 Concerts In The Park *

Account Number / Title / Budget Line item Descriptions				Amount
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 *	74,809.00
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Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions				Amount	
041 Sports Leagues & Tournaments *					
1	0.50 Recreation Coordinator, 0.07 Recreation Coordinator, 0.07 Recreation Supervisor			34,444.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,377.76)	2
	Total Account	100-14-041-4101	Salaries & Allowances	33,066.24	

1	Part Time Admin Clerk Allocation~ 7% x \$49,712			3,480.00	1
	Total Account	100-14-041-4103	Part Time Employee Salaries	3,480.00	

1	Registration Staff \$657 & 2 Recreation Supervisors at 20 hours \$54.93 = \$1,099. Total = \$1,756			1,756.00	1
	Total Account	100-14-041-4111	Overtime Regular Employees	1,756.00	

1	0.50 Recreation Coordinator, 0.07 Recreation Coordinator, 0.07 Recreation Supervisor			8,551.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(342.04)	2
	Total Account	100-14-041-4201	Group Medical Insurance	8,208.96	

1	0.50 Recreation Coordinator, 0.07 Recreation Coordinator, 0.07 Recreation Supervisor			499.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(19.96)	2
3	Part-time Medicare			1,275.00	3
	Total Account	100-14-041-4202	Medicare	1,754.04	

1	Per Finance Analysis			72.00	1
	Total Account	100-14-041-4206	Medical Retirement Contributions	72.00	

1	0.50 Recreation Coordinator, 0.07 Recreation			5,143.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions				Amount	
1	Coordinator, 0.07 Recreation Supervisor				1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(205.72)	2
3	Part-time PERS			233.00	3
	Total Account	100-14-041-4211	PERS Regular Contributions	5,170.28	

1	6-person volleyball tournament: porta potties, fence rental, truck rental, food for staff, radios, security personnel, officials.~ Jr. 6 Man officials, tournament director, trophies, shirts			50,000.00	1
2	Softball Officials			25,000.00	2
3	SSBRA - 7 on 7 Adult Soccer Officials			38,000.00	3
4	Summer Sunset Basketball League Martrys Gym Rental			3,000.00	4
5	Summer Sunset Basketball League: Officials, Scorekeepers, Director			10,000.00	5
6	Kickball Officials			10,000.00	6
7	Adult Volleyball Classes			22,000.00	7
8	Additional Field Maintenance			5,000.00	8
9	Youth Baseball Camp			5,250.00	9
10	Manhattan Beach Open			50,000.00	10
	Total Account	100-14-041-5101	Contract Services	218,250.00	

1	Team Sideline			600.00	1
2	SCMAF and CPRS			400.00	2
	Total Account	100-14-041-5202	Memberships & Dues	1,000.00	

1	Local CPRS & SCMAF Trainings			1,000.00	1
	Total Account	100-14-041-5205	Training, Conterences & Meetings	1,000.00	

1	Banners for fields, Beach Reporter/Easy Reader ad			1,000.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions				Amount	
1	for Six Man, Jr. 6 Man				1
	Total Account	100-14-041-5207	Advertising	1,000.00	
1	2 Men's 16" Slo-Pitch Leagues: Balls, chalk, bases, pitching rubbers and home plates, T-shirts, trophies			4,000.00	1
2	3 Co-Ed Slo-Pitch Leagues: Balls, chalk, bases, pitching rubbers and home plates, T-shirts, trophies			6,000.00	2
3	Sunset Basketball League: Uniforms, balls and supplies			9,000.00	3
4	Adult Soccer League: T-Shirts , trophies, goals and net			5,000.00	4
5	Kickball - balls, t-shirts, trophies, chalk,			3,000.00	5
6	Adult Volleyball supplies (balls, nets)			4,000.00	6
	Total Account	100-14-041-5217	Departmental Supplies	31,000.00	
1	Per Finance, based on trends.			4,322.00	1
	Total Account	100-14-041-5501	Telephone	4,322.00	
1	Per Finance			5,100.00	1
	Total Account	100-14-041-5641	Fleet Rental Allocation	5,100.00	
1	Per Finance Analysis			4,260.00	1
	Total Account	100-14-041-5642	Fleet Maintenance Allocation	4,260.00	
Program Total		041	Sports Leagues & Tournaments *	319,439.52	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number /Title / Budget Line item Descriptions				Amount
042 Sports Classes *				
1	1.0 Recreation Supervisor, 0.21 Recreation Supervisor, 0.21 Recreation Coordinator			104,350.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,174.00) 2
	Total Account	100-14-042-4101	Salaries & Allowances	100,176.00

1	Aqualetics Staffing			80,000.00 1
2	Part Time Admin Clerk Allocation~ 21% x \$49,712			10,439.00 2
	Total Account	100-14-042-4103	Part Time Employee Salaries	90,439.00

1	1.0 Recreation Supervisor, 0.21 Recreation Supervisor, 0.21 Recreation Coordinator			13,088.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(523.52) 2
	Total Account	100-14-042-4201	Group Medical Insurance	12,564.48

1	1.0 Recreation Supervisor, 0.21 Recreation Supervisor, 0.21 Recreation Coordinator			1,513.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(60.52) 2
3	Part-time Medicare			75.00 3
	Total Account	100-14-042-4202	Medicare	1,527.48

1	Per Finance Analysis			564.00 1
	Total Account	100-14-042-4206	Medical Retirement Contributions	564.00

1	1.0 Recreation Supervisor, 0.21 Recreation Supervisor, 0.21 Recreation Coordinator			15,581.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(623.24) 2
3	Part-time PERS			752.00 3

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		100-14-042-4211	PERS Regular Contributions	15,709.76	
1	LA County - 10% gross receipts + \$200 application fee per class.			15,000.00	1
2	Brit-West: soccer camps and classes, mbusd elementary school lunch programs			130,000.00	2
3	Adult Fitness Classes: year round classes~ includes Employee wellness program			21,000.00	3
4	Surfing and Volleyball - summer camps and classes			26,250.00	4
5	Ice Sport: Ice skating and ice hockey for all ages - year round classes.			4,550.00	5
6	Volleyball instruction: Youth - holiday camps, year round classes			14,000.00	6
7	Golf Programs: Instructors and Junior Golf Event			11,000.00	7
8	Karate Classes			1,050.00	8
9	Gymnastics: Superkids gymnastics and birthday parties year round.			21,000.00	9
10	Yoga: Instructors and Feel Good Festival instructor			14,000.00	10
11	Youth Sports Classes			4,800.00	11
Total Account		100-14-042-5101	Contract Services	262,650.00	
1	CPRS, NRPA, SCMAF Membership for Sports Supervisor			1,000.00	1
Total Account		100-14-042-5202	Memberships & Dues	1,000.00	
1	Sports Supervisor ~ NRPA - National Recreation and Park Association training/travel/food/lodging~ CPRS ~ California Parks & Recreation Society~ training/travel/food/lodging			3,000.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-14-042-5205	Training, Conferences & Meetings	3,000.00

1	Monthly ad campaign - web ads & beach reporter ads			4,500.00
	Total Account	100-14-042-5207	Advertising	4,500.00

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

Program Total		042	Sports Classes *	507,130.72

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 043 Swimming Activities *

Account Number /Title / Budget Line item Descriptions				Amount	
043 Swimming Activities *					
1	0.60 Recreation Supervisor, 0.19 Recreation Supervisor, 1.0 Recreation Coordinator (Aquatics), 0.19 Recreation Coordinator			122,590.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,903.60)	2
	Total Account	100-14-043-4101	Salaries & Allowances	117,686.40	

1	Non-Summer Months~ 5 lifeguards/Instructors @ 20 hours x 35 weeks X \$12.42 = \$43470~ 2 Assistant Pool Managers @ 20 hours x 35 weeks x \$14.31 = \$20034			63,504.00	1
2	Summer Season~ 30 lifeguard instructors @ 22 hours x 10 weeks x \$12.42=\$81972~ 3 pool assistants @ 28 hours x 10 weeks x \$11.03=\$9265~ 4 assistant pool managers @ 20 hrs x 10 weeks x \$14.31 = \$11448			102,685.00	2
3	Part Time Admin Clerk Allocation~ 19% x \$49,712			9,445.00	3
	Total Account	100-14-043-4103	Part Time Employee Salaries	175,634.00	

1	Aquatics Supervisor, Registration Staff			3,000.00	1
	Total Account	100-14-043-4111	Overtime Regular Employees	3,000.00	

1	0.60 Recreation Supervisor, 0.19 Recreation Supervisor, 1.0 Recreation Coordinator (Aquatics), 0.19 Recreation Coordinator			30,209.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,208.36)	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 043 Swimming Activities *

Account Number / Title / Budget Line item Descriptions			Amount	
Total Account		100-14-043-4201	Group Medical Insurance	29,000.64
1	0.60 Recreation Supervisor, 0.19 Recreation Supervisor, 1.0 Recreation Coordinator (Aquatics), 0.19 Recreation Coordinator		1,778.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am		(71.12)	2
3	Part-time Medicare		4,410.00	3
Total Account		100-14-043-4202	Medicare	6,116.88
1	Per Finance Analysis		1,536.00	1
Total Account		100-14-043-4206	Medical Retirement Contributions	1,536.00
1	0.60 Recreation Supervisor, 0.19 Recreation Supervisor, 1.0 Recreation Coordinator (Aquatics), 0.19 Recreation Coordinator		18,323.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am		(732.92)	2
3	Part-time PERS		4,984.00	3
Total Account		100-14-043-4211	PERS Regular Contributions	22,574.08
1	Annual Pool Maintenance Service - maintenance costs - MBUSD will reimburse City during exclusive use as well as for shared use (maintenance and chemicals).		35,000.00	1
2	Janitorial Services + 20% as recommended by Public Works		20,400.00	2
3	Sparkletts water for staff and pool patrons		2,000.00	3
4	Red-Cross Trainers: 1 x \$35/hr x 40 hrs		1,400.00	4
5	Masters Swim Coach - \$1,000/month		12,000.00	5
6	Water Aerobics Instructor - \$700/month		8,400.00	6
Total Account		100-14-043-5101	Contract Services	79,200.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 043 Swimming Activities *

Account Number /Title / Budget Line item Descriptions				Amount	
1	Southern Calif Public Pool Operators Assn membership			75.00	1
2	Entry fees for swim meets, swim team and swim team coaches (USA Swimming \$1M liability insurance)			2,000.00	2
	Total Account	100-14-043-5202	Memberships & Dues	2,075.00	

1	Aquatics Staff ~ Trainings, workshops and certifications through such agencies as: Red Cross; So.Calif. Public Pool Operators Assn and Southern Calif Municipal Athletic Assn			3,000.00	1
2	Aquatics Supervisor & Aquatics Coordinator~ NRPA - National Recreation and Park Association training/travel/food/lodging~ ~ AOAP~ Association of Aquatic Professionals~ training/travel/food/lodging			3,000.00	2
3	Aquatics Coordinator~ CAMS and CPRS training/travel/food/lodging			3,000.00	3
	Total Account	100-14-043-5205	Training, Conterences & Meetings	9,000.00	

1	Aquatics staff uniforms			2,000.00	1
	Total Account	100-14-043-5206	Uniforms/Safety Equipment	2,000.00	

1	Advertisement in Beach Reporter and Easy Reader			2,000.00	1
	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,			15,000.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 043 Swimming Activities *

Account Number /Title / Budget Line item Descriptions				Amount	
1	clocks, rescue tubes, backboard, lifeguard tower, stop watches, storage shed, whistles, etc.				1
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.			5,000.00	2
3	Field Trips - raging waters, leeway sailing, etc.			5,000.00	3
4	Swim Team - ribbons, plaques, food for parties, etc.			10,000.00	4
5	Swim Team and Jr. Guard uniforms			25,000.00	5
6	Kids Extreme ribbons, medals, t-shirts, supplies			5,000.00	6
	Total Account	100-14-043-5217	Departmental Supplies	65,000.00	

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

1	Per Finance, based on trends.			1,508.00	1
	Total Account	100-14-043-5501	Telephone	1,508.00	

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

	Program Total	043	Swimming Activities *	518,531.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			110,134.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,405.36)	2
	Total Account	100-14-044-4101	Salaries & Allowances	105,728.64	

1	Recreation Services Manager			20,483.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(819.32)	2
	Total Account	100-14-044-4201	Group Medical Insurance	19,663.68	

1	Recreation Services Manager			1,597.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(63.88)	2
	Total Account	100-14-044-4202	Medicare	1,533.12	

1	Recreation Services Manager			2,672.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(106.88)	2
	Total Account	100-14-044-4204	401A Plan City	2,565.12	

1	Per Finance Analysis			1,044.00	1
	Total Account	100-14-044-4206	Medical Retirement Contributions	1,044.00	

1	Recreation Services Manager			16,034.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(641.36)	2
	Total Account	100-14-044-4211	PERS Regular Contributions	15,392.64	

1	Finance Analysis			39,720.00	1
	Total Account	100-14-044-5621	Information Systems Allocation	39,720.00	

Program Total				185,647.20	
		044	Sports & Aquatics Admin		

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 051 Volunteers

Account Number /Title / Budget Line item Descriptions				Amount	
051 Volunteers					
1	Recreation Services Manager			112,897.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,515.88)	2
	Total Account	100-14-051-4101	Salaries & Allowances	108,381.12	

1	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 coordination of Older Adult volunteers for programs and events.			8,353.00	1
	Total Account	100-14-051-4103	Part Time Employee Salaries	8,353.00	

1	Recreation Services Manager			1,217.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(48.68)	2
	Total Account	100-14-051-4201	Group Medical Insurance	1,168.32	

1	Recreation Services Manager			1,637.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(65.48)	2
	Total Account	100-14-051-4202	Medicare	1,571.52	

1	Recreation Services Manager			2,672.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(106.88)	2
	Total Account	100-14-051-4204	401A Plan City	2,565.12	

1	Per Finance Analysis			1,044.00	1
	Total Account	100-14-051-4206	Medical Retirement Contributions	1,044.00	

1	Recreation Services Manager			16,034.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 051 Volunteers

Account Number /Title / Budget Line item Descriptions				Amount	
2	Budget prep roll adjustment. 03/26/16 11:34 am			(641.36)	2
	Total Account	100-14-051-4211	PERS Regular Contributions	15,392.64	

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.+2%			5,304.00	1
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.) + 2%			510.00	2
3	Bus transportation for guests who attend Volunteer Recognition Event.+2%			816.00	3
	Total Account	100-14-051-5101	Contract Services	6,630.00	

1	California Parks and Recreation Society Membership for Recreation Services Manager and one full-time position, includes Aging Section membership			300.00	1
	Total Account	100-14-051-5202	Memberships & Dues	300.00	

1	Volunteer recognition gifts and certificates.+2%			1,224.00	1
2	Refreshments for volunteer trainings, meetings and events. Coffee and tea for Older Adult program and City Hall volunteers.+2%			556.00	2
	Total Account	100-14-051-5217	Departmental Supplies	1,780.00	

1	Per Finance, based on trends.			452.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 051 Volunteers

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-14-051-5501 Telephone	452.00
<hr/>				
1	Finance Analysis	Total Account	100-14-051-5621 Information Systems Allocation	9,960.00
				9,960.00
<hr/>				
Program Total		051	Volunteers	157,597.72

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number /Title / Budget Line item Descriptions				Amount	
061 Older Adult Activities*					
1	0.05 Recreation Supervisor, 0.05 Recreation Coordinator			5,861.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(234.44)	2
	Total Account	100-14-061-4101	Salaries & Allowances	5,626.56	

1	Rec Leader II hours- \$12.77/hr. Approx.400 hours to staff, Bus Excursions & Swing N Sway			5,108.00	1
2	Administrative Staff Support - split between divisions~ 5% x \$49,712			2,485.00	2
	Total Account	100-14-061-4103	Part Time Employee Salaries	7,593.00	

1	0.05 Recreation Supervisor, 0.05 Recreation Coordinator			1,110.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(44.40)	2
	Total Account	100-14-061-4201	Group Medical Insurance	1,065.60	

1	0.05 Recreation Supervisor, 0.05 Recreation Coordinator			85.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(3.40)	2
	Total Account	100-14-061-4202	Medicare	81.60	

1	Per Finance Analysis			72.00	1
	Total Account	100-14-061-4206	Medical Retirement Contributions	72.00	

1	0.05 Recreation Supervisor, 0.05 Recreation Coordinator			862.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(34.48)	2
3	Part-time PERS			121.00	3

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions			Amount		
Total Account		100-14-061-4211	PERS Regular Contributions	948.52	
1	Older Adult and General Public Bus Trips based on current year spending. 2% projected increase			14,280.00	1
2	OAP Lunch Bunch Meals ~ Tues: \$6.12 per person x 50 weeks x an average of 60 people= 9% tax~ 2% projected increase			20,012.00	2
3	Swing and Sway DJ for dances~ 2% projected increase			4,080.00	3
4	Special interest classes including Arthritis Foundation exercise class, Senior Yoga, Line Dancing, Older Adult Art classes, Special Needs Cooking and dance classes. 2% projected increase			12,240.00	4
Total Account		100-14-061-5101	Contract Services	50,612.00	
1	Swing and Sway supplies and refreshments (+2%)			1,020.00	1
2	Holiday Party giveaways and doorprizes (from approximately \$1900 in donations from outside organizations)~ (+2%)			1,938.00	2
3	Tickets for local outings using Dial -A-Ride. Full cost recovery.~ (+2%)			2,040.00	3
4	Thursday Lunch Bunch - costs to misc. restaurants at approx. \$6.12 per meal x 38 weeks x an average of 55 people~ (+2%)			12,791.00	4
Total Account		100-14-061-5217	Departmental Supplies	17,789.00	
1	Finance Analysis			29,820.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions	Amount
Total Account 100-14-061-5621 Information Systems Allocation	29,820.00
<hr/>	
Program Total	113,608.28

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			87,418.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(3,496.72)	2
3	CM Approved Supplemental: Recreation Coordinator			50,379.00	3
	Total Account	100-14-062-4101	Salaries & Allowances	134,300.28	
<hr/>					
1	1, 32 hr. per week position: Senior Recreation Leader II/ Specialist: 32 hours/week x 52 weeks x \$18.54 = \$30,850~ (+2%)			31,467.00	1
2	1, 18.5 hr. per week position: Senior Recreation Leader II/ Specialist: 18.5 hrs./ week x 28 weeks x 18.54 = \$9604~ (+2%)			9,796.00	2
3	3698 Staff hours for Older Adult Services & Programming -Recreation Leader 2 at \$12.77/ hour (OASIS) and OAP programs seven days a week - 52 Weeks a year. (+2%)			48,168.00	3
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. (+2%)			11,220.00	4
5	Overtime hours as needed. (+2%)			473.00	5
6	CM Approved Supplemental: Eliminated 28 hours of Senior Rec Leader II hours in lieu of full-time Recreation Coordinator			(26,994.00)	6
	Total Account	100-14-062-4103	Part Time Employee Salaries	74,130.00	
<hr/>					
1	Older Adults Program Supervisor			8,143.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(325.72)	2
3	CM Approved Supplemental: Recreation Coordinator			7,927.00	3

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2017-2018
 Dept Request Level 3
 Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		100-14-062-4201	Group Medical Insurance	15,744.28	
1	Older Adults Program Supervisor			1,268.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(50.72)	2
3	Part-time Medicare			740.00	3
4	CM Approved Supplemental: Recreation Coordinator			731.00	4
Total Account		100-14-062-4202	Medicare	2,688.28	
1	Older Adults Program Supervisor			3,788.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(151.52)	2
Total Account		100-14-062-4204	401A Plan City	3,636.48	
1	Per Finance Analysis			1,044.00	1
Total Account		100-14-062-4206	Medical Retirement Contributions	1,044.00	
1	Older Adults Program Supervisor			12,627.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(505.08)	2
3	Part-time PERS			1,998.00	3
4	CM Approved Supplemental: Recreation Coordinator			7,557.00	4
Total Account		100-14-062-4211	PERS Regular Contributions	21,676.92	
1	One Older Adult Special Event Luncheon (265+ People) at \$23.30/ person + 20% labor and gratuity.(+2%)			8,160.00	1
2	Entertainment for Older Adult Luncheon, OAP dances, and other special events.(+2%)			2,040.00	2
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.(+2%)			1,122.00	3

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions				Amount	
4	Older Adult Health Fair costs paid to South Bay Family Healthcare(+2%)			4,080.00	4
	Total Account	100-14-062-5101	Contract Services	15,402.00	

1	Rotary Club Membership for OAP Supervisor, and CPRS (California Parks and Recreation Society) Membership for OAP Supervisor and Senior Recreation Leader 2, including Aging Section membership			1,320.00	1
	Total Account	100-14-062-5202	Memberships & Dues	1,320.00	

1	Older Adult publications, magazines and informational brochures for OASIS room (+2%)			255.00	1
2	Continuation of Newspaper Deliveries to Oasis: ~ WSJ Annual Subscription \$365~ (+2%)~ LA Times Annual Subscription \$250			638.00	2
	Total Account	100-14-062-5203	Reference Books & Periodicals	893.00	

1	Training for front line staff which may include CPRS, American Society for Aging, Department of Aging, Sensitivity Training, Teambuilding~ (+2%)			1,275.00	1
	Total Account	100-14-062-5205	Training, Conterences & Meetings	1,275.00	

1	Older Adult Services and Programing- Newspaper advertisements or banners as needed to promote activities, programs, workshops and monthly events. May also include promotional advertising (+2%)			4,832.00	1
	Total Account	100-14-062-5207	Advertising	4,832.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number /Title / Budget Line item Descriptions			Amount	
1	Monthly Dine 'N Discover program lunches for participants~ \$4 x 72 participants x 12 events (+2%)		3,525.00	1
2	Replacement equipment and new equipment as needed for OASIS and Older Adult programs including tables, chairs, brochure racks, room dividers, mats, etc. (+2%)		2,550.00	2
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 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.~ (+2%)		4,590.00	3
4	Older Adult Health Fair supplies, banners, decorations, giveaways...(+2%)		1,428.00	4
5	Senior Advisory Committee - promotional materials, advertising for the Senior Advisory Committee, equipment, publications and supplies as needed. (+2%)		1,530.00	5
6	Annual OAP Health Fair Lunches for program participants.(+2%)		2,550.00	6
Total Account		100-14-062-5217	Departmental Supplies	
			16,173.00	

1	Miscellaneous printing for Older Adults Program Special Events(+2%)		1,020.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		100-14-062-5225	Printing	1,020.00	

1	Beach Cities Health District - Care Management for MB Seniors (under contract until June 2016). Moved from 100-12-011-5265 in FY16-17.			37,315.00	1
Total Account		100-14-062-5265	Service Agency Contributions	37,315.00	

1	Miscellaneous warehouse supplies (+2%)			204.00	1
Total Account		100-14-062-5611	Warehouse Purchases	204.00	

Program Total		062	Senior Services	331,654.24	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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, 2.0 Executive Secretary			303,045.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(12,121.80)	2
	Total Account	100-15-011-4101	Salaries & Allowances	290,923.20	

1	Chief of Police, Police Captain, 2.0 Police Lieutenants, Police Sergeant			1,019,774.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(40,790.96)	2
3	Less Uniform Allowance (Moved to 5206)			(3,500.00)	3
	Total Account	100-15-011-4102	Sworn Employee Salaries	975,483.04	

1	1 Police Cadet/Intern			12,000.00	1
2	Background Investigator(s)			48,720.10	2
3	Rounding				3
	Total Account	100-15-011-4103	Part Time Employee Salaries	60,720.10	

1	Executive Secretary (Chief's)			1,590.00	1
2	Executive Secretary (Captain's)			1,590.00	2
3	Information Systems Specialist			2,480.00	3
	Total Account	100-15-011-4111	Overtime Regular Employees	5,660.00	

1	1 Sergeant Human Resources & Training			4,800.00	1
2	2 Lieutenants Administration/Investigation			11,440.00	2
3	Cal/OSHA Training/Gas Mask Fittings~ Sworn: 10 x 2 hours = 20 hours			1,800.00	3
	Total Account	100-15-011-4112	Overtime Sworn Employees	18,040.00	

1	Senior Management Analyst, 0.80 Information			69,070.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount	
1	Systems Specialist, 2.0 Executive Secretary				1
2	Chief of Police, Police Captain, 2.0 Police Lieutenants, Police Sergeant			127,469.00	2
3	Budget prep roll adjustment. 03/26/16 11:34 am			(7,861.56)	3
	Total Account	100-15-011-4201	Group Medical Insurance	188,677.44	

1	Senior Management Analyst, 0.80 Information Systems Specialist, 2.0 Executive Secretary			4,394.00	1
2	Chief of Police, Police Captain, 2.0 Police Lieutenants, Police Sergeant			14,787.00	2
3	Budget prep roll adjustment. 03/26/16 11:34 am			(767.24)	3
4	Part-time Medicare			1,215.00	4
	Total Account	100-15-011-4202	Medicare	19,628.76	

1	Per Finance Analysis			12,480.00	1
	Total Account	100-15-011-4203	Unemployment	12,480.00	

1	Senior Management Analyst			4,050.00	1
2	Chief of Police			5,837.00	2
3	Budget prep roll adjustment. 03/26/16 11:34 am			(395.48)	3
	Total Account	100-15-011-4204	401A Plan City	9,491.52	

1	Per Finance Analysis			2,196,960.00	1
	Total Account	100-15-011-4205	Workers Compensation	2,196,960.00	

1	Per Finance Analysis			4,404.00	1
	Total Account	100-15-011-4206	Medical Retirement Contributions	4,404.00	

1	Senior Management Analyst, 0.80 Information Systems Specialist, 2.0 Executive Secretary			44,971.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,798.84)	2
	Total Account	100-15-011-4211	PERS Regular Contributions	43,172.16	

1	Chief of Police, Police Captain, 2.0 Police Lieutenants, Police Sergeant			187,919.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(7,516.76)	2
3	Allocation of Employer Payment of Unfunded Liability (Safety Police Plan)			35,522.00	3
	Total Account	100-15-011-4212	PERS Sworn Contributions	215,924.24	

1	Required Hepatitis B vaccinations and TB testing for employees and volunteers			250.00	1
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.			8,200.00	2
3	Firearms offsite range training (Long gun and SWAT monthly training)			150.00	3
4	Cell phone and air card monthly charges			2,500.00	4
5	Transcription Service (Net Transcripts)			3,000.00	5
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.			6,100.00	6
7	Charges for Livescan fingerprinting for the public (includes Community Police Academy fingerprinting). Revenue to offset this			1,700.00	7

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
7	expenditure is deposited in 100-3708 Police Services				7
8	Lexipol Department Policy Manual Revisions and Legal Review			3,200.00	8
9	Annual Gas Mask Fitting			1,825.00	9
10	Direct TV			2,800.00	10
11	Employee Team Building & Support Services			5,000.00	11
	Total Account	100-15-011-5101	Contract Services	34,725.00	

1	Training Management Software Annual Support & Maintenance			2,600.00	1
2	Locate Plus (website yearly usage by background investigators).			1,300.00	2
	Total Account	100-15-011-5104	Computer Contract Services	3,900.00	

1	Psychological Exams (Exams for Police Department applicants & Fitness for Duty Exams)			4,250.00	1
2	Polygraph Exams (Exams for all Police Department applicants)			9,200.00	2
	Total Account	100-15-011-5107	Physical/Psychological Exams	13,450.00	

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

1	Department of Justice Fingerprint card submissions for PD job applicants, applicant reimbursement costs (college transcripts, DMV records), Superior Court checks, etc.			2,600.00	1
2	Employee applicant credit checks (Monthly fees - Experian)			1,020.00	2
3	Background investigator(s) expenses: mileage,			900.00	3

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
3	hotel, and per diem				3
4	Background Investigations Tracking System			2,000.00	4
5	Contracted Background Investigations			2,000.00	5
	Total Account	100-15-011-5109	Background Investigations	8,520.00	
<hr/>					
1	Office Supplies, including toner (City contract vendor)			28,600.00	1
2	Office Supplies (Other)			3,000.00	2
3	Police ID Machine supplies for creating Police/City IDs and Access Cards~ (i.e. ink cartridges and laminating plastic)			600.00	3
	Total Account	100-15-011-5201	Office Supplies	32,200.00	
<hr/>					
1	California Police Chiefs Association (CPCA) - Chief of Police & Captain			1,900.00	1
2	California Peace Officers Association (CPOA) - Chief of Police, Captain, Lieutenant			400.00	2
3	Los Angeles County Police Chiefs Association (LACPCA) - Chief of Police			500.00	3
4	California Association of Tactical Officers (CATO) - Captain			30.00	4
5	Law Enforcement Executive Development Association (LEEDA) - Captain			50.00	5
6	South Bay Explorers			500.00	6
7	Peace Officers Association of Los Angeles County - Chief of Police			50.00	7
8	California Background Investigators Association - HR Sgt. and 2 Background Investigators			180.00	8
9	Municipal Management Association of Southern California (MMASC)- Senior Management Analyst			75.00	9
10	Peer Support Team			260.00	10

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
11	Costco Membership			110.00	11
12	International Police Chaplains Association			250.00	12
13	Southern California Police Chaplains Association			80.00	13
14	FBI National Academy Association			300.00	14
15	Police Executive Research Forum (PERF) - Capt. & Admin. Lt.			450.00	15
16	International Association of Chiefs of Police (IACP) - Chief, Captains			550.00	16
Total Account		100-15-011-5202	Memberships & Dues	5,685.00	

1	CA Penal and Vehicle Codes			450.00	1
2	Reference Books, Driver License Guides, Physicians Desk Reference, Legislative/Legal Update Manuals, Court Directories			380.00	2
3	Law Enforcement Publications and Journals for Supervisors and Dept. Programs (ICMA Publications, CPOA Publications, etc.)			350.00	3
4	State Humane Association Publication			100.00	4
5	National Safety Council Publication			50.00	5
Total Account		100-15-011-5203	Reference Books & Periodicals	1,330.00	

1	League of Calif Cities Conf (Chief of Police)			950.00	1
2	Calif Chiefs Assoc Conf (Chief of Police and Second in Command)			1,500.00	2
3	Women Leaders in Law Enforcement (WLLE)			800.00	3
4	Department Hosted Meetings			525.00	4
5	South Bay Commander's Assoc. Monthly Meetings (Administrative/Investigative Captain)			80.00	5
6	Background Investigator's Conf			1,200.00	6
7	South Bay Medal of Valor Ceremony			525.00	7
8	Municipal Management Assoc of Southern Calif			950.00	8

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions			Amount	
8	(MMASC) Annual Conf and Quarterly Meetings (Sr Mgt Analyst)			8
9	Leadership Manhattan Beach		950.00	9
10	Training DVDs/Webinars		120.00	10
11	South Bay Training Committee		650.00	11
12	Mentoring Training		1,000.00	12
13	Trauma/Peer Support Team Training		2,500.00	13
14	Chaplain Training		1,000.00	14
15	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.		4,200.00	15
Total Account		100-15-011-5205	16,950.00	
			Training, Conferences & Meetings	
1	Badges & Patches		1,500.00	1
2	Department Employee/Volunteer ID cards & Proximity (facility) access cards		1,550.00	2
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)		16,600.00	3
4	Uniform issue for new Police Officers		3,200.00	4
5	Uniform allowance for Police Cadet (\$105 x 1)		105.00	5
6	PAYROLL ADD IN - Uniform Allowance:~ Chief of Police, Captain, 2 Lieutenants, Sergeant		3,500.00	6
7	Uniforms & safety equipment for Police Department Explorer Scouts		400.00	7

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		100-15-011-5206	Uniforms/Safety Equipment	26,855.00	
<hr/>					
1	Public Notices			300.00	1
Total Account		100-15-011-5207	Advertising	300.00	
<hr/>					
1	Employee recognition programs (Officer of the Year, Professional Staff Employee of the Year, Merit Award, Quarterly Recognition Celebrations, Promotion and Retirement Ceremonies, etc.)			1,950.00	1
2	Retiree Recognition~ (flag, case and plaque for retirees)			900.00	2
Total Account		100-15-011-5214	Employee Awards & Events	2,850.00	
<hr/>					
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)			26,500.00	1
2	SWAT 9mm Ammunition (20,000 rounds):~ 9mm 10,000 rounds~ .223 6,000 rds~ .357 Sig 4,000 rds			8,400.00	2
3	12 ga. 2 3/4, 00 Buck, duty ammo (1000 rounds)			1,050.00	3
4	12 ga. slugs (1000 rounds)			650.00	4
5	Rifle duty loads, .308 cal, (3000 rounds)			3,750.00	5
6	Firearms repair and replacement (pistols, rifles shotguns, M-16, MP-5)			3,200.00	6
7	Less than lethal munitions (rubber bullets, bean bags, tear gas, flash bangs, simunitions)			850.00	7
8	Specialized equipment & repair: (spotting scopes, night vision equipment, radio headsets, impact			2,600.00	8

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions	Amount	
8 weapons, robot, eye & ear protection)		8
9 Firearms range supplies/maintenance (targets, target systems, batteries) and modifications/repairs	1,700.00	9
10 SWAT telephone and electricity usage fund	100.00	10
11 Flowers for appropriate occasions (i.e. funeral, sympathy, etc.)	700.00	11
12 Police Department Explorer Scouts (equipment & misc supplies)	200.00	12
13 Misc Police Supplies (radio chargers and batteries, lapel pins, challenge coins, canopies, supplies for Dept-hosted meetings, cell phone supplies, etc.)	1,800.00	13
14 Gym Equipment and Supplies (antimicrobial wipes, gym mats, equipment)	1,200.00	14
Total Account 100-15-011-5217 Departmental Supplies	52,700.00	
<hr style="border-top: 1px dashed black;"/>		
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	2,950.00	1
Total Account 100-15-011-5219 STC Training	2,950.00	
<hr style="border-top: 1px dashed black;"/>		
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	59,200.00	1
2 California Police Officers Association Annual Training Conference (2 x \$850)	1,700.00	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount	
		Total Account	100-15-011-5220	POST Training	60,900.00
1	Anticipated Federal Grant matching				10,500.00
		Total Account	100-15-011-5263	City Funds Match	10,500.00
1	Per Finance, based on trends.				32,160.00
		Total Account	100-15-011-5501	Telephone	32,160.00
1	Per Finance, based on trends.				177,200.00
		Total Account	100-15-011-5502	Electricity	177,200.00
1	Per Finance, based on trends.				5,690.00
		Total Account	100-15-011-5503	Natural Gas	5,690.00
1	Per Finance, based on trends.				14,975.00
		Total Account	100-15-011-5504	Water	14,975.00
1	Finance Analysis				178,740.00
		Total Account	100-15-011-5621	Information Systems Allocation	178,740.00
1	Per Finance Analysis				994,500.00
		Total Account	100-15-011-5631	Insurance Allocation	994,500.00
1	Per Finance				12,000.00
		Total Account	100-15-011-5641	Fleet Rental Allocation	12,000.00
1	Per Finance Analysis				8,700.00
		Total Account	100-15-011-5642	Fleet Maintenance Allocation	8,700.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
1	Finance analysis			447,060.00
	Total Account	100-15-011-5651	Building & Operations Allocation	447,060.00

	Program Total	011	Administration	6,201,404.46

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 021 Patrol

Account Number /Title / Budget Line item Descriptions				Amount
021 Patrol				
1	1 Captain, 2 Lieutenants, 6 Sergeants, 28 Officers			4,685,742.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(187,429.68) 2
3	Less Uniform Allowance (Moved to 5206)			(25,900.00) 3
4	CM Approved Supplemental: 2 Police Officers			174,253.00 4
	Total Account	100-15-021-4102	Sworn Employee Salaries	4,646,665.32

1	Overtime hours for driver's training - City auto mechanics			250.00 1
2	Civilian CNT Training, SWAT Team scribes and role players for training			850.00 2
	Total Account	100-15-021-4111	Overtime Regular Employees	1,100.00

1	Shift Coverages, Training, Court Appearances, and Misc. City/Department Events (Average Ofcr/Sgt rate)			567,000.00 1
2	SWAT/CNT (call outs and specialized training) and South Bay Platoon (call outs and specialized training) (Average Ofcr/Sgt rate)			108,000.00 2
3	City Council meetings Sergeant at Arms~ (Average Ofcr rate)			17,000.00 3
4	Crime Suppression Details~ (Average Ofcr rate)			100,000.00 4
5	High Visibility Patrol Details (footbeats, bike patrol, T-3, etc) Per City Council			150,000.00 5
6	Community Priority Enforcement Details (Beach/Strand Patrols, Bike Path Enforcement, Walk Your Bike Enforcement, Pedestrian Safety)			50,000.00 6
	Total Account	100-15-021-4112	Overtime Sworn Employees	992,000.00

1	Rates used to calculate the totals are as			1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 021 Patrol

Account Number /Title / Budget Line item Descriptions	Amount	
1 follows: ~		1
Lt - \$145.50~		
Sgt - \$122.50~		
Ofcr - \$85.00~		
Motor - \$95.00~		
Exec Sec - \$53.00~		
Records Tech - \$47.00~		
IS Specialist - \$62.00~		
PACS Sgt - \$121.00~		
CSO - \$47.00~		
CSO (PT) - \$22.15 (Budgeted in home account)~		
Police Cadet - \$12.50 (Budgeted in home account)		
2 CITY COUNCIL FEE WAIVER~	6,589.00	2
Grand Prix Bike Race (Summer): ~		
1 Lt - 11 hrs~		
1 Sgt - 11 hrs~		
2 Motors = 22 hrs		
3 CITY COUNCIL FEE WAIVER~	20,445.00	3
Hometown Fair (October)~		
1 Lt - 20 hrs~		
1 Sgt - 20 hrs~		
1 Ofcr - 8 hrs~		
6 Ofc - 120 hrs~		
3 CSO - 36 hrs~		
3 CSO - 39 hrs		
4 CITY COUNCIL FEE WAIVER~	11,217.00	4
Hometown Fair 10K Run (October)~		
1 Lt - 6 hrs ~		
1 Sgt - 6 hrs ~		
12 Ofcr - 48 hrs~		
5 Motors - 30 hrs ~		
1 IS Specialist - 5 hrs~		
6 CSO - 30 hrs~		
5 CSO (PT) - 25 hrs~		
2 Records - 2 hrs~		

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 021 Patrol

Account Number /Title / Budget Line item Descriptions		Amount	
4	1 Cadet - 4.5 hrs		4
5	CITY COUNCIL FEE WAIVER~ Holiday Fireworks (December)~ 1 Lt - 10 hrs~ 5 Sgt - 50 hrs ~ 16 Ofcr - 96 hrs ~ 5 Motors - 50 hrs~ PACS Sgt - 8 hrs~ 6 CSO - 60 hrs~ 8 CSO (PT) - 48 hrs~ 1 Exec Secretary - 6 hrs~ 1 IS Specialist - 6 hrs	24,878.00	5
6	NON- WAIVER EVENT~ Manhattan Open (Summer)~ 1 Lt - 30 hrs~ 1 Sgt - 30 hrs ~ 12 Ofcr - 120 hrs~ 12 CSO - 120 hrs	23,880.00	6
7	NON-WAIVER EVENT~ Six Man/Surf Festival (Summer)~ 1 Lt - 23 hrs~ 2 Sgt - 24 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	24,153.00	7
8	NON-WAIVER EVENT~ Holiday Pier Lighting/Open House~ 1 Lt - 10 hrs~ 1 Sgt - 10 hrs~ 4 Ofcr - 36 hrs~ 2 Motors - 20 hrs~	10,648.00	8

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 021 Patrol

Account Number / Title / Budget Line item Descriptions		Amount	
8	8 CSO - 64 hrs		8
9	CITY COUNCIL FEE WAIVER~ American Martyrs 5K Run (March)~ 1 Lt - 4 hrs~ 1 Sgt - 4 hrs~ 5 Motors - 40 hrs ~ 6 CSO - 24 hrs	6,000.00	9
10	CITY COUNCIL FEE WAIVER~ Little League Parade (March)~ 1 Lt - 4 hrs~ 1 Sgt - 4 hrs~ 5 Motors - 20 hrs ~ 8 CSO - 30 hrs	4,321.00	10
11	CITY COUNCIL FEE WAIVER~ Richstone Pier to Pier (April)~ 1 Sgt. - 5 hrs~ 3 CSO - 15 hrs	1,318.00	11
12	CITY COUNCIL FEE WAIVER~ Grandview 5K Run (June)~ 1 Lt - 4 hrs~ 1 Sgt - 4 hrs ~ 5 Motors - 20 hrs~ 6 CSO - 24 hrs	4,100.00	12
13	CITY COUNCIL FEE WAIVER~ Robinson 5K (March)~ 1 Lt - 4 hrs~ 1 Sgt - 4 hrs~ 5 Motors - 20 hrs~ 4 CSO - 18 hrs	3,818.00	13
14	NON-WAIVER EVENT~ Beach Kids Walk~ 1 CSO - 2 hrs	94.00	14
15	NON WAIVER EVENT~ Mira Costa Graduation (June)~	3,724.00	15

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 021 Patrol

Account Number /Title / Budget Line item Descriptions	Amount	
15 1 Lt - 4 hrs~ 1 Sgt - 4 hrs~ 5 Motors - 20 hrs~ 4 CSO - 16 hrs		15
16 Ragnar Relay Del Sol Race (April)~ (Relay Race from Santa Barbara to Dana Point)~ 1 CSO - 8hrs	376.00	16
17 NON-WAIVER EVENT~ Downtown Halloween/Pumpkin Race/Friendship Walk (October)~ 1 Lt - 10 hrs~ 1 Sgt - 10 hrs~ 4 Ofcr - 40 hrs ~ 4 CSO - 48 hrs	8,336.00	17
18 NON-WAIVER EVENT~ Tour de Pier (May)~ 1 Lt - 13 hrs~ 1 Sgt - 13 hrs~ 3 Ofcr - 39 hrs~ 4 CSO - 40 hrs	8,679.00	18
19 NON-WAIVER EVENT~ Community Police Academy: ten week session, overtime for sworn and professional staff	7,200.00	19
20 NON-WAIVER EVENT~ Local Film Production	7,600.00	20
21 Regional DUI Deployments	10,000.00	21
22 Police Department Open House	4,000.00	22
23 Mira Costa High School Football Games	3,600.00	23
24 North End Summer Stroll and Holiday Open House	1,150.00	24
25 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)	4,200.00	25

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 021 Patrol

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		100-15-021-4114	Overtime Special Events	200,326.00	
1	1 Captain, 2 Lieutenants, 6 Sergeants, 28 Officers			567,904.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(22,716.16)	2
3	CM Approved Supplemental: 2 Police Officers			27,210.00	3
Total Account		100-15-021-4201	Group Medical Insurance	572,397.84	
1	1 Captain, 2 Lieutenants, 6 Sergeants, 28 Officers			67,943.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,717.72)	2
3	CM Approved Supplemental: 2 Police Officers			2,546.00	3
Total Account		100-15-021-4202	Medicare	67,771.28	
1	Per Finance Analysis			43,416.00	1
Total Account		100-15-021-4206	Medical Retirement Contributions	43,416.00	
1	1 Captain, 2 Lieutenants, 6 Sergeants, 28 Officers			849,318.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(33,972.72)	2
3	Allocation of Employer Payment of Unfunded Liability (Safety Police Plan)			907,301.00	3
4	CM Approved Supplemental: 2 Police Officers			31,958.00	4
Total Account		100-15-021-4212	PERS Sworn Contributions	1,754,604.28	
1	Cell phone and air card charges			4,700.00	1
2	Country Hills K-9 Veterinarian Services			2,500.00	2
3	Canine grooming, flea baths & care products			2,200.00	3
4	Monthly Offsite K-9 Training \$300/mo x 12 mos			4,200.00	4
5	Canine Residential Exterminator Contract			100.00	5
6	Mobile Video System, MDC, and Disk Publisher (MVS duplicated on disk) Maintenance and Repairs			3,200.00	6
7	Police vehicle detailing			2,800.00	7

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 021 Patrol

Account Number /Title / Budget Line item Descriptions			Amount		
8	Haz Mat cleaning of police cars		5,500.00	8	
9	K9 boarding while officer on vacation~ (10 days/K9 based on officer vacation)~ (i.e. 12 years service = 10 vacation days)		500.00	9	
10	Emergency board up service		620.00	10	
11	Metro Express Lane transponder reload		150.00	11	
12	Bike Patrol Maintenance		800.00	12	
Total Account		100-15-021-5101	Contract Services	27,270.00	

1	California Police Officers Association (CPOA) - Captain		125.00	1	
2	California Association of Hostage Negotiators (CAHN)		440.00	2	
3	Police Officers Reserve Association of California (PORAC)		80.00	3	
4	California Reserve Peace Officers Association (CRPOA) - Reserve Officers & Reserve Officer Supervisor		230.00	4	
5	National Tactical Officers Association (NTOA)		150.00	5	
6	National Field Training Officers Association		40.00	6	
7	L.A. Forensic Supervisors Group		50.00	7	
8	California Association of Tactical Officers (CATO)		180.00	8	
9	Los Angeles County Police Canine Association (LACPCA) - K9 Handler		25.00	9	
10	California Police Chiefs Association		150.00	10	
11	Police Executive Research Forum (PERF)		200.00	11	
12	FBI LEEDA - Capt.		150.00	12	
Total Account		100-15-021-5202	Memberships & Dues	1,820.00	

1	Police K-9 Conf (Tuition \$600, Lodging \$350, Meals \$100), Canine Competitions (\$100 x 2		1,500.00	1	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 021 Patrol

Account Number /Title / Budget Line item Descriptions				Amount	
1	100-15-021-5205	Training, Conferences & Meetings	1,200.00	1,200.00	1
2	100-15-021-5205	Training, Conferences & Meetings	250.00	250.00	2
3	100-15-021-5205	Training, Conferences & Meetings	550.00	550.00	3
4	100-15-021-5205	Training, Conferences & Meetings	3,800.00	3,800.00	4
5	100-15-021-5205	Training, Conferences & Meetings	2,600.00	2,600.00	5
6	100-15-021-5205	Training, Conferences & Meetings	4,600.00	4,600.00	6
7	100-15-021-5205	Training, Conferences & Meetings	3,600.00	3,600.00	7
8	100-15-021-5205	Training, Conferences & Meetings	500.00	500.00	8
9	100-15-021-5205	Training, Conferences & Meetings	850.00	850.00	9
10	100-15-021-5205	Training, Conferences & Meetings	19,450.00	19,450.00	10
Total Account 100-15-021-5205 Training, Conferences & Meetings				19,450.00	

1	100-15-021-5205	Training, Conferences & Meetings	500.00	500.00	1
2	100-15-021-5205	Training, Conferences & Meetings	3,200.00	3,200.00	2
3	100-15-021-5205	Training, Conferences & Meetings	3,500.00	3,500.00	3
4	100-15-021-5205	Training, Conferences & Meetings	1,200.00	1,200.00	4
5	100-15-021-5205	Training, Conferences & Meetings	25,900.00	25,900.00	5
6	100-15-021-5205	Training, Conferences & Meetings	1,400.00	1,400.00	6

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 021 Patrol

Account Number / Title / Budget Line item Descriptions				Amount	
6	2 Police Officers				6
		Total Account	100-15-021-5206	Uniforms/Safety Equipment	35,700.00
1	ABC Enforcement "Buy money" & decoy expenses			200.00	1
2	Canine Supplies (food, training treats, supplements, etc.)			2,450.00	2
3	Canine Equip replacement & repair (bite sleeves, bite sleeve covers, collars, leads)			800.00	3
4	Patrol Equipment, Replacement, & Repair: (Digital Cameras 2 x \$150, Camera Supplies (\$200), DVD's for MVS Disk publisher (\$800), Intoxilizer Mouthpieces and supplies (\$1500), SWAT Van supplies (\$350), Key duplication (\$150) and Police Line "Do Not Cross" tape (\$500)			3,800.00	4
5	Concealed Weapon Fee for Reserve Officers			200.00	5
6	Portable Radio Battery Replacement			3,200.00	6
7	Command Post Supplies for Special Events/Critical Incident Deployment			2,750.00	7
8	High Risk Safety Gloves and Antimicrobial Disinfecting Wipes for Patrol Units			1,350.00	8
9	Drivers Training Supplies (stop sticks, cones, etc.)			450.00	9
10	Bike Patrol Equipment and Supplies			3,500.00	10
11	SWAT/CNT Equipment and Supplies			3,000.00	11
12	South Bay Platoon Equipment and Supplies			750.00	12
		Total Account	100-15-021-5217	Departmental Supplies	22,450.00
1	Per Finance, based on trends.			352.00	1
		Total Account	100-15-021-5501	Telephone	352.00
1	Batteries, Flares, High Visibility Safety Vests,			725.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 021 Patrol

Account Number /Title / Budget Line item Descriptions				Amount
1	Command Post Cleaning Supplies			
	Total Account	100-15-021-5611	Warehouse Purchases	725.00

1	Finance Analysis			69,480.00
	Total Account	100-15-021-5621	Information Systems Allocation	69,480.00

1	Per Finance			207,000.00
	Total Account	100-15-021-5641	Fleet Rental Allocation	207,000.00

1	Per Finance Analysis			474,660.00
	Total Account	100-15-021-5642	Fleet Maintenance Allocation	474,660.00

	Program Total	021	Patrol	9,137,187.72

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 031 Investigations

Account Number /Title / Budget Line item Descriptions				Amount	
031 Investigations					
1	Admin Clerk I/II, Secretary			96,667.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(3,866.68)	2
	Total Account	100-15-031-4101	Salaries & Allowances	92,800.32	

1	1 Sergeant, 12 Officers			1,650,024.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(66,000.96)	2
3	Less Uniform Allowance (Moved to 5206)			(9,100.00)	3
	Total Account	100-15-031-4102	Sworn Employee Salaries	1,574,923.04	

1	Secretary (Detective Bureau)			252.00	1
2	Administrative Clerk I/II			222.00	2
	Total Account	100-15-031-4111	Overtime Regular Employees	474.00	

1	Detective Sergeant~ (Rates reflect current DB Sergeant)			18,000.00	1
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)			133,500.00	2
	Total Account	100-15-031-4112	Overtime Sworn Employees	151,500.00	

1	Admin Clerk I/II, Secretary			15,999.00	1
2	1 Sergeant, 12 Officers			180,300.00	2
3	Budget prep roll adjustment. 03/26/16 11:34 am			(7,851.96)	3
	Total Account	100-15-031-4201	Group Medical Insurance	188,447.04	

1	Admin Clerk I/II, Secretary			1,402.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 031 Investigations

Account Number /Title / Budget Line item Descriptions				Amount	
2	1 Sergeant, 12 Officers			23,925.00	2
3	Budget prep roll adjustment. 03/26/16 11:34 am			(1,013.08)	3
	Total Account	100-15-031-4202	Medicare	24,313.92	

1	Per Finance Analysis			16,632.00	1
	Total Account	100-15-031-4206	Medical Retirement Contributions	16,632.00	

1	Admin Clerk I/II, Secretary			14,500.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(580.00)	2
	Total Account	100-15-031-4211	PERS Regular Contributions	13,920.00	

1	1 Sergeant, 12 Officers			300,304.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(12,012.16)	2
3	Allocation of Employer Payment of Unfunded Liability (Safety Police Plan)			339,787.00	3
	Total Account	100-15-031-4212	PERS Sworn Contributions	628,078.84	

1	Vehicle Impounding & Evidence Storage Fees			1,500.00	1
2	Locksmith Services and Emergency Board-ups			170.00	2
3	Misc. cell phone record/location searches, radio repair, narcotics disposal service, GPS tracker, undercover phone service			3,900.00	3
4	Sexual Assault Examinations 6 exams x \$740			4,440.00	4
5	Cell phone/aircard charges			900.00	5
6	Internet fees and cold phone fee for Internet Crimes Against Children (ICAC)			3,000.00	6
7	CLEARs Public Records Data Search			2,064.00	7
8	Fingerprint Analysis			5,850.00	8
9	Lexis Nexis (Police Online Search Engine)			5,280.00	9

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 031 Investigations

Account Number / Title / Budget Line item Descriptions			Amount	
Total Account		100-15-031-5101	Contract Services	27,104.00
1	Calif. Sexual Assault Investigators Monthly Mtgs		50.00	1
2	Calif. Narcotics Officers Assoc. (CNOA)		50.00	2
3	International Assoc. of Financial Crime Investigators		220.00	3
4	Calif. Police Officers Assoc. (CPOA)		150.00	4
5	High-tech Crime Investigations Assoc.		50.00	5
6	So. Calif. Crime & Intelligence Analyst Assoc.		45.00	6
7	So. Calif. Fraud Investigators Assoc.		55.00	7
Total Account		100-15-031-5202	Memberships & Dues	620.00
1	Specialized Training Conferences (robbery, burglary, assaults, juveniles, financial crimes, computer crimes, narcotics, crime analysis)		1,900.00	1
2	California Sexual Assault Investigators Annual Conference		650.00	2
3	Travel related to investigations, court subpoena appearances, witness testimony and prisoner extradition (i.e. airfar, lodging and parking)		1,550.00	3
Total Account		100-15-031-5205	Training, Conterences & Meetings	4,100.00
1	Detective vest carriers, raid jackets, & misc safety equipment		950.00	1
2	PAYROLL ADD IN - Uniform Allowance:~ Sergeant, 12 Officers		9,100.00	2
Total Account		100-15-031-5206	Uniforms/Safety Equipment	10,050.00
1	CSI Supplies and Equipment (evidence retrieval supplies, fingerprint dusting powder, brushes and lifting tape, CSI van, etc.)		1,800.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 031 Investigations

Account Number /Title / Budget Line item Descriptions				Amount	
2	HEPA filter for CSI downdraft work station			625.00	2
3	Filters for CSI ductless fume hood			600.00	3
4	Misc. Investigation Supplies & Services (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.)			2,550.00	4
		Total Account	100-15-031-5217	Departmental Supplies	
				5,575.00	

1	Per Finance, based on trends.			8,342.00	1
		Total Account	100-15-031-5501	Telephone	
				8,342.00	

1	Finance Analysis			129,060.00	1
		Total Account	100-15-031-5621	Information Systems Allocation	
				129,060.00	

1	Per Finance			93,180.00	1
		Total Account	100-15-031-5641	Fleet Rental Allocation	
				93,180.00	

1	Per Finance Analysis			99,360.00	1
		Total Account	100-15-031-5642	Fleet Maintenance Allocation	
				99,360.00	

Program Total		031	Investigations	3,068,480.16	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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)			14,400.00
	Total Account	100-15-032-4112	Overtime Sworn Employees	14,400.00

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			1,650.00
	Total Account	100-15-032-5205	Training, Conferences & Meetings	1,650.00

1	School Resource Officer Program Materials			2,050.00
	Total Account	100-15-032-5217	Departmental Supplies	2,050.00

1	Per Finance Analysis			4,260.00
	Total Account	100-15-032-5642	Fleet Maintenance Allocation	4,260.00

Program Total		032	School Resource Officer	22,440.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			787,534.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(31,501.36) 2
	Total Account	100-15-041-4101	Salaries & Allowances	756,032.64

1	Part-time Records/Tech Matron/Intern			47,000.00 1
2	Rounding			
	Total Account	100-15-041-4103	Part Time Employee Salaries	47,000.00

1	Police Records Tech/Matron~ (coverage, holdover for incidents, training)			21,375.00 1
2	Police Services Officer			1,560.00 2
3	Administrative Clerk II			3,700.00 3
	Total Account	100-15-041-4111	Overtime Regular Employees	26,635.00

1	Police Records Manager, Police Services Officer, 9 Records Technicians, Admin Clerk I/II			124,789.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,991.56) 2
	Total Account	100-15-041-4201	Group Medical Insurance	119,797.44

1	Police Records Manager, Police Services Officer, 9 Records Technicians, Admin Clerk I/II			11,419.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(456.76) 2
3	Part-time Medicare			675.00 3
	Total Account	100-15-041-4202	Medicare	11,637.24

1	Police Records Manager			2,227.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(89.08) 2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 041 Technical Support Services

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		100-15-041-4204	401A Plan City	2,137.92	
1	Per Finance Analysis			11,736.00	1
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			116,815.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,672.60)	2
Total Account		100-15-041-4211	PERS Regular Contributions	112,142.40	
1	Technical Consultant (misc admin projects & RMS consulting projects)			1,000.00	1
2	Department-wide Photocopier/Printer/Scanner, Fax Machine Rental, Maintenance and Usage (toner, ink, paper, etc.)			46,200.00	2
3	Federal Express/UPS charges			750.00	3
4	Records Retrieval Costs for Records Stored Off-site			100.00	4
5	Applicant Livescan machine maintenance/service			1,250.00	5
6	Monthly service charges for Emergency Subscriber list information from telephone service providers.			1,130.00	6
7	Shredding Service (every 4 weeks)			520.00	7
8	Repairs to security system, room alarms, CCTV, property room equipment			2,100.00	8
9	Security System Maintenance Agreement			1,200.00	9
10	Security Camera Replacement (8 @ \$600 each)			4,800.00	10
11	Team Building Workshop			500.00	11
Total Account		100-15-041-5101	Contract Services	59,550.00	
1	Programming services, Licenses and Service Plans (Tiburon ARS, ArcView, Filemaker, Adobe, Crystal			3,600.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 041 Technical Support Services

Account Number / Title / Budget Line item Descriptions			Amount	
1	Reports, etc.)			1
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)		33,000.00	2
3	COPWARE (Legal Resource) Software Maintenance		2,100.00	3
4	T1 Communication line for CLETS & JDIC access.		4,000.00	4
5	MVS (in-car video) server maintenance contract		4,300.00	5
6	LEFTA Software Annual Maintenance and Hosting		1,150.00	6
7	E-Subpoena Management System (web-based) Annual Support/Maintenance		5,000.00	7
8	Puma Management Application, Software and Server Maintenance		3,450.00	8
9	Nixle Annual Service Fee (split with Information Systems and Fire Dept.)		6,300.00	9
10	Dept. Wide Scheduling Software Annual Support/Maintenance		6,000.00	10
11	Administrative Management Software Annual Support/Maintenance		2,000.00	11
Total Account 100-15-041-5104 Computer Contract Services			70,900.00	

1	CLEARs (Calif Law Enforcement Assn of Records Supervision) Annual Dues		50.00	1
2	Tiburon Annual National Users Group Dues		25.00	2
3	CLETS Computer Users Group (CCUG)		25.00	3
4	Calif Assn of Property and Evidence		45.00	4
5	International Association of Property & Evidence (IAPE)		50.00	5
Total Account 100-15-041-5202 Memberships & Dues			195.00	

1	Computer User Group Conferences; Tiburon, RMS,		3,700.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 041 Technical Support Services

Account Number /Title / Budget Line item Descriptions				Amount	
1	CLETS				1
2	Calif Law Enforcement Assoc of Records Supervisors (CLEARs) Conference			1,250.00	2
3	Calif Assoc of Property & Evidence Conference			950.00	3
4	CLEARs Monthly Membership Meetings			150.00	4
5	CCUG Membership Meetings			50.00	5
	Total Account	100-15-041-5205	Training, Conferences & Meetings	6,100.00	

1	Uniform Purchases (new hires)			625.00	1
2	Uniform repairs & replacement (Shirts, Trousers, jackets, belts)			1,250.00	2
3	Uniform Allowance: 1 PSO, 9 Police Support Techs @ \$275 ea per MOU			2,750.00	3
4	Boots (yearly per MOU) 1 PSO, 9 Police Support Techs @ \$225.			2,250.00	4
	Total Account	100-15-041-5206	Uniforms/Safety Equipment	6,875.00	

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

1	Software, computer supplies, server storage, card readers, memory cards, USB drives, etc.			3,500.00	1
	Total Account	100-15-041-5210	Computers, Supplies & Software	3,500.00	

1	Misc Station Supplies (safety gloves, kitchen supplies, handsoap, sanitizer gel, helium)			2,100.00	1
2	Keys duplication/equipment engraving			400.00	2
3	Signage/decals/graphics			460.00	3
4	Evidence/Property Room Equipment/Storage/Supplies. duplicating tapes &			4,600.00	4

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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				4
5	First Aid supplies			620.00	5
	Total Account	100-15-041-5217	Departmental Supplies	8,180.00	

1	Property/Evidence Tags			2,850.00	1
2	Utility Bill Inserts/Informational Pamphlets			1,800.00	2
3	Police Officer Field Notebooks			2,000.00	3
4	Envelopes			1,050.00	4
5	Field Interview Cards			600.00	5
6	Pre-Booking Forms/Jail Log			600.00	6
7	Business Cards			400.00	7
8	Public Records Request Forms			450.00	8
9	Time Off Request Slips			400.00	9
10	Citation Hearing Forms			400.00	10
11	Misc. Dept. Wide Printing Projects			450.00	11
	Total Account	100-15-041-5225	Printing	11,000.00	

1	Per Finance, based on trends.			2,613.00	1
	Total Account	100-15-041-5501	Telephone	2,613.00	

1	Supplies (batteries, etc)			700.00	1
	Total Account	100-15-041-5611	Warehouse Purchases	700.00	

1	Finance Analysis			119,160.00	1
	Total Account	100-15-041-5621	Information Systems Allocation	119,160.00	

Program Total		041	Technical Support Services	1,381,791.64	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 042 Communications

Account Number / Title / Budget Line item Descriptions				Amount
042 Communications				
1	SBRPCA Communications, estimated 3% increase from FY16/17 4/06/16. (75% of Total)			1,323,000.00
	Total Account	100-15-042-5106	SBRPCA Communications	1,323,000.00

1	Per Finance, based on trends.			754.00
	Total Account	100-15-042-5501	Telephone	754.00

1	CC Approved Supplemental: Community Camera Project Principal			77,221.00
	Total Account	100-15-042-7302	Property & Equipment Principal	77,221.00

1	CC Approved Supplemental: Community Camera Project Interest			8,017.00
	Total Account	100-15-042-7303	Property & Equipment Interest	8,017.00

Program Total		042	Communications	1,408,992.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 051 Community Affairs

Account Number /Title / Budget Line item Descriptions				Amount	
051 Community Affairs					
1	CM Approved Supplemental: Admin Clerk I/II			41,689.00	1
	Total Account	100-15-051-4101	Salaries & Allowances	41,689.00	

1	Police Sergeant, Police Officer			268,185.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(10,727.40)	2
3	Less Uniform Allowance (Moved to 5206)			(700.00)	3
	Total Account	100-15-051-4102	Sworn Employee Salaries	256,757.60	

1	Administrative Clerk II - Neighborhood Watch			16,646.40	1
2	Administrative Clerk II - False Alarm Program			16,646.40	2
3	CM Approved Supplemental: Eliminated part-time positions for full-time Admin Clerk I/II			(33,292.80)	3
	Total Account	100-15-051-4103	Part Time Employee Salaries	0.00	

1	Community Affairs Officer~ (evening/weekend meetings, events, training)			7,440.00	1
	Total Account	100-15-051-4112	Overtime Sworn Employees	7,440.00	

1	Police Sergeant, Police Officer			45,263.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,810.52)	2
3	CM Approved Supplemental: Admin Clerk I/II			7,665.00	3
	Total Account	100-15-051-4201	Group Medical Insurance	51,117.48	

1	Police Sergeant, Police Officer			3,889.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(155.56)	2
3	CM Approved Supplemental: Admin Clerk I/II			605.00	3
	Total Account	100-15-051-4202	Medicare	4,338.44	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 051 Community Affairs

Account Number / Title / Budget Line item Descriptions				Amount	
1	Per Finance Analysis			1,188.00	1
	Total Account	100-15-051-4206	Medical Retirement Contributions	1,188.00	

1	CM Approved Supplemental: Admin Clerk I/II			6,253.00	1
	Total Account	100-15-051-4211	PERS Regular Contributions	6,253.00	

1	Police Sergeant, Police Officer			48,810.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,952.40)	2
3	Allocation of Employer Payment of Unfunded Liability (Safety Police Plan)			28,344.00	3
	Total Account	100-15-051-4212	PERS Sworn Contributions	75,201.60	

1	Hearing Officer (contract) Conducts Administrative Review of False Alarm fines/appeals and social host ordinance appeals			300.00	1
2	Temp employee for yearly False Alarm data entry			2,500.00	2
3	Professional Video Services to Create Crime Prevention/Recruitment/Safety Information Videos			4,900.00	3
4	Dry cleaning of Volunteer uniforms to be reassigned to new Volunteers			100.00	4
	Total Account	100-15-051-5101	Contract Services	7,800.00	

1	False Alarm Management Software Annual Service			4,800.00	1
	Total Account	100-15-051-5104	Computer Contract Services	4,800.00	

1	CPOA - California Peace Officers Association			150.00	1
2	Coordinating Council			20.00	2
3	National Association of Town Watch			35.00	3
4	National Information Officers Association			80.00	4
5	California Crime Prevention Officers Association			30.00	5

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 051 Community Affairs

Account Number / Title / Budget Line item Descriptions			Amount	
Total Account		100-15-051-5202	Memberships & Dues	315.00
1	Crime Prevention/Leadership Training		950.00	1
2	VAT Team Training		350.00	2
3	Volunteers in Policing Training		400.00	3
Total Account		100-15-051-5205	Training, Conferences & Meetings	1,700.00
1	Uniforms/Safety Gear purchase & replacement for VAT, NW, Volunteers in Policing and Community Affairs		875.00	1
2	PAYROLL ADD IN:~ Uniform Allowance - 1 Officer		700.00	2
Total Account		100-15-051-5206	Uniforms/Safety Equipment	1,575.00
1	Volunteer Recognition Program: Annual Volunteer Appreciation Dinner (50/50 split with Parks & Rec \$5300), Youth Volunteer Appreciation Event (split with Parks & Rec \$500)		5,800.00	1
2	Neighborhood Watch Home Security Pamphlets and No Soliciting Signs		275.00	2
3	Child Safety Information: Child Fingerprinting Kits (500 x 1.00); Child Safety Coloring Books, Educational Pamphlets, & Handouts (200)		750.00	3
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.		1,350.00	4
5	Crime Prevention Training DVDs and materials		150.00	5
6	Business Watch (Business window placards, supplies, brochures/handouts)		250.00	6
7	Coffee with a Cop Event Supplies		100.00	7

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 051 Community Affairs

Account Number /Title / Budget Line item Descriptions				Amount	
8	Victim Assistance Team and Volunteers in Policing supplies			500.00	8
9	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
10	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
11	Community Police Academy:~ 10 week class introducing residents to MBPD and the criminal justice system (includes class supplies and meals for participants)			2,550.00	11
12	National Night Out:~ Community program which promotes crime prevention and neighborhood spirit (includes banners, handouts, and supplies)			1,650.00	12
		Total Account	100-15-051-5217	Departmental Supplies	
				15,675.00	

1	Printing costs for False Alarm pamphlets, door hangers and envelopes			1,650.00	1
		Total Account	100-15-051-5225	Printing	
				1,650.00	

1	Per Finance, based on trends.			131.00	1
		Total Account	100-15-051-5501	Telephone	
				131.00	

1	Finance Analysis			59,580.00	1
		Total Account	100-15-051-5621	Information Systems Allocation	
				59,580.00	

Program Total			051	Community Affairs	537,211.12

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			1,027,924.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(41,116.96) 2
3	Less Uniform Allowance (Moved to 5206)			(4,900.00) 3
	Total Account	100-15-061-4102	Sworn Employee Salaries	981,907.04

1	Traffic Lieutenant			11,640.00 1
2	Traffic Sergeant			10,000.00 2
3	Motor Officers (5)~ (court, training, incident holdover, DUI checkpoints)~ (Average Motor Officer OT rate)			38,000.00 3
4	Traffic Enforcement and Community Priority Enforcement Details, DUI Education/Enforcement, Taxi Cab Enforcement, Pedestrian Safety Details~ (Average Motor Officer OT rate)			38,000.00 4
	Total Account	100-15-061-4112	Overtime Sworn Employees	97,640.00

1	1 Lieutenant, 1 Sergeant, 5 Officers			96,566.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(3,862.64) 2
	Total Account	100-15-061-4201	Group Medical Insurance	92,703.36

1	1 Lieutenant, 1 Sergeant, 5 Officers			12,009.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(480.36) 2
	Total Account	100-15-061-4202	Medicare	11,528.64

1	Per Finance Analysis			7,272.00 1
	Total Account	100-15-061-4206	Medical Retirement Contributions	7,272.00

1	1 Lieutenant, 1 Sergeant, 5 Officers			184,654.00 1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 061 Traffic Safety

Account Number /Title / Budget Line item Descriptions				Amount	
2	Budget prep roll adjustment. 03/26/16 11:34 am			(7,386.16)	2
3	Allocation of Employer Payment of Unfunded Liability (Safety Police Plan)			142,586.00	3
	Total Account	100-15-061-4212	PERS Sworn Contributions	319,853.84	
1	Radar (Laser) Calibration & Maintenance/Repair			1,600.00	1
2	Portable Blood Alcohol Testing Device (PAS) Maintenance and Calibration/Tank Refill			900.00	2
3	Cell phone charges			1,000.00	3
4	Repairs/maintenance for message boards, radar trailers, police car speedometer checks, etc.			1,600.00	4
5	Security and Traffic Control Services (CSC)~ (Grand Prix, 10K/Hometown Fair, Fireworks, etc.)			21,000.00	5
6	Crossing Guard Contract. The City contracts with ACMS (All City Management Services) to provide school crossing guard services at 21 sites.			245,000.00	6
7	Towing and Storage fees for traffic investigations			500.00	7
8	Hosted Regional DUI Checkpoint Food Service			600.00	8
9	Total Station Calibration and Maintenance			600.00	9
	Total Account	100-15-061-5101	Contract Services	272,800.00	
1	National Safety Council Membership			40.00	1
	Total Account	100-15-061-5202	Memberships & Dues	40.00	
1	Non-Post traffic related training (Motorcycle training update, Total Station training, etc.)			400.00	1
	Total Account	100-15-061-5205	Training, Conterences & Meetings	400.00	
1	Motorcycle Officers Helmet Replacement			1,250.00	1
2	Motorcycle Officer day/night eye protection (7 @			595.00	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 061 Traffic Safety

Account Number /Title / Budget Line item Descriptions				Amount	
2	\$85)				2
3	Motorcycle Officer gloves (7 @ \$85)			595.00	3
4	Motor Officer pants and commercial uniform replacements			1,400.00	4
5	Motorcycle Officer boots replacements			750.00	5
6	Motorcycle Officer safety jacket replacement			600.00	6
7	PAYROLL ADD IN - Uniform Allowance: ~ 1 Lt., 1 Sgt., 5 Police Officers			4,900.00	7
		Total Account	100-15-061-5206	Uniforms/Safety Equipment	10,090.00

1	Camera Repair & Replacement			200.00	1
2	Motorcycle Bluetooth Wireless Microphone Replacement			1,250.00	2
3	PAS Mouth Piece Replacements: 1000 x .25			250.00	3
4	Radar/Laser batteries, chargers, and Holster replacement			1,050.00	4
5	Radio batteries & misc supplies for Traffic Bureau			1,350.00	5
6	Handouts/promotional items for Community Events & meetings			300.00	6
7	DUI Checkpoint / Enforcement Detail Equipment and Supplies			3,000.00	7
8	Fatal traffic collision autopsy reports			300.00	8
9	Total Station traffic collision mapping supplies			400.00	9
10	Traffic Collision Screen Replacement/Repair			1,800.00	10
		Total Account	100-15-061-5217	Departmental Supplies	9,900.00

1	Printing of Notice to Appear			2,100.00	1
		Total Account	100-15-061-5225	Printing	2,100.00

1	Per Finance, based on trends.			653.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 061 Traffic Safety

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-15-061-5501 Telephone	653.00
1	Road Flares and batteries			500.00
		Total Account	100-15-061-5611 Warehouse Purchases	500.00
1	Finance Analysis			99,300.00
		Total Account	100-15-061-5621 Information Systems Allocation	99,300.00
1	Per Finance			76,200.00
		Total Account	100-15-061-5641 Fleet Rental Allocation	76,200.00
1	Per Finance Analysis			111,480.00
		Total Account	100-15-061-5642 Fleet Maintenance Allocation	111,480.00
Program Total		061	Traffic Safety	2,094,367.88

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 071 Jail Operations

Account Number /Title / Budget Line item Descriptions				Amount	
071 Jail Operations					
1	6 Police Services Officers			413,853.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(16,554.12)	2
	Total Account	100-15-071-4101	Salaries & Allowances	397,298.88	

1	Police Services Officers (PSO)~ (coverage, training incident holdover) ~ (Average PSO OT rate)			51,000.00	1
	Total Account	100-15-071-4111	Overtime Regular Employees	51,000.00	

1	6 Police Services Officers			76,058.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(3,042.32)	2
	Total Account	100-15-071-4201	Group Medical Insurance	73,015.68	

1	6 Police Services Officers			4,980.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(199.20)	2
	Total Account	100-15-071-4202	Medicare	4,780.80	

1	Per Finance Analysis			6,432.00	1
	Total Account	100-15-071-4206	Medical Retirement Contributions	6,432.00	

1	6 Police Services Officers			62,078.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,483.12)	2
	Total Account	100-15-071-4211	PERS Regular Contributions	59,594.88	

1	Inmate Emergency Medical Care and Pre-booking Medical Exams (Reliant Immediate Medical)			5,600.00	1
2	Blood Alcohol Lab Analysis (Reliant Immediate Medical)			6,300.00	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 071 Jail Operations

Account Number / Title / Budget Line item Descriptions				Amount	
3	Field Blood Alcohol Analysis and OK to Book for DUI Checkpoints			1,000.00	3
4	LA County Booking Fees: (4 bookings x \$300)			1,200.00	4
5	Haz Mat Cleaning of Jail Cells (blood, vomit, urine)			3,500.00	5
6	Maintenance and Repairs to Security System (audio, cameras, security doors, etc.) & Jail Facility			3,000.00	6
7	Weekly Jail Linen Laundry Service			4,900.00	7
8	Jail Metal Detector Maintenance			400.00	8
9	Health Code Mandated Bi-Annual Jail Cleaning			3,400.00	9
10	Team Building Workshop			500.00	10
Total Account		100-15-071-5101	Contract Services	29,800.00	

1	Uniform Purchase (1 new hire @ \$400)			400.00	1
2	Uniform Repairs & replacements (Shirts, trousers, Belts, Jackets)			550.00	2
3	Boots 6 PSOs @ \$225. Yearly per MOU agreement.			1,350.00	3
4	Uniform Allowance (6 PSOs @ \$275). Per MOU agreement			1,650.00	4
Total Account		100-15-071-5206	Uniforms/Safety Equipment	3,950.00	

1	Inmate Uniforms (Disposable & Replacment)			850.00	1
2	Jail Mattresses			250.00	2
3	Fingerprinting Supplies: (print ink, print handcleaner; live-scan cleaner; & live-scan wipes)			200.00	3
4	Inmate Meals (Breakfast, Lunch, Dinner) - Weekly delivery by Los Angeles Sheriff's Dept			6,800.00	4
5	Inmate Meals Fruit Juice & Milk			300.00	5
6	Jail equipment maintenance, repair and replacement (inmate uniform laundry, food			800.00	6

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 071 Jail Operations

Account Number /Title / Budget Line item Descriptions				Amount
6	service, audio, cameras, security doors, etc.)			6
7	Intoxilyzer Supplies (mouthpieces, paper)		250.00	7
8	First Aid Supplies and Eye Wash Station Service		600.00	8
9	Misc. jail supplies (high-risk gloves, prisoner property bags, court transportation handcuffs, disposable toothbrushes, antimicrobial wipes, air freshener, toner for non-contract jail printer, etc)		1,450.00	9
Total Account		100-15-071-5217	Departmental Supplies	11,500.00

1	Cleaning Products, Chemical Products, Stain Remover, Drain Opener, Household Degreaser, Insect Spray, etc.		200.00	1
2	Mops/Brooms and Handles, Trash Bags, Wiping Cloths, Hand Towels		200.00	2
3	Misc. City warehouse supplies		200.00	3
Total Account		100-15-071-5611	Warehouse Purchases	600.00

1	Finance Analysis		29,820.00	1
Total Account		100-15-071-5621	Information Systems Allocation	29,820.00

Program Total		071	Jail Operations	667,792.24

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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, Park Service Enforcement Officer			893,610.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(35,744.40)	2
	Total Account	100-15-081-4101	Salaries & Allowances	857,865.60	

1	Police Sergeant			167,138.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(6,685.52)	2
3	Less Uniform Allowance (Moved to 5206)			(700.00)	3
	Total Account	100-15-081-4102	Sworn Employee Salaries	159,752.48	

1	Part-time Seasonal Community Service Officers for summer weekends, holidays, and major events			104,105.00	1
2	PACS Desk/Admin Support (Clerk/Intern)			19,080.00	2
	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.			18,800.00	1
2	Community Service Officer (Sergeant At Arms) for City Council Closed Session meetings (twice monthly)			2,256.00	2
3	Community Priority Enforcement Details (Bike Path Enforcement, Walk Your Bike at the Pier Enforcement, etc)			4,700.00	3
4	PACS Desk Admin. Clerk (incident holdover, training, meetings)			1,110.00	4
	Total Account	100-15-081-4111	Overtime Regular Employees	26,866.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 081 Parking Enforcement

Account Number /Title / Budget Line item Descriptions				Amount	
1	PACS Sergeant OT~ (community/department meetings and events, incident holdover, training)			6,000.00	1
	Total Account	100-15-081-4112	Overtime Sworn Employees	6,000.00	
1	2 Lead Community Services Officers, 10 Community Services Officers, 1 Admin Clerk I/II, Park Service Enforcement Officer			197,866.00	1
2	Police Sergeant			25,258.00	2
3	Budget prep roll adjustment. 03/26/16 11:34 am			(8,924.96)	3
	Total Account	100-15-081-4201	Group Medical Insurance	214,199.04	
1	2 Lead Community Services Officers, 10 Community Services Officers, 1 Admin Clerk I/II, Park Service Enforcement Officer			11,086.00	1
2	Police Sergeant			2,424.00	2
3	Budget prep roll adjustment. 03/26/16 11:34 am			(540.40)	3
4	Part-time Medicare			1,815.00	4
	Total Account	100-15-081-4202	Medicare	14,784.60	
1	Per Finance Analysis			1,320.00	1
	Total Account	100-15-081-4205	Workers Compensation	1,320.00	
1	Per Finance Analysis			12,924.00	1
	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, Park Service Enforcement Officer			134,042.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(5,361.68)	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 081 Parking Enforcement

Account Number / Title / Budget Line item Descriptions				Amount	
3	Part-time PERS			2,936.00	3
	Total Account	100-15-081-4211	PERS Regular Contributions	131,616.32	
1	Police Sergeant			30,419.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,216.76)	2
3	Allocation of Employer Payment of Unfunded Liability (Safety Police Plan)			35,522.00	3
	Total Account	100-15-081-4212	PERS Sworn Contributions	64,724.24	
1	Locksmith Services, Emergency Responses, and Towing			100.00	1
2	PACS Supervisor Cell phone charges 12 mos. x \$20			120.00	2
3	MDC & radio repair			1,100.00	3
4	Parking & Animal Control Vehicle Detailing			1,200.00	4
5	Hearing Officer - conducts administrative review of parking tickets pursuant to Vehicle Code Section 40215.			6,650.00	5
6	Leadership Training, Team Building and Career Development			750.00	6
	Total Account	100-15-081-5101	Contract Services	9,920.00	
1	AutoCite Maintenance Agreement for 20 handheld units and AutoISSUE Software Licenses (Due June 1)			12,750.00	1
2	Admin Adjudication letters (charged monthly by Turbo Data)			7,000.00	2
	Total Account	100-15-081-5104	Computer Contract Services	19,750.00	
1	832 PC Training 1 CSO x \$150.00			150.00	1
2	California Parking Association Management Training			500.00	2
	Total Account	100-15-081-5205	Training, Conferences & Meetings	650.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 081 Parking Enforcement

Account Number /Title / Budget Line item Descriptions				Amount
1	Part Time CSO uniform purchases (5 @ \$220)			1,100.00 1
2	Full Time CSO Uniform and Safety Equipment purchase/replacement (uniform, raingear, safety vests, etc.)			2,350.00 2
3	Uniform allowance (12 CSOs @ \$275) per MOU agreement			3,300.00 3
4	Boots (12 CSOs @ \$225). Yearly per MOU agreement			2,700.00 4
5	PAYROLL ADD IN - Uniform Allowance:~ Police Sergeant			700.00 5
Total Account		100-15-081-5206	Uniforms/Safety Equipment	10,150.00

1	Portable radio battery/charger replacement; camera repair and replacement			2,050.00 1
2	Speaker Mic Replacements 5 x \$50			250.00 2
3	Parking enforcement public relations publications/announcements, handout materials, parking information guides, etc.			200.00 3
4	Tire chalk			250.00 4
5	Rain bags for parking citations			120.00 5
6	Parking Boot Replacement			1,450.00 6
7	Cones/Delineators			1,200.00 7
8	Digital Camera Replacement			450.00 8
Total Account		100-15-081-5217	Departmental Supplies	5,970.00

1	AutoCITE ticket stock & envelopes~ (ticket stock & envelopes for new and old AutoCITE units)			7,600.00 1
2	Notice of Parking Violation Ticket Books			2,250.00 2
Total Account		100-15-081-5225	Printing	9,850.00

1	Per Finance, based on trends.			3,317.00 1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 081 Parking Enforcement

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-15-081-5501	Telephone	3,317.00
1	Raingear, safety vests, and misc warehouse supplies			120.00
Total Account		100-15-081-5611	Warehouse Purchases	120.00
1	Finance Analysis			69,480.00
Total Account		100-15-081-5621	Information Systems Allocation	69,480.00
1	Per Finance Analysis			3,060.00
Total Account		100-15-081-5631	Insurance Allocation	3,060.00
1	Per Finance			50,820.00
Total Account		100-15-081-5641	Fleet Rental Allocation	50,820.00
1	Per Finance Analysis			36,360.00
Total Account		100-15-081-5642	Fleet Maintenance Allocation	36,360.00
Program Total		081	Parking Enforcement	1,832,684.28

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 091 Animal Control

Account Number /Title / Budget Line item Descriptions				Amount	
091 Animal Control					
1	3 Community Services Officers			189,611.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(7,584.44)	2
	Total Account	100-15-091-4101	Salaries & Allowances	182,026.56	

1	Community Services Officers~ (community/department meetings and events, incident holdover, emergency call in, court) ~ (AC Officer OT rate.)			4,800.00	1
2	Department Required Training ~ (Average AC Officer OT rate.)			960.00	2
3	Rounding				3
	Total Account	100-15-091-4111	Overtime Regular Employees	5,760.00	

1	3 Community Services Officers			33,707.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,348.28)	2
	Total Account	100-15-091-4201	Group Medical Insurance	32,358.72	

1	3 Community Services Officers			2,749.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(109.96)	2
	Total Account	100-15-091-4202	Medicare	2,639.04	

1	Per Finance Analysis			1,320.00	1
	Total Account	100-15-091-4205	Workers Compensation	1,320.00	

1	Per Finance Analysis			3,216.00	1
	Total Account	100-15-091-4206	Medical Retirement Contributions	3,216.00	

1	3 Community Services Officers			28,442.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 091 Animal Control

Account Number /Title / Budget Line item Descriptions				Amount	
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,137.68)	2
	Total Account	100-15-091-4211	PERS Regular Contributions	27,304.32	

1	Animal Shelter Housing Fees			7,200.00	1
2	Dead animal disposal fees			200.00	2
3	Veterinarian Costs			3,600.00	3
4	MDC, Radio, Camera Repair			520.00	4
5	Cell phone charge (12 mos. x \$10)			120.00	5
	Total Account	100-15-091-5101	Contract Services	11,640.00	

1	SPCA Animal Care Training			1,250.00	1
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.			1,450.00	2
	Total Account	100-15-091-5205	Training, Conterences & Meetings	2,700.00	

1	Animal Control Officers uniform replacements:~ (Shirts, trousers, belts, raingear, safety gear)			375.00	1
2	Uniform Allowance - per MOU			825.00	2
3	Boots (3 @ \$225 each) per MOU agreement.			675.00	3
	Total Account	100-15-091-5206	Uniforms/Safety Equipment	1,875.00	

1	Animal Care and Capture Equipment (capture sticks, traps, leads, gloves) and misc. supplies not available through warehouse (kennel cleaning supplies, etc.)			825.00	1
2	Pet Food (dog, cat, rabbit, etc)			400.00	2
3	Large kennels			600.00	3
4	Small kennels			150.00	4

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 091 Animal Control

Account Number / Title / Budget Line item Descriptions				Amount	
5	Educational/Promotional items for community events (Animal Owner Handbooks, etc.)			450.00	5
6	Digital Camera Replacement			150.00	6
7	Antimicrobial Wipes			400.00	7
	Total Account	100-15-091-5217	Departmental Supplies	2,975.00	

1	Raingear, safety vests, and misc. cleaning supplies for kennel and animal truck			100.00	1
	Total Account	100-15-091-5611	Warehouse Purchases	100.00	

1	Per Finance Analysis			3,060.00	1
	Total Account	100-15-091-5631	Insurance Allocation	3,060.00	

1	Per Finance			6,300.00	1
	Total Account	100-15-091-5641	Fleet Rental Allocation	6,300.00	

1	Per Finance Analysis			17,160.00	1
	Total Account	100-15-091-5642	Fleet Maintenance Allocation	17,160.00	

	Program Total	091	Animal Control	300,434.64	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			89,910.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(3,596.40) 2
	Total Account	100-16-011-4101	Salaries & Allowances	86,313.60

1	Fire Chief			240,591.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(9,623.64) 2
3	Less Uniform Allowance (Moved to 5206)			(600.00) 3
	Total Account	100-16-011-4102	Sworn Employee Salaries	230,367.36

1	Background Investigator for1 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 1
2	Part-Time Senior Management Analyst			39,820.80 2
3	Rounding			0.20 3
	Total Account	100-16-011-4103	Part Time Employee Salaries	42,546.00

1	Overtime for IS Specialist (20%)			1,000.00 1
	Total Account	100-16-011-4111	Overtime Regular Employees	1,000.00

1	MOU Training OT moved to Administration so it can be monitored separately. Estimated 15 members each getting 72 hours of coverage/compensation (1,080).			86,400.00 1
	Total Account	100-16-011-4112	Overtime Sworn Employees	86,400.00

1	Executive Secretary, 0.2 Information Systems Specialist			11,509.00 1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
2	Fire Chief			33,537.00	2
3	Budget prep roll adjustment. 03/26/16 11:34 am			(1,801.84)	3
	Total Account	100-16-011-4201	Group Medical Insurance	43,244.16	

1	Executive Secretary, 0.2 Information Systems Specialist			1,304.00	1
2	Fire Chief			3,489.00	2
3	Budget prep roll adjustment. 03/26/16 11:34 am			(191.72)	3
4	Part-time Medicare			750.00	4
	Total Account	100-16-011-4202	Medicare	5,351.28	

1	Per Finance Analysis			1,260.00	1
	Total Account	100-16-011-4203	Unemployment	1,260.00	

1	Fire Chief			5,694.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(227.76)	2
	Total Account	100-16-011-4204	401A Plan City	5,466.24	

1	Per Finance Analysis			1,101,660.00	1
	Total Account	100-16-011-4205	Workers Compensation	1,101,660.00	

1	Per Finance Analysis			1,044.00	1
	Total Account	100-16-011-4206	Medical Retirement Contributions	1,044.00	

1	Executive Secretary, 0.2 Information Systems Specialist			13,487.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(539.48)	2
	Total Account	100-16-011-4211	PERS Regular Contributions	12,947.52	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
1	Fire Chief			46,272.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,850.88)	2
	Total Account	100-16-011-4212	PERS Sworn Contributions	44,421.12	

1	Disaster Management Area Coordinator (DMAC). Added 3% COLA in FY 2017-2018.			12,164.00	1
2	Xerox contract estimated at \$550 Xerox Printers; \$600 Xerox Copiers per month.			13,800.00	2
3	Physical exam program per MOU for 12 FD staff at \$800 ea.			9,600.00	3
4	Cell Phone Fire Chief			1,700.00	4
5	Management and Development Training increased from 25 to 50 hours in 2017-2018			8,750.00	5
6	Citywide gym equipment maintenance and repairs.			3,150.00	6
7	Hotspot access for department head (per Bruce)			828.00	7
8	Monthly ISP fee for Smart Classroom~ \$150/mo. x 12			1,800.00	8
9	Annual Maintenance for Zoll - Telestaff connection software			1,600.00	9
	Total Account	100-16-011-5101	Contract Services	53,392.00	

1	Fire Records Management System computer contract for support and software licensing fees.			3,000.00	1
2	Kronos/Telestaff annual users fee and licensing (\$4,430) and server security certificate (\$70)			5,000.00	2
3	Kronos/Telestaff for advance programming (\$120/hr for 40 hours)			2,500.00	3
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	4

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
5	Basic ESRI GIS license with extension for Network Analyst. Desktop software to assist with tracking and monitoring performance measures			2,400.00	5
	Total Account	100-16-011-5104	Computer Contract Services	40,850.00	
1	SBRPCA Communications, Estimate 3% increase from FY16/17 4/06/16. (25% of Total)			441,000.00	1
	Total Account	100-16-011-5106	SBRPCA Communications	441,000.00	
1	Psychological Exam 2 @ \$400 each			800.00	1
	Total Account	100-16-011-5107	Physical/Psychological Exams	800.00	
1	Background fingerprints. 2 per year @ \$32/each			64.00	1
2	Polygraph Test - 2 @ \$400/each			800.00	2
	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	1
2	Ink Cartridges for ePCR iPad Printers			800.00	2
	Total Account	100-16-011-5201	Office Supplies	6,000.00	
1	IAFC & Western Div. Fire Chiefs Assn membership			254.00	1
2	LA County Fire Chiefs Assn membership and Cal Chiefs			1,250.00	2
3	South Bay Fire Chiefs			375.00	3
4	So. Cal Training Officers Assn memberships (2)~ (Desmond & Laursen)			100.00	4
5	Membership for Fire Careers for Fire Reserve recruitment			110.00	5
6	Rotary Membership			1,000.00	6

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions			Amount	
Total Account		100-16-011-5202	Memberships & Dues	3,089.00
1	Fire management training classes (State certification, CSTI, National Fire Academy, etc.) one class for the Fire Chief			1,000.00 1
2	Training seminars - management, legal, and work-place issues for the Fire Chief (LCW annual Employment law training)			2,050.00 2
3	IAFC Annual Conference			1,800.00 3
4	League of California Cities annual conference			1,600.00 4
5	LA County Fire Chiefs semi-annual seminar/ conference. Twice annually for the Fire Chief			1,850.00 5
6	Fire Chief, professional organization meeting, Independent Cities Association (ICA) \$450, 2 nights lodging \$250			700.00 6
7	League of Cities Committee meetings and State EMS meetings (Sacramento)			1,000.00 7
8	California Fire Chiefs' Annual Conference			1,200.00 8
Total Account		100-16-011-5205	Training, Conferences & Meetings	11,200.00
1	Chief Officers' safety equipment (turnouts, helmets,footwear,flashlights,gloves,etc)			2,500.00 1
2	Badges, name plates, buckles, belts,collar ornaments, and uniform accessories			2,500.00 2
3	PAYROLL ADD IN - Uniform Allowance:~ Fire Chief			600.00 3
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			4,000.00 1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions			Amount
	Total Account	100-16-011-5214 Employee Awards & Events	4,000.00
1	Gym and office Equipment		6,000.00
	Total Account	100-16-011-5217 Departmental Supplies	6,000.00
1	Per Finance, based on trends.		19,598.00
	Total Account	100-16-011-5501 Telephone	19,598.00
1	Per Finance, based on trends.		5,295.00
	Total Account	100-16-011-5503 Natural Gas	5,295.00
1	Warehouse Purchases		200.00
	Total Account	100-16-011-5611 Warehouse Purchases	200.00
1	Finance Analysis		29,820.00
	Total Account	100-16-011-5621 Information Systems Allocation	29,820.00
1	Per Finance Analysis		67,740.00
	Total Account	100-16-011-5631 Insurance Allocation	67,740.00
1	Per Finance Analysis		1,740.00
	Total Account	100-16-011-5642 Fleet Maintenance Allocation	1,740.00
1	Finance analysis		167,640.00
	Total Account	100-16-011-5651 Building & Operations Allocation	167,640.00
1	CM Approved Supplemental: Fire Department Motorola Radios (Lease Purchase Proceeds budgeted in 100-3930)		80,000.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		100-16-011-6141	Computer Equipment & Software	80,000.00	
1	CM Approved Supplemental: Fire Department Motorola Radios Principal			15,981.00	1
Total Account		100-16-011-7302	Property & Equipment Principal	15,981.00	
1	CM Approved Supplemental: Fire Department Motorola Radios Interest			2,100.00	1
Total Account		100-16-011-7303	Property & Equipment Interest	2,100.00	
Program Total		011	Administration	2,624,930.28	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 021 Prevention

Account Number /Title / Budget Line item Descriptions				Amount
021 Prevention				
1	Fire Marshal/Captain, Fire Engineer/Paramedic			367,673.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(14,706.92) 2
3	Less Uniform Allowance (Moved to 5206)			(1,200.00) 3
	Total Account	100-16-021-4102	Sworn Employee Salaries	351,766.08

1	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 inspections to comply with State requirements, and increase of activity and permitted work at Manhattan Studios.			42,051.42 1
	Total Account	100-16-021-4103	Part Time Employee Salaries	42,051.42

1	OT for regular employee (P/T Fire Inspectors) to cover any time in excess of 40 hours per week for special events, last minute studio needs and post-fire inspections when necessary.			1,000.00 1
	Total Account	100-16-021-4111	Overtime Regular Employees	1,000.00

1	To cover overtime for special Fire Prevention needs; training, Fire Service Day & Fire Prevention Week, 160 hrs..			23,680.00 1
	Total Account	100-16-021-4112	Overtime Sworn Employees	23,680.00

1	This is a reimbursable account used to provide Fire Safety Officer standby at Manhattan Studios. All direct costs are billed to production companies. Reduced to 750 hours based on recent			87,000.00 1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 021 Prevention

Account Number /Title / Budget Line item Descriptions				Amount	
1	trends.				1
		Total Account	100-16-021-4115 Overtime Cooperative Resources	87,000.00	
1	Training for Supression staff to prepair, train, and transition into Fire Prevention. (Costs for tuition, lodging, and Travel and Certification)			3,000.00	1
		Total Account	100-16-021-4116 Overitme Training & Special Detail	3,000.00	
1	Fire Marshal/Captain, Engineer/Paramedic			44,477.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,779.08)	2
		Total Account	100-16-021-4201 Group Medical Insurance	42,697.92	
1	Fire Marshal/Captain, Engineer/Paramedic			5,331.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(213.24)	2
3	Part-time Medicare			1,635.00	3
		Total Account	100-16-021-4202 Medicare	6,752.76	
1	Per Finance Analysis			1,536.00	1
		Total Account	100-16-021-4206 Medical Retirement Contributions	1,536.00	
1	Part-time PERS			4,206.00	1
		Total Account	100-16-021-4211 PERS Regular Contributions	4,206.00	
1	Fire Marshal/Captain, Fire Engineer/Paramedic			59,931.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,397.24)	2
3	Allocation of Employer Payment of Unfunded Liability (Safety Fire Plan)			57,867.00	3
		Total Account	100-16-021-4212 PERS Sworn Contributions	115,400.76	
1	Contract Fire Plan Checks			22,000.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 021 Prevention

Account Number / Title / Budget Line item Descriptions				Amount	
1	(offset w/revenue account 100-3717)				1
2	Cell Phones for Fire Marshall, Fire Inspector, Part Time Fire Inspector			5,100.00	2
3	Haz Mat pick-up/disposal			2,500.00	3
	Total Account	100-16-021-5101	Contract Services	29,600.00	

1	South Bay Fire Prevention Officers Assn Dept. membership			175.00	1
2	LA Area Fire Chiefs Fire Prevention Officers Assn for 2 members. (1 Fire Marshal, and 1 Fire Fire Prevention Inspector)			225.00	2
3	Natl Fire Protection Assn (1 Fire Marshal for department membership)			225.00	3
4	Safety Belts Safe USA membership for Child Safety Seat Program under Public Education 16-16-056			200.00	4
	Total Account	100-16-021-5202	Memberships & Dues	825.00	

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

1	Fire Prevention classes including State Fire Marshall (SFM) Fire Prevention classes \$3,000 for full time employees (one class each)			3,000.00	1
2	Inspector Training - Cost of two part time inspectors to receive level I & Level II Certification			9,600.00	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 021 Prevention

Account Number / Title / Budget Line item Descriptions			Amount		
Total Account		100-16-021-5205	Training, Conferences & Meetings	12,600.00	
1	PAYROLL ADD IN - Uniform Allowance:~ Fire Marshal/Captain, Firefighter/Paramedic			1,200.00	1
2	Uniforms for five part time employees			1,500.00	2
Total Account		100-16-021-5206	Uniforms/Safety Equipment	2,700.00	
1	Inspection small tools and equipment - ~ Examples include: Flash lights, testing equipment for detectors, pull alarm supplies, misc. tools required for proper inspection, temperature gun, etc.			500.00	1
Total Account		100-16-021-5217	Departmental Supplies	500.00	
1	Fire Prevention supplies including business cards, special photocopying of handouts.			750.00	1
Total Account		100-16-021-5225	Printing	750.00	
1	Per Finance, based on trends.			1,407.00	1
Total Account		100-16-021-5501	Telephone	1,407.00	
1	Finance Analysis			29,820.00	1
Total Account		100-16-021-5621	Information Systems Allocation	29,820.00	
1	Per Finance			15,120.00	1
Total Account		100-16-021-5641	Fleet Rental Allocation	15,120.00	
1	Per Finance Analysis			12,840.00	1
Total Account		100-16-021-5642	Fleet Maintenance Allocation	12,840.00	

Fiscal Year 2018
Level 3
Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
11:29:25AM

Department: 16 Fire
Minor Program: 021 Prevention

Account Number / Title / Budget Line item Descriptions	Amount
Program Total 021 Prevention	787,502.94

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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 80 hrs.			6,400.00	1
2	Training by the MOU for Fire Investigator specialty. Average class hours is 36 for each of the six investigators.			11,520.00	2
	Total Account	100-16-023-4112	Overtime Sworn Employees	17,920.00	

1	Cell phones for 2 Investigators			3,500.00	1
	Total Account	100-16-023-5101	Contract Services	3,500.00	

1	Calif Conference of Arson Investigators. \$100 each for 3 investigators			300.00	1
2	South Bay Arson Control Team. \$200 for City membership			200.00	2
	Total Account	100-16-023-5202	Memberships & Dues	500.00	

1	Arson Investigation Training and Report Writing			6,000.00	1
2	Fire Arms training and Certification			1,450.00	2
3	State Fire Marshall Certification			550.00	3
	Total Account	100-16-023-5205	Training, Conterences & Meetings	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	1
2	Ammunition for qualifications			500.00	2
	Total Account	100-16-023-5206	Uniforms/Safety Equipment	2,000.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 023 Fire Investigation

Account Number /Title / Budget Line item Descriptions	Amount
1 Supplies necessary for Arson Investigations, including digital photography. ID cards, business cards, evidence collection, digital recorders, evidence packaging, equipment bags.	3,000.00
Total Account 100-16-023-5217 Departmental Supplies	3,000.00
<hr/>	
Program Total	34,920.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 031 Fire Operations

Account Number /Title / Budget Line item Descriptions				Amount
031 Fire Operations				
1	Battalion Chief, 6 Captain/Paramedics, 6 Engineer/Paramedics, 6 Firefighter/Paramedics			3,122,585.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(124,903.40) 2
3	Less Uniform Allowance (Moved to 5206)			(11,400.00) 3
	Total Account	100-16-031-4102	Sworn Employee Salaries	2,986,281.60
<hr/>				
1	This overtime line represents the cost to staff the fire engines when firefighters are off-duty for vacation, holiday and sick leave. 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 10644 (80% of 13305 hours).			851,520.00 1
2	Straight time overtime to cover 1600 hours of annually accrued general leave and work related injuries and illnesses for three Battalion Chiefs.			128,640.00 2
3	This is for Injury on Duty (IOD) for 80% of two positions at 5824 for the entire fiscal year. This is for the firefighters on the fire engines.			372,720.00 3
	Total Account	100-16-031-4112	Overtime Sworn Employees	1,352,880.00
<hr/>				
1	Mutual aid overtime is reimbursed, usually by the state, at a rate submitted each year to OES plus a small administrative service and equipment hourly rate. This is estimated for 3 strike team deployments for 7 days with 4 Firefighters			161,280.00 1
	Total Account	100-16-031-4113	Overtime Mutual Aid	161,280.00
<hr/>				
1	Holiday Fire Works - One engine, 3 person 6			1,440.00 1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 031 Fire Operations

Account Number /Title / Budget Line item Descriptions	Amount	
1 hours=18 hrs		1
2 Hometown Fair- Two personnel, 9 hours=18	1,440.00	2
3 Grand Prix Bike Race:~ 2 personnel for 8 hours=16 hrs	1,280.00	3
4 Six-Man Volleyball Tournament:~ 2 personnel, 2 days, 8 hours=32~ Sunday:2 firefighter/paramedics for 6 hrs. = 12 hrs.~ Total 68 hrs at the current average MOU rate.	2,560.00	4
5 Manhattan Beach Open Volleyball Tournament: 2 personnel for 8 hrs = 16 hrs. ~ Sunday: 2 firefighter/paramedics for 6 hrs = 12 hrs. at the current average MOU rate.	1,280.00	5
6 10 K Race- 5 personnel, 5 hours=25	2,000.00	6
7 Open House, 3 FF/PM for 4 hrs. = 12 hrs. at he current average MOU rate.	960.00	7
Total Account 100-16-031-4114 Overtime Special Events	10,960.00	
<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.	29,376.00	1
Total Account 100-16-031-4115 Overtime Cooperative Resources	29,376.00	
<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 per month.	192,000.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 031 Fire Operations

Account Number /Title / Budget Line item Descriptions				Amount	
Total Account		100-16-031-4116	Overitme Training & Special Detail	192,000.00	
1	Battalion Chief, 6 Captain/Paramedics, 6 Engineer/Paramedics, 6 Firefighter/Paramedics			451,738.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(18,069.52)	2
Total Account		100-16-031-4201	Group Medical Insurance	433,668.48	
1	Battalion Chief, 6 Captain/Paramedics, 6 Engineer/Paramedics, 6 Firefighter/Paramedics			42,911.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,716.44)	2
Total Account		100-16-031-4202	Medicare	41,194.56	
1	Per Finance Analysis			13,704.00	1
Total Account		100-16-031-4206	Medical Retirement Contributions	13,704.00	
1	Battalion Chief, 6 Captain/Paramedics, 6 Engineer/Paramedics, 6 Firefighter/Paramedics			515,100.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(20,604.00)	2
3	Allocation of Employer Payment of Unfunded Liability (Safety Fire Plan)			457,256.00	3
Total Account		100-16-031-4212	PERS Sworn Contributions	951,752.00	
1	Refill and service fire extinguishers used on FD emergency apparatus.			500.00	1
2	Required testing and certification of ladders used in emergency operations.			2,100.00	2
3	SCBA Air Compressor Maintenance, SCBA Air bottle Hydro Testing			2,500.00	3
4	Cellular Phones BC, E21, E22			5,100.00	4
5	OSHA compliance fit testing - SCBA mask, P100 masks~			3,074.00	5

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 031 Fire Operations

Account Number /Title / Budget Line item Descriptions				Amount	
5	Health Questionnaire Review 29 employees 2 masks (annual)				5
6	Drafting Pit maintenance			1,000.00	6
7	PPE Advanced Cleaning and Inspection (60X70) NFPA annual			4,200.00	7
8	Personal Protective Equipment Repairs			3,000.00	8
	Total Account	100-16-031-5101	Contract Services	21,474.00	

1	IFSTA training manuals			800.00	1
	Total Account	100-16-031-5203	Reference Books & Periodicals	800.00	

1	LAAFCA Executive Chief Officer Academy. 1 BC			500.00	1
2	MOU training as provided contractually.Fifteen people at \$1200 each.			18,000.00	2
3	Target Safety; provide mandated training for OSHA, DMV, and other State and Feds requirements that can not be provided in house.			4,000.00	3
4	Driver training including Apparatus Operator certification program			3,000.00	4
5	Truck Ops. Academy for two			2,300.00	5
6	Certification training as described in the MOU. Mandated training by the department.			12,000.00	6
7	Special Operations Training-Hazardous Materials, Ocean Rescue, Technical Rescue, Wildland			8,500.00	7
8	Firehouse World Advance Development Training (1 BC)			1,200.00	8
9	Liebert Cassidy Whitmore Annual Law Conference (1 Battalion Chief)			2,050.00	9
10	FRI (International Association of Fire Chief's Conference (1 Battalion Chief)			2,050.00	10

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 031 Fire Operations

Account Number /Title / Budget Line item Descriptions				Amount
Total Account		100-16-031-5205	Training, Conterences & Meetings	53,600.00
1	6 sets of turnout safety gear to replace worn and damaged sets in our current inventory. 60 sets on a 10 year replacement			15,000.00 1
2	6 sets of safety clothing for USAR/wildland fires (replacement) 30 total sets every five years			1,800.00 2
3	Replacement of misc safety gear such as gloves, hoods, goggles, etc			1,400.00 3
4	Safety helmets 30 total that should be replaced every 10 years			900.00 4
5	firefighter safety boots 28 sets replaced every 4 years			1,925.00 5
6	Wildland Boots-30 sets replaced every 10 years			1,200.00 6
7	OSHA mandated personnel accountability system supplies			500.00 7
8	Structural Turnout Boots- 30 sets replaced every 5 years			2,400.00 8
9	PAYROLL ADD IN - Uniform Allowance:~ Fire Battalion Chief, 6 - Fire Capt/Paramedic, 6 - Fire Engr/Paramedic, 6 - Firefighter/Paramedic			11,400.00 9
Total Account		100-16-031-5206	Uniforms/Safety Equipment	36,525.00
1	Per Finance. Based on prior year trends and planned events.			600.00 1
Total Account		100-16-031-5208	Postage	600.00
1	Appliance replacement and Rotation- Microwaves, dishwashers, ovens, refrigerators, toasters, blenders			4,500.00 1
2	Mutual Aid and Strike Team Equipment-Brush helmet lights, sleeping bags, MRe"s, Navigation			3,000.00 2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 031 Fire Operations

Account Number /Title / Budget Line item Descriptions	Amount	
2 equipment, Weather devices, Cots, tents		2
3 Replacement of outdated fire hose. Brush hose, nozzles and fittings.	10,000.00	3
4 Replacement of small handtools on the fire apparatus that are broken or missing.	6,000.00	4
5 NEW Fire shelters (large)~ 3@ \$350 ea.	1,050.00	5
6 Replacement/Updated map books and supple- mental maps on emergency apparatus and in the fire stations.	500.00	6
7 Replacement firefighting foam used at emergency scenes. 100 gal at \$25 a gallon	500.00	7
8 Station Maintenance Supplies, soaps, waxes, towels, polish, etc.	1,500.00	8
9 Replacement of rope rescue equipment. Ropes, slings, hardware, bags, headgear, etc.	2,000.00	9
10 SCBA parts and Equipment	2,800.00	10
11 Chain Saw repairs and chains; roof prop supplies	2,500.00	11
12 Burlington safety testing (required testing)	1,400.00	12
13 Batteries for gate opener	150.00	13
14 Engine oil and lubricants	500.00	14
15 Station Recliner replacement. 9 total with a 3 year rotation	1,950.00	15
16 Wildland Safety Hydration harnesses. 30 harnesses with a five year replacement	1,500.00	16
17 Station Matress Replacement. 15 total with a five year replacement	4,050.00	17
18 Radiation & CO2 monitor repairs and service	1,000.00	18
19 Water Rescue Equipment and replacement. Wetsuits, Fins, Rescue max Guns, flotation devices, lighting, paddle boards	3,000.00	19
20 Personnel lighting-Flashlights, Box Lights,	2,000.00	20

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 031 Fire Operations

Account Number / Title / Budget Line item Descriptions				Amount	
20	generators, scene lighting				20
	Total Account	100-16-031-5217	Departmental Supplies	49,900.00	
1	Outsourcing of service for the Fire emergency vehicles.			70,035.00	1
	Total Account	100-16-031-5221	Automotive Repair Services	70,035.00	
1	Printing of Department forms and business cards			400.00	1
	Total Account	100-16-031-5225	Printing	400.00	
1	Per Finance, based on trends.			5,528.00	1
	Total Account	100-16-031-5501	Telephone	5,528.00	
1	Per Finance, based on trends.			91,585.00	1
	Total Account	100-16-031-5502	Electricity	91,585.00	
1	Per Finance, based on trends.			1,144.00	1
	Total Account	100-16-031-5503	Natural Gas	1,144.00	
1	Per Finance, based on trends.			7,307.00	1
	Total Account	100-16-031-5504	Water	7,307.00	
1	Based on historical usage and dept input			6,500.00	1
	Total Account	100-16-031-5611	Warehouse Purchases	6,500.00	
1	Finance Analysis			79,440.00	1
	Total Account	100-16-031-5621	Information Systems Allocation	79,440.00	
1	Per Finance			77,880.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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	77,880.00	

1	Per Finance Analysis				16,320.00	1
		Total Account	100-16-031-5642	Fleet Maintenance Allocation	16,320.00	

Program Total		031	Fire Operations		6,692,134.64	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			958,218.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(38,328.72)	2
3	Less Uniform Allowance (Moved to 5206)			(4,200.00)	3
	Total Account	100-16-041-4102	Sworn Employee Salaries	915,689.28	

1	This overtime line represents the cost to staff the paramedic ambulance when firefighters are off-duty due to on the job injury. The paramedic ambulance is staffed by 20% of the line firefighters. These hours represent 20% of the total injured on duty hours for our line firefighting personnel.			93,200.00	1
2	This overtime line represents the cost to staff the paramedic ambulance when firefighters are off-duty for vacation, holiday, sick leave. 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).			213,920.00	2
	Total Account	100-16-041-4112	Overtime Sworn Employees	307,120.00	

1	Provides coverage for paramedic services at City approved special events.			5,760.00	1
	Total Account	100-16-041-4114	Overtime Special Events	5,760.00	

1	Reimbursable account for providing Hermosa staffing. Employees working at Hermosa are reimbursed at the direct cost. Thirty 24-hour shifts per year.			57,600.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 041 Emergency Medical Services

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-16-041-4115	Overtime Cooperative Resources	57,600.00
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 25 hours per month.			24,000.00
Total Account		100-16-041-4116	Overitme Training & Special Detail	24,000.00
1	1 Battalion Chief, 6 Firefighter/Paramedics			112,167.00
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,486.68)
Total Account		100-16-041-4201	Group Medical Insurance	107,680.32
1	1 Battalion Chief, 6 Firefighter/Paramedics			13,894.00
2	Budget prep roll adjustment. 03/26/16 11:34 am			(555.76)
Total Account		100-16-041-4202	Medicare	13,338.24
1	Per Finance Analysis			4,548.00
Total Account		100-16-041-4206	Medical Retirement Contributions	4,548.00
1	1 Battalion Chief, 6 Firefighter/Paramedics			162,077.00
2	Budget prep roll adjustment. 03/26/16 11:34 am			(6,483.08)
3	Allocation of Employer Payment of Unfunded Liability (Safety Fire Plan)			123,743.00
Total Account		100-16-041-4212	PERS Sworn Contributions	279,336.92
1	Paramedic recertification fees for State license every two years (for 50% of staff) \$200 (per			2,700.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 041 Emergency Medical Services

Account Number /Title / Budget Line item Descriptions				Amount	
1	paramedic) x 13.5				1
2	PM quarterly maintenance of ambulance gurneys.			2,500.00	2
3	Hepatitis "A" vaccines			100.00	3
4	Hepatitis "B" vaccines			100.00	4
5	25 Hearing Tests @ \$22/each = \$550~ 25 TB Tests @ \$25/each = \$625			1,175.00	5
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	6
7	Cell Phone service for B/C phone, R21, A21			5,100.00	7
8	Contract fees for Digital EMS, a mobile electronic patient care reporting system			7,700.00	8
9	Needle, Sharps and Biohazard waste disposal \$100.00 per month			1,200.00	9
10	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	10
11	Contracted EMS Medical Director (Previously provided by LA County Department of Health Services)			30,000.00	11
		Total Account	100-16-041-5101	Contract Services	83,300.00

1	Membership fees for California Fire Chiefs, EMS Section for Paramedic Coordinator and EMS Battalion Chief			310.00	1
		Total Account	100-16-041-5202	Memberships & Dues	310.00

1	Various EMS reference materials and resources, moved from 100-16-041-5217			600.00	1
		Total Account	100-16-041-5203	Reference Books & Periodicals	600.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 041 Emergency Medical Services

Account Number /Title / Budget Line item Descriptions				Amount	
1	LA Fire Chief's Executive Chief Academy - registration, travel and lodging			500.00	1
2	Liebert, Cassidy and Whitmore annual law conference- registration, travel and lodging			2,050.00	2
3	CFED - California Fire, EMS, Disaster conference - registration, travel and lodging 1 Paramedic Coordinator			775.00	3
4	Firehouse World annual training conference - registration, travel and lodging for 1 Chief Officer			1,200.00	4
5	EMSAAC - Emergency Medical Services Administrators' Association of California annual conference - registration, travel and lodging			725.00	5
6	Internation Association of Fire Chiefs conference - registration, travel and lodging for 1 Chief Officer			2,050.00	6
7	MOU training class for six paramedics. Includes registration, travel, and lodges.			4,800.00	7
Total Account		100-16-041-5205	Training, Conterences & Meetings	12,100.00	
<hr/>					
1	Safety equipment for 1 Fire Battalion Chief and 6 Firefighter/Paramedics			2,450.00	1
2	PAYROLL ADD IN - Uniform Allowance:~ 1 - Fire Battalion Chief, 6 - Firefighter/Paramedics			4,200.00	2
Total Account		100-16-041-5206	Uniforms/Safety Equipment	6,650.00	
<hr/>					
1	Oxygen tank refills.			1,200.00	1
2	Medical supplies for the Fire Stations such as bandages, splints, cold packs, etc.			2,500.00	2
3	Rescue Unit upkeep and cleaning supplies.			500.00	3
4	Medications for EMS patient care			15,000.00	4

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 041 Emergency Medical Services

Account Number / Title / Budget Line item Descriptions				Amount	
5	Supplies for Paramedic units. Not offset by patients being billed for these supplies.			43,300.00	5
6	Fire Basic Life Support Transport Services Medical Supplies			10,000.00	6
7	O2 Cylinder Rentals			1,650.00	7
8	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 (due in 2021)				8
	Total Account	100-16-041-5217	Departmental Supplies	74,150.00	

1	Finance Analysis			19,860.00	1
	Total Account	100-16-041-5621	Information Systems Allocation	19,860.00	

1	Per Finance			119,760.00	1
	Total Account	100-16-041-5641	Fleet Rental Allocation	119,760.00	

1	Per Finance Analysis			18,300.00	1
	Total Account	100-16-041-5642	Fleet Maintenance Allocation	18,300.00	

Program Total		041	Emergency Medical Services	2,050,102.76	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 051 Support Services

Account Number /Title / Budget Line item Descriptions				Amount
051 Support Services				
1	Battalion Chief			224,795.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(8,991.80) 2
3	Less Uniform Allowance (Moved to 5206)			(600.00) 3
	Total Account	100-16-051-4102	Sworn Employee Salaries	215,203.20

1	Part-time Emergency Services Manager (20 hrs/week)			51,000.00 1
	Total Account	100-16-051-4103	Part Time Employee Salaries	51,000.00

1	Battalion Chief			20,629.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(825.16) 2
	Total Account	100-16-051-4201	Group Medical Insurance	19,803.84

1	Battalion Chief			42,760.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,710.40) 2
	Total Account	100-16-051-4212	PERS Sworn Contributions	41,049.60

1	Cell phone			1,700.00 1
	Total Account	100-16-051-5101	Contract Services	1,700.00

1	LAAFCA Executive Chief Officer Academy			500.00 1
2	International Association Of Fire Chief's FRI (1 Battalion Chief)			2,050.00 2
3	Liebert, Cassidy, Whitmore Law Conference (1 Battalion Chief)			2,050.00 3
	Total Account	100-16-051-5205	Training, Conferences & Meetings	4,600.00

1	PAYROLL ADD IN - Uniform Allowance:~ Fire Battalion Chief			600.00 1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 051 Support Services

Account Number / Title / Budget Line item Descriptions	Amount
Total Account 100-16-051-5206 Uniforms/Safety Equipment	600.00

Program Total	051	Support Services	333,956.64
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Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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.			8,000.00	1
	Total Account	100-16-052-4112	Overtime Sworn Employees	8,000.00	
1	Annual Service Contract for the EOC Satellite System.			3,250.00	1
2	Hire consultants and subject matter experts to prepare and deliver 3 townhall meetings .			4,000.00	2
3	Hire subject matter experts to design and deliver an city-wide EOC exercise.			4,000.00	3
	Total Account	100-16-052-5101	Contract Services	11,250.00	
1	Ink cartridges for EOC plotter			1,000.00	1
	Total Account	100-16-052-5201	Office Supplies	1,000.00	
1	Emergency preparation training CSTI,(State Certifications) for disaster mitigation and planning			1,450.00	1
2	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	2
	Total Account	100-16-052-5205	Training, Conferences & Meetings	7,450.00	
1	Emergency food, water, equipment and supplies for department facilities, vehicles, including EOC staffing and housing needs.			6,500.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 052 Emergency Preparedness

Account Number /Title / Budget Line item Descriptions				Amount	
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	2
3	Mobile Command Center preparation, service, electronic equipment repair and upgrades.			7,500.00	3
4	Supplies to conduct emergency preparation town hall meetings			750.00	4
5	EOC Plotter Supplies			1,500.00	5
		Total Account	100-16-052-5217	Departmental Supplies	
				21,200.00	
<hr/>					
Program Total		052	Emergency Preparedness	48,900.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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 1
	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.			9,600.00 1
	Total Account	100-16-053-4112	Overtime Sworn Employees	9,600.00

1	Hepatitis "A" vaccines 6 at \$160			960.00 1
2	Hepatitis "B" vaccines,6 @\$160~ (New Mandate)			960.00 2
3	TB Testing, 31 @ \$25 = \$775			775.00 3
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 4
	Total Account	100-16-053-5101	Contract Services	51,520.00

1	Fire Reserve Medical Exams / Physicals (20) \$320 each			6,400.00 1
	Total Account	100-16-053-5107	Physical/Psychological Exams	6,400.00

1	Background Checks (moved from 053-5101)			17,600.00 1
2	Polygraph testing for Fire Reserves			5,600.00 2
	Total Account	100-16-053-5109	Background Investigations	23,200.00

1	Training for Reserves which may include driver,			4,300.00 1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 053 Fire Reserves

Account Number /Title / Budget Line item Descriptions				Amount	
1	CSFM certifications and other necessary requirements				1
	Total Account	100-16-053-5205	Training, Conterences & Meetings	4,300.00	

1	Personal Protective clothing for Fire Reserves (6) six sets at \$2500 each			15,000.00	1
2	Uniforms for Fire Reserves 25 sets at \$350 each			8,750.00	2
	Total Account	100-16-053-5206	Uniforms/Safety Equipment	23,750.00	

Program Total		053	Fire Reserves	133,770.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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.			8,000.00	1
	Total Account	100-16-054-4112	Overtime Sworn Employees	8,000.00	

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	1
	Total Account	100-16-054-5101	Contract Services	1,920.00	

1	Map Your Neighborhood. Train the Trainer courses			1,000.00	1
2	Emergency Medical Call Out Team Training~ CPR, AED and advanced First aid related training			2,000.00	2
3	Target Solutions is an online comprehensive training program that will assist CERT members with continuing education and certification tracking capabilities.			2,100.00	3
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	4
	Total Account	100-16-054-5205	Training, Conterences & Meetings	8,100.00	

1	Map Your Neighborhood. Tools, Equipment and resource manuals			2,000.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 054 CERT

<u>Account Number / Title / Budget Line item Descriptions</u>				<u>Amount</u>	
2	Emergency Call out Team equipment and supplies. EMS supplies, triage, backboards and other vital response equipment			4,000.00	2
3	CERT Supplies and equipment for preparation, EMS, disaster response			6,000.00	3
Total Account		100-16-054-5217	Departmental Supplies	12,000.00	
<hr style="border-top: 1px dashed black;"/>					
Program Total		054	CERT	30,020.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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.			7,040.00
	Total Account	100-16-055-4112	Overtime Sworn Employees	7,040.00

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 and repair labor costs.			14,770.00
2	Wireless Service for Mobile Units 8 at \$420			3,360.00
3	Cell phone plan for Communications Unit Leader			1,800.00
	Total Account	100-16-055-5101	Contract Services	19,930.00

1	CAD Users group conference			750.00
2	Communication training and coordination			450.00
3	Total Station refresher Training, Radio operations classes, Communications related training			2,000.00
	Total Account	100-16-055-5205	Training, Conterences & Meetings	3,200.00

1	Westnet system parts replacement, upgrades or system repairs not covered under the maintenance contract			4,800.00
2	Bendix King Replacement 7 radios with a five year shelf life.			4,500.00
3	Communications equipment purchase, replacement and repairs. Pagers, dispatching equipment and other communications need			9,500.00
4	Batteries for handheld radios. Apex batteries			3,600.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 055 Communications

Account Number /Title / Budget Line item Descriptions				Amount	
4	(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.				4
5	APX GPS digital upgrade			4,500.00	5
	Total Account	100-16-055-5217	Departmental Supplies	26,900.00	
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	Program Total	055	Communications	57,070.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			6,400.00	1
2	Public Service Announcements, PIO, Web development			1,600.00	2
	Total Account	100-16-056-4112	Overtime Sworn Employees	8,000.00	

1	Public Education Classes, (PIO) Public Information Officer, Community Risk Reduction and media training (Cost for travel, lodgin, tuitinon, and Certification for Two FF)			5,000.00	1
	Total Account	100-16-056-5205	Training, Conerences & Meetings	5,000.00	

1	Jr. Fire Marshal Badges for Public Education.			550.00	1
2	Jr. Fire Marshal Coloring books/workbooks for Public Education.			400.00	2
3	National Fire Protection Assn Fire Prevention brochures for Public Education.			850.00	3
4	Jr Marshal Helmets for pre-school and school public education			3,800.00	4
5	CPR/AED Training Materials (to include sanitation supplies)			1,200.00	5
6	National Fire Service Day Materials			800.00	6
7	Sparky Batteries and repairs			1,000.00	7
8	Open House supplies			1,000.00	8
9	Bullex Fire Extinguisher upgrades, repairs and replacement			1,500.00	9
10	Public Service Announcements			2,500.00	10
11	Smoke Detector supplies/ equipment - Avg is four detectors per household. Program is for qualified seniors in partnership with senior services.			5,920.00	11

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 056 Public Education

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-16-056-5217	Departmental Supplies	19,520.00
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1	Pictures and Plaque Engraving for "2nd Grade Great Escape" winner recognition and CPR Card Printing, Newsletter, Brochures, Info Cards, Business Outreach			1,500.00
	Total Account	100-16-056-5225	Printing	1,500.00
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Program Total		056	Public Education	34,020.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			360,221.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(14,408.84)	2
	Total Account	100-17-011-4101	Salaries & Allowances	345,812.16	

1	The Administrative Clerk I/II position provides customer assistance at the public counter to access records on LibertyNet and Microfiche, responds to public records requests, and prepares building and planning records to be digitized through an off-site vendor (including quality control and maintaining destruction records and schedule). In addition, this position provides department-wide support services with phone coverage, preparation of Commission packets and agenda postings, public notice mailings, and other clerical duties.			40,722.24	1
2	Rounding			0.76	2
	Total Account	100-17-011-4103	Part Time Employee Salaries	40,723.00	

1	Executive Secretary to provide back-up to prepare minutes for Historic Preservation, Planning and Parking and Public Improvements Commissions (4 meetings/4 hours per meeting).			850.00	1
	Total Account	100-17-011-4111	Overtime Regular Employees	850.00	

1	Community Development Director, Senior Management Analyst, Executive Secretary			44,209.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,768.36)	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		100-17-011-4201	Group Medical Insurance	42,440.64	
1	Community Development Director, Senior Management Analyst, Executive Secretary			5,223.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(208.92)	2
3	Part-time Medicare			675.00	3
Total Account		100-17-011-4202	Medicare	5,689.08	
1	Per Finance Analysis			480.00	1
Total Account		100-17-011-4203	Unemployment	480.00	
1	Community Development Director, Senior Management Analyst			12,517.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(500.68)	2
Total Account		100-17-011-4204	401A Plan City	12,016.32	
1	Per Finance Analysis			4,440.00	1
Total Account		100-17-011-4205	Workers Compensation	4,440.00	
1	Per Finance Analysis			2,796.00	1
Total Account		100-17-011-4206	Medical Retirement Contributions	2,796.00	
1	Community Development Director, Senior Management Analyst, Executive Secretary			52,701.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,108.04)	2
3	Part-time PERS			6,555.00	3
Total Account		100-17-011-4211	PERS Regular Contributions	57,147.96	
1	Fed Ex Services.			400.00	1
2	Contract with DocuLynx or other records			40,000.00	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
2	management vendor to provide continuing digital conversion services which includes the scanning, indexing, storage and destruction of completed Building and Planning records. Once digitized, the records are electronically managed and are accessible through LibertyNet for internal and external use.				2
	Total Account	100-17-011-5101	Contract Services	40,400.00	
1	Year 5 subscription fees for Accela Automation (Includes subscription user renewal for 30 users, Accela Citizen Access based on population, and Accela Mobile Access for 8 users).			40,800.00	1
	Total Account	100-17-011-5104	Computer Contract Services	40,800.00	
1	Office Depot office supplies for entire department and three Commissions			6,500.00	1
2	Canon bulbs and toner			300.00	2
3	Rubber Stamps for Building and Planning Division			300.00	3
	Total Account	100-17-011-5201	Office Supplies	7,100.00	
1	American Planning Association (APA) dues for Community Development Director and Planning Commissioner Chair.			650.00	1
2	Municipal Management Association of Southern California (MMASC) dues for Senior Management Analyst.			100.00	2
3	Urban Land Institute (ULI) discounted Agency Membership (includes full member privileges for City Manager and two Associates).			600.00	3
4	California Preservation Foundation & Los Angeles Conservancy Memberships related to Historic			1,000.00	4

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
4	Preservation.				4
	Total Account	100-17-011-5202	Memberships & Dues	2,350.00	

1	Daily Breeze Yearly Subscription			600.00	1
	Total Account	100-17-011-5203	Reference Books & Periodicals	600.00	

1	American Planning Association California Chapter Conference. Location and date TBD (Registration, lodging, transportation, per diem).			1,500.00	1
2	American Planning Association National Conference in New Orleans, LA, April 21-24 (Registration, airfare, lodging, transportation, per diem).			2,500.00	2
3	Attendance for two Planning Commissioners at the League of California Cities Annual Planners Institute Location and date TBD (Registration, lodging, transportation, per diem).			2,200.00	3
4	Municipal Management Association of Southern California (MMASC) Annual Conference for Senior Management Analyst Location and date TBD (Registration, lodging, transportation, per diem).			1,000.00	4
5	International Association for Public Participation (IAP2) Training and/or Conference. Location TBD			1,500.00	5
6	Historic Preservation Foundation Annual Conference for Three Commissioners and staff located in Northern California, date TBD (Registration, lodging, transportation, per diem).			6,500.00	6
7	Staff attendance at Coastal Commission Meetings.			100.00	7
8	Historic Preservation Program training, workshops and webinars related to CPF, OHP, and/or CLG.			350.00	8
9	Administrative Staff seminars and/or training.			300.00	9

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		100-17-011-5205	Training, Conferences & Meetings	15,950.00	
1	Advertising for potential administrative projects.			1,000.00	1
Total Account		100-17-011-5207	Advertising	1,000.00	
1	Per Finance. Based on prior year trends and planned events.			300.00	1
Total Account		100-17-011-5208	Postage	300.00	
1	Remote licenses for five Historic Preservation Commissioners.			250.00	1
Total Account		100-17-011-5210	Computers, Supplies & Software	250.00	
1	One service call for typewriter			200.00	1
2	One service call for Canon Reader Machine			125.00	2
Total Account		100-17-011-5212	Office Equipment Maintenance	325.00	
1	Quarterly all-hands department meetings and employee recognition awards.			500.00	1
Total Account		100-17-011-5214	Employee Awards & Events	500.00	
1	Meeting refreshments for Planning Commission, Historic Preservation Commission, Parking and Public Improvements Commission, Board of Building Appeals, Contractors/Code Enforcement Meetings, and various Outreach Meetings.			2,200.00	1
2	Recorder Fee / Parcel Map Fees			300.00	2
3	Employee & Commissioner name badges			300.00	3
4	Historic Preservation Plaques			650.00	4
5	Department promotional items for Community			1,000.00	5

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount	
5	Outreach Events and Meetings (tote bags, pens, etc).				5
	Total Account	100-17-011-5217	Departmental Supplies	4,450.00	
1	Business cards for staff and Commissioners			250.00	1
	Total Account	100-17-011-5225	Printing	250.00	
1	Per Finance, based on trends.			1,508.00	1
	Total Account	100-17-011-5501	Telephone	1,508.00	
1	Departmental supplies including orange public notice envelopes, plain envelopes, forms, paper goods, traffic marking supplies, and rechargeable batteries.			1,300.00	1
	Total Account	100-17-011-5611	Warehouse Purchases	1,300.00	
1	Finance Analysis			69,480.00	1
	Total Account	100-17-011-5621	Information Systems Allocation	69,480.00	
1	Per Finance Analysis			15,480.00	1
	Total Account	100-17-011-5631	Insurance Allocation	15,480.00	
1	Finance analysis			25,440.00	1
	Total Account	100-17-011-5651	Building & Operations Allocation	25,440.00	
Program Total		011	Administration	739,878.16	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			245,897.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(9,835.88)	2
3	CM Approved Supplemental: Admin Clerk I/II			41,689.00	3
	Total Account	100-17-021-4101	Salaries & Allowances	277,750.12	
<hr/>					
1	Administrative Clerk II to assist Planning Division staff. Duties include, but are not limited to research, preparing updated handouts and forms, filing, processing applications and agreements, organizing and digitizing files, providing counter, phone and email customer support, researching information and responding to public records requests, and assisting other divisions, as needed.			17,948.70	1
2	Rounding			1.30	2
3	Administrative Clerk I provides support for the Historic Preservation Program/Commission including preparing packets and agendas, mailed noticing materials, specialty handouts and outreach materials, minutes, web postings, research, and other administrative support duties.			30,747.60	3
4	Rounding			2.40	4
5	CM Approved Supplemental: Admin Clerk I/II position eliminated need for part-time positions.			(48,700.00)	5
	Total Account	100-17-021-4103	Part Time Employee Salaries	0.00	
<hr/>					
1	Planners attendance at Planning Commission, City Council, Historic Preservation Commission and other after hours meetings. Review of special projects and maintenance of plan check turn around goals.			3,000.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 021 Current Planning

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		100-17-021-4111	Overtime Regular Employees	3,000.00	
1	1 Associate Planner, 2 Assistant Planners			25,328.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,013.12)	2
3	CM Approved Supplemental: Admin Clerk I/II			7,665.00	3
Total Account		100-17-021-4201	Group Medical Insurance	31,979.88	
1	1 Associate Planner, 2 Assistant Planners			3,566.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(142.64)	2
3	CM Approved Supplemental: Admin Clerk I/II			605.00	3
Total Account		100-17-021-4202	Medicare	4,028.36	
1	Per Finance Analysis			3,216.00	1
Total Account		100-17-021-4206	Medical Retirement Contributions	3,216.00	
1	1 Associate Planner, 2 Assistant Planners			36,885.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,475.40)	2
3	CM Approved Supplemental: Admin Clerk I/II			6,253.00	3
Total Account		100-17-021-4211	PERS Regular Contributions	41,662.60	
1	Historic Preservation Consultant to train staff and the Commission, create application forms and handouts, discuss the nomination/application process and criteria with perspective Historic Preservation applicants, review submitted applications, prepare agendas, reports and attend Historic Preservation meetings and subcommittee meetings, as directed by Staff.			75,000.00	1
2	Historic Preservation Minutes Secretary for quarterly Commission meetings (\$25 hour at 12 hours total per meeting = \$300 per meeting X 4 =			1,200.00	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 021 Current Planning

Account Number / Title / Budget Line item Descriptions				Amount	
2	\$1200).				2
	Total Account	100-17-021-5101	Contract Services	76,200.00	
1	American Planning Association (APA) Dues for One Associate Planner and Two Assistant Planners.			1,200.00	1
	Total Account	100-17-021-5202	Memberships & Dues	1,200.00	
1	Publications including, Land Use Law and Planning Law, CEQA, Livable Communities, Specific Plans, Design Guideline resources, Subdivision, GIS and Historic Preservation.			550.00	1
	Total Account	100-17-021-5203	Reference Books & Periodicals	550.00	
1	American Planning Association California Chapter Conference. Location and date TBD (Registration, lodging, per diem, transportation).			1,500.00	1
2	Staff attendance at American Planning Association (APA) training, UCLA Extension courses, GIS, Accela, computer, Specific Plan and California Environmental Quality Act (CEQA) training.			1,200.00	2
	Total Account	100-17-021-5205	Training, Conterences & Meetings	2,700.00	
1	Historic Preservation Commission display ads \$750 each x 2=\$1,500, other Planning related ads \$100 each x 5=\$500.			2,000.00	1
	Total Account	100-17-021-5207	Advertising	2,000.00	
1	Per Finance. Based on prior year trends and planned events.			1,800.00	1
	Total Account	100-17-021-5208	Postage	1,800.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 021 Current Planning

Account Number / Title / Budget Line item Descriptions				Amount	
1	Planning related applications, handouts and posters.			250.00	1
2	Historic Preservation brochures, informational materials, maps, outreach handouts and flyers.			2,000.00	2
	Total Account	100-17-021-5225	Printing	2,250.00	

1	Per Finance, based on trends.			2,211.00	1
	Total Account	100-17-021-5501	Telephone	2,211.00	

1	Finance Analysis			39,720.00	1
	Total Account	100-17-021-5621	Information Systems Allocation	39,720.00	

1	Finance analysis			127,140.00	1
	Total Account	100-17-021-5651	Building & Operations Allocation	127,140.00	

Program Total		021	Current Planning	617,407.96	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2017-2018
 Dept Request Level 3
 Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			309,503.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(12,380.12) 2
	Total Account	100-17-022-4101	Salaries & Allowances	297,122.88

1	Planners attendance at Planning Commission, City Council, Historic Preservation Commission and other after hours meetings. Review of special projects and maintenance of plan check turn around goals.			1,000.00 1
	Total Account	100-17-022-4111	Overtime Regular Employees	1,000.00

1	Planning Manager, Associate Planner, Assistant Planner			38,477.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,539.08) 2
	Total Account	100-17-022-4201	Group Medical Insurance	36,937.92

1	Planning Manager, Associate Planner, Assistant Planner			4,488.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(179.52) 2
	Total Account	100-17-022-4202	Medicare	4,308.48

1	Planning Manager			3,360.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(134.40) 2
	Total Account	100-17-022-4204	401A Plan City	3,225.60

1	Per Finance Analysis			3,216.00 1
	Total Account	100-17-022-4206	Medical Retirement Contributions	3,216.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 022 Advance Planning

Account Number / Title / Budget Line item Descriptions				Amount	
1	Planning Manager, Associate Planner, Assistant Planner			45,939.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,837.56)	2
	Total Account	100-17-022-4211	PERS Regular Contributions	44,101.44	

1	Contract services for special projects and studies, work plan items, Zoning and Municipal Code Amendments, hotel study, Mansionization and new projects that are assigned by the Council during the year.			8,000.00	1
2	Planning Commission Contract Minutes Secretary for bi-monthly meetings. (\$25 hr @ 12 hours total per meeting = \$300 x 21 meetings)			6,300.00	2
	Total Account	100-17-022-5101	Contract Services	14,300.00	

1	American Planning Association (APA) dues for One Planning Manager, One Associate Planner and One Assistant Planner.			1,300.00	1
	Total Account	100-17-022-5202	Memberships & Dues	1,300.00	

1	American Planning Association California Chapter Conference. Location and date TBD (Registration, lodging, per diem, transportation).			1,500.00	1
2	Staff attendance at American Planning Association (APA) training, UCLA Extension courses, GIS, Accela, computer, Specific Plan and California Environmental Quality Act (CEQA) training.			1,100.00	2
	Total Account	100-17-022-5205	Training, Conferences & Meetings	2,600.00	

1	Planning Commission and City Council public notices and display ads in The Beach Reporter.			3,500.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 022 Advance Planning

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-17-022-5207 Advertising	3,500.00

1	Per Finance, based on trends.	Total Account	100-17-022-5501 Telephone	754.00
				754.00

1	Finance Analysis	Total Account	100-17-022-5621 Information Systems Allocation	29,820.00
				29,820.00

Program Total			022 Advance Planning	442,186.32

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			411,439.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(16,457.56) 2
3	CM Approved Supplemental: Development Services Coordinator			61,894.00 3
4	CM Approved Supplemental: Admin Clerk I/II			41,689.00 4
	Total Account	100-17-031-4101	Salaries & Allowances	498,564.44

1	The Administrative Clerk I/II provides Counter support such as issuing minor permits, preparing inspection packets, updating permit data, and processing related paperwork. This position also provides clerical support throughout the Division, as needed. The budget for this position is split 50/50 between Plan Check and Inspection.			5,220.80 1
2	CM Approved Supplemental: Part-time Position eliminated for full-time Admin Clerk I/II			(5,220.80) 2
	Total Account	100-17-031-4103	Part Time Employee Salaries	0.00

1	Overtime hours are anticipated to maintain daily service deliverables. Overtime hours will be utilized for the Senior Permits Technician.			850.00 1
	Total Account	100-17-031-4111	Overtime Regular Employees	850.00

1	0.5 Building Official, 0.5 Secretary, Senior Permit Technician, Senior Plan Check Engineer, Plan Check Engineer			32,437.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,297.48) 2
3	CM Approved Supplemental: Development Services			19,098.00 3

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 031 Plan Check

Account Number / Title / Budget Line item Descriptions				Amount	
3	Coordinator				3
4	CM Approved Supplemental: Admin Clerk I/II			7,665.00	4
	Total Account	100-17-031-4201	Group Medical Insurance	57,902.52	

1	0.5 Building Official, 0.5 Secretary, Senior Permit Technician, Senior Plan Check Engineer, Plan Check Engineer			5,966.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(238.64)	2
3	Part-time Medicare			225.00	3
4	CM Approved Supplemental: Development Services Coordinator			898.00	4
5	CM Approved Supplemental: Admin Clerk I/II			605.00	5
	Total Account	100-17-031-4202	Medicare	7,455.36	

1	0.5 Building Official, Senior Plan Check Engineer			6,253.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(250.12)	2
	Total Account	100-17-031-4204	401A Plan City	6,002.88	

1	Per Finance Analysis			3,216.00	1
	Total Account	100-17-031-4206	Medical Retirement Contributions	3,216.00	

1	0.5 Building Official, 0.5 Secretary, Senior Permit Technician, Senior Plan Check Engineer, Plan Check Engineer			59,878.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,395.12)	2
3	CM Approved Supplemental: Development Services Coordinator			9,284.00	3
4	CM Approved Supplemental: Admin Clerk I/II			6,253.00	4
	Total Account	100-17-031-4211	PERS Regular Contributions	73,019.88	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 031 Plan Check

Account Number /Title / Budget Line item Descriptions	Amount	
1 Melad & Associates Contract Services are utilized for on-call plan check services to assist staff with maintaining a four to six week turnaround target for Building & Safety plan review services, as well as provide expedited plan check review. Plan check fees provide direct cost recovery for the plan reviews and those fees of the contract service. Expedited plan reviews are an accelerated service that can be provided for a premium fee borne by the applicant. ~ ~ This estimate does not include the Manhattan Village Mall Enhancement Project, as the plan check fee for this project has not been determined. Although it is anticipated that Plan Check staff will be fully staffed, we anticipate a 5% growth as indicated by construction trends. ~ Note that the current contract with Melad & Associates will expire in November 2017. If, by mutual agreement, the contract is extended beyond the initial five year term, the consultant fees may be adjusted by 3% for Year Six (11/8/2017 to 11/7/2018). This budget reflects the total contract cost including the 3% adjustment. If the City chooses to obtain informal bids for similar professional services, the consultant rates may potentially increase up to 50%.	313,635.00	1
2 CM Approved Supplemental: Part-time Plan Checker	98,800.00	2
Total Account	100-17-031-5101	Contract Services
	412,435.00	
<hr style="border-top: 1px dashed black;"/>		
1 California Building Officials (CALBO) membership for Building Official, Senior Plan Check Engineer and Plan Check Engineer	215.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 031 Plan Check

Account Number / Title / Budget Line item Descriptions				Amount	
2	California Department of Consumer Affairs Board for Professional Civil Engineers membership for Building Official, Senior Plan Check Engineer and Plan Check Engineer			345.00	2
3	International Code Council (ICC) City membership			135.00	3
	Total Account	100-17-031-5202	Memberships & Dues	695.00	

1	International Code Council (ICC) Conference for One Plan Checker Location and Date TBD (Registration, transportation, lodging, per diem).			2,400.00	1
2	California Building Officials (CALBO) Building Code training for Building Official, Senior Plan Check Engineer and Plan Check Engineer.			1,500.00	2
3	Municipal Management Association of Southern California (MMASC) Annual Conference in Ojai, CA December 7-9 for Senior Permits Technician (Registration, transportation, lodging, per diem).			1,000.00	3
	Total Account	100-17-031-5205	Training, Conferences & Meetings	4,900.00	

1	Licensing for engineering software for Enercalc and RetainPro software.			1,250.00	1
	Total Account	100-17-031-5210	Computers, Supplies & Software	1,250.00	

1	Per Finance, based on trends.			2,714.00	1
	Total Account	100-17-031-5501	Telephone	2,714.00	

1	Finance Analysis			39,720.00	1
	Total Account	100-17-031-5621	Information Systems Allocation	39,720.00	

1	Finance analysis			101,700.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 031 Plan Check

Account Number / Title / Budget Line item Descriptions	Amount
Total Account 100-17-031-5651 Building & Operations Allocation	101,700.00

Program Total	031	Plan Check	1,210,425.08
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Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			592,906.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(23,716.24) 2
	Total Account	100-17-032-4101	Salaries & Allowances	569,189.76

1	The Administrative Clerk I/II provides Counter support such as issuing minor permits, preparing inspection packets, updating permit data, and processing related paperwork. This position also provides clerical support throughout the Division, as needed. The budget for this position is split 50/50 between Plan Check and Inspection.			5,220.80 1
2	CM Approved Supplemental: Part-time Position eliminated for full-time Admin Clerk I/II			(5,220.80) 2
	Total Account	100-17-032-4103	Part Time Employee Salaries	0.00

1	With the 9/80 schedule, it is anticipated that Building Inspectors will be required to work overtime to accommodate emergency inspection services on the "off-Friday".			7,330.00 1
	Total Account	100-17-032-4111	Overtime Regular Employees	7,330.00

1	0.5 Building Official, 0.5 Secretary, Principal Building Inspector, Senior Building Inspector, Building Inspector, 2 Permit Technicians			124,219.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,968.76) 2
	Total Account	100-17-032-4201	Group Medical Insurance	119,250.24

1	0.5 Building Official, 0.5 Secretary, Principal			8,597.00 1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 032 Inspection

Account Number /Title / Budget Line item Descriptions				Amount	
1	Building Inspector, Senior Building Inspector, Building Inspector, 2 Permit Technicians				1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(343.88)	2
3	Part-time Medicare			225.00	3
	Total Account	100-17-032-4202	Medicare	8,478.12	

1	0.5 Building Official			2,915.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(116.60)	2
	Total Account	100-17-032-4204	401A Plan City	2,798.40	

1	Per Finance Analysis			6,432.00	1
	Total Account	100-17-032-4206	Medical Retirement Contributions	6,432.00	

1	0.5 Building Official, 0.5 Secretary, Principal Building Inspector, Senior Building Inspector, Building Inspector, 2 Permit Technicians			88,693.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(3,547.72)	2
	Total Account	100-17-032-4211	PERS Regular Contributions	85,145.28	

1	Melad and Associated Contract Building Inspection Services are utilized to maintain next day turnaround on inspection requests during peak times, staff vacations and sick time, and in response to the impact of the 9/80 schedule. Expenditures are offset by revenues the City receives through permit fees. In FY 17-18 we project that the construction at Manhattan Village will commence, which will significantly increase the demand for inspection services.~ ~ Note that the current contract with Melad & Associates will expire in November 2017. If, by			94,760.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 032 Inspection

Account Number /Title / Budget Line item Descriptions				Amount	
1	mutual agreement, the contract is extended beyond the initial five year term, the consultant fees may be adjusted by 3% for Year Six (11/8/2017 to 11/7/2018). This budget reflects the total contract cost including the 3% adjustment. If the City chooses to obtain informal bids for similar professional services, the consultant rates may potentially increase up to 50%.				1
2	AT&T cellular phone system \$415/month accounts for Citywide billing for Community Development Director, Senior Management Analyst, Building Official, Building Inspectors, Code Enforcement, and Traffic Engineer personnel.			4,980.00	2
3	AT&T Hotspots for Community Development Director and Inspection Staff for iPads.			4,320.00	3
Total Account			100-17-032-5101	Contract Services	
				104,060.00	

1	International Association of Plumbing and Mechanical Officials (IAPMO)			120.00	1
2	International Association of Electrical Inspectors (IAEI)			135.00	2
Total Account			100-17-032-5202	Memberships & Dues	
				255.00	

1	California Building Officials (CALBO) Conference for Building Official, Location and date TBD (Registration, transportation, lodging, per diem).			2,400.00	1
2	California Building Officials (CALBO) or International Code Council (ICC) training for Building Inspectors. Location and date TBD.			600.00	2
3	California Building Officials (CALBO) and/or International Code Council (ICC) conference for Building Inspectors.			3,000.00	3
4	International Code Council (ICC) monthly meetings			300.00	4

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 032 Inspection

Account Number / Title / Budget Line item Descriptions				Amount	
4	for Building Official, Senior Plan Check Engineer and Plan Check Engineer.				4
	Total Account	100-17-032-5205	Training, Conterences & Meetings	6,300.00	
1	Per MOU: Boot allowance for Building Inspectors.			1,340.00	1
2	Uniform shirts for Building Inspectors.			1,500.00	2
3	Uniform shirts for Permits Technicians.			660.00	3
	Total Account	100-17-032-5206	Uniforms/Safety Equipment	3,500.00	
1	Per Finance. Based on prior year trends and planned events.			1,800.00	1
	Total Account	100-17-032-5208	Postage	1,800.00	
1	Replacement of tools/supplies on an as-needed basis to include: Smart Level, flashlights, first aid and heat illness prevention, worker safety equipment per Cal/OSHA requirements, tape measures and holder.			500.00	1
	Total Account	100-17-032-5217	Departmental Supplies	500.00	
1	Smart Source Printing of permits, applications and job cards. Construction site sign blanks and printing of custom signs. Construction sign costs are fully recovered through permit sign fees.			6,000.00	1
	Total Account	100-17-032-5225	Printing	6,000.00	
1	Per Finance, based on trends.			1,106.00	1
	Total Account	100-17-032-5501	Telephone	1,106.00	
1	Finance Analysis			59,580.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development

Minor Program: 032 Inspection

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-17-032-5621 Information Systems Allocation	59,580.00

1	Per Finance			4,020.00
		Total Account	100-17-032-5641 Fleet Rental Allocation	4,020.00

1	Per Finance Analysis			14,580.00
		Total Account	100-17-032-5642 Fleet Maintenance Allocation	14,580.00

Program Total		032	Inspection	1,000,324.80

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2017-2018
 Dept Request Level 3
 Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 041 Code Enforcement

Account Number / Title / Budget Line item Descriptions				Amount	
041 Code Enforcement					
1	3 Code Enforcement Officers			235,983.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(9,439.32)	2
	Total Account	100-17-041-4101	Salaries & Allowances	226,543.68	

1	Administrative Clerk provides assistance to the Code Enforcement Officer and Residential Code Enforcement Officer with updating records, sending letters, arranging meetings, tracking complaints, tracking performance measures, preparing reports and assistance to the other Building Division program, as needed.			31,324.80	1
2	CM Approved Supplemental: Part-time Position eliminated for full-time Admin Clerk I/II			(31,324.80)	2
	Total Account	100-17-041-4103	Part Time Employee Salaries	0.00	

1	3 Code Enforcement Officers			42,602.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,704.08)	2
	Total Account	100-17-041-4201	Group Medical Insurance	40,897.92	

1	3 Code Enforcement Officers			3,422.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(136.88)	2
	Total Account	100-17-041-4202	Medicare	3,285.12	

1	Per Finance Analysis			2,172.00	1
	Total Account	100-17-041-4206	Medical Retirement Contributions	2,172.00	

1	3 Code Enforcement Officers			35,397.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,415.88)	2
3	Part-time PERS			5,494.00	3

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 041 Code Enforcement

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-17-041-4211	PERS Regular Contributions	39,475.12
1	Southern California Association of Code Enforcement Officials (SCACEO)			255.00
Total Account		100-17-041-5202	Memberships & Dues	255.00
1	California Vehicle Code and Penal Code Manuals to be carried in Code Enforcement staff vehicles.			275.00
Total Account		100-17-041-5203	Reference Books & Periodicals	275.00
1	Southern California Association of Code Enforcement Officers Annual Conference. Location and date TBD (Registration, transportation, lodging, per diem).			2,000.00
2	International Code Council (ICC) Storm Water Training and Certification Courses.			400.00
Total Account		100-17-041-5205	Training, Conferences & Meetings	2,400.00
1	Per MOU: Boots for two Code Enforcement Officers and one Residential Construction Officer.			1,005.00
2	Uniforms shirts for Code Enforcement staff.			1,495.00
Total Account		100-17-041-5206	Uniforms/Safety Equipment	2,500.00
1	Per Finance. Based on prior year trends and planned events.			500.00
Total Account		100-17-041-5208	Postage	500.00
1	Safety supplies for three Code Enforcement Officers.			200.00
Total Account		100-17-041-5217	Departmental Supplies	200.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 041 Code Enforcement

Account Number / Title / Budget Line item Descriptions				Amount	
1	Smart Source Printing for business cards, forms, trash stickers, walkstreet notices, notice of violations, door hangers, postcards, tree signs and various printed materials. With an increase in building demolitions and construction, it is anticipated that there will be a need for additional educational materials related to stormwater, EPA and OSHA regulations.			2,000.00	1
	Total Account	100-17-041-5225	Printing	2,000.00	

1	Per Finance, based on trends.			251.00	1
	Total Account	100-17-041-5501	Telephone	251.00	

1	Finance Analysis			19,860.00	1
	Total Account	100-17-041-5621	Information Systems Allocation	19,860.00	

1	Per Finance			4,500.00	1
	Total Account	100-17-041-5641	Fleet Rental Allocation	4,500.00	

1	Per Finance Analysis			1,740.00	1
	Total Account	100-17-041-5642	Fleet Maintenance Allocation	1,740.00	

Program Total		041	Code Enforcement	346,854.84	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
 FY 2017-2018
 Dept Request Level 3
 Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 051 Traffic Engineering

Account Number /Title / Budget Line item Descriptions				Amount	
051 Traffic Engineering					
1	Traffic Engineer			130,860.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(5,234.40)	2
	Total Account	100-17-051-4101	Salaries & Allowances	125,625.60	

1	Traffic Engineer			20,340.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(813.60)	2
	Total Account	100-17-051-4201	Group Medical Insurance	19,526.40	

1	Traffic Engineer			1,897.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(75.88)	2
	Total Account	100-17-051-4202	Medicare	1,821.12	

1	Traffic Engineer			5,743.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(229.72)	2
	Total Account	100-17-051-4204	401A Plan City	5,513.28	

1	Per Finance Analysis			1,044.00	1
	Total Account	100-17-051-4206	Medical Retirement Contributions	1,044.00	

1	Traffic Engineer			19,143.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(765.72)	2
	Total Account	100-17-051-4211	PERS Regular Contributions	18,377.28	

1	On-Call Traffic Counting Services (volume counts, speed counts, ped counts, parking counts).			20,000.00	1
2	Minutes Secretary for Parking and Public Improvements Commission Meetings.			2,000.00	2
3	Traffic Signal Maintenance - County signal			79,400.00	3

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development
 Minor Program: 051 Traffic Engineering

Account Number /Title / Budget Line item Descriptions				Amount	
3	maintenance contract including Opticom maintenance.				3
4	Caltrans signal maintenance on Sepulveda Boulevard.			11,000.00	4
5	County signal knock downs (some costs reimbursable).			18,000.00	5
Total Account			100-17-051-5101	Contract Services	130,400.00

1	Institute of Transportation Engineers (ITE)			300.00	1
2	American Society of Civil Engineers (ASCE)			300.00	2
3	American Public Works Association (APWA)			250.00	3
Total Account			100-17-051-5202	Memberships & Dues	850.00

1	Highway Capacity Manual			400.00	1
2	Development Traffic Impact Studies			200.00	2
Total Account			100-17-051-5203	Reference Books & Periodicals	600.00

1	Institute of Transportation Engineers Section Monthly Meetings.			250.00	1
2	City Traffic Engineers Bi-monthly Meetings.			150.00	2
3	American Public Works Association/Transportation and Development Institute Meetings.			150.00	3
4	Traffic Commissioner Workshop for three new Parking and Public Improvements Commissioners.			100.00	4
5	Professional Traffic Engineer Continuing Education Courses.			350.00	5
Total Account			100-17-051-5205	Training, Conterences & Meetings	1,000.00

1	Public notices and advertisements for Parking and Public Improvement Commission and City Council meetings in The Beach Reporter and miscellaneous			1,500.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 17 Community Development

Minor Program: 051 Traffic Engineering

Account Number / Title / Budget Line Item Descriptions				Amount	
1	ads for Mobility Plan implementation.				1
	Total Account	100-17-051-5207	Advertising	1,500.00	

1	Reconditioned radar speed device.			1,500.00	1
	Total Account	100-17-051-5209	Tools & Minor Equipment	1,500.00	

1	Printing of mailed public notices to residents and businesses of items being presented to The Parking and Public Improvements Commission and City Council.			1,000.00	1
	Total Account	100-17-051-5225	Printing	1,000.00	

1	Per Finance, based on trends.			1,357.00	1
	Total Account	100-17-051-5501	Telephone	1,357.00	

1	Finance Analysis			9,960.00	1
	Total Account	100-17-051-5621	Information Systems Allocation	9,960.00	

Program Total		051	Traffic Engineering	320,074.68	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount	
011 Administration					
1	Public Works Director, Executive Secretary, Maintenance Superintendent, Utilities Manager, Wastewater & Elec Supervisor, 0.75 Senior Management Analyst			749,268.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(29,970.72)	2
	Total Account	100-18-011-4101	Salaries & Allowances	719,297.28	

1	Part-time Senior Management Analyst			22,000.00	1
	Total Account	100-18-011-4103	Part Time Employee Salaries	22,000.00	

1	OT for Executive Secretary as needed to assist with projects.			250.00	1
	Total Account	100-18-011-4111	Overtime Regular Employees	250.00	

1	Public Works Director, Executive Secretary, Maintenance Superintendent, Utilities Manager, Wastewater & Elec Supervisor, 0.75 Senior Management Analyst			95,187.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(3,807.48)	2
	Total Account	100-18-011-4201	Group Medical Insurance	91,379.52	

1	Public Works Director, Executive Secretary, Maintenance Superintendent, Utilities Manager, Wastewater & Elec Supervisor, 0.75 Senior Management Analyst			10,864.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(434.56)	2
3	Part-time Medicare			195.00	3
	Total Account	100-18-011-4202	Medicare	10,624.44	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount	
1	Per Finance Analysis			480.00	1
	Total Account	100-18-011-4203	Unemployment	480.00	

1	Public Works Director, Maintenance Superintendent, Utilities Manager, Wastewater & Elec Supervisor, 0.75 Senior Management Analyst			25,512.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,020.48)	2
	Total Account	100-18-011-4204	401A Plan City	24,491.52	

1	Per Finance Analysis			1,320.00	1
	Total Account	100-18-011-4205	Workers Compensation	1,320.00	

1	Per Finance Analysis			8,736.00	1
	Total Account	100-18-011-4206	Medical Retirement Contributions	8,736.00	

1	Public Works Director, Executive Secretary, Maintenance Superintendent, Utilities Manager, Wastewater & Elec Supervisor, 0.75 Senior Management Analyst			110,290.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,411.60)	2
	Total Account	100-18-011-4211	PERS Regular Contributions	105,878.40	

1	AT&T Phone x \$100 per month x 12 mos x 1 user: Department Director.			1,200.00	1
2	Hotspot access for department head at \$42 each x 12 (per Bruce).			504.00	2
3	Rounding			6.00	3
4	Lease Xerox Copiers for Administration and Operations. Approx. \$1210 per month x 12. Includes maintenance, supplies and copy usage.			14,520.00	4

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions			Amount		
Total Account		100-18-011-5101	Contract Services	16,230.00	
1	Office supplies for the Department (excluding Engineering division)			5,300.00	1
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	2
Total Account		100-18-011-5201	Office Supplies	11,100.00	
1	American Public Works Association (APWA) Membership for Department Director (\$187.50), Maintenance Superintendent (\$187.50) and Senior Management Analyst (\$187.50).			600.00	1
2	American Society of Civil Engineers (ASCE) for Department Director (\$225)			225.00	2
Total Account		100-18-011-5202	Memberships & Dues	825.00	
1	Reference materials for Public Works Administration.			200.00	1
Total Account		100-18-011-5203	Reference Books & Periodicals	200.00	
1	National Public Works Week - Team Building			300.00	1
2	APWA Annual conference or League of California Cities conference. Attendee: Public Works Director. (Registration, lodging, meals, and transportation costs).			2,200.00	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
3	Senior Management Analyst Training			800.00	3
	Total Account	100-18-011-5205	Training, Conterences & Meetings	3,300.00	

1	Public Works Week ads			200.00	1
	Total Account	100-18-011-5207	Advertising	200.00	

1	Per Finance. Based on prior year trends and planned events.			200.00	1
	Total Account	100-18-011-5208	Postage	200.00	

1	Computer hardware and software not available through I.S.			500.00	1
	Total Account	100-18-011-5210	Computers, Supplies & Software	500.00	

1	All Hands Meetings - quarterly team building			1,000.00	1
	Total Account	100-18-011-5214	Employee Awards & Events	1,000.00	

1	Rounding			5.00	1
2	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	2
	Total Account	100-18-011-5217	Departmental Supplies	4,850.00	

1	Business cards for Public Works Director, Executive Secretary, Senior Management Analyst.			450.00	1
	Total Account	100-18-011-5225	Printing	450.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions				Amount	
1	Per Finance, based on trends.			8,040.00	1
	Total Account	100-18-011-5501	Telephone	8,040.00	

1	Per Finance, based on trends.			32,877.00	1
	Total Account	100-18-011-5502	Electricity	32,877.00	

1	Per Finance, based on trends.			6,699.00	1
	Total Account	100-18-011-5503	Natural Gas	6,699.00	

1	Warehouse Allocation (office supplies purchased from the warehouse i.e. copier paper, batteries and first aid supplies).			1,500.00	1
	Total Account	100-18-011-5611	Warehouse Purchases	1,500.00	

1	Finance Analysis			89,340.00	1
	Total Account	100-18-011-5621	Information Systems Allocation	89,340.00	

1	Per Finance Analysis			103,620.00	1
	Total Account	100-18-011-5631	Insurance Allocation	103,620.00	

1	Per Finance			12,480.00	1
	Total Account	100-18-011-5641	Fleet Rental Allocation	12,480.00	

1	Per Finance Analysis			10,320.00	1
	Total Account	100-18-011-5642	Fleet Maintenance Allocation	10,320.00	

1	Per Finance Analysis			18,007.00	1
	Total Account	100-18-011-9101	Transfers Out	18,007.00	

Fiscal Year 2018
Level 3
Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
11:29:25AM

Department: 18 Public Works
Minor Program: 011 Administration

Account Number /Title / Budget Line item Descriptions	Amount
Program Total 011 Administration	1,306,195.16

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			826,966.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(33,078.64)	2
3	CM Approved Supplemental: Engineering Assistant			76,520.00	3
	Total Account	100-18-021-4101	Salaries & Allowances	870,407.36	

1	Student Intern or Management Analyst - Engineering student or Management Analyst with knowledge of AutoCad.			21,500.00	1
	Total Account	100-18-021-4103	Part Time Employee Salaries	21,500.00	

1	Inspection on weekends, overtime to meet scheduling deadlines. Estimated to be: 20 hours at \$56/hour for the Engineering Tech and 20 hours at \$56/hour for the PW Inspector.			2,280.00	1
	Total Account	100-18-021-4111	Overtime Regular Employees	2,280.00	

1	City Engineer, Principal Civil Engineer, 2 Senior Civil Engineers, Engineering Tech I/II, Public Works Inspector, Secretary, 0.5 Senior Management Analyst			129,453.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(5,178.12)	2
3	CM Approved Supplemental: Engineering Assistant			8,165.00	3
	Total Account	100-18-021-4201	Group Medical Insurance	132,439.88	

1	City Engineer, Principal Civil Engineer, 2 Senior Civil Engineers, Engineering Tech I/II, Public Works Inspector, Secretary, 0.5 Senior Management Analyst			11,991.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 021 Civil Engineering

Account Number /Title / Budget Line item Descriptions				Amount	
1	Analyst				1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(479.64)	2
3	CM Approved Supplemental: Engineering Assistant			1,110.00	3
	Total Account	100-18-021-4202	Medicare	12,621.36	

1	City Engineer, Principal Civil Engineer, 2 Senior Civil Engineers, 0.5 Senior Management Analyst			18,952.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(758.08)	2
	Total Account	100-18-021-4204	401A Plan City	18,193.92	

1	Per Finance Analysis			1,320.00	1
	Total Account	100-18-021-4205	Workers Compensation	1,320.00	

1	Per Finance Analysis			8,664.00	1
	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			122,758.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,910.32)	2
3	CM Approved Supplemental: Engineering Assistant			11,478.00	3
	Total Account	100-18-021-4211	PERS Regular Contributions	129,325.68	

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.			1,750.00	1
2	As needed plan check services			60,000.00	2
3	CM Approved Supplemental: Engineering Assistant position eliminates need for contract plan check services			(40,000.00)	3

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 021 Civil Engineering

Account Number /Title / Budget Line item Descriptions				Amount	
Total Account		100-18-021-5101	Contract Services	21,750.00	
1	Maintenance for 1 Plotters-Printers.			2,000.00	1
Total Account		100-18-021-5104	Computer Contract Services	2,000.00	
1	APWA Membership for City Engineer, 3 Senior Engineers, and 1 Senior Management Analyst @ \$200 each.			1,000.00	1
Total Account		100-18-021-5202	Memberships & Dues	1,000.00	
1	BNI Building News (Periodical)			150.00	1
2	Miscellaneous			250.00	2
Total Account		100-18-021-5203	Reference Books & Periodicals	400.00	
1	Project Management related training			1,500.00	1
2	League of California Cities Public Works Officers Institute~ Attendee: City Engineer			1,330.00	2
3	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			465.00	3
4	Streets and Technology Conference for 3 Engineers @ \$155 each.			465.00	4
Total Account		100-18-021-5205	Training, Conferences & Meetings	3,760.00	
1	UNIFORM PACKAGE COST PER EMPLOYEE - \$900 x 1 employees~ 5% Prudential uniform increase in FY16-17 per Purchasing Manager~			900.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 021 Civil Engineering

Account Number /Title / Budget Line item Descriptions				Amount	
1	~ Uniform cost breakdown:~ Uniforms-\$273 - (package combination of 11 pieces per employee per MOU)~ ~ T-Shirts-\$105 - (5 base shirts + 2 replacement shirts per employee)~ ~ Hat-\$38 - (1 base hat + 1 replacement per employee)~ ~ Safety Jacket-\$88 -(1 per employee)~ ~ Safety Vest-\$22 - (1 per employee per MOU)~ ~ Boot allowance-\$370 - (per employee per MOU)				1
	Total Account	100-18-021-5206	Uniforms/Safety Equipment	900.00	
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	1
	Total Account	100-18-021-5207	Advertising	1,200.00	
1	Per Finance. Based on prior year trends and planned events.			5,200.00	1
	Total Account	100-18-021-5208	Postage	5,200.00	
1	AutoCad: 5 License (2 Year Licensing). \$5,200 due in FY17-18. Next payment due in FY19-20.			5,200.00	1
2	Streetsaver Subscription Renewal			2,500.00	2
	Total Account	100-18-021-5210	Computers, Supplies & Software	7,700.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 021 Civil Engineering

Account Number / Title / Budget Line item Descriptions				Amount	
1	Maintenance on large Scale Oce Plan Scanning and Copy Machine at City Yard. Cost based on actuals.			2,000.00	1
	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			5,250.00	1
	Total Account	100-18-021-5217	Departmental Supplies	5,250.00	
1	Business cards for Engineering Division.			150.00	1
2	Final print of CIP book for PW staff: PW Director, City Engineer, Secretary, 3 Engineers, and 2 Sr. Management Analysts.			800.00	2
	Total Account	100-18-021-5225	Printing	950.00	
1	Per Finance, based on trends.			7,337.00	1
	Total Account	100-18-021-5501	Telephone	7,337.00	
1	Warehouse purchases based on historical trend.			650.00	1
	Total Account	100-18-021-5611	Warehouse Purchases	650.00	
1	Finance Analysis			79,440.00	1
	Total Account	100-18-021-5621	Information Systems Allocation	79,440.00	
1	Per Finance			8,340.00	1
	Total Account	100-18-021-5641	Fleet Rental Allocation	8,340.00	
1	Per Finance Analysis			6,000.00	1
	Total Account	100-18-021-5642	Fleet Maintenance Allocation	6,000.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 021 Civil Engineering

Account Number /Title / Budget Line item Descriptions				Amount
1	Finance analysis			76,260.00
	Total Account	100-18-021-5651	Building & Operations Allocation	76,260.00
<hr/>				
	Program Total	021	Civil Engineering	1,426,889.20

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			768,282.00
2	Budget prep roll adjustment. 03/26/16 11:34 am			(30,731.28)
	Total Account	100-18-032-4101	Salaries & Allowances	737,550.72

1	Overtime. 240 hrs at OT rate for average M/W I/II based on 5 yr avg historical			11,040.00
	Total Account	100-18-032-4111	Overtime Regular Employees	11,040.00

1	MB Gran Prix Bike Race - 67 hrs at OT rate for average M/W I/II in program 032			3,100.00
2	Old Hometown Fair - 105 hrs at OT rate for average M/W I/II in program 032			4,830.00
3	Fireworks Festival - 145 hrs at OT rate for average M/W I/II in program 032			6,670.00
4	Pier Lighting and Open House 80 hrs at OT rate for average M/W I/II in program 032			3,680.00
5	Earth Day 40 hrs at OT rate for average M/W I/II in program 032			1,840.00
6	Hometown 10k Run - 205 hrs at OT rate for average M/W I/II in program 032			9,430.00
7	Robinson Fun Run - 11 hrs at OT rate for average M/W I/II in program 032			510.00
8	MB Little League Parade- 20 hrs at OT rate for average M/W I/II in program 032			920.00
9	Grandview Gator Run - 6hrs at OT rate for average M/W I/II in program 032			280.00
10	Tour de Pier (New City-Sponsored event)- 45 hrs at OT rate for average M/W I/II in program 032			2,070.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 032 Street Repair

Account Number / Title / Budget Line item Descriptions			Amount		
Total Account		100-18-032-4114	Overtime Special Events	33,330.00	
1	2 Maintenance Worker IV, 7 Maintenance Worker I/II, Secretary, Urban Forester			148,233.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(5,929.32)	2
Total Account		100-18-032-4201	Group Medical Insurance	142,303.68	
1	2 Maintenance Worker IV, 7 Maintenance Worker I/II, Secretary, Urban Forester			9,823.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(392.92)	2
Total Account		100-18-032-4202	Medicare	9,430.08	
1	Per Finance Analysis			7,500.00	1
Total Account		100-18-032-4203	Unemployment	7,500.00	
1	2 Maintenance Worker IV			6,729.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(269.16)	2
Total Account		100-18-032-4204	401A Plan City	6,459.84	
1	Per Finance Analysis			1,320.00	1
Total Account		100-18-032-4205	Workers Compensation	1,320.00	
1	Per Finance Analysis			12,732.00	1
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			114,864.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,594.56)	2
Total Account		100-18-032-4211	PERS Regular Contributions	110,269.44	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 032 Street Repair

Account Number /Title / Budget Line item Descriptions	Amount	
1 Landscaping - Regular landscaping for street medians. Based on monthly cost of \$7190 x 12 ~ Locations:~ 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.-	86,280.00	1
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.	36,340.00	2
3 Phone: \$165 per month x 12 months~ \$1980 ~ 1 Maint. Supt., iPhone; 2 Maint. Supervisors; 1 standby phone	1,980.00	3
4 Arborist Services as needed	2,100.00	4
5 Rental fencing at 2613 Crest for condemned	380.00	5

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 032 Street Repair

Account Number /Title / Budget Line item Descriptions	Amount	
5 property.		5
6 Pest Control Services	1,100.00	6
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	7
8 Flag display holidays, elections, etc. (Memorial Day, Labor Day, 4th of July, Election Day, Flag Day, President's Day).	8,660.00	8
9 Powerwashing on the Strand	23,450.00	9
10 Annual installation, maintenance, removal and 1 year storage of Downtown and North End Holiday decorations.~ 4 Skyline Illuminations @ \$1,045 = \$4,180~ 24 Illuminated Pole Decorations @ \$135 = \$3,240~ 12 North End Non-Illuminated Pole Decorations @ \$265 = \$3,180	11,130.00	10
11 CREDIT TO BUDGET:~ Shared cost of annual installation, maintenance, removal and 1 year storage of Downtown Holiday Decorations. The Manhattan Beach Downtown Business Association has pledged \$2,700 annually towards the recurring annual costs. This pledge can be referenced in Staff Report ID 15-0435 from the 10/06/2015 City Council meeting.~ ~ Total payment to the City from the Downtown Business Association is \$2,700.	(2,700.00)	11
Total Account	100-18-032-5101	Contract Services
	188,720.00	
1 Street Tree Seminar membership for 2 employees.	175.00	1
2 MSA (Maintenance Superintendents Assoc.) for 1 employee (Reduced from 3 employees to 1).	145.00	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 032 Street Repair

Account Number / Title / Budget Line item Descriptions				Amount
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
5	Skid Steer Training - 11 employees x \$450			4,950.00
Total Account		100-18-032-5205	Training, Conterences & Meetings	7,595.00
1	UNIFORM PACKAGE COST PER EMPLOYEE - \$900 x 6 employees~ 5% Prudential uniform increase in FY16-17 per Purchasing Manager~ ~ Uniform cost breakdown:~ Uniforms-\$273 - (package combination of 11 pieces per employee per MOU)~ ~ T-Shirts-\$105 - (5 base shirts + 2 replacement shirts per employee)~ ~ Hat-\$38 - (1 base hat + 1 replacement per employee)~ ~ Safety Jacket-\$88 -(1 per employee)~ ~ Safety Vest-\$22 - (1 per employee per MOU)~ ~ Boot allowance-\$370 - (per employee per MOU)			5,400.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 032 Street Repair

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		100-18-032-5206	Uniforms/Safety Equipment	5,400.00
1	Ads for bid notices for contract work.			300.00
Total Account		100-18-032-5207	Advertising	300.00
1	Type II Cement (dry sack), rapid set, sand, gravel, form lumber, steel and wooden stakes, trailer mix concrete.			5,250.00
2	Hot mix asphalt, UPM, cold mix, flex-coat, seal coat, citrus and mineral oil (release agents used for tool and truck cleanup).			43,580.00
3	Spray coatings (zinc, enamel, lubes, paint, graffiti remover).			1,000.00
4	Rope, flags, flag holders, banner supplies.			2,000.00
5	Irrigation repair parts, controllers, replacement trees			3,150.00
6	Transit mix concrete (primarily for concrete streets, curb, and gutters).			27,300.00
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
Total Account		100-18-032-5217	Departmental Supplies	88,580.00
1	Per Finance, based on trends.			36,475.00
Total Account		100-18-032-5502	Electricity	36,475.00
1	Per Finance, based on trends.			66,055.00
Total Account		100-18-032-5504	Water	66,055.00

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 032 Street Repair

Account Number / Title / Budget Line item Descriptions				Amount	
1	Warehouse allocation. Based on historical use.			2,000.00	1
	Total Account	100-18-032-5611	Warehouse Purchases	2,000.00	

1	Finance Analysis			69,480.00	1
	Total Account	100-18-032-5621	Information Systems Allocation	69,480.00	

1	Per Finance Analysis			327,780.00	1
	Total Account	100-18-032-5631	Insurance Allocation	327,780.00	

1	Per Finance			107,040.00	1
	Total Account	100-18-032-5641	Fleet Rental Allocation	107,040.00	

1	Per Finance Analysis			106,620.00	1
	Total Account	100-18-032-5642	Fleet Maintenance Allocation	106,620.00	

Program Total		032	Street Repair	2,078,300.76	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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		152,003.00 1
2		Budget prep roll adjustment. 03/26/16 11:34 am		(6,080.12) 2
		Total Account	100-18-034-4101 Salaries & Allowances	145,922.88

1		Traffic Overtime based upon yearly trend and MOU OT rate for average MW I/II~ 26 hours x \$47		1,222.00 1
2		Rounding		3.00 2
		Total Account	100-18-034-4111 Overtime Regular Employees	1,225.00

1	2.5	Maintenance Worker I/II		33,266.00 1
2		Budget prep roll adjustment. 03/26/16 11:34 am		(1,330.64) 2
		Total Account	100-18-034-4201 Group Medical Insurance	31,935.36

1	2.5	Maintenance Worker I/II		2,204.00 1
2		Budget prep roll adjustment. 03/26/16 11:34 am		(88.16) 2
		Total Account	100-18-034-4202 Medicare	2,115.84

1		Per Finance Analysis		2,652.00 1
		Total Account	100-18-034-4206 Medical Retirement Contributions	2,652.00

1	2.5	Maintenance Worker I/II		22,800.00 1
2		Budget prep roll adjustment. 03/26/16 11:34 am		(912.00) 2
		Total Account	100-18-034-4211 PERS Regular Contributions	21,888.00

1		Traffic control markings~ Legends, crosswalks, red-yellow-green curb, centerline striping, Traffic Engineer-ordered		80,000.00 1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 034 Traffic Control

Account Number /Title / Budget Line item Descriptions				Amount	
1	modifications				1
2	Special event advance warning, crowd control barriers, water barricades, towable message boards, etc.			3,000.00	2
3	Aluminum sign reclamation, work old signs into useable blanks (ZAP Mfg.)			3,500.00	3
		Total Account	100-18-034-5101	Contract Services	
				86,500.00	
<hr/>					
1	UNIFORM PACKAGE COST PER EMPLOYEE - \$900 x 2.5 employees~ 5% Prudential uniform increase in FY16-17 per Purchasing Manager~ ~ Uniform cost breakdown:~ Uniforms-\$273 - (package combination of 11 pieces per employee per MOU)~ ~ T-Shirts-\$105 - (5 base shirts + 2 replacement shirts per employee)~ ~ Hat-\$38 - (1 base hat + 1 replacement per employee)~ ~ Safety Jacket-\$88 -(1 per employee)~ ~ Safety Vest-\$22 - (1 per employee per MOU)~ ~ Boot allowance-\$370 - (per employee per MOU)			2,250.00	1
		Total Account	100-18-034-5206	Uniforms/Safety Equipment	
				2,250.00	
<hr/>					
1	New regulatory traffic signs (STOP, ONE-WAY, YIELD, WRONG WAY, DO NOT ENTER).			37,950.00	1
2	Traffic Paint, reflective beads, stencil guard,			5,500.00	2

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 034 Traffic Control

Account Number / Title / Budget Line item Descriptions				Amount	
2	flushing material for street legends (STOP, KEEP CLEAR, PED XING, SPEED XX MPH, etc.) and curb painting (red no parking, yellow loading zone, green 24 minute parking, etc.).				2
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.			15,400.00	3
4	Striper repair parts-hoses, valves, screens, tips.			1,540.00	4
5	Annual illuminated street sign hardware replacements & LED modifications. 5 year program, began in FY15-16.			3,850.00	5
	Total Account	100-18-034-5217	Departmental Supplies	64,240.00	
1	Warehouse allocation. Based on historical use.			2,000.00	1
	Total Account	100-18-034-5611	Warehouse Purchases	2,000.00	
1	Per Finance			4,440.00	1
	Total Account	100-18-034-5641	Fleet Rental Allocation	4,440.00	
1	Per Finance Analysis			8,580.00	1
	Total Account	100-18-034-5642	Fleet Maintenance Allocation	8,580.00	
Program Total		034	Traffic Control	373,749.08	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			64,120.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,564.80) 2
	Total Account	100-18-042-4101	Salaries & Allowances	61,555.20

1	Overtime approx. 30 hours at OT rate for average MW I/II			1,380.00 1
	Total Account	100-18-042-4111	Overtime Regular Employees	1,380.00

1	1 Maintenance Worker I/II			19,891.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(795.64) 2
	Total Account	100-18-042-4201	Group Medical Insurance	19,095.36

1	1 Maintenance Worker I/II			930.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(37.20) 2
	Total Account	100-18-042-4202	Medicare	892.80

1	Per Finance Analysis			1,044.00 1
	Total Account	100-18-042-4206	Medical Retirement Contributions	1,044.00

1	1 Maintenance Worker I/II			9,618.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(384.72) 2
	Total Account	100-18-042-4211	PERS Regular Contributions	9,233.28

1	Regular monthly landscaping services. Landscaping includes mowing, edging, detailing, fertilizing, de-thatching, irrigation monitoring, restrooms, tree trimming, pest control.~ ~ Locations:~			236,380.00 1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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-		1
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.	307,650.00	2
3 Parking lot sweeping-~ Marine Ave Park~ Marine Sports Complex~ Cultural Arts Center~ Premier Field Lot~ Manhattan Village	13,840.00	3
4 Chain saw sharpening.	1,260.00	4
5 Painting as needed.	15,700.00	5

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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 three times per year, @ \$8,000 per replenish.	24,000.00	6
7 Sand Dune fence monthly rental \$113 X 12 months.	1,360.00	7
8 Contract Electrician~ ~ Repair/Replace/Upgrade Park Lighting underground electrical wiring in parks for security, field and court lighting, irrigation controllers, etc.	28,300.00	8
9 Pest Control for park grounds \$395 monthly x 12 months	4,740.00	9
10 Annual cost to resurface Tennis and/or Basketball Courts. Locations to be determined by the Parks & Rec Department each year.	17,500.00	10
Total Account	100-18-042-5101	Contract Services
	650,730.00	
<hr style="border-top: 1px dashed black;"/>		
1 UNIFORM PACKAGE COST PER EMPLOYEE - \$900 x 1 employees~ 5% Prudential uniform increase in FY16-17 per Purchasing Manager~ ~ Uniform cost breakdown:~ Uniforms-\$273 - (package combination of 11 pieces per employee per MOU)~ ~ T-Shirts-\$105 - (5 base shirts + 2 replacement shirts per employee)~ ~ Hat-\$38 - (1 base hat + 1 replacement per employee)~ ~ Safety Jacket-\$88 -(1 per employee)~ ~	900.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 042 Parks Maintenance

Account Number /Title / Budget Line item Descriptions				Amount
1	Safety Vest-\$22 - (1 per employee per MOU)~ ~ Boot allowance-\$370 - (per employee per MOU)			1
	Total Account	100-18-042-5206	Uniforms/Safety Equipment	900.00

1	Fencing materials-chain link fabric, railing, posts, gates, clips, wire, hinges, bolts, etc.			15,225.00 1
2	Park furnishings-windscreens, netting, signs, pre-cast benches, tables, etc., bbq's			10,500.00 2
3	Ballasts, switches, contactors, wire, conduit, lamps, security lighting fixtures. Misc, electrical repair parts and components			5,040.00 3
4	Replacement trees, root barriers, lodge poles, ties.			5,040.00 4
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			21,000.00 5
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.			8,400.00 6
7	Concrete and hot mix asphalt for pathway repairs, PCC for sidewalk repairs.			10,500.00 7
	Total Account	100-18-042-5217	Departmental Supplies	75,705.00

1	Per Finance, based on trends.			55,577.00 1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 042 Parks Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	100-18-042-5502 Electricity	55,577.00
1	Per Finance, based on trends.			312.00
		Total Account	100-18-042-5503 Natural Gas	312.00
1	Per Finance, based on trends.			283,434.00
		Total Account	100-18-042-5504 Water	283,434.00
1	Warehouse Allocation. Based on historical use.			660.00
		Total Account	100-18-042-5611 Warehouse Purchases	660.00
1	Per Finance Analysis			3,060.00
		Total Account	100-18-042-5631 Insurance Allocation	3,060.00
1	Per Finance			4,440.00
		Total Account	100-18-042-5641 Fleet Rental Allocation	4,440.00
1	Per Finance Analysis			4,260.00
		Total Account	100-18-042-5642 Fleet Maintenance Allocation	4,260.00
Program Total		042	Parks Maintenance	1,172,278.64

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 043 School District Maintenance

Account Number /Title / Budget Line item Descriptions		Amount	
043	School District Maintenance		
1	MBUSD Master Agreement. This last project will be carried over to FY17-18 until the completion of the Parks Master Plan. Last project includes \$30,000 for Begg School asphalt repair, slurry seal, and striping. All other sites completed in FY14-15. FY15-16 is year 3 of 3 year contract. Agreement expired 6/30/2016.	30,000.00	1
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 -	86,205.00	2
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)	90,300.00	3
4	Contract Electrician for Mira Costa Tennis Courts, Begg Pool, and Begg Field	12,600.00	4
5	Annual cost to resurface Tennis Courts. Locations	9,000.00	5

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 043 School District Maintenance

Account Number / Title / Budget Line item Descriptions				Amount	
5	to be determined by the Parks & Rec Department each year.				5
	Total Account	100-18-043-5101	Contract Services	228,105.00	
1	Irrigation repair parts-pipe, valves, valve boxes sprinkler heads.			4,390.00	1
2	Replacement of lamps and ballasts for field lights - Mira Costa Tennis, Begg Pool, and Begg Field.			5,250.00	2
	Total Account	100-18-043-5217	Departmental Supplies	9,640.00	
1	Per Finance, based on trends.			251.00	1
	Total Account	100-18-043-5501	Telephone	251.00	
1	Per Finance, based on trends.			1,899.00	1
	Total Account	100-18-043-5502	Electricity	1,899.00	
1	Per Finance, based on trends.			93,732.00	1
	Total Account	100-18-043-5504	Water	93,732.00	
Program Total				333,627.00	
		043	School District Maintenance		

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 051 Electrical Maintenance

Account Number / Title / Budget Line item Descriptions				Amount	
051 Electrical Maintenance					
1	Per Finance Analysis			12,840.00	1
	Total Account	100-18-051-5641	Fleet Rental Allocation	12,840.00	

1	Per Finance Analysis			7,200.00	1
	Total Account	100-18-051-5642	Fleet Maintenance Allocation	7,200.00	

Program Total		051	Electrical Maintenance	20,040.00	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 413 Environmental Programs

Account Number /Title / Budget Line item Descriptions				Amount
413 Environmental Programs				
1	Environmental Programs Manager			119,412.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,776.48) 2
	Total Account	100-18-413-4101	Salaries & Allowances	114,635.52

1	Environmental Program Intern at 20 hours per week			13,593.60 1
2	Rounding			1.40 2
	Total Account	100-18-413-4103	Part Time Employee Salaries	13,595.00

1	Environmental Programs Manager			15,179.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(607.16) 2
	Total Account	100-18-413-4201	Group Medical Insurance	14,571.84

1	Environmental Programs Manager			1,731.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(69.24) 2
	Total Account	100-18-413-4202	Medicare	1,661.76

1	Environmental Programs Manager			5,228.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(209.12) 2
	Total Account	100-18-413-4204	401A Plan City	5,018.88

1	Environmental Programs Manager			17,426.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(697.04) 2
	Total Account	100-18-413-4211	PERS Regular Contributions	16,728.96

1	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			20,000.00 1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 413 Environmental Programs

Account Number /Title / Budget Line item Descriptions				Amount	
1	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 smoking and tobacco retail permit outreach.				1
	Total Account	100-18-413-5101	Contract Services	20,000.00	

1	Municipal Management Association of Southern California (MMASC \$75 each x 2), for Environmental Programs Manager and Environmental Programs Intern.			150.00	1
2	Green CA Cities			3,000.00	2
3	CA Green Business Network			3,500.00	3
4	USGBC (United States Green Building Council)			200.00	4
5	Climate Registry (payment due FY18-19)				5
	Total Account	100-18-413-5202	Memberships & Dues	6,850.00	

1	Environmental Materials for Environmental Programs Manager, refuse staff and Environmental Programs Intern.			300.00	1
	Total Account	100-18-413-5203	Reference Books & Periodicals	300.00	

1	MMASC (Municipal Management Association of Southern California) Annual Conference			1,000.00	1
2	IAP2 (International Association of Public Participation) Conference			1,000.00	2
3	Environmental Conference			1,000.00	3
4	General Training for Env Programs Mgr			500.00	4
5	Environmental Programs Intern Training			100.00	5

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 413 Environmental Programs

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		100-18-413-5205	Training, Conterences & Meetings	3,600.00	
1	Environmental Outreach for programs such as energy efficiency, reusable bag promotion, climate action, earth hour, Earth Day sustainable landscape classes, and polystyrene, smoking, plastic bag ordinances.			12,000.00	1
Total Account		100-18-413-5207	Advertising	12,000.00	
1	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, , reusable bags, utensil sets containers, straws and mugs).			30,000.00	1
Total Account		100-18-413-5217	Departmental Supplies	30,000.00	
1	Business cards for Environmental Programs Manager			150.00	1
2	Printing costs related to Environmental Programs.			1,000.00	2
Total Account		100-18-413-5225	Printing	1,150.00	
Program Total		413	Environmental Programs	240,111.96	

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			190,573.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(7,622.92)	2
	Total Account	100-19-052-4101	Salaries & Allowances	182,950.08	

1	Overtime due to broadcast assistance (GIS Tech average 3 hrs/month)			500.00	1
	Total Account	100-19-052-4111	Overtime Regular Employees	500.00	

1	GIS Analyst, GIS Technician			16,506.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(660.24)	2
	Total Account	100-19-052-4201	Group Medical Insurance	15,845.76	

1	GIS Analyst, GIS Technician			2,763.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(110.52)	2
	Total Account	100-19-052-4202	Medicare	2,652.48	

1	GIS Analyst			2,833.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(113.32)	2
	Total Account	100-19-052-4204	401A Plan City	2,719.68	

1	Per Finance Analysis			2,700.00	1
	Total Account	100-19-052-4206	Medical Retirement Contributions	2,700.00	

1	GIS Analyst, GIS Technician			28,100.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,124.00)	2
	Total Account	100-19-052-4211	PERS Regular Contributions	26,976.00	

1	The 3 year Enterprise License Agreement (ELA)			35,000.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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.		1
2 Annual Maintenance for Latitude Graphics~ Geocortex Essentials software; provides Intranet mapping applications for use by staff.	3,700.00	2
3 Los Angeles Region - Imagery Acquisition~ Consortium (LAR-LAC). Payment for updated aerial photography.	8,000.00	3
4 Annual Maintenance for Latitude Geographics~ Internet Mapping Hosting Service; provides~ Internet mapping application for use by the public.	7,520.00	4
5 Corelogic RealQuest online user account for GIS~ Analyst; required to provide parcel information via Intranet mapping application. FY 16-17 taking over whole account from CD/PW.	9,000.00	5
6 Amazon Web Services (AWS) monthly subscription~ for cloud computing for internet map applications.	6,000.00	6
Total Account 100-19-052-5104 Computer Contract Services	69,220.00	
<hr/>		
1 Membership in Urban and Regional Information~ Systems Association (URISA) for GIS Analyst and~ GIS Technician	350.00	1
Total Account 100-19-052-5202 Memberships & Dues	350.00	
<hr/>		
1 ArcGIS Pro software training for GIS Analyst to~	2,500.00	1

Fiscal Year 2018
 Level 3
 Fund General Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 19 Information Technology
 Minor Program: 052 Geographic Information Services

Account Number / Title / Budget Line item Descriptions				Amount	
1	stay current with emerging technology				1
2	Quarterly GIS User Group Meetings; cost for parking and fees.			55.00	2
3	Environmental Systems Research Institute (ESRI) User Conference for GIS Analyst and GIS Technician; includes registration and travel expenses based on historical trends.			3,000.00	3
Total Account		100-19-052-5205	Training, Conferences & Meetings	5,555.00	

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.			2,500.00	1
Total Account		100-19-052-5210	Computers, Supplies & Software	2,500.00	

1	Maintenance for Hewlett-Packard Z6200 plotter at City Hall; includes on-site technician costs as needed.			1,000.00	1
Total Account		100-19-052-5212	Office Equipment Maintenance	1,000.00	

1	Departmental Supplies (i.e., business cards, parcel data CD, map pads).			300.00	1
Total Account		100-19-052-5217	Departmental Supplies	300.00	

1	Printing (Business Cards, Maps, etc.)			300.00	1
Total Account		100-19-052-5225	Printing	300.00	

Program Total		052	Geographic Information Services	313,569.00	
100	Total General Fund			69,607,106.85	

Fiscal Year 2018
 Level 3
 Fund Street Lighting & Landscape Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			7,000.00	1
2	Contract Electrician - Repair/Replace Underground Wiring Walk Streets- Strand-5 Corners Street Light Repair			4,000.00	2
	Total Account	201-18-111-5101	Contract Services	11,000.00	

1	Public Hearing Advertisement~ Transferred from Finance 100-12-011-5207			400.00	1
	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	1
	Total Account	201-18-111-5217	Departmental Supplies	3,500.00	

1	Per Finance, based on trends.			301,935.00	1
	Total Account	201-18-111-5502	Electricity	301,935.00	

1	Per Finance, based on trends.			72,528.00	1
	Total Account	201-18-111-5503	Natural Gas	72,528.00	

1	Per Finance Analysis			35,775.00	1
	Total Account	201-18-111-5601	Administrative Service Charge	35,775.00	

Program Total		111	Street Lighting	425,138.00	

Fiscal Year 2018
 Level 3
 Fund Street Lighting & Landscape Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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 \$800 per kit x 5 kits			4,000.00	1
	Total Account	201-18-112-5217	Departmental Supplies	4,000.00	

1	Per Finance, based on trends.			3,079.00	1
	Total Account	201-18-112-5502	Electricity	3,079.00	

Program Total		112	Arbolado Tract Lighting	7,079.00	

Fiscal Year 2018
 Level 3
 Fund Street Lighting & Landscape Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 121 Streetscape Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
121 Streetscape Maintenance				
1	Landscape maintenance			51,735.00 1
2	Landscape extras: Tree trimming, palm tree replacement, shrubbery replacement, mulching, etc.			9,925.00 2
3	Contract Powerwashing			60,900.00 3
4	Pest control for commercial district.			3,970.00 4
5	Contract electrical services			4,200.00 5
	Total Account	201-18-121-5101	Contract Services	130,730.00

1	Bulbs, ballasts, voltage reducers, transformers, and electrical supplies. Major failures due to age and environment. Landscape lighting repair/replacement.			10,815.00 1
2	Irrigation supplies			735.00 2
3	Replacement signs, Tile grout, Flexcrete.			2,520.00 3
4	Tree well covers			1,050.00 4
5	Street light poles - replace due to traffic collision knockdowns			4,200.00 5
6	Special pavement markings			525.00 6
	Total Account	201-18-121-5217	Departmental Supplies	19,845.00

1	Per Finance, based on trends.			9,846.00 1
	Total Account	201-18-121-5502	Electricity	9,846.00

1	Per Finance, based on trends.			4,492.00 1
	Total Account	201-18-121-5504	Water	4,492.00

1	Per Finance Analysis			15,364.00 1
	Total Account	201-18-121-5601	Administrative Service Charge	15,364.00

Fiscal Year 2018

Level 3

Fund Street Lighting & Landscape Fund

Department: 18 Public Works

Minor Program: 121 Streetscape Maintenance

CITY OF MANHATTAN BEACH FY 2017-2018 Dept Request Level 3 Itemized Line Item Detail
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Data Date

4/28/2016

11:29:25AM

Account Number /Title / Budget Line item Descriptions				Amount	
1	Warehouse purchases: gloves, graffiti removal supplies, spray paint, brushes, rollers, safety equipment, etc.			100.00	1
	Total Account	201-18-121-5611	Warehouse Purchases	100.00	
<hr/>					
1	Per Finance Analysis			7,200.00	1
	Total Account	201-18-121-5642	Fleet Maintenance Allocation	7,200.00	
<hr/>					
	Program Total	121	Streetscape Maintenance	187,577.00	
201	Total Street Lighting & Landscape Fund			619,794.00	

Fiscal Year 2018
 Level 3
 Fund Streets, Highways & Sidewalks

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 032 Street Repair

Account Number / Title / Budget Line item Descriptions				Amount
032 Street Repair				
1	Draft CIP Plan as of 4/6/2016:			1
2	Annual Slurry Seal Program			2
	Total Account	205-18-032-6222	CIP Street Improvements - CYr	385,000.00
Program Total				385,000.00

Fiscal Year 2018
 Level 3
 Fund Streets, Highways & Sidewalks

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 033 Sidewalk Repair

Account Number /Title / Budget Line item Descriptions				Amount
033 Sidewalk Repair				
1	Draft CIP as of 4/6/2016:			1
2	Annual Curb, Gutter and Ramp Replacements (Section 5 in 16/17)			2 365,000.00
Total Account		205-18-033-6222	CIP Street Improvements - CYr	365,000.00
<hr/>				
Program Total		033	Sidewalk Repair	365,000.00
205	Total Streets, Highways & Sidewalks			<u>750,000.00</u>

Fiscal Year 2018
 Level 3
 Fund Asset Forfeiture Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 203 DOJ Regional

Account Number /Title / Budget Line item Descriptions				Amount	
203 DOJ Regional					
1	LA Impact Detective			33,840.00	1
	Total Account	210-15-203-4112	Overtime Sworn Employees	33,840.00	

1	Cellular phone, air card, monthly service charges for GPS tracking units, data plan for mobile surveillance			4,200.00	1
2	Computer Forensic Investigations Services			6,000.00	2
3	DNA Analysis			5,000.00	3
4	Cellular Phone Investigation System (Cellebrite Kit) Service/Updates			3,800.00	4
5	Strategic Plan Implementation (Station Improvements, Communication Enhancements, Intelligence Sharing Enhancements)			20,000.00	5
	Total Account	210-15-203-5101	Contract Services	39,000.00	

1	Non-POST Reimbursable Training for Sworn (SWAT, CNT, Tactical, Driver-Instructor Training, Narcotics, Force Training, Computer Investigations, Executive Development, etc.)			20,500.00	1
	Total Account	210-15-203-5205	Training, Conterences & Meetings	20,500.00	

1	Safety Equipment for Law Enforcement			2,300.00	1
2	Tactical Ballistic Vests for SWAT/K-9/Specialty Assignments			11,100.00	2
	Total Account	210-15-203-5206	Uniforms/Safety Equipment	13,400.00	

1	Computer Equipment and Supplies for Front Line Law Enforcement			15,000.00	1

Fiscal Year 2018
 Level 3
 Fund Asset Forfeiture Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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	15,000.00	
1	LA Impact Detective undercover expenses, vehicle expenses			3,200.00	1
2	Equipment and Supplies for Front Line Law Enforcement (Patrol, SWAT, CNT, Investigation)			35,500.00	2
3	Crime Reduction Equipment & Technology for Front Line Law Enforcement			20,000.00	3
4	Cameras, video, and audio equipment and related hardware and software for Patrol			10,000.00	4
Total Account		210-15-203-5217	Departmental Supplies	68,700.00	
1	CM Approved Supplemental: Purchase of Police Department Motorola Radios. (Lease proceeds budgeted in 210-3930.)			900,000.00	1
Total Account		210-15-203-6141	Computer Equipment & Software	900,000.00	
1	CM Approved Supplemental: Police Department Motorola Radios Principal			171,222.00	1
Total Account		210-15-203-7302	Property & Equipment Principal	171,222.00	
1	CM Approved Supplemental: Police Department Motorola Radios Interest			22,500.00	1
Total Account		210-15-203-7303	Property & Equipment Interest	22,500.00	
Program Total		203	DOJ Regional	1,284,162.00	
210	Total Asset Forfeiture Fund			1,284,162.00	

Fiscal Year 2018
 Level 3
 Fund Police Safety Grants Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			105,000.00
	Total Account	211-15-302-5217	Departmental Supplies	105,000.00
<hr/>				
	Program Total	302	State SLES Grant	105,000.00
211	Total Police Safety Grants Fund			<u>105,000.00</u>

Fiscal Year 2018
 Level 3
 Fund Prop. A Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			227,904.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(9,116.16) 2
	Total Account	230-14-091-4101	Salaries & Allowances	218,787.84
<hr/>				
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. \$23.26/hr x 32 hrs x 52 wks x 3~ 5% increase due to expected increase in ridership ~ Coverage for full-time staff's time off.			121,920.00 1
2	2, 28 hour per week Transportation Services Operator (driver) position, and several 18.5 hour per week positions. 5% increase due to expected increase in ridership~ \$23.26/hr x 28 hrs x 52 x 2=\$67,733~ 5% increase in overall rides. Increase in number of buses per day to meet ride requests to Joslyn Center and Special Ed trips through MBUSD.			81,276.00 2
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.~ 40 hrs/week x 20.08 x 52 weeks~ 5% increase due to expected increase in ridership			43,854.00 3
4	on-call weekend staff hours (52 weeks x 2 days x \$35.71/day of on-call pay.5% increase due to expected increase in ridership			3,900.00 4

Fiscal Year 2018
 Level 3
 Fund Prop. A Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 091 Transportation

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		230-14-091-4103	Part Time Employee Salaries	250,950.00	
1	Three full-time drivers - 52 hours per driver =156 hours @ current MOU rate. 5% increase due to expected increase in ridership			6,902.00	1
Total Account		230-14-091-4111	Overtime Regular Employees	6,902.00	
1	3.0 Transportation Services Operators, Recreation Coordinator			51,806.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,072.24)	2
Total Account		230-14-091-4201	Group Medical Insurance	49,733.76	
1	3.0 Transportation Services Operators, Recreation Coordinator			3,305.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(132.20)	2
3	Part-time Medicare			5,325.00	3
Total Account		230-14-091-4202	Medicare	8,497.80	
1	Per Finance Analysis			1,320.00	1
Total Account		230-14-091-4205	Workers Compensation	1,320.00	
1	Per Finance Analysis			3,216.00	1
Total Account		230-14-091-4206	Medical Retirement Contributions	3,216.00	
1	3.0 Transportation Services Operators, Recreation Coordinator			34,186.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,367.44)	2
3	Part-time PERS			32,726.00	3
Total Account		230-14-091-4211	PERS Regular Contributions	65,544.56	

Fiscal Year 2018
 Level 3
 Fund Prop. A Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 091 Transportation

Account Number /Title / Budget Line item Descriptions	Amount	
1 AT&T Cell phone service for 6 phones (+2%)	1,836.00	1
2 Ocean Express Trolley	20,000.00	2
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 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.~ (+2%)	14,280.00	3
4 Beach Cities Transit Funding for Line 109.	15,500.00	4
Total Account 230-14-091-5101 Contract Services	51,616.00	
<hr/>		
1 Annual technical support fee for DAR software dispatch program (RouteMatch Software). (+2%)	8,572.00	1
2 Hosting fees for DAR software dispatch program (Routematch Software) at \$375/ month, plus 9% tax. (+2%)	5,003.00	2
3 Annual hosting and technical support for new tablets on buses and software (+2%)	2,407.00	3
Total Account 230-14-091-5104 Computer Contract Services	15,982.00	
<hr/>		
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	984.00	1

Fiscal Year 2018
 Level 3
 Fund Prop. A Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 091 Transportation

Account Number /Title / Budget Line item Descriptions				Amount	
1	(+2%)				1
		Total Account	230-14-091-5202	Memberships & Dues	984.00

1		CAL ACT State Rodeo driver training, competition, teambuilding for up to eight Dial A Ride Staff, including 2 nights accomodations, meals, mileage.... California location not determined at this time.~ \$160/ night room x 2 nights x 8 staff =2560~ Per diem costs (\$40) for approximately 2 days x 8 staff = \$640~ Transportation costs = \$2000~ ~ And/ or other driver/ dispatcher/ customer service training opportunities.~ (+2%)		5,304.00	1
2		Dispatcher RouteMatch software conference in Atlanta, Georgia. Conf. fees \$150, transportation Approx. \$500 round trip, hotel \$160/nt room x 3 nts = \$480, perdiem costs (\$40) for approximately 3 days = \$120~ (+2%)		1,275.00	2
3		Rec Services Manager conference - CalAct, California Transit Association or other conference (Central or Northern California). Conf. fees \$500, transportation Approx. \$400, hotel \$160/nt room x 2 nts = \$320, perdiem costs (\$40) for approximately 2 days = \$80~ (+2%)		1,326.00	3
		Total Account	230-14-091-5205	Training, Conerences & Meetings	7,905.00

1		Uniforms for 3 full time drivers and 1 full time dispatcher: 24 shirts x \$45 =\$1080; 3		1,372.00	1

Fiscal Year 2018
 Level 3
 Fund Prop. A Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 091 Transportation

Account Number / Title / Budget Line item Descriptions				Amount
1	sweatshirts x \$50=\$150 ; 3 jackets x \$70= \$210; 3 hats x 15= \$45~ (+2%)			1
2	Uniforms for 8 part time drivers and 3 dispatchers- 22 shirts x \$45=\$990; 11 sweatshirts x \$50= \$550; 11 jackets x \$75= \$825; 11 hats x \$15=\$165~ (+2%)			2
	Total Account	230-14-091-5206	Uniforms/Safety Equipment	3,647.00
<hr/>				
1	Per Finance. Based on prior year trends and planned events.			1
	Total Account	230-14-091-5208	Postage	1,650.00
<hr/>				
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...~ (+2%)			1
2	Non-warehouse bus cleaning supplies (+2%)			2
3	Approximately 6 DMV Physical Exams for Transportation Services Operators/ year. Little Company of Mary at approximately \$50/each. (+2%)			3
	Total Account	230-14-091-5217	Departmental Supplies	6,120.00
<hr/>				
1	Bus pass subsidies - ~ a. EZ Passes sold at a discount rate.~ Approximately \$550 per month of expenses for Manhattan Beach Residents only.			1
	Total Account	230-14-091-5223	Bus Pass Subsidies	6,600.00

Fiscal Year 2018
 Level 3
 Fund Prop. A Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 091 Transportation

Account Number / Title / Budget Line item Descriptions				Amount	
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. 2% increase expected for 17-18 FY			57,222.00	1
	Total Account	230-14-091-5224	Recreation Bus Trips	57,222.00	
1	Printing of Dial A Ride brochures, MBUSD events for Seniors and Annual Discount Card for Customers. (+2%)			612.00	1
	Total Account	230-14-091-5225	Printing	612.00	
1	Per Finance, based on trends.			653.00	1
	Total Account	230-14-091-5501	Telephone	653.00	
1	Cleaning & bus supplies. Costs are trending at \$500/yr. (+2%)			510.00	1
	Total Account	230-14-091-5611	Warehouse Purchases	510.00	
1	Finance Analysis			29,820.00	1
	Total Account	230-14-091-5621	Information Systems Allocation	29,820.00	
1	Per Finance Analysis			65,400.00	1

Fiscal Year 2018
 Level 3
 Fund Prop. A Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 14 Parks and Recreation
 Minor Program: 091 Transportation

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	230-14-091-5631 Insurance Allocation	65,400.00
<hr style="border-top: 1px dashed black;"/>				
1	Per Finance Analysis			43,200.00
		Total Account	230-14-091-5642 Fleet Maintenance Allocation	43,200.00
<hr style="border-top: 1px dashed black;"/>				
Program Total		091	Transportation	896,872.96
230	Total Prop. A Fund			896,872.96

Fiscal Year 2018
 Level 3
 Fund Prop. C Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 021 Civil Engineering

Account Number /Title / Budget Line item Descriptions				Amount
021 Civil Engineering				
1	Draft CIP as of 4/06/2016:			1
2	Sepulveda Intersection Improvements (Meas R SB Grant Reimb)		810,000.00	2
3	Street Resurfacing: Marine (Sepulveda to Aviation)		700,000.00	3
Total Account		231-18-021-6222	CIP Street Improvements - CYr	1,510,000.00
<hr/>				
Program Total		021 Civil Engineering	1,510,000.00	
231	Total Prop. C Fund		1,510,000.00	

Fiscal Year 2018
 Level 3
 Fund AB 2766 Air Quality Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 091 Transportation

Account Number / Title / Budget Line item Descriptions				Amount
091 Transportation				
1	Based on FY2016 Estimate			9,200.00
		Total Account	232-18-091-4123	Commuter Pay 9,200.00

1	Per Finance Analysis			2,100.00
		Total Account	232-18-091-5601	Administrative Service Charge 2,100.00

	Program Total		091 Transportation	11,300.00
232	Total AB 2766 Air Quality Fund			11,300.00

Fiscal Year 2018
 Level 3
 Fund Measure R

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 032 Street Repair

Account Number /Title / Budget Line item Descriptions				Amount
032 Street Repair				
1	Draft CIP Plan as of 4/6/2016:			1
2	Protected LT Lanes: MBB at Peck Ave		175,000.00	2
	Total Account	233-18-032-6222	CIP Street Improvements - CYr	175,000.00
<hr/>				
	Program Total	032 Street Repair	175,000.00	
233	Total Measure R		175,000.00	

Fiscal Year 2018
 Level 3
 Fund Capital Improvement Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 15 Police
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
011 Administration				
1	Police and Fire Refunding Bonds, per debt service schedule.			240,000.00
	Total Account	401-15-011-7101	Bond Principal	240,000.00

1	Police and Fire Refunding Bonds, per debt service schedule.			142,581.00
	Total Account	401-15-011-7102	Bond Interest	142,581.00

1	Police and Fire Refunding Bonds			1,100.00
	Total Account	401-15-011-7103	Bond Administration Fee	1,100.00

Program Total		011 Administration		383,681.00

Fiscal Year 2018
 Level 3
 Fund Capital Improvement Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 16 Fire
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
011 Administration				
1	Police and Fire Refunding Bonds, per debt service schedule.			240,000.00
	Total Account	401-16-011-7101	Bond Principal	240,000.00

1	Police and Fire Refunding Bonds, per debt service schedule.			142,581.00
	Total Account	401-16-011-7102	Bond Interest	142,581.00

1	Police and Fire Refunding Bonds			1,100.00
	Total Account	401-16-011-7103	Bond Administration Fee	1,100.00

Program Total		011 Administration		383,681.00

Fiscal Year 2018
 Level 3
 Fund Capital Improvement Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 021 Civil Engineering

Account Number / Title / Budget Line item Descriptions	Amount
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021 Civil Engineering

1	Draft CIP as of 4/06/2016:		1
2	Facility Improvements	1,000,000.00	2
3	Village Field Replacement Turf	450,000.00	3
Total Account		1,450,000.00	
	401-18-021-6263	Infrastructure Improvements	

Program Total	021 Civil Engineering	1,450,000.00
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Fiscal Year 2018
 Level 3
 Fund Capital Improvement Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 032 Street Repair

Account Number /Title / Budget Line item Descriptions				Amount
032 Street Repair				
1	Draft CIP as of 4/06/2016:			1
2	Traffic Signal Preemption Devices		75,000.00	2
3	Non-motorized Transportation Crosswalks, Bike Lanes, Etc.		100,000.00	3
4	CDBG Access Ramp Construction		100,000.00	4
	Total Account	401-18-032-6222	CIP Street Improvements - CYr	275,000.00
<hr/>				
	Program Total	032 Street Repair	275,000.00	
401	Total Capital Improvement Fund		2,492,362.00	

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 211 Water Administration

Account Number / Title / Budget Line item Descriptions				Amount	
211 Water Administration					
1	Based on history			27,000.00	1
		Total Account	501-18-211-5231 Bank Service Charge	27,000.00	

1	Per Finance, based on trends.			2,563.00	1
		Total Account	501-18-211-5501 Telephone	2,563.00	

1	Per Finance, based on trends.			297.00	1
		Total Account	501-18-211-5503 Natural Gas	297.00	

1	Per Finance Analysis			1,643,157.00	1
		Total Account	501-18-211-5601 Administrative Service Charge	1,643,157.00	

1	Per Finance			5,820.00	1
		Total Account	501-18-211-5641 Fleet Rental Allocation	5,820.00	

1	Per Finance Analysis			1,740.00	1
		Total Account	501-18-211-5642 Fleet Maintenance Allocation	1,740.00	

1	Finance analysis			134,100.00	1
		Total Account	501-18-211-5651 Building & Operations Allocation	134,100.00	

1	Draft CIP as of 4/06/2016:				1
2	Block 35 Ground Level Reservoir Replacement			300,000.00	2
3	Peck Ground Level Reservoir Replacement			7,500,000.00	3
		Total Account	501-18-211-6212 CIP Bldg & Facility - CYr	7,800,000.00	

1	Draft CIP as of 4/06/2016:				1

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 211 Water Administration

Account Number /Title / Budget Line item Descriptions				Amount	
2	Water Meter Upgrade and Automation			2,670,000.00	2
	Total Account	501-18-211-6232	CIP Utility Improvements - CYr	2,670,000.00	

1	Draft CIP as of 4/06/2016:				1
2	Well Collection Line from Well 11A to Block 35			200,000.00	2
	Total Account	501-18-211-6242	CIP Line Improvememnts - CYr	200,000.00	

1	Water Refunding Bonds, per debt service schedule.			127,347.00	1
	Total Account	501-18-211-7101	Bond Principal	127,347.00	

1	Water Refunding Bonds, per debt service schedule.			44,304.00	1
	Total Account	501-18-211-7102	Bond Interest	44,304.00	

1	Water Refunding Bonds			350.00	1
	Total Account	501-18-211-7103	Bond Administration Fee	350.00	

Program Total		211	Water Administration	12,656,678.00	

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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 \$140/hr.			10,400.00 1
2	Local water conservation public outreach program - mailers, flyers, pamphlets, bill inserts.			10,500.00 2
3	Groundwater Well 15 and Well 11 Property Tax - Finance allocated charge.			3,100.00 3
4	WBMWD Reclaimed Water Purchases: ~ Tier 1 @ ((290 AF x \$1,105/AF) + Tier 2 @ (100 AF x \$1,085))			429,925.00 4
5	WBMWD Capacity Reservation Charge: ~ (10 cfs x 6mo x 785/mo) + (10cfs x 6mo x \$820/mo).			96,075.00 5
6	WBMWD Monthly Water Service Charge:~ 15 CFS @ \$65/CFS x 12 months.			11,700.00 6
7	WBMWD Imported Water Purchases: ~ (\$1,385 x 1,780 AF) + (\$1,460 x 1,575 AF).			4,765,790.00 7
8	California Department of Health Annual Water~ System Inspection 40 hrs x \$265/hr.			10,585.00 8
9	California Department of Water Resources Water Master Service. ~ (1,132 AF + 950 AF) x \$4.50/AF			9,400.00 9
10	Groundwater Lease from Chevron - 950 AF @\$115/AF.			114,000.00 10
	Total Account	501-18-221-5101	Contract Services	5,461,475.00

1	West Basin Membership Dues.			540.00 1
2	West Basin Fee Based on Adjudicated Rights - \$1.25/AF @ 1132 AF.			1,415.00 2
	Total Account	501-18-221-5202	Memberships & Dues	1,955.00

1	Per Finance, based on trends.			1,060.00 1

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 221 Water Source Of Supply

Account Number / Title / Budget Line item Descriptions				Amount	
		Total Account	501-18-221-5502	Electricity	1,060.00

1	Draft CIP as of 4/06/2016:				1
2	Redrill & Equip Well 15				250,000.00
		Total Account	501-18-221-6212	CIP Bldg & Facility - CYr	250,000.00

Program Total		221	Water Source Of Supply		5,714,490.00

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			226,561.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(9,062.44) 2
	Total Account	501-18-231-4101	Salaries & Allowances	217,498.56

1	After-Hours overtime for water related emergencies: 100 hours @\$59/Hour.			5,900.00 1
	Total Account	501-18-231-4111	Overtime Regular Employees	5,900.00

1	0.5 Water Distribution Supervisor, Senior Water Plant Operator, Water Plant Operator, 0.35 Electrician			43,883.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,755.32) 2
	Total Account	501-18-231-4201	Group Medical Insurance	42,127.68

1	0.5 Water Distribution Supervisor, Senior Water Plant Operator, Water Plant Operator, 0.35 Electrician			3,285.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(131.40) 2
	Total Account	501-18-231-4202	Medicare	3,153.60

1	0.5 Water Distribution Supervisor			1,235.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(49.40) 2
	Total Account	501-18-231-4204	401A Plan City	1,185.60

1	Per Finance Analysis			2,868.00 1
	Total Account	501-18-231-4206	Medical Retirement Contributions	2,868.00

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			33,921.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,356.84)	2
	Total Account	501-18-231-4211	PERS Regular Contributions	32,564.16	
1	Emergency Pump, Motor and VFD repairs; chlorination equipment, cathodic protection inspections, chlorine analyzer service for Peck & B35 Reservoirs.			84,000.00	1
2	Annual maintenance/service contract for emergency generator at for Block 35 and Peck Reservoirs, Well 11, Well 15 and, Larsson Boosters - 5 sites @ \$3,010 each.			15,050.00	2
3	Fire alarm monitoring and maintenance for Block 35 LOGIX and Facility protection. Quarterly monitoring @ 4 quarters x \$155/ quarter) + maintenance @ \$1,805/yr.			2,425.00	3
4	2 Cell phones - Sr. Plant Operator and Standby @ \$67/month x 12 months.			1,620.00	4
5	SCAQMD - 5 water facility stations:~ 5 stations x \$158 Flat Fee~ 5 stations x \$215 AQMD Fee~ 5 stations x \$430 ICE Fee			4,015.00	5
6	So Cal Edison pump efficiency and diagnostic testing 10 pumps @ \$495/pump.			4,950.00	6
7	Pump control valve preventative maintenance - 8 valves @ \$560 per valve.			4,480.00	7
8	Annual routine maintenance and diagnostics of variable frequency drives for Peck Reservoir, Block 35, and Larsson Booster - 11 VFD's @ \$490.			5,390.00	8
9	2 well and 8 booster Cla-Val preventative maintenance @ \$890 each.			8,900.00	9

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 231 Water Pumping

Account Number / Title / Budget Line item Descriptions				Amount	
Total Account		501-18-231-5101	Contract Services	130,830.00	
1	SCADA Maintenance: Repairs, Hardware, Diagnostics, Programming; and Rockwell SCADA Software Technical Support (40% distribution of expenses for all Utilities Accounts).			7,765.00	1
Total Account		501-18-231-5104	Computer Contract Services	7,765.00	
1	ClaVal maintenance workshop:~ 2 Operators @ \$550			1,100.00	1
2	Pump and Motor workshop : 2 Operators @ \$450.			900.00	2
Total Account		501-18-231-5205	Training, Conferences & Meetings	2,000.00	
1	UNIFORM PACKAGE COST PER EMPLOYEE \$900 x 2 employees~ 5% Prudential uniform increase in FY17-18 per Purchasing Manager Uniform cost breakdown:~ Uniforms\$273 (package combination of 11 pieces per employee per MOU)~ T Shirts \$108 (5 base shirts + 2 replacement shirts per employee)~ Hat \$39 (1 base hat + 1 replacement per employee)~ Safety Jacket \$88 (1 per employee)~ Safety Vest \$21 (1 per employee per MOU)~ Boot allowance \$370 (per employee per MOU)			1,800.00	1
Total Account		501-18-231-5206	Uniforms/Safety Equipment	1,800.00	
1	Hand Tools.			995.00	1
Total Account		501-18-231-5209	Tools & Minor Equipment	995.00	
1	Reservoir Screening/Roofing Materials \$525~			4,180.00	1

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 231 Water Pumping

Account Number / Title / Budget Line item Descriptions				Amount	
1	Valve Control Solenoids 2 @ \$414~ Pipe and Copper Tubing @ \$325~ Pressure Gauges 4 @ \$109~ Pressure Reducing Valve 3 @ \$109 each~ Small Ball Valves 8 @ \$59~ Hardware @ \$573				1
2	Chlorinator Parts:~ Cl2 Analyzer maint parts @ \$298~ Sch 80 PVC Fittings @ \$315~ Ball Valves 2 @ \$94~ Polyvinyl Tubing @ \$283~ Polyvinyl Fittings @ \$288~ Pressure Regulator @ \$258~ Diaphragm Repair Kit @ \$442~ Check Valves @ \$186			2,195.00	2
3	Electrical Control Hardware:~ SCADA Input/Output Cards @ \$1,435~ Electrical Breakers 3 @ \$523~ Fuses 5 @ \$28~ Control Panel Switches 3 @ \$59 each			3,605.00	3
4	Turbine Oil, Bearing Lubricant:~ NSF 60 Well Oil Lube 55gal @ \$1,807~ Bearing Grease 5 Tubes @ \$18			1,803.00	4
Total Account		501-18-231-5217	Departmental Supplies	11,783.00	
<hr/>					
1	Groundwater well water assessment includes 1,132 AF of adjudicated right plus 950 AF of leased groundwater rights from Chevron. \$360/AF x (1,132 AF + 950 AF).			770,340.00	1
Total Account		501-18-231-5240	Assessments & Taxes	770,340.00	
<hr/>					
1	Per Finance, based on trends.			74,370.00	1

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 231 Water Pumping

Account Number / Title / Budget Line item Descriptions				Amount
	Total Account	501-18-231-5501	Telephone	74,370.00
1	Per Finance, based on trends.			267,837.00
	Total Account	501-18-231-5502	Electricity	267,837.00
1	Per Finance, based on trends.			1,329.00
	Total Account	501-18-231-5504	Water	1,329.00
1	Warehouse Allocation Charges - safety glasses, gloves, hard hats, rain gear, reflective vests, particle masks, batteries			230.00
	Total Account	501-18-231-5611	Warehouse Purchases	230.00
1	Finance Analysis			39,720.00
	Total Account	501-18-231-5621	Information Systems Allocation	39,720.00
1	Per Finance			8,340.00
	Total Account	501-18-231-5641	Fleet Rental Allocation	8,340.00
1	Per Finance Analysis			14,580.00
	Total Account	501-18-231-5642	Fleet Maintenance Allocation	14,580.00
Program Total		231	Water Pumping	1,637,216.60

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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 \$8 Heterotrophic Plate Counts 12 samples/week x 52 weeks x \$6.50	9,045.00	1
2	Disinfection Byproducts~ Trihalomethanes 25 samples @ \$73/sample~ Halocetic Acids 25 samples @ \$72/sample~ Bromate 25 samples @ \$72/sample~ Chlorite: 25 samples @ \$72/sample	7,245.00	2
3	Secondary Standard:~ Iron and Manganese 2 samples/week x 52 weeks x \$16.30~ True Color 2 samples/week x 52 weeks \$6.00~ Turbidity 2 samples/week x 52 weeks x \$4.80	2,815.00	3
4	West Basin Metropolitan Water District water quality laboratory analysis costs covering Title 22 @ \$3,895 unregulated contaminants and admin of program @ \$3,675.	7,570.00	4
5	West Basin MWD Administration and Engineering Evaluation Fees for Title 22 Water Quality Monitoring:~ (2 Wells @ \$400) + (\$0.55/AF x 3,355/AF).	2,615.00	5
6	Print and mail annual Consumer Confidence Water Quality Report post card notification as mandated by the California Department of Health:~ \$0.75/postcard x 15,000 customers.	11,250.00	6
7	LA County DHS backflow device administration fee for City owned backflow devices.	725.00	7
8	Drain Block 35 Reservoirs; vacuum, scrub and disinfect interior surfaces; Refill reservoirs and disinfect water to Title 22 water quality standards.	40,000.00	8

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 241 Water Treatment

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		501-18-241-5101	Contract Services	81,265.00
1	Backflow inspectors annual certification renewal - 2 Inspectors x \$340.			680.00
2	USC Backflow & Cross Connection Association Membership Fee.			765.00
Total Account		501-18-241-5202	Memberships & Dues	1,445.00
1	Emergency Plant generator preventative maintenance - 4 Operators @ \$315/Operator.			1,260.00
Total Account		501-18-241-5205	Training, Conferences & Meetings	1,260.00
1	Chlorine for water treatment - Disinfection of 2,082 AF of groundwater rights, plus 20% rechlorination: \$21/AF x (1.2(1,132AF + 950AF)).			52,465.00
2	Backflow units-new and replacement parts - springs, diaphragms, seats, o-rings.			2,785.00
3	Water Treatment Supplies: ~ chlorine/nitrification/ammonia residual packets - \$755~ chlorine analyzer electrolyte - \$325~ 40 Chem keys @ \$27 each			2,175.00
Total Account		501-18-241-5217	Departmental Supplies	57,425.00
1	Warehouse Allocation Charges - safety glasses, gloves, hard hats, rain gear, reflective vests, particle masks, batteries.			265.00
Total Account		501-18-241-5611	Warehouse Purchases	265.00
Program Total		241	Water Treatment	141,660.00

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			551,893.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(22,075.72) 2
	Total Account	501-18-251-4101	Salaries & Allowances	529,817.28

1	After-Hours overtime for water related emergencies: 400 hours @\$49.50/Hour.			19,800.00 1
	Total Account	501-18-251-4111	Overtime Regular Employees	19,800.00

1	0.5 Water Distribution Supervisor, 6 Maintenance Worker I/II, Water Meter Reader, Secretary			124,419.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,976.76) 2
	Total Account	501-18-251-4201	Group Medical Insurance	119,442.24

1	0.5 Water Distribution Supervisor, 6 Maintenance Worker I/II, Water Meter Reader, Secretary			8,002.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(320.08) 2
	Total Account	501-18-251-4202	Medicare	7,681.92

1	0.5 Water Distribution Supervisor			1,235.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(49.40) 2
	Total Account	501-18-251-4204	401A Plan City	1,185.60

1	Per Finance Analysis			190,920.00 1
	Total Account	501-18-251-4205	Workers Compensation	190,920.00

1	Per Finance Analysis			10,140.00 1

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			81,692.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(3,267.68)	2
Total Account		501-18-251-4211	PERS Regular Contributions	78,424.32	
1	Landscape maintenance for Well #11A (MBB @~ Green Lane in Redondo Beach) \$125 per month.			1,500.00	1
2	Landscape maintenance for Well #13 - (6th @ Aviation) \$125 per month.			1,500.00	2
3	Landscape maintenance for Well #15 - (MBB @ Vail in Redondo Beach) \$70 per month			840.00	3
4	Landscape maintenance for Peck Reservoir - (1800 North Peck Avenue) \$255 per month			3,060.00	4
5	Landscape maintenance for Block 35 - (1431 6th Street) \$280 per month			3,360.00	5
6	Landscape maintenance for Larsson Street Parkette (211 Larsson Street) (pump station for water distribution). \$365 per month.			4,380.00	6
7	Landscape maintenance for 8th Street Parkette (1746 8th Street) (old well site). \$255 per month.			2,700.00	7
8	Landscape contract extras, not part of base contract -tree trimming, removal, replacement, plant and shrub replacement.			8,820.00	8
9	Stand-by pager @ \$7 per months x 12 months.			84.00	9
10	Tremco Roof Maintenance Program.			2,110.00	10
11	3 Cell phones @ 70/month for the Water Distribution Standby, City Hall Worker and Water Field Supervisor.			2,520.00	11
12	Bee removals from public right of way - 20			1,300.00	12

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 251 Water Maintenance

Account Number / Title / Budget Line item Descriptions				Amount	
12	removals @ 65.				12
13	Class A License Renewal - 3 renewals @ \$75 and 2 physicals @ \$95			415.00	13
14	Water meter accuracy testing and calibration: 50 meters @ \$50/meter.			2,500.00	14
15	Underground Service Alert - Utility substructure location and e-mail notification service charge: 1,100 Tickets @ \$1.70/Ticket.			1,870.00	15
	Total Account	501-18-251-5101	Contract Services	36,959.00	

1	Annual renewal of Neptune Technical Service for meter reading hand held device.			4,110.00	1
	Total Account	501-18-251-5104	Computer Contract Services	4,110.00	

1	American Water Works Association membership for 1 Supervisor.			530.00	1
2	Water Distribution Certification renewals required by Dept. of Public Health.			200.00	2
	Total Account	501-18-251-5202	Memberships & Dues	730.00	

1	AWWA Annual Standards Updates.			530.00	1
	Total Account	501-18-251-5203	Reference Books & Periodicals	530.00	

1	Trench Shoring and safety principles 4 employees x \$300.			1,200.00	1
2	Bobcat training and certification 6 employees @ \$415			2,490.00	2
	Total Account	501-18-251-5205	Training, Conterences & Meetings	3,690.00	

1	UNIFORM PACKAGE COST PER EMPLOYEE - \$856.00 x 7 employees~			5,992.00	1

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 251 Water Maintenance

Account Number /Title / Budget Line item Descriptions				Amount	
1	5% Prudential uniform increase in FY16-17 per Purchasing Manager~ Uniform cost breakdown:~ Uniforms-\$260 - (package combination of 11 pieces per employee per MOU)~ T-Shirts-\$103 - (5 base shirts + 2 replacement shirts per employee)~ Hat-\$36 - (1 base hat + 1 replacement per employee)~ Safety Jacket-\$84 -(1 per employee)~ Safety Vest-\$21 - (1 per employee per MOU)~ Boot allowance-\$352 - (per employee per MOU)				1
	Total Account	501-18-251-5206	Uniforms/Safety Equipment	5,992.00	
1	Ads for public meetings or notices			300.00	1
	Total Account	501-18-251-5207	Advertising	300.00	
1	Small Hand Tools \$1,500~ Chop Saw Blades - 5 @ \$300			3,000.00	1
	Total Account	501-18-251-5209	Tools & Minor Equipment	3,000.00	
1	Polymer meter boxes:~ 1" Meters - 300 @ \$75~ 1.5" 2" Meters - 100 @ \$160			38,430.00	1
2	Fire Hydrant Replacement and Repair:~ Hydrant - 30 @ \$1,670~ Hydrant Spools - 15 @ \$35~ Break Off Check Valve - 5 @ \$940			55,300.00	2
3	Year 8 of 10 year Meter Replacement Program (3% increase from year 7): ~ 3/4" Meters - 917 ~ 1" Meters - 365 ~ 1.5" Meters - 41 ~			202,525.00	3

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 251 Water Maintenance

Account Number /Title / Budget Line item Descriptions	Amount	
3 2" Meters - 25 ~		3
3" meters - 3 ~		
4" Meters - 3~		
6" Meters - 3 ~		
8" Meters - 1 ~		
10" Meter - 1 ~		
3/4" Meter Gaskets - 2500 ~		
1" Meter Gaskets - 1200 ~		
1.5" Meter Gaskets - 200 ~		
2' Meter Gaskets - 100 ~		
Meter Nuts - 300 ~		
Meter Bolts - 300 ~		
Meter Washers - 100 ~		
Meter Valves (3/4" 1") - 50 ~		
Meter Couplings 3/4" - 20 ~		
Meter Couplings 1" - 20 ~		
Meter Flanges" - 10		
4 Valves, fittings, misc. distribution supplies:~	40,200.00	4
6" Gate Valve 10 @ \$975~		
8" Gate Valve 5 @ \$1,260~		
12" Gate Valve 4 @ \$2,080~		
Valve Box (Galvanized) 25 @ \$36~		
4" Flex Couplings 4 @ \$218~		
6" Flex Couplings 8 @ \$240~		
8" Flex Couplings 4 @ \$290~		
10" Flex Couplings 4 @ \$375~		
Brass Fittings 3/4" \$2,100~		
Brass Fittings 1" \$2,125~		
Brass Fittings 1.5" \$1,575~		
Brass Fittings 2" \$1,575~		
Copper 3/4" 100 ft @ \$7.25/ft~		
Copper 1" 100 ft. @ \$8.50/ft		
5 Concrete and Paving:~	4,075.00	5
Hot asphalt - street cuts for water works repairs		
- 25 tons @ \$90 per ton.~		

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 251 Water Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
5	Concrete sidewalk cuts for water works repairs - 15 yards @ \$125 per yard.			5
6	Drinking Fountains:~ Control valve 4 @ \$200~ Fountain Strainer Assembly 2 @ \$125~ Bubbler Head 1 @ \$81~ Pedestal Access Plate (upper) 1 @ \$73~ Pedestal Access Plate (lower) 1 @ \$69			1,217.00 6
7	¾" Meters 30 @ \$89~ 1" Meters 50 @ \$130~ 1 ½" Meters \$340~ 2" Meters 15 @ \$340			20,585.00 7
	Total Account	501-18-251-5217	Departmental Supplies	362,332.00
1	Business cards			105.00 1
	Total Account	501-18-251-5225	Printing	105.00
1	Per Finance, based on trends.			171.00 1
	Total Account	501-18-251-5501	Telephone	171.00
1	Per Finance, based on trends.			30,575.00 1
	Total Account	501-18-251-5504	Water	30,575.00
1	Warehouse Allocation Charges - safety glasses, gloves, hard hats, rain gear, reflective vests, particle masks, batteries			2,100.00 1
	Total Account	501-18-251-5611	Warehouse Purchases	2,100.00
1	Finance Analysis			19,860.00 1
	Total Account	501-18-251-5621	Information Systems Allocation	19,860.00

Fiscal Year 2018
 Level 3
 Fund Water Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 251 Water Maintenance

Account Number / Title / Budget Line item Descriptions				Amount	
1	Per Finance Analysis			78,300.00	1
		Total Account	501-18-251-5631 Insurance Allocation	78,300.00	

1	Per Finance			48,900.00	1
		Total Account	501-18-251-5641 Fleet Rental Allocation	48,900.00	

1	Per Finance Analysis			53,460.00	1
		Total Account	501-18-251-5642 Fleet Maintenance Allocation	53,460.00	

	Program Total	251	Water Maintenance	1,608,525.36	
501	Total Water Fund			<u>21,758,569.96</u>	

Fiscal Year 2018
 Level 3
 Fund Stormwater Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			67,297.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,691.88) 2
	Total Account	502-18-311-4101	Salaries & Allowances	64,605.12

1	After-Hours overtime for stormwater related emergencies: 90 hours @\$50/Hour.			4,500.00 1
	Total Account	502-18-311-4111	Overtime Regular Employees	4,500.00

1	Sewer Maintenance Worker			19,912.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(796.48) 2
	Total Account	502-18-311-4201	Group Medical Insurance	19,115.52

1	Sewer Maintenance Worker			976.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(39.04) 2
	Total Account	502-18-311-4202	Medicare	936.96

1	Sewer Maintenance Worker			10,095.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(403.80) 2
	Total Account	502-18-311-4211	PERS Regular Contributions	9,691.20

1	Landscape maintenance at Aviation Sump (601 Aviation Way) \$290 per month.			3,480.00 1
2	Landscape maintenance at Meadows and Bryant \$150 per month.			1,800.00 2
3	Landscape extras - tree trimming, plant replacements, extra work.			3,935.00 3
4	Landscape maintenance at Parkview Avenue E/O Parkway - Marriot Sump \$75 per month.			900.00 4

Fiscal Year 2018
 Level 3
 Fund Stormwater Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 311 Storm Drain Maintenance

Account Number /Title / Budget Line item Descriptions	Amount	
5 Landscape Maintenance at Martyrs Sump (Laurel Ave & 15th St) \$90 per month.	1,080.00	5
6 Sump Pump & Control Repairs: ~ Marriot Pumps 4 @ \$1875~ Metlox Pumps 2 @ \$705~ Live Oak Pumps 1 @ \$800~ Electrical Service Work \$70/hr x 50 hrs.	12,596.00	6
7 Geosyntec Engineering, Inc. Consulting services for NPDES compliance @ \$49,000.~ NPDES Coordinated Integrated Management Program @ \$60,000.	109,000.00	7
8 NPDES Santa Monica Bay Beaches Bacteria Total Maximum Daily Load Testing Program of Ocean Shoreline Water Quality.	33,600.00	8
9 Southern California Edison Pump Efficiency and Diagnostic Testing - 7 Pumps @ \$475/Pump.	3,325.00	9
10 Clean Bay Restaurant Certification Inspections and Industrial/Commercial facilities inspections Per NPDES Permit Requirements - Contract with John Hunter & Associates.	29,010.00	10
11 Los Angeles County Sanitation District Wastewater/Stormwater Treatment Surcharge - NPDES Point Source Low-Flow Stormwater Diversion at the Pier Weir Preventing.	7,560.00	11
12 NPDES Annual Testing and Calibration of Pier Weir.	2,120.00	12
13 Streetsweeping Contract.	361,535.00	13
Total Account 502-18-311-5101 Contract Services	569,941.00	
<hr/>		
1 SCADA Maintenance: Repairs, Hardware, Diagnostics, Programming; and Rockwell SCADA Software Technical Support (40% distribution of expenses for all Utilities Accounts).	2,690.00	1

Fiscal Year 2018
 Level 3
 Fund Stormwater Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 311 Storm Drain Maintenance

Account Number / Title / Budget Line item Descriptions			Amount		
Total Account		502-18-311-5104	Computer Contract Services	2,690.00	
1	UNIFORM PACKAGE COST PER EMPLOYEE \$900 x 1 employees ~ 5% Prudential uniform increase in FY17-18 per Purchasing Manager~ Uniform cost breakdown:~ Uniforms\$273 (package combination of 11 pieces per employee per MOU)~ T Shirts \$108 (5 base shirts + 2 replacement shirts per employee)~ Hat \$39 (1 base hat + 1 replacement per employee)~ Safety Jacket \$88 (1 per employee)~ Safety Vest \$21 (1 per employee per MOU)~ Boot allowance \$370 (per employee per MOU)			900.00	1
Total Account		502-18-311-5206	Uniforms/Safety Equipment	900.00	
1	Sand Bags for Stormwater and Wastewater Containment.			5,025.00	1
2	Miscellaneous Supplies:~ Poliwog Bubbler Air Filters 12 @ \$ 35 each ~ Nozzles for Hydro 2 @ \$590 each ~ Vac Con Canna Flex Hose 1 @ \$ 590 each~ Sodium Hypochlorite \$1,515 ~ Data Logger Paper 14 rolls @ \$30 each			4,100.00	2
3	Electrical Control hardware: transformers, switches, overloads, fuses, brakers, wire, and relays.			3,150.00	3
4	Small hand tools/minor equipment: shovels, manhole hooks, disposable coveralls.			525.00	4
Total Account		502-18-311-5217	Departmental Supplies	12,800.00	

Fiscal Year 2018
 Level 3
 Fund Stormwater Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 311 Storm Drain Maintenance

Account Number / Title / Budget Line item Descriptions				Amount		
1	NPDES Stormwater Management Education and Outreach - Direct Mailings, Calendars, Posters, Publications.			5,525.00	1	
	Total Account	502-18-311-5225	Printing	5,525.00		
1	Per Finance, based on trends.			9,860.00	1	
	Total Account	502-18-311-5502	Electricity	9,860.00		
1	Per Finance, based on trends.			3,637.00	1	
	Total Account	502-18-311-5504	Water	3,637.00		
1	Per Finance Analysis			161,191.00	1	
	Total Account	502-18-311-5601	Administrative Service Charge	161,191.00		
1	Warehouse Allocation Charges - safety glasses, gloves, hard hats, rain gear, reflective vests, particle masks, batteries.			165.00	1	
	Total Account	502-18-311-5611	Warehouse Purchases	165.00		
1	Finance analysis			11,160.00	1	
	Total Account	502-18-311-5651	Building & Operations Allocation	11,160.00		
1	Draft CIP as of 4/06/2016:				1	
2	Catch Basin Inserts			210,000.00	2	
	Total Account	502-18-311-6212	CIP Bldg & Facility - CYr	210,000.00		
Program Total				311	Storm Drain Maintenance	1,086,717.80
502	Total Stormwater Fund			1,086,717.80		

Fiscal Year 2018
 Level 3
 Fund Wastewater Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			231,051.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(9,242.04)	2
	Total Account	503-18-321-4101	Salaries & Allowances	221,808.96	

1	After Hours overtime for sewer related emergencies: 212 hours @\$50/Hour.~ of average Sewer Maint Worker			11,000.00	1
	Total Account	503-18-321-4111	Overtime Regular Employees	11,000.00	

1	3 Sewer Maintenance Worker, 0.45 Electrician			50,106.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,004.24)	2
	Total Account	503-18-321-4201	Group Medical Insurance	48,101.76	

1	3 Sewer Maintenance Worker, 0.45 Electrician			2,374.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(94.96)	2
	Total Account	503-18-321-4202	Medicare	2,279.04	

1	Per Finance Analysis			109,860.00	1
	Total Account	503-18-321-4205	Workers Compensation	109,860.00	

1	Per Finance Analysis			3,420.00	1
	Total Account	503-18-321-4206	Medical Retirement Contributions	3,420.00	

1	3 Sewer Maintenance Worker, 0.45 Electrician			34,658.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,386.32)	2
	Total Account	503-18-321-4211	PERS Regular Contributions	33,271.68	

1	Sewer Pump and Motor Repairs:~			18,900.00	1

Fiscal Year 2018
 Level 3
 Fund Wastewater Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 321 Sewer Maintenance

Account Number / Title / Budget Line item Descriptions	Amount	
1 Pump/Motor - 4 @ \$2,225 Each; Labor & Materials - 4 @ \$2,500 Each		1
2 Stand-by pager @ \$7.50 per months x 12 months.	90.00	2
3 Landscape maintenance at Voorhees Lift Station \$100 per month	1,200.00	3
4 Annual fee for our sewer connection agreement with the City of Redondo Beach.	1,615.00	4
5 Annual maintenance/service contract for emergency generator at for sewer lift stations - 6 stations @ \$3005 each.	18,030.00	5
6 4 cell phones @ \$70/mo for Supervisor, Electrician, Wastewater Standby and VacCon Crew.	280.00	6
7 Southern California Air Quality Management~ District Emergency Generator Emissions Fees:~ 6 stations x \$160 Flat Fee~ 6 stations x \$215 AQMD Fee~ 6 stations x \$430 ICE Fee	4,830.00	7
8 Southern California Edison Pump Efficiency and Diagnostic Testing:~ 6 Pumps @ \$495/Pump. ~ Electrical Service Work \$67/hr x 50 hrs.	6,470.00	8
9 FOG Restaurant Program Inspections and Administration.	20,465.00	9
10 Hydro Ranger Level Control Rebuild - 2 @ \$1730	3,460.00	10
11 Confined Space Gas Detector Calibration: ~ 4/yr x 2 units x \$325/unit	2,600.00	11
Total Account 503-18-321-5101	Contract Services	77,940.00
<hr/>		
1 SCADA Maintenance: Repairs, Hardware, Diagnostics, Programming; and Rockwell SCADA Software Technical Support (45% distribution of expenses for all Utilities Accounts).	8,050.00	1

Fiscal Year 2018
 Level 3
 Fund Wastewater Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 321 Sewer Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		503-18-321-5104	Computer Contract Services	8,050.00
1	Class B licenses: 2 renewals @ \$80 and 2 physicals @ \$95.			340.00
Total Account		503-18-321-5202	Memberships & Dues	340.00
1	Introductory electrical principles and safety.			2,200.00
Total Account		503-18-321-5205	Training, Conferences & Meetings	2,200.00
1	UNIFORM PACKAGE COST PER EMPLOYEE \$900 x 3 employees ~ 5% Prudential uniform increase in FY17-18 per Purchasing Manager~ Uniform cost breakdown:~ Uniforms\$273 (package combination of 11 pieces per employee per MOU)~ T Shirts \$108 (5 base shirts + 2 replacement shirts per employee)~ Hat \$39 (1 base hat + 1 replacement per employee)~ Safety Jacket \$88 (1 per employee)~ Safety Vest \$21 (1 per employee per MOU)~ Boot allowance \$370 (per employee per MOU)			2,568.00
Total Account		503-18-321-5206	Uniforms/Safety Equipment	2,568.00
1	Supplies for sewer lift station repairs:~ Sewer lift station sump pumps 1 @ \$815~ Sewer lift station fan motors 2 @ \$170~ Sewer Pump Impellers 1 @ \$2,925~ Transducers 1 @ \$1030 Each~ Hydranger Elevation Sensor @ \$2625			7,730.00
2	Nozzles, hoses and tiger tails:~ Vehicle # 529 ~			8,010.00

Fiscal Year 2018
 Level 3
 Fund Wastewater Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 321 Sewer Maintenance

Account Number / Title / Budget Line item Descriptions				Amount	
2	1" main reel hose 500 ft @ \$1,530~ 1" leader hose 3 @ \$140~ 1" tiger tails 3 @ \$60~ 1" nozzle 2 @ \$590~ Vehicle 529~ 3/4" main reel hose, 500 ft @ \$1,530~ 3/4" leader hose 1 @ \$1,745~ 3/4" tiger tails 4 @ \$56~ 3/4" nozzle 2 @ \$590				2
3	Hand Tools:~ Manhole Hooks, Pipe Wrenches, Shovels, and Brooms.			1,050.00	3
4	Manhole covers/rings 2 @ \$1,190 each.			2,380.00	4
5	Sewer Pipe:~ 6" Clay Wye - 1 @ \$79~ 6" Clay Y Saddle w/Flange - 1 @ \$65~ 8" x 6" Clay Band Seal Wye - 1 @ \$95~ 4" x 6' Clay Pipe - 1 @ \$30~ 8" x 6' Clay Pipe - 1 @ \$70~ 4" Clay x 4" CI Shielded Coupling - 1 @ \$45~ 6" Clay x 4" CI Sheilded Coupling - 1 @ \$115			480.00	5
6	Sewer line jetting nozzle - warthog 1 @ \$3,450			3,450.00	6
	Total Account	503-18-321-5217	Departmental Supplies	23,100.00	

1	Business cards for Wastewater Supervisor.			105.00	1
2	Sewer System Management Plan Community Outreach for Root Control Program - \$0.70/Postcard x \$15,000 postcards.			1,050.00	2
	Total Account	503-18-321-5225	Printing	1,155.00	

1	Based on history			7,000.00	1
	Total Account	503-18-321-5231	Bank Service Charge	7,000.00	

Fiscal Year 2018
 Level 3
 Fund Wastewater Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 321 Sewer Maintenance

Account Number / Title / Budget Line item Descriptions				Amount	
1	Per Finance, based on trends.			17,384.00	1
	Total Account	503-18-321-5502	Electricity	17,384.00	

1	Per Finance, based on trends.			2,989.00	1
	Total Account	503-18-321-5504	Water	2,989.00	

1	Per Finance Analysis			430,226.00	1
	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, particle masks, and batteries.			1,050.00	1
	Total Account	503-18-321-5611	Warehouse Purchases	1,050.00	

1	Per Finance Analysis			3,060.00	1
	Total Account	503-18-321-5631	Insurance Allocation	3,060.00	

1	Per Finance			68,640.00	1
	Total Account	503-18-321-5641	Fleet Rental Allocation	68,640.00	

1	Per Finance Analysis			18,720.00	1
	Total Account	503-18-321-5642	Fleet Maintenance Allocation	18,720.00	

1	Finance analysis			33,540.00	1
	Total Account	503-18-321-5651	Building & Operations Allocation	33,540.00	

1	Draft CIP as of 4/06/2016:				1
2	Pacific Lift Station Upgrade			250,000.00	2
3	Poinsettia Sewage Lift Station Replacement and Force Main Replacement			3,000,000.00	3

Fiscal Year 2018
 Level 3
 Fund Wastewater Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 321 Sewer Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		503-18-321-6212	CIP Bldg & Facility - CYr	3,250,000.00
1	Draft CIP as of 4/06/2016:			1
2	Spot Repairs in Areas 5 & 7 Rehabilitation of Gravity Sewer Mains			1,400,000.00 2
3	Spot Repairs in Areas 5, 6 & 7 Rehabilitation of Gravity Sewer Mains			2,600,000.00 3
Total Account		503-18-321-6242	CIP Line Improvememnts - CYr	4,000,000.00
1	Wastewater Refunding Bonds, per debt service schedule.			62,653.00 1
Total Account		503-18-321-7101	Bond Principal	62,653.00
1	Wastewater Refunding Bonds, per debt service schedule.			21,797.00 1
Total Account		503-18-321-7102	Bond Interest	21,797.00
1	Wastewater Refunding Bonds			175.00 1
Total Account		503-18-321-7103	Bond Administration Fee	175.00
Program Total		321	Sewer Maintenance	8,462,328.44
503	Total Wastewater Fund			8,462,328.44

Fiscal Year 2018
 Level 3
 Fund Refuse Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			109,592.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,383.68)	2
	Total Account	510-18-411-4101	Salaries & Allowances	105,208.32	

1	Refuse-related OT for (1) MW I/II			400.00	1
	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	1
	Total Account	510-18-411-4114	Overtime Special Events	1,000.00	

1	0.75 Senior Management Analyst, 0.50 Maintenance Worker I/II			10,761.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(430.44)	2
	Total Account	510-18-411-4201	Group Medical Insurance	10,330.56	

1	0.75 Senior Management Analyst, 0.50 Maintenance Worker I/II			1,589.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(63.56)	2
	Total Account	510-18-411-4202	Medicare	1,525.44	

1	0.75 Senior Management Analyst			3,130.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(125.20)	2
	Total Account	510-18-411-4204	401A Plan City	3,004.80	

1	Per Finance Analysis			1,332.00	1

Fiscal Year 2018
 Level 3
 Fund Refuse Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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			15,242.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(609.68)	2
Total Account		510-18-411-4211	PERS Regular Contributions	14,632.32	
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	1
2	Refuse Collection Contract with Waste Management (residential and commercial service). Seventh year of new contract (July 2017-June 2018). WM contract term from June 1, 2011 - June 30, 2018, plus (2) 1-year optional extensions.~ ~ 2% increase from FY 2016-17.			3,731,000.00	2
3	Special Events Refuse Collection - 3rd party vendor porter refuse collection at Earth Day			5,000.00	3
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	4
5	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	5
6	New in 14-15 per resident demand: (2) Document Shredding events. Waste Management sponsors (1)			2,500.00	6

Fiscal Year 2018
 Level 3
 Fund Refuse Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 411 Refuse Management

Account Number / Title / Budget Line item Descriptions				Amount	
6	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.				6
Total Account		510-18-411-5101	Contract Services	3,792,200.00	
<hr/>					
1	South Bay Business Environmental Coalition (SBBEC) membership for the City of Manhattan Beach.			100.00	1
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	2
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	3
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	4
Total Account		510-18-411-5202	Memberships & Dues	4,325.00	
<hr/>					
1	Refuse Industry Books - for the purchase of books focusing on topics such as refuse management, recycling and sustainable practices.			50.00	1

Fiscal Year 2018
 Level 3
 Fund Refuse Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 411 Refuse Management

Account Number / Title / Budget Line item Descriptions				Amount
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, SCWMMF, HHWIE, etc.)			200.00
3	AB 939 Compliance Training: Training for the Sr. Mgt. Analyst for AB939.			200.00
Total Account		510-18-411-5205	Training, Conferences & Meetings	1,200.00
1	UNIFORM PACKAGE COST PER EMPLOYEE - \$900 x 0.5 employee ~ 5% Prudential uniform increase in FY17-18 per Purchasing Manager~ ~ Uniform cost breakdown:~ Uniforms-\$273 - (package combination of 11 pieces per employee per MOU)~ ~ T-Shirts-\$105 - (5 base shirts + 2 replacement shirts per employee)~ ~ Hat-\$38 - (1 base hat + 1 replacement per employee)~ ~ Safety Jacket-\$88 -(1 per employee)~ ~ Safety Vest-\$22 - (1 per employee per MOU)~ ~ Boot allowance-\$370 - (per employee per MOU)			450.00
Total Account		510-18-411-5206	Uniforms/Safety Equipment	450.00

Fiscal Year 2018
 Level 3
 Fund Refuse Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 411 Refuse Management

Account Number / Title / Budget Line item Descriptions				Amount	
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	1
	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	1
2	Container Replacement Program~ Replace old cans due to wear and tear.			10,000.00	2
3	Promotional and educational items for solid waste reduction programs including Earth Day and Hometown Fair. Assists with meeting AB939 goal. Promotional materials made from recycled material.			5,500.00	3
	Total Account	510-18-411-5217	Departmental Supplies	30,500.00	

1	Business cards to Senior Management Analyst			150.00	1
2	Printing costs related to solid waste outreach. Examples include brochures and information about recycling, municipal codes related to refuse, etc.			1,000.00	2
	Total Account	510-18-411-5225	Printing	1,150.00	

1	Based on history			10,000.00	1
	Total Account	510-18-411-5231	Bank Service Charge	10,000.00	

1	Per Finance, based on trends.			402.00	1
	Total Account	510-18-411-5501	Telephone	402.00	

Fiscal Year 2018
 Level 3
 Fund Refuse Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 411 Refuse Management

Account Number / Title / Budget Line item Descriptions				Amount	
1	Per Finance Analysis			191,142.00	1
	Total Account	510-18-411-5601	Administrative Service Charge	191,142.00	
1	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 ~ 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~	17,000.00	1		

Fiscal Year 2018
 Level 3
 Fund Refuse Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 411 Refuse Management

Account Number /Title / Budget Line item Descriptions				Amount
1	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 Analysis			
		Total Account	510-18-411-5631 Insurance Allocation	24,480.00

	Program Total	411	Refuse Management	4,220,332.44
510	Total Refuse Fund			4,220,332.44

Fiscal Year 2018
 Level 3
 Fund Parking Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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 x 0.6 Meter Repair Worker, 0.2 Electrician			84,790.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(3,391.60) 2
	Total Account	520-18-511-4101	Salaries & Allowances	81,398.40

1	After-Hours overtime for parking meter related issues: 6 hours @\$48/Hour.			288.00 1
	Total Account	520-18-511-4111	Overtime Regular Employees	288.00

1	2 x 0.6 Meter Repair Worker, 0.2 Electrician			23,154.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(926.16) 2
	Total Account	520-18-511-4201	Group Medical Insurance	22,227.84

1	2 x 0.6 Meter Repair Worker, 0.2 Electrician			1,229.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(49.16) 2
3	Part-time Medicare			510.00 3
	Total Account	520-18-511-4202	Medicare	1,689.84

1	Per Finance Analysis			88,080.00 1
	Total Account	520-18-511-4205	Workers Compensation	88,080.00

1	Per Finance Analysis			1,464.00 1
	Total Account	520-18-511-4206	Medical Retirement Contributions	1,464.00

1	2 x 0.6 Meter Repair Worker, 0.2 Electrician			12,718.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(508.72) 2
	Total Account	520-18-511-4211	PERS Regular Contributions	12,209.28

1	Parking Lot/Landscape maintenance Lot#1 10th and			2,640.00 1

Fiscal Year 2018
 Level 3
 Fund Parking Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 511 Street Meters & City Lots and Structure

Account Number /Title / Budget Line item Descriptions	Amount	
1 Bayview. Landscape.		1
2 Parking Lot/Landscape maintenance Lot #2 12th & Bayview.	2,785.00	2
3 Parking Lot/Landscape maintenance Lot #3 12th and Morningside, 3 story structure.	2,570.00	3
4 Parking Lot/Landscape maintenance Lot #4 Rosecrans & Highland, 2 story structure.	2,580.00	4
5 Parking Lot/Landscape maintenance Lot #6 14th & Highland.	2,250.00	5
6 Parking Lot/Landscape maintenance Lot #7 Valley/Ardmore south of MBB.	5,240.00	6
7 Metlox monthly sweeping.	4,050.00	7
8 Landscape for 26th and Vista.	1,840.00	8
9 Parking Lot/Landscape maintenance Lot #8 Valley/Ardmore between 15th & MBB.	9,065.00	9
10 All City Lots Pressure washing Charge.	9,610.00	10
11 Contract extras (plant replacements).	11,580.00	11
12 Recording Secretary for Board of Parking Place Commission Meetings. Hourly rate: \$17.33. 10 hours per month x 12 months.	2,183.00	12
13 Metlox - Plaza (steam, custodial, escalators, elevators, stairwells).	68,860.00	13
14 Plaza extras (Metlox and City Hall).	2,570.00	14
15 Metlox - Fire monitoring (LOGIX).	3,005.00	15
16 Metlox - Fire sprinkler controls (hardware and software) - National Fail Safe Test Elevators.	7,250.00	16
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.	8,690.00	17

Fiscal Year 2018
 Level 3
 Fund Parking Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 511 Street Meters & City Lots and Structure

Account Number /Title / Budget Line item Descriptions	Amount	
18 Metlox - Annex office and restroom janitorial per CleanStreet contract.	3,300.00	18
19 Metlox - Annual pressure test, inspection and fees for elevator - AMTECH.	3,895.00	19
20 Metlox - Annual escalator inspection - AMTECH.	6,335.00	20
21 Metlox- Emergency and inspection generated escalator/elevator calls for repair and code upgrades.	8,250.00	21
22 Metlox - Escalator/Elevator maintenance.	43,845.00	22
23 Metlox- Escalator Replacement Fund (Per Contract) We will reserve \$8151 per year - City funds - \$2,500 Tolkin Funds -total \$10,000. See agreement.	8,560.00	23
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	24
25 Service and Maintenance of Coin Counter Machine Maintenance.	443.00	25
26 Pressure washing charge for Lot M, City Hall, PD/FD, Lot 3, Lot 4, Lot 2. CleanStreet contract @\$9,909 annually.	9,909.00	26
27 Service and Maintenance Repair of Out-of Warranty IPS Meters - 400 Meters @ \$87/Meter.	34,800.00	27
28 Contract Electrician - Metlox Plaza Fountain Electrical Repairs and Upgrades.	3,680.00	28
29 Contract Electrician - Metlox Plaza Lighting Electrical Repairs and Upgrade.	5,520.00	29
30 Contract Electrician - Metlox Parking Level Lighting Electrical Repairs and Upgrades.	7,360.00	30
31 Fountain Maintenance at Civic Center Plaza and Metlox Plaza: Special Cleanings, Extra Maintenance/Repairs.	8,570.00	31

Fiscal Year 2018
 Level 3
 Fund Parking Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 511 Street Meters & City Lots and Structure

Account Number /Title / Budget Line item Descriptions	Amount	
32 Contract Electrician - Lot 3 Upper Level Lighting Repairs/Upgrades.	11,040.00	32
33 Contract Electrician - Civic Center Parking Lighting Repairs/Upgrades.	3,680.00	33
34 Contract Electrician - Parking Lot 2 Parking Lighting Repairs/Upgrades.	3,675.00	34
35 Metlox Plaza Pest Control Service.	4,260.00	35
36 1 cell phone @ \$65/month for Meter Maintenance Worker.	780.00	36
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	10,500.00	37
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)	6,720.00	38
39 CM Approved Supplemental: Metlox Plaza Painting	47,000.00	39
40 CM Approved Supplemental: Metlox Escalator Trellis Replacement (Split 75% City / 25% Metlox LLC). Metlox Reimbursement budgeted in 520-3995.	16,000.00	40
Total Account 520-18-511-5101 Contract Services	610,122.00	
1 UNIFORM PACKAGE COST PER EMPLOYEE \$900 x 2 employees~ 5% Prudential uniform increase in FY17-18 per Purchasing Manager~ Uniform cost breakdown:~ Uniforms \$273 (package combination of 11 pieces	1,712.00	1

Fiscal Year 2018
 Level 3
 Fund Parking Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 511 Street Meters & City Lots and Structure

Account Number /Title / Budget Line item Descriptions			Amount
1	per employee per MOU)~ T Shirts \$108 (5 base shirts + 2 replacement~ shirts per employee)~ Hat - \$38 (1 base hat + 1 replacement per~ employee)~ Safety Jacket \$88 (1 per employee)~ Safety Vest \$22 (1 per employee per MOU)~ Boot allowance \$370 (per employee per MOU)		1
	Total Account	520-18-511-5206	1,712.00

1	Sign replacements/asphalt/wheel stops.		1,575.00
2	Paint supplies, coatings, door repair parts, hardware, etc.:~ Lot 2 (\$500) ~ Lot 3 (\$500) ~ Lot 4 (\$500) ~ Lot M (\$1,800)		3,465.00
3	IPS meter replacement parts:~ Battery packs 500 @ \$34 each~ Lexan top covers 50 @ \$34 each~ Coin validators 75 @ \$79 each~ Key pads 75 @ \$31 each		26,670.00
4	Duncan meter repair parts:~ Housing locks - 100 @ \$38 each~ Comp X locks - 100 @ \$32 each		6,920.00
5	Hand tools:~ Grinder Tips~ Tap/Dies/Drill Bits~ Sockets and Allen Set~ Drill and Screw Driver Batteries		760.00
6	Galvanizing ~ Meter Housings - 60 @ \$31~ Hinge Replacements - 25 @ \$123		2,275.00

Fiscal Year 2018
 Level 3
 Fund Parking Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 511 Street Meters & City Lots and Structure

Account Number / Title / Budget Line item Descriptions				Amount	
7	Metlox Plaza Fountain Electrical Repairs and Upgrades:~ Electrical Controls (\$2,200) - Fountain Lighting (\$2,500)			4,935.00	7
8	Metlox Plaza Lighting Electrical Repairs.			1,260.00	8
9	Metlox Parking Level Lighting Electrical Repairs/Upgrades.			7,560.00	9
10	Fountain Maintenance at Civic Center Plaza and Metlox Plaza: Special Cleanings, Extra Maintenance/Repairs:~ Membrane Filters (\$800) - Pumps (\$4,000) - UV Filters (\$400)			5,460.00	10
11	Lot 3 Top Level Lighting Repairs/Upgrades.			16,200.00	11
12	Lot 3 Middle Level Lighting Repairs/Upgrades.			8,200.00	12
13	Civic Center Parking Lighting Repairs/Upgrades.			6,100.00	13
14	Parking Lot 2 Parking Lighting Repairs/Upgrades.			6,800.00	14
	Total Account	520-18-511-5217	Departmental Supplies	98,180.00	

1	Parking Permit Printing For City Parking Lots.			4,035.00	1
	Total Account	520-18-511-5225	Printing	4,035.00	

1	Based on history			285,000.00	1
	Total Account	520-18-511-5231	Bank Service Charge	285,000.00	

1	Based on trends			108,000.00	1
	Total Account	520-18-511-5266	DMBBPA Allocation	108,000.00	

1	Per Finance, based on trends.			3,920.00	1
	Total Account	520-18-511-5501	Telephone	3,920.00	

1	Per Finance, based on trends.			79,016.00	1

Fiscal Year 2018
 Level 3
 Fund Parking Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 511 Street Meters & City Lots and Structure

Account Number / Title / Budget Line item Descriptions				Amount
Total Account		520-18-511-5502	Electricity	79,016.00
1	Per Finance, based on trends.			3,257.00
Total Account		520-18-511-5503	Natural Gas	3,257.00
1	Per Finance, based on trends.			12,396.00
Total Account		520-18-511-5504	Water	12,396.00
1	Per Finance Analysis			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.			590.00
Total Account		520-18-511-5611	Warehouse Purchases	590.00
1	Finance Analysis			9,960.00
Total Account		520-18-511-5621	Information Systems Allocation	9,960.00
1	Per Finance			6,960.00
Total Account		520-18-511-5641	Fleet Rental Allocation	6,960.00
1	Per Finance Analysis			12,840.00
Total Account		520-18-511-5642	Fleet Maintenance Allocation	12,840.00
1	Draft CIP as of 4/06/2016:			
2	Downtown Parking Facility Capital Investment Plan			100,000.00
Total Account		520-18-511-6212	CIP Bldg & Facility - CYr	100,000.00

Fiscal Year 2018
 Level 3
 Fund Parking Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 511 Street Meters & City Lots and Structure

Account Number / Title / Budget Line Item Descriptions				Amount	
1	Metlox Refunding Bonds, per debt service schedule.			430,000.00	1
	Total Account	520-18-511-7101	Bond Principal	430,000.00	

1	Metlox Refunding Bonds, per debt service schedule.			286,213.00	1
	Total Account	520-18-511-7102	Bond Interest	286,213.00	

1	Metlox Refunding Bonds			1,200.00	1
	Total Account	520-18-511-7103	Bond Administration Fee	1,200.00	

	Program Total	511	Street Meters & City Lots and Structures	2,652,919.36	
520	Total Parking Fund			2,652,919.36	

Fiscal Year 2018
 Level 3
 Fund County Parking Lots Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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 x 0.1 Meter Repair Workers			11,972.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(478.88)	2
	Total Account	521-18-513-4101	Salaries & Allowances	11,493.12	

1	After-Hours overtime for water related emergencies: 4 hours @\$48/Hour.			192.00	1
	Total Account	521-18-513-4111	Overtime Regular Employees	192.00	

1	2 x 0.1 Meter Repair Workers			3,390.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(135.60)	2
	Total Account	521-18-513-4201	Group Medical Insurance	3,254.40	

1	2 x 0.1 Meter Repair Workers			174.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(6.96)	2
	Total Account	521-18-513-4202	Medicare	167.04	

1	Per Finance Analysis			204.00	1
	Total Account	521-18-513-4206	Medical Retirement Contributions	204.00	

1	2 x 0.1 Meter Repair Workers			1,796.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(71.84)	2
	Total Account	521-18-513-4211	PERS Regular Contributions	1,724.16	

1	Landscape maintenance.			8,205.00	1
2	Landscape extras - plant replacements and irrigation repairs, etc.			1,370.00	2
3	Lot sweeping per contract.			3,095.00	3
4	Minor repairs to railings, tiger teeth, bumper			1,400.00	4

Fiscal Year 2018
 Level 3
 Fund County Parking Lots Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 513 County Lot B - 26th St.

Account Number /Title / Budget Line item Descriptions			Amount	
4	blocks, extra sweeping, etc.			4
5	Electrical Contract Services for minor repairs.		1,104.00	5
6	IPS meter administrative charges:~ Transactions (T) = \$0.07/T x 70,400 T = \$4,930 Security/System Mgmt = \$8.40 / meter x 68 meters x 12 months = \$6,855		11,785.00	6
7	Service and Maintenance Repair of Out-of Warranty IPS Meters - 23 Meters @ \$87/Meter.		2,001.00	7
Total Account		521-18-513-5101	Contract Services	28,960.00

1	Sign replacements, wheel stops, asphalt, painting supplies.		2,205.00	1
2	Lighting and electrical supplies.		1,050.00	2
3	Duncan meter repair parts:~ Housing locks - 20 @ \$40 each~ Comp X locks - 20 @ \$31 each		1,142.00	3
4	Hand Tools: ~ Screw Drivers ~ Files ~ Cutting Wheels		110.00	4
5	Galvanizing ~ Meter Housings - 20 @ \$31~ Hinge Replacements - 5 @ \$20		720.00	5
6	IPS meter replacement parts:~ Lexan top covers - 15 @ \$35 each-		525.00	6
Total Account		521-18-513-5217	Departmental Supplies	5,752.00

1	Per Finance, based on trends.		550.00	1
Total Account		521-18-513-5504	Water	550.00

1	Per Finance Analysis		34,551.00	1

Fiscal Year 2018
 Level 3
 Fund County Parking Lots Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 513 County Lot B - 26th St.

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	521-18-513-5601	Administrative Service Charge
				34,551.00
<hr style="border-top: 1px dashed black;"/>				
1	County Lots Land Lease			86,000.00
		Total Account	521-18-513-7301	Land Leases
				86,000.00
<hr style="border-top: 1px dashed black;"/>				
Program Total		513	County Lot B - 26th St.	172,847.72

Fiscal Year 2018
 Level 3
 Fund County Parking Lots Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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 x 0.1 Meter Repair Workers			11,972.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(478.88)	2
	Total Account	521-18-514-4101	Salaries & Allowances	11,493.12	

1	After-Hours overtime for parking meter related emergencies: 12 hours @\$48/Hour.			576.00	1
	Total Account	521-18-514-4111	Overtime Regular Employees	576.00	

1	2 x 0.1 Meter Repair Workers			3,390.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(135.60)	2
	Total Account	521-18-514-4201	Group Medical Insurance	3,254.40	

1	2 x 0.1 Meter Repair Workers			174.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(6.96)	2
	Total Account	521-18-514-4202	Medicare	167.04	

1	Per Finance Analysis			204.00	1
	Total Account	521-18-514-4206	Medical Retirement Contributions	204.00	

1	2 x 0.1 Meter Repair Workers			1,796.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(71.84)	2
	Total Account	521-18-514-4211	PERS Regular Contributions	1,724.16	

1	Landscape maintenance (includes Strand Gardens).			9,375.00	1
2	Landscape extras - tree and plant replacements.			1,710.00	2
3	Street sweeping per contract.			4,675.00	3
4	Contract electrical maintenance includes wiring, fixture and lamp repair.			150.00	4

Fiscal Year 2018
 Level 3
 Fund County Parking Lots Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 514 County Lot C - El Porto

Account Number /Title / Budget Line item Descriptions				Amount	
5	IPS Meter administrative charges:~ Transactions (T) = \$0.07/T x 211,200 Ts / yr = \$14,785 ~ Security/System Mgmt = \$8.40 / meter x 227 meters x 12 months = \$22,880			37,665.00	5
6	Service and Maintenance Repair of Out-of Warranty IPS Meters - 70 Meters @ \$87/Meter.			6,090.00	6
Total Account			521-18-514-5101	Contract Services	
				59,665.00	

1	Asphalt for pavement repairs, concrete for curb and sidewalk repair, stainless steel cable and fittings for rail repair, railing repair parts.			10,500.00	1
2	Replacement signs.			420.00	2
3	Irrigation repairs parts.			525.00	3
4	Electrical repair parts, lamps, wire pull boxes etc.			1,050.00	4
5	Duncan meter repair parts:~ Housing locks - 20 @ \$37~ Comp X locks - 20 @ \$30			1,340.00	5
6	Hand Tools: ~ Bore Brushes~ Small Screw Drivers~ Needle Nose Pliers			120.00	6
7	Galvanizing:~ Galvanized housings - 45 @ \$31~ Hinge Replacements - 5 @ \$19			1,490.00	7
8	IPS meter replacement parts:~ Lexan top covers - 45 @ \$35 each			1,575.00	8
Total Account			521-18-514-5217	Departmental Supplies	
				17,020.00	

1	Per Finance, based on trends.			816.00	1

Fiscal Year 2018
 Level 3
 Fund County Parking Lots Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 514 County Lot C - El Porto

Account Number / Title / Budget Line item Descriptions				Amount
		Total Account	521-18-514-5502 Electricity	816.00

1	Per Finance, based on trends.			1,960.00
		Total Account	521-18-514-5504 Water	1,960.00

1	County Lots Land Lease			350,000.00
		Total Account	521-18-514-7301 Land Leases	350,000.00

Program Total		514	County Lot C - El Porto	446,879.72
521	Total County Parking Lots Fund			619,727.44

Fiscal Year 2018
 Level 3
 Fund State Pier and Parking Lot Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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 x 0.2 Meter Repair Workers			23,943.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(957.72)	2
	Total Account	522-18-512-4101	Salaries & Allowances	22,985.28	

1	After-Hours overtime for parking related emergencies: 40 hours @\$48.00/Hour.			1,920.00	1
2	After-Hours overtime for facilities related emergencies: 40 hours @\$45.12/Hour.			1,804.80	2
3	Rounding			0.20	3
	Total Account	522-18-512-4111	Overtime Regular Employees	3,725.00	

1	2 x 0.2 Meter Repair Workers			6,781.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(271.24)	2
	Total Account	522-18-512-4201	Group Medical Insurance	6,509.76	

1	2 x 0.2 Meter Repair Workers			347.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(13.88)	2
3	Part-time Medicare			210.00	3
	Total Account	522-18-512-4202	Medicare	543.12	

1	Finance Analysis			420.00	1
	Total Account	522-18-512-4206	Medical Retirement Contributions	420.00	

1	2 x 0.2 Meter Repair Workers			3,592.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(143.68)	2
	Total Account	522-18-512-4211	PERS Regular Contributions	3,448.32	

1	Parking Lot / Landscape Maintenance. Landscape.			28,445.00	1

Fiscal Year 2018
 Level 3
 Fund State Pier and Parking Lot Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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.	16,540.00	2
3 Custodial maintenance for Comfort Station and Pier restrooms.	75,020.00	3
4 Custodial maintenance for special events overtime and reg time at the Comfort Station and Pier restrooms.	4,640.00	4
5 Pest control for the Roundhouse. Increased service due to rodent and bug infestation.	2,980.00	5
6 Roll-up shutter repairs and maintenance.	2,820.00	6
7 Glazing and screening.	700.00	7
8 Elevator repairs in Roundhouse.	3,900.00	8
9 Miscellaneous roundhouse and comfort station repairs.	2,100.00	9
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.	7,280.00	10
11 HVAC Maintenance for the Roundhouse. Honeywell Contract.	3,420.00	11
12 Touch up railings.	2,500.00	12
13 Electrical contract service to maintain lighting and other electrical maintenance. Install and remove holiday lighting.	11,040.00	13
14 IPS Meter administrative charges:~ Transactions (T) = \$0.07/T x 123,200 T / yr = \$7,392~ Security/System Mgmt = \$8.40 / meter x 118 meters x 12 months = \$11,328	19,560.00	14
15 Pumpkin Race: Crown Building Maintenance, CLE Electric and Clean Street Porters.	2,290.00	15

Fiscal Year 2018
 Level 3
 Fund State Pier and Parking Lot Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 512 State Lot A - Pier

Account Number /Title / Budget Line item Descriptions	Amount	
16 Service and Maintenance Repair of Out-of Warranty IPS Meters - 35 Meters @ \$87/Meter.	3,045.00	16
17 Pier sewer pump service/maintenance.	2,265.00	17
18 Pier sewer pump station drain, clean and check connections.	2,415.00	18
Total Account 522-18-512-5101 Contract Services	190,960.00	
<hr/>		
1 Electrical wiring replacement.	2,100.00	1
2 Plumbing repair parts - drinking fountains, hose bibs, faucets, flush valves. Multiple repairs required	1,575.00	2
3 Paint-touch up, graffiti removal	500.00	3
4 Cleaning Chemicals - Bleach, Vinegar, Dynamint & Grout/Tile Cleaner	1,315.00	4
5 Pier signage. New signs required	7,350.00	5
6 Irrigation repair parts-heads, controller repair, pipe, and wire.	2,625.00	6
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).	9,410.00	7
8 Pier Railing Maintenance and Repair Supplies~ Railing Parts Tubing and Welding Supplies.	2,100.00	8
9 Lexan top covers 25 @ \$35 each.	875.00	9
10 Hand Tools: ~ Larger Drill Bits~ Pipe Straightening Jaws	115.00	10
11 Galvanizing ~ Meter Housings - 25 @ \$31~ Hinge Replacements - 5 @ \$19	870.00	11
Total Account 522-18-512-5217 Departmental Supplies	28,835.00	

Fiscal Year 2018
 Level 3
 Fund State Pier and Parking Lot Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 512 State Lot A - Pier

Account Number / Title / Budget Line item Descriptions				Amount	
1	Based on history			70,000.00	1
		Total Account	522-18-512-5231 Bank Service Charge	70,000.00	
1	Per Finance, based on trends.			854.00	1
		Total Account	522-18-512-5501 Telephone	854.00	
1	Per Finance, based on trends.			30,952.00	1
		Total Account	522-18-512-5502 Electricity	30,952.00	
1	Per Finance, based on trends.			21,264.00	1
		Total Account	522-18-512-5504 Water	21,264.00	
1	Per Finance Analysis			90,863.00	1
		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.			6,500.00	1
		Total Account	522-18-512-5611 Warehouse Purchases	6,500.00	
1	Draft CIP as of 4/06/2016:				1
2	Pier Lot Safety Lighting			175,000.00	2
		Total Account	522-18-512-6212 CIP Bldg & Facility - CYr	175,000.00	
Program Total		512	State Lot A - Pier	652,859.48	
522	Total State Pier and Parking Lot Fund			652,859.48	

Fiscal Year 2018
 Level 3
 Fund Insurance Reserve Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 13 Human Resources
 Minor Program: 021 Risk Management

Account Number /Title / Budget Line item Descriptions				Amount
021 Risk Management				
1	0.5 Human Resources Director, 0.5 Executive Assistant, Risk Manager, Human Resources Technician			355,865.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(14,234.60) 2
	Total Account	601-13-021-4101	Salaries & Allowances	341,630.40

1	Projected Overtime for one Human Resources Technician for special projects. The special projects include information system implementation and wc file conversion.			1,250.00 1
	Total Account	601-13-021-4111	Overtime Regular Employees	1,250.00

1	0.5 Human Resources Director, 0.5 Executive Assistant, Risk Manager, Human Resources Technician			55,795.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,231.80) 2
	Total Account	601-13-021-4201	Group Medical Insurance	53,563.20

1	0.5 Human Resources Director, 0.5 Executive Assistant, Risk Manager, Human Resources Technician			5,160.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(206.40) 2
	Total Account	601-13-021-4202	Medicare	4,953.60

1	0.5 Human Resources Director, 0.5 Executive Assistant, Risk Manager, Human Resources Technician			14,343.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(573.72) 2
	Total Account	601-13-021-4204	401A Plan City	13,769.28

Fiscal Year 2018
 Level 3
 Fund Insurance Reserve Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 13 Human Resources
 Minor Program: 021 Risk Management

Account Number / Title / Budget Line item Descriptions				Amount	
1	Finance Analysis			1,608.00	1
	Total Account	601-13-021-4206	Medical Retirement Contributions	1,608.00	
<hr/>					
1	0.5 Human Resources Director, 0.5 Executive Assistant, Risk Manager, Human Resources Technician			52,282.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,091.28)	2
	Total Account	601-13-021-4211	PERS Regular Contributions	50,190.72	
<hr/>					
1	EAP (Employee Assistance Program)			8,002.00	1
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	2
3	Emptech - Employment Tax Servicing Corporation (Unemployment Compensation Administrator) ~ Contract period is from 7-1 to 6-30 each year			1,500.00	3
4	US Healthworks - DOT program administration			360.00	4
5	Wellness Programs, including MBFit			40,000.00	5
6	Hotspot Wi-Fi (Risk Manager)			252.00	6
7	AT&T Mobility Cell Phone charge Risk Manager			825.00	7
	Total Account	601-13-021-5101	Contract Services	61,939.00	
<hr/>					
1	COSIPA membership for Risk Manager			100.00	1
2	State PARMA - Regular public agency membership dues are \$150.00 per year			150.00	2
3	PRIMA California Chapter Annual Membership Dues: \$100.00			100.00	3
4	National Association of ADA Coordinators - Individual Associate \$175			175.00	4

Fiscal Year 2018
 Level 3
 Fund Insurance Reserve Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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	525.00
1	Bests Rating Guide -Insurance Ratings			180.00
Total Account		601-13-021-5203	Reference Books & Periodicals	180.00
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	Risk Mgmt. training			3,000.00
3	COSIPA Workers Compensation legislation Conf Meeting-Every March, June, November			500.00
4	CA Dept of Workers Compensation Conference-Every October			700.00
5	CAJPA Conference - Every Sept.~ CAJPA Members: \$300 registration fee + travel expenses			1,500.00
6	PARMA Conference - Every February~ \$300 registration fee (every other year in Nor CAII)			1,500.00
Total Account		601-13-021-5205	Training, Conterences & Meetings	12,200.00
1	Employee safety incentive program			5,000.00
Total Account		601-13-021-5214	Employee Awards & Events	5,000.00
1	Per Finance, based on trends.			8,040.00
Total Account		601-13-021-5501	Telephone	8,040.00
1	Finance analysis			25,440.00

Fiscal Year 2018
 Level 3
 Fund Insurance Reserve Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 13 Human Resources
 Minor Program: 021 Risk Management

Account Number / Title / Budget Line item Descriptions	Amount
Total Account 601-13-021-5651 Building & Operations Allocation	25,440.00

Program Total	021 Risk Management	580,289.20
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Fiscal Year 2018
 Level 3
 Fund Insurance Reserve Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 13 Human Resources
 Minor Program: 022 Liability

Account Number /Title / Budget Line item Descriptions				Amount	
022 Liability					
1	latest updaste from Hr Mar 23, 2016			1,476,000.00	1
2	Cyber Insurance			7,350.00	2
3	ICRMA Liability Program assessment for adverse loss exposure in program years 03/04, 11/12, 12/13, and 13/14.			80,000.00	3
4	ICRMA Liability Program Recapitalization Charge			59,040.00	4
5	Cyber			3,360.00	5
	Total Account	601-13-022-5250	Insurance Premiums	1,625,750.00	

1	Historical claim analysis based current projections and prior years~ capture latest trends and 2016 budget of 689,000 is low for 16-17 & 17-18 HGM			900,000.00	1
	Total Account	601-13-022-5251	Claims Paid	900,000.00	

1	Third-party Administrator			25,600.00	1
	Total Account	601-13-022-5252	Claims Administration	25,600.00	

1	City employee dishonesty bond annual premium for including public officials with a \$2,500 deductible. (limits \$500,000 per employee)			3,200.00	1
2	Bond for Redondo Beach Wellsite			250.00	2
	Total Account	601-13-022-5253	Miscellaneous Bonds/Insurance	3,450.00	

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

1	ICRMA deposit premium (Independent Cities Risk			380,000.00	1

Fiscal Year 2018

Level 3

Fund Insurance Reserve Fund

Department: 13 Human Resources

Minor Program: 022 Liability

CITY OF MANHATTAN BEACH FY 2017-2018 Dept Request Level 3 Itemized Line Item Detail
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Data Date

4/28/2016

11:29:25AM

Account Number /Title / Budget Line item Descriptions	Amount
1 Management Association). Includes Metlox Parking Structure, Police/Fire & Metlox Square.	
Total Account 601-13-022-5255 Property Insurance	380,000.00
<hr/>	
Program Total	2,969,800.00

Fiscal Year 2018
 Level 3
 Fund Insurance Reserve Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 13 Human Resources

Minor Program: 023 Workers Compensation

Account Number / Title / Budget Line item Descriptions				Amount
023 Workers Compensation				
1	ICRMA deposit premium per HR update email 3-23-16			418,000.00
2	ICRMA Workers' Compensation Program Recapitalization Charge			16,720.00
	Total Account	601-13-023-5250	Insurance Premiums	434,720.00

1	Historical claim analysis based current projections and prior years~ assume return to lower level vs fiscal 2014-15 which was significantly higher than normal			2,840,000.00
	Total Account	601-13-023-5251	Claims Paid	2,840,000.00

1	Third-Party Administrator			208,000.00
	Total Account	601-13-023-5252	Claims Administration	208,000.00

1	Finance Analysis			19,860.00
	Total Account	601-13-023-5621	Information Systems Allocation	19,860.00

	Program Total	023	Workers Compensation	3,502,580.00
601	Total Insurance Reserve Fund			7,052,669.20

Fiscal Year 2018
 Level 3
 Fund Information Technology Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 19 Information Technology
 Minor Program: 051 Information Technology

Account Number /Title / Budget Line item Descriptions				Amount
051 Information Technology				
1	Information Technology Director, Information Technology Manager, 2.0 Network Administrators, 3.0 Information Technology Specialists			801,457.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(32,058.28) 2
3	CM Approved Supplemental: Senior Management Analyst			88,392.00 3
	Total Account	605-19-051-4101	Salaries & Allowances	857,790.72

1	One (1) Information Systems Specialist part time 500 hrs x \$30.31/hr = \$15,155			15,155.00 1
2	Two (2) Administrative Interns (Information Technology Department) 1500 hrs x \$13.49/hr x 2 Interns = \$40,470			40,470.00 2
	Total Account	605-19-051-4103	Part Time Employee Salaries	55,625.00

1	Overtime for Network Administrators and I.S. Specialists to provide routine and emergency network support and maintenance (36 hours) that cannot be performed during normal business hours (e.g. Server and Infrastructure upgrades and replacements).			12,029.00 1
2	Overtime for Network Administrator or I.S. Specialist to oversee broadcast contractor during broadcast and web stream of City Council and City meetings, Planning Commission meetings and other community meetings.			23,817.00 2
	Total Account	605-19-051-4111	Overtime Regular Employees	35,846.00

1	Information Technology Director, Information Technology Manager, 2.0 Network Administrators,			120,518.00 1

Fiscal Year 2018
 Level 3
 Fund Information Technology Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 19 Information Technology
 Minor Program: 051 Information Technology

Account Number / Title / Budget Line item Descriptions				Amount	
1	3.0 Information Technology Specialists				1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,820.72)	2
3	CM Approved Supplemental: Senior Management Analyst			7,361.00	3
	Total Account	605-19-051-4201	Group Medical Insurance	123,058.28	

1	Information Technology Director, Information Technology Manager, 2.0 Network Administrators, 3.0 Information Technology Specialists			11,621.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(464.84)	2
3	Part-time Medicare			915.00	3
4	CM Approved Supplemental: Senior Management Analyst			1,282.00	4
	Total Account	605-19-051-4202	Medicare	13,353.16	

1	Information Technology Director, Information Technology Manager, 2.0 Network Administrators, 3.0 Information Technology Specialists			16,076.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(643.04)	2
3	CM Approved Supplemental: Senior Management Analyst			2,190.00	3
	Total Account	605-19-051-4204	401A Plan City	17,622.96	

1	Per Finance Analysis			1,320.00	1
	Total Account	605-19-051-4205	Workers Compensation	1,320.00	

1	Finance Analysis			3,660.00	1
	Total Account	605-19-051-4206	Medical Retirement Contributions	3,660.00	

1	Information Technology Director, Information Technology Manager, 2.0 Network Administrators,			118,472.00	1

Fiscal Year 2018

Level 3

Fund Information Technology Fund

Department: 19 Information Technology

Minor Program: 051 Information Technology

CITY OF MANHATTAN BEACH FY 2017-2018 Dept Request Level 3 Itemized Line Item Detail
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Data Date

4/28/2016

11:29:25AM

Account Number /Title / Budget Line item Descriptions				Amount
1	3.0 Information Technology Specialists			1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(4,738.88) 2
3	CM Approved Supplemental: Senior Management Analyst			13,138.00 3
	Total Account	605-19-051-4211	PERS Regular Contributions	126,871.12
<hr/>				
1	\$11,094 Smartphone and wireless connection for voice and data service plan (increase to support addition of Department Head).			11,094.00 1
2	\$1,422 Broadband mobile connection for IS administration, testing, public WiFi at various City locations (Public Safety Facility, Heights)			1,422.00 2
3	Verizon TV and Internet services for broadcast and network testing.			2,703.00 3
4	Time Warner fiber maintenance services for select City locations (increase to support redundant network).			109,920.00 4
	Total Account	605-19-051-5101	Contract Services	125,139.00
<hr/>				
1	Support for infrastructure, fiber, data, voice, storage and network			32,600.00 1
2	Support for website applications, monthly access, storage, and maintenance ~ Vision Internet \$31,522 (hosting/content management tool)~ GovOutreach \$10,200 (work orders)~ Granicus \$16,800 (video stream)~ SiteAlarm \$5,520 (site maintenance)~ ArchiveSocial \$4,800 (backup solution)~ Nixle \$2,900 (civic engagement)~ Shutterstock \$2,400 (website content)~ HootSuite \$19,500 (social media content management)~			101,442.00 2

Fiscal Year 2018
 Level 3
 Fund Information Technology Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 19 Information Technology
 Minor Program: 051 Information Technology

Account Number / Title / Budget Line item Descriptions				Amount	
2	Peak Democracy \$7,800 (civic engagement)				2
3	Internap Internet access for city-wide Internet connectivity			94,404.00	3
4	Security assessment of network and data infrastructure including Department of Justice and SCADA			20,000.00	4
5	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	5
6	Telephone system maintenance contract (exclusive of adds, moves and changes) and voicemail support.			20,000.00	6
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.			10,000.00	7
8	Broadcast Contract Services (Estimated 500 hours annually at \$100/hr)			50,000.00	8
9	Professional services for broadcasting, audio visual related hardware, software, infrastructure upgrades and/or installations.			15,000.00	9
Total Account		605-19-051-5104	Computer Contract Services	346,446.00	

1	Department Office Supplies			1,150.00	1
Total Account		605-19-051-5201	Office Supplies	1,150.00	

1	Membership to Municipal Information Systems Association of California (MISAC) for Information Systems Manager and IT Director			480.00	1
2	Membership to National Association of Government Webmaster (NAGW) for government web professionals (Information Systems Manager and IT Director)			200.00	2

Fiscal Year 2018
 Level 3
 Fund Information Technology Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 19 Information Technology
 Minor Program: 051 Information Technology

Account Number / Title / Budget Line item Descriptions				Amount	
3	Membership to State of California and Nevada Chapter (SCAN) for broadcasting for IS Manager and IT Director			160.00	3
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	4
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	5
Total Account		605-19-051-5202	Memberships & Dues	2,460.00	
<hr style="border-top: 1px dashed black;"/>					
1	Magazines, books, technical manuals and reference materials for audio visual, network, storage, etc.			500.00	1
Total Account		605-19-051-5203	Reference Books & Periodicals	500.00	
<hr style="border-top: 1px dashed black;"/>					
1	California Association for Public Information Officers (CAPIO) Conference for Information Systems Manager and IT Director; includes registration and travel expenses			2,000.00	1
2	Eden Users Conference for Eden Financial Management System; includes registration and travel expenses for Information Systems Manager and IT Director			5,000.00	2
3	Security Conference for Network Administrator; includes registration and travel expenses; new conference to support AB1149 and PCI compliance			3,700.00	3
4	Municipal Information Systems Associations of California for Information Systems Manager and IT Director; includes registration and travel expenses			1,000.00	4
5	Public CIO Technology Summit for IT Director and			5,000.00	5

Fiscal Year 2018

Level 3

Fund Information Technology Fund

Department: 19 Information Technology

Minor Program: 051 Information Technology

CITY OF MANHATTAN BEACH FY 2017-2018 Dept Request Level 3 Itemized Line Item Detail
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Data Date

4/28/2016

11:29:25AM

Account Number /Title / Budget Line item Descriptions				Amount	
5	IS Manager; includes registration and travel expense				5
6	League of California Cities annual conference for IT Director and IS Manager; includes registration and travel arrangements			3,000.00	6
7	Environmental Systems Research Institute (ESRI) user conference for Information Systems Manager and IT Director; includes registration and travel expenses			2,600.00	7
8	OnBase User Conference for Document Management System; includes registration and travel arrangements for IT Director and IS Manager			9,000.00	8
9	Technical training for IS Division; training is required to maintain skills with evolution of technology and systems			6,500.00	9
10	Enterprise-wide Microsoft office training.			6,000.00	10
	Total Account	605-19-051-5205	Training, Conterences & Meetings	43,800.00	
<hr style="border-top: 1px dashed black;"/>					
1	Citywide replacement and refresh of the following: desktops 76x\$1,200=\$91,200 & 22-inch standard monitors: 76 x \$450 = \$34,200; 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			215,196.00	1
2	Microsoft Enterprise Agreement (EA) for City desktops and laptops: desktop operating system; Microsoft Office Suite (Word, Excel, Access,			103,000.00	2

Fiscal Year 2018
 Level 3
 Fund Information Technology Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 19 Information Technology
 Minor Program: 051 Information Technology

Account Number /Title / Budget Line item Descriptions	Amount	
2 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~ Microsoft Exchange, Microsoft Server and Microsoft SQL ~ Note: Enterprise Agreement is a three year contract established in September 2014 with an annual renewal		2
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, CommVault enterprise backup solution, Adobe enterprise, network storage, etc.	109,670.00	3
4 I.S. Division print consumables i.e. color toner and maintenance kits	10,000.00	4
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, Leightronics etc.	45,000.00	5
Total Account	605-19-051-5210	Computers, Supplies & Software
	482,866.00	
1 Desktop, printers and other peripherals maintenance and upgrades	8,000.00	1
2 Uninterruptable power supplies (UPS) for network servers, routers, switches	10,000.00	2
3 Minor adds, moves and changes to network infrastructure (\$650 per data add/move/change)	2,600.00	3

Fiscal Year 2018
 Level 3
 Fund Information Technology Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 19 Information Technology
 Minor Program: 051 Information Technology

Account Number / Title / Budget Line item Descriptions				Amount	
4	Wireless Access Points (WAP) replacements (as needed) at City facilities			3,740.00	4
	Total Account	605-19-051-5213	Computer Maintenance & Repairs	24,340.00	
1	Departmental Supplies i.e. business cards, asset tags, ergonomic office items			1,000.00	1
	Total Account	605-19-051-5217	Departmental Supplies	1,000.00	
1	Printing (Business Cards, Maps, etc.)			500.00	1
	Total Account	605-19-051-5225	Printing	500.00	
1	Per Finance, based on trends.			2,513.00	1
	Total Account	605-19-051-5501	Telephone	2,513.00	
1	Based on historical data			300.00	1
	Total Account	605-19-051-5611	Warehouse Purchases	300.00	
1	Per Finance Analysis			15,480.00	1
	Total Account	605-19-051-5631	Insurance Allocation	15,480.00	
1	Finance analysis			38,160.00	1
	Total Account	605-19-051-5651	Building & Operations Allocation	38,160.00	
1	Citywide replacement and refresh of City network equipment i.e. servers, switches			63,709.00	1
	Total Account	605-19-051-6141	Computer Equipment & Software	63,709.00	
Program Total		051	Information Technology	2,383,510.24	

Fiscal Year 2018
Level 3
Fund Information Technology Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
11:29:25AM

Department: 19 Information Technology
Minor Program: 051 Information Technology

<u>Account Number / Title / Budget Line item Descriptions</u>	<u>Amount</u>
605 Total Information Technology Fund	<u><u>2,383,510.24</u></u>

Fiscal Year 2018
 Level 3
 Fund Fleet Management Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 611 Fleet Maintenance

Account Number /Title / Budget Line item Descriptions				Amount
611 Fleet Maintenance				
1	Equipment Maintenance Supervisor, 2.0 Equipment Mechanic I/II			257,655.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(10,306.20) 2
	Total Account	610-18-611-4101	Salaries & Allowances	247,348.80

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 1
	Total Account	610-18-611-4111	Overtime Regular Employees	2,140.00

1	Equipment Maintenance Supervisor, 2.0 Equipment Mechanic I/II			32,585.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,303.40) 2
	Total Account	610-18-611-4201	Group Medical Insurance	31,281.60

1	Equipment Maintenance Supervisor, 2.0 Equipment Mechanic I/II			2,353.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(94.12) 2
	Total Account	610-18-611-4202	Medicare	2,258.88

1	Equipment Maintenance Supervisor, 2.0 Equipment Mechanic I/II			2,363.00 1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(94.52) 2
	Total Account	610-18-611-4204	401A Plan City	2,268.48

1	Per Finance Analysis			72,420.00 1
	Total Account	610-18-611-4205	Workers Compensation	72,420.00

Fiscal Year 2018
 Level 3
 Fund Fleet Management Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 611 Fleet Maintenance

Account Number /Title / Budget Line item Descriptions				Amount	
1	Finance Analysis			3,216.00	1
	Total Account	610-18-611-4206	Medical Retirement Contributions	3,216.00	

1	Equipment Maintenance Supervisor, 2.0 Equipment Mechanic I/II			38,108.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,524.32)	2
	Total Account	610-18-611-4211	PERS Regular Contributions	36,583.68	

1	Parts, washing machines serviced by Safety Kleen. Reduced to one (1) washing machine.			1,170.00	1
2	Demurrage (rent) on acetylene & oxygen welding tanks and supplies.			1,045.00	2
3	Hazardous waste disposal for two City Yard clarifiers. Includes vacuum service and disposal. Vac-Con truck cannot be cleaned out by Utilities Division.			5,865.00	3
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.			540.00	4
5	Hazardous waste generator fees. Annual expense for generating hazardous waste. Monies paid to State Board of Equalization, Environmental Fees Division (Mandated).			810.00	5
6	Cleaning of fuel tanks to remove contaminants in fuel. One (1) time annually (May/June) based on BMP.			4,180.00	6
7	Care Station Hepatitis "B" shots due to working on sewer equipment (Precautionary measure).			210.00	7
8	LA County ,State Board of equalization special taxes and fees division,and CUPA permit fees for			5,385.00	8

Fiscal Year 2018
 Level 3
 Fund Fleet Management Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 611 Fleet Maintenance

Account Number /Title / Budget Line item Descriptions	Amount	
8 underground storage tanks located at City Hall, and Public Works Facility. (Mandated)		8
9 UPS Shipping costs. Emergency vehicles' electronic components to manufacture for repair.	105.00	9
10 Phone \$40 per month x 12 (Fleet Supervisor)	560.00	10
11 Repairs of hoists, air compressors, and brake lathe.	1,785.00	11
12 Car Washing (Red Carpet) - paid once every fiscal year.	3,590.00	12
13 CNG fuel station maintenance.	5,580.00	13
14 Underground Storage Tank Inspection Service for tanks at PW and City Hall - Certified Operator (Mandated monthly inspections and annual training).	3,070.00	14
15 Annual fueling system software service agreement with E.J. Ward. (Paid in Feb/Mar) (Increase based on actual billing amount).	4,965.00	15
16 Towing Service for City vehicles. Cost is per tow for wrecks and breakdowns. Some towing costs recoverable. Based on historical use.	8,315.00	16
17 Equipment rental; as needed if City equipment is expected to be out of service for repairs for more than a few days.	3,675.00	17
18 Zonar GPS tracking for 38 Public Works and 6 community development vehicles. Increase in FY16-17 due to purchase of tracking for additional cars.	14,170.00	18
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	68,250.00	19
20 Repairs to fuel tanks/fuel dispensing systems.	4,700.00	20
21 Outside automotive repairs: Includes transmission	81,035.00	21

Fiscal Year 2018
 Level 3
 Fund Fleet Management Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 611 Fleet Maintenance

Account Number / Title / Budget Line item Descriptions				Amount	
21	overhauls, large truck repairs, suspension work, truck certifications, police vehicles: black and white setups, other specialized repairs and vehicle detailing. Moved from 610-18-611-5221 in FY15-16.				21
	Total Account	610-18-611-5101	Contract Services	219,005.00	
1	Yearly software application updates to Fleet Software System: RTA (Ron Turley & Assoc.) application.			2,310.00	1
2	Annual renewal and yearly upgrades for fleet maintenance repair scanner software.			945.00	2
3	ALLDATA maintenance repair software.			1,575.00	3
	Total Account	610-18-611-5104	Computer Contract Services	4,830.00	
1	MEMA (Mechanical Equipment Maintenance Assn) Annual Membership			305.00	1
2	Maintenance Superintendent Association			85.00	2
	Total Account	610-18-611-5202	Memberships & Dues	390.00	
1	Automotive technical training.			630.00	1
2	Fleet software Training for PW Staff			3,000.00	2
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			170.00	3
4	Municipal Equipment Maintenance Assoc. (MEMA) - General monthly meetings and Annual Tradeshow for Equipment Maintenance Supervisor			165.00	4
	Total Account	610-18-611-5205	Training, Conterences & Meetings	3,965.00	
1	UNIFORM PACKAGE COST PER EMPLOYEE - \$900 x 2.5			2,250.00	1

Fiscal Year 2018
 Level 3
 Fund Fleet Management Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 611 Fleet Maintenance

Account Number /Title / Budget Line item Descriptions				Amount	
1	employees~ 5% Prudential uniform increase in FY16-17 per Purchasing Manager~ ~ Uniform cost breakdown:~ Uniforms-\$273 - (package combination of 11 pieces per employee per MOU)~ ~ T-Shirts-\$105 - (5 base shirts + 2 replacement shirts per employee)~ ~ Hat-\$38 - (1 base hat + 1 replacement per employee)~ ~ Safety Jacket-\$88 -(1 per employee)~ ~ Safety Vest-\$22 - (1 per employee per MOU)~ ~ Boot allowance-\$370 - (per employee per MOU)				1
2	Prudential Fleet Extras~~ Towels, mats, dust control (\$36.75 per month)			540.00	2
	Total Account	610-18-611-5206	Uniforms/Safety Equipment	2,790.00	

1	Tool allowance for 2 Mechanics, per MOU.			1,400.00	1
	Total Account	610-18-611-5209	Tools & Minor Equipment	1,400.00	

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	1

Fiscal Year 2018
 Level 3
 Fund Fleet Management Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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).			75,965.00	2
	Total Account	610-18-611-5217	Departmental Supplies	84,465.00	
1	Business cards for Fleet Supervisor			150.00	1
2	Operating Reporting Forms (vehicle forms)			1,315.00	2
	Total Account	610-18-611-5225	Printing	1,465.00	
1	Gasoline: 34,000 Gallons of 89 Octane x \$3.95			134,300.00	1
2	Gasoline: 49,000 gallons of 87 Octane x \$3.80			186,200.00	2
3	Gasoline: 11,000 gallons of Diesel Fuel x \$4.15			45,650.00	3
4	Propane 1,500 Gallons x \$2.00			3,000.00	4
5	Engine oil for gas and diesel engines, transmission oil A.T.F. (automatic, and rear axle and mechanical transmission oil.			5,665.00	5
6	CNG therms used and Clean Energy (outside fueling station) use.			11,845.00	6
7	Automotive fuel purchases made with gasoline credit cards due to Yard fueling station repairs/testing. (Chevron USA and Shell Oil Co.)			15,450.00	7
	Total Account	610-18-611-5226	Automotive Fuel	402,110.00	
1	Warehouse purchases based on historical data.			800.00	1
	Total Account	610-18-611-5611	Warehouse Purchases	800.00	
1	For the purchase of automotive parts through the City warehouse.			25,000.00	1

Fiscal Year 2018
 Level 3
 Fund Fleet Management Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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				29,820.00	1
		Total Account	610-18-611-5621	Information Systems Allocation	29,820.00	

1	Per Finance Analysis				9,240.00	1
		Total Account	610-18-611-5631	Insurance Allocation	9,240.00	

Program Total		611	Fleet Maintenance		1,182,797.44	

Fiscal Year 2018
 Level 3
 Fund Fleet Management Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 621 Fleet Replacement

Account Number /Title / Budget Line item Descriptions				Amount
621	Fleet Replacement			
1	Fire truck #702 Hook & Ladder			1,200,000.00 1
2	Honda motrocycle #617			48,323.00 2
3	Silverado 4WD #710			72,000.00 3
4	Bobcat Trailer #1068			17,149.00 4
5	PD44 T3 Scooter (Police)			19,805.00 5
6	PD 43 T3 Scooter (Police)			19,805.00 6
7	Grimmerschmidt Air Compressor S61 added to existing vehicle (streets)			16,000.00 7
8	Grimmerschmidt Air Compressor W56 added to existing vehicle (water)			16,000.00 8
9	Stanley HYD Pump w56 attached to exiting truck			9,837.00 9
10	Camry Hybrid #101 (Fire)			58,468.00 10
11	Ford Ranger #250 (Comm Dev)			25,652.00 11
12	Ford Escape #302 (Police)			62,981.00 12
13	Ford Escape # 303 (Police)			53,838.00 13
14	Ford Escape #305 (Comm Dev)			53,838.00 14
15	Ford Escape # 308 (Comm Dev)			53,838.00 15
16	F-250 Utility W Utility Bed #377 (Water)			71,135.00 16
17	Chevy Tahoe 2 whl drive #393 (Police)			66,897.00 17
18	Ford F350 Steam Truck #513 (Streets)			171,487.00 18
19	Honda 2009 ST 1300PA9 #619 (Police)			48,323.00 19
	Total Account	610-18-621-6131	Vehicles	2,085,376.00

1	Vehicle Lease Per Schedule			147,507.00 1
2	New Fire ladder truck cost \$1,200,000 2.5% for 5 years			228,296.00 2
	Total Account	610-18-621-7302	Property & Equipment Principal	375,803.00

Fiscal Year 2018
 Level 3
 Fund Fleet Management Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 621 Fleet Replacement

Account Number /Title / Budget Line item Descriptions				Amount	
1	Vehicle Lease Per Schedule			1,095.00	1
2	New Fire ladder truck cost \$1,200,000 2.5% for 5 years			30,000.00	2
		Total Account	610-18-621-7303	Property & Equipment Interest	31,095.00
<hr/>					
Program Total		621	Fleet Replacement	2,492,274.00	
610	Total Fleet Management Fund			3,675,071.44	

Fiscal Year 2018
 Level 3
 Fund Building Maintenance & Operations Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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 1
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 2
3	Coffee Service service for City employees			30,180.00 3
4	Plant Service. Maintenance \$3,285/yr + allowance for replacement \$700.			3,985.00 4
5	Water Service.			10,900.00 5
	Total Account	615-12-042-5101	Contract Services	134,367.00

1	Automotive parts inventory when just-in-time (JIT) deliveries aren't sufficient. Manufacturers increases.			26,000.00 1
	Total Account	615-12-042-5211	Automotive Parts	26,000.00

1	Warehouse Purchases as anticipated based upon department requests which include mutt mitts for dog parks and janitorial supplies for additional events. Increased events equates to more supplies.			90,000.00 1
	Total Account	615-12-042-5222	Warehouse Inventory Purchases	90,000.00

1	Paper for shared City Hall multi-function copiers. Higher volume than previous years.			10,200.00 1
	Total Account	615-12-042-5611	Warehouse Purchases	10,200.00

Program Total		042	General Services	260,567.00

Fiscal Year 2018
 Level 3
 Fund Building Maintenance & Operations Fund

CITY OF MANHATTAN BEACH
 FY 2017-2018
 Dept Request Level 3
 Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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, 4.0 Building Repair Craftsperson			348,146.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(13,925.84)	2
	Total Account	615-18-041-4101	Salaries & Allowances	334,220.16	

1	Emergency Repairs, Standby, and work after hours. 250 hours @ \$50.00 per hour.			12,480.00	1
	Total Account	615-18-041-4111	Overtime Regular Employees	12,480.00	

1	Maintenance Worker IV, 4.0 Building Repair Craftsperson			48,326.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(1,933.04)	2
	Total Account	615-18-041-4201	Group Medical Insurance	46,392.96	

1	Maintenance Worker IV, 4.0 Building Repair Craftsperson			5,048.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(201.92)	2
	Total Account	615-18-041-4202	Medicare	4,846.08	

1	Maintenance Worker IV, 4.0 Building Repair Craftsperson			2,185.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(87.40)	2
	Total Account	615-18-041-4204	401A Plan City	2,097.60	

1	Per Finance Analysis			1,320.00	1
	Total Account	615-18-041-4205	Workers Compensation	1,320.00	

1	Finance Analysis			4,740.00	1

Fiscal Year 2018
 Level 3
 Fund Building Maintenance & Operations Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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	
<hr/>					
1	Maintenance Worker IV, 4.0 Building Repair Craftsperson			52,096.00	1
2	Budget prep roll adjustment. 03/26/16 11:34 am			(2,083.84)	2
Total Account		615-18-041-4211	PERS Regular Contributions	50,012.16	
<hr/>					
1	HVAC Maintenance (Honeywell Evergreen Contract): 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			187,635.00	1
2	Automatic Entrance Doors Preventative			14,670.00	2

Fiscal Year 2018
 Level 3
 Fund Building Maintenance & Operations Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

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 ~ Main Entrance Double Doors - Sensor, Controls & Motor Repairs - Projected ~ West Entrance Handicap Entrance Door - Sensor, Controls & Motor Repairs - Projected~ Garage Entrance Handicap Entrance Door - Sensor, Controls & Motor Repairs - Projected ~ City Hall Annex (Post Office) Doors Quarterly Service:North Entry Double Doors South Entry Double Doors ~ Joslyn Center Sliding East Entry Door Quarterly Service ~ Joslyn Center Sliding East Entry Door Sensor, Controls and Motor Repairs - Projected ~ Manhattan Heights Sliding West Entry Door Quarterly Service ~ Manhattan Heights Sliding West Entry Door Sensor, Sensor, Controls & Motor Replacement - Projected		2
3 Overhead and Sectional Door Contract; and Police Jail Door Maintenance~ City Hall & City Hall Parking - 6 Roll-up Doors Fire Station 1 - 8 Apparatus Bay Overhead Doors Fire Station 1 - 1 Rolling Gate ~ Police Station - 22 Jail/Secure Doors ~ Police Station Street Entry - 2 Rolling Gates ~ Police Station Garage Entry & Exit - Roll-up Gates ~ Fire Station 2 - 2 Apparatus Bay Overhead Doors Public Works Yard = 31 Various Types of Sliding & Overhead Doors ~ Marine Avenue Park Roll-up Doors ~	48,840.00	3

Fiscal Year 2018
 Level 3
 Fund Building Maintenance & Operations Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number /Title / Budget Line item Descriptions	Amount	
3 Marine Sports Complex Roll-up Doors		3
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 ~ City Hall Handicap Lift ~ Public Safety PD Elevator ~ Public Safety Parking Lot Elevator ~ Marine Ave Sports Complex Handicap Lift ~ Joslyn Center Stage Handicap Lift	22,020.00	4
5 Janitorial Maintenance - ~ City Hall ~ Public Works ~ Police & Fire Admin. Department ~ Police Jail OPS ~ City Hall Annex (Post Office) ~ Public Works Facility Warehouse	144,850.00	5
6 Janitorial extras for City Hall, PD, Annex, PW. City Hall Carpet:~ Upper Level - Biannually ~ Lower Level - Biannually ~ Council Chambers - Biannually ~ Shampoo City Hall chairs in office areas - 230 chairs - City Council chambers - 108 chairs ~~ City Hall Hard Floors: Travertine Strip, Wash, Seal & Buff - Biannually ~ City Hall Restrooms - Deep Clean & Acid Wash Grout - Biannually ~ City Hall Window Interiors - Biannually ~ City Hall Window Exteriors - Quarterly ~ City Hall Annex (Post Office) Deep Clean & Buff All Common Floors - Quarterly ~ Public Safety Windows Interiors - Biannually ~	64,375.00	6

Fiscal Year 2018
 Level 3
 Fund Building Maintenance & Operations Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

<u>Account Number /Title / Budget Line item Descriptions</u>		<u>Amount</u>	
6	Public Safety Windows Exteriors - Biannually ~ Public Safety Restrooms Deep Clean & Acid Wash Grout - Biannually ~ Public Safety Carpet - Biannually ~ Public Safety Hard Surfaces: ~ Travertine Seal & Buff - Biannually~ VCT Flooring Strip & Wax - Biannually ~ Public Works Facility Windows Interiors - Biannually~ Public Works Windows Exteriors - Biannually ~ Public Works Restrooms Quarterly ~ Public Works Carpet - Biannually ~ Public Works Hard Surfaces - Quarterly		6
7	Pest Control - Major Increase in Service Due to Rodent & Insect Infestations~ City Hall Interior ~ City Hall Exterior ~ Public Safety Interior ~ Public Safety Exterior ~ Public Works Interior ~ Public Works Exterior ~ Fire Station - 2 Interior ~ Fire Station - 2 Exterior ~ Joslyn Center Interior ~ Joslyn Center Exterior ~ LOP Buildings/Scout House Interiors ~ LOP Buildings/Scout House Exteriors ~ Manhattan Heights Buildings Interiors ~ Manhattan Heights Buildings Exteriors ~ Marine Ave Park Buildings Interiors~ Marine Ave Park Buildings Exteriors ~ Sports Complex Buildings Interiors ~ Sports Complex Buildings Exteriors	33,475.00	7
8	Replacement glass and repairs	2,895.00	8
9	Emergency & Preventative Drain Jetting & Rooter	6,300.00	9

Fiscal Year 2018
 Level 3
 Fund Building Maintenance & Operations Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number /Title / Budget Line item Descriptions	Amount	
9 Service		9
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	4,830.00	10
11 Extras for unknown maintenance. (Based on historical use).~ May include: HVAC coil replacements, pump motors, extra pest control service, door repair.	15,960.00	11
12 Phones for Supervisor, 4* Building Repair Technicians~ Supervisor iPhone, 4 Building Repair Technicians	3,430.00	12
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	13,925.00	13
14 Public Works Facility Street Sweeping~	3,730.00	14

Fiscal Year 2018
 Level 3
 Fund Building Maintenance & Operations Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number /Title / Budget Line item Descriptions	Amount	
14 Yard Sweeping 3 times per week.		14
15 Public Safety Miscellaneous~ bumper blocks, lamps, appliance repairs, plumbing repairs, alarming maintenance, fire suppression maintenance; fixed sprinklers, and misc. rental equipment.	11,955.00	15
16 Fire Alarm & Security Monitoring: Logix Monitoring ~ City Hall Fire Alarm ~ Creative Arts Center Security ~ Manhattan Heights Fire Alarm~ Joslyn Center Fire Alarm ~ Historical House	4,200.00	16
17 Weekly Floor Mat Service~ City Hall ~ Public Safety ~ Public Works	4,095.00	17
18 Electrical contract service	89,525.00	18
19 Wall Coating Maintenance for Restrooms~ Spot maintenance, painting doors and walls~~ Shed door replacements	16,580.00	19
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	13,915.00	20
21 Tree Trimming	6,105.00	21
22 Duct Cleaning for:~ City Hall~ Public Works Yard~ Manhattan Heights~ Public Safety Facility (PD/FD)	35,000.00	22

Fiscal Year 2018
 Level 3
 Fund Building Maintenance & Operations Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number /Title / Budget Line item Descriptions			Amount		
Total Account		615-18-041-5101	Contract Services	748,310.00	
1	Training for Facilities Supervisor~~ Computer Program Training			1,200.00	1
2	Employee Training~ Crane certification, locksmith classes, jail lock training, HVAC training, computer program classes			3,300.00	2
Total Account		615-18-041-5205	Training, Conterences & Meetings	4,500.00	
1	UNIFORM PACKAGE COST PER EMPLOYEE - \$900 x 4 employees~ 5% Prudential uniform increase in FY16-17 per Purchasing Manager~ ~ Uniform cost breakdown:~ Uniforms-\$273 - (package combination of 11 pieces per employee per MOU)~ ~ T-Shirts-\$105 - (5 base shirts + 2 replacement shirts per employee)~ ~ Hat-\$38 - (1 base hat + 1 replacement per employee)~ ~ Safety Jacket-\$88 -(1 per employee)~ ~ Safety Vest-\$22 - (1 per employee per MOU)~ ~ Boot allowance-\$370 - (per employee per MOU)			3,600.00	1
Total Account		615-18-041-5206	Uniforms/Safety Equipment	3,600.00	
1	Ad space for project bid notices			1,000.00	1

Fiscal Year 2018
 Level 3
 Fund Building Maintenance & Operations Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number / Title / Budget Line item Descriptions			Amount	
Total Account		615-18-041-5207 Advertising	1,000.00	
1	AutoCAD2016 License x 1 employees		1,000.00	1
Total Account		615-18-041-5210 Computers, Supplies & Software	1,000.00	
1	Door Hardware - Keys, Locks, Hinges, Closers, Door Stops, Thresholds & Card Keys.		17,010.00	1
2	Paint - Interior, Exterior, Special Coatings, Painting Tools & Preparation Materials.		14,440.00	2
3	Lumber, Drywall, Laminates, Miscellaneous Hardware, & Floor & Wall Tile.		25,410.00	3
4	Doors, Windows, Restroom Partitions, Restroom/Kitchen Fixtures and Hardware		32,920.00	4
5	Plumbing - Valves, Faucets, Sinks, Water Heaters & Other Plumbing Supplies.		10,625.00	5
6	Electrical-ballasts, lamps, wire, switches, etc.		30,030.00	6
7	Signage-information directories.		5,200.00	7
8	Janitorial supplies-paper goods, chemicals, deodorizers, cleaners, etc.		1,760.00	8
9	Holiday LED Lighting Replacements City Hall - \$2,600 Public Safety - \$2,250		5,605.00	9
10	Appliance Replacement Costs		7,150.00	10
11	SCAQMD Permit Fees (State Mandated)~ Service Station: Storage and Dispensing~ PW Generator~ City Hall Generator~ Fire Dept. Generator~ PSF Generator~ Mobile Generator		6,670.00	11
12	Tools; such as: cordless drill motors/batteries, drain auger cables, saw blades, and expendable drill bits and router bits		5,600.00	12

Fiscal Year 2018
 Level 3
 Fund Building Maintenance & Operations Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number / Title / Budget Line item Descriptions				Amount	
13	Ceiling repairs			13,125.00	13
14	Ceramics Storage			10,000.00	14
	Total Account	615-18-041-5217	Departmental Supplies	185,545.00	

1	Business cards for Facilities Supervisor.			150.00	1
	Total Account	615-18-041-5225	Printing	150.00	

1	Per Finance, based on trends.			854.00	1
	Total Account	615-18-041-5501	Telephone	854.00	

1	Per Finance, based on trends.			111,810.00	1
	Total Account	615-18-041-5502	Electricity	111,810.00	

1	Per Finance, based on trends.			4,551.00	1
	Total Account	615-18-041-5503	Natural Gas	4,551.00	

1	Per Finance, based on trends.			12,240.00	1
	Total Account	615-18-041-5504	Water	12,240.00	

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	1
	Total Account	615-18-041-5611	Warehouse Purchases	19,000.00	

1	I.S. allocation analysis			29,820.00	1
	Total Account	615-18-041-5621	Information Systems Allocation	29,820.00	

Fiscal Year 2018
 Level 3
 Fund Building Maintenance & Operations Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works
 Minor Program: 041 Bldg & Grounds Maintenance

Account Number / Title / Budget Line item Descriptions				Amount
1	Per Finance Analysis			31,680.00
		Total Account	615-18-041-5641	31,680.00
			Fleet Rental Allocation	

1	Per Finance Analysis			30,000.00
		Total Account	615-18-041-5642	30,000.00
			Fleet Maintenance Allocation	

	Program Total	041	Bldg & Grounds Maintenance	1,640,168.96
615	Total Building Maintenance & Operations Fund			1,900,735.96

Fiscal Year 2018
 Level 3
 Fund Special Assessment Redemption Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 18 Public Works

Minor Program: 021 Civil Engineering

Account Number / Title / Budget Line item Descriptions				Amount	
021 Civil Engineering					
1	UAD Bonds, per debt service schedule			<u>615,000.00</u>	1
	Total Account	710-18-021-7101	Bond Principal	<u>615,000.00</u>	

1	UAD Bonds, per debt service schedule			<u>324,439.00</u>	1
	Total Account	710-18-021-7102	Bond Interest	<u>324,439.00</u>	

1	UAD Bonds, per debt service schedule			<u>8,000.00</u>	1
	Total Account	710-18-021-7103	Bond Administration Fee	<u>8,000.00</u>	

	Program Total	021	Civil Engineering	<u>947,439.00</u>	
710	Total Special Assessment Redemption Fund			<u><u>947,439.00</u></u>	

Fiscal Year 2018
 Level 3
 Fund Pension Trust Fund

CITY OF MANHATTAN BEACH
FY 2017-2018
Dept Request Level 3
Itemized Line Item Detail

Data Date 4/28/2016
 11:29:25AM

Department: 12 Finance
 Minor Program: 011 Administration

Account Number / Title / Budget Line item Descriptions				Amount
011 Administration				
1	Per Finance Analysis			21,900.00
		Total Account	801-12-011-4120 Supplemental Pension Plan	21,900.00

1	Per Finance Analysis			54,000.00
		Total Account	801-12-011-4121 Single Highest Year Plan	54,000.00

1	Per Finance Analysis			28,000.00
		Total Account	801-12-011-4124 Fire Retiree's Health Ins	28,000.00

1	Per Finance Analysis			87,000.00
		Total Account	801-12-011-4125 Police Retiree's Health Plan	87,000.00

1	Per Finance Analysis			53,000.00
		Total Account	801-12-011-4126 Miscellaneous Retirees Health Plan	53,000.00

	Program Total		011 Administration	243,900.00
801	Total Pension Trust Fund			243,900.00
City Totals				133,108,378.57