

## City Council Adjourned Regular Meeting

**Budget Study Session**

**Tuesday, May 8, 2018**

**6:00 PM**

**City Council Chambers**



***Mayor Amy Howorth***

***Mayor Pro Tem Steve Napolitano***

***Councilmember Nancy Hersman***

***Councilmember Richard Montgomery***

***Councilmember David Lesser***

Executive Team

Bruce Moe, City Manager

Quinn Barrow, City Attorney

Derrick Abell, Police Chief

Derrick Abell, Acting Fire Chief

Steve Charelian, Interim Finance Director

Stephanie Katsouleas, Public Works Director

Mark Leyman, Parks & Recreation Director

Anne McIntosh, Community Development Director

Liza Tamura, City Clerk

Sanford Taylor, Information Technology Director

Teresia Zadroga-Haase, Human Resources Director

**MISSION STATEMENT:**

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

## **MANHATTAN BEACH'S CITY COUNCIL WELCOMES YOU!**

*Your presence and participation contribute to good city government.*

*By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, this agenda provides an early opportunity for public comments under "Public Comments," at which time speakers may comment on any matter within the subject matter jurisdiction of the City Council, including items on the agenda.*

*Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the City's website at [www.citymb.info](http://www.citymb.info), the Police Department located at 420 15th Street, and are also on file in the Office of the City Clerk for public inspection. Any person who has any question concerning any agenda item may call the City Clerk's office at (310) 802-5056.*

*Meetings are broadcast live through Manhattan Beach Local Community Cable, Channel 8 (Chapter Spectrum), Channel 35 (Frontier Communications), and live streaming via the City's website.*

*In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Office of the City Clerk at (310) 802-5056 (voice) or (310) 546-3501 (TDD). The City also provides closed captioning of all its Regular City Council Meetings for the hearing impaired.*

## **CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING**

*I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, state under penalty of perjury that this notice/agenda was posted on Wednesday, May 2, 2018, on the City's Website and on the bulletin boards of City Hall, Joslyn Community Center and Manhattan Heights.*

## **BELOW ARE THE AGENDA ITEMS TO BE CONSIDERED.**

### **A. CALL MEETING TO ORDER**

### **B. PLEDGE TO THE FLAG**

### **C. ROLL CALL**

### **D. PUBLIC COMMENTS (3 MINUTES PER PERSON)**

*Speakers may provide public comments on any matter that is within the subject matter jurisdiction of the City Council, including items on the agenda. The Mayor may determine whether an item is within the subject matter jurisdiction of the City Council. While all comments are welcome, the Brown Act does not allow City Council to take action on any item not on the agenda. Each speaker may speak for up to 3 minutes.*

*Please complete the "Request to Address the City Council" card by filling out your name, city of residence, the item(s) you would like to offer public comment, and returning it to the City Clerk.*

**E. GENERAL BUSINESS**

1. Presentation of Proposed Two-Year Operating Budget for Fiscal Years 2019 and 2020 (Interim Finance Director Charelian). [18-0207](#)

**RECEIVE REPORT AND PROVIDE DIRECTION**

**Attachments:** [Proposed Biennial Budget for FY 2019 & FY 2020](#)  
[FY 2019 & FY 2020 Proposed Budget Historical General Fund Comparison](#)  
[FY 2019 & FY 2020 Parks and Recreation Self-Sustaining Programs Update](#)

**F. ADJOURNMENT**





**Agenda Date:** 5/8/2018

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Steve S. Charelian, Interim Finance Director

Henry Mitzner, Controller

Libby Bretthauer, Financial Analyst

**SUBJECT:**

Presentation of Proposed Two-Year Operating Budget for Fiscal Years 2019 and 2020 (Interim Finance Director Charelian).

**RECEIVE REPORT AND PROVIDE DIRECTION**

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**RECOMMENDATION:**

Staff recommends the City Council receive the presentations by each Department and provide direction in advance of the Public Hearing and Budget Adoption scheduled for June 19, 2018.

**FISCAL IMPLICATIONS:**

The City's FY 2019 budget includes expenditures across all funds totaling \$149,118,024. The General Fund is balanced with revenues of \$75,505,117 and expenditures of \$74,731,871 resulting in a projected surplus of \$773,246.

The FY 2020 budget includes expenditures across all funds totaling \$126,767,881. The General Fund is balanced with revenues of \$75,199,750 and expenditures of \$74,667,671 resulting in a projected surplus of \$532,079.

The unreserved General Fund balance on June 30, 2018 is estimated to be \$4.1 million. The FY 2019 Budget projects an unreserved General Fund balance on June 30, 2019 (after net transfers out) of \$1.8 million. Fund balance is estimated to decrease by \$2.3 million primarily due to General Fund subsidies for the Storm Water Fund (\$1.2 million) and Street Lighting/Landscape Fund (\$187,587). Within the total fund balance, \$18.9 million has been designated to policy and economic uncertainty reserves; the balance of unreserved is \$1.8 million.

Please note that all annual surpluses and estimated fund balances listed in the Budget and Five-Year Forecast include up-to-date pension rate projections and estimated transfer activity.

**BACKGROUND:**

The Proposed Two-Year Operating Budget for FY 2018-2019 and FY 2019-2020 was presented to the City Council on May 1, 2018. This overview outlined budgeted revenues, expenditures, and changes in the fund balance due to transfer activity.

**DISCUSSION:**

The City's Proposed Biennial Operating Budget is attached to this report and available on the City's website at [www.citymb.info/Budget](http://www.citymb.info/Budget) <<http://www.citymb.info/Budget>>.

By way of an overview of the budget, staff recommends a review of the City Manager's Budget Message located in the Introduction Section of the budget document. It serves as an executive summary for the spending plan for FY 2019 and FY 2020.

Staff presented highlights of the Proposed Biennial Operating Budget and the Five-Year Forecast during the City Council meeting on May 1, 2018. Tonight's presentations will provide more depth into each department's operations and proposed service delivery changes. A full discussion of each department and their respective programs is located on pages 71 through 253 of the Budget document. Performance measures for each department may also be found in the section titled "Strategic Plan and Performance Measures". As the City Council Work Plan is further refined on May 16, this information could also be memorialized in the final budget document if desired.

Direction provided by the City Council will be incorporated into the Biennial Operating Budget document and presented during the public hearing on June 19, 2018.

**PUBLIC OUTREACH/INTEREST:**

Future City Council Budget Study Sessions may be held on May 10th or May 22nd if necessary. A public hearing and budget adoption is scheduled for June 19, 2018.

Budget-related questions and comments may also be directed to the City Council at [Budget@citymb.info](mailto:Budget@citymb.info) <<mailto:Budget@citymb.info>>.

**ENVIRONMENTAL REVIEW**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is necessary.

**LEGAL REVIEW**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

**Attachments:**

1. Proposed Biennial Budget for FY 2019 & FY 2020
2. FY 2019 & FY 2020 Proposed Budget Historical General Fund Comparison
3. FY 2019 & FY 2020 Parks and Recreation Self-Sustaining Programs Update





# CITY OF MANHATTAN BEACH

## PROPOSED BIENNIAL BUDGET



[WWW.CITYMB.INFO/BUDGET](http://WWW.CITYMB.INFO/BUDGET)

Fiscal  
Years

2019

2020

Cover Photos by Jason Hernandez. Instagram page: @jdubyah\_

# CITY OF MANHATTAN BEACH CALIFORNIA



## ***PROPOSED*** **OPERATING BUDGET** **FISCAL YEARS** **2019 AND 2020**







Mayor Pro Tem  
Steve Napolitano



Mayor  
Amy Thomas Howorth



Councilmember  
Nancy Hersman



*Elected Officials*



Councilmember  
Richard Montgomery



Councilmember  
David J. Lesser



City Treasurer  
Tim Lilligren



## Elected Officials & Executive Staff

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### Elected Officials

### Term Ends

|                             |                           |                      |
|-----------------------------|---------------------------|----------------------|
| <i>Mayor</i>                | <i>Amy Thomas Howorth</i> | <i>March 2019</i>    |
| <i>Mayor Pro-Tem</i>        | <i>Steve Napolitano</i>   | <i>November 2020</i> |
| <i>City Council Members</i> | <i>Nancy Hersman</i>      | <i>November 2020</i> |
|                             | <i>Richard Montgomery</i> | <i>November 2020</i> |
|                             | <i>David J. Lesser</i>    | <i>March 2019</i>    |
| <i>City Treasurer</i>       | <i>Tim Lilligren</i>      | <i>November 2020</i> |

### Executive Staff

|  |                                   |
|--|-----------------------------------|
| <i>City Manager</i>                    | <i>Bruce Moe</i>                  |
| <i>City Clerk</i>                      | <i>Liza Tamura</i>                |
| <i>City Attorney</i>                   | <i>Quinn M. Barrow</i>            |
| <i>Interim Finance Director</i>        | <i>Steve S. Charelian</i>         |
| <i>Human Resources Director</i>        | <i>Teresia Zadroga-Haase</i>      |
| <i>Parks &amp; Recreation Director</i> | <i>Mark Leyman</i>                |
| <i>Police Chief</i>                    | <i>Derrick Abell</i>              |
| <i>Acting Fire Chief</i>               | <i>Derrick Abell</i>              |
| <i>Community Development Director</i>  | <i>Anne McIntosh</i>              |
| <i>Public Works Director</i>           | <i>Stephanie Katsouleas, P.E.</i> |
| <i>Information Technology Director</i> | <i>Sanford Taylor</i>             |



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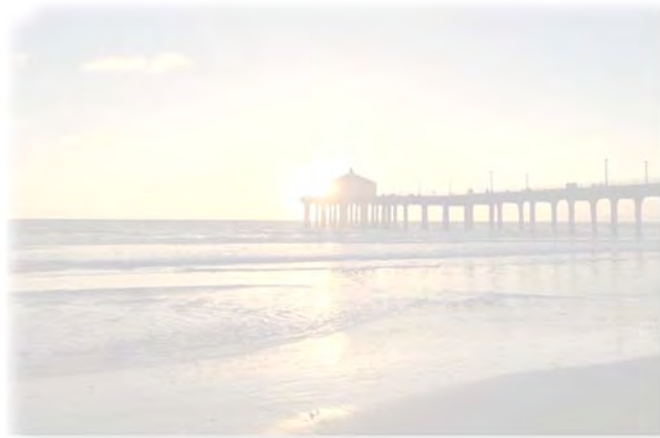
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# Introduction





# CITY MANAGER'S BUDGET MESSAGE

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Mayor Howorth and Members of the City Council:

As your new City Manager, it is with great pleasure that I present for your consideration the Proposed Fiscal Year 2018-2019 and 2019-2020 biennial operating budget. As a result of prudent policy decisions, support from City employees and input from the community, the City of Manhattan Beach is well positioned to continue to offer exemplary service to its residents and plan strategically for its future investment needs. I am continuously reminded of all we have accomplished together, and as a result, I am very excited to present the proposed operating budget for your consideration.

This Budget preserves long term financial planning, fiscal responsibility, and serves as a policy document. A budget is more than a spending plan. It is a statement of priorities; a roadmap for the coming year and beyond; a melding of ideas, thoughts, perspectives, and opinions, balanced against fiscal realities and constraints. This budget reflects the collaboration and alignment between the community, the City Council and staff members.

The following budget proposal is an outcome of community and Council engagement. The changes in this budget correlate to what we heard during our community engagement efforts as well as a result of Council's policy actions leading up to this proposed budget. To that end, in developing this plan, we continued to seek new and innovative methods for gathering the information. Ultimately, our goal was to provide the Council with the tools you need to develop your spending plan, and aid in your decision making.

The details of the spending plan are discussed later in the budget message, but I am pleased to tell you that we have developed a conservative spending plan that provides for many of the City Council and community priorities, while leaving sufficient unallocated funds for City Council to further program as you complete the development of the budget.

## **Two Year Budget**

The purpose of the two year budget is to encourage longer range planning, and link the spending plan to that vision of the Strategic Plan, and more recently the City Council Work Plan, which prioritizes the City's goals for the coming years. The multi-year budget is also linked to other planning efforts such as community surveys and civic engagement. The advantages include a greater emphasis on management, service delivery, program evaluation and monitoring. It also improves long-term planning, reallocation of human resources to more value-added activities other than budget preparation, and reduction in staff time spent on budget development in the second budget year.

Under the two year budget, the first year of the biennial budget (2018-2019) is adopted and the second year (2019-2020) is approved as a spending plan but not adopted - that occurs before the beginning of the second year. For clarity, each budget cycle is hereafter referenced by the fiscal year end date, i.e. FY 2019 and FY 2020, respectively. At the end of the first budget year, we will perform an abbreviated review process for any critical changes to the second year spending plan and then formally adopt the second year spending plan.

# CITY MANAGER'S BUDGET MESSAGE

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One of the greatest benefits to the two-year budget involves the City's Capital Improvement Plan (CIP). Under the one year budget process, the development and approval of the CIP happens concurrently with the budget. Review of the CIP generally occurs at a Budget Study Session as a subset of the operating budget. This does not provide adequate time for a thorough review of one the City's major spending components - capital projects.

Under the two year budget, the first year centers on the operating budget with less emphasis on the CIP. The second year more closely focuses on CIP. Given recent conversations around a few significant possible projects, such as Fire Station #2 and parking technology improvements coming in the near future, an opportunity to more exclusively focus on the CIP during "off-budget" years will prove particularly helpful. And since we have many years of other infrastructure needs before us, a "deep dive" every other year on the CIP elements will serve us well for many budget cycles to come.

## **Budget Process and Civic Engagement Efforts**

This year's budget process began with the City Council revisiting the Budget Policies. These principles addressed fiscal integrity, revenues, reporting, civic engagement, capital budgeting and other standards, which when applied, provided guidance in the creation and execution of the spending plan (the policies are presented in the Appendix of this document).

On January 30, 2018, the City held our first-ever Community "Budget Social" Workshop, providing a fun and interactive way for attendees to learn about, and address their budget priorities with City staff. After receiving information on key operating areas, attendees were given the opportunity to ask questions and provide input on which areas to reduce, maintain or enhance in future years.

To help attendees relate to the City's operating budget areas, City services were defined in four areas: Protect, Preserve, Support and Shine.

- Protect      Public Safety and Emergency Services to protect life and property
- Preserve     Infrastructure & Investments to preserve our quality of life
- Support      City-wide Internal Support Services
- Shine        Services & Programs that make Manhattan Beach shine.

At the end of the evening, attendees voted to maintain or enhance almost all budget areas, while also voting to not reduce spending in other areas. This provides a clear picture of the City's daily challenges: infinite needs with limited resources, and a constant demand for increasing City services. Although no hard data came out of the meeting, given the wide-ranging responses received, the Community Budget Social served to provide an engaging way for the community to learn about budgetary challenges and discuss priorities.

Further information was gathered using Open City Hall for an online Budget Survey that was publicized and available in January and February.

# CITY MANAGER'S BUDGET MESSAGE

## Strategic Plan & Work Plan

Among the tools utilized in creating the proposed budget was the City Council's Strategic Plan and the more recent City Council Work Plan.

The Strategic Plan is designed to guide decision-making at all levels of the organization and allows the City to focus on core functions and ensure that every department is working together towards common goals. During budget planning season, the Strategic Plan allows the City Council to set budget priorities in line with the overall vision of the City and provides a common language of goals and objectives for all departments.

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

Community priorities identified during the strategic planning process include:



Strong Governance that Values Meaningful Resident Engagement



Excellent Municipal Services Provided by an Aligned and Committed Workforce



Financial Sustainability



Environmental Stewardship



Effective Physical Asset Management - Infrastructure, Facilities, Amenities



Economic Vitality

Each of these pillars includes associated Governance Activities that offer more details on how these ideals can be incorporated into the City of Manhattan Beach on a day-to-day and long-term basis. For more information, please see the Strategic Plan and Performance Measures tab this document, or visit the City's website at [www.citymb.info](http://www.citymb.info).

In March, 2018, City Council held a Work Plan meeting. The Work Plan was designed to build on the Strategic Plan, but with more specific action-oriented, immediate priorities - a task list of sorts. The draft Work Plan is scheduled to be reviewed at a community meeting scheduled for May 16<sup>th</sup>. Among the top priorities that are part of the draft Work Plan:

- Review and Analyze State Housing Laws and the potential effects on Manhattan Beach
- Enhance Emergency Preparedness for community readiness
- Implement Police and Fire Department dispatch software enhancements as well as communications interoperability systems for improved emergency response
- Negotiate new labor contracts with six bargaining units
- Mitigate General Fund subsidies for the Storm Water, and Street Lighting and Landscaping Funds for long term fiscal sustainability
- Implement improved parking technologies to better utilize resources

The final adopted Work Plan will be published with the adopted budget.

# CITY MANAGER'S BUDGET MESSAGE

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## Service Delivery Investments

As a city, we rely upon our employees to provide exemplary municipal services. And just as any other business adjusts staffing to meet demands, we too must constantly evaluate and adapt to our customers' needs, as well provide adequate support staffing to fulfill our mission. As a result, several enhancements have been included in this two-year budget. Each of these satisfies a critical need in the community and organization. In addition, many of these are directly related to policy priorities and/or direction provided by the City Council.

The list of investments, further described below, include additional human resources as well as equipment and contract services. The Proposed Budget includes a net addition of four full-time employees when considering the elimination of two high-level management positions, and the addition of six rank-and-file positions. While the total number of employees is increasing by four, the net cost *savings* with these changes is approximately \$195,000 per year. The added positions will be instrumental in the day to day operations and therefore expected to have an immediate positive impact on service delivery. To meet the demands of the ever growing desired level of services, the City continues to evaluate necessary positions through streamlining of operations and organizational efficiencies.

This budget directly addresses a number of the City Council's and the Community's priorities, including:

## Public Safety

### ***Public School Safety***

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

In March 2018, City Council allocated \$1 million from the General Fund to be used towards school safety measures. City Council acknowledged that school safety is not solely a school issue; rather, it is a community concern. Considering the recent violent tragedies that have occurred at schools across the country, this is an emergent concern that requires immediate attention and action. While the school district has some funding which may be used for safety and security, these funds from the City will assist in accelerating and enhancing needed safety and security measures, creating the safest environment possible for students, teachers and others entering MBUSD facilities.

The following are potential measures identified by the School District for which funding may be applied:

- Security assessments
- Perimeter fencing and gating
- Emergency training for teachers and staff

# CITY MANAGER'S BUDGET MESSAGE

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- Communications equipment
- First aid kits
- Classroom door barricade devices
- Security cameras
- AED replacements

## ***Police and Fire Department Radio Interoperability***

One of the greatest challenges the public safety sector has is communications between varying radio and wireless networks. First responders converging on major emergency incidents or crossing jurisdictional boundaries lack the communication tools to coordinate response and intelligence gathering efforts. Manhattan Beach's Police and Fire communications are provided through the South Bay Regional Public Communications Authority (SBRPCA). This system provides interoperability among the multiple agencies utilizing the SBRPCA system, as well as other South Bay cities. However, once those agencies travel outside the South Bay, communications back to home base are not possible. This is particularly problematic when participating in a multi-agency incident, regardless of the location.

The Interagency Communications Interoperability (ICI) System was formed in order to develop a regional communications platform for agencies in the Los Angeles area. Seven local Area G agencies (cities of El Segundo, Hermosa Beach, Redondo Beach, Torrance, Gardena, Hawthorne and Manhattan Beach) came together to form a Joint Powers Authority (JPA), the Interoperability Network of the South Bay (INSB), for the purpose of managing the system in the South Bay. The INSB member cities are sharing in the implementation costs of the new interoperable radio network. SBRPCA has secured grant funding to complete the infrastructure upgrade; each member agency is responsible for upgrading their own radio equipment. This requires the replacement of all in-car and portable radios to Motorola ICI system compatible radios.

In FY 2019, the City will be purchasing replacement portable and in-vehicle radios compatible with the new Los Angeles area Interagency Communications Interoperability (ICI) System. The new radios will allow communications between Public Works personnel, and Police and Fire personnel, as well as cross-jurisdictional communication in the event of a large-scale disaster. The total discounted cost for all Public Safety and Public Works radios is \$1,273,895.

## ***Police Department Staffing***

In FY 2019, the Police Department will be adding a full-time Administrative Clerk I/II position to help respond to the increased number of public records requests and subpoenas. The Police Department has experienced a dramatic increase in public records requests, and the number of requests has continued to grow exponentially over the years. During 2016, the Department received 883 public records requests. In 2017, those numbers rose to more than 1,800 public records requests. The staggering number of requests is more than current staff can handle, and timely processing of these requests is causing significant and growing overages to the overtime budget.

The FY 2019 budget also includes the upgrade of two Records Technician/Matron positions to Lead Records Technician/Matrons positions. Currently, the span of supervision is insufficient in the Technical Support Services Section; one Manager supervises a unit with 13 full-time

# CITY MANAGER'S BUDGET MESSAGE

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employees and several part-time employees. These employees collectively provide services at the front desk 24 hours a day, 7 days a week, as well as providing matron assistance in the jail, as needed. The new Lead positions will assist the Records Manager with supervision of daily operations, projects, and scheduling. Creating the lead worker positions carries an estimated cost of \$8,256.

## **Environmental Sustainability**

In 2018, the City established a Sustainability Task Force, which is a community-based technical working group composed of multi-departmental City staff and a broad array of community stakeholders with environmental experience. In FY 2018-2020, this working task force will assist the City's Environmental Sustainability Division in developing sustainability goals, while sharing technical skills and lessons learned from previous environmental and sustainability pursuits, to contribute to the development of policies and programs related to a variety of topics:

- Climate Action and Energy
- Low-impact Development and Sustainable Building
- Plastic Pollution Reduction
- Smart Water Management
- Climate Adaptation and Resiliency

Climate change impacts Manhattan Beach residents' health and well-being, our beaches and environment, and our economic vitality. Manhattan Beach plays a critical role in State efforts to bring down greenhouse gas emissions, while also reducing the vulnerabilities of people and assets and adapting to the impacts of a changing climate. As a local government, the City is uniquely positioned to implement on-the-ground solutions that reflect Manhattan Beach's community values, creating a lasting impact from the bottom up. To achieve this, staff will work to build the City's Climate Change Resiliency efforts through:

- Developing and adopting a comprehensive Climate Action Plan that includes both municipal and community goals.
- Using best available science and cutting-edge Sea Level Rise (SLR) models to assess the City's vulnerability to climate change.
- Initiating the creation of a Sea Level Rise Vulnerability Assessment, which will lead to the creation of a Sea Level Rise Adaptation Plan to update the City's Local Hazard Mitigation Plan, General Plan Safety Element, and Local Coastal Program.

As the State's energy code grows increasingly stringent, new state-level mandates aim to push California to respond to climate change quickly and more effectively. The budget includes \$150,000 from the General Fund to initiate the climate action plan and climate resiliency program.

## **Service Delivery Changes**

### ***Community Development Department***

The Department currently has an existing part-time Administrative Clerk that works nearly full-time hours to keep up with for records management for the department. Converting this part-



# CITY MANAGER'S BUDGET MESSAGE

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time position to a full-time position allows the Department to move forward with digitization and organization of the entire Department's records to include Planning, Traffic Engineering and Environmental Programs. Having a full-time Clerk will maximize staff knowledge and experience, increasing the value of their training, responsibilities and impact of their position. The Department will soon commence the implementation of a new electronic permitting software enhancement program to streamline the permitting process at the Department's one-stop shop public counter. The conversion of this position is estimated to add \$6,964.

A new Traffic Engineering Technician I/II position will be added to assist the Traffic Engineer as a parking manager, to conduct special traffic studies, process various Right-of-Way permits, and to address various traffic and parking related requests received from the community. In addition, the Engineering Technician I/II will be responsible for administrative duties, basic traffic investigative office and field work, with a primary emphasis on parking management. The estimated annual cost for this additional resource is \$87,609.

During FY 2018 City Council discussed revisiting the short-term rental policy. An evaluation is necessary to balance allowing limited short-term rentals, while minimizing impacts to residential neighbors and enhancing revenues. A consultant is needed to take the lead on setting up and implementing the Program, including administration and enforcement. Assistance can be provided to amend the Zoning Code and Local Coastal Program and submit all the required Amendment material to the California Coastal Commission for Certification. The evaluation is scheduled during FY 2020 at an estimated cost of approximately \$80,000. Should the program be re-approved, all consultant costs will be offset by Transient Occupancy Taxes received from short-term rentals.

During FY 2019, the traffic engineering division will conduct an update of its Engineering and Traffic Survey (ETS) that sets speed limits on key streets throughout the City. An ETS report is required by the State in order to legally enforce the posted speed limits and to enable the Police Department to utilize radar or other electronic speed measuring devices for speed enforcement. The ETS will cost \$50,000.

Local municipalities are strongly encouraged to develop local traffic impact guidelines. Pursuant to SB 743 and the City's Mobility Plan goals, the Traffic Engineer will establish local Traffic Impact Guidelines for new developments to address potential environmental impacts, using both Vehicle Miles Traveled (VMT) as well as locally sensitive significance thresholds, such as street and intersection level-of-service. Development of the Traffic Impact Guidelines is estimated to cost \$80,000 and is budgeted in FY 2020. This timing will ensure the new Traffic Engineering Technician (if approved) will be in place to assist with workload demands.

## ***Public Works Department***

The City previously had two Public Works Inspectors. As an outcome of the great recession the position was frozen and later eliminated. As residential and commercial construction activity has grown, the need for a second Inspector is evident. There is simply more work than one person can perform. If a second Public Works Inspector is reinstated, the Department could provide full service counter coverage for customers. Additionally, reinstating a second Public Works Inspector will support both the Community Development and Public Works Departments by adding a resource for private and public property development impacting the public right-of-way

# CITY MANAGER'S BUDGET MESSAGE

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permitting and encroachment inspection. Additionally, this position will assist the existing Public Works Engineering/Inspector with plan check related activities to meet the targeted goal of a four to six week turnaround for plan review. All of these benefits are consistent with priorities and expectations of the City Council for expedient service delivery.

A second Electrician position is also proposed for reinstatement at a net *savings* of \$17,153 to the City. This position was eliminated years ago during the recession to assist with budget issues. However, since then, the City has satisfied the growing workload demands through an outside contractor. This has proven to be costly as contract costs now exceed the cost of reinstating a second Electrician (salary, benefits, equipment, etc.).

In FY 2019 and 2020, the City will expand the Engineering Technician series from I/II to I/II/III to assign higher caliber, more complex responsibilities. With the City's robust Capital Improvement Program and strong public engagement initiatives, the caliber of work the Engineering Technician position is responsible for is beyond a I/II level and more in line with a level III. This expansion of the classification has a net cost of approximately \$9,300.

In FY 2019, a CCTV (Closed Caption Television) vehicle will be purchased to house the City's CCTV equipment to perform in-house mobile CCTV inspections citywide. The small utility vehicle will be able to accommodate narrow locations including the City's walk streets. Also, a portable sewer line push camera will be acquired to inspect sewer laterals or sewer lines in easements and at public facilities. With this vehicle, the City will be able to eliminate all CCTV contract services (except emergencies). The cost of the vehicle and push camera will be approximately \$70,000 and paid for using sewer utility fees.

During the next two fiscal years, special fleet purchases include an electric vehicle to replace an 18-year old van used by engineering staff for field work and inspections. A flatbed golf cart will be purchased for the Parks and Recreation Department to provide easier access to the interior of citywide parks without causing groundcover damage. Both of these purchases will be made from accumulated AQMD AB2766 funds. Other fleet purchases include the purchase of two utility trucks for the proposed Public Works Inspector and Electrician positions.

## ***Parks and Recreation Department***

The Parks and Recreation Department underwent a comprehensive internal assessment when there was a vacancy for the Recreation Services Division Manager position. The result of this effort was a reorganization of the department, providing greater efficiencies and improved service delivery. As part of the re-organization, the Senior Recreation Manager will provide oversight to the Recreation Division, Sports & Aquatics, and Marketing & Registration. Sports and Facilities will be under the general supervision of a Senior Recreation Supervisor; Youth, Teen, and Aquatics will be under the general supervision of another Senior Recreation Supervisor; and a full-time Recreation Coordinator will coordinate all youth and teen programs. The new structure will provide better alignment of job responsibilities in facilities, sports operations, management, and youth and teen programming. This reorganization results in net *savings* of approximately \$83,500.

Dial-A-Ride ridership continues to increase each year. In FY 2017, ridership increased by 21%. Also in 2017, tablets were deployed on the buses for more efficient scheduling, daily schedule



# CITY MANAGER'S BUDGET MESSAGE

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changes, and data entry. The number of rides provided continues to increase. Mid-year 2018 rides were up an additional 8%. The part-time staffing budget increases each year to meet the increased needs of the older adults in the community, with this year's increase at \$14,514. An exchange of General Fund dollars for additional restricted Prop A funds is required to eliminate the transportation program deficit. Beginning in FY 2019, Measure R funds will no longer be used to subsidize the Dial-a-Ride Program as done in the past. With this change, Measure R funds will be directed back to street repairs and capital improvements as intended.

## ***Management Services Department***

In FY 2016, the City Manager's office established a Management Analyst position to support the objectives of this office and the division as a whole, including supporting public policy considerations, community engagement activities, online civic engagement, and analysis and logistics for special projects or initiatives. Based on the expanded scope of duties, and the growing needs in the community and organization, this position is being upgraded to a Senior Management Analyst. This will better enable the City Manager's office to continue supporting the objectives listed above, while increasing emphasis on facilitating local and regional media relations, as well as internal communications, and conducting outreach to and coordination with the City's business community. This resource will also help offset some of the workload created by the elimination of the Assistant City Manager.

## ***Finance Department***

The Financial Analyst position is essential to the budget development process. In the last several years, the position's role has evolved and now requires complex financial analysis skills, extensive knowledge of accounting and auditing principles, experience in communicating technical financial matters, and the ability to facilitate City-wide initiatives. With the increasing demands on the department and the organization, this position will be upgraded to a Senior Financial Analyst and a new Management Analyst position will be added to conduct the Department's less technical administrative workload (e.g. grant tracking and recurring financial reports). This will ensure the Department has sufficient resources to meet its objectives as well as have some capacity to take on future work plan items. Both positions will also be instrumental in the implementation of the new Enterprise Resource Planning (ERP) software enhancement project slated to commence in FY 2019. This also provides for expected succession planning in the next 2-3 years within the department.

A flex class has been added for the existing Account Services Representative positions (cashiers, utility billing, business licensing, etc.). The addition of the flex II class provides an opportunity for an Account Service Representative who reaches a higher level of proficiency and tenure as a subject matter professional. This is estimated to cost \$6,240 in year two.

During fiscal year 2019 staff will conduct a User Fee Study and Cost Allocation Plan (CAP). The study was last completed in 2015. This process identifies the costs associated with providing each non-tax supported service, and assigns the fully-burdened rate (i.e. direct labor costs, as well as indirect costs) of each City position involved in delivery of those services. The purpose of the CAP is to ensure that the City identifies all costs associated with activities, including overhead, to determine the true cost of providing various City services, as well as, indirect costs attributable to enterprise and other chargeable funds. The study, scheduled to start in January 2019 and take approximately six months to complete, is budgeted in FY 2019 for \$50,000.

# CITY MANAGER'S BUDGET MESSAGE

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## Technology Investments

### ***Enterprise Resource Planning (ERP)***

Technology continues to be a focus as we look for efficiencies and customer service enhancements. One of the City's main mission critical technology applications is the Financial/Human Resources system. Accounting, utility billing, procurement, animal and business licensing, payroll, employee records, accounts payable and receivable, budget preparation, etc. are all maintained in one centralized application. The City has utilized and maintained that same system since 1996, performing upgrades as required and/or beneficial. But technologies evolve, and while the provider continues to support our current platform, it appears that they will not be investing in the current system in the long term. As a result, a new ERP system has been planned for proactively and budgeted for in FY 2019 and 2020. Expenditures during fiscal year 2019 are estimated to be \$600,299 which will be paid out of the IT fund. Utility billing expenditures in the amount of \$118,593 will be charged to the appropriate enterprise funds.

ERP type systems are often designed to integrate with other modules by the same provider, or with other systems utilized as the standard for a particular industry (such as EnerGov for permitting). Another major benefit is automating expensive, labor intensive paper processes with automated work flow, allowing for employee time to be devoted to more value-added service. The goal of any new ERP system we select will be to leverage our investment, not only in the new system, but in other technologies to enhance customer service and improve efficiencies.

### ***Permitting Solution***

During the ERP evaluation process Community Development and IT staff also reviewed new permitting solutions. An integrated contemporary enterprise level permitting "Land Management" system will provide business automation, improve business processes, provide online public access, and integrate with existing City systems. System benefits include increased transparency, 24/7 access portal for customers/citizens, eGovernment and web services with respect to the permitting process, staff offline app access, centralized databases and Enterprise System integrations, and streamlined workflows promoting staff efficiency and improved customer service. The estimated cost of the permitting solution in FY 2019 is \$380,240. During FY 2019 the City will conduct a comprehensive fee study and cost allocation plan in which the cost of the permitting system may be offset through adjusted fees.

The City invested in an enterprise backup solution and scalable Storage Area Network (SAN) that supports centralized management of high-speed data storage and retrieval of critical City applications. The existing backup solution and SAN, purchased in 2012, will be replaced to provide a larger storage capacity for existing programs and growth as well as ERP and Land Management/Permitting requirements. The \$409,000 investment will ensure business continuity and is included in the Information Technology Fund budget in FY 2019.

## Economic Outlook

The City continues to see overall economic stability. Most major revenues are advancing along with the overall economy. The housing market is healthy and as a result the City's Property Tax

# CITY MANAGER'S BUDGET MESSAGE

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revenue collections have continued to grow. Building activity is robust, and tourism and travel are strong. Sales Tax continues to be a challenge but is showing signs of stability. Retail sales activity has been flat or declining the last two years. Rapid growth in online sales continues to siphon sales tax revenues.

As a service organization, the City delivers services through our dedicated employees. Current three-year labor agreements are ending in December 2018 with four bargaining units. New long-term agreements will be negotiated this fall to provide predictability in one of the City's biggest cost centers. After salaries, the second largest compensation driver for the City is retirement system costs. In FY 2019, the City is budgeting \$4.1 million to provide employees with defined benefit pension plans through the California Public Employees' Retirement System (CalPERS). Calculated as a percentage of payroll, this current service cost (i.e. the "normal cost") will increase by \$112,958 to \$4.2 million in FY 2020.

More significantly, payments toward the City's unfunded accrued liability (UAL) are rising substantially as the impacts of CalPERS contribution policy changes and assumption changes take full effect. The net results of these changes, which are designed to shore-up the CalPERS pension system to ensure viability, come with a price. For Manhattan Beach, our contributions are expected to rise from \$4.0 million in FY 2019 to \$6.9 million in FY 2023. (For comparison, the normal cost contributions for current service are expected to rise from \$4.1 million in FY 2019 to \$4.8 million in FY 2023.) Due to the two-year lag in valuation dates and contribution calculations, fiscal years 2019 and 2020 are the first to see the impact of CalPERS' discount rate reduction to 7%. The full impact of the discount rate change will be realized by the fiscal year ending June 30, 2025.

In FY 2019, the total of \$4.0 million budgeted for the City's unfunded liability payments breaks down to \$1.3 million for miscellaneous employees and \$2.7 million for sworn public safety personnel. In FY 2020, these amounts increase to \$1.6 million and \$3.3 million, respectively.

In an effort to closely monitor our pension costs, the City consults with an independent actuary to review our plans and project rates beyond what CalPERS provides. This is a distinctive and progressive action to take as most agencies simply rely on the more dated and short-term analysis regularly provided by CalPERS. Using long-term actuarial analysis allows us to more accurately plan farther on the horizon.

Recently, we consulted with the actuary for an update to projections given recent CalPERS policy changes and investment returns. Investment returns in FY 2015 (2.4%) and FY 2016 (0.6%) fell well below the previous assumed 7.5% rate of return further exacerbating the City's unfunded liability. Most recently CalPERS generated an 11.2% rate of return for the fiscal year ending June 30, 2017. While these changes clearly have an impact on our fiscal outlook, we are able to absorb the revised projections provided by the independent actuary under our conservative financial projections.

It is important to note that while a lot of attention has been given to unfunded pension liabilities, the City's three employee plans with CalPERS (Police, Fire and Miscellaneous Non-Sworn) are currently funded between 71.2% and 76.2% as of the last actuarial report (as of June 30, 2016). Unfunded liabilities currently total approximately \$65.6 million.

# CITY MANAGER'S BUDGET MESSAGE

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To help mitigate these rising pension costs, the creation of a Pension Stabilization Trust Fund was approved by the City Council. This tool is intended to provide the City with an option for setting aside funds for pension purposes that present the opportunity to achieve a better rate of return on funds at an acceptable level of risk, diversify our pension investments, and act as a “rainy day” fund to help stabilize variable pension contributions. This is a growing trend among public agencies seeking to mitigate pension cost growth and provide a hedge against rate spikes. Initially, this trust was funded by a transfer of \$750,000 from available unallocated fund balance. Additional transfers (\$250,000 per year) are planned over the next five years to build up the fund.

## Five Year Forecast

The City of Manhattan Beach is committed to its strong stewardship of taxpayer dollars, including developing a responsive budget that delivers the high quality services our residents expect and deserve. Each year, as the budget is prepared, we project revenues and expenditures for the coming five years (located in the Five Year Forecast tab of the budget document), the proper management of which is essential to maintaining our public safety and quality of life services. We estimate revenue and expenditure growth using trend analyses, consultant support, economic data, and known future changes. In the case of one of the City's major expenses, pensions, an independent actuary is retained.

Our forecast also projects fund balances, including policy reserves and unreserved balances. Fund transfers are indicated for easy identification of fund subsidies, such as the Street Lighting and Landscape Fund and the Storm Water Fund, both of which are being subsidized by the General Fund in FY 2019 in the amounts of \$187,587 and \$1,248,046 respectively. These subsidies increase to \$202,935 (Street Lighting and Landscape Fund) and \$1,769,582 (Stormwater Fund) in FY 2020. The significant increase in the Stormwater Fund is due to a one-time outlay of \$500,000 for the City's matching portion toward the Hermosa Greenbelt Joint Watershed Project.

The forecast included in this year's budget shows that the City has been successful in maintaining a fiscally prudent policy of 20% in reserve funds for emergencies and urgent needs and, additionally, an Economic Uncertainty reserve of \$4 million through FY 2020. Current trends indicate usage of the Economic Uncertainty reserve will be required to continue transfers to the Stormwater Fund and Pension Rate Stabilization Fund beginning in FY 2021. By FY 2023, the Economic Uncertainty reserve will be exhausted, requiring use of the Financial Policy reserve.

As the General Fund is also the source of essential City services such as police and fire, street/pothole repair, building and safety, and parks, it is of utmost priority to address this pressure on the General Fund by identifying additional sources of funding for Storm Water, and/or our core services. Clearly and unequivocally, immediate and proactive steps must be taken to correct the funding imbalances in these two funds. Unmitigated, these subsidies will eventually cause service level reductions in the most basic of services valued by our public.

Storm Water and Street Lighting subsidies aside, the five year forecast currently shows a balanced budget (the subsidies are irrespective of revenues and expenditures balancing since they are not expenditures per se, and are transferred from fund balance). However, that is not

# CITY MANAGER'S BUDGET MESSAGE

to say that we are fully satisfying our needs. Significant capital improvement projects, such as the replacement of Fire Station #2, recreational facilities, additional parking and upgrades to essential public buildings such as our community centers have no identified funding source. Coupled with the inadequate funding of Storm Water and Street Lighting drawing upon the General Fund - which in the past was the only other funding source for these needs - we are faced with difficult choices in balancing quality of life service needs, deteriorating (or aging) infrastructure, and long-term fiscal sustainability.

## **BUDGET OVERVIEW**

While in practice we look at the budget on a fund-by-fund basis, the following is a summary of the entire proposed FY 2019 budget as it compares to the prior year adopted budget.

| Fund                               | Revenues             |                      |             | Expenditures         |                      |              |
|------------------------------------|----------------------|----------------------|-------------|----------------------|----------------------|--------------|
|                                    | Adopted<br>FY 2018   | Proposed<br>FY 2019  | %-Change    | Adopted<br>FY 2018   | Proposed<br>FY 2019  | %-Change     |
| General                            | \$71,013,648         | \$75,505,117         | 6.3%        | \$70,400,265         | \$74,731,871         | 6.2%         |
| <u>Special Revenue Funds</u>       |                      |                      |             |                      |                      |              |
| Street Lighting & Landscape        | 395,890              | 394,474              | (0.4%)      | 619,794              | 582,061              | (6.1%)       |
| Gas Tax                            | 1,036,987            | 1,568,435            | 51.2%       | 532,060              | 1,777,000            | 234.0%       |
| Asset Forfeiture & Safety Grants   | 708,300              | 8,000                | (98.9%)     | 1,041,113            | 164,500              | (84.2%)      |
| Police Safety Grants               | 101,400              | 141,217              | 39.3%       | 105,000              | 140,000              | 33.3%        |
| Proposition A                      | 679,839              | 949,298              | 39.6%       | 896,041              | 945,978              | 5.6%         |
| Proposition C                      | 1,393,172            | 641,136              | (54.0%)     | 1,369,183            | 759,000              | (44.6%)      |
| AB 2766                            | 50,412               | 47,154               | (6.5%)      | 11,300               | 45,600               | 303.5%       |
| Measure R                          | 420,887              | 458,225              | 8.9%        | 275,311              | 472,000              | 71.4%        |
| Measure M                          | 415,899              | 489,728              | 17.8%       | 242,185              | 36,000               | (85.1%)      |
| <u>Capital Project Funds</u>       |                      |                      |             |                      |                      |              |
| Capital Improvement Project        | 1,726,804            | 1,910,922            | 10.7%       | 3,651,100            | 2,421,664            | (33.7%)      |
| Underground Assessments District   | 1,800                | 3,124                | 73.6%       | -                    | -                    | 0.0%         |
| <u>Enterprise Funds</u>            |                      |                      |             |                      |                      |              |
| Water                              | 14,931,000           | 15,573,728           | 4.3%        | 15,618,197           | 38,078,963           | 143.8%       |
| Stormwater                         | 354,300              | 367,721              | 3.8%        | 1,336,655            | 1,615,767            | 20.9%        |
| Wastewater                         | 3,350,500            | 3,518,274            | 5.0%        | 5,533,400            | 5,349,957            | (3.3%)       |
| Refuse                             | 4,293,026            | 4,354,322            | 1.4%        | 4,219,000            | 4,198,200            | (0.5%)       |
| Parking                            | 2,597,000            | 2,597,598            | 0.0%        | 3,151,239            | 2,494,513            | (20.8%)      |
| County Parking Lots                | 798,500              | 793,500              | (0.6%)      | 619,319              | 626,714              | 1.2%         |
| State Pier & Parking Lot           | 608,600              | 616,984              | 1.4%        | 477,439              | 633,283              | 32.6%        |
| <u>Internal Service Funds</u>      |                      |                      |             |                      |                      |              |
| Insurance Reserve                  | 7,147,960            | 6,851,720            | (4.1%)      | 6,514,367            | 6,434,699            | (1.2%)       |
| Information Systems                | 2,283,337            | 2,718,124            | 19.0%       | 2,266,732            | 3,729,659            | 64.5%        |
| Fleet Management                   | 3,433,420            | 2,573,266            | (25.1%)     | 3,704,647            | 1,460,369            | (60.6%)      |
| Building Maintenance & Operations  | 1,883,969            | 2,053,234            | 9.0%        | 1,885,350            | 2,029,376            | 7.6%         |
| <u>Trust &amp; Agency Funds</u>    |                      |                      |             |                      |                      |              |
| Special Assessment Redemption Fund | 965,000              | 965,000              | 0.0%        | 947,439              | 158,850              | (83.2%)      |
| Pension Trust                      | 182,000              | 177,314              | (2.6%)      | 243,900              | 232,000              | (4.9%)       |
| <b>Budget Totals</b>               | <b>\$120,773,650</b> | <b>\$125,277,615</b> | <b>3.7%</b> | <b>\$125,661,039</b> | <b>\$149,118,024</b> | <b>18.7%</b> |



# CITY MANAGER'S BUDGET MESSAGE

| Fund Type                        | Funds  | FY 2018 to FY 2019<br>Year-Over-Year Change in Budget |             |                     |              |
|----------------------------------|--|---|-------------|---------------------|--------------|
|                                  |  | Revenues  | % Change    | Expenditures        | % Change     |
| General                          | General  | \$4,491,469   | 6.3%        | \$4,331,606         | 6.2%         |
| Special Revenue                  | Gas Tax, Prop A, Prop C, Meas R, Meas M, Street Lighting, etc. | (505,119)   | (9.7%)      | (169,848)           | (3.3%)       |
| Enterprise                       | Water, Wastewater, Refuse, Parking, etc.                       | 889,201   | 3.3%        | 22,042,146          | 71.2%        |
| Capital Projects                 | CIP Fund   | 185,442   | 10.7%       | (1,229,436)         | (33.7%)      |
| Internal Service                 | Insurance, Information Tech, Fleet, Building Maintenance       | (552,342)   | (3.7%)      | (716,994)           | (5.0%)       |
| Trust & Agency                   | Underground Assessment, Pension Trust, UAD Loan                | (4,686)   | (0.4%)      | (800,489)           | (67.2%)      |
| <b>Total Increase/(Decrease)</b> |  | <b>\$4,503,965</b>                                    | <b>3.7%</b> | <b>\$23,456,985</b> | <b>18.7%</b> |

Projections for FY 2020 are as follows:

| Fund                               | Revenues             |                      |               | Expenditures         |                      |                |
|------------------------------------|----------------------|----------------------|---------------|----------------------|----------------------|----------------|
|                                    | Proposed FY 2019     | Proposed FY 2020     | %-Change      | Proposed FY 2019     | Proposed FY 2020     | %-Change       |
| General                            | \$75,505,117         | \$75,199,750         | (0.4%)        | \$74,731,871         | \$74,667,671         | (0.1%)         |
| <u>Special Revenue Funds</u>       |                      |                      |               |                      |                      |                |
| Street Lighting & Landscape        | 394,474              | 394,995              | 0.1%          | 582,061              | 597,930              | 2.7%           |
| Gas Tax                            | 1,568,435            | 1,615,209            | 3.0%          | 1,777,000            | 1,278,000            | (28.1%)        |
| Asset Forfeiture & Safety Grants   | 8,000                | 8,000                | 0.0%          | 164,500              | 153,700              | (6.6%)         |
| Police Safety Grants               | 141,217              | 141,328              | 0.1%          | 140,000              | 140,000              | 0.0%           |
| Proposition A                      | 949,298              | 970,136              | 2.2%          | 945,978              | 969,988              | 2.5%           |
| Proposition C                      | 641,136              | 661,670              | 3.2%          | 759,000              | 761,000              | 0.3%           |
| AB 2766                            | 47,154               | 47,212               | 0.1%          | 45,600               | 2,100                | (95.4%)        |
| Measure R                          | 458,225              | 472,494              | 3.1%          | 472,000              | 442,000              | (6.4%)         |
| Measure M                          | 489,728              | 504,420              | 3.0%          | 36,000               | 877,000              | 2,336.1%       |
| <u>Capital Project Funds</u>       |                      |                      |               |                      |                      |                |
| Capital Improvement Project        | 1,910,922            | 1,626,804            | (14.9%)       | 2,421,664            | 1,852,438            | (23.5%)        |
| Underground Assessments District   | 3,124                | 3,280                | 5.0%          | -                    | -                    | 0.0%           |
| <u>Enterprise Funds</u>            |                      |                      |               |                      |                      |                |
| Water                              | 15,573,728           | 15,646,664           | 0.5%          | 38,078,963           | 14,013,603           | (63.2%)        |
| Stormwater                         | 367,721              | 368,633              | 0.2%          | 1,615,767            | 2,138,215            | 32.3%          |
| Wastewater                         | 3,518,274            | 3,524,488            | 0.2%          | 5,349,957            | 5,062,073            | (5.4%)         |
| Refuse                             | 4,354,322            | 4,354,992            | 0.0%          | 4,198,200            | 5,257,552            | 25.2%          |
| Parking                            | 2,597,598            | 2,599,078            | 0.1%          | 2,494,513            | 2,510,722            | 0.6%           |
| County Parking Lots                | 793,500              | 793,500              | 0.0%          | 626,714              | 630,165              | 0.6%           |
| State Pier & Parking Lot           | 616,984              | 618,433              | 0.2%          | 633,283              | 650,070              | 2.7%           |
| <u>Internal Service Funds</u>      |                      |                      |               |                      |                      |                |
| Insurance Reserve                  | 6,851,720            | 6,851,720            | 0.0%          | 6,434,699            | 6,561,358            | 2.0%           |
| Information Systems                | 2,718,124            | 2,814,647            | 3.6%          | 3,729,659            | 2,854,668            | (23.5%)        |
| Fleet Management                   | 2,573,266            | 2,588,095            | 0.6%          | 1,460,369            | 2,033,468            | 39.2%          |
| Building Maintenance & Operations  | 2,053,234            | 2,083,535            | 1.5%          | 2,029,376            | 2,066,210            | 1.8%           |
| <u>Trust &amp; Agency Funds</u>    |                      |                      |               |                      |                      |                |
| Special Assessment Redemption Fund | 965,000              | 965,000              | 0.0%          | 158,850              | 1,006,950            | 533.9%         |
| Pension Trust                      | 177,314              | 177,780              | 0.3%          | 232,000              | 241,000              | 3.9%           |
| <b>Budget Totals</b>               | <b>\$125,277,615</b> | <b>\$125,031,863</b> | <b>(0.2%)</b> | <b>\$149,118,024</b> | <b>\$126,767,881</b> | <b>(15.0%)</b> |

# CITY MANAGER'S BUDGET MESSAGE

| Fund Type        | Funds  | FY 2019 to FY 2020 |   |                       |                |
|------------------|--|--------------------|---|-----------------------|----------------|
|                  |  | Revenues           | Year-Over-Year Change in Budget<br>% Change | Expenditures          | % Change       |
| General          | General  | (\$305,367)        | (0.4%)                                      | (\$64,200)            | (0.1%)         |
| Special Revenue  | Gas Tax, Prop A, Prop C, Meas R, Meas M, Street Lighting, etc. | 117,797            | 2.5%  | 299,579               | 6.1%           |
| Enterprise       | Water, Wastewater, Refuse, Parking, etc.                       | 83,661             | 0.3%  | (22,734,997)          | (42.9%)        |
| Capital Projects | CIP Fund   | (283,962)          | (14.8%)                                     | (569,226)             | (23.5%)        |
| Internal Service | Insurance, Information Tech, Fleet, Building Maintenance       | 141,653            | 1.0%  | (138,399)             | (1.0%)         |
| Trust & Agency   | Underground Assessment, Pension Trust, UAD Loan                | 466                | 0.0%  | 857,100               | 219.3%         |
|                  | <b>Total Increase/(Decrease)</b>                               | <b>(\$245,752)</b> | <b>(0.2%)</b>                               | <b>(\$22,350,143)</b> | <b>(15.0%)</b> |

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

## **Debt Service**

Debt service for FY 2019 approximates \$2.8 million (excluding administration fees) and includes: \$770,463 for the Police/Fire facility; \$254,350 for Water/Wastewater improvements; \$709,463 for the Metlox parking facility; \$480,975 for the financing of the Marine Avenue Sports Fields; and \$149,850 in underground utility bond debt which exists as an assessment pass-through appropriation on the City's books. The underground utility bond debt was refinanced in FY 2018 to take advantage of lower interest rates. Due to the timing of the refunding, no principal payment is due in FY 2019. Finally, there is \$440,000 in an operating lease for the County parking lots.

Debt service in FY 2020 approximates \$3.7 million (excluding administration fees) and includes: \$770,238 for the Police/Fire facility; \$257,375 for Water/Wastewater improvements; \$713,763 for the Metlox parking facility; \$481,975 for the financing of the Marine Avenue Sports Fields; and \$996,950 in underground utility bond debt which exists as an assessment pass-through appropriation on the City's books. Finally, there is \$440,000 in an operating lease for the County parking lots.

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

## **FUND SUMMARIES**

### **General Fund**

At year-end, current estimates for FY 2018 indicate that revenues will exceed expenditures by \$1,708,127. This anticipated surplus is primarily due to one-time capital expenditures being carried forward into FY 2019 for completion. These purchases include the aforementioned public safety radios, the City's portion of the RCC's CAD/RMS replacement and the ERP software upgrade project.

# CITY MANAGER'S BUDGET MESSAGE

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The unreserved (available) General Fund balance on June 30, 2018 is projected to be nearly \$4.1 million after accounting for financial policy designations. However, the FY 2019 budget includes transfers of \$187,587 to the Street Lighting and Landscape Fund and \$1,248,046 to the Storm Water Fund to relieve deficits. Additionally, at the end of FY 2019, the financial policy designation, which is based on 20% of General Fund expenditures, equals \$14,946,374, an increase of \$866,321 due to an increase in General Fund expenditures from the prior year. The Economic Uncertainty reserve is expected to be maintained at \$4.0 million through June 30, 2020.

FY 2019 General Fund revenues total \$75,505,117. Expenditures total \$74,731,871, resulting in an operating budget surplus of \$773,246. As a result of the transfers and policy reserves, the unreserved General Fund balance is projected to total \$1.8 million on June 30, 2019. While these moneys may have been utilized in the past for capital improvements or allocated to one-time expenditures (e.g. School District security upgrades), these funds should be retained for future subsidies to the Street Lighting & Landscape Fund and Stormwater Fund.

## *General Fund Revenue Highlights:*

General Fund revenues are projected to be \$75,505,117 in FY 2019, an increase of \$4.5 million or 6.3% from the FY 2018 adopted budget. The increase is mainly due to Property Tax, Building and Planning fees, and a one-time loan principal repayment due before December 2018.

Revenues forecasted in FY 2020 total \$75,199,750, a decrease of 0.4% or \$305,367 from the FY 2019 Budget. Without the one-time loan repayment in the prior year, recurring General Fund revenues will increase nearly \$1.2 million primarily due to Property Tax. Revenue forecasts are based on current trends and activity; assumptions may be adjusted during the FY 2020 Budget update when more precise information is available.

Specific revenue highlights include:

**Property Taxes:** For FY 2019, we are expecting continued solid improvement in overall property tax revenues of \$1.4 million over FY 2018 estimates (4.5%). With a continued strong housing market, and residential construction and remodeling adding to the assessed valuation of properties, we are anticipating measured continuation in future years of this upward trend in the General Fund's largest revenue source.

|                   |              |
|-------------------|--------------|
| FY 2017 Actual:   | \$28,215,712 |
| FY 2018 Budget:   | \$29,511,005 |
| FY 2018 Estimate: | \$30,289,636 |
| FY 2019 Budget:   | \$31,657,588 |
| FY 2020 Budget:   | \$32,815,601 |

**Sales Tax:** The city's second largest General Fund revenue source (12% of total revenue) is trending on par with the FY 2018 Budget. At this point in time, staff is projecting that sales tax in FY 2019 will exceed the current year estimate by \$150,000 (1.7%). Industry groups performing positively within the City include Restaurants & Hotels and Food & Drugs. The Manhattan Village



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Mall revitalization project currently underway is expected to bolster the General Consumer Goods category. Overall trends within the State indicate continued strong growth in online sales, which impacts point-of-sale tax revenues. Online sales result in the collected sales tax going into a countywide pool, which is then allocated based on the City's share of point-of-sale taxes countywide. This trend is expected to continue, further impacting the City's future sales tax revenues.

|                   |             |
|-------------------|-------------|
| FY 2017 Actual:   | \$8,962,617 |
| FY 2018 Budget:   | \$9,000,000 |
| FY 2018 Estimate: | \$9,000,000 |
| FY 2019 Budget:   | \$9,150,000 |
| FY 2020 Budget:   | \$9,150,000 |

**Transient Occupancy Tax (TOT):** This revenue is expected to generate approximately \$4.5 million in revenue in FY 2019, or \$250,000 (5.9%) over the current year estimate, which was negatively impacted when a significant TOT producer underwent a complete remodel in FY 2018. The loss of revenue due to the remodel and minimal growth at other hotels in FY 2018 resulted in the year-end estimate to be under budget by 6.1% or \$276,500. With the contemporary accommodations now completed, TOT revenues are expected to bounce back in FY 2019 and see modest growth in FY 2020. TOT revenue also affects the Capital Improvement Fund since 15% of the total TOT is dedicated to that fund (the CIP amount is not included in the numbers below).

|                   |             |
|-------------------|-------------|
| FY 2017 Actual:   | \$4,428,868 |
| FY 2018 Budget:   | \$4,526,500 |
| FY 2018 Estimate: | \$4,250,000 |
| FY 2019 Budget:   | \$4,500,000 |
| FY 2020 Budget:   | \$4,590,000 |

**Business License Tax:** Business License Tax is anticipated to outperform budget by \$100,000 (2.78%) in FY 2018. Budget-to-budget, this revenue is projected to increase by \$211,000 (5.9%). During the economic crisis this revenue was resilient and stable. The overall improvement in the economy is contributing to modest growth in this tax.

|                   |             |
|-------------------|-------------|
| FY 2017 Actual:   | \$3,658,194 |
| FY 2018 Budget:   | \$3,600,000 |
| FY 2018 Estimate: | \$3,700,000 |
| FY 2019 Budget:   | \$3,811,000 |
| FY 2020 Budget:   | \$3,925,330 |

**Building Permits & Plan Check Fees:** Residential and Commercial building activity remains strong within the City. Building Permit and Plan Check fees are currently at all-time highs due to several large commercial projects, including the Manhattan Village Mall remodel. The fee structure was last adjusted in July 2015; a new study will be conducted in FY 2019. At the current fee structure, fees from Building Permits and Plan Check Services are expected to increase by \$90,000 (2.5%) over current year-end estimates in FY 2019. A decrease is anticipated in FY 2020 due to the conclusion of the mall project.

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|                      |             |
|----------------------|-------------|
| FY 2016-2017 Actual: | \$3,205,000 |
| FY 2018 Budget:      | \$3,364,400 |
| FY 2018 Estimate:    | \$3,600,000 |
| FY 2019 Budget:      | \$3,690,000 |
| FY 2020 Budget:      | \$3,450,000 |

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

## General Fund Expenditure Highlights:

General Fund expenditures equal \$74,731,871 in FY 2019, an increase from the FY 2018 budget of \$4,331,606 (6.2%) and \$4,992,006 (7.2%) over FY 2018 year-end estimates. The following chart illustrates the specific budget categories and the associated changes from FY 2018:

### FY 2019 General Fund Budgeted Expenditures by Category

| Expenditure Category     | Budget<br>FY 2018   | Estimated<br>FY 2018 | Budget<br>FY 2019   | FY18 Budget to FY19 Var |             | FY18 Estimate to FY19 Var |             |
|--------------------------|---------------------|----------------------|---------------------|-------------------------|-------------|---------------------------|-------------|
|                          |                     |                      |                     | Change                  | Percent     | Change                    | Percent     |
| Salaries & Benefits      | \$47,073,640        | \$47,083,673         | \$50,433,995        | \$3,360,355             | 7.1%        | \$3,350,322               | 7.1%        |
| Materials and Services   | 13,020,401          | 13,712,775           | 14,437,203          | 1,416,802               | 10.9%       | 724,428                   | 5.3%        |
| Internal Service Charges | 8,506,954           | 8,387,228            | 7,689,574           | (817,380)               | (9.6%)      | (697,654)                 | (8.3%)      |
| Capital Equipment        | 1,163,585           | 74,947               | 1,670,033           | 506,448                 | 43.5%       | 1,595,086                 | 2128.3%     |
| Debt Service             | 617,678             | 462,725              | 484,475             | (133,203)               | (21.6%)     | 21,750                    | 4.7%        |
| Interfund Transfers      | 18,007              | 18,517               | 16,591              | (1,416)                 | (7.9%)      | (1,926)                   | (10.4%)     |
| <b>Totals</b>            | <b>\$70,400,265</b> | <b>\$69,739,865</b>  | <b>\$74,731,871</b> | <b>\$4,331,606</b>      | <b>6.2%</b> | <b>\$4,992,006</b>        | <b>7.2%</b> |

With a \$3.4 million increase (7.1%) from the prior year budget, Salaries and Benefits represent the largest portion of the increase, and account for 68% of General Fund expenditures. The increase includes the new positions previously described, as well as modest salary adjustments in anticipation of labor negotiations that will occur in FY 2019. CalPERS pension contributions, which are increasing by \$1.0 million in the General Fund, are part of this category as well. Beginning in FY 2019, separate object codes will be used to track ongoing pension contributions (4211 for Regular Employees and 4212 for Sworn Employees) and payments to reduce the City's unfunded liability. New object codes for PERS Liability Contributions (4218 for Regular Employees and 4219 for Sworn Employees) can be found in each Department/Program expenditure schedule and the accompanying Appendix tables. When comparing FY 2019 and FY 2020 budgets to the prior year, it is important to include both objects (4211 and 4218 for Regular Employees; 4212 and 4219 for Sworn Employees) for an accurate comparison. This change was intended to appropriately differentiate current service costs ("Normal Cost") from payments toward the unfunded accrued pension liability for past service ("UAL").

This year the most significant driver of the variance in Salaries and Benefits between FY 2019 and FY 2018 are Workers' Compensation costs. In this budget cycle, the City is moving toward

## CITY MANAGER'S BUDGET MESSAGE

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using an actuarial valuation to estimate baseline funding needs of the City's Workers' Compensation and Liability programs. Consequently, Workers' Compensation charges are increasing by \$1.2 million (35.8%) from FY 2018 to \$4.6 million in FY 2019. On the other hand, Liability charges (categorized as Internal Service Charges) are expected to decrease from FY 2018 by \$1.5 million (-49.8%) to \$1.5 million due to recent positive claims developments. More information on the Insurance Reserve Fund can be found in the Internal Service Funds section later in this document.

The FY 2019 budget includes a 4.0% vacancy factor for full-time staffing, which equates to \$1.6 million across all funds, and approximately \$1.5 million in the General Fund. This vacancy factor is in recognition of the fact that there are times throughout the year that positions are vacant through attrition and retirements, and that salary savings are achieved during those vacancies. This practice, which was implemented several years ago, reduces funds allocated for staffing, but may result in insufficient funding if such vacancies do not occur. The prior practice of fully budgeting staff positions would result in year-end savings, which would contribute to fund balance or other uses such as capital improvement projects. This current method simply estimates and recognizes vacancies up-front, with the expected savings factored into the budget.

Materials and Services are up 10.9% from last year's budget by \$1.4 million. Specific drivers of this increase include election costs (increase of \$126,972 since election was not held in FY 2018) and Legal Services which went up by \$318,000 (64.2%). When compared to the current year estimate, Legal Services is going up by \$108,000 or 15.3%. Additional monies to assist with labor negotiations scheduled later in 2018 contributed to this increase. City Council Contingency, which is also included in this category, remains unchanged at \$100,000.

Also within Materials and Services, Contract Services is increasing \$629,206 (11.3%) due to various City initiatives requiring additional resources. Consultant services are included for a Citywide Speed Survey in the Traffic Engineering division for \$50,000 and Environmental Sustainability efforts toward a Climate Action Plan and Sea Level Rise Vulnerability Assessment for \$150,000 (an additional \$150,000 is also included in FY 2020 to continue these efforts).

In the Planning division, consultant services will be utilized to provide support for upcoming current and advanced professional planning projects and studies, and administering zoning ordinances, policies and procedures for development permits. During times of peak building activity, as has been the case in the last few years, outside consultant assistance is recommended to ensure the Planning division is able to meet customer service objectives as well as complete advance planning initiatives. When the counter activity eventually recedes, it is easier to reduce consultant contract services rather than facing the tough decision to eliminate unneeded staff. Likewise the budget for Building contract services was increased according to the new 3-year Plan Check services contract approved by the City Council in October 2017. By having these outside resources available, staff is better positioned to meet the desired four to six week turnaround time and process customer requests for expedited services. It is important to note that these costs are fully recovered through Plan Check fee revenues.

Lastly, Materials and Services includes a budget of \$161,000 to expend General Fund dollars in exchange for restricted Prop A dollars (estimated to cost \$0.70 for every \$1 in Prop A) to fully

# CITY MANAGER'S BUDGET MESSAGE

fund the City's Dial-A-Ride program. Previously the program's shortfall was subsidized by Measure R transportation dollars, which are now being redirected back to their intended primary use of roadway and sidewalk projects.

Internal Service Charges are decreasing by \$817,380, or -9.6%. These funds include the Insurance Reserve, Fleet, Information Technology and Building Maintenance funds, and are used to capture and allocate common costs across all departments. The decrease is due to the aforementioned Liability Insurance allocation (down \$1.5 million), which reflects the recent positive activity in liability claims. Other internal service allocations (Fleet, Information Technology, and Building Maintenance) were collectively up \$669,540 due to higher costs in those operations.

The decrease in debt service (\$133,203) from FY 2018 is due to the removal of lease-purchasing financing budgeted for equipment purchases. For various reasons, these purchases (ERP Software and Motorola Radios) were not completed in FY 2018 and therefore carried forward to FY 2019. Coincidentally, repayment of the City Manager loan is due in December 2019. With this expected influx of cash, a cash purchase is proposed for the equipment to forego the added interest costs of financing.

Expenditure projections for FY 2020 reflect an overall decrease of \$64,200 (-0.1%) from the FY 2019 Budget. Salaries and Benefits are expected to increase \$1.7 million (3.7%) due to projected increases in PERS and medical insurance costs. Modest salary increases are included in these budget projections as a placeholder until labor negotiations are completed in FY 2019. Notably, required contributions toward the City's unfunded accrued pension liabilities are increasing by \$938,138 (\$254,027 for Regular Employees and \$684,111 for Sworn Employees) from FY 2019.

Materials and Services were conservatively estimated based on known contract service agreements when available. The decrease in FY 2020 is due to the RCC CAD/RMS replacement costs in the prior year as well as the absence of an election and legal services for labor negotiations in FY 2020. Internal Service Charges were calculated in accordance with the expenditures estimated in each Internal Service Fund. No capital equipment purchases are planned from the General Fund in FY 2020.

**FY 2020 General Fund Budgeted Expenditures by Category**

| Expenditure Category     | Budget<br>FY 2018   | Budget<br>FY 2019   | Budget<br>FY 2020   | FY18 Budget to FY20 Var |               | FY19 Budget to FY20 Var |             |
|--------------------------|---------------------|---------------------|---------------------|-------------------------|---------------|-------------------------|-------------|
|                          |                     |                     |                     | Change                  | Percent       | Change                  | Percent     |
| Salaries & Benefits      | \$47,073,640        | \$50,433,995        | \$52,177,765        | \$1,743,770             | 3.7%          | \$5,104,125             | 10.8%       |
| Materials and Services   | 13,020,401          | 14,437,203          | 14,079,464          | (357,739)               | (2.7%)        | 1,059,063               | 8.1%        |
| Internal Service Charges | 8,506,954           | 7,689,574           | 7,907,855           | 218,281                 | 2.6%          | (599,099)               | (7.0%)      |
| Capital Equipment        | 1,163,585           | 1,670,033           | -                   | (1,670,033)             | (143.5%)      | (1,163,585)             | (100.0%)    |
| Debt Service             | 617,678             | 484,475             | 485,475             | 1,000                   | 0.2%          | (132,203)               | (21.4%)     |
| Interfund Transfers      | 18,007              | 16,591              | 17,112              | 521                     | 2.9%          | (895)                   | (5.0%)      |
| <b>Totals</b>            | <b>\$70,400,265</b> | <b>\$74,731,871</b> | <b>\$74,667,671</b> | <b>(\$64,200)</b>       | <b>(0.1%)</b> | <b>\$4,267,406</b>      | <b>6.1%</b> |

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## Other Fund Highlights

### Capital Improvement Fund

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

1998 Transient Occupancy Tax – 15% of the total tax

1998 On-Street Parking Meters - \$0.25 per hour

2000 On-Street Parking Meters – additional \$0.25 per hour

2000 Parking Citations - \$4 of all citations except expired meter cites

These revenues are projected to generate \$1.6 million in FY 2019 and FY 2020. CDBG Grant revenues totaling \$300,000 are also anticipated in FY 2019. Approximately half of the revenue generated within the CIP Fund is dedicated to funding the Police & Fire facility debt service. Other projects will be funded from available fund balance and future General Fund surpluses on a pay-as-you-go basis. The City's CIP fund accounts for capital improvement projects funded by general use revenue sources. The following capital projects are slated to begin in FY 2019 and FY 2020:

| <b>CIP Fund</b>                             | <b>FY 2019</b>     | <b>FY 2020</b>   |
|---|--------------------|------------------|
| Facility Improvements                       | \$830,000          | \$830,000        |
| Mariposa Fitness Station                    | 200,000            | -                |
| Traffic Signal Preemption Devices           | 75,000             | -                |
| CDBG Access Ramps (Village Field, Annual)   | 300,000            | -                |
| Annual Non-Motorized Transportation Program | 100,000            | 100,000          |
| <b>Total</b>                                | <b>\$1,505,000</b> | <b>\$930,000</b> |

With these projects funded, the CIP fund is expected to have an unreserved fund balance of \$0.3 million at the end of FY 2019.

### Special Revenue Funds

The **Street Lighting and Landscaping Fund** derives its revenues from assessments to property owners. Those assessments, which have not been changed since 1996, will require a successful Proposition 218 vote in order to do so. As a result, the FY 2019 and FY 2020 assessment basis remains fixed with no increase from prior years. Because expenses for energy and maintenance are not fixed and periodically rise, the General Fund must contribute increased amounts each year in order to fund this service. For FY 2019 that subsidy is estimated at \$187,587. In addition to the subsidy, the City contributes \$16,591 to cover the City's portion of the Streetscape zone. This budget presents a fund which has long exhausted its reserves. Until new assessments are in place General Fund transfers will continue, further straining core municipal services.

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The **Streets & Highways Fund** (Gas Tax Fund) accounts for gas tax moneys dedicated to roadway and sidewalk projects. This year's budget includes revenues of \$1.6 million and capital expenditures of \$1.8 million. Projects include street resurfacing and construction projects, maintenance such as the annual slurry seal program, and annual concrete curb and gutter replacement:

| <b>Streets &amp; Highways Fund</b>            | <b>FY 2019</b>     | <b>FY 2020</b>     |
|---|--------------------|--------------------|
| Annual Curb, Gutter and Ramp Replacement      | \$365,000          | \$365,000          |
| Annual Slurry Seal Program                    | 385,000            | 385,000            |
| Annual Residential Street Resurfacing Program | 500,000            | 500,000            |
| Morningside Drive: 10th to MBB                | 125,000            | -                  |
| Street Resurfacing : Liberty Village          | 275,000            | -                  |
| Village Field ADA Access Design               | 100,000            | -                  |
| <b>Total</b>                                  | <b>\$1,750,000</b> | <b>\$1,250,000</b> |

The **Asset Forfeiture Fund** includes estimated revenues of \$8,300 consisting of anticipated interest earnings on the fund balance. FY 2019 operational expenditures equal \$164,500, and include \$83,800 for front-line law enforcement equipment and supplies, \$5,000 for computer-related equipment, \$20,000 for Strategic Plan implementation and \$55,700 for training and overtime.

The **Police Safety Grant Fund** has \$141,217 of grant fund income, and \$140,000 in operating expenditures for law enforcement supplies and equipment.

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

The majority of **Proposition "A" Fund** revenues are based on a half-cent sales tax in Los Angeles County, which is then distributed on a per capita basis. FY 2019 revenues are estimated at \$949,298 with expenditures of \$945,978. A funding deficit of \$230,000 is expected to be covered by exchanging General Fund moneys for Proposition "A" funds with another agency in the county. This year's budget includes salary and benefits for the transportation services operators; \$12,500 for support of the Beach Cities Transit Line 109; \$14,360 for Taxi rides when Dial-A-Ride bus service is not available, and \$57,222 for recreational bus trips for the various programs put on by the Parks & Recreation department.

The **Proposition "C" Fund**, established for transportation and street improvement programs, reflects estimated revenues of \$641,136 and capital expenditures of \$700,000 in FY 2019. Revenues include \$576,151 in transit sales tax and \$64,985 in interest generated from existing fund balance. Capital project funds included in FY 2019 and FY 2020 are intended for various street resurfacing projects.

| <b>Prop C Fund</b>                       | <b>FY 2019</b>   | <b>FY 2020</b>   |
|--|------------------|------------------|
| Arterial & Collector Roadway Resurfacing | \$700,000        | \$700,000        |
| <b>Total</b>                             | <b>\$700,000</b> | <b>\$700,000</b> |



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The **AB 2766 Fund** was established in 1990 and provides per capita funding to cities and counties located in the South Coast District to be used to reduce motor vehicle air pollution. Revenues of \$47,154 and expenditures of \$45,600 are budgeted in FY 2019. Two new vehicles will be purchased using AB 2766 funds, including a flatbed golf cart (\$13,500) for use by the Parks and Recreation department and an electric vehicle (\$30,000) for Public Works Engineering staff.

During FY 2010, the City began receiving funds from a new sales tax resulting from **Measure "R"** which was approved by the County's voters in November 2008. This half cent sales tax can be used for projects such as pothole repairs, major street resurfacing, left-turn signals, bikeways, pedestrian improvements, streetscapes, traffic signal synchronization and local transit services (including subsidizing Dial-A-Ride services as done in the past). Revenues totaling \$458,225 are anticipated in FY 2019. As the fund recovers from subsidizing the Dial-A-Ride program in years past, its fund balance will continue to grow. Two projects are currently planned for the next two years:

| <b>Measure R Fund</b>                  | <b>FY 2019</b>   | <b>FY 2020</b>   |
|--|------------------|------------------|
| Ocean Drive Walkstreet Crossing        | \$450,000        | -                |
| Aviation (West-side) and 33rd Sidewalk | -                | \$420,000        |
| <b>Total</b>                           | <b>\$450,000</b> | <b>\$420,000</b> |

In November 2016, Los Angeles County voters approved **Measure "M"**, to ease congestion and improve neighborhood streets and intersections. The City started receiving Measure M funds in FY 2018. One project is planned in the next two years as the fund balance accumulates:

| <b>Measure M Fund</b>                  | <b>FY 2019</b> | <b>FY 2020</b>   |
|--|----------------|------------------|
| Rowell Ave Sidewalk (Curtis & 1st St.) | -              | \$840,000        |
| <b>Total</b>                           | <b>-</b>       | <b>\$840,000</b> |

## Enterprise Funds

FY 2019 revenues in the **Water Fund** are estimated at \$15.6 million while operating expenses, capital projects and debt service in this fund total \$38.1 million. Design of Peck Ground Level Reservoir Replacement project is currently underway. Construction is scheduled to commence in FY 2019 and take about 18 months to complete at an estimated cost of \$22.0 million. Other capital projects are planned in the next five years to address the City's aging infrastructure:

| <b>Water Fund</b>                                | <b>FY 2019</b>      | <b>FY 2020</b>     |
|--|---------------------|--------------------|
| Annual Pipe Replacement Program                  | \$1,500,000         | \$1,500,000        |
| Block 35 Ground Level Reservoir Replacement      | 1,200,000           | -                  |
| Peck Ground Level Reservoir Replacement          | 22,000,000          | -                  |
| Redrill & Equip Well 15                          | 350,000             | -                  |
| Design Well Collection Line (Well 11A to Block 3 | 700,000             | -                  |
| <b>Total</b>                                     | <b>\$25,750,000</b> | <b>\$1,500,000</b> |

Revenues in the **Waste Water Fund** are projected to be \$3.5 million with operating expenses, capital projects and debt service estimated at \$5.3 million. Like the Water Fund, the Waste Water Fund has capital projects scheduled over the coming years that focus on infrastructure

# CITY MANAGER'S BUDGET MESSAGE

maintenance and upgrades. Capital projects scheduled in FY 2019 and FY 2020 include lift station upgrades as well as spot repairs and rehabilitation of sewer main lines:

| <b>Wastewater Fund</b>              | <b>FY 2019</b>     | <b>FY 2020</b>     |
|-------------------------------------|--------------------|--------------------|
| Annual Rehab of Gravity Sewer Mains | \$1,100,000        | \$1,100,000        |
| Pacific Lift Station Upgrade        | 2,400,000          | -                  |
| Voorhees Lift Station Upgrade       | -                  | 2,150,000          |
| <b>Total</b>                        | <b>\$3,500,000</b> | <b>\$3,250,000</b> |

The **Storm Water Fund** includes revenues of \$367,721 and expenditures of \$1.6 million. The deficit of \$1.2 million is funded through a General Fund transfer (as predicted when fund reserves were exhausted). The FY 2019 budget allocates \$365,000 for street sweeping; \$150,000 to mandated National Pollution Discharge Elimination System Permit Compliance Programs; and \$210,000 for storm drain debris collection devices to collect pollutants before entering the water system. There is no fund balance available to meet policy reserves of four months of operating expenses or fund necessary capital projects.

| <b>Stormwater Fund</b>                    | <b>FY 2019</b>   | <b>FY 2020</b>     |
|---|------------------|--------------------|
| Storm Drain Debris Collection Devices     | \$210,000        | \$210,000          |
| Storm Drain Repairs                       | 500,000          | 500,000            |
| Hermosa Greenbelt Joint Watershed Project | -                | 500,000            |
| <b>Total</b>                              | <b>\$710,000</b> | <b>\$1,210,000</b> |

Current assessments, last changed in 1996, are not sufficient to sustain the program's current and future capital needs. As a result, continued General Fund transfers or a Proposition 218 vote to increase the assessments will be required to adequately fund this operation. Storm Water runoff is under increased regulatory and environmental pressures, which has resulted in increased costs. The General Fund can no longer afford to subsidize the Storm Water Fund, and the assessments will need to be addressed. The City Council is expected to revisit the issue later this year as one of its Work Plan items.

The **Refuse Fund** includes revenues and expenses for the City's refuse and recycling activities. Revenues for FY 2019 are projected to be approximately \$4.4 million and expenditures \$4.2 million. Projected year-end balance after FY 2019 is \$1.1 million which is held as a reserve in compliance with established City Council policies. While it falls short of the stated reserve goal of 4 months of operating expenses, it is sufficient given the pass-through nature of the refuse fund. Use of the reserves is planned in FY 2020 to design improvements for City-owned refuse enclosures and to purchase a CDS trash capture device.

| <b>Refuse Fund</b>                        | <b>FY 2019</b> | <b>FY 2020</b>   |
|---|----------------|------------------|
| City Refuse Enclosure Improvements Design | -              | \$150,000        |
| <b>Total</b>                              | <b>-</b>       | <b>\$150,000</b> |

The **Parking Fund** accounts for collections and expenditures for street meters and City-owned lots, debt service on the Metlox parking structure, and maintenance of the Metlox Town Square. For FY 2019 this fund is projected to have \$2.6 million in revenues and \$2.5 million in expenditures, which includes debt service on the Metlox parking structure (\$714,863). Fund revenues and expenditures also include the Downtown Business Improvement District assessments (approximately \$100,000) which the City collects and then remits to the Downtown



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Business and Professional Association through a contractual agreement. The projected year-end fund balance includes policy reserves of \$129,891, which falls short of the policy due to capital projects. It should be noted that revenues barely exceed operating expenditures and debt service costs. For the City to embark on parking infrastructure projects, additional revenue streams will be required.

The **County Parking Lot Fund** accounts for the two county-owned parking lots commonly referred to as El Porto and 26<sup>th</sup> Street. This fund is projected to have \$793,500 in revenues and \$626,714 in expenditures, which includes \$440,000 for the County Lots operating lease. Excess funds (\$166,786) are transferred to the General Fund after accounting for the County's share of revenue.

The **State Pier and Parking Lot Fund** relates to the operational activity for the State-owned pier parking lots. This fund is projected to have \$616,984 in revenues and \$626,714 in expenditures in FY 2019. Fund revenues are used to maintain and operate the pier and parking lots, and the pier comfort stations.

## Internal Service Funds

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

The FY 2019 **Insurance Reserve Fund** budget contains revenues (derived from charge-outs) of \$6.9 million and expenditures of \$6.4 million. The Insurance Reserve allocates charges to other funds based on recent experience and actuarial funding estimates. In FY 2019, charge outs to departments for liability and property claims are down by \$1.3 million (-42.0%), while Workers Compensation charge-outs to departments are higher by \$1.1 million (27.9%). These charge-outs are the funding source for insurance premiums, claims paid and claims administration costs paid out of the Insurance Reserve Fund.

The significant catastrophic losses due to wind and fire losses have significantly affected all lines of coverage in the market place. This has resulted in ending the extended soft market conditions and increased premiums across all lines of coverage. Excess liability insurance premiums are increasing \$38,079 (8.5%) from FY 2018 estimates and Workers' compensation excess insurance premiums are increasing by \$57,888 (22.0%) from the prior year, going from \$263,112 to \$321,000.

Overall, budgeted claims paid in FY 2019 are estimated at \$500,000 for liability and \$3.8 million for workers compensation, a combined decrease of \$669,276 from the prior year estimate. Because the City's self-insured retention is \$500,000 for liability and \$750,000 for Workers Compensation, claims paid will represent the largest and most varied cost from year to year.

Workers' Compensation continues to be a challenge both in terms of cost control and predictability. For example, there are old cases (20+ years) for which new reserves must be funded from changes in the former employees' health status due to their work-related injuries. These increased costs often raise our liability by tens to hundreds of thousands of dollars (limited only by the self-insured retention in effect at the time of injury). While proactive work place injury prevention programs help with our current employees, we are exposed to escalating costs for

# CITY MANAGER'S BUDGET MESSAGE

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many years after separation from employment. In some cases these costs may increase through the former employee's inaction in maintaining his or her own health.

Workers compensation and liability expense are extremely difficult to predict because of our relatively small population and the random way extraordinary cases occur. The result is that there are extreme swings in expense from year to year, which is all the more reason to move toward an actuarial funding basis using predictive modeling. Staff is working to phase in the actuarial funding model to avoid the possibility of unfunded liabilities that could arise if future claims costs exceed the Insurance Reserve. However, this new approach must be balanced with other funding needs.

The **Information Technology Fund** provides for the operation of the City's Information Technology department, including maintenance of the City's computer network, hardware infrastructure, City website and mobile app, as well as the broadcasting of City meetings. The department's budget is charged out to the other departments based on the number of devices (workstations, printers and mobile devices) being utilized and the number of employees in each division. In FY 2019, Information Technology Fund revenues are \$2.7 million and expenditures are \$3.7 million (the difference is funded through available fund balance and a transfer of \$600,299 from the General Fund for the ERP software purchase). This fund budget includes replacement workstations, servers and network components (switches and wireless access point hardware) as well as funding to replace a Storage Area Network (SAN) estimated to cost \$409,000.

The **Building Maintenance and Operations Fund** consists of programs from two different departments. The fund provides for Public Work's Building Maintenance program which maintains City facilities and grounds, and the Finance Department's General Services program which ensures that office equipment such as photocopiers are maintained. The fund's FY 2019 budget includes revenues of \$2.0 million and expenditures of \$2.0 million. Expenditures associated with this fund are allocated to departments based on their number of employees and the square feet of building they occupy.

The **Fleet Management Fund** is charged to departments in two separate line items - fleet maintenance and fleet rental. Fleet maintenance accounts for repairs and routine vehicle maintenance based on the average maintenance and repair cost according to the type and number of vehicles a department operates. The fleet rental charge provides for the replacement of City vehicles, and is a straight-line depreciated charge based on the cost and expected life of each vehicle. This fund's 2019 budget includes \$299,681 for the purchase and outfitting of six vehicles. A list of vehicle replacements is included in the Appendix of this document. The Fleet Management Fund is expected to have \$3.0 million remaining after FY 2019 for future vehicle replacements.

## **CONCLUSION**

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

# CITY MANAGER'S BUDGET MESSAGE

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the California Society of Municipal Finance Officers and from the Government Finance Officers Association.


In our on-going efforts to provide our citizens with ample opportunities to review and comment on the budget, a budget study session will be held on May 8<sup>th</sup>. Additional study sessions may be scheduled as needed. Final consideration and budget adoption is scheduled for June 19<sup>th</sup>.

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

**[www.citymb.info](http://www.citymb.info)**

I would like to take this opportunity to thank all the City employees who worked very hard to develop this year's budget. Special thanks to the Finance Department, especially Steve Charelian, Henry Mitzner, Libby Bretthauer, Julie Bondarchuk and Cynthia Mickschl. In addition, I'd like to thank Kendra Davis in the City Manager's office for support on facilitating civic engagement throughout the budget process.

Sincerely,

  
Bruce Moe  
City Manager

# Budget User's Guide

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Prior to July 1st of each year, the Manhattan Beach City Council adopts, by formal resolution, an annual budget.

This document serves as a financial plan, the purpose of which is to identify the projected allocation and application of resources over the budget cycle.

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

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

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

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

**Five Year Forecast** – includes projected revenues and expenditures by fund and resulting fund balances.

**Capital Budget Summary** – includes schedule of capital projects by fund and type from the City's Capital Improvement plan.

**Strategic Plan & Performance Measures** – includes description of 2015 Strategic Plan and service level indicators.

**Appendix** - includes Major Revenue Sources, Schedule of positions, Schedules of Funded Budget Requests, Schedule of Administrative Service Charges, Summary of Debt Service Payments, Resolutions for the Adoption of the Budget and Appropriations Limit, and the City's Financial and Budget Policies.

## BUDGET PROCESS

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

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

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

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

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

## **BASIS OF ACCOUNTING**

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

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

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

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

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

## **CLASSIFICATION OF FUNDS**

### *GOVERNMENTAL FUND TYPES:*

#### **General Fund**

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

## Special Revenue Funds

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

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

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

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

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

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

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

## Capital Projects Funds

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

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

## Debt Service Funds

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



## PROPRIETARY FUND TYPES:

### Enterprise Funds

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

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

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

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

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

*The County Parking Lots Fund* is used to account for the operation and maintenance of parking lots that are owned by Los Angeles County and leased to the City. Proceeds from the meters and parking permits are divided 55 percent to the County, with an annual guaranteed minimum of \$130,000, and 45 percent to the City.

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

### Internal Service Funds

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

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

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

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

## FIDUCIARY FUND TYPES:

### Trust & Agency Funds

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

# City of Manhattan Beach Facts and Figures

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

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

Manhattan Beach is a full-service General Law city operating under a council-manager form of government. The City Council consists of five members elected at large, each serving a 9 1/2 month mayoral rotation during their four year term. The City Council meets on the first and third Tuesdays of the month at 6:00 PM. The City operates with nine well-run departments, 306 full-time and approximately 180 part-time employees. The City prides itself in offering the highest level of services to its residents and maintains a AAA bond rating.



## Mission Statement

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

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

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

**Full-Time Municipal Employees Authorized:** 306

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

## Parks & Public Facilities

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



# City of Manhattan Beach Facts and Figures

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

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

**Elevation:** 120 feet above sea level

**Population & Area:** 35,741 (2016 US Census Bureau Estimate from 2010 base of 35,135); 3.88 square miles

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

**Median Home Sale Price:** \$2,408,700 (as of February 28, 2018 – Zillow data)

**Median Household Income (in 2016 dollars):** \$144,868 (U.S. Census Bureau, 2012-2016 data)

**Assessed Valuation:** \$17.6 billion (Office of the Assessor, Los Angeles County, 2017-18 Report)

**Housing Units** (U.S. Census Bureau, 2009-2013 American Community Survey Estimates)

|                            |               |             |
|----------------------------|---------------|-------------|
| 1-Unit Detached            | 10,954        | 70%         |
| 1-Unit Attached            | 1,297         | 8%          |
| 2-4 Units                  | 2,612         | 16%         |
| 5+ Units                   | 916           | 6%          |
| Other                      | 14            | <1%         |
| <b>Total Housing Units</b> | <b>15,793</b> | <b>100%</b> |

**Business Mix** (as of April 2018)

|                     |              |               |
|---------------------|--------------|---------------|
| Services            | 812          | 16%           |
| Contractors         | 2,704        | 52%           |
| Home Occupation     | 479          | 9%            |
| Retail              | 354          | 7%            |
| Professionals       | 322          | 6%            |
| Apartment Houses    | 269          | 5%            |
| Commercial Property | 143          | 3%            |
| Miscellaneous       | 96           | 2%            |
| <b>Total</b>        | <b>5,179</b> | <b>100.0%</b> |

**CITIZENS OF MANHATTAN BEACH**

**City Council**

**City Treasurer**

**Parking & Public Improvements Commission**

**Board of Building Appeals**

**Planning Commission**

**Parks & Recreation Commission**

**Cultural Arts Commission**

**Library Commission**

**City Attorney**

**City Manager**

**Finance**

- Administration
- ~
- Accounting
- ~
- Revenue Services
- ~
- General Services

**Community Development**

- Administration
- ~
- Planning
- ~
- Building
- ~
- Code Enforcement
- ~
- Traffic Engineering
- ~
- Environmental Sustainability

**Police**

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

**Fire**

- Administration
- ~
- Prevention
- ~
- Fire Operations
- ~
- Emergency Medical Services
- ~
- Support Services

**Public Works**

- Administration
- ~
- Civil Engineering
- ~
- Street Maintenance
- ~
- Building & Grounds Maintenance
- ~
- Transportation
- ~
- Street Lighting & Landscaping
- ~
- Streetscape Maintenance
- ~
- Water Programs
- ~
- Storm Drain Maintenance
- ~
- Sewer Maintenance
- ~
- Refuse Management
- ~
- Parking Facilities
- ~
- Fleet Services

**City Clerk**

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

**Human Resources**

- Administration
- ~
- Risk Management

**Parks & Recreation**

- Administration
- ~
- Recreation Services
- ~
- Cultural Arts
- ~
- Sports & Aquatics
- ~
- Community Programs

**Information Technology**

- Information Technology
- ~
- Geographic Information Systems

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Manhattan Beach  
California**

For the Biennium Beginning

**July 1, 2016**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the **City of Manhattan Beach, California** for its biennial budget for the biennium beginning **July 1, 2016**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

# California Society of Municipal Finance Officers

*Certificate of Award*

## ***Operating Budget Excellence Award Fiscal Year 2016-2017***

*Presented to the*

### ***City of Manhattan Beach***

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

*January 31, 2017*



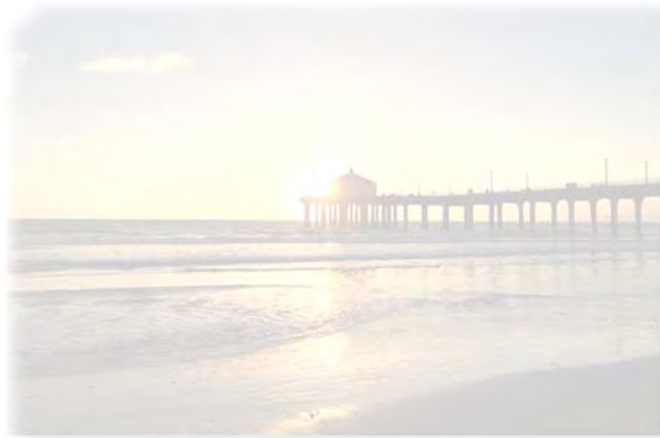
A handwritten signature in black ink, appearing to read "John Adams".

***John Adams  
CSMFO President***

A handwritten signature in blue ink, appearing to read "Craig Boyer".

***Craig Boyer, Chair  
Professional Standards and  
Recognition Committee***

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

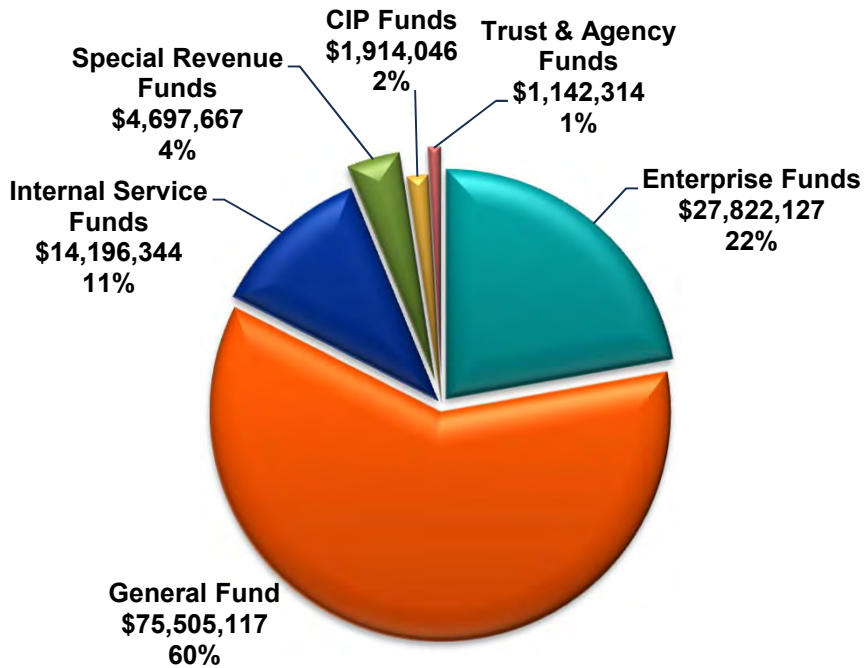


# Summaries

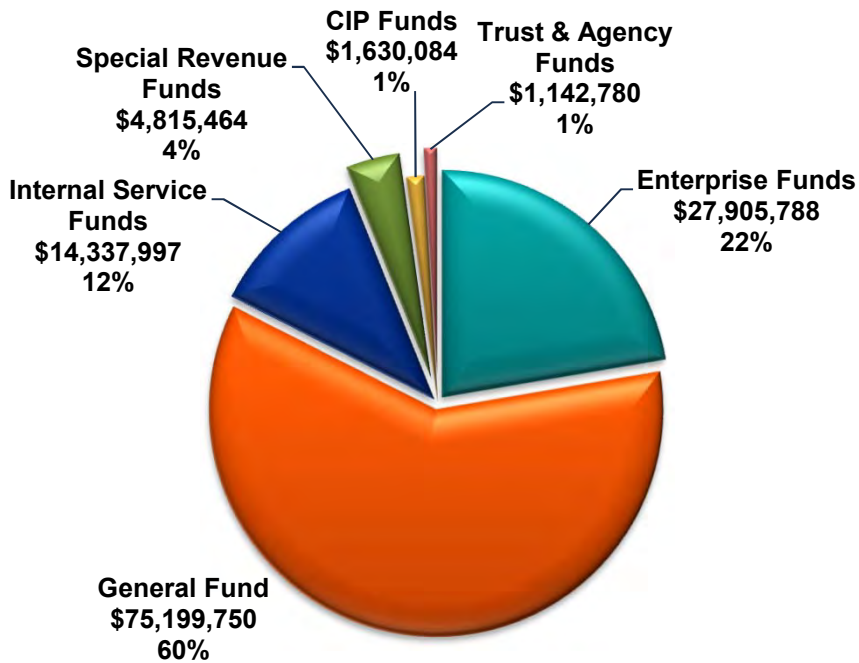
# SOURCE OF FUNDS BY FUND TYPE

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## FY 2019 Source of Funds - City-Wide = \$125,277,615



## FY 2020 Source of Funds - City-Wide = \$125,031,863





## SCHEDULE OF REVENUES BY FUND & CATEGORY

|  | FY 2017<br>Actual    | FY 2018<br>Adopted   | FY 2018<br>Estimate  | FY 2019<br>Proposed  | FY 2020<br>Proposed  |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>General Fund</b>                                |                      |                      |                      |                      |                      |
| Revenue from Property Taxes                        | \$28,215,712         | \$29,511,005         | \$30,289,636         | \$31,657,588         | \$32,815,601         |
| Revenue from Sales & Use Tax                       | 8,962,617            | 9,000,000            | 9,000,000            | 9,150,000            | 9,150,000            |
| Revenue from Transient Occupancy Tax               | 4,428,868            | 4,526,500            | 4,250,000            | 4,500,000            | 4,590,000            |
| Revenue from Business License Tax                  | 3,658,194            | 3,600,000            | 3,700,000            | 3,811,000            | 3,925,330            |
| Revenue from Other Taxes                           | 2,391,574            | 2,516,000            | 2,316,000            | 2,292,950            | 2,307,950            |
| Revenue from Permits                               | 2,703,625            | 2,771,560            | 2,929,400            | 3,061,340            | 2,797,340            |
| Revenue from Fines & Forfeitures                   | 2,494,091            | 2,796,000            | 2,536,000            | 2,547,000            | 2,547,000            |
| Revenue from Use of Property & Money               | 5,681,236            | 3,595,946            | 3,661,693            | 5,444,709            | 4,054,499            |
| Revenue from Other Governments                     | 315,831              | 321,500              | 319,791              | 309,350              | 312,850              |
| Revenue from Service Charges                       | 8,018,746            | 7,160,755            | 8,067,182            | 8,291,150            | 8,237,150            |
| Miscellaneous Revenues                             | 4,707,243            | 5,214,382            | 4,378,291            | 4,440,030            | 4,462,030            |
| <b>Total General Fund</b>                          | <b>\$71,577,737</b>  | <b>\$71,013,648</b>  | <b>\$71,447,993</b>  | <b>\$75,505,117</b>  | <b>\$75,199,750</b>  |
| <b>Special Revenue Funds</b>                       |                      |                      |                      |                      |                      |
| Street Lighting & Landscaping                      | \$394,655            | \$395,890            | \$396,400            | \$394,474            | \$394,995            |
| Gas Tax  | 760,355              | 1,036,987            | 1,053,483            | 1,568,435            | 1,615,209            |
| Asset Forfeiture                                   | 43,254               | 708,300              | 26,363               | 8,000                | 8,000                |
| Police Safety Grants                               | 129,634              | 101,400              | 132,111              | 141,217              | 141,328              |
| Proposition A                                      | 677,975              | 679,839              | 678,120              | 949,298              | 970,136              |
| Proposition C                                      | 696,376              | 1,393,172            | 628,730              | 641,136              | 661,670              |
| AB 2766  | 67,301               | 50,412               | 47,099               | 47,154               | 47,212               |
| Measure R  | 412,576              | 420,887              | 431,860              | 458,225              | 472,494              |
| Measure M  | -                    | 415,899              | 415,900              | 489,728              | 504,420              |
| <b>Total Special Revenue Funds</b>                 | <b>\$3,182,126</b>   | <b>\$5,202,786</b>   | <b>\$3,810,066</b>   | <b>\$4,697,667</b>   | <b>\$4,815,464</b>   |
| <b>Capital Project Funds</b>                       |                      |                      |                      |                      |                      |
| Capital Improvement                                | \$2,348,875          | \$1,726,804          | \$2,547,370          | \$1,910,922          | \$1,626,804          |
| <b>Total Capital Projects Funds</b>                | <b>\$2,348,875</b>   | <b>\$1,726,804</b>   | <b>\$2,547,370</b>   | <b>\$1,910,922</b>   | <b>\$1,626,804</b>   |
| <b>Underground Utility Construction Fund</b>       |                      |                      |                      |                      |                      |
| Underground Utility Construction                   | \$830                | \$1,800              | \$4,435              | \$3,124              | \$3,280              |
| <b>Total Underground Utility Construction Fund</b> | <b>\$830</b>         | <b>\$1,800</b>       | <b>\$4,435</b>       | <b>\$3,124</b>       | <b>\$3,280</b>       |
| <b>Enterprise Funds</b>                            |                      |                      |                      |                      |                      |
| Water  | \$14,728,413         | \$14,931,000         | \$16,149,928         | \$15,573,728         | \$15,646,664         |
| Stormwater   | 352,068              | 354,300              | 362,496              | 367,721              | 368,633              |
| Wastewater   | 3,319,067            | 3,350,500            | 3,348,377            | 3,518,274            | 3,524,488            |
| Refuse   | 4,217,255            | 4,293,026            | 4,337,478            | 4,354,322            | 4,354,992            |
| Parking  | 2,457,384            | 2,597,000            | 2,598,838            | 2,597,598            | 2,599,078            |
| County Parking Lots                                | 711,102              | 798,500              | 815,000              | 793,500              | 793,500              |
| State Pier & Parking Lot                           | 784,465              | 608,600              | 915,773              | 616,984              | 618,433              |
| <b>Total Enterprise Funds</b>                      | <b>\$26,569,754</b>  | <b>\$26,932,926</b>  | <b>\$28,527,890</b>  | <b>\$27,822,127</b>  | <b>\$27,905,788</b>  |
| <b>Internal Service Funds</b>                      |                      |                      |                      |                      |                      |
| Insurance Reserve                                  | \$7,027,518          | \$7,147,960          | \$7,072,910          | \$6,851,720          | \$6,851,720          |
| Information Technology                             | 2,293,140            | 2,283,337            | 2,283,337            | 2,718,124            | 2,814,647            |
| Fleet Management                                   | 2,082,051            | 3,433,420            | 2,189,657            | 2,573,266            | 2,588,095            |
| Building Maintenance & Operations                  | 1,652,081            | 1,883,969            | 1,914,767            | 2,053,234            | 2,083,535            |
| <b>Total Internal Service Funds</b>                | <b>\$13,054,790</b>  | <b>\$14,748,686</b>  | <b>\$13,460,671</b>  | <b>\$14,196,344</b>  | <b>\$14,337,997</b>  |
| <b>Trust &amp; Agency Funds</b>                    |                      |                      |                      |                      |                      |
| Special Assessment Redemption Fund                 | \$977,596            | \$965,000            | \$968,400            | \$965,000            | \$965,000            |
| Pension Trust                                      | 155,580              | 182,000              | 176,870              | 177,314              | 177,780              |
| <b>Total Trust &amp; Agency Funds</b>              | <b>\$1,133,176</b>   | <b>\$1,147,000</b>   | <b>\$1,145,270</b>   | <b>\$1,142,314</b>   | <b>\$1,142,780</b>   |
| <b>Grand Total</b>                                 | <b>\$117,867,288</b> | <b>\$120,773,650</b> | <b>\$120,943,694</b> | <b>\$125,277,615</b> | <b>\$125,031,863</b> |

## SCHEDULE OF REVENUES BY CATEGORY & FUND

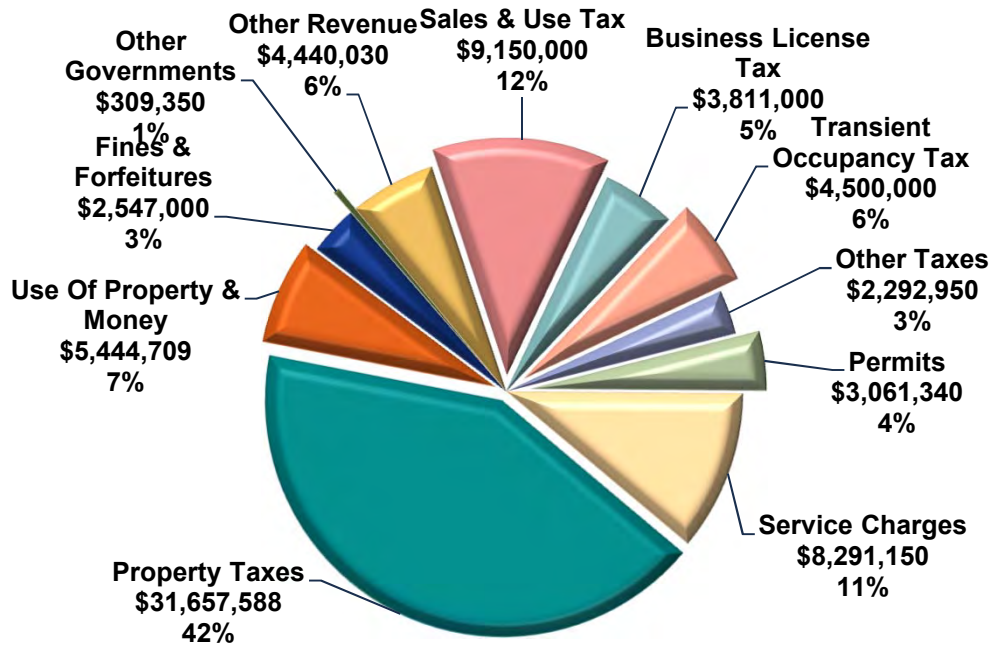
|  | Property Taxes      | Sales Taxes        | Other Taxes         | Licenses and Permits | From Other Agencies | Charges for Services | Fines and Forfeitures | Interest and Rents | Grants           | Operating Transfers In | Other              | FY 2019 Proposed     |
|--|---------------------|--------------------|---------------------|----------------------|---------------------|----------------------|-----------------------|--------------------|------------------|------------------------|--------------------|----------------------|
| <b>General Fund</b>                          |                     |                    |                     |                      |                     |                      |                       |                    |                  |                        |                    |                      |
| General Fund                                 | \$31,657,588        | \$9,150,000        | \$10,603,950        | \$3,061,340          | \$309,350           | \$8,291,150          | \$2,547,000           | \$5,444,709        | -                | \$3,572,530            | \$867,500          | \$75,505,117         |
| <b>Special Revenue Funds</b>                 |                     |                    |                     |                      |                     |                      |                       |                    |                  |                        |                    |                      |
| Street Lighting & Landscaping                | -                   | -                  | 377,883             | -                    | -                   | -                    | -                     | -                  | -                | 16,591                 | -                  | 394,474              |
| Gas Tax                                      | -                   | -                  | -                   | -                    | 1,488,760           | -                    | -                     | 55,609             | 24,066           | -                      | -                  | 1,568,435            |
| Asset Forfeiture                             | -                   | -                  | -                   | -                    | -                   | -                    | -                     | 8,000              | -                | -                      | -                  | 8,000                |
| Police Safety Grants                         | -                   | -                  | -                   | -                    | -                   | -                    | -                     | 2,217              | 139,000          | -                      | -                  | 141,217              |
| Federal & State Grants                       | -                   | -                  | -                   | -                    | -                   | -                    | -                     | -                  | -                | -                      | -                  | -                    |
| Proposition A                                | -                   | -                  | 694,598             | -                    | -                   | 7,200                | -                     | -                  | -                | -                      | 247,500            | 949,298              |
| Proposition C                                | -                   | -                  | 576,151             | -                    | -                   | -                    | -                     | 64,985             | -                | -                      | -                  | 641,136              |
| AB 2766                                      | -                   | -                  | -                   | -                    | 46,000              | -                    | -                     | 1,154              | -                | -                      | -                  | 47,154               |
| Measure R                                    | -                   | -                  | 432,122             | -                    | -                   | -                    | -                     | 26,103             | -                | -                      | -                  | 458,225              |
| Measure M                                    | -                   | -                  | 489,728             | -                    | -                   | -                    | -                     | -                  | -                | -                      | -                  | 489,728              |
| <b>Capital Project Funds</b>                 |                     |                    |                     |                      |                     |                      |                       |                    |                  |                        |                    |                      |
| Capital Improvement                          | -                   | -                  | 794,118             | 21,804               | -                   | 685,000              | 110,000               | -                  | 300,000          | -                      | -                  | 1,910,922            |
| <b>Underground Utility Construction Fund</b> |                     |                    |                     |                      |                     |                      |                       |                    |                  |                        |                    |                      |
| Underground Utility Construction             | -                   | -                  | -                   | -                    | -                   | -                    | -                     | 3,124              | -                | -                      | -                  | 3,124                |
| <b>Enterprise Funds</b>                      |                     |                    |                     |                      |                     |                      |                       |                    |                  |                        |                    |                      |
| Water  | -                   | -                  | -                   | -                    | -                   | 15,145,000           | -                     | 413,728            | -                | -                      | 15,000             | 15,573,728           |
| Stormwater                                   | -                   | -                  | -                   | -                    | -                   | 349,484              | -                     | 18,237             | -                | -                      | -                  | 367,721              |
| Wastewater                                   | -                   | -                  | -                   | 20,000               | -                   | 3,391,000            | -                     | 109,274            | -                | -                      | (2,000)            | 3,518,274            |
| Refuse                                       | -                   | -                  | -                   | -                    | -                   | 4,334,624            | -                     | 12,398             | 10,000           | -                      | (2,700)            | 4,354,322            |
| Parking                                      | -                   | -                  | 137,000             | -                    | -                   | 2,398,000            | -                     | 26,598             | -                | -                      | 36,000             | 2,597,598            |
| County Parking Lots                          | -                   | -                  | -                   | -                    | -                   | 793,500              | -                     | -                  | -                | -                      | -                  | 793,500              |
| State Pier & Parking Lot                     | -                   | -                  | -                   | -                    | -                   | 590,000              | -                     | 25,984             | -                | -                      | 1,000              | 616,984              |
| <b>Internal Service Funds</b>                |                     |                    |                     |                      |                     |                      |                       |                    |                  |                        |                    |                      |
| Insurance Reserve                            | -                   | -                  | -                   | -                    | -                   | -                    | -                     | -                  | -                | 6,801,720              | 50,000             | 6,851,720            |
| Information Technology                       | -                   | -                  | -                   | -                    | -                   | -                    | -                     | -                  | -                | 2,718,124              | -                  | 2,718,124            |
| Fleet Management                             | -                   | -                  | -                   | -                    | -                   | -                    | -                     | -                  | -                | 2,548,266              | 25,000             | 2,573,266            |
| Building Maintenance & Operations            | -                   | -                  | -                   | -                    | -                   | -                    | -                     | -                  | -                | 2,053,234              | -                  | 2,053,234            |
| <b>Trust &amp; Agency Funds</b>              |                     |                    |                     |                      |                     |                      |                       |                    |                  |                        |                    |                      |
| Special Assessment Redemption Fund           | -                   | -                  | 965,000             | -                    | -                   | -                    | -                     | -                  | -                | -                      | -                  | 965,000              |
| Pension Trust                                | -                   | -                  | -                   | -                    | -                   | -                    | -                     | 9,314              | -                | -                      | 168,000            | 177,314              |
| <b>Grand Total</b>                           | <b>\$31,657,588</b> | <b>\$9,150,000</b> | <b>\$15,070,550</b> | <b>\$3,103,144</b>   | <b>\$1,844,110</b>  | <b>\$35,984,958</b>  | <b>\$2,657,000</b>    | <b>\$6,221,434</b> | <b>\$473,066</b> | <b>\$17,710,465</b>    | <b>\$1,405,300</b> | <b>\$125,277,615</b> |

## SCHEDULE OF REVENUES BY CATEGORY & FUND

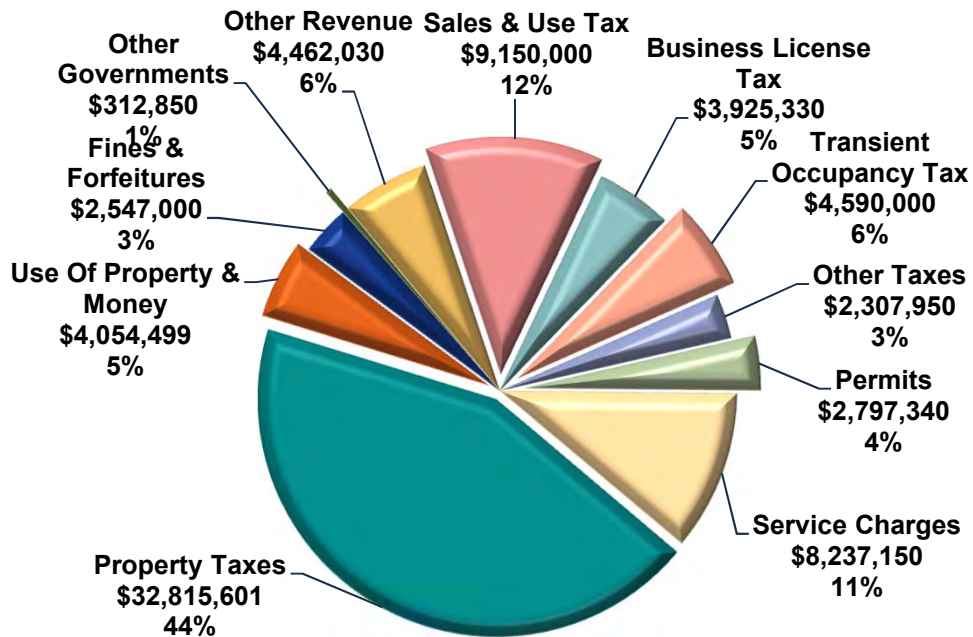
|  | Property Taxes      | Sales Taxes        | Other Taxes         | Licenses and Permits | From Other Agencies | Charges for Services | Fines and Forfeitures | Interest and Rents | Grants           | Operating Transfers In | Other              | FY 2020 Proposed     |
|--|---------------------|--------------------|---------------------|----------------------|---------------------|----------------------|-----------------------|--------------------|------------------|------------------------|--------------------|----------------------|
| <b>General Fund</b>                          |                     |                    |                     |                      |                     |                      |                       |                    |                  |                        |                    |                      |
| General Fund                                 | \$32,815,601        | \$9,150,000        | \$10,823,280        | \$2,797,340          | \$312,850           | \$8,237,150          | \$2,547,000           | \$4,054,499        | -                | \$3,594,530            | \$867,500          | \$75,199,750         |
| <b>Special Revenue Funds</b>                 |                     |                    |                     |                      |                     |                      |                       |                    |                  |                        |                    |                      |
| Street Lighting & Landscaping                | -                   | -                  | 377,883             | -                    | -                   | -                    | -                     | -                  | -                | 17,112                 | -                  | 394,995              |
| Gas Tax                                      | -                   | -                  | -                   | -                    | 1,532,032           | -                    | -                     | 58,389             | 24,788           | -                      | -                  | 1,615,209            |
| Asset Forfeiture                             | -                   | -                  | -                   | -                    | -                   | -                    | -                     | 8,000              | -                | -                      | -                  | 8,000                |
| Police Safety Grants                         | -                   | -                  | -                   | -                    | -                   | -                    | -                     | 2,328              | 139,000          | -                      | -                  | 141,328              |
| Federal & State Grants                       | -                   | -                  | -                   | -                    | -                   | -                    | -                     | -                  | -                | -                      | -                  | -                    |
| Proposition A                                | -                   | -                  | 715,436             | -                    | -                   | 7,200                | -                     | -                  | -                | -                      | 247,500            | 970,136              |
| Proposition C                                | -                   | -                  | 593,436             | -                    | -                   | -                    | -                     | 68,234             | -                | -                      | -                  | 661,670              |
| AB 2766                                      | -                   | -                  | -                   | -                    | 46,000              | -                    | -                     | 1,212              | -                | -                      | -                  | 47,212               |
| Measure R                                    | -                   | -                  | 445,086             | -                    | -                   | -                    | -                     | 27,408             | -                | -                      | -                  | 472,494              |
| Measure M                                    | -                   | -                  | 504,420             | -                    | -                   | -                    | -                     | -                  | -                | -                      | -                  | 504,420              |
| <b>Capital Project Funds</b>                 |                     |                    |                     |                      |                     |                      |                       |                    |                  |                        |                    |                      |
| Capital Improvement                          | -                   | -                  | 810,000             | 21,804               | -                   | 685,000              | 110,000               | -                  | -                | -                      | -                  | 1,626,804            |
| <b>Underground Utility Construction Fund</b> |                     |                    |                     |                      |                     |                      |                       |                    |                  |                        |                    |                      |
| Underground Utility Construction             | -                   | -                  | -                   | -                    | -                   | -                    | -                     | 3,280              | -                | -                      | -                  | 3,280                |
| <b>Enterprise Funds</b>                      |                     |                    |                     |                      |                     |                      |                       |                    |                  |                        |                    |                      |
| Water  | -                   | -                  | -                   | -                    | -                   | 15,195,000           | -                     | 436,664            | -                | -                      | 15,000             | 15,646,664           |
| Stormwater                                   | -                   | -                  | -                   | -                    | -                   | 349,484              | -                     | 19,149             | -                | -                      | -                  | 368,633              |
| Wastewater                                   | -                   | -                  | -                   | 20,000               | -                   | 3,391,000            | -                     | 115,488            | -                | -                      | (2,000)            | 3,524,488            |
| Refuse                                       | -                   | -                  | -                   | -                    | -                   | 4,334,624            | -                     | 13,068             | 10,000           | -                      | (2,700)            | 4,354,992            |
| Parking                                      | -                   | -                  | 137,000             | -                    | -                   | 2,398,000            | -                     | 28,078             | -                | -                      | 36,000             | 2,599,078            |
| County Parking Lots                          | -                   | -                  | -                   | -                    | -                   | 793,500              | -                     | -                  | -                | -                      | -                  | 793,500              |
| State Pier & Parking Lot                     | -                   | -                  | -                   | -                    | -                   | 590,000              | -                     | 27,433             | -                | -                      | 1,000              | 618,433              |
| <b>Internal Service Funds</b>                |                     |                    |                     |                      |                     |                      |                       |                    |                  |                        |                    |                      |
| Insurance Reserve                            | -                   | -                  | -                   | -                    | -                   | -                    | -                     | -                  | -                | 6,801,720              | 50,000             | 6,851,720            |
| Information Technology                       | -                   | -                  | -                   | -                    | -                   | -                    | -                     | -                  | -                | 2,814,647              | -                  | 2,814,647            |
| Fleet Management                             | -                   | -                  | -                   | -                    | -                   | -                    | -                     | -                  | -                | 2,563,095              | 25,000             | 2,588,095            |
| Building Maintenance & Operations            | -                   | -                  | -                   | -                    | -                   | -                    | -                     | -                  | -                | 2,083,535              | -                  | 2,083,535            |
| <b>Trust &amp; Agency Funds</b>              |                     |                    |                     |                      |                     |                      |                       |                    |                  |                        |                    |                      |
| Special Assessment Redemption Fund           | -                   | -                  | 965,000             | -                    | -                   | -                    | -                     | -                  | -                | -                      | -                  | 965,000              |
| Pension Trust                                | -                   | -                  | -                   | -                    | -                   | -                    | -                     | 9,780              | -                | -                      | 168,000            | 177,780              |
| <b>Grand Total</b>                           | <b>\$32,815,601</b> | <b>\$9,150,000</b> | <b>\$15,371,541</b> | <b>\$2,839,144</b>   | <b>\$1,890,882</b>  | <b>\$35,980,958</b>  | <b>\$2,657,000</b>    | <b>\$4,873,010</b> | <b>\$173,788</b> | <b>\$17,874,639</b>    | <b>\$1,405,300</b> | <b>\$125,031,863</b> |

## SOURCE OF FUNDS - GENERAL FUND

### FY 2019 Source of Funds - General Fund = \$75,505,117



### FY 2020 Source of Funds - General Fund = \$75,199,750



## SCHEDULE OF REVENUE DETAIL BY FUND

|   |  | FY 2017<br>Actual   | FY 2018<br>Adopted  | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>General Fund</b>                             |  |                     |                     |                     |                     |                     |
| 3101  | CYr Secured Property Tax               | \$22,791,888        | \$23,900,005        | \$24,430,000        | \$25,698,500        | \$26,726,440        |
| 3102  | CYr Unsecured Property Tax             | 909,543             | 910,000             | 940,000             | 940,000             | 940,000             |
| 3103  | PYr Secured Property Tax               | (61,702)            | 120,000             | 120,000             | -                   | -                   |
| 3104  | PYr Unsecured Property Tax             | 25,167              | 23,000              | 23,000              | 20,000              | 20,000              |
| 3105  | Supplemental Property Tax              | 633,007             | 525,000             | 600,000             | 600,000             | 600,000             |
| 3106  | Property Tax Collection Administration | (314,885)           | (310,000)           | (346,114)           | (350,000)           | (360,000)           |
| 3107  | Interest & Penalties                   | 76,513              | 76,000              | 76,000              | 80,000              | 80,000              |
| 3108  | Property Tax in Lieu of VLF            | 4,156,181           | 4,267,000           | 4,446,750           | 4,669,088           | 4,809,161           |
| <b>Revenue from Property Tax</b>                |  | <b>\$28,215,712</b> | <b>\$29,511,005</b> | <b>\$30,289,636</b> | <b>\$31,657,588</b> | <b>\$32,815,601</b> |
| 3201  | Sales & Use Tax                        | \$8,962,617         | \$9,000,000         | \$9,000,000         | \$9,150,000         | \$9,150,000         |
| 3202  | Franchise Tax                          | 1,256,124           | 1,550,000           | 1,240,000           | 1,155,700           | 1,155,700           |
| 3203  | Transient Occupancy Tax                | 4,428,868           | 4,526,500           | 4,250,000           | 4,500,000           | 4,590,000           |
| 3204  | Business License Tax                   | 3,658,194           | 3,600,000           | 3,700,000           | 3,811,000           | 3,925,330           |
| 3206  | Real Estate Transfer Tax               | 756,047             | 600,000             | 700,000             | 750,000             | 765,000             |
| 3207  | PSAF Sales Tax                         | 385,150             | 365,000             | 375,000             | 386,250             | 386,250             |
| 3216  | SB 1186 Disability Access & Education  | (5,747)             | 1,000               | 1,000               | -                   | -                   |
| 3217  | AB 1379 Disability Access & Education  | -                   | -                   | -                   | 1,000               | 1,000               |
| <b>Revenue from Other Taxes</b>                 |  | <b>\$19,441,253</b> | <b>\$19,642,500</b> | <b>\$19,266,000</b> | <b>\$19,753,950</b> | <b>\$19,973,280</b> |
| 3301  | Building Permits                       | \$1,620,363         | \$1,737,700         | \$1,800,000         | \$1,890,000         | \$1,650,000         |
| 3302  | Other Construction Permits             | 462,128             | 451,500             | 500,000             | 525,000             | 525,000             |
| 3303  | Home Occupation Permits                | 3,886               | 4,300               | 5,000               | 5,100               | 5,100               |
| 3304  | Fire Code Permits - Annual             | 114,920             | 105,000             | 120,000             | 125,000             | 125,000             |
| 3305  | Fire Permits - One Time                | 52,799              | 48,000              | 47,000              | 50,000              | 50,000              |
| 3306  | Outdoor Facilities Permits             | 312                 | -                   | 1,000               | 500                 | 500                 |
| 3307  | Film Permits                           | 107,929             | 90,000              | 90,000              | 90,000              | 90,000              |
| 3309  | Building Permits Surcharge             | 162,270             | 163,500             | 180,000             | 189,000             | 165,000             |
| 3310  | Police Alarm Permits                   | 76,811              | 70,500              | 75,000              | 76,500              | 76,500              |
| 3311  | Fire Construction Inspections          | 47,801              | 40,000              | 52,000              | 50,000              | 50,000              |
| 3312  | Studio Tenant Fees                     | 3,545               | 5,000               | 3,400               | 4,000               | 4,000               |
| 3350  | Entertainment Permits                  | -                   | 4,060               | 4,000               | 4,240               | 4,240               |
| 3361  | Animal License Fees                    | 50,861              | 52,000              | 52,000              | 52,000              | 52,000              |
| <b>Revenue from Permits</b>                     |  | <b>\$2,703,625</b>  | <b>\$2,771,560</b>  | <b>\$2,929,400</b>  | <b>\$3,061,340</b>  | <b>\$2,797,340</b>  |
| 3401  | Vehicle Code Fines                     | \$111,694           | \$165,000           | \$120,000           | \$125,000           | \$125,000           |
| 3402  | Parking Citations                      | 2,331,181           | 2,586,000           | 2,350,000           | 2,350,000           | 2,350,000           |
| 3404  | Comm Dev Fines                         | 2,000               | -                   | 8,000               | 12,000              | 12,000              |
| 3421  | Municipal Code Fines                   | 49,216              | 45,000              | 58,000              | 60,000              | 60,000              |
| <b>Revenue from Fines &amp; Forfeitures</b>     |  | <b>\$2,494,091</b>  | <b>\$2,796,000</b>  | <b>\$2,536,000</b>  | <b>\$2,547,000</b>  | <b>\$2,547,000</b>  |
| 3501  | Interest Earnings                      | \$701,523           | \$600,000           | \$833,790           | \$875,480           | \$919,254           |
| 3505  | Installment Fund Earnings              | 3                   | -                   | 25                  | -                   | -                   |
| 3506  | Unrealized Investment Gain/Loss        | (425,913)           | -                   | -                   | -                   | -                   |
| 3509  | Other Interest Income                  | 31,322              | 29,631              | 11,150              | 5,420               | -                   |
| 3510  | Loan Principal                         | 2,225,598           | 117,115             | 51,900              | 1,489,902           | -                   |
| 3511  | Misc. Rents & Concessions              | 31,598              | 32,000              | 32,000              | 32,960              | 33,949              |
| 3512  | Golf Course Rent                       | 8,146               | 10,000              | 10,000              | 10,000              | 10,000              |
| 3513  | Tennis Club Complex Minimum Rent       | 331,752             | 274,000             | 291,000             | 299,000             | 306,000             |
| 3514  | Tennis Club Percentage Rent            | 359,370             | 120,000             | 180,000             | 190,000             | 190,000             |
| 3515  | Marriott Hotel Percentage Rent         | 1,265,830           | 1,200,000           | 1,000,000           | 1,265,000           | 1,300,000           |
| 3516  | Marriott Hotel Minimum Rent            | 399,996             | 400,000             | 400,000             | 400,000             | 400,000             |
| 3517  | Wireless Communication Income          | 155,587             | 154,000             | 166,606             | 171,604             | 176,752             |
| 3518  | 1334 Parkview - Office Building Rent   | 43,068              | 43,000              | 43,700              | 41,314              | 42,553              |
| 3519  | Metlox Lease Payments                  | 494,218             | 490,000             | 490,000             | 511,069             | 518,952             |
| 3520  | Investment Amortization                | (150,656)           | (85,000)            | (61,478)            | (75,000)            | (75,000)            |
| 3531  | Tennis Club Parking Lot Lease          | 29,502              | 32,000              | 32,000              | 32,000              | 32,000              |
| 3532  | Mall Parking Lot Lease                 | 131,224             | 130,000             | 132,000             | 135,960             | 140,039             |
| 3533  | Post Office Lease                      | 42,803              | 43,000              | 42,800              | 53,800              | 53,800              |
| 3534  | Library Parking Lot Lease              | 6,265               | 6,200               | 6,200               | 6,200               | 6,200               |
| <b>Revenue from Use of Property &amp; Money</b> |  | <b>\$5,674,971</b>  | <b>\$3,589,746</b>  | <b>\$3,655,493</b>  | <b>\$5,438,509</b>  | <b>\$4,048,299</b>  |

## SCHEDULE OF REVENUE DETAIL BY FUND

|   |  | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---|--|--------------------|--------------------|---------------------|---------------------|---------------------|
| 3601  | Vehicle License Fee Penalties & Interest | \$15,812           | \$15,000           | \$15,000            | \$15,000            | \$15,000            |
| 3602  | Homeowners Property Tax Relief           | 150,544            | 150,000            | 150,000             | 150,000             | 150,000             |
| 3604  | State Mandated Cost Reimb                | 11,298             | 13,000             | 11,256              | 11,500              | 15,000              |
| 3605  | BCHD Grant                               | 40,780             | 29,000             | 29,000              | 29,000              | 29,000              |
| 3607  | STC Reimbursement                        | 4,598              | 2,500              | 3,500               | 3,850               | 3,850               |
| 3608  | P.O.S.T. Reimbursement                   | 16,550             | 42,000             | 16,000              | 25,000              | 25,000              |
| 3613  | Miscellaneous Grants                     | 4,230              | -                  | 1,000               | -                   | -                   |
| 3618  | Federal Grant Programs                   | 4,872              | -                  | 3,000               | -                   | -                   |
| 3622  | Prop A Project Specific                  | 67,147             | 70,000             | 91,035              | 75,000              | 75,000              |
| <b>Revenue from Other Governments</b>                 |  | <b>\$315,831</b>   | <b>\$321,500</b>   | <b>\$319,791</b>    | <b>\$309,350</b>    | <b>\$312,850</b>    |
| 3701  | New Residential Unit Fee                 | \$5,187            | 3,500              | \$2,100             | \$5,000             | \$5,000             |
| 3702  | Building Record Report Fees              | 161,335            | \$128,500          | 128,500             | 135,000             | 135,000             |
| 3703  | Building Plan Check Fees                 | 1,893,389          | 1,400,000          | 1,800,000           | 1,800,000           | 1,800,000           |
| 3704  | Planning Filing Fees                     | 318,263            | 275,000            | 260,000             | 289,000             | 265,000             |
| 3705  | Microfilm Fees                           | 146,770            | 136,100            | 160,000             | 157,500             | 137,500             |
| 3706  | Reproduction Fees                        | 31,098             | 10,000             | 30,000              | 30,000              | 30,000              |
| 3707  | Police False Alarm Fees                  | 105,502            | 95,000             | 105,000             | 105,000             | 105,000             |
| 3708  | Police Service Fees                      | 36,268             | 50,000             | 45,000              | 50,000              | 50,000              |
| 3709  | Special Event OT Reimbursement           | 71,924             | 72,000             | 65,000              | 125,000             | 125,000             |
| 3710  | DUI Cost Recovery                        | 25,880             | 20,500             | 20,000              | 25,000              | 25,000              |
| 3711  | Booking Fees                             | 16,646             | 26,000             | 17,000              | 19,000              | 19,000              |
| 3712  | Book Removal                             | 4,975              | 7,000              | 5,000               | 6,000               | 6,000               |
| 3713  | Vehicle Release Fee                      | 83,598             | 80,000             | 80,000              | 85,000              | 85,000              |
| 3714  | Animal Impound Fees                      | 850                | 1,800              | 1,800               | 1,800               | 1,800               |
| 3715  | Fire Services Fees                       | 163,252            | 220,000            | 220,000             | 220,000             | 220,000             |
| 3716  | Ambulance Fees                           | 867,982            | 790,720            | 850,000             | 810,000             | 810,000             |
| 3717  | Fire Plan Check                          | 97,850             | 80,000             | 200,000             | 76,000              | 76,000              |
| 3718  | Fire Inspection Fees                     | 3,256              | 12,000             | 12,000              | 5,000               | 5,000               |
| 3719  | Public Works Misc. Fees                  | 33,250             | 30,000             | 20,000              | 20,000              | 20,000              |
| 3725  | Traffic Engineering Services             | 16,710             | 1,000              | 9,000               | 10,000              | 10,000              |
| 3726  | Appeal Fees                              | -                  | 1,000              | -                   | 500                 | 500                 |
| 3727  | Traffic Engineer - Special Events        | 395                | 300                | 150                 | 300                 | 300                 |
| 3728  | Community Development Reimbursements     | 122,556            | -                  | 12,205              | 130,000             | 100,000             |
| 3734  | Right of Way Permits                     | 634,822            | 530,400            | 690,000             | 720,000             | 720,000             |
| 3735  | Inter-City Median Maintenance            | 6,930              | 7,000              | 7,000               | 7,000               | 7,000               |
| 3736  | Sepulveda Sweeping Reimbursement         | 1,591              | 2,300              | 2,000               | 2,000               | 2,000               |
| 3771  | Facility & Parks Reservations            | 650,111            | 505,000            | 600,000             | 625,000             | 625,000             |
| 3772  | Special Activities Classes               | 409,379            | 431,350            | 420,000             | 120,000             | 120,000             |
| 3773  | Special Events                           | 234,685            | 278,240            | 300,000             | 438,250             | 438,250             |
| 3774  | Tennis Operations                        | 172,393            | 181,545            | 170,000             | 441,000             | 441,000             |
| 3776  | Arts/Education Classes                   | 227,783            | 275,000            | 282,000             | 233,000             | 248,000             |
| 3778  | Sports Leagues & Tournaments             | 380,151            | 349,000            | 380,000             | 281,000             | 281,000             |
| 3779  | Sports Classes                           | 527,129            | 545,000            | 515,000             | 615,300             | 615,300             |
| 3780  | Swimming Classes                         | 477,575            | 500,000            | 500,000             | 538,000             | 538,000             |
| 3784  | Concerts in the Park                     | 8,749              | 40,000             | 58,127              | 65,000              | 70,000              |
| 3786  | Older Adults Activities                  | 80,257             | 75,000             | 100,000             | 100,000             | 100,000             |
| 3791  | Returned Check Fees                      | 255                | 500                | 300                 | 500                 | 500                 |
| <b>Revenue from Service Charges</b>                   |  | <b>\$8,018,746</b> | <b>\$7,160,755</b> | <b>\$8,067,182</b>  | <b>\$8,291,150</b>  | <b>\$8,237,150</b>  |
| 3896  | Operating Service Transfers              | \$2,996,532        | \$3,671,482        | \$3,539,744         | \$3,572,530         | \$3,594,530         |
| <b>Revenue from Interfund Charges &amp; Transfers</b> |  | <b>\$2,996,532</b> | <b>\$3,671,482</b> | <b>\$3,539,744</b>  | <b>\$3,572,530</b>  | <b>\$3,594,530</b>  |

## SCHEDULE OF REVENUE DETAIL BY FUND

|   | FY 2017<br>Actual   | FY 2018<br>Adopted  | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| 3902 Sale of Property                               | \$1,543             | \$1,500             | \$2,528             | \$2,500             | \$2,500             |
| 3905 Cash Over/Short                                | (12)                | -                   | 19                  | -                   | -                   |
| 3907 Resubmittal of Returned Checks                 | 1,793               | -                   | -                   | -                   | -                   |
| 3909 Bad Debt Recovery                              | 27,071              | 20,000              | 28,000              | 25,000              | 25,000              |
| 3913 Workers Comp Salary Continuation               | 832,795             | 600,000             | 700,000             | 750,000             | 750,000             |
| 3930 Lease Purchase Proceeds                        | -                   | 830,000             | -                   | -                   | -                   |
| 3941 Employee Phone Charge Reimbursement            | -                   | 200                 | -                   | -                   | -                   |
| 3943 Reimb-Phone Charges SBRPCA                     | -                   | 6,200               | -                   | -                   | -                   |
| 3946 Public Works Reimbursement                     | 13,867              | -                   | 3,000               | -                   | -                   |
| 3991 Property Transfer Fee                          | 730,000             | -                   | -                   | -                   | -                   |
| 3994 P-Card Incentive                               | 29,521              | 40,000              | 30,000              | 40,000              | 40,000              |
| 3995 Miscellaneous Revenues                         | 74,133              | 45,000              | 75,000              | 50,000              | 50,000              |
| <b>Miscellaneous Revenue</b>                        | <b>\$1,710,711</b>  | <b>\$1,542,900</b>  | <b>\$838,547</b>    | <b>\$867,500</b>    | <b>\$867,500</b>    |
| <b>Total General Fund</b>                           | <b>\$71,577,737</b> | <b>\$71,013,648</b> | <b>\$71,447,993</b> | <b>\$75,505,117</b> | <b>\$75,199,750</b> |
| <b>Street Lighting &amp; Landscaping Fund</b>       |                     |                     |                     |                     |                     |
| 3211 CYr Assessments                                | \$266,106           | \$267,477           | \$267,477           | \$267,477           | \$267,477           |
| 3212 PYr Assessments                                | 2,054               | 2,900               | 2,900               | 2,900               | 2,900               |
| 3213 CYr Streetscape Assessments                    | 106,361             | 107,006             | 107,006             | 107,006             | 107,006             |
| 3214 PYr Streetscape Assessments                    | 354                 | 500                 | 500                 | 500                 | 500                 |
| 3501 Interest Earnings                              | 369                 | -                   | -                   | -                   | -                   |
| 3506 Unrealized Investment Gain/Loss                | (82)                | -                   | -                   | -                   | -                   |
| 3899 Transfers In                                   | 19,493              | 18,007              | 18,517              | 16,591              | 17,112              |
| <b>Total Street Lighting &amp; Landscaping Fund</b> | <b>\$394,655</b>    | <b>\$395,890</b>    | <b>\$396,400</b>    | <b>\$394,474</b>    | <b>\$394,995</b>    |
| <b>Streets &amp; Highways Fund</b>                  |                     |                     |                     |                     |                     |
| 3211 C.Yr Assessments                               | (\$2,854)           | -                   | -                   | -                   | -                   |
| 3501 Interest Earnings                              | 44,560              | 23,900              | 52,961              | 55,609              | 58,389              |
| 3506 Unrealized Investment Gain/Loss                | (29,389)            | -                   | -                   | -                   | -                   |
| 3609 State Gas Tax 2105                             | 198,331             | 205,155             | 205,587             | 204,314             | 210,443             |
| 3610 State Gas Tax 2106                             | 120,472             | 128,707             | 123,974             | 123,221             | 126,918             |
| 3611 State Gas Tax 2107                             | 257,452             | 271,030             | 259,493             | 259,493             | 267,098             |
| 3613 Miscellaneous Grants                           | 42,927              | -                   | 4,343               | -                   | -                   |
| 3614 SB 821 TDA                                     | -                   | 22,938              | 23,075              | 24,066              | 24,788              |
| 3637 State Gas Tax 2103                             | 94,209              | 141,322             | 141,311             | 272,073             | 280,235             |
| 3638 Measure R Regional                             | 34,647              | -                   | -                   | -                   | -                   |
| 3642 Highway Users Loan                             | -                   | 40,387              | 40,344              | 40,344              | 40,344              |
| 3643 Road Maintenance Rehab                         | -                   | 203,548             | 202,395             | 589,315             | 606,994             |
| <b>Total Streets &amp; Highways Fund</b>            | <b>\$760,355</b>    | <b>\$1,036,987</b>  | <b>\$1,053,483</b>  | <b>\$1,568,435</b>  | <b>\$1,615,209</b>  |
| <b>Asset Forfeiture Fund</b>                        |                     |                     |                     |                     |                     |
| 3501 Interest Earnings                              | \$8,614             | \$8,300             | \$10,238            | \$8,000             | \$8,000             |
| 3506 Unrealized Investment Gain/Loss                | (7,200)             | -                   | -                   | -                   | -                   |
| 3615 Fed Forfeitures - DOJ Local                    | 13,467              | -                   | -                   | -                   | -                   |
| 3627 State Forfeitures - Regional                   | 17,284              | -                   | 16,125              | -                   | -                   |
| 3629 Fed Forfeitures - Treas Regional               | 11,089              | -                   | -                   | -                   | -                   |
| 3930 Lease Purchase Proceeds                        | -                   | 700,000             | -                   | -                   | -                   |
| <b>Total Asset Forfeiture Fund</b>                  | <b>\$43,254</b>     | <b>\$708,300</b>    | <b>\$26,363</b>     | <b>\$8,000</b>      | <b>\$8,000</b>      |
| <b>Police Safety Grants Fund</b>                    |                     |                     |                     |                     |                     |
| 3501 Interest Earnings                              | \$1,776             | \$1,400             | \$2,111             | \$2,217             | \$2,328             |
| 3506 Unrealized Investment Gain/Loss                | (1,465)             | -                   | -                   | -                   | -                   |
| 3617 State SLES Program                             | 129,323             | 100,000             | 130,000             | 139,000             | 139,000             |
| <b>Total Federal Law Enforcement Services Fund</b>  | <b>\$129,634</b>    | <b>\$101,400</b>    | <b>\$132,111</b>    | <b>\$141,217</b>    | <b>\$141,328</b>    |



## SCHEDULE OF REVENUE DETAIL BY FUND

|  | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|--|--------------------|--------------------|---------------------|---------------------|---------------------|
| <b>Proposition A Fund</b>                          |                    |                    |                     |                     |                     |
| 3221 Transit Sales Tax                             | \$652,581          | \$654,839          | \$654,000           | \$694,598           | \$715,436           |
| 3501 Interest Earnings                             | 89                 | -                  | -                   | -                   | -                   |
| 3506 Unrealized Investment Gain/Loss               | (20)               | -                  | -                   | -                   | -                   |
| 3760 Dial-A-Ride Fares                             | 6,834              | 5,800              | 6,000               | 6,000               | 6,000               |
| 3761 Bus Pass Subsidies                            | 1,335              | 1,700              | 1,120               | 1,200               | 1,200               |
| 3995 Miscellaneous Revenues                        | 17,156             | 17,500             | 17,000              | 17,500              | 17,500              |
| 3996 City Funds Exchange                           | -                  | -                  | -                   | 230,000             | 230,000             |
| <b>Total Proposition A Fund</b>                    | <b>\$677,975</b>   | <b>\$679,839</b>   | <b>\$678,120</b>    | <b>\$949,298</b>    | <b>\$970,136</b>    |
| <b>Proposition C Fund</b>                          |                    |                    |                     |                     |                     |
| 3221 Transit Sales Tax                             | \$542,372          | \$543,172          | \$544,000           | \$576,151           | \$593,436           |
| 3501 Interest Earnings                             | 52,072             | 40,000             | 61,890              | 64,985              | 68,234              |
| 3506 Unrealized Investment Gain/Loss               | (38,460)           | -                  | -                   | -                   | -                   |
| 3640 Safetea-Lu Earmark                            | 140,392            | -                  | -                   | -                   | -                   |
| 3641 Measure R SB Highway                          | -                  | 810,000            | 22,840              | -                   | -                   |
| <b>Total Proposition C Fund</b>                    | <b>\$696,376</b>   | <b>\$1,393,172</b> | <b>\$628,730</b>    | <b>\$641,136</b>    | <b>\$661,670</b>    |
| <b>AB 2766 Fund</b>                                |                    |                    |                     |                     |                     |
| 3501 Interest Earnings                             | \$925              | \$1,800            | \$1,099             | \$1,154             | \$1,212             |
| 3506 Unrealized Investment Gain/Loss               | (1,184)            | -                  | -                   | -                   | -                   |
| 3617 State Grant Programs                          | 22,485             | -                  | -                   | -                   | -                   |
| 3621 AB 2766 Air Quality                           | 45,075             | 48,612             | 46,000              | 46,000              | 46,000              |
| <b>Total AB 2766 Fund</b>                          | <b>\$67,301</b>    | <b>\$50,412</b>    | <b>\$47,099</b>     | <b>\$47,154</b>     | <b>\$47,212</b>     |
| <b>Measure R</b>                                   |                    |                    |                     |                     |                     |
| 3224 Measure R Sales Tax                           | \$406,071          | \$407,387          | \$407,000           | \$432,122           | \$445,086           |
| 3501 Interest Earnings                             | 20,916             | 13,500             | 24,860              | 26,103              | 27,408              |
| 3506 Unrealized Investment Gain/Loss               | (14,411)           | -                  | -                   | -                   | -                   |
| <b>Total Measure R Fund</b>                        | <b>\$412,576</b>   | <b>\$420,887</b>   | <b>\$431,860</b>    | <b>\$458,225</b>    | <b>\$472,494</b>    |
| <b>Measure M</b>                                   |                    |                    |                     |                     |                     |
| 3225 Measure M Sales Tax                           | \$0                | \$415,899          | \$415,900           | \$489,728           | \$504,420           |
| 3501 Interest Earnings                             | -                  | -                  | -                   | -                   | -                   |
| 3506 Unrealized Investment Gain/Loss               | -                  | -                  | -                   | -                   | -                   |
| <b>Total Measure R Fund</b>                        | <b>\$0</b>         | <b>\$415,899</b>   | <b>\$415,900</b>    | <b>\$489,728</b>    | <b>\$504,420</b>    |
| <b>Capital Improvement Fund</b>                    |                    |                    |                     |                     |                     |
| 3203 Transient Occupancy Tax                       | \$772,649          | \$760,000          | 750,000             | \$794,118           | \$810,000           |
| 3308 Park Development/Quimby                       | 34,523             | 21,804             | 21,804              | 21,804              | 21,804              |
| 3402 Parking Citations                             | 105,564            | 133,000            | 110,000             | 110,000             | 110,000             |
| 3505 Installment Fund Earnings                     | 3                  | -                  | 25                  | -                   | -                   |
| 3617 State Grant Programs                          | 8,822              | -                  | -                   | -                   | -                   |
| 3618 Federal Grant Programs                        | 644,461            | 100,000            | 980,541             | 300,000             | -                   |
| 3751 Parking Meters                                | 680,688            | 712,000            | 685,000             | 685,000             | 685,000             |
| 3910 Contributions From Private Parties            | -                  | -                  | -                   | -                   | -                   |
| 3951 Legal Settlements                             | 100,000            | -                  | -                   | -                   | -                   |
| 3995 Miscellaneous Revenues                        | 2,165              | -                  | -                   | -                   | -                   |
| <b>Total Capital Improvement Fund</b>              | <b>\$2,348,875</b> | <b>\$1,726,804</b> | <b>\$2,547,370</b>  | <b>\$1,910,922</b>  | <b>\$1,626,804</b>  |
| <b>Underground Utility Construction Fund</b>       |                    |                    |                     |                     |                     |
| 3501 Interest Earnings                             | \$2,503            | 1,800              | 2,975               | \$3,124             | \$3,280             |
| 3504 Construction/Escrow Fund Earnings             | 174                | -                  | 900                 | -                   | -                   |
| 3506 Unrealized Investment Gain/Loss               | (1,847)            | -                  | 560                 | -                   | -                   |
| <b>Total Underground Utility Construction Fund</b> | <b>\$830</b>       | <b>1,800</b>       | <b>4,435</b>        | <b>\$3,124</b>      | <b>\$3,280</b>      |



## SCHEDULE OF REVENUE DETAIL BY FUND

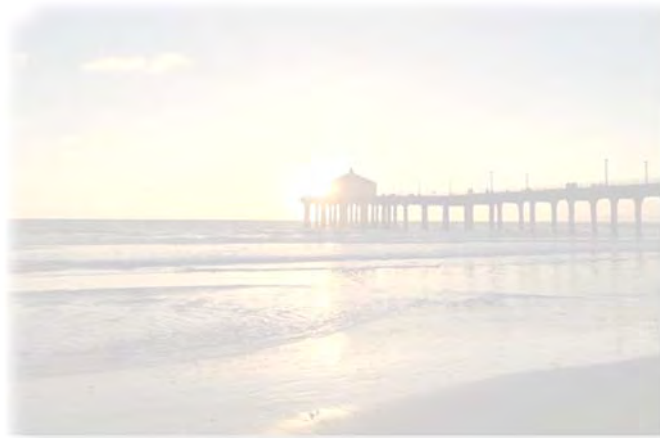
|                                      | FY 2017<br>Actual   | FY 2018<br>Adopted  | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Water Fund</b>                    |                     |                     |                     |                     |                     |
| 3501 Interest Earnings               | \$367,580           | \$205,000           | \$436,884           | \$458,728           | \$481,664           |
| 3506 Unrealized Investment Gain/Loss | (238,816)           | -                   | -                   | -                   | -                   |
| 3520 Investment Amortization         | (76,710)            | (30,000)            | (50,347)            | (45,000)            | (45,000)            |
| 3737 Utility Service Charge          | 14,456,624          | 14,500,000          | 15,650,000          | 14,950,000          | 15,000,000          |
| 3738 Utility Connection Fees         | 118,414             | 118,000             | 28,891              | 100,000             | 100,000             |
| 3740 Meter Installation              | 58,198              | 58,000              | 45,000              | 55,000              | 55,000              |
| 3746 Penalties                       | 39,808              | 50,000              | 40,000              | 40,000              | 40,000              |
| 3902 Sale of Property                | 3,279               | 20,000              | -                   | 10,000              | 10,000              |
| 3909 Bad Debt Recovery               | 3,787               | 7,000               | 4,000               | 4,000               | 4,000               |
| 3916 Bad Debt Write-off              | (9,791)             | (7,000)             | (9,500)             | (9,000)             | (9,000)             |
| 3995 Miscellaneous Revenues          | 6,040               | 10,000              | 5,000               | 10,000              | 10,000              |
| <b>Total Water Fund</b>              | <b>\$14,728,413</b> | <b>\$14,931,000</b> | <b>\$16,149,928</b> | <b>\$15,573,728</b> | <b>\$15,646,664</b> |
| <b>Stormwater Fund</b>               |                     |                     |                     |                     |                     |
| 3501 Interest Earnings               | \$14,614            | \$9,300             | \$17,369            | \$18,237            | \$19,149            |
| 3506 Unrealized Investment Gain/Loss | (7,834)             | -                   | -                   | -                   | -                   |
| 3520 Investment Amortization         | (3,592)             | -                   | (2,114)             | -                   | -                   |
| 3737 Utility Service Charge          | 344,396             | 345,000             | 345,000             | 345,000             | 345,000             |
| 3748 Street Sweeping                 | 4,484               | -                   | 2,241               | 4,484               | 4,484               |
| <b>Total Stormwater Fund</b>         | <b>\$352,068</b>    | <b>\$354,300</b>    | <b>\$362,496</b>    | <b>\$367,721</b>    | <b>\$368,633</b>    |
| <b>Wastewater Fund</b>               |                     |                     |                     |                     |                     |
| 3351 Fats, Oil, Grease Permit        | 20,661              | \$15,000            | \$15,000            | \$20,000            | \$20,000            |
| 3501 Interest Earnings               | 99,581              | 54,000              | 118,356             | 124,274             | 130,488             |
| 3506 Unrealized Investment Gain/Loss | (61,477)            | -                   | -                   | -                   | -                   |
| 3520 Investment Amortization         | (20,784)            | (9,500)             | (14,002)            | (15,000)            | (15,000)            |
| 3737 Utility Service Charges         | 3,193,712           | 3,200,000           | 3,200,000           | 3,300,000           | 3,300,000           |
| 3738 Utility Connection Fees         | 79,564              | 80,000              | 18,523              | 80,000              | 80,000              |
| 3746 Penalties                       | 10,434              | 13,000              | 13,000              | 11,000              | 11,000              |
| 3916 Bad Debt Write-off              | (2,624)             | (2,000)             | (2,500)             | (2,000)             | (2,000)             |
| <b>Total Wastewater Fund</b>         | <b>\$3,319,067</b>  | <b>\$3,350,500</b>  | <b>\$3,348,377</b>  | <b>\$3,518,274</b>  | <b>\$3,524,488</b>  |
| <b>Refuse Fund</b>                   |                     |                     |                     |                     |                     |
| 3501 Interest Earnings               | \$10,736            | \$5,300             | \$12,760            | \$13,398            | \$14,068            |
| 3506 Unrealized Investment Gain/Loss | (6,004)             | -                   | -                   | -                   | -                   |
| 3520 Investment Amortization         | (2,189)             | (950)               | (1,394)             | (1,000)             | (1,000)             |
| 3613 Miscellaneous Grants            | 9,353               | 10,000              | 9,112               | 10,000              | 10,000              |
| 3732 Residential City Cost Recovery  | 281,421             | 325,000             | 300,000             | 300,000             | 300,000             |
| 3733 Commercial City Cost Recovery   | 192,626             | 195,000             | 195,000             | 195,000             | 195,000             |
| 3742 Residential Refuse Fee          | 2,128,511           | 2,150,740           | 2,190,000           | 2,193,755           | 2,193,755           |
| 3743 Commercial Refuse Fee           | 1,458,130           | 1,511,636           | 1,500,000           | 1,541,869           | 1,541,869           |
| 3746 Penalties                       | 9,218               | 8,000               | 9,000               | 8,000               | 8,000               |
| 3747 Recycling                       | 38,176              | 31,000              | 36,000              | 36,000              | 36,000              |
| 3750 Waste Management Plan           | 99,648              | 60,000              | 90,000              | 60,000              | 60,000              |
| 3916 Bad Debt Write-off              | (2,371)             | (3,000)             | (3,000)             | (3,000)             | (3,000)             |
| 3995 Miscellaneous Revenues          | -                   | 300                 | -                   | 300                 | 300                 |
| <b>Total Refuse Fund</b>             | <b>\$4,217,255</b>  | <b>\$4,293,026</b>  | <b>\$4,337,478</b>  | <b>\$4,354,322</b>  | <b>\$4,354,992</b>  |

## SCHEDULE OF REVENUE DETAIL BY FUND

|  | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|--|--------------------|--------------------|---------------------|---------------------|---------------------|
| <b>Parking Fund</b>                            |                    |                    |                     |                     |                     |
| 3209 BID - A License Surcharge                 | \$108,922          | \$108,000          | \$108,000           | \$108,000           | \$108,000           |
| 3210 BID - B License Surcharge                 | 28,610             | 29,000             | 29,000              | 29,000              | 29,000              |
| 3501 Interest Earnings                         | 23,717             | 25,000             | 28,189              | 29,598              | 31,078              |
| 3505 Installment Fund Earnings                 | 64                 | -                  | 25                  | -                   | -                   |
| 3506 Unrealized Investment Gain/Loss           | (22,035)           | -                  | -                   | -                   | -                   |
| 3520 Investment Amortization                   | (4,990)            | (3,000)            | (2,676)             | (3,000)             | (3,000)             |
| 3751 Parking Meters                            | 2,071,753          | 2,170,000          | 2,170,000           | 2,170,000           | 2,170,000           |
| 3752 Parking Lot Spaces                        | 215,390            | 225,000            | 225,000             | 225,000             | 225,000             |
| 3758 Cash Key Parking Program                  | (634)              | -                  | (200)               | -                   | -                   |
| 3759 Permit Parking Program                    | 2,565              | 3,000              | 1,500               | 3,000               | 3,000               |
| 3910 Contribution From Private Parties         | 15,392             | 15,000             | 15,000              | 15,000              | 15,000              |
| 3995 Miscellaneous Revenues                    | 18,630             | 25,000             | 25,000              | 21,000              | 21,000              |
| <b>Total Parking Meter Fund</b>                | <b>\$2,457,384</b> | <b>\$2,597,000</b> | <b>\$2,598,838</b>  | <b>\$2,597,598</b>  | <b>\$2,599,078</b>  |
| <b>County Parking Lots Fund</b>                |                    |                    |                     |                     |                     |
| 3753 Parking Lot B Meters                      | \$115,936          | \$165,000          | \$150,000           | \$160,000           | \$160,000           |
| 3754 Parking Lot C Meters                      | 581,396            | 620,000            | 650,000             | 620,000             | 620,000             |
| 3755 Parking Lot B Spaces                      | 1,740              | 2,500              | 2,000               | 2,500               | 2,500               |
| 3756 Parking Lot C Spaces                      | 12,030             | 11,000             | 13,000              | 11,000              | 11,000              |
| <b>Total County Parking Lots Fund</b>          | <b>\$711,102</b>   | <b>\$798,500</b>   | <b>\$815,000</b>    | <b>\$793,500</b>    | <b>\$793,500</b>    |
| <b>State Pier &amp; Parking Lot Fund</b>       |                    |                    |                     |                     |                     |
| 3501 Interest Earnings                         | \$23,225           | \$22,000           | \$27,604            | \$28,984            | \$30,433            |
| 3506 Unrealized Investment Gain/Loss           | (19,387)           | -                  | -                   | -                   | -                   |
| 3511 Misc. Rents & Concessions                 | 13,244             | -                  | -                   | -                   | -                   |
| 3520 Investment Amortization                   | (4,820)            | (3,400)            | (2,831)             | (3,000)             | (3,000)             |
| 3751 Parking Meters                            | 564,670            | 590,000            | 590,000             | 590,000             | 590,000             |
| 3910 Contributions From Private Parties        | 204,904            | -                  | 300,000             | -                   | -                   |
| 3995 Miscellaneous Revenues                    | 2,629              | -                  | 1,000               | 1,000               | 1,000               |
| <b>Total State Pier &amp; Parking Lot Fund</b> | <b>\$784,465</b>   | <b>\$608,600</b>   | <b>\$915,773</b>    | <b>\$616,984</b>    | <b>\$618,433</b>    |
| <b>Insurance Reserve Fund</b>                  |                    |                    |                     |                     |                     |
| 3850 Workers Comp Billing                      | \$3,699,780        | \$3,858,940        | \$3,858,840         | \$4,933,680         | \$4,933,680         |
| 3851 Unemployment Billings                     | 34,920             | 34,920             | 34,920              | 25,020              | 25,020              |
| 3852 Liability Insurance Billings              | 3,059,940          | 3,179,100          | 3,179,100           | 1,843,020           | 1,843,020           |
| 3901 Damage Claims                             | 250                | -                  | -                   | -                   | -                   |
| 3906 Insurance Recoveries                      | 43,704             | 25,000             | -                   | -                   | -                   |
| 3911 Cobra Payments                            | 152                | -                  | 50                  | -                   | -                   |
| 3914 Excess of SIR Recoveries                  | 179,895            | 50,000             | -                   | 50,000              | 50,000              |
| 3995 Miscellaneous Revenues                    | 8,877              | -                  | -                   | -                   | -                   |
| <b>Total Insurance Reserve fund</b>            | <b>\$7,027,518</b> | <b>\$7,147,960</b> | <b>\$7,072,910</b>  | <b>\$6,851,720</b>  | <b>\$6,851,720</b>  |
| <b>Information Technology Fund</b>             |                    |                    |                     |                     |                     |
| 3860 Information Technology Charge             | \$2,293,140        | \$2,283,337        | \$2,283,337         | \$2,718,124         | \$2,814,647         |
| <b>Total Information Technology Fund</b>       | <b>\$2,293,140</b> | <b>\$2,283,337</b> | <b>\$2,283,337</b>  | <b>\$2,718,124</b>  | <b>\$2,814,647</b>  |
| <b>Fleet Management Fund</b>                   |                    |                    |                     |                     |                     |
| 3617 State Grant Programs                      | -                  | -                  | -                   | -                   | -                   |
| 3853 Fleet Rental Charge                       | 1,038,420          | \$1,038,420        | 1,038,420           | \$1,342,998         | \$1,363,488         |
| 3854 Fleet Maintenance Charge                  | 993,868            | 1,170,000          | 1,002,919           | 1,161,768           | 1,199,607           |
| 3899 Transfers In                              | -                  | -                  | 105,968             | 43,500              | -                   |
| 3901 Damage Claims                             | -                  | -                  | 7,000               | -                   | -                   |
| 3902 Sale of Property                          | 22,414             | -                  | 10,350              | -                   | -                   |
| 3930 Lease Purchase Proceeds                   | -                  | 1,200,000          | -                   | -                   | -                   |
| 3942 Reimbursement Gas Charges MBUSD           | 7,314              | 25,000             | 25,000              | 25,000              | 25,000              |
| 3995 Miscellaneous Revenues                    | 20,035             | -                  | -                   | -                   | -                   |
| <b>Total Fleet Management Fund</b>             | <b>\$2,082,051</b> | <b>\$3,433,420</b> | <b>\$2,189,657</b>  | <b>\$2,573,266</b>  | <b>\$2,588,095</b>  |

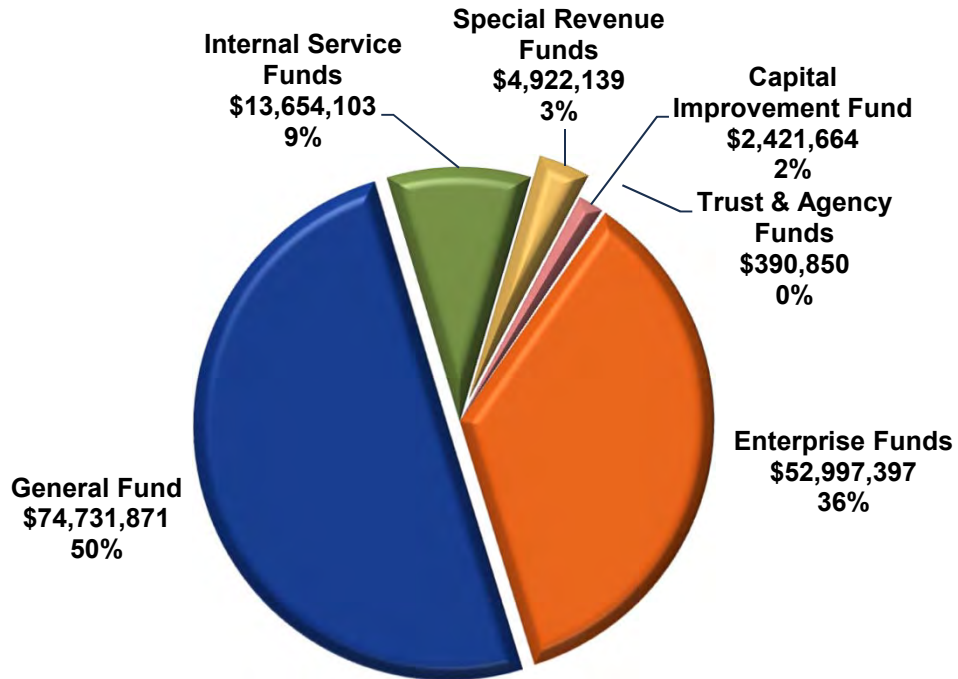
## SCHEDULE OF REVENUE DETAIL BY FUND

|  | FY 2017<br>Actual    | FY 2018<br>Adopted   | FY 2018<br>Estimate  | FY 2019<br>Proposed  | FY 2020<br>Proposed  |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Building Maintenance &amp; Operations Fund</b>      |                      |                      |                      |                      |                      |
| 3861 Building Maintenance                              | \$1,540,123          | \$1,762,640          | \$1,789,526          | \$1,922,340          | \$1,951,560          |
| 3862 Warehouse Sales                                   | 82,559               | 96,329               | 100,241              | 105,894              | 106,975              |
| 3863 Garage Sales                                      | 28,927               | 25,000               | 25,000               | 25,000               | 25,000               |
| 3995 Miscellaneous Revenues                            | 472                  | -                    | -                    | -                    | -                    |
| <b>Total Building Maintenance &amp; Operation Fund</b> | <b>\$1,652,081</b>   | <b>\$1,883,969</b>   | <b>\$1,914,767</b>   | <b>\$2,053,234</b>   | <b>\$2,083,535</b>   |
| <b>Special Assessment Redemption Fund</b>              |                      |                      |                      |                      |                      |
| 3211 CYr Assessments                                   | \$946,900            | \$965,000            | \$965,000            | \$965,000            | \$965,000            |
| 3503 Bond Reserve Fund Earnings                        | 432                  | -                    | 3,000                | -                    | -                    |
| 3505 Installment Fund Earnings                         | -                    | -                    | 400                  | -                    | -                    |
| 3936 Bond Redemption                                   | 30,264               | -                    | -                    | -                    | -                    |
| <b>Total Special Assessment Redemption Fund</b>        | <b>\$977,596</b>     | <b>\$965,000</b>     | <b>\$968,400</b>     | <b>\$965,000</b>     | <b>\$965,000</b>     |
| <b>Pension Trust Fund</b>                              |                      |                      |                      |                      |                      |
| 3501 Interest Earnings                                 | \$7,463              | \$14,000             | \$8,870              | \$9,314              | \$9,780              |
| 3506 Unrealized Investment Gain/Loss                   | (9,654)              | -                    | -                    | -                    | -                    |
| 3945 Reimbursement Ca Emplr Ret Ben Trust              | 157,771              | 168,000              | 168,000              | 168,000              | 168,000              |
| <b>Total Pension Trust Fund</b>                        | <b>\$155,580</b>     | <b>\$182,000</b>     | <b>\$176,870</b>     | <b>\$177,314</b>     | <b>\$177,780</b>     |
| <b>Grand Total</b>                                     | <b>\$117,867,288</b> | <b>\$120,773,650</b> | <b>\$120,943,694</b> | <b>\$125,277,615</b> | <b>\$125,031,863</b> |

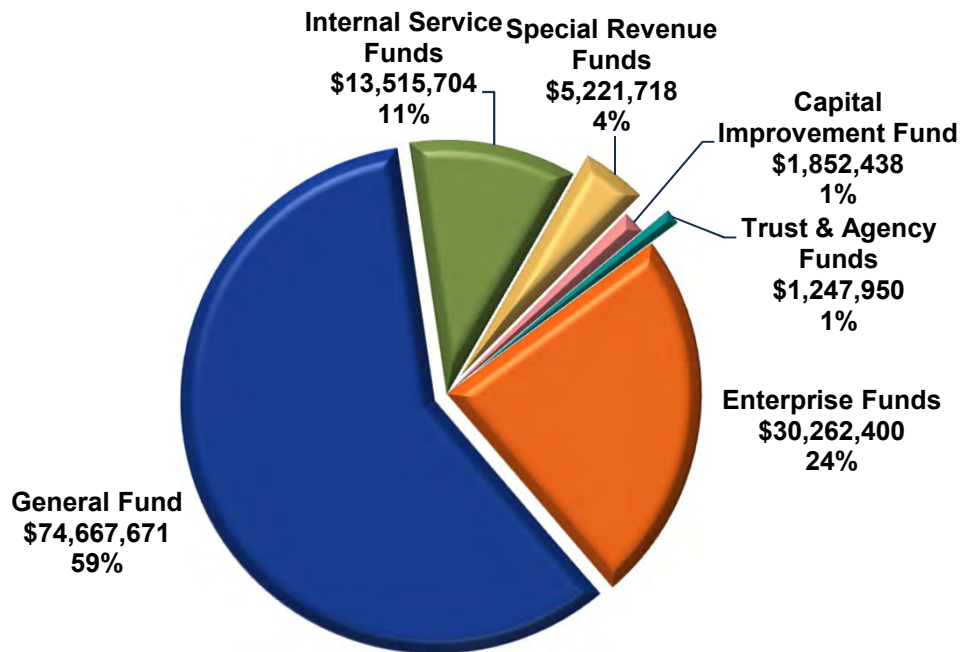


## USE OF FUNDS BY FUND TYPE

### FY 2019 Use of Funds - City-Wide = \$149,118,024



### FY 2020 Use of Funds - City-Wide = \$126,767,881



## SCHEDULE OF EXPENDITURES BY FUND

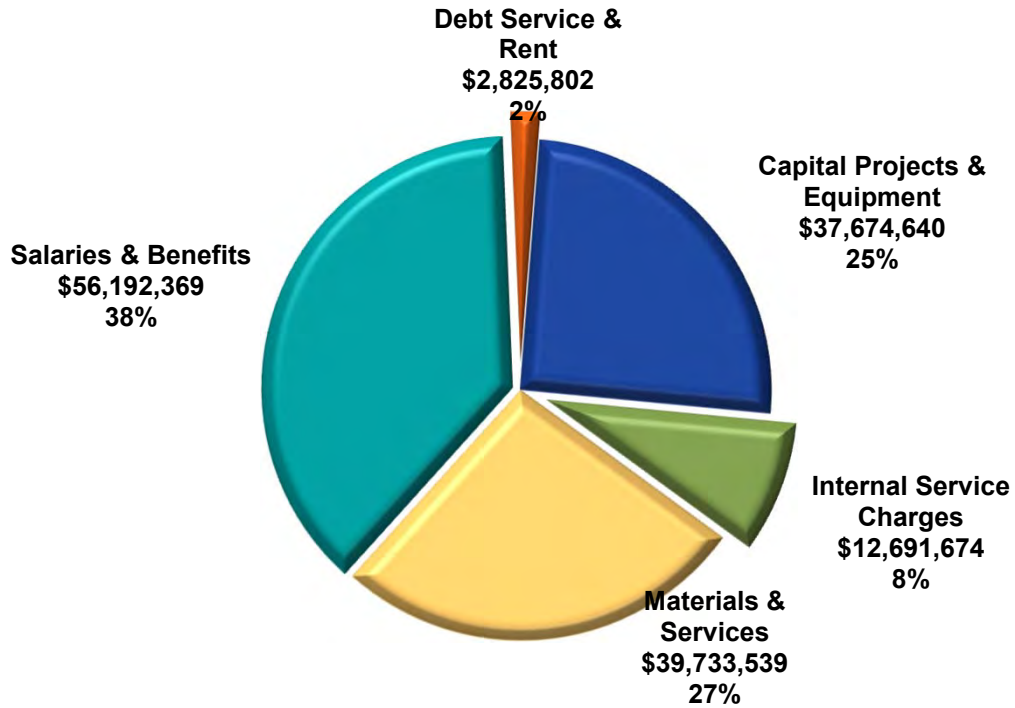
|  | FY 2017<br>Actual    | FY 2018<br>Adopted   | FY 2018<br>Estimate  | FY 2019<br>Proposed  | FY 2020<br>Proposed  |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>General Fund</b>                    | <b>\$66,542,225</b>  | <b>\$70,400,265</b>  | <b>\$69,739,865</b>  | <b>\$74,731,871</b>  | <b>\$74,667,671</b>  |
| Street Lighting & Landscaping Fund     | \$624,952            | \$619,794            | \$596,321            | \$582,061            | \$597,930            |
| Gas Tax Fund                           | 611,831              | 532,060              | 1,708,541            | 1,777,000            | 1,278,000            |
| Asset Forfeiture Fund                  | 153,479              | 1,041,113            | 231,268              | 164,500              | 153,700              |
| Police Safety Grants Fund              | 83,642               | 105,000              | 105,000              | 140,000              | 140,000              |
| Proposition A Fund                     | 900,573              | 896,041              | 920,849              | 945,978              | 969,988              |
| Proposition C Fund                     | 311,615              | 1,369,183            | 1,253,327            | 759,000              | 761,000              |
| AB 2766 Fund                           | 13,980               | 11,300               | 121,568              | 45,600               | 2,100                |
| Measure R Fund                         | 168,821              | 275,311              | 538,810              | 472,000              | 442,000              |
| Measure M Fund                         | -                    | 242,185              | 22,000               | 36,000               | 877,000              |
| <b>Total Special Revenue Funds</b>     | <b>\$2,868,893</b>   | <b>\$5,091,987</b>   | <b>\$5,497,684</b>   | <b>\$4,922,139</b>   | <b>\$5,221,718</b>   |
| Capital Improvement Fund               | \$4,161,981          | \$3,651,100          | \$1,957,563          | \$2,421,664          | \$1,852,438          |
| <b>Total Capital Improvement Fund</b>  | <b>\$4,161,981</b>   | <b>\$3,651,100</b>   | <b>\$1,957,563</b>   | <b>\$2,421,664</b>   | <b>\$1,852,438</b>   |
| Water Fund                             | \$10,992,011         | \$15,618,197         | \$10,998,744         | \$38,078,963         | \$14,013,603         |
| Stormwater Fund                        | 1,130,095            | 1,336,655            | 1,800,568            | 1,615,767            | 2,138,215            |
| Wastewater Fund                        | 2,251,133            | 5,533,400            | 2,360,979            | 5,349,957            | 5,062,073            |
| Refuse Fund                            | 3,995,821            | 4,219,000            | 4,165,271            | 4,198,200            | 5,257,552            |
| Parking Fund                           | 2,713,419            | 3,151,239            | 2,755,033            | 2,494,513            | 2,510,722            |
| County Parking Lots Fund               | 539,801              | 619,319              | 603,024              | 620,714              | 630,165              |
| State Pier & Parking Lot Fund          | 1,018,080            | 477,439              | 1,345,386            | 633,283              | 650,070              |
| <b>Total Enterprise Funds</b>          | <b>\$22,640,361</b>  | <b>\$30,955,251</b>  | <b>\$24,029,005</b>  | <b>\$52,997,397</b>  | <b>\$30,262,400</b>  |
| Insurance Reserve Fund                 | \$7,147,323          | \$6,514,367          | \$6,840,704          | \$6,434,699          | \$6,561,358          |
| Information Technology Fund            | 2,082,116            | 2,266,732            | 2,402,457            | 3,729,659            | 2,854,668            |
| Fleet Management Fund                  | 2,163,800            | 3,704,647            | 3,021,351            | 1,460,369            | 2,033,468            |
| Building Maintenance & Operations Fund | 1,665,925            | 1,885,350            | 1,920,242            | 2,029,376            | 2,066,210            |
| <b>Total Internal Service Funds</b>    | <b>\$13,059,163</b>  | <b>\$14,371,097</b>  | <b>\$14,184,754</b>  | <b>\$13,654,103</b>  | <b>\$13,515,704</b>  |
| Special Assessment Redemption Fund     | \$944,665            | \$947,439            | \$925,019            | \$158,850            | \$1,006,950          |
| Pension Trust Fund                     | 232,038              | 243,900              | 228,000              | 232,000              | 241,000              |
| <b>Total Trust &amp; Agency Funds</b>  | <b>\$1,176,703</b>   | <b>\$1,191,339</b>   | <b>\$1,153,019</b>   | <b>\$390,850</b>     | <b>\$1,247,950</b>   |
| <b>Grand Total</b>                     | <b>\$110,449,326</b> | <b>\$125,661,039</b> | <b>\$116,561,890</b> | <b>\$149,118,024</b> | <b>\$126,767,881</b> |
| <b>Total Operating Expenses</b>        | <b>\$103,126,770</b> | <b>\$110,966,039</b> | <b>\$109,182,116</b> | <b>\$114,753,024</b> | <b>\$116,517,881</b> |
| <b>Total Capital Projects*</b>         | <b>\$7,322,556</b>   | <b>\$14,695,000</b>  | <b>\$7,379,774</b>   | <b>\$34,365,000</b>  | <b>\$10,250,000</b>  |

*FY 2018 estimate includes carryover projects from the prior year.*

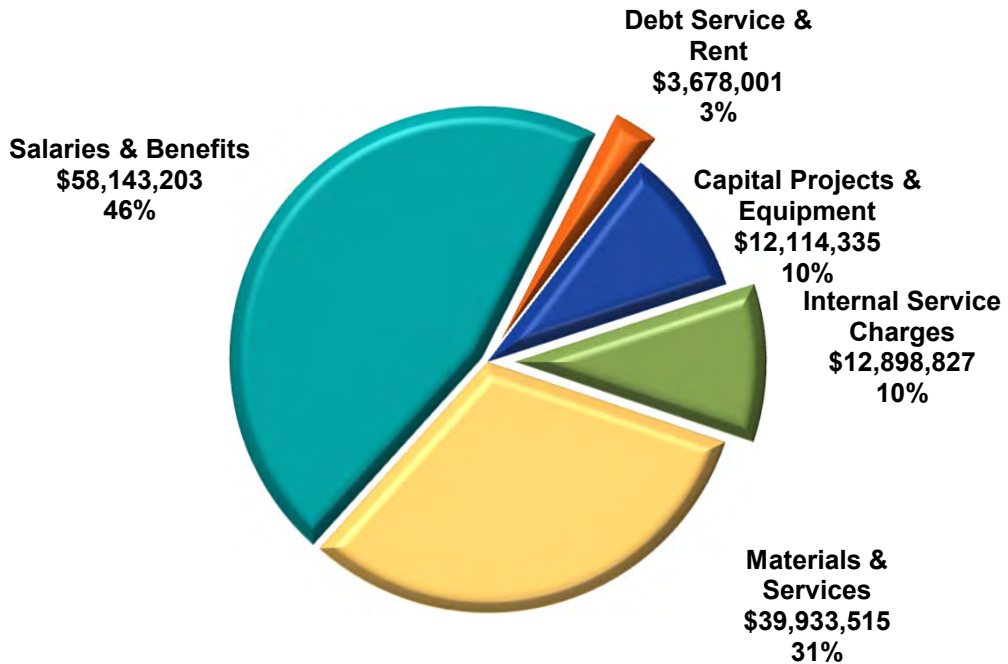
## USE OF FUNDS BY CATEGORY

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**FY 2019 Use of Funds - City-Wide = \$149,118,024**



**FY 2020 Use of Funds - City-Wide = \$126,767,881**



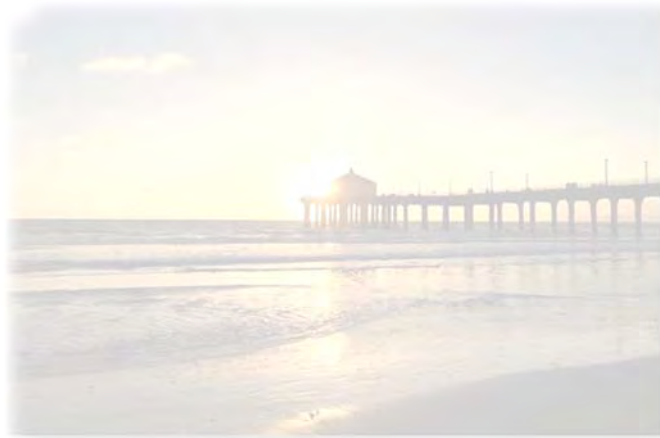


## FY 2019 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

|                                    | Salaries &<br>Benefits | Materials &<br>Services | Capital<br>Projects &<br>Equipment | Debt<br>Service &<br>Rent | Internal<br>Service<br>Charge | Total                | Percent<br>of Total |
|------------------------------------|------------------------|-------------------------|------------------------------------|---------------------------|-------------------------------|----------------------|---------------------|
| General Fund                       | \$50,433,995           | \$14,453,794            | \$1,670,033                        | \$484,475                 | \$7,689,574                   | \$74,731,871         | 50.12%              |
| Street Lighting & Landscaping Fund | -                      | 530,822                 | -                                  | -                         | 51,239                        | 582,061              | 0.39%               |
| Gas Tax Fund                       | -                      | -                       | 1,750,000                          | -                         | 27,000                        | 1,777,000            | 1.19%               |
| Asset Forfeiture Fund              | 35,200                 | 129,300                 | -                                  | -                         | -                             | 164,500              | 0.11%               |
| Police Safety Grants Fund          | -                      | 140,000                 | -                                  | -                         | -                             | 140,000              | 0.09%               |
| Proposition A Fund                 | 687,518                | 136,087                 | -                                  | -                         | 122,373                       | 945,978              | 0.63%               |
| Proposition C Fund                 | -                      | -                       | 700,000                            | -                         | 59,000                        | 759,000              | 0.51%               |
| AB 2766 Fund                       | -                      | 43,500                  | -                                  | -                         | 2,100                         | 45,600               | 0.03%               |
| Measure R Fund                     | -                      | -                       | 450,000                            | -                         | 22,000                        | 472,000              | 0.32%               |
| Measure M Fund                     | -                      | -                       | -                                  | -                         | 36,000                        | 36,000               | 0.02%               |
| Capital Improvement Fund           | -                      | -                       | 1,505,000                          | 772,664                   | 144,000                       | 2,421,664            | 1.62%               |
| Water Fund                         | 1,196,276              | 8,601,632               | 25,833,580                         | 170,815                   | 2,276,660                     | 38,078,963           | 25.54%              |
| Stormwater Fund                    | 88,982                 | 643,454                 | 710,000                            | -                         | 173,331                       | 1,615,767            | 1.08%               |
| Wastewater Fund                    | 424,507                | 297,523                 | 3,616,230                          | 84,135                    | 927,562                       | 5,349,957            | 3.59%               |
| Refuse Fund                        | 113,684                | 3,849,588               | 28,786                             | -                         | 206,142                       | 4,198,200            | 2.82%               |
| Parking Fund                       | 167,472                | 1,154,443               | 25,054                             | 714,863                   | 432,681                       | 2,494,513            | 1.67%               |
| County Parking Lot Fund            | 34,782                 | 117,381                 | -                                  | 440,000                   | 34,551                        | 626,714              | 0.42%               |
| State Pier & Parking Lot Fund      | 37,616                 | 451,584                 | -                                  | -                         | 144,083                       | 633,283              | 0.42%               |
| Insurance Reserve Fund             | 496,489                | 5,860,689               | -                                  | -                         | 77,521                        | 6,434,699            | 4.32%               |
| Information Technology Fund        | 1,245,010              | 1,369,155               | 1,067,234                          | -                         | 48,260                        | 3,729,659            | 2.50%               |
| Fleet Management Fund              | 449,021                | 647,100                 | 306,822                            | -                         | 57,426                        | 1,460,369            | 0.98%               |
| Building Maintenance Fund          | 549,817                | 1,307,487               | 11,901                             | -                         | 160,171                       | 2,029,376            | 1.36%               |
| Special Assessment Redemption Bond | -                      | -                       | -                                  | 158,850                   | -                             | 158,850              | 0.11%               |
| Pension Trust Fund                 | 232,000                | -                       | -                                  | -                         | -                             | 232,000              | 0.16%               |
| <b>Grand Total FY 2019</b>         | <b>\$56,192,369</b>    | <b>\$39,733,539</b>     | <b>\$37,674,640</b>                | <b>\$2,825,802</b>        | <b>\$12,691,674</b>           | <b>\$149,118,024</b> | <b>100.00%</b>      |
| <b>Grand Total FY 2018 Adopted</b> | <b>\$52,694,148</b>    | <b>\$36,592,823</b>     | <b>\$18,847,670</b>                | <b>\$4,300,089</b>        | <b>\$13,226,309</b>           | <b>\$125,661,039</b> |                     |
| <b>Dollar Change</b>               | <b>\$3,498,221</b>     | <b>\$3,140,716</b>      | <b>\$18,826,970</b>                | <b>(\$1,474,287)</b>      | <b>(\$534,635)</b>            | <b>\$23,456,985</b>  |                     |
| <b>Percent Change</b>              | <b>6.64%</b>           | <b>8.58%</b>            | <b>99.89%</b>                      | <b>(34.29%)</b>           | <b>(4.04%)</b>                | <b>18.67%</b>        |                     |

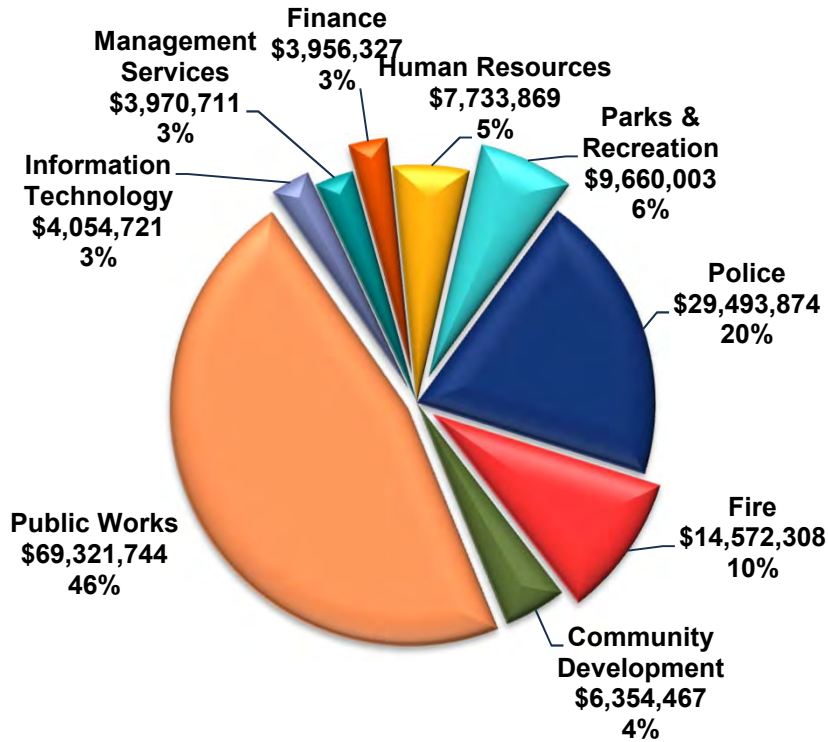
## FY 2020 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

|                                     | Salaries &<br>Benefits | Materials &<br>Services | Capital<br>Projects &<br>Equipment | Debt<br>Service &<br>Rent | Internal<br>Service<br>Charge | Total                 | Percent<br>of Total |
|-------------------------------------|------------------------|-------------------------|------------------------------------|---------------------------|-------------------------------|-----------------------|---------------------|
| General Fund                        | \$52,177,765           | \$14,096,576            | -                                  | \$485,475                 | \$7,907,855                   | \$74,667,671          | 58.90%              |
| Street Lighting & Landscaping Fund  | -                      | 546,691                 | -                                  | -                         | 51,239                        | 597,930               | 0.47%               |
| Gas Tax Fund                        | -                      | -                       | 1,250,000                          | -                         | 28,000                        | 1,278,000             | 1.01%               |
| Asset Forfeiture Fund               | 35,200                 | 118,500                 | -                                  | -                         | -                             | 153,700               | 0.12%               |
| Police Safety Grants Fund           | -                      | 140,000                 | -                                  | -                         | -                             | 140,000               | 0.11%               |
| Proposition A Fund                  | 703,619                | 137,710                 | -                                  | -                         | 128,659                       | 969,988               | 0.77%               |
| Proposition C Fund                  | -                      | -                       | 700,000                            | -                         | 61,000                        | 761,000               | 0.60%               |
| AB 2766 Fund                        | -                      | -                       | -                                  | -                         | 2,100                         | 2,100                 | 0.00%               |
| Measure R Fund                      | -                      | -                       | 420,000                            | -                         | 22,000                        | 442,000               | 0.35%               |
| Measure M Fund                      | -                      | -                       | 840,000                            | -                         | 37,000                        | 877,000               | 0.69%               |
| Capital Improvement Fund            | -                      | -                       | 930,000                            | 772,438                   | 150,000                       | 1,852,438             | 1.46%               |
| Water Fund                          | 1,242,408              | 8,830,526               | 1,507,509                          | 172,841                   | 2,260,319                     | 14,013,603            | 11.05%              |
| Stormwater Fund                     | 94,557                 | 660,147                 | 1,210,000                          | -                         | 173,511                       | 2,138,215             | 1.69%               |
| Wastewater Fund                     | 439,503                | 348,358                 | 3,254,156                          | 85,134                    | 934,922                       | 5,062,073             | 3.99%               |
| Refuse Fund                         | 117,256                | 3,979,865               | 954,289                            | -                         | 206,142                       | 5,257,552             | 4.15%               |
| Parking Fund                        | 172,932                | 1,189,148               | 3,834                              | 715,163                   | 429,645                       | 2,510,722             | 1.98%               |
| County Parking Lot Fund             | 36,376                 | 119,238                 | -                                  | 440,000                   | 34,551                        | 630,165               | 0.50%               |
| State Pier & Parking Lot Fund       | 39,223                 | 466,464                 | -                                  | -                         | 144,383                       | 650,070               | 0.51%               |
| Insurance Reserve Fund              | 513,652                | 5,977,685               | -                                  | -                         | 70,021                        | 6,561,358             | 5.18%               |
| Information Technology Fund         | 1,291,959              | 1,304,063               | 209,606                            | -                         | 49,040                        | 2,854,668             | 2.25%               |
| Fleet Management Fund               | 468,444                | 677,475                 | 834,941                            | -                         | 52,608                        | 2,033,468             | 1.60%               |
| Building Maintenance Fund           | 569,309                | 1,341,069               | -                                  | -                         | 155,832                       | 2,066,210             | 1.63%               |
| Special Assessment Redemption Bond  | -                      | -                       | -                                  | 1,006,950                 | -                             | 1,006,950             | 0.79%               |
| Pension Trust Fund                  | 241,000                | -                       | -                                  | -                         | -                             | 241,000               | 0.19%               |
| <b>Grand Total FY 2020</b>          | <b>\$58,143,203</b>    | <b>\$39,933,515</b>     | <b>\$12,114,335</b>                | <b>\$3,678,001</b>        | <b>\$12,898,827</b>           | <b>\$126,767,881</b>  | <b>100.00%</b>      |
| <b>Grand Total FY 2019 Proposed</b> | <b>\$56,192,369</b>    | <b>\$39,733,539</b>     | <b>\$37,674,640</b>                | <b>\$2,825,802</b>        | <b>\$12,691,674</b>           | <b>\$149,118,024</b>  |                     |
| <b>Dollar Change</b>                | <b>\$1,950,834</b>     | <b>\$199,976</b>        | <b>(\$25,560,305)</b>              | <b>\$852,199</b>          | <b>\$207,153</b>              | <b>(\$22,350,143)</b> |                     |
| <b>Percent Change</b>               | <b>3.47%</b>           | <b>0.50%</b>            | <b>(67.84%)</b>                    | <b>30.16%</b>             | <b>1.63%</b>                  | <b>(14.99%)</b>       |                     |

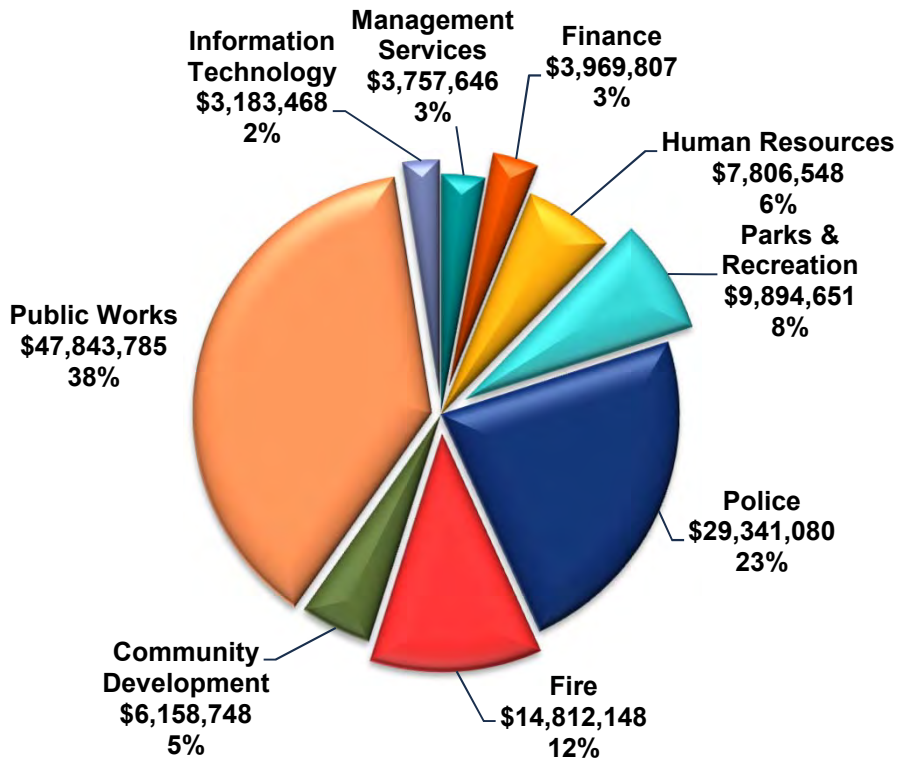


## USE OF FUNDS BY DEPARTMENT

**FY 2019 Use of Funds - City-Wide = \$149,118,024**



**FY 2020 Use of Funds - City-Wide = \$126,767,881**



## EXPENDITURES BY DEPARTMENT PROGRAM

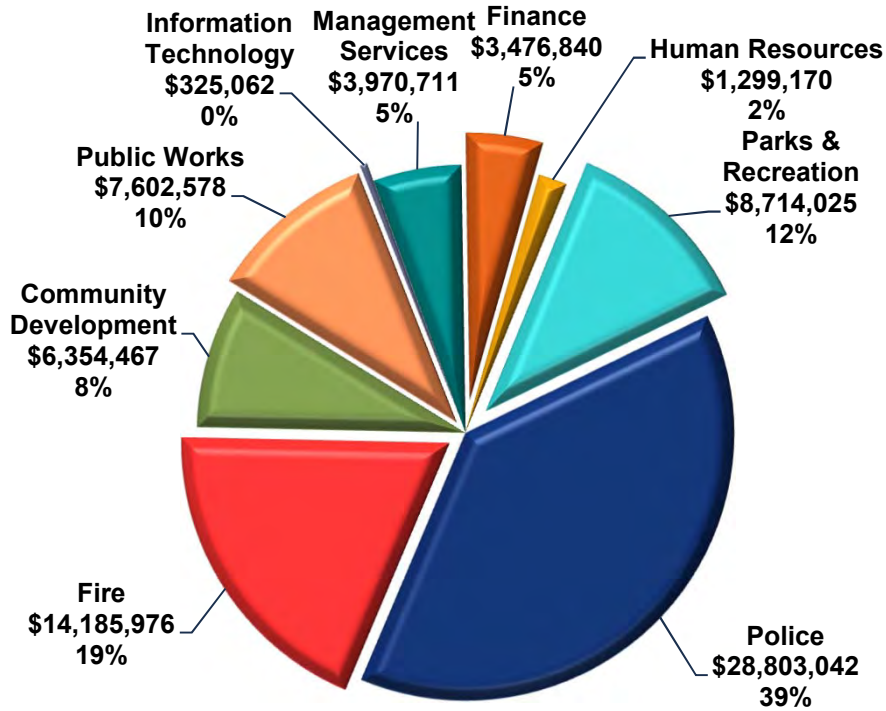
|                                     | FY 2017<br>Actual   | FY 2018<br>Adopted  | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Management Services</b>          |                     |                     |                     |                     |                     |
| City Council                        | \$397,466           | \$533,787           | \$1,385,381         | \$590,472           | \$579,102           |
| City Manager                        | 2,323,846           | 2,284,578           | 2,107,302           | 1,448,477           | 1,352,155           |
| City Treasurer                      | 35,582              | 44,111              | 36,054              | 44,385              | 45,322              |
| City Clerk                          | 721,889             | 691,744             | 700,170             | 896,416             | 784,862             |
| City Attorney                       | 992,500             | 650,214             | 970,902             | 990,961             | 996,205             |
| <b>Total Management Services</b>    | <b>\$4,471,283</b>  | <b>\$4,204,434</b>  | <b>\$5,199,809</b>  | <b>\$3,970,711</b>  | <b>\$3,757,646</b>  |
| <b>Finance</b>                      |                     |                     |                     |                     |                     |
| Administration                      | \$1,321,436         | \$2,315,685         | \$1,330,230         | \$1,394,705         | \$1,380,312         |
| Accounting                          | 706,169             | 698,955             | 688,536             | 733,897             | 753,907             |
| Revenue Services                    | 1,025,049           | 1,092,561           | 1,098,290           | 1,142,712           | 1,137,569           |
| General Services                    | 664,515             | 696,036             | 686,348             | 685,013             | 698,019             |
| <b>Total Finance</b>                | <b>\$3,717,169</b>  | <b>\$4,803,237</b>  | <b>\$3,803,405</b>  | <b>\$3,956,327</b>  | <b>\$3,969,807</b>  |
| <b>Human Resources</b>              |                     |                     |                     |                     |                     |
| Administration                      | \$1,101,075         | \$1,270,836         | \$1,144,426         | \$1,299,170         | \$1,245,190         |
| Risk Management                     | 7,147,323           | 6,514,367           | 6,840,704           | 6,434,699           | 6,561,358           |
| <b>Total Human Resources</b>        | <b>\$8,248,397</b>  | <b>\$7,785,203</b>  | <b>\$7,985,129</b>  | <b>\$7,733,869</b>  | <b>\$7,806,548</b>  |
| <b>Parks &amp; Recreation</b>       |                     |                     |                     |                     |                     |
| Administration                      | \$3,185,239         | \$3,024,853         | \$3,096,257         | \$2,937,215         | \$3,004,678         |
| Recreation Services                 | 2,411,638           | 2,428,009           | 2,239,955           | 2,743,536           | 2,818,702           |
| Cultural Arts                       | 938,163             | 899,227             | 816,319             | 822,068             | 839,596             |
| Sports & Aquatics                   | 1,504,121           | 1,541,437           | 1,592,334           | 1,486,165           | 1,515,444           |
| Volunteers                          | 173,862             | 156,338             | 180,755             | 194,797             | 201,729             |
| Older Adults                        | 444,576             | 451,651             | 546,814             | 530,244             | 544,514             |
| Transportation                      | 900,573             | 896,041             | 920,849             | 945,978             | 969,988             |
| <b>Total Parks &amp; Recreation</b> | <b>\$9,558,173</b>  | <b>\$9,397,556</b>  | <b>\$9,393,283</b>  | <b>\$9,660,003</b>  | <b>\$9,894,651</b>  |
| <b>Police</b>                       |                     |                     |                     |                     |                     |
| Administration                      | \$6,450,068         | \$6,574,288         | \$6,773,424         | \$6,779,415         | \$6,899,359         |
| Patrol                              | 9,032,612           | 8,854,900           | 9,180,469           | 9,606,921           | 10,088,885          |
| Investigations                      | 2,963,775           | 3,071,493           | 2,816,601           | 2,803,170           | 2,923,656           |
| Technical Support Services          | 2,892,259           | 2,970,214           | 2,602,961           | 4,074,067           | 2,962,863           |
| Crime Prevention                    | 487,127             | 534,733             | 607,230             | 584,110             | 610,424             |
| Traffic Safety                      | 2,170,868           | 2,120,946           | 2,195,477           | 2,284,331           | 2,397,796           |
| Jail Operations                     | 686,913             | 660,714             | 644,034             | 714,592             | 737,240             |
| Parking Enforcement                 | 1,813,053           | 1,818,255           | 1,870,689           | 2,042,818           | 2,110,059           |
| Animal Control                      | 365,803             | 297,219             | 385,129             | 299,950             | 317,098             |
| Asset Forfeiture                    | 153,479             | 1,041,113           | 231,268             | 164,500             | 153,700             |
| Law Enforcement Grants              | 83,642              | 105,000             | 105,000             | 140,000             | 140,000             |
| <b>Total Police</b>                 | <b>\$27,099,598</b> | <b>\$28,048,875</b> | <b>\$27,412,282</b> | <b>\$29,493,874</b> | <b>\$29,341,080</b> |
| <b>Fire</b>                         |                     |                     |                     |                     |                     |
| Administration                      | \$2,825,062         | \$3,041,637         | \$2,984,230         | \$3,434,397         | \$3,411,981         |
| Prevention                          | 719,442             | 812,241             | 779,628             | 862,463             | 888,741             |
| Fire Operations                     | 6,464,878           | 6,676,711           | 6,911,027           | 7,217,436           | 7,469,909           |
| Emergency Medical Services          | 2,045,604           | 2,037,125           | 2,037,823           | 2,368,107           | 2,457,889           |
| Support Services                    | 501,245             | 749,457             | 712,736             | 689,905             | 583,628             |
| <b>Total Fire</b>                   | <b>\$12,556,231</b> | <b>\$13,317,170</b> | <b>\$13,425,445</b> | <b>\$14,572,308</b> | <b>\$14,812,148</b> |

## EXPENDITURES BY DEPARTMENT PROGRAM

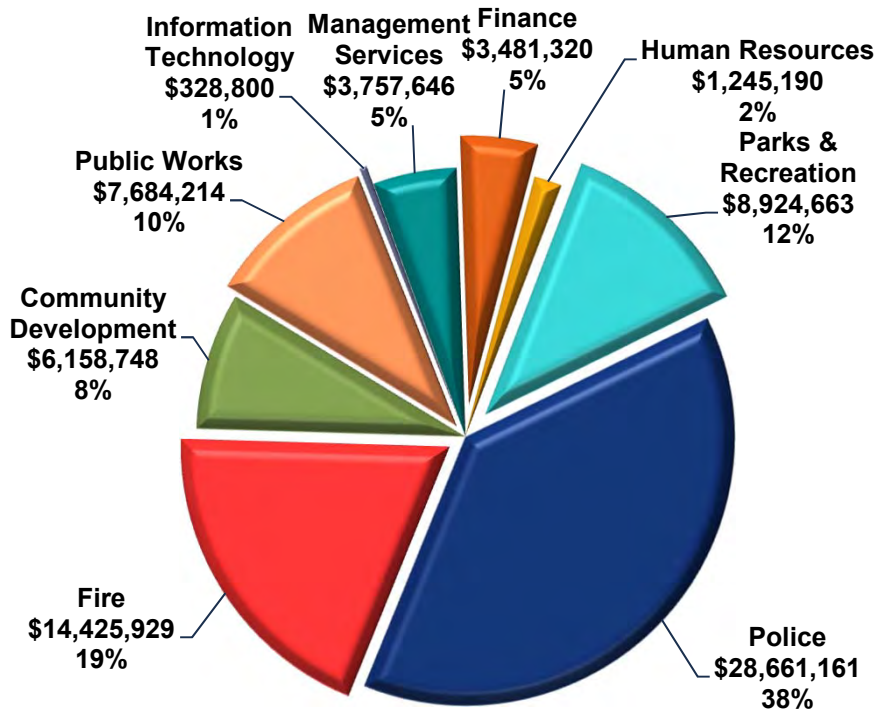
|                                     | FY 2017<br>Actual    | FY 2018<br>Adopted   | FY 2018<br>Estimate  | FY 2019<br>Proposed  | FY 2020<br>Proposed  |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Community Development</b>        |                      |                      |                      |                      |                      |
| Administration                      | \$700,611            | \$753,463            | \$734,896            | \$1,190,579          | \$834,236            |
| Planning                            | 987,771              | 1,223,867            | 1,124,284            | 1,302,654            | 1,361,789            |
| Building                            | 1,920,690            | 2,121,812            | 2,316,621            | 2,590,524            | 2,616,163            |
| Code Enforcement                    | 387,140              | 407,254              | 407,397              | 439,245              | 459,641              |
| Traffic Engineering                 | 300,670              | 318,815              | 328,376              | 460,056              | 510,497              |
| Environmental Sustainability        | -                    | 240,112              | 176,187              | 371,409              | 376,422              |
| <b>Total Community Development</b>  | <b>\$4,296,883</b>   | <b>\$5,065,323</b>   | <b>\$5,087,761</b>   | <b>\$6,354,467</b>   | <b>\$6,158,748</b>   |
| <b>Public Works</b>                 |                      |                      |                      |                      |                      |
| Administration                      | \$1,205,328          | \$1,295,920          | \$1,177,050          | \$1,246,201          | \$1,289,766          |
| Civil Engineering                   | 4,581,041            | 6,544,818            | 4,266,113            | 4,314,816            | 4,983,184            |
| Street Maintenance                  | 4,054,729            | 4,180,724            | 5,180,736            | 5,425,872            | 5,357,068            |
| Building & Grounds                  | 2,654,408            | 3,149,685            | 3,139,477            | 3,249,428            | 3,317,869            |
| Transportation                      | 13,980               | 11,300               | 121,568              | 45,600               | 2,100                |
| Street Lighting & Landscaping       | 430,017              | 432,217              | 411,155              | 416,142              | 426,808              |
| Streetscape Maintenance             | 194,935              | 187,577              | 185,166              | 165,919              | 171,122              |
| Water Division                      | 10,992,011           | 15,618,197           | 10,998,744           | 38,078,963           | 14,013,603           |
| Storm Drain Maintenance             | 1,130,095            | 1,336,655            | 1,800,568            | 1,615,767            | 2,138,215            |
| Sewer Maintenance                   | 2,251,133            | 5,533,400            | 2,360,979            | 5,349,957            | 5,062,073            |
| Environmental & Refuse Management   | 4,161,859            | 4,219,000            | 4,165,271            | 4,198,200            | 5,257,552            |
| Parking Facilities                  | 4,271,300            | 4,247,998            | 4,703,443            | 3,754,510            | 3,790,957            |
| Fleet Maintenance                   | 2,163,800            | 3,704,647            | 3,021,351            | 1,460,369            | 2,033,468            |
| <b>Total Public Works</b>           | <b>\$38,104,636</b>  | <b>\$50,462,139</b>  | <b>\$41,531,621</b>  | <b>\$69,321,744</b>  | <b>\$47,843,785</b>  |
| <b>Information Technology</b>       |                      |                      |                      |                      |                      |
| Information Technology              | \$2,396,956          | \$2,577,101          | \$2,723,155          | \$4,054,721          | \$3,183,468          |
| <b>Total Information Technology</b> | <b>\$2,396,956</b>   | <b>\$2,577,101</b>   | <b>\$2,723,155</b>   | <b>\$4,054,721</b>   | <b>\$3,183,468</b>   |
| <b>Grand Total</b>                  | <b>\$110,449,326</b> | <b>\$125,661,039</b> | <b>\$116,561,890</b> | <b>\$149,118,024</b> | <b>\$126,767,881</b> |

# USE OF FUNDS BY DEPT - GENERAL FUND

**FY 2019 Use of Funds - General Fund = \$74,731,871**



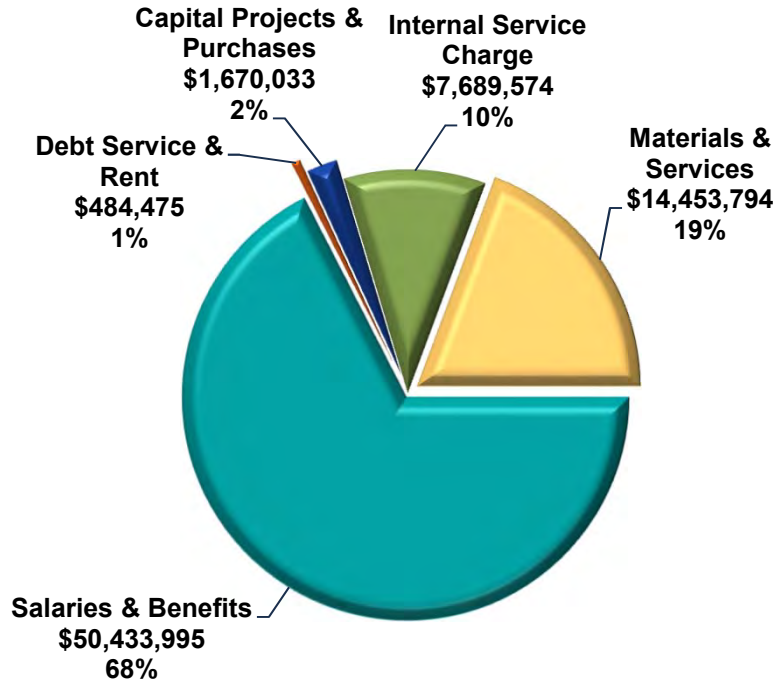
**FY 2020 Use of Funds - General Fund = \$74,667,671**



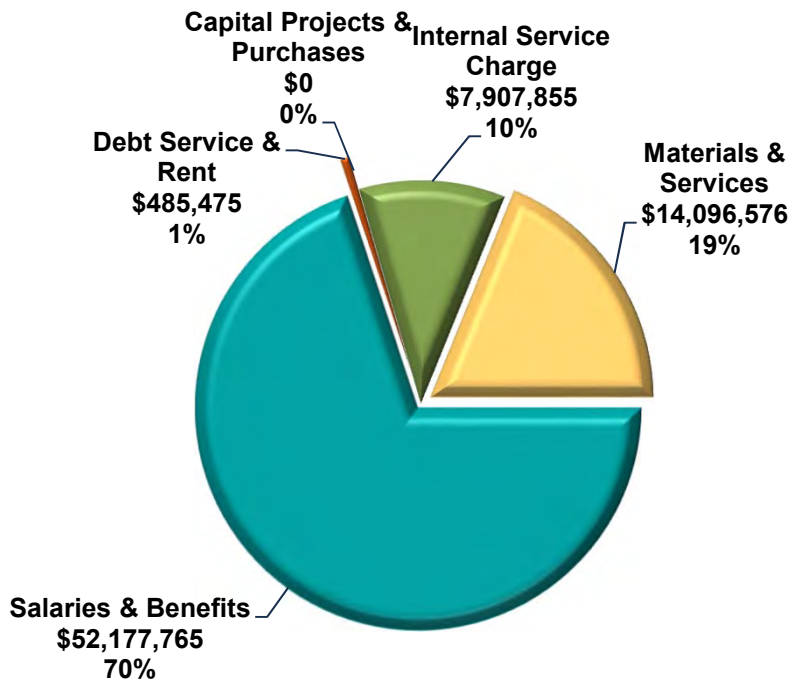


# USE OF FUNDS BY CATEGORY - GENERAL FUND

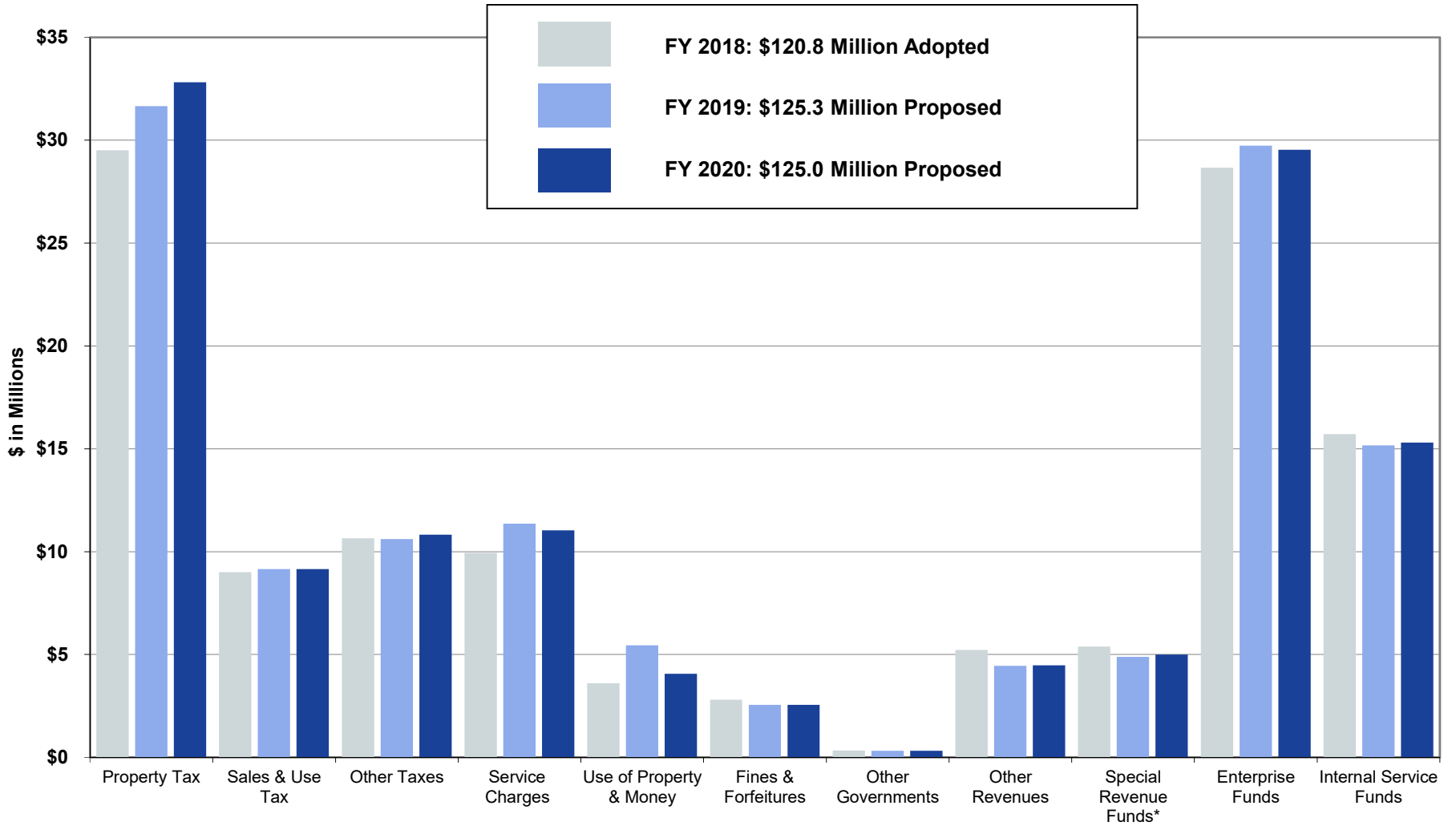
**FY 2019 Use of Funds - General Fund = \$74,731,871**



**FY 2020 Use of Funds - General Fund = \$74,667,671**

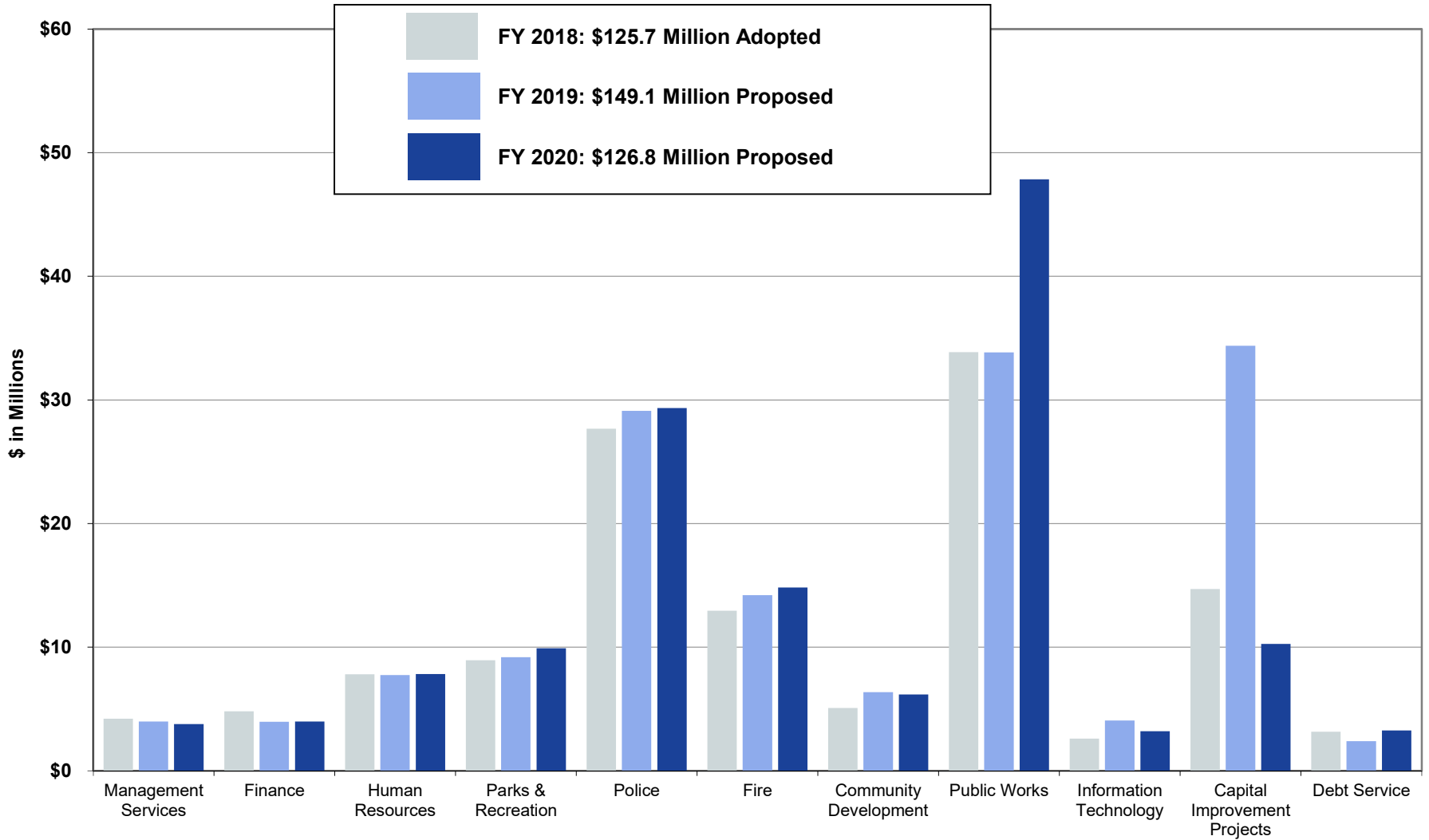


# COMPARISON OF BUDGETED REVENUES



\* Includes Trust Funds

# COMPARISON OF BUDGETED EXPENDITURES



## FY 2019 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

|  | 07/01/2018<br>Opening<br>Balance | FY 2019<br>Estimated<br>Revenues | FY 2019<br>Operating<br>Expenditures | FY 2019<br>Capital Equip<br>& Projects | FY 2019<br>Debt Service<br>Payments | FY 2019<br>Total<br>Expenditures | FY 2019<br>Fund Balance<br>Before Xfers | FY 2019<br>Fund<br>Transfers | 06/30/2019<br>Total<br>Fund Balance | 06/30/2019<br>Reserves &<br>Designations | 06/30/2019<br>Unreserved<br>Balance |
|--|----------------------------------|----------------------------------|--------------------------------------|--|-------------------------------------|----------------------------------|---|------------------------------|-------------------------------------|--|-------------------------------------|
| <b>General Fund Undesignated</b>                   | \$4,081,580                      | \$75,505,117                     | (\$72,577,363)                       | (\$1,670,033)                          | (\$484,475)                         | (\$74,731,871)                   | \$4,854,826                             | (\$866,321)                  | \$1,769,359                         |  | \$1,769,359                         |
| <i>Transfer from County Lots Parking Fund</i>      |                                  |                                  |                                      |  |                                     |                                  |   | 166,786                      |                                     |  |                                     |
| <i>Transfer to Information Technology Fund</i>     |                                  |                                  |                                      |  |                                     |                                  |   | (600,299)                    |                                     |  |                                     |
| <i>Transfer to Street Lighting Fund</i>            |                                  |                                  |                                      |  |                                     |                                  |   | (187,587)                    |                                     |  |                                     |
| <i>Transfer to Stormwater Fund</i>                 |                                  |                                  |                                      |  |                                     |                                  |   | (1,248,046)                  |                                     |  |                                     |
| <i>Transfer to Pension Trust Fund</i>              |                                  |                                  |                                      |  |                                     |                                  |   | (100,000)                    |                                     |  |                                     |
| <i>Transfer to Pension Rate Stabilization Fund</i> |                                  |                                  |                                      |  |                                     |                                  |   | (250,000)                    |                                     |  |                                     |
| Financial Policy Designation                       | 14,080,053                       |                                  |                                      |  |                                     |                                  | 14,080,053                              | 866,321                      | 14,946,374                          | 14,946,374                               |                                     |
| Reserve for Economic Uncertainty                   | 4,000,000                        |                                  |                                      |  |                                     |                                  | 4,000,000                               |                              | 4,000,000                           | 4,000,000                                |                                     |
| <b>Total General Fund Balance</b>                  | <b>\$22,161,633</b>              | <b>\$75,505,117</b>              | <b>(\$72,577,363)</b>                | <b>(\$1,670,033)</b>                   | <b>(\$484,475)</b>                  | <b>(\$74,731,871)</b>            | <b>\$22,934,879</b>                     | <b>(\$2,219,146)</b>         | <b>\$20,715,733</b>                 | <b>\$18,946,374</b>                      | <b>\$1,769,359</b>                  |
| <b>Special Revenue Funds</b>                       |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Street Lighting & Landscape                        | -                                | \$394,474                        | (\$582,061)                          | -                                      | -                                   | (\$582,061)                      | (\$187,587)                             | \$187,587                    | -                                   | -  | -                                   |
| Gas Tax  | \$517,427                        | 1,568,435                        | (27,000)                             | (1,750,000)                            | -                                   | (1,777,000)                      | 308,862                                 |                              | \$308,862                           |  | \$308,862                           |
| Asset Forfeiture & Safety Grants                   | 464,697                          | 8,000                            | (164,500)                            | -                                      | -                                   | (164,500)                        | 308,197                                 |                              | 308,197                             |  | 308,197                             |
| Police Safety Grants                               | 166,870                          | 141,217                          | (140,000)                            | -                                      | -                                   | (140,000)                        | 168,087                                 |                              | 168,087                             |  | 168,087                             |
| Federal & State Grants                             | (22,488)                         | -                                | -                                    | -                                      | -                                   | -                                | (22,488)                                |                              | (22,488)                            |  | (22,488)                            |
| Prop A   | -                                | 949,298                          | (945,978)                            | -                                      | -                                   | (945,978)                        | 3,320                                   | -                            | 3,320                               |  | 3,320                               |
| Prop C   | 401,809                          | 641,136                          | (59,000)                             | (700,000)                              | -                                   | (759,000)                        | 283,945                                 |                              | 283,945                             |  | 283,945                             |
| AB 2766  | 51,693                           | 47,154                           | (45,600)                             | -                                      | -                                   | (45,600)                         | 53,247                                  |                              | 53,247                              |  | 53,247                              |
| Measure R  | 80,400                           | 458,225                          | (22,000)                             | (450,000)                              | -                                   | (472,000)                        | 66,625                                  | -                            | 66,625                              |  | 66,625                              |
| Measure M  | 213,900                          | 489,728                          | (36,000)                             | -                                      | -                                   | (36,000)                         | 667,628                                 | -                            | 667,628                             |  | 667,628                             |
| <b>Total Special Revenue Funds Balance</b>         | <b>\$1,874,308</b>               | <b>\$4,697,667</b>               | <b>(\$2,022,139)</b>                 | <b>(\$2,900,000)</b>                   | <b>-</b>                            | <b>(\$4,922,139)</b>             | <b>\$1,649,836</b>                      | <b>\$187,587</b>             | <b>\$1,837,423</b>                  | <b>-</b>                                 | <b>\$1,837,423</b>                  |
| <b>Capital Project Funds</b>                       |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Capital Improvement Fund                           | \$807,303                        | \$1,910,922                      | (\$144,000)                          | (\$1,505,000)                          | (\$772,664)                         | (\$2,421,664)                    | \$296,561                               | -                            | \$296,561                           | -  | \$296,561                           |
| Underground Utility Construction Fund              | 598,505                          | 3,124                            | -                                    | -                                      | -                                   | -                                | 601,629                                 |                              | 601,629                             |  | 601,629                             |
| <b>Total Capital Project Funds Balance</b>         | <b>\$1,405,808</b>               | <b>\$1,914,046</b>               | <b>(\$144,000)</b>                   | <b>(\$1,505,000)</b>                   | <b>(\$772,664)</b>                  | <b>(\$2,421,664)</b>             | <b>\$898,190</b>                        | <b>-</b>                     | <b>\$898,190</b>                    | <b>-</b>                                 | <b>\$898,190</b>                    |
| <b>Enterprise Funds</b>                            |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Water*   | \$25,770,170                     | \$15,573,728                     | (\$12,074,568)                       | (\$25,833,580)                         | (\$170,815)                         | (\$38,078,963)                   | \$3,264,935                             | -                            | \$3,264,935                         | 3,264,935                                | -                                   |
| Stormwater*  | -                                | 367,721                          | (905,767)                            | (710,000)                              | -                                   | (1,615,767)                      | (1,248,046)                             | 1,248,046                    | -                                   | -  | -                                   |
| Wastewater   | 5,317,782                        | 3,518,274                        | (1,649,592)                          | (3,616,230)                            | (84,135)                            | (5,349,957)                      | 3,486,099                               | -                            | 3,486,099                           | 577,909                                  | 2,908,190                           |
| Refuse*  | 944,315                          | 4,354,322                        | (4,169,414)                          | (28,786)                               | -                                   | (4,198,200)                      | 1,100,437                               | -                            | 1,100,437                           | 1,100,437                                | -                                   |
| Parking*   | 26,807                           | 2,597,598                        | (1,754,596)                          | (25,054)                               | (714,863)                           | (2,494,513)                      | 129,892                                 | -                            | 129,892                             | 129,892                                  | -                                   |
| County Parking Lots                                | -                                | 793,500                          | (186,714)                            | -                                      | (440,000)                           | (626,714)                        | 166,786                                 | (166,786)                    | -                                   | -  | -                                   |
| State Pier & Parking                               | 937,588                          | 616,984                          | (633,283)                            | -                                      | -                                   | (633,283)                        | 921,289                                 | -                            | 921,289                             | 211,094                                  | 710,195                             |
| <b>Enterprise Fund Reserves:</b>                   |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| North Manhattan Beach BID Reserve                  | 527,266                          | -                                | -                                    | -                                      | -                                   | -                                | 527,266                                 | -                            | 527,266                             | 527,266                                  |                                     |
| <b>Total Enterprise Funds Balance</b>              | <b>\$33,523,927</b>              | <b>\$27,822,127</b>              | <b>(\$21,373,934)</b>                | <b>(\$30,213,650)</b>                  | <b>(\$1,409,813)</b>                | <b>(\$52,997,397)</b>            | <b>\$8,348,657</b>                      | <b>\$1,081,260</b>           | <b>\$9,429,917</b>                  | <b>\$5,811,533</b>                       | <b>\$3,618,385</b>                  |

**Internal Service Funds**

|  |                    |                     |                       |                      |          |                       |                    |                  |                    |                    |                    |
|--|--------------------|---------------------|-----------------------|----------------------|----------|-----------------------|--------------------|------------------|--------------------|--------------------|--------------------|
| Insurance Reserve                            | \$4,206,830        | \$6,851,720         | (\$6,434,699)         | -                    | -        | (\$6,434,699)         | \$4,623,851        | -                | \$4,623,851        | \$2,000,000        | \$2,623,851        |
| Information Technology                       | 486,355            | 2,718,124           | (2,662,425)           | (1,067,234)          | -        | (3,729,659)           | (525,180)          | 600,299          | 75,119             | -                  | 75,119             |
| Fleet Management                             | 1,911,720          | 2,573,266           | (1,153,547)           | (306,822)            | -        | (1,460,369)           | 3,024,617          | -                | 3,024,617          | -                  | 3,024,617          |
| Building Maintenance & Operations            | (5,475)            | 2,053,234           | (2,017,475)           | (11,901)             | -        | (2,029,376)           | 18,383             | -                | 18,383             | -                  | 18,383             |
| <b>Total Insurance Service Funds Balance</b> | <b>\$6,599,430</b> | <b>\$14,196,344</b> | <b>(\$12,268,146)</b> | <b>(\$1,385,957)</b> | <b>-</b> | <b>(\$13,654,103)</b> | <b>\$7,141,671</b> | <b>\$600,299</b> | <b>\$7,741,970</b> | <b>\$2,000,000</b> | <b>\$5,741,970</b> |

**Trust & Agency Funds**

|   |                    |                    |                    |          |                    |                    |                    |                  |                    |                    |          |
|---|--------------------|--------------------|--------------------|----------|--------------------|--------------------|--------------------|------------------|--------------------|--------------------|----------|
| Underground Assessment Fund             | \$1,912,506        | \$965,000          | -                  | -        | (\$158,850)        | (\$158,850)        | \$2,718,656        | -                | \$2,718,656        | \$2,718,656        | -        |
| Post-Employment Benefits Trust Fund     | 140,097            | 177,314            | (232,000)          | -        | -                  | (232,000)          | 85,411             | 100,000          | 185,411            | 185,411            | -        |
| Pension Rate Stabilization Fund         | 750,000            | -                  | -                  | -        | -                  | -                  | 750,000            | 250,000          | 1,000,000          | 1,000,000          | -        |
| <b>Total Trust Agency Funds Balance</b> | <b>\$2,802,603</b> | <b>\$1,142,314</b> | <b>(\$232,000)</b> | <b>-</b> | <b>(\$158,850)</b> | <b>(\$390,850)</b> | <b>\$3,554,067</b> | <b>\$350,000</b> | <b>\$3,904,067</b> | <b>\$3,904,067</b> | <b>-</b> |

|                    |                     |                      |                        |                       |                      |                        |                     |          |                     |                     |                     |
|--------------------|---------------------|----------------------|------------------------|-----------------------|----------------------|------------------------|---------------------|----------|---------------------|---------------------|---------------------|
| <b>Grand Total</b> | <b>\$68,367,710</b> | <b>\$125,277,615</b> | <b>(\$108,617,582)</b> | <b>(\$37,674,640)</b> | <b>(\$2,825,802)</b> | <b>(\$149,118,024)</b> | <b>\$44,527,301</b> | <b>-</b> | <b>\$44,527,301</b> | <b>\$30,661,974</b> | <b>\$13,865,327</b> |
|--------------------|---------------------|----------------------|------------------------|-----------------------|----------------------|------------------------|---------------------|----------|---------------------|---------------------|---------------------|

\* Not meeting current Financial Reserve Policy.

## FY 2020 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

|  | 07/01/2019<br>Opening<br>Balance | FY 2020<br>Estimated<br>Revenues | FY 2020<br>Operating<br>Expenditures | FY 2020<br>Capital Equip<br>& Projects | FY 2020<br>Debt Service<br>Payments | FY 2020<br>Total<br>Expenditures | FY 2020<br>Fund Balance<br>Before Xfers | FY 2020<br>Fund<br>Transfers | 06/30/2020<br>Total<br>Fund Balance | 06/30/2020<br>Reserves &<br>Designations | 06/30/2020<br>Unreserved<br>Balance |
|--|----------------------------------|----------------------------------|--------------------------------------|--|-------------------------------------|----------------------------------|---|------------------------------|-------------------------------------|--|-------------------------------------|
| <b>General Fund Undesignated</b>                   | \$1,769,359                      | \$75,199,750                     | (\$74,182,196)                       | -                                      | (\$485,475)                         | (\$74,667,671)                   | \$2,301,438                             | \$12,840                     | \$205,096                           |  | \$205,096                           |
| <i>Transfer from County Lots Parking Fund</i>      |                                  |                                  |                                      |  |                                     |                                  |   | 163,335                      |                                     |  |                                     |
| <i>Transfer to Street Lighting Fund</i>            |                                  |                                  |                                      |  |                                     |                                  |   | (202,935)                    |                                     |  |                                     |
| <i>Transfer to Stormwater Fund</i>                 |                                  |                                  |                                      |  |                                     |                                  |   | (1,769,582)                  |                                     |  |                                     |
| <i>Transfer to Pension Trust Fund</i>              |                                  |                                  |                                      |  |                                     |                                  |   | (50,000)                     |                                     |  |                                     |
| <i>Transfer to Pension Rate Stabilization Fund</i> |                                  |                                  |                                      |  |                                     |                                  |   | (250,000)                    |                                     |  |                                     |
| Financial Policy Designation                       | 14,946,374                       |                                  |                                      |  |                                     |                                  | 14,946,374                              | (12,840)                     | 14,933,534                          | 14,933,534                               |                                     |
| Reserve for Economic Uncertainty                   | 4,000,000                        |                                  |                                      |  |                                     |                                  | 4,000,000                               |                              | 4,000,000                           | 4,000,000                                |                                     |
| <b>Total General Fund Balance</b>                  | <b>\$20,715,733</b>              | <b>\$75,199,750</b>              | <b>(\$74,182,196)</b>                | <b>-</b>                               | <b>(\$485,475)</b>                  | <b>(\$74,667,671)</b>            | <b>\$21,247,812</b>                     | <b>(\$2,109,182)</b>         | <b>\$19,138,630</b>                 | <b>\$18,933,534</b>                      | <b>\$205,096</b>                    |
| <b>Special Revenue Funds</b>                       |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Street Lighting & Landscape                        | -                                | \$394,995                        | (\$597,930)                          | -                                      | -                                   | (\$597,930)                      | (\$202,935)                             | \$202,935                    | -                                   |  | -                                   |
| Gas Tax  | \$308,862                        | 1,615,209                        | (28,000)                             | (1,250,000)                            | -                                   | (1,278,000)                      | 646,071                                 |                              | \$646,071                           |  | \$646,071                           |
| Asset Forfeiture & Safety Grants                   | 308,197                          | 8,000                            | (153,700)                            | -                                      | -                                   | (153,700)                        | 162,497                                 |                              | 162,497                             |  | 162,497                             |
| Police Safety Grants                               | 168,087                          | 141,328                          | (140,000)                            | -                                      | -                                   | (140,000)                        | 169,415                                 |                              | 169,415                             |  | 169,415                             |
| Federal & State Grants                             | (22,488)                         | -                                | -                                    | -                                      | -                                   | -                                | (22,488)                                |                              | (22,488)                            |  | (22,488)                            |
| Prop A   | 3,320                            | 970,136                          | (969,988)                            | -                                      | -                                   | (969,988)                        | 3,468                                   | -                            | 3,468                               |  | 3,468                               |
| Prop C   | 283,945                          | 661,670                          | (61,000)                             | (700,000)                              | -                                   | (761,000)                        | 184,615                                 |                              | 184,615                             |  | 184,615                             |
| AB 2766  | 53,247                           | 47,212                           | (2,100)                              | -                                      | -                                   | (2,100)                          | 98,359                                  |                              | 98,359                              |  | 98,359                              |
| Measure R  | 66,625                           | 472,494                          | (22,000)                             | (420,000)                              | -                                   | (442,000)                        | 97,119                                  | -                            | 97,119                              |  | 97,119                              |
| Measure M  | 667,628                          | 504,420                          | (37,000)                             | (840,000)                              | -                                   | (877,000)                        | 295,048                                 | -                            | 295,048                             |  | 295,048                             |
| <b>Total Special Revenue Funds Balance</b>         | <b>\$1,837,423</b>               | <b>\$4,815,464</b>               | <b>(\$2,011,718)</b>                 | <b>(\$3,210,000)</b>                   | <b>-</b>                            | <b>(\$5,221,718)</b>             | <b>\$1,431,169</b>                      | <b>\$202,935</b>             | <b>\$1,634,104</b>                  | <b>-</b>                                 | <b>\$1,634,104</b>                  |
| <b>Capital Project Funds</b>                       |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Capital Improvement Fund                           | \$296,561                        | \$1,626,804                      | (\$150,000)                          | (\$930,000)                            | (\$772,438)                         | (\$1,852,438)                    | \$70,927                                | -                            | \$70,927                            | -  | \$70,927                            |
| Underground Utility Construction Fund              | 601,629                          | 3,280                            | -                                    | -                                      | -                                   | -                                | 604,909                                 |                              | 604,909                             |  | 604,909                             |
| <b>Total Capital Project Funds Balance</b>         | <b>\$898,190</b>                 | <b>\$1,630,084</b>               | <b>(\$150,000)</b>                   | <b>(\$930,000)</b>                     | <b>(\$772,438)</b>                  | <b>(\$1,852,438)</b>             | <b>\$675,836</b>                        | <b>-</b>                     | <b>\$675,836</b>                    | <b>-</b>                                 | <b>\$675,836</b>                    |
| <b>Enterprise Funds</b>                            |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Water*   | \$3,264,935                      | \$15,646,664                     | (\$12,333,253)                       | (\$1,507,509)                          | (\$172,841)                         | (\$14,013,603)                   | \$4,897,996                             | -                            | \$4,897,996                         | 4,897,996                                | -                                   |
| Stormwater*  | -                                | 368,633                          | (928,215)                            | (1,210,000)                            | -                                   | (2,138,215)                      | (1,769,582)                             | 1,769,582                    | -                                   | -  | -                                   |
| Wastewater   | 3,486,099                        | 3,524,488                        | (1,722,783)                          | (3,254,156)                            | (85,134)                            | (5,062,073)                      | 1,948,514                               | -                            | 1,948,514                           | 602,639                                  | 1,345,875                           |
| Refuse*  | 1,100,437                        | 4,354,992                        | (4,303,263)                          | (954,289)                              | -                                   | (5,257,552)                      | 197,877                                 | -                            | 197,877                             | 197,877                                  | -                                   |
| Parking*   | 129,892                          | 2,599,078                        | (1,791,725)                          | (3,834)                                | (715,163)                           | (2,510,722)                      | 218,248                                 | -                            | 218,248                             | 218,248                                  | -                                   |
| County Parking Lots                                | -                                | 793,500                          | (190,165)                            | -                                      | (440,000)                           | (630,165)                        | 163,335                                 | (163,335)                    | -                                   | -  | -                                   |
| State Pier & Parking                               | 921,289                          | 618,433                          | (650,070)                            | -                                      | -                                   | (650,070)                        | 889,652                                 | -                            | 889,652                             | 216,690                                  | 672,962                             |
| <b>Enterprise Fund Reserves:</b>                   |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| North Manhattan Beach BID Reserve                  | 527,266                          | -                                | -                                    | -                                      | -                                   | -                                | 527,266                                 | -                            | 527,266                             | 527,266                                  | -                                   |
| <b>Total Enterprise Funds Balance</b>              | <b>\$9,429,917</b>               | <b>\$27,905,788</b>              | <b>(\$21,919,474)</b>                | <b>(\$6,929,788)</b>                   | <b>(\$1,413,138)</b>                | <b>(\$30,262,400)</b>            | <b>\$7,073,305</b>                      | <b>\$1,606,247</b>           | <b>\$8,679,552</b>                  | <b>\$6,660,715</b>                       | <b>\$2,018,837</b>                  |

**Internal Service Funds**

|  |                    |                     |                       |                      |          |                       |                    |          |                    |                    |                    |
|--|--------------------|---------------------|-----------------------|----------------------|----------|-----------------------|--------------------|----------|--------------------|--------------------|--------------------|
| Insurance Reserve                            | \$4,623,851        | \$6,851,720         | (\$6,561,358)         | -                    | -        | (\$6,561,358)         | \$4,914,213        | -        | \$4,914,213        | \$2,000,000        | \$2,914,213        |
| Information Technology                       | 75,119             | 2,814,647           | (2,645,062)           | (209,606)            | -        | (2,854,668)           | 35,098             | -        | 35,098             | -                  | 35,098             |
| Fleet Management                             | 3,024,617          | 2,588,095           | (1,198,527)           | (834,941)            | -        | (2,033,468)           | 3,579,244          | -        | 3,579,244          | -                  | 3,579,244          |
| Building Maintenance & Operations            | 18,383             | 2,083,535           | (2,066,210)           | -                    | -        | (2,066,210)           | 35,708             | -        | 35,708             | -                  | 35,708             |
| <b>Total Insurance Service Funds Balance</b> | <b>\$7,741,970</b> | <b>\$14,337,997</b> | <b>(\$12,471,157)</b> | <b>(\$1,044,547)</b> | <b>-</b> | <b>(\$13,515,704)</b> | <b>\$8,564,263</b> | <b>-</b> | <b>\$8,564,263</b> | <b>\$2,000,000</b> | <b>\$6,564,263</b> |

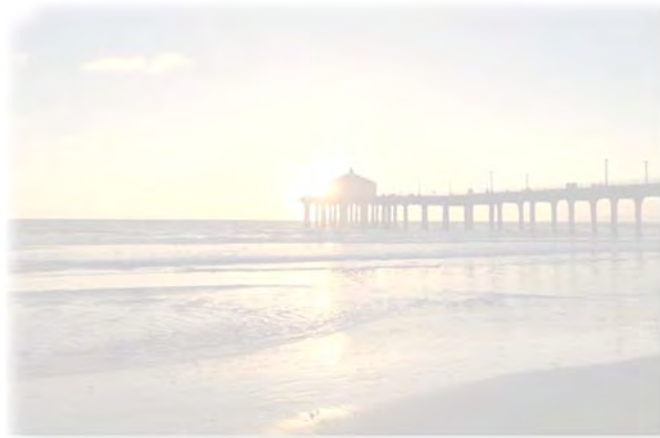
**Trust & Agency Funds**

|   |                    |                    |                    |          |                      |                      |                    |                  |                    |                    |          |
|---|--------------------|--------------------|--------------------|----------|----------------------|----------------------|--------------------|------------------|--------------------|--------------------|----------|
| Underground Assessment Fund             | \$2,718,656        | \$965,000          | -                  | -        | (\$1,006,950)        | (\$1,006,950)        | \$2,676,706        | -                | \$2,676,706        | \$2,676,706        | -        |
| Post-Employment Benefits Trust Fund     | 185,411            | 177,780            | (241,000)          | -        | -                    | (241,000)            | 122,191            | 50,000           | 172,191            | 172,191            | -        |
| Pension Rate Stabilization Fund         | 1,000,000          | -                  | -                  | -        | -                    | -                    | 1,000,000          | 250,000          | 1,250,000          | 1,250,000          | -        |
| <b>Total Trust Agency Funds Balance</b> | <b>\$3,904,067</b> | <b>\$1,142,780</b> | <b>(\$241,000)</b> | <b>-</b> | <b>(\$1,006,950)</b> | <b>(\$1,247,950)</b> | <b>\$3,798,897</b> | <b>\$300,000</b> | <b>\$4,098,897</b> | <b>\$4,098,897</b> | <b>-</b> |

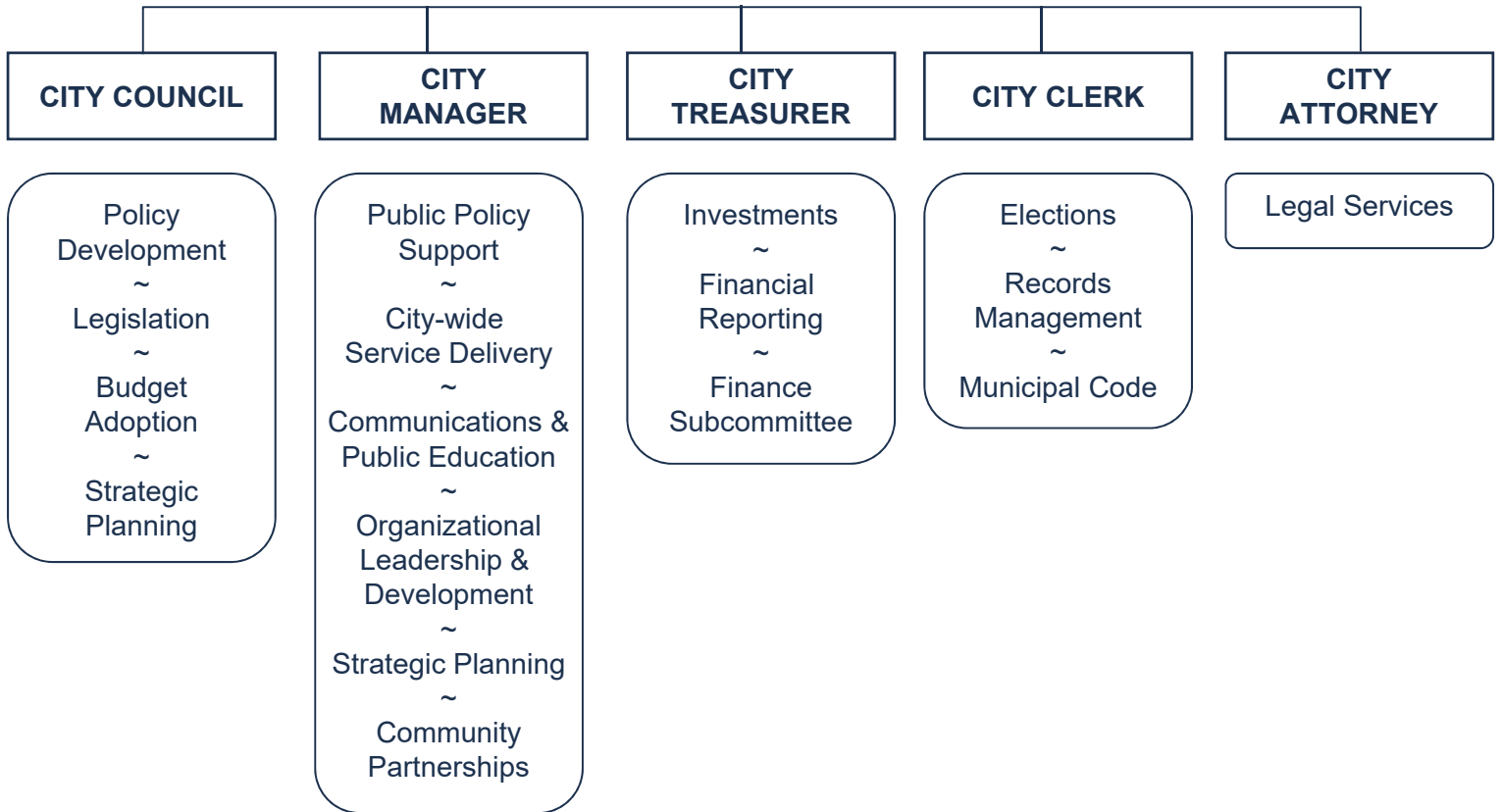
|                    |                     |                      |                        |                       |                      |                        |                     |          |                     |                     |                     |
|--------------------|---------------------|----------------------|------------------------|-----------------------|----------------------|------------------------|---------------------|----------|---------------------|---------------------|---------------------|
| <b>Grand Total</b> | <b>\$44,527,301</b> | <b>\$125,031,863</b> | <b>(\$110,975,545)</b> | <b>(\$12,114,335)</b> | <b>(\$3,678,001)</b> | <b>(\$126,767,881)</b> | <b>\$42,791,283</b> | <b>-</b> | <b>\$42,791,283</b> | <b>\$31,693,147</b> | <b>\$11,098,137</b> |
|--------------------|---------------------|----------------------|------------------------|-----------------------|----------------------|------------------------|---------------------|----------|---------------------|---------------------|---------------------|

\* Not meeting current Financial Reserve Policy.



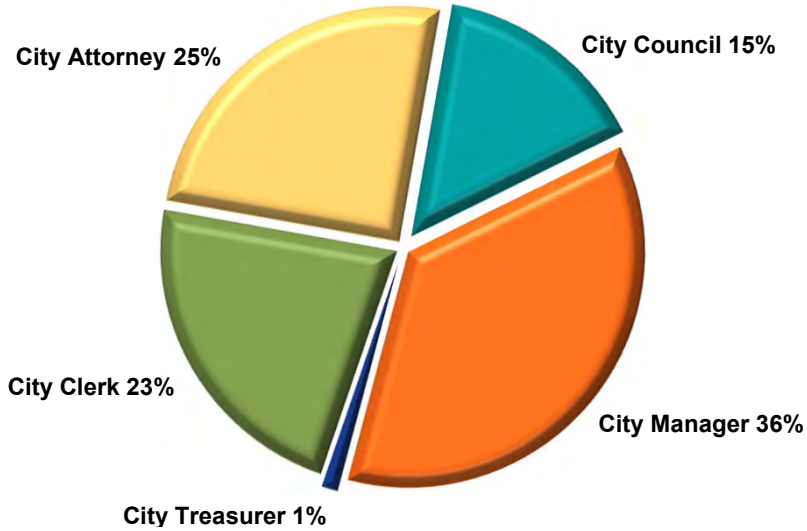


# City of Manhattan Beach Management Services

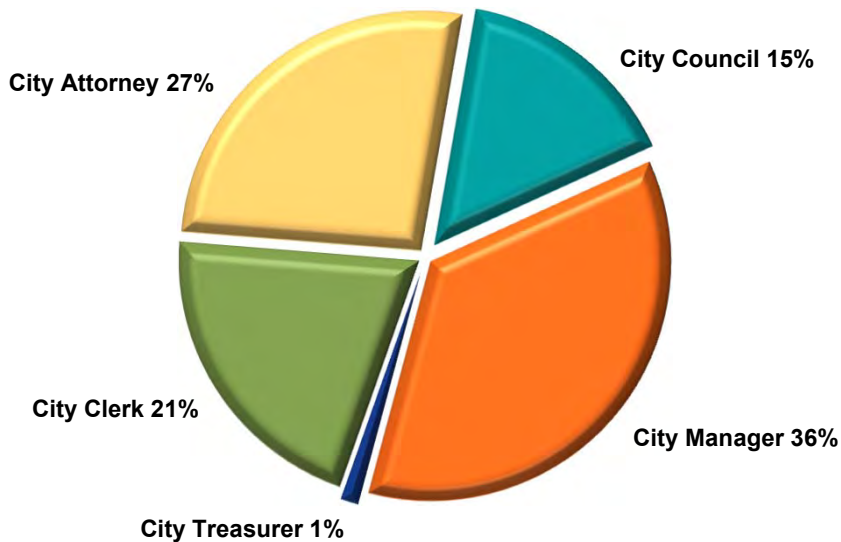


# Management Services

**FY 2019  
Department Expenditure by Program**



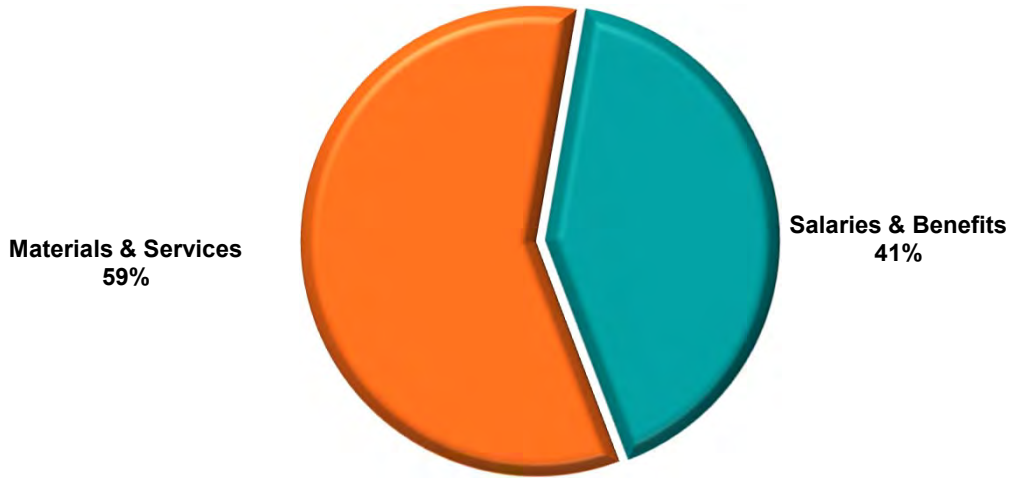
**FY 2020  
Department Expenditure by Program**



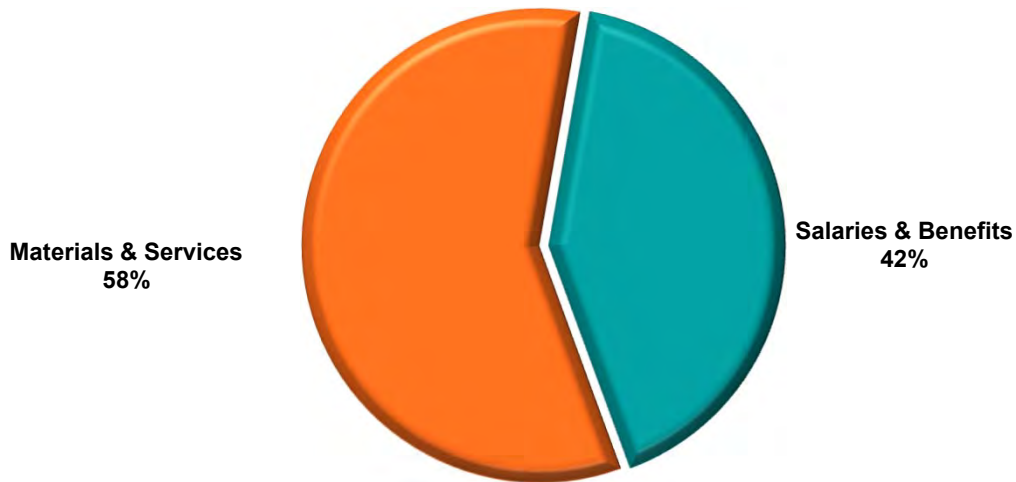
| <b>Program Expenditures</b> | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2018<br/>Estimate</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|-----------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| City Council                | \$397,466                 | \$533,787                  | \$1,385,381                 | \$590,472                   | \$579,102                   |
| City Manager                | 2,323,846                 | 2,284,578                  | 2,107,302                   | 1,448,477                   | 1,352,155                   |
| City Treasurer              | 35,582                    | 44,111                     | 36,054                      | 44,385                      | 45,322                      |
| City Clerk                  | 721,889                   | 691,744                    | 700,170                     | 896,416                     | 784,862                     |
| City Attorney               | 992,500                   | 650,214                    | 970,902                     | 990,961                     | 996,205                     |
| <b>Total</b>                | <b>\$4,471,283</b>        | <b>\$4,204,434</b>         | <b>\$5,199,809</b>          | <b>\$3,970,711</b>          | <b>\$3,757,646</b>          |
| <b>Full-Time Positions</b>  | <b>17</b>                 | <b>17</b>                  | <b>17</b>                   | <b>15</b>                   | <b>15</b>                   |

# Management Services

FY 2019  
Department Expenditure by Category



FY 2020  
Department Expenditure by Category



| Category Expenditures | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|-----------------------|--------------------|--------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits   | \$1,989,125        | \$1,878,541        | \$1,750,413         | \$1,645,914         | \$1,564,295         |
| Materials & Services  | 2,433,745          | 2,325,893          | 3,383,239           | 2,324,797           | 2,193,351           |
| Capital Outlay        | 48,414             | -                  | 66,157              | -                   | -                   |
| <b>Total</b>          | <b>\$4,471,283</b> | <b>\$4,204,434</b> | <b>\$5,199,809</b>  | <b>\$3,970,711</b>  | <b>\$3,757,646</b>  |

# Management Services

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## Mission

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

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## Department Overview

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

## Recent Accomplishment Highlights

### City Council

- Reviewed and updated the City's Work Plan to reflect and prioritize projects within the City, as well as established a process for regular review and public engagement with the Work Plan.
- Emphasized Emergency Preparedness and hosted two well-attended community meetings to support training and readiness of residents.
- Joined the Clean Power Alliance, a community choice aggregation program for Southern California, and began the process of providing clean energy options with potential cost savings to residents.
- Revived Underground Utility Assessment District Program.
- Approved final design and construction of Harrison Greenburg Foundation Roundhouse Beautification Project to renovate and refurbish the iconic Roundhouse building and the aquarium space.
- Welcomed new leadership to the City by appointing a new City Manager who will support the development of the organization as it continues to provide excellent services to the community.

### City Manager

- Assisted the City Council in creating a city-wide Work Plan, as well as reformatting the plan to be as accessible and informative as possible.
- Worked with staff and stakeholder groups to finalize the Manhattan Beach Downtown Specific Plan and begin implementing its priorities.
- Launched City engagement in additional online platforms, such as Nextdoor.com, to better communicate with residents.
- Supported Electric Vehicle Shuttle pilot program for additional mobility options in Downtown Manhattan

Beach as a method of addressing parking and traffic concerns.

- Worked with City Council and regional partners to address traffic calming measures taken along Vista Del Mar that significantly impacted Manhattan Beach residents.
- Partnered with Manhattan Beach Unified School District to coordinate a city-wide relief campaign for victims of Hurricane Harvey in Cleveland, TX.
- Successfully transitioned to a new City Manager.
- Selected new Police Chief, which was the City's first internal promotion to that position since 1979.

### **City Clerk**

- Conducted an impartial, open and transparent 2017 Consolidated General Municipal Election with the Los Angeles County Registrar-Recorder/County Clerk (RR/CC).
- Completion of City Clerk Document Imaging Conversion Project, creating a public portal on the City's website and allowing 100+ years' worth of records to be available through the City's Records Management Database - OnBase.
- Implementation of City's Fair Political Practice Commission (FPPC) electronic filing software solution (NetFile) and public portal available on the City's website.
- Enhanced Closed Captions to offer higher quality captioning, resulting in greater ADA accessibility and greater transparency offered to residents.
- Approval of modernized and updated Boards and Commissions Handbook.

### **City Attorney**

- Provided regular reports regarding litigation, lawsuits and claims, including the status of existing and potential litigation, and significant litigation.
- Achieved successful results in several lawsuits that challenged City Council decisions and staff determinations.
- Assisted the Community Development Department in drafting land use and environmental protection ordinances.
- Worked with the Human Resources Department to evaluate the City's Risk Management Program
- Assisted the City Clerk's Office in creating a more streamlined, efficient system of responding to requests made under the Public Records Act through the City's Public Records Act, which decreased the necessity of legal involvement.
- Provided legal advice on Federal and State law including: the Brown Act, Public Records Act, Political Reform Act, Public Contracting Law, Coastal Act, NPDES, the Clean Water Act and CEQA.



### Program Overview

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

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

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

### Objectives FY 2019 & FY 2020

In FY 2018-2020, the City Council will continue to focus on initiatives that reflect the needs and priorities of the community, including

- Review opportunities to improve pedestrian safety within the City, particularly in areas surrounding schools;
- Expand presence of public art projects;
- Conduct a financial review of unfunded liabilities and discuss solutions that safeguard the City's current and future financial position;

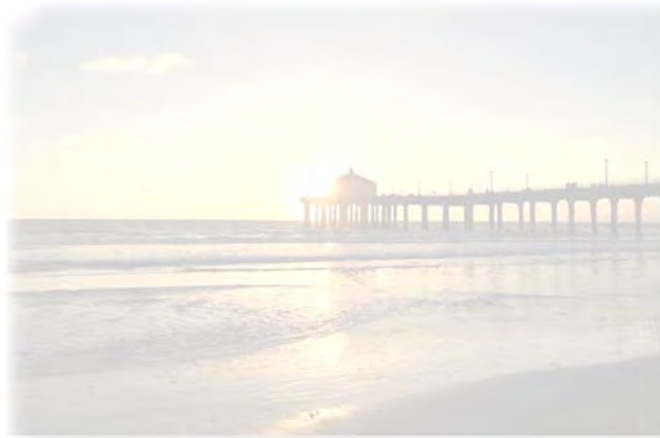


- Assess the security of City facilities and provide upgrades where possible in order to keep City staff and the community as safe as possible;
- Provide enhancements that strengthen the City’s public safety capabilities and work collaboratively with other community institutions, including the Manhattan Beach Unified School District;
- Continue to emphasize emergency preparedness to help support the community’s readiness in the face of an emergency.

| <b>Authorized Full-Time Positions</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---------------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|
| City Councilmembers                   | 5                          | 5                          | 5                           | 5                           |

Part-time hours proposed total 102 hours in FY 2019 and FY 2020.

| <b>City Council<br/>Object Description</b>                    | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2018<br/>Y/E Est</b> | <b>FY 2019<br/>Proposed</b> | <b>% of<br/>Total</b> | <b>FY 2020<br/>Proposed</b> | <b>% of<br/>Total</b> |
|---|---------------------------|----------------------------|----------------------------|-----------------------------|-----------------------|-----------------------------|-----------------------|
| 4101 Salaries & Allowances                                    | \$64,834                  | \$61,978                   | \$64,276                   | <b>\$64,560</b>             | 10.9%                 | <b>\$64,560</b>             | 11.1%                 |
| 4103 Part-time Salaries                                       | 181                       | 2,600                      | 200                        | <b>1,303</b>                | 0%                    | <b>1,303</b>                | 0%                    |
| 4201 Group Medical Insurance                                  | 59,339                    | 65,739                     | 49,358                     | <b>48,865</b>               | 8.3%                  | <b>50,826</b>               | 8.8%                  |
| 4202 Medicare Contributions                                   | 859                       | 502                        | 831                        | <b>523</b>                  | 0.1%                  | <b>523</b>                  | 0.1%                  |
| 4211 PERS Regular Contribution                                | 5,639                     | 6,638                      | 5,773                      | <b>2,551</b>                | 0.4%                  | <b>2,551</b>                | 0.4%                  |
| 4218 PERS Regular Liability Contribution                      | -                         | -                          | -                          | <b>2,335</b>                | 0.4%                  | <b>2,904</b>                | 0.5%                  |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$130,851</b>          | <b>\$137,457</b>           | <b>\$120,438</b>           | <b>\$120,137</b>            | <b>20.3%</b>          | <b>\$122,667</b>            | <b>21.2%</b>          |
| 5101 Contract Services  | \$33,013                  | \$31,000                   | \$6,000                    | <b>\$41,000</b>             | 6.9%                  | <b>\$21,000</b>             | 3.6%                  |
| 5201 Office Supplies  | 52                        | -                          | -                          | -                           | -                     | -                           | -                     |
| 5202 Membership & Dues  | 46,781                    | 46,480                     | 50,000                     | <b>53,750</b>               | 9.1%                  | <b>53,750</b>               | 9.3%                  |
| 5203 Reference Materials                                      | -                         | 200                        | -                          | <b>200</b>                  | 0.0%                  | <b>200</b>                  | 0.0%                  |
| 5205 Training, Conferences & Meetings                         | 16,819                    | 40,350                     | 33,720                     | <b>41,650</b>               | 7.1%                  | <b>41,650</b>               | 7.2%                  |
| 5207 Advertising  | 1,842                     | 8,330                      | 5,000                      | <b>8,330</b>                | 1.4%                  | <b>8,330</b>                | 1.4%                  |
| 5208 Postage  | 233                       | 225                        | 223                        | <b>109</b>                  | 0.0%                  | <b>109</b>                  | 0.0%                  |
| 5210 Computer Supplies & Software                             | 4,779                     | -                          | -                          | -                           | -                     | -                           | -                     |
| 5217 Departmental Supplies                                    | 33,218                    | 26,900                     | 30,000                     | <b>23,950</b>               | 4.1%                  | <b>23,950</b>               | 4.1%                  |
| 5225 Printing   | 509                       | 600                        | 600                        | <b>600</b>                  | 0.1%                  | <b>600</b>                  | 0.1%                  |
| 5240 Assessments & Taxes                                      | 2,736                     | 3,575                      | 2,835                      | <b>2,800</b>                | 0.5%                  | <b>2,800</b>                | 0.5%                  |
| 5260 Council Contingencies                                    | -                         | 100,000                    | -                          | <b>100,000</b>              | 16.9%                 | <b>100,000</b>              | 17.3%                 |
| 5262 Public Relations   | 39,139                    | 42,875                     | 40,000                     | <b>44,375</b>               | 7.5%                  | <b>44,375</b>               | 7.7%                  |
| 5269 M.B. School Support                                      | -                         | -                          | 1,000,000                  | -                           | -                     | -                           | -                     |
| 5501 Telephone  | 86                        | 70                         | 75                         | <b>1,049</b>                | 0.2%                  | <b>1,080</b>                | 0.2%                  |
| <b>Total Materials &amp; Services</b>                         | <b>\$179,207</b>          | <b>\$300,605</b>           | <b>\$1,168,453</b>         | <b>\$317,813</b>            | <b>53.8%</b>          | <b>\$297,844</b>            | <b>51.4%</b>          |
| 5611 Warehouse Services                                       | \$268                     | \$250                      | \$50                       | <b>\$250</b>                | 0.0%                  | <b>\$250</b>                | 0.0%                  |
| 5621 Information Technology Allocation                        | 29,280                    | 29,174                     | 29,174                     | <b>82,552</b>               | 14.0%                 | <b>87,481</b>               | 15.1%                 |
| 5631 Insurance Allocation                                     | 2,340                     | 3,060                      | 3,060                      | -                           | -                     | -                           | -                     |
| 5651 Building & Operations Allocation                         | 55,520                    | 63,241                     | 64,206                     | <b>69,720</b>               | 11.8%                 | <b>70,860</b>               | 12.2%                 |
| <b>Total Internal Services</b>                                | <b>\$87,408</b>           | <b>\$95,725</b>            | <b>\$96,490</b>            | <b>\$152,522</b>            | <b>25.8%</b>          | <b>\$158,591</b>            | <b>27.4%</b>          |
| <b>Total Operating Expenditures</b>                           | <b>\$397,466</b>          | <b>\$533,787</b>           | <b>\$1,385,381</b>         | <b>\$590,472</b>            | <b>100.0%</b>         | <b>\$579,102</b>            | <b>100.0%</b>         |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                           |                            |                            | <b>10.6%</b>                |                       | <b>-1.9%</b>                |                       |
| <b>Source of Funds</b>  |                           |                            |                            |                             |                       |                             |                       |
| General Fund  | \$397,466                 | \$533,787                  | \$1,385,381                | <b>\$590,472</b>            | 100.0%                | <b>\$579,102</b>            | 100.0%                |
| <b>Total Sources</b>  | <b>\$397,466</b>          | <b>\$533,787</b>           | <b>\$1,385,381</b>         | <b>\$590,472</b>            | <b>100.0%</b>         | <b>\$579,102</b>            | <b>100.0%</b>         |



### Program Overview

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



Major services include:

#### **Public Policy Support**

*Provide professional expertise and support to the City Council in the formulation, interpretation, and application of public policy and legislative advocacy.*

#### **Citywide Service Delivery**

*Manage and coordinate citywide service delivery efforts by providing strategic direction and oversight.*

#### **Communications and Public Education**

*Lead efforts to promote communication among the City's departments, media, and the public.*

#### **Organizational Leadership and Development**

*Provide leadership to departments and City activities, assure accountability of departments and staff on core activities, and champion efforts to increase leadership and management training.*

### Objectives FY 2019 & FY 2020

- Work with Chamber of Commerce and Business Improvement Districts to support the business community and encourage innovative economic development that serves the Manhattan Beach community.
- Review current method of agenda management and staff report development and seek improvement through additional training and communication.
- Assess current needs in City departments through Employee Satisfaction Survey and support employee-driven initiatives.
- Continue expanding opportunities to communicate with the community, including social media, online platforms and other tools that broaden the reach of engagement.
- Conduct a review and assessment of security in City facilities and move towards creating a more secure environment through trainings and infrastructure upgrades.
- Work collaboratively with the Human Resources Department and the City labor groups on upcoming labor contracts.

### Major Service Delivery Changes

#### **Senior Management Analyst**

In FY 2015/2016, the City Manager's Office established a Management Analyst position to support the

## Management Services | City Manager

objectives of this office and the division as a whole, including supporting public policy considerations, community engagement activities, online civic engagement, and analysis and logistics for special projects or initiatives. Based on the success of this position and the ever-growing needs in the community and the organization, this position will be upgraded to a Senior Management Analyst. This will enable the City Manager's office to continue supporting the objectives listed above, while increasing emphasis on facilitating local and regional media relations, as well as internal communications, and conducting outreach to and coordination with the City's business community.

| <b>Authorized Full-Time Positions</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---------------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|
| City Manager                          | 1                          | 1                          | 1                           | 1                           |
| Assistant City Manager                | 1                          | 1                          | -                           | -                           |
| Economic Vitality Manager             | 1                          | 1                          | -                           | -                           |
| Senior Management Analyst             | -                          | -                          | 1                           | 1                           |
| Management Analyst                    | 1                          | 1                          | -                           | -                           |
| Management Analyst <sup>1</sup>       | 0.5                        | 0.5                        | 0.5                         | 0.5                         |
| Executive Secretary                   | 1                          | 1                          | 1                           | 1                           |
| Receptionist Clerk                    | 1                          | 1                          | 1                           | 1                           |
| <b>Total</b>                          | <b>6.5</b>                 | <b>6.5</b>                 | <b>4.5</b>                  | <b>4.5</b>                  |

<sup>1</sup> Position split with City Clerk's Office.

## Management Services | City Manager

| City Manager  |                                     | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description  |                                     | Actual             | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | \$1,007,069        | \$860,342          | \$793,624          | <b>\$637,930</b>   | 44.0%         | <b>\$519,895</b>   | 38.4%         |
| 4103  | Part-time Salaries                  | 60                 | 3,000              | 3,000              | <b>6,000</b>       | 0.4%          | <b>6,000</b>       | 0.4%          |
| 4111  | Overtime Regular Employees          | 588                | 3,000              | 1,000              | -                  | -             | -                  | -             |
| 4201  | Group Medical Insurance             | 117,779            | 107,037            | 88,111             | <b>77,951</b>      | 5.4%          | <b>80,814</b>      | 6.0%          |
| 4202  | Medicare Contributions              | 14,250             | 14,019             | 10,745             | <b>7,489</b>       | 0.5%          | <b>7,625</b>       | 0.6%          |
| 4203  | Unemployment                        | 480                | 480                | 480                | <b>420</b>         | 0.0%          | <b>420</b>         | 0.0%          |
| 4204  | 401A Plan City Contributions        | 39,435             | 40,090             | 30,789             | <b>23,376</b>      | 1.6%          | <b>23,844</b>      | 1.8%          |
| 4205  | Worker's Compensation               | 1,860              | 1,920              | 1,920              | <b>59,820</b>      | 4.1%          | <b>59,820</b>      | 4.4%          |
| 4211  | PERS Regular Contribution           | 115,360            | 127,956            | 97,270             | <b>42,579</b>      | 2.9%          | <b>43,385</b>      | 3.2%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | <b>40,182</b>      | 2.8%          | <b>49,980</b>      | 3.7%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$1,296,881</b> | <b>\$1,157,844</b> | <b>\$1,026,939</b> | <b>\$895,747</b>   | <b>61.8%</b>  | <b>\$791,783</b>   | <b>58.6%</b>  |
| 5101  | Contract Services                   | \$27,518           | \$172,920          | \$110,000          | <b>\$66,440</b>    | 4.6%          | <b>\$66,440</b>    | 4.9%          |
| 5104  | Computer Contract Services          | 101                | 8,150              | 8,000              | <b>150</b>         | 0.0%          | <b>150</b>         | 0.0%          |
| 5201  | Office Supplies                     | 8,060              | 8,500              | 11,500             | <b>12,000</b>      | 0.8%          | <b>12,500</b>      | 0.9%          |
| 5202  | Membership & Dues                   | 5,921              | 9,625              | 7,500              | <b>5,255</b>       | 0.4%          | <b>5,255</b>       | 0.4%          |
| 5203  | Reference Materials                 | 309                | 400                | 350                | <b>400</b>         | 0.0%          | <b>400</b>         | 0.0%          |
| 5205  | Training, Conferences & Meetings    | 23,791             | 62,400             | 25,000             | <b>54,395</b>      | 3.8%          | <b>54,395</b>      | 4.0%          |
| 5207  | Advertising                         | 750                | -                  | -                  | <b>5,000</b>       | 0.3%          | <b>5,000</b>       | 0.4%          |
| 5208  | Postage                             | 124                | 120                | 119                | <b>59</b>          | 0.0%          | <b>59</b>          | 0.0%          |
| 5210  | Computer Supplies & Software        | 2,059              | -                  | 500                | -                  | -             | -                  | -             |
| 5214  | Employee Awards & Events            | -                  | -                  | -                  | <b>11,500</b>      | 0.8%          | <b>11,500</b>      | 0.9%          |
| 5217  | Departmental Supplies               | 15,176             | 19,500             | 22,000             | <b>21,000</b>      | 1.4%          | <b>21,000</b>      | 1.6%          |
| 5225  | Printing                            | 101                | 500                | -                  | <b>500</b>         | 0.0%          | <b>500</b>         | 0.0%          |
| 5251  | Claims Paid                         | 5,000              | -                  | -                  | -                  | -             | -                  | -             |
| 5270  | City Manager Home Loan              | 108,224            | -                  | -                  | -                  | -             | -                  | -             |
| 5501  | Telephone                           | 2,667              | 2,010              | 2,156              | <b>2,493</b>       | 0.2%          | <b>2,568</b>       | 0.2%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$199,802</b>   | <b>\$284,125</b>   | <b>\$187,125</b>   | <b>\$179,192</b>   | <b>12.4%</b>  | <b>\$179,767</b>   | <b>13.3%</b>  |
| 5611  | Warehouse Services                  | \$129              | -                  | \$50               | -                  | -             | -                  | -             |
| 5621  | Information Technology Allocation   | \$48,780           | \$48,604           | \$48,604           | <b>\$107,318</b>   | 7.4%          | <b>\$113,725</b>   | 8.4%          |
| 5631  | Insurance Allocation                | 730,740            | 756,060            | 756,060            | <b>224,400</b>     | 15.5%         | <b>224,400</b>     | 16.6%         |
| 5651  | Building & Operations Allocation    | 33,312             | 37,945             | 38,524             | <b>41,820</b>      | 2.9%          | <b>42,480</b>      | 3.1%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$812,961</b>   | <b>\$842,609</b>   | <b>\$843,238</b>   | <b>\$373,538</b>   | <b>25.8%</b>  | <b>\$380,605</b>   | <b>28.1%</b>  |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$2,309,644</b> | <b>\$2,284,578</b> | <b>\$2,057,302</b> | <b>\$1,448,477</b> | <b>100.0%</b> | <b>\$1,352,155</b> | <b>100.0%</b> |
| 6212  | CIP Bldg & Facilities - CYr         | \$14,202           | -                  | \$50,000           | -                  | -             | -                  | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 |                                     | <b>\$14,202</b>    | <b>-</b>           | <b>\$50,000</b>    | <b>-</b>           | <b>-</b>      | <b>-</b>           | <b>-</b>      |
| <b>Total Expenditures</b>                                     |                                     | <b>\$2,323,846</b> | <b>\$2,284,578</b> | <b>\$2,107,302</b> | <b>\$1,448,477</b> | <b>100.0%</b> | <b>\$1,352,155</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                    |                    |                    | <b>-36.6%</b>      |               | <b>-6.6%</b>       |               |
| <b>Source of Funds</b>  |                                     |                    |                    |                    |                    |               |                    |               |
| General Fund  |                                     | \$2,309,644        | \$2,284,578        | \$2,057,302        | <b>\$1,448,477</b> | 100.0%        | <b>\$1,352,155</b> | 100.0%        |
| Capital Improvement Fund                                      |                                     | 14,202             | -                  | 50,000             | -                  | -             | -                  | -             |
| <b>Total Sources</b>  |                                     | <b>\$2,323,846</b> | <b>\$2,284,578</b> | <b>\$2,107,302</b> | <b>\$1,448,477</b> | <b>100.0%</b> | <b>\$1,352,155</b> | <b>100.0%</b> |

## Program Overview

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

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

The City Clerk is the City's Election Officer, and as such, conducts and certifies the City's municipal elections for six elected offices (5 City Council and 1 City Treasurer). In addition, the City Clerk's Office administers oaths and affirmations, files annual Statements of Economic Interest, and performs other duties as may be required by law.

## Objectives FY 2019 & FY 2020

- Conduct an impartial, open and transparent 2019 Standalone General Municipal Election. This election will be the last Standalone election held in March of odd years. As mandated by Senate Bill 415 passed by the California State Legislature, prepare for the 2020 Consolidated General Municipal Election with Los Angeles County Registrar-Recorder/County Clerk (RR/CC).
- Facilitate City-Wide records management training utilizing the City's updated retention schedule.
- Creation of "City Store," a revenue enhancement opportunity selling various merchandise to the public.
- Continue to fully implement the City's Electronic Filing Software of Fair Political Practice Commission (FPPC) filings.
- Continue to support the City Council's open and transparent government and meeting management initiatives including eComments, social media, closed captioning and other e-government opportunities.

## Major Service Delivery Changes

- Create and implement a centralized contract management software solution across all departments within the City.
- Transition from holding Standalone General Municipal Elections in March of odd years to Consolidated General Municipal Elections in November of even years.
- Make all FPPC filings from City Clerk's Office available on City's website utilizing electronic filing software solution.
- Create robust voter outreach initiatives to maximize voter turnout and awareness for General Municipal Elections.
- Upgrade the City's current codification services (MuniCode) to enhance transparency by producing Municipal Code supplements on a quarterly basis, add the City's Local Coastal Program to the City's website, and publishing City ordinances in chronological order for easier accessibility.

| Authorized Full-Time Positions  | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------|--------------------|--------------------|---------------------|---------------------|
| City Clerk                      | 1                  | 1                  | 1                   | 1                   |
| Senior Deputy City Clerk        | 1                  | 1                  | 1                   | 1                   |
| Management Analyst <sup>1</sup> | 0.5                | 0.5                | 0.5                 | 0.5                 |
| Administrative Clerk I/II       | 1                  | 1                  | 1                   | 1                   |
| <b>Total</b>                    | <b>3.5</b>         | <b>3.5</b>         | <b>3.5</b>          | <b>3.5</b>          |

<sup>1</sup> Position split with City Manager's Office.

Part-time hours proposed total 1,248 hours in FY 2019 and FY 2020.

| City Clerk<br>Object Description                              | FY 2017<br>Actual | FY 2018<br>Adopted | FY 2018<br>Y/E Est | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|---|-------------------|--------------------|--------------------|---------------------|---------------|---------------------|---------------|
| 4101 Salaries & Allowances                                    | \$304,847         | \$297,176          | \$322,659          | \$335,639           | 37.4%         | \$342,099           | 43.6%         |
| 4103 Part-time Salaries                                       | 17,257            | 25,060             | 25,000             | 26,657              | 3.0%          | 26,657              | 3.4%          |
| 4111 Overtime Regular Employees                               | 4,189             | 15,112             | 100                | 5,000               | 0.6%          | 5,000               | 0.6%          |
| 4201 Group Medical Insurance                                  | 41,080            | 45,896             | 55,769             | 44,426              | 5.0%          | 46,049              | 5.9%          |
| 4202 Medicare Contributions                                   | 4,604             | 5,854              | 5,073              | 5,254               | 0.6%          | 5,347               | 0.7%          |
| 4204 401A Plan City Contributions                             | 8,793             | 8,950              | 9,132              | 12,475              | 1.4%          | 12,724              | 1.6%          |
| 4211 PERS Regular Contribution                                | 40,283            | 44,535             | 42,827             | 32,098              | 3.6%          | 32,647              | 4.2%          |
| 4218 PERS Regular Liability Contribution                      | -                 | -                  | -                  | 24,971              | 2.8%          | 31,060              | 4.0%          |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$421,051</b>  | <b>\$442,583</b>   | <b>\$460,560</b>   | <b>\$486,520</b>    | <b>54.3%</b>  | <b>\$501,583</b>    | <b>63.9%</b>  |
| 5101 Contract Services  | \$31,975          | \$29,020           | \$28,831           | \$39,400            | 4.4%          | \$29,400            | 3.7%          |
| 5104 Computer Contract Services                               | 45,999            | 88,300             | 75,000             | 90,325              | 10.1%         | 90,565              | 11.5%         |
| 5105 Elections  | 88,659            | 2,220              | 800                | 129,192             | 14.4%         | 8,080               | 1.0%          |
| 5202 Membership & Dues  | 1,384             | 2,330              | 2,000              | 3,030               | 0.3%          | 3,030               | 0.4%          |
| 5203 Reference Materials                                      | -                 | -                  | 40                 | -                   | -             | -                   | -             |
| 5205 Training, Conferences & Meetings                         | 15,720            | 42,665             | 32,665             | 40,665              | 4.5%          | 40,365              | 5.1%          |
| 5207 Advertising  | 7,462             | 6,500              | 6,500              | 6,500               | 0.7%          | 7,000               | 0.9%          |
| 5208 Postage  | 363               | 350                | 346                | 169                 | 0.0%          | 169                 | 0.0%          |
| 5210 Computer Supplies & Software                             | 904               | -                  | -                  | -                   | -             | -                   | -             |
| 5212 Office Equip Maintenance                                 | 395               | 250                | 250                | 250                 | 0.0%          | 250                 | 0.0%          |
| 5217 Departmental Supplies                                    | 2,522             | 3,150              | 2,600              | 3,150               | 0.4%          | 3,250               | 0.4%          |
| 5225 Printing   | 101               | 350                | -                  | 350                 | 0.0%          | 400                 | 0.1%          |
| 5227 City Store Purchases                                     | -                 | -                  | -                  | 10,000              | 1.1%          | 10,000              | 1.3%          |
| 5501 Telephone  | 154               | 126                | 135                | 1,178               | 0.1%          | 1,213               | 0.2%          |
| <b>Total Materials &amp; Services</b>                         | <b>\$195,637</b>  | <b>\$175,261</b>   | <b>\$149,167</b>   | <b>\$324,209</b>    | <b>36.2%</b>  | <b>\$193,722</b>    | <b>24.7%</b>  |
| 5621 Information Technology Allocation                        | \$48,780          | \$48,604           | \$48,604           | \$57,787            | 6.4%          | \$61,237            | 7.8%          |
| 5651 Building & Operations Allocation                         | 22,208            | 25,296             | 25,682             | 27,900              | 3.1%          | 28,320              | 3.6%          |
| <b>Total Internal Services</b>                                | <b>\$70,988</b>   | <b>\$73,900</b>    | <b>\$74,286</b>    | <b>\$85,687</b>     | <b>9.6%</b>   | <b>\$89,557</b>     | <b>11.4%</b>  |
| <b>Total Operating Expenditures</b>                           | <b>\$687,677</b>  | <b>\$691,744</b>   | <b>\$684,013</b>   | <b>\$896,416</b>    | <b>100.0%</b> | <b>\$784,862</b>    | <b>100.0%</b> |
| 6141 Computer Equipment & Software                            | \$34,212          | -                  | \$16,157           | -                   | -             | -                   | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 | <b>\$34,212</b>   | <b>-</b>           | <b>\$16,157</b>    | <b>-</b>            | <b>-</b>      | <b>-</b>            | <b>-</b>      |
| <b>Total Expenditures</b>                                     | <b>\$721,889</b>  | <b>\$691,744</b>   | <b>\$700,170</b>   | <b>\$896,416</b>    | <b>100.0%</b> | <b>\$784,862</b>    | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                   |                    |                    | <b>29.6%</b>        |               | <b>-12.4%</b>       |               |
| <b>Source of Funds</b>  |                   |                    |                    |                     |               |                     |               |
| General Fund  | \$721,889         | \$691,744          | \$700,170          | \$896,416           | 100.0%        | \$784,862           | 100.0%        |
| <b>Total Sources</b>  | <b>\$721,889</b>  | <b>\$691,744</b>   | <b>\$700,170</b>   | <b>\$896,416</b>    | <b>100.0%</b> | <b>\$784,862</b>    | <b>100.0%</b> |



## Program Overview

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

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

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

## Objectives FY 2019 & 2020

### Litigation Status

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

### Legal Opinions

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

### Contract Processing

- Continue to update and refine templates for public contract agreements, professional service agreements, requests for proposals, ordinances and resolutions to increase efficiency

### Municipal Code

- Continue to draft ordinances to reflect recent developments in case law and statutory law.
- Draft ordinances to update, streamline and modernize the Municipal Code.
- Assist in improving the City's Municipal Code, policies and practices to make them more user-friendly and efficient

## Management Services | City Attorney

| Authorized Full-Time Positions | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|--------------------------------|--------------------|--------------------|---------------------|---------------------|
| Legal Secretary                | 1                  | 1                  | 1                   | 1                   |
| <b>Total</b>                   | <b>1</b>           | <b>1</b>           | <b>1</b>            | <b>1</b>            |

| City Attorney<br>Object Description                           | FY 2017<br>Actual | FY 2018<br>Adopted | FY 2018<br>Y/E Est | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|---|-------------------|--------------------|--------------------|---------------------|---------------|---------------------|---------------|
| 4101 Salaries & Allowances                                    | \$81,005          | \$75,995           | \$82,224           | \$77,435            | 7.8%          | \$78,945            | 7.9%          |
| 4201 Group Medical Insurance                                  | 14,920            | 15,036             | 15,730             | 14,823              | 1.5%          | 15,394              | 1.5%          |
| 4202 Medicare Contributions                                   | 1,138             | 1,102              | 1,153              | 1,123               | 0.1%          | 1,144               | 0.1%          |
| 4204 401A Plan City Contributions                             | 3,311             | 3,331              | 3,380              | 3,396               | 0.3%          | 3,465               | 0.3%          |
| 4211 PERS Regular Contribution                                | 10,213            | 11,278             | 10,002             | 6,516               | 0.7%          | 6,645               | 0.7%          |
| 4218 PERS Regular Liability Contribution                      | -                 | -                  | -                  | 6,212               | 0.6%          | 7,727               | 0.8%          |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$110,587</b>  | <b>\$106,741</b>   | <b>\$112,489</b>   | <b>\$109,505</b>    | <b>11.1%</b>  | <b>\$113,320</b>    | <b>11.4%</b>  |
| 5101 Contract Services  | \$220,016         | \$105,904          | \$210,000          | \$210,000           | 21.2%         | \$210,000           | 21.1%         |
| 5108 Legal Services   | 618,052           | 390,000            | 600,000            | 625,000             | 63.1%         | 625,000             | 62.7%         |
| 5203 Reference Materials                                      | -                 | 1,000              | 50                 | 1,000               | 0.1%          | 1,000               | 0.1%          |
| 5205 Training, Conferences & Meetings                         | -                 | 100                | -                  | 100                 | 0.0%          | 100                 | 0.0%          |
| 5208 Postage  | 141               | 135                | 134                | 64                  | 0.0%          | 64                  | 0.0%          |
| 5210 Computer Supplies & Software                             | -                 | -                  | 400                | -                   | -             | -                   | -             |
| 5217 Departmental Supplies                                    | 153               | 100                | 1,100              | 100                 | 0.0%          | 100                 | 0.0%          |
| 5501 Telephone  | 1,843             | 1,508              | 1,617              | 782                 | 0.1%          | 805                 | 0.1%          |
| <b>Total Materials &amp; Services</b>                         | <b>\$840,205</b>  | <b>\$498,747</b>   | <b>\$813,301</b>   | <b>\$837,046</b>    | <b>84.5%</b>  | <b>\$837,069</b>    | <b>84.0%</b>  |
| 5621 Information Technology Allocation                        | 19,500            | 19,430             | 19,430             | 16,510              | 1.7%          | 17,496              | 1.8%          |
| 5651 Building & Operations Allocation                         | 22,208            | 25,296             | 25,682             | 27,900              | 2.8%          | 28,320              | 2.8%          |
| <b>Total Internal Services</b>                                | <b>\$41,708</b>   | <b>\$44,726</b>    | <b>\$45,112</b>    | <b>\$44,410</b>     | <b>4.5%</b>   | <b>\$45,816</b>     | <b>4.6%</b>   |
| <b>Total Operating Expenditures</b>                           | <b>\$992,500</b>  | <b>\$650,214</b>   | <b>\$970,902</b>   | <b>\$990,961</b>    | <b>100.0%</b> | <b>\$996,205</b>    | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                   |                    |                    | <b>52.4%</b>        |               | <b>0.5%</b>         |               |
| <b>Source of Funds</b>  |                   |                    |                    |                     |               |                     |               |
| General Fund  | \$992,500         | \$650,214          | \$970,902          | \$990,961           | 100.0%        | \$996,205           | 100.0%        |
| <b>Total Sources</b>  | <b>\$992,500</b>  | <b>\$650,214</b>   | <b>\$970,902</b>   | <b>\$990,961</b>    | <b>100.0%</b> | <b>\$996,205</b>    | <b>100.0%</b> |

**Program Overview**

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



The Treasurer oversees the City's \$80 to \$90 million investment portfolio. The investment portfolio contains instruments such as Federal Agencies, high-grade corporate bonds and Treasury notes. The State's Local Agency Investment Fund is also used to ensure proper cash flow and liquidity. While investment yields have dropped to some of the lowest levels in history, the City's investment strategy continues to place emphasis on safety and liquidity.

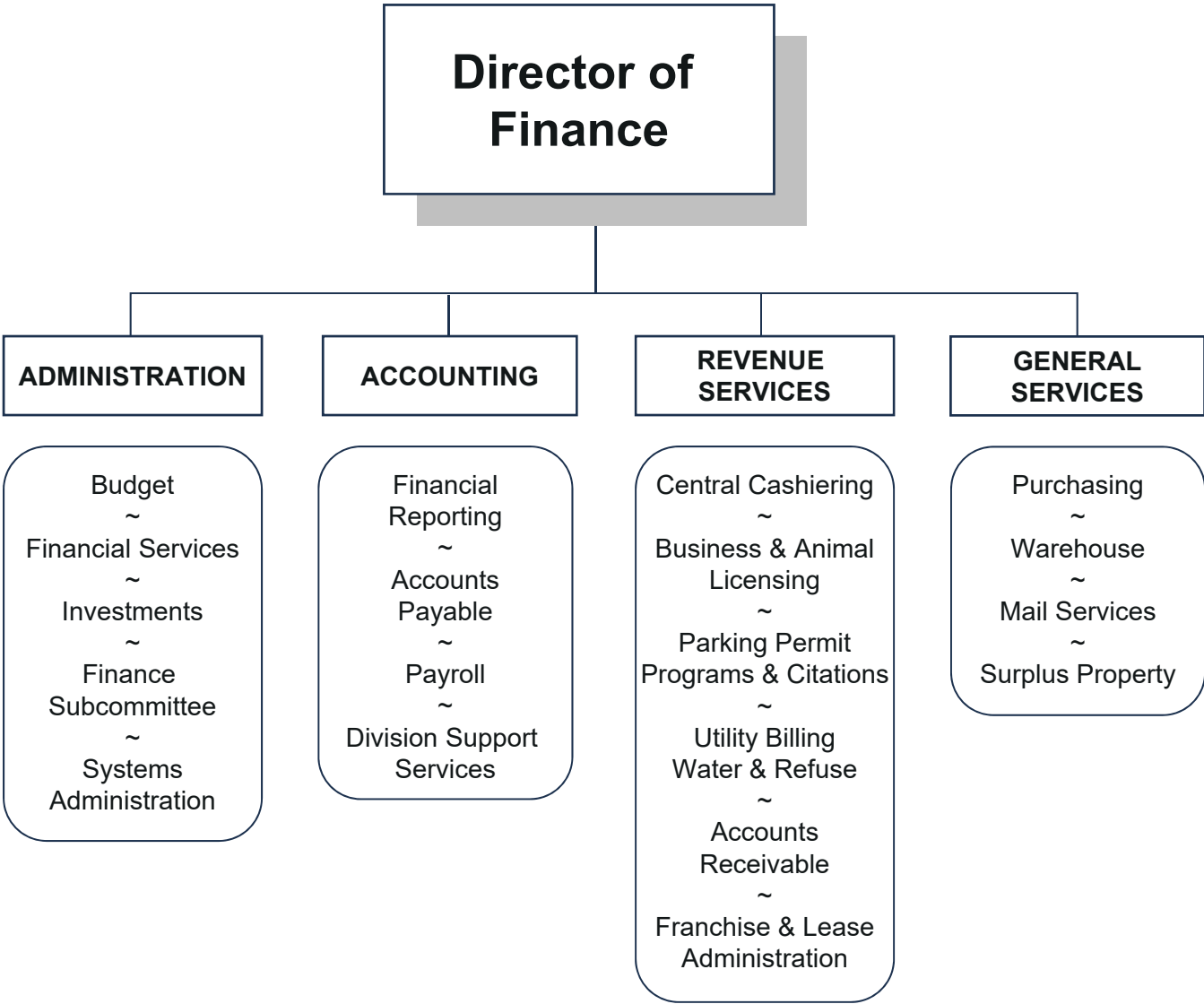
**Objectives FY 2019 & FY 2020**

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

| <b>Authorized Full-Time Positions</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---------------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|
| City Treasurer                        | 1                          | 1                          | 1                           | 1                           |
| <b>Total</b>                          | <b>1</b>                   | <b>1</b>                   | <b>1</b>                    | <b>1</b>                    |

| <b>City Treasurer<br/>Object Description</b>                  | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2018<br/>Y/E Est</b> | <b>FY 2019<br/>Proposed</b> | <b>% of<br/>Total</b> | <b>FY 2020<br/>Proposed</b> | <b>% of<br/>Total</b> |
|---|---------------------------|----------------------------|----------------------------|-----------------------------|-----------------------|-----------------------------|-----------------------|
| 4101 Salaries & Allowances                                    | \$8,625                   | \$12,038                   | \$7,824                    | <b>\$12,540</b>             | 28.3%                 | <b>\$12,540</b>             | 27.7%                 |
| 4201 Group Medical Insurance                                  | 19,683                    | 20,455                     | 20,593                     | <b>20,389</b>               | 45.9%                 | <b>21,212</b>               | 46.8%                 |
| 4202 Medicare Contributions                                   | 124                       | 95                         | 113                        | <b>99</b>                   | 0.2%                  | <b>99</b>                   | 0.2%                  |
| 4211 PERS Regular Contribution                                | 1,322                     | 1,328                      | 1,457                      | <b>510</b>                  | 1.1%                  | <b>510</b>                  | 1.1%                  |
| 4218 PERS Regular Liability Contribution                      | -                         | -                          | -                          | <b>467</b>                  | 1.1%                  | <b>581</b>                  | 1.3%                  |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$29,754</b>           | <b>\$33,916</b>            | <b>\$29,987</b>            | <b>\$34,005</b>             | <b>76.6%</b>          | <b>\$34,942</b>             | <b>77.1%</b>          |
| 5104 Computer Contract Services                               | \$3,516                   | \$3,700                    | \$3,692                    | <b>\$3,885</b>              | 8.8%                  | <b>\$3,885</b>              | 8.6%                  |
| 5202 Membership & Dues  | 80                        | 340                        | 175                        | <b>340</b>                  | 0.8%                  | <b>340</b>                  | 0.8%                  |
| 5205 Training, Conferences & Meetings                         | 2,232                     | 6,155                      | 2,200                      | <b>6,155</b>                | 13.9%                 | <b>6,155</b>                | 13.6%                 |
| <b>Total Materials &amp; Services</b>                         | <b>\$3,596</b>            | <b>\$4,040</b>             | <b>\$3,867</b>             | <b>\$4,225</b>              | <b>9.5%</b>           | <b>\$4,225</b>              | <b>9.3%</b>           |
| <b>Total Operating Expenditures</b>                           | <b>\$35,582</b>           | <b>\$44,111</b>            | <b>\$36,054</b>            | <b>\$44,385</b>             | <b>100.0%</b>         | <b>\$45,322</b>             | <b>100.0%</b>         |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                           |                            |                            | <b>0.6%</b>                 |                       | <b>2.1%</b>                 |                       |
| <b>Source of Funds</b>  |                           |                            |                            |                             |                       |                             |                       |
| General Fund  | \$35,582                  | \$44,111                   | \$36,054                   | <b>\$44,385</b>             | 100.0%                | <b>\$45,322</b>             | 100.0%                |
| <b>Total Sources</b>  | <b>\$35,582</b>           | <b>\$44,111</b>            | <b>\$36,054</b>            | <b>\$44,385</b>             | <b>100.0%</b>         | <b>\$45,322</b>             | <b>100.0%</b>         |

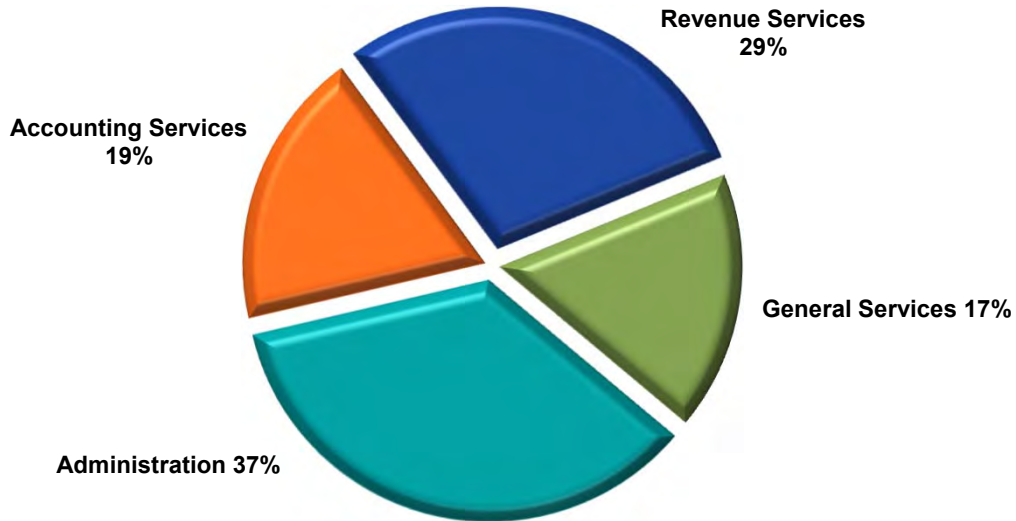
# City of Manhattan Beach Finance Department



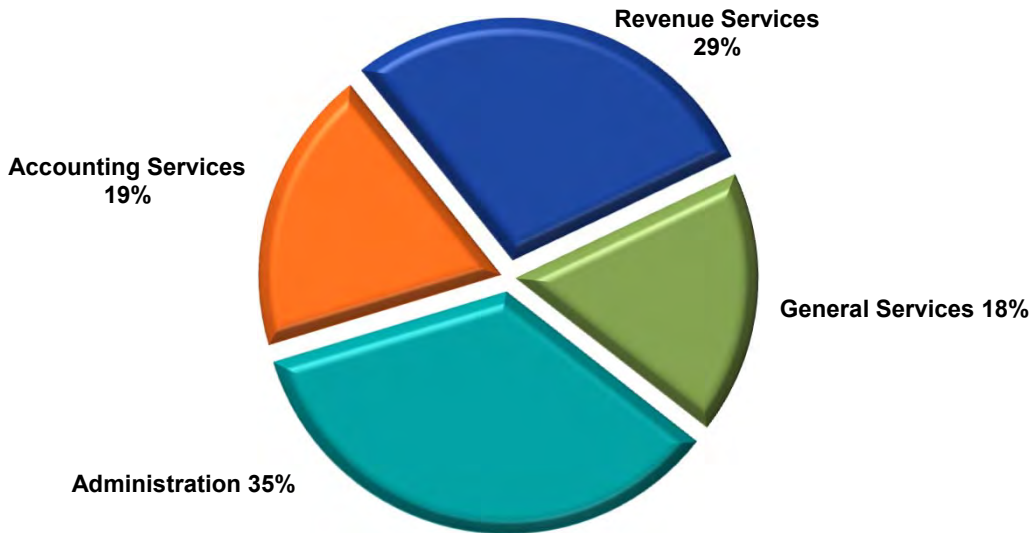
# Finance Department

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**FY 2019  
Department Expenditure by Program**



**FY 2020  
Department Expenditure by Program**

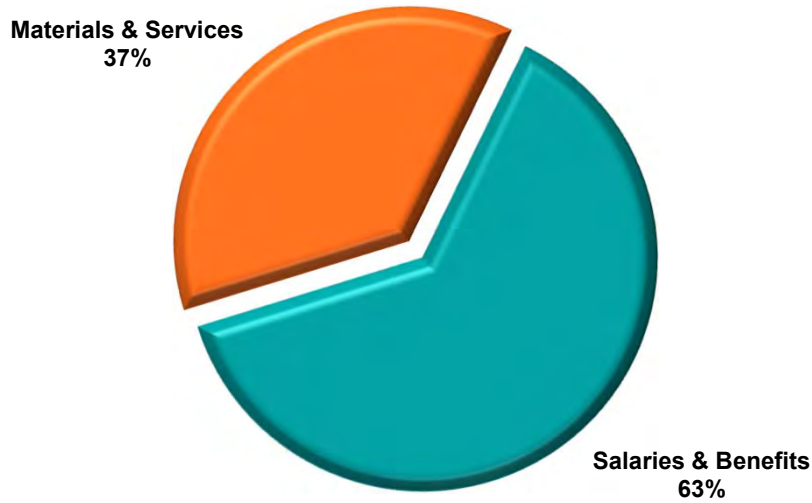


| <b>Program Expenditures</b> | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2018<br/>Estimate</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|-----------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Administration              | \$1,321,436               | \$2,315,685                | \$1,330,230                 | \$1,394,705                 | \$1,380,312                 |
| Accounting Services         | 706,169                   | 698,955                    | 688,536                     | 733,897                     | 753,907                     |
| Revenue Services            | 1,025,049                 | 1,092,561                  | 1,098,290                   | 1,142,712                   | 1,137,569                   |
| General Services            | 664,515                   | 696,036                    | 686,348                     | 685,013                     | 698,019                     |
| <b>Total</b>                | <b>\$3,717,169</b>        | <b>\$4,803,237</b>         | <b>\$3,803,405</b>          | <b>\$3,956,327</b>          | <b>\$3,969,807</b>          |
| <b>Full-Time Positions</b>  | <b>17</b>                 | <b>17</b>                  | <b>17</b>                   | <b>18</b>                   | <b>18</b>                   |

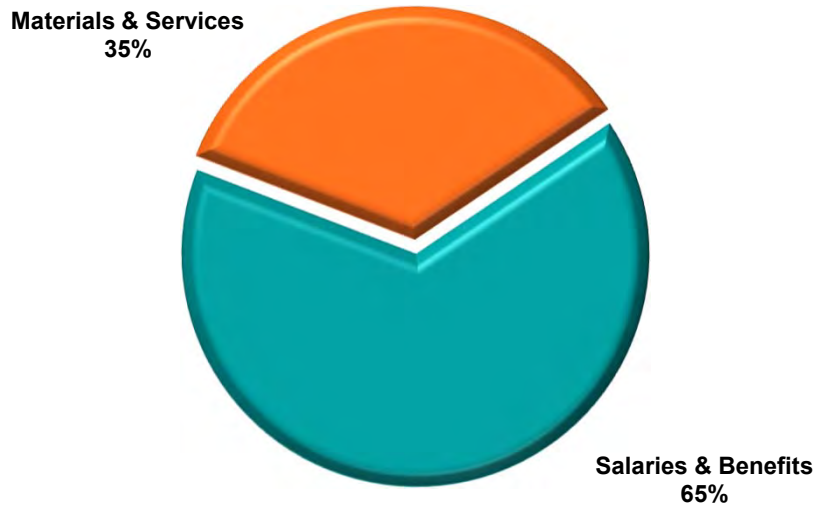
# Finance Department

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**FY 2019  
Department Expenditure by Category**



**FY 2020  
Department Expenditure by Category**



| Category Expenditures | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|-----------------------|--------------------|--------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits   | \$2,366,147        | \$2,428,581        | \$2,371,031         | \$2,493,584         | \$2,592,248         |
| Materials & Services  | 1,351,023          | 1,409,199          | 1,425,527           | 1,462,743           | 1,377,559           |
| Capital Outlay        | -                  | 828,585            | 6,846               | -                   | -                   |
| <b>Total</b>          | <b>\$3,717,169</b> | <b>\$4,803,237</b> | <b>\$3,803,405</b>  | <b>\$3,956,327</b>  | <b>\$3,969,807</b>  |

# Finance Department

## Mission

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

## Department Overview

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

- Budget and Accounting
- Purchasing
- Revenue Services
- Business and Animal License issuance
- Water and Refuse Billing

The City has maintained its AAA rating from Standard and Poor's. This rating is a testament to the City's continued strong financial position, its tradition of prudent fiscal decisions and a resilient economic base. All departments contribute to this achievement through high levels of service and proactive financial management.

The Finance Department is staffed by a dedicated, hard-working team of seventeen full-time professionals.

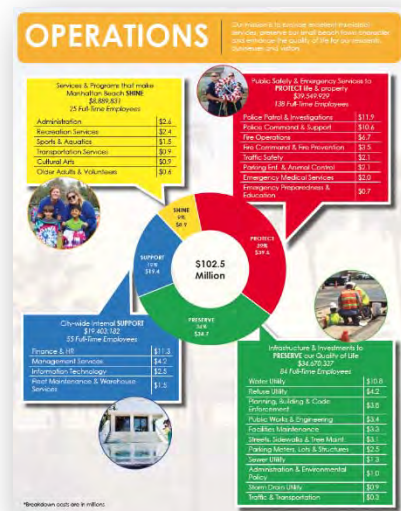
## Recent Accomplishment Highlights

### Administration

- Internally reviewed Finance Department structure and staffing in anticipation of forthcoming ERP implementation.
- Established Pension Stabilization Trust Fund to help serve as a budgetary safeguard in the case of future sudden CalPERS rate increases.
- Continued enhanced budget outreach efforts to obtain community input earlier in the budget process by holding a Community Budget Social in January 2018. Presentation materials are available at [www.cityymb.info/Budget](http://www.cityymb.info/Budget).
- Received GFOA's Distinguished Budget Presentation Award for the City's FY 2016-17 Biennial Budget document.
- Received the Award for Budget Excellence issued by the California Society of Municipal Finance Officers (CSMFO).

### Accounting

- Implemented Government Accounting Standards Board (GASB) Statement No. 68 *Accounting and Financial Reporting for Pensions*.
- Received the Certificate of Achievement for Excellence in Financial Reporting issued by the Government Finance Officers Association (GFOA).



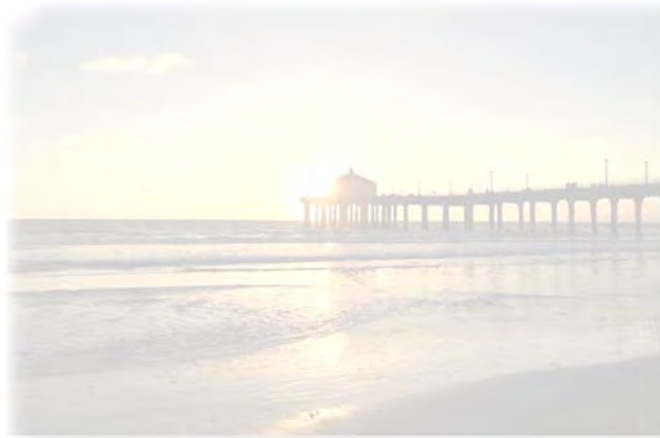


### Revenue Services

- Contracted a Utility Audit company to evaluate the City utility bills for electricity and telecommunication, as well as inventory of City street lighting. This audit resulted in an overall annual savings of more than \$70,000.
- Worked with the City's legal team to navigate a successful end to the Cash Key refund program that had been in place for more than five years. This resulted in an approximately \$90,000 transfer of funds to the City's Parking Fund.
- Through an external auditing firm, Revenue Services managed field audits conducted for Transient Occupancy Tax collection, City owned land leases and Manhattan Beach Studio Campus agreement. These audits are done periodically to determine compliance with the City Municipal Code, binding land leases and agreements on file. These audit findings for non-compliance and deficiencies accounted for \$329,000 of revenue to the City in fiscal years 2017 and 2018.
- Implemented outreach to our business customers regarding AB1379, which is collected through business license tax for State Disability Access related education. This bill replaced SB1186.
- Maintained all lease agreements for City interests and, specifically, renewed the Downtown Post Office lease agreement which resulted in an overall increase of rent revenue. Additionally, the City renewed a long-term lease for a telecom apparatus located on the rooftop of City Hall.

### General Services

- Completed City-wide Fixed Asset physical inventory.
- Developed and trained on new "Purchase Orders for Contracts" project which has increased departments' oversight of expenditures and better contract tracking.
- Increased potential pool of contractors and competition by training Public Works Engineering staff on vendor outreach program, BidSync, a cloud-based sourcing solution that automatically notifies contractors of solicitations.
- Published new prevailing wage guidelines.
- Published guide for preparing "Request for Proposals" to assist staff with writing clear and concise specifications.
- Participated in the analysis and recommendation of a new ERP system to plan for the next generation Finance system for the City.

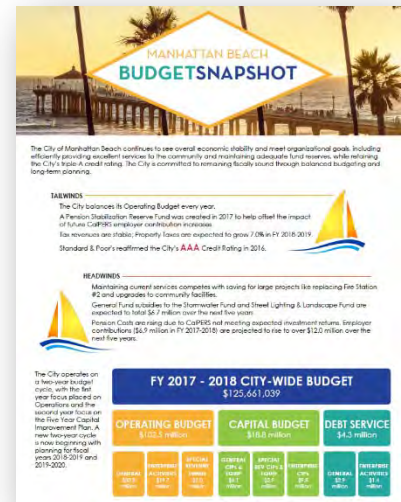


## Program Overview

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

## Objectives FY 2019 & FY 2020

- Support the City Council, Treasurer and City Manager in the development of long-term sustainable financial plans, including capital financing
- Ensure safety of the City's investment of idle cash
- Maintain high standards of excellence through the continuance of the City's AAA bond rating, unmodified audit opinions, and various budgeting and financial reporting awards
- Mitigate Storm Water fund General Fund subsidies by evaluating potential revenue enhancements and grant opportunities
- Coordinate implementation of the Enterprise-wide ERP system; collaborate with all departments to integrate existing City systems, improve workflow efficiencies and enhance financial data reporting
- Formally document all desk procedures and established internal controls as well as create new procedure manuals aligned with the new ERP System.



## Major Service Delivery Changes

The Financial Analyst position is essential to the budget development process. In the last several years, the position's role has evolved and now requires complex financial analysis skills, extensive knowledge of accounting and auditing principles, experience in communicating technical financial matters, and the ability to facilitate City-wide initiatives. With the ever-growing demands on the department and organization, this position will be upgraded to a Senior Financial Analyst and a new Management Analyst position will be added to conduct the Department's less technical administrative workload (e.g. grant tracking and recurring financial reports). This will ensure the Department has sufficient resources to meet its objectives as well as have some capacity to take on future work plan items. Both positions will also be instrumental in the implementation of the new Enterprise Resource Planning (ERP) software enhancement project slated to commence in FY 2019 (funds are budgeted in the Information Technology Fund).

Significant service delivery enhancements are expected with the implementation of the new ERP software, including electronic processing and approval workflows for several current manual processes (e.g. payroll and accounts payable), improved financial reporting, and a better-quality user interface. The Administration division will be coordinating the project for the department and assisting other divisions to ensure that core modules are implemented successfully and on schedule.

## Finance Department | Administration

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| <b>Authorized Full-Time Positions</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---------------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|
| Director                              | 1                          | 1                          | 1                           | 1                           |
| Senior Financial Analyst              | -                          | -                          | 1                           | 1                           |
| Financial Analyst                     | 1                          | 1                          | -                           | -                           |
| Management Analyst                    | -                          | -                          | 1                           | 1                           |
| Executive Secretary                   | 1                          | 1                          | 1                           | 1                           |
| <b>Total</b>                          | <b>3</b>                   | <b>3</b>                   | <b>4</b>                    | <b>4</b>                    |

Part-time hours budgeted in prior years (1,300) were removed for the addition of the full-time Management Analyst.

## Finance Department | Administration

| Administration  |                                     | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description  |                                     | Actual             | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | \$405,627          | \$369,984          | \$406,075          | \$425,951          | 30.5%         | \$433,593          | 31.4%         |
| 4103  | Part-time Salaries                  | -                  | 53,924             | -                  | -                  | -             | -                  | -             |
| 4111  | Overtime Regular Employees          | -                  | 500                | -                  | 500                | 0.0%          | 500                | 0.0%          |
| 4120  | Supplemental Pension Plan           | 21,340             | 21,900             | 21,000             | 22,000             | 1.6%          | 23,000             | 1.7%          |
| 4121  | Single Highest Year Plan            | 52,928             | 54,000             | 53,000             | 54,000             | 3.9%          | 56,000             | 4.1%          |
| 4124  | Fire Retiree's Health Plan          | 23,816             | 28,000             | 24,000             | 25,000             | 1.8%          | 26,000             | 1.9%          |
| 4125  | Police Retiree's Health Plan        | 84,239             | 87,000             | 84,000             | 84,000             | 6.0%          | 87,000             | 6.3%          |
| 4126  | Miscellaneous Retiree's Health Plan | 49,716             | 53,000             | 46,000             | 47,000             | 3.4%          | 49,000             | 3.5%          |
| 4201  | Group Medical Insurance             | 43,145             | 42,690             | 47,320             | 51,147             | 3.7%          | 53,001             | 3.8%          |
| 4202  | Medicare Contributions              | 5,786              | 5,364              | 5,908              | 6,176              | 0.4%          | 6,287              | 0.5%          |
| 4203  | Unemployment                        | 480                | 480                | 480                | 420                | 0.0%          | 420                | 0.0%          |
| 4204  | 401A Plan City Contributions        | 11,668             | 11,370             | 11,919             | 15,574             | 1.1%          | 15,886             | 1.2%          |
| 4205  | Worker's Compensation               | 50,280             | 52,500             | 52,500             | 44,520             | 3.2%          | 44,520             | 3.2%          |
| 4211  | PERS Regular Contribution           | 51,385             | 54,564             | 49,621             | 35,622             | 2.6%          | 36,273             | 2.6%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | 26,761             | 1.9%          | 33,286             | 2.4%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$800,409</b>   | <b>\$835,277</b>   | <b>\$801,823</b>   | <b>\$838,671</b>   | <b>60.1%</b>  | <b>\$864,766</b>   | <b>62.7%</b>  |
| 5101  | Contract Services                   | \$47,639           | \$3,388            | \$19,250           | \$4,510            | 0.3%          | \$4,510            | 0.3%          |
| 5103  | Audit Services                      | (7,900)            | -                  | 7,900              | -                  | -             | -                  | -             |
| 5104  | Computer Contract Services          | 35,067             | 54,157             | 31,075             | 54,107             | 3.9%          | 7,000              | 0.5%          |
| 5201  | Office Supplies                     | 8,275              | 13,400             | 8,500              | 10,500             | 0.8%          | 10,500             | 0.8%          |
| 5202  | Membership & Dues                   | 665                | 1,370              | 1,245              | 1,310              | 0.1%          | 1,310              | 0.1%          |
| 5205  | Training, Conferences & Meetings    | 11,108             | 12,100             | 5,500              | 12,025             | 0.9%          | 11,600             | 0.8%          |
| 5207  | Advertising                         | 84                 | 1,300              | 500                | 1,300              | 0.1%          | 1,300              | 0.1%          |
| 5210  | Computer Supplies & Software        | 184                | -                  | -                  | 2,300              | 0.2%          | -                  | -             |
| 5214  | Employee Awards & Events            | 603                | 600                | 250                | 600                | 0.0%          | 600                | 0.0%          |
| 5217  | Departmental Supplies               | 2,503              | 700                | 700                | 700                | 0.1%          | 700                | 0.1%          |
| 5225  | Printing                            | 3,675              | 8,000              | 1,995              | 6,000              | 0.4%          | 6,000              | 0.4%          |
| 5231  | Bank Service Charge                 | 178,389            | 155,000            | 182,000            | 175,000            | 12.5%         | 178,000            | 12.9%         |
| 5267  | UAD Loan Program                    | 2,422              | -                  | 2,200              | -                  | -             | -                  | -             |
| 5501  | Telephone                           | 4,668              | 3,819              | 4,096              | 1,306              | 0.1%          | 1,345              | 0.1%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$287,383</b>   | <b>\$253,834</b>   | <b>\$265,211</b>   | <b>\$269,658</b>   | <b>19.3%</b>  | <b>\$222,865</b>   | <b>16.1%</b>  |
| 5611  | Warehouse Services                  | \$1,735            | \$1,500            | \$300              | \$1,500            | 0.1%          | \$1,500            | 0.1%          |
| 5621  | Information Technology Allocation   | 29,280             | 29,178             | 29,178             | 41,276             | 3.0%          | 43,741             | 3.2%          |
| 5631  | Insurance Allocation                | 13,860             | 15,480             | 15,480             | 6,600              | 0.5%          | 6,600              | 0.5%          |
| 5651  | Building & Operations Allocation    | 188,770            | 214,959            | 218,238            | 237,000            | 17.0%         | 240,840            | 17.4%         |
| <b>Total Internal Services</b>                                |                                     | <b>\$233,644</b>   | <b>\$261,117</b>   | <b>\$263,196</b>   | <b>\$286,376</b>   | <b>20.5%</b>  | <b>\$292,681</b>   | <b>21.2%</b>  |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$1,321,436</b> | <b>\$1,350,228</b> | <b>\$1,330,230</b> | <b>\$1,394,705</b> | <b>100.0%</b> | <b>\$1,380,312</b> | <b>100.0%</b> |
| 6141  | Computer Equipment & Software       | -                  | \$828,585          | -                  | -                  | -             | -                  | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 |                                     | <b>-</b>           | <b>\$828,585</b>   | <b>-</b>           | <b>-</b>           | <b>-</b>      | <b>-</b>           | <b>-</b>      |
| 7302  | Property & Equipment Principal      | -                  | 118,122            | -                  | -                  | -             | -                  | -             |
| 7303  | Property & Equipment Interest       | -                  | 18,750             | -                  | -                  | -             | -                  | -             |
| <b>Total Debt Service</b>                                     |                                     | <b>-</b>           | <b>\$136,872</b>   | <b>-</b>           | <b>-</b>           | <b>-</b>      | <b>-</b>           | <b>-</b>      |
| <b>Total Expenditures</b>                                     |                                     | <b>\$1,321,436</b> | <b>\$2,315,685</b> | <b>\$1,330,230</b> | <b>\$1,394,705</b> | <b>100.0%</b> | <b>\$1,380,312</b> | <b>45.9%</b>  |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                    |                    |                    | <b>3.3%</b>        | <b>-1.0%</b>  |                    |               |
| <b>Source of Funds</b>  |                                     |                    |                    |                    |                    |               |                    |               |
| General Fund  |                                     | \$1,086,976        | \$2,071,785        | \$1,100,030        | \$1,162,705        | 83.4%         | \$1,139,312        | 82.5%         |
| Capital Improvement Fund                                      |                                     | 2,422              | -                  | 2,200              | -                  | -             | -                  | -             |
| Pension Trust   |                                     | 232,038            | 243,900            | 228,000            | 232,000            | 16.6%         | 241,000            | 17.5%         |
| <b>Total Sources</b>  |                                     | <b>\$1,321,436</b> | <b>\$2,315,685</b> | <b>\$1,330,230</b> | <b>\$1,394,705</b> | <b>100.0%</b> | <b>\$1,380,312</b> | <b>100.0%</b> |

## Program Overview

The Accounting Division's primary responsibilities are the maintenance and control of the general ledger, accounts payable and payroll, and to ensure accountability as well as the timely provision of accurate financial information. The Division is the liaison between the City and its external auditors, and works closely with Finance Administration to prepare the City's Comprehensive Annual Financial Report (CAFR). The City has been the recipient of the Government Finance Officers Association's (GFOA) award for the Certificate of Achievement for Excellence in Financial Reporting for over 15 years. The Accounting Division also participates in budget development by providing historical and projected financial and payroll information, issues standard monthly revenue and expenditure reports for internal customers, and generates reports required by external customers, including other governmental agencies, rating agencies and the public. In addition, the Division accounts for the City's grants and related projects in conjunction with other departments.



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

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

## Objectives FY 2019 & FY 2020

- Implement a new ERP system to transition to the next generation of Financial Systems for the City
- Continue to uphold high accounting standards to ensure continued clean audit opinions
- Implement new accounting standards as issued by the Governmental Accounting Standards Board
- Update documented desk procedures for audit compliance
- Identify workflow efficiencies and reduce the use of paper through electronic workflow



| <b>Authorized Full-Time Positions</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---------------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|
| Controller                            | 1                          | 1                          | 1                           | 1                           |
| Senior Accountant                     | 1                          | 1                          | 1                           | 1                           |
| Accountant                            | 2                          | 2                          | 2                           | 2                           |
| <b>Total</b>                          | <b>4</b>                   | <b>4</b>                   | <b>4</b>                    | <b>4</b>                    |

Part-time hours totaling 1,500 are proposed for FY 2019 and FY 2020.

| <b>Accounting<br/>Object Description</b>                      | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2018<br/>Y/E Est</b> | <b>FY 2019<br/>Proposed</b> | <b>% of<br/>Total</b> | <b>FY 2020<br/>Proposed</b> | <b>% of<br/>Total</b> |
|---|---------------------------|----------------------------|----------------------------|-----------------------------|-----------------------|-----------------------------|-----------------------|
| 4101 Salaries & Allowances                                    | \$392,957                 | \$376,215                  | \$373,202                  | <b>\$399,198</b>            | 54.4%                 | <b>\$407,016</b>            | 54.0%                 |
| 4103 Part-time Salaries                                       | 28,039                    | 32,025                     | 32,025                     | <b>35,415</b>               | 4.8%                  | <b>35,415</b>               | 4.7%                  |
| 4111 Overtime Regular Employees                               | 805                       | 3,000                      | -                          | <b>5,000</b>                | 0.7%                  | <b>5,000</b>                | 0.7%                  |
| 4201 Group Medical Insurance                                  | 58,030                    | 61,856                     | 47,359                     | <b>47,718</b>               | 6.5%                  | <b>49,499</b>               | 6.6%                  |
| 4202 Medicare Contributions                                   | 3,606                     | 3,812                      | 3,417                      | <b>4,042</b>                | 0.6%                  | <b>4,111</b>                | 0.5%                  |
| 4204 401A Plan City Contributions                             | 9,200                     | 9,267                      | 8,934                      | <b>14,536</b>               | 2.0%                  | <b>14,826</b>               | 2.0%                  |
| 4211 PERS Regular Contribution                                | 56,114                    | 60,643                     | 54,575                     | <b>43,341</b>               | 5.9%                  | <b>44,006</b>               | 5.8%                  |
| 4218 PERS Regular Liability Contribution                      | -                         | -                          | -                          | <b>31,692</b>               | 4.3%                  | <b>39,419</b>               | 5.2%                  |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$548,750</b>          | <b>\$546,818</b>           | <b>\$519,512</b>           | <b>\$580,942</b>            | <b>79.2%</b>          | <b>\$599,292</b>            | <b>79.5%</b>          |
| 5101 Contract Services  | \$32,310                  | \$19,800                   | \$52,000                   | <b>\$28,000</b>             | 3.8%                  | <b>\$28,500</b>             | 3.8%                  |
| 5103 Audit Services   | 57,287                    | 66,000                     | 50,500                     | <b>66,000</b>               | 9.0%                  | <b>66,000</b>               | 8.8%                  |
| 5202 Membership & Dues  | 595                       | 300                        | 520                        | <b>520</b>                  | 0.1%                  | <b>520</b>                  | 0.1%                  |
| 5203 Reference Materials                                      | 1,490                     | 1,300                      | 278                        | <b>1,100</b>                | 0.1%                  | <b>1,100</b>                | 0.1%                  |
| 5205 Training, Conferences & Meetings                         | 5,611                     | 7,100                      | 7,100                      | <b>13,950</b>               | 1.9%                  | <b>13,100</b>               | 1.7%                  |
| 5207 Advertising  | 490                       | 440                        | 560                        | <b>500</b>                  | 0.1%                  | <b>500</b>                  | 0.1%                  |
| 5208 Postage  | 3,941                     | 3,800                      | 3,751                      | <b>5,258</b>                | 0.7%                  | <b>5,258</b>                | 0.7%                  |
| 5210 Computer Supplies & Software                             | 552                       | -                          | -                          | -                           | -                     | -                           | -                     |
| 5217 Departmental Supplies                                    | 3,170                     | 1,080                      | 2,830                      | <b>2,200</b>                | 0.3%                  | <b>2,200</b>                | 0.3%                  |
| 5218 Recruitment Costs  | -                         | -                          | 78                         | -                           | -                     | -                           | -                     |
| 5225 Printing   | -                         | 1,100                      | -                          | <b>1,100</b>                | 0.1%                  | <b>1,100</b>                | 0.1%                  |
| 5501 Telephone  | 3,194                     | 2,613                      | 2,803                      | <b>1,306</b>                | 0.2%                  | <b>1,345</b>                | 0.2%                  |
| <b>Total Materials &amp; Services</b>                         | <b>\$108,639</b>          | <b>\$103,533</b>           | <b>\$120,420</b>           | <b>\$119,934</b>            | <b>16.3%</b>          | <b>\$119,623</b>            | <b>15.9%</b>          |
| 5621 Information Technology Allocation                        | \$48,780                  | \$48,604                   | \$48,604                   | <b>\$33,021</b>             | 4.5%                  | <b>\$34,992</b>             | 4.6%                  |
| <b>Total Internal Services</b>                                | <b>\$48,780</b>           | <b>\$48,604</b>            | <b>\$48,604</b>            | <b>\$33,021</b>             | <b>4.5%</b>           | <b>\$34,992</b>             | <b>4.6%</b>           |
| <b>Total Operating Expenditures</b>                           | <b>\$706,169</b>          | <b>\$698,955</b>           | <b>\$688,536</b>           | <b>\$733,897</b>            | <b>100.0%</b>         | <b>\$753,907</b>            | <b>100.0%</b>         |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                           |                            |                            | <b>5.0%</b>                 |                       | <b>2.7%</b>                 |                       |
| <b>Source of Funds</b>  |                           |                            |                            |                             |                       |                             |                       |
| General Fund  | \$706,169                 | \$698,955                  | \$688,536                  | <b>\$733,897</b>            | 100.0%                | <b>\$753,907</b>            | 100.0%                |
| <b>Total Sources</b>  | <b>\$706,169</b>          | <b>\$698,955</b>           | <b>\$688,536</b>           | <b>\$733,897</b>            | <b>100.0%</b>         | <b>\$753,907</b>            | <b>100.0%</b>         |



### Program Overview

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



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

### Objectives FY 2019 & FY 2020

- Conduct the Comprehensive City-Wide User Fee Study and Cost Allocation Plan (CAP)
- Take on an important role in the implementation of the new ERP system for the City by implementing the modules for Accounts Receivable, Utility Billing CIS, Citizen Self Service, General Billing, Cashiering Integration and Business and Animal Licensing.
- Initiate an Audit of City Franchisees (SCE, SoCal Gas and Cable Companies)
- Maintain department efficiency through automation and technology
- Increase paperless bill delivery to water and refuse utility customers
- Look for opportunities to provide online payment options for Revenue programs
- Maintain a high percentage rate on collection from utility billing and accounts receivable
- Continue to deliver expedient and professional customer service at the cashier counter

### Major Service Delivery Changes

During fiscal year 2019, the City will conduct a User Fee Study and Cost Allocation Plan (CAP). The study was last completed in 2015. This process identifies the current costs associated with providing each non-tax supported service and assigns the fully-burdened rate (i.e. direct labor costs plus indirect costs) to each City position involved in delivery of those services. The purpose of the CAP is to ensure the City identifies all costs associated with service delivery activities, including overhead, for the true cost of providing various City services. Indirect costs attributable to enterprise and other chargeable funds are also determined. The study is scheduled to commence in January 2019 and will take approximately six months to complete.

Other proposed changes include the creation of a flex classification for the Account Services Representative I position. Addition of the "II" class provides an opportunity for advancement when an Account Services Representative reaches a higher level of proficiency and tenure as a subject matter professional.

## Finance Department | Revenue Services

| Authorized Full-Time Positions       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|--------------------------------------|--------------------|--------------------|---------------------|---------------------|
| Revenue Services Manager             | 1                  | 1                  | 1                   | 1                   |
| Revenue Services Specialist          | 1                  | 1                  | 1                   | 1                   |
| Account Services Representative I/II | -                  | -                  | -                   | 5                   |
| Account Services Representative I    | 5                  | 5                  | 5                   | -                   |
| <b>Total</b>                         | <b>7</b>           | <b>7</b>           | <b>7</b>            | <b>7</b>            |

| Revenue Services<br>Object Description                        | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Y/E Est | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|---|--------------------|--------------------|--------------------|---------------------|---------------|---------------------|---------------|
| 4101 Salaries & Allowances                                    | \$472,532          | \$475,336          | \$491,217          | \$480,465           | 42.0%         | \$502,406           | 44.2%         |
| 4111 Overtime Regular Employees                               | 1,193              | 3,128              | 1,567              | 2,952               | 0.3%          | 8,367               | 0.7%          |
| 4201 Group Medical Insurance                                  | 96,264             | 113,187            | 106,235            | 115,284             | 10.1%         | 119,647             | 10.5%         |
| 4202 Medicare Contributions                                   | 6,507              | 6,892              | 6,800              | 6,968               | 0.6%          | 7,284               | 0.6%          |
| 4204 401A Plan City Contributions                             | 5,857              | 5,840              | 5,912              | 5,657               | 0.5%          | 5,771               | 0.5%          |
| 4211 PERS Regular Contribution                                | 61,015             | 70,835             | 60,796             | 40,295              | 3.5%          | 42,162              | 3.7%          |
| 4218 PERS Regular Liability Contribution                      | -                  | -                  | -                  | 36,048              | 3.2%          | 44,837              | 3.9%          |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$643,368</b>   | <b>\$675,218</b>   | <b>\$672,527</b>   | <b>\$687,669</b>    | <b>60.2%</b>  | <b>\$730,474</b>    | <b>64.2%</b>  |
| 5101 Contract Services  | \$96,964           | \$115,850          | \$131,550          | \$176,850           | 15.5%         | \$126,850           | 11.2%         |
| 5103 Audit Services   | -                  | -                  | -                  | -                   | -             | 30,000              | 2.6%          |
| 5104 Computer Contract Services                               | 147,914            | 169,200            | 153,106            | 159,164             | 13.9%         | 127,350             | 11.2%         |
| 5202 Membership & Dues  | 175                | 200                | 210                | 410                 | 0.0%          | 410                 | 0.0%          |
| 5203 Reference Materials                                      | -                  | -                  | 55                 | -                   | -             | -                   | -             |
| 5205 Training, Conferences & Meetings                         | 6,464              | 6,450              | 5,700              | 8,950               | 0.8%          | 8,950               | 0.8%          |
| 5207 Advertising  | 364                | 150                | 300                | 300                 | 0.0%          | 150                 | 0.0%          |
| 5208 Postage  | 35,619             | 36,150             | 36,189             | 38,507              | 3.4%          | 38,507              | 3.4%          |
| 5210 Computer Supplies & Software                             | 818                | -                  | -                  | -                   | -             | -                   | -             |
| 5217 Departmental Supplies                                    | 4,399              | 1,650              | 3,500              | 4,000               | 0.4%          | 4,000               | 0.4%          |
| 5218 Recruitment Costs  | -                  | -                  | 96                 | -                   | -             | -                   | -             |
| 5225 Printing   | 6,685              | 6,200              | 6,500              | 6,237               | 0.5%          | 6,737               | 0.6%          |
| 5501 Telephone  | 3,624              | 2,965              | 3,181              | 2,089               | 0.2%          | 2,152               | 0.2%          |
| <b>Total Materials &amp; Services</b>                         | <b>\$303,026</b>   | <b>\$338,815</b>   | <b>\$340,386</b>   | <b>\$396,507</b>    | <b>34.7%</b>  | <b>\$345,106</b>    | <b>30.3%</b>  |
| 5611 Warehouse Services                                       | \$595              | \$750              | \$753              | \$750               | 0.1%          | \$750               | 0.1%          |
| 5621 Information Technology Allocation                        | 78,060             | 77,778             | 77,778             | 57,786              | 5.1%          | 61,239              | 5.4%          |
| <b>Total Internal Services</b>                                | <b>\$78,655</b>    | <b>\$78,528</b>    | <b>\$78,531</b>    | <b>\$58,536</b>     | <b>5.1%</b>   | <b>\$61,989</b>     | <b>5.4%</b>   |
| <b>Total Operating Expenditures</b>                           | <b>\$1,025,049</b> | <b>\$1,092,561</b> | <b>\$1,091,444</b> | <b>\$1,142,712</b>  | <b>100.0%</b> | <b>\$1,137,569</b>  | <b>100.0%</b> |
| 6141 Computer Equipment & Software                            | -                  | -                  | \$6,846            | -                   | -             | -                   | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 | <b>-</b>           | <b>-</b>           | <b>\$6,846</b>     | <b>-</b>            | <b>-</b>      | <b>-</b>            | <b>-</b>      |
| <b>Total Expenditures</b>                                     | <b>\$1,025,049</b> | <b>\$1,092,561</b> | <b>\$1,098,290</b> | <b>\$1,142,712</b>  | <b>100.0%</b> | <b>\$1,137,569</b>  | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                    |                    |                    | <b>4.6%</b>         | <b>-0.5%</b>  |                     |               |
| <b>Source of Funds</b>  |                    |                    |                    |                     |               |                     |               |
| General Fund  | \$1,025,049        | \$1,092,561        | \$1,098,290        | \$1,142,712         | 100.0%        | \$1,137,569         | 100.0%        |
| <b>Total Sources</b>  | <b>\$1,025,049</b> | <b>\$1,092,561</b> | <b>\$1,098,290</b> | <b>\$1,142,712</b>  | <b>100.0%</b> | <b>\$1,137,569</b>  | <b>100.0%</b> |

## Program Overview

The General Services Division of Finance is responsible for purchasing and managing the acquisition of materials and contracted services; the prudent utilization of public funds through competitive processes and cooperative purchasing contracts; monitoring departments' small dollar expenditures through the City's Purchasing Card program; maintaining adequate stock of high-use items such as paper and building maintenance supplies to meet City-wide department needs; assisting City staff with developing specifications for competitive bids; efficient mail processing and utilization of courier/delivery services; and obtaining the best return for surplus property.



## Objectives FY 2019 & FY 2020

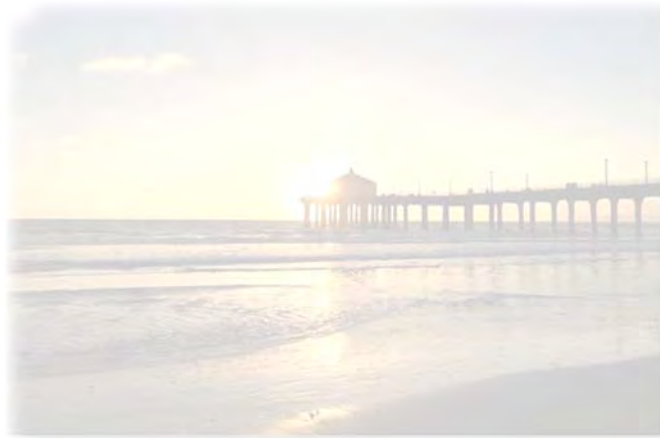
- Increase scope of original project by publishing a template for preparing a “Request for Proposal” to accompany the guide which was completed in FY 2017/18 in conjunction with the Contracts Working Group
- Continue work on improving timing of renewal and re-solicitation of contracts to ensure routine contracts are current
- Lead team on utilizing Document Management system to increase efficiency through automation such as using the workflow module for warehouse orders until the ERP system is implemented
- Implement Purchasing, Warehouse and Fixed Assets modules of the new ERP system.

|                                       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b> |                    |                    |                     |                     |
| Purchasing Manager                    | 1                  | 1                  | 1                   | 1                   |
| Buyer                                 | 1                  | 1                  | 1                   | 1                   |
| Purchasing Clerk                      | 1                  | 1                  | 1                   | 1                   |
| <b>Total</b>                          | <b>3</b>           | <b>3</b>           | <b>3</b>            | <b>3</b>            |

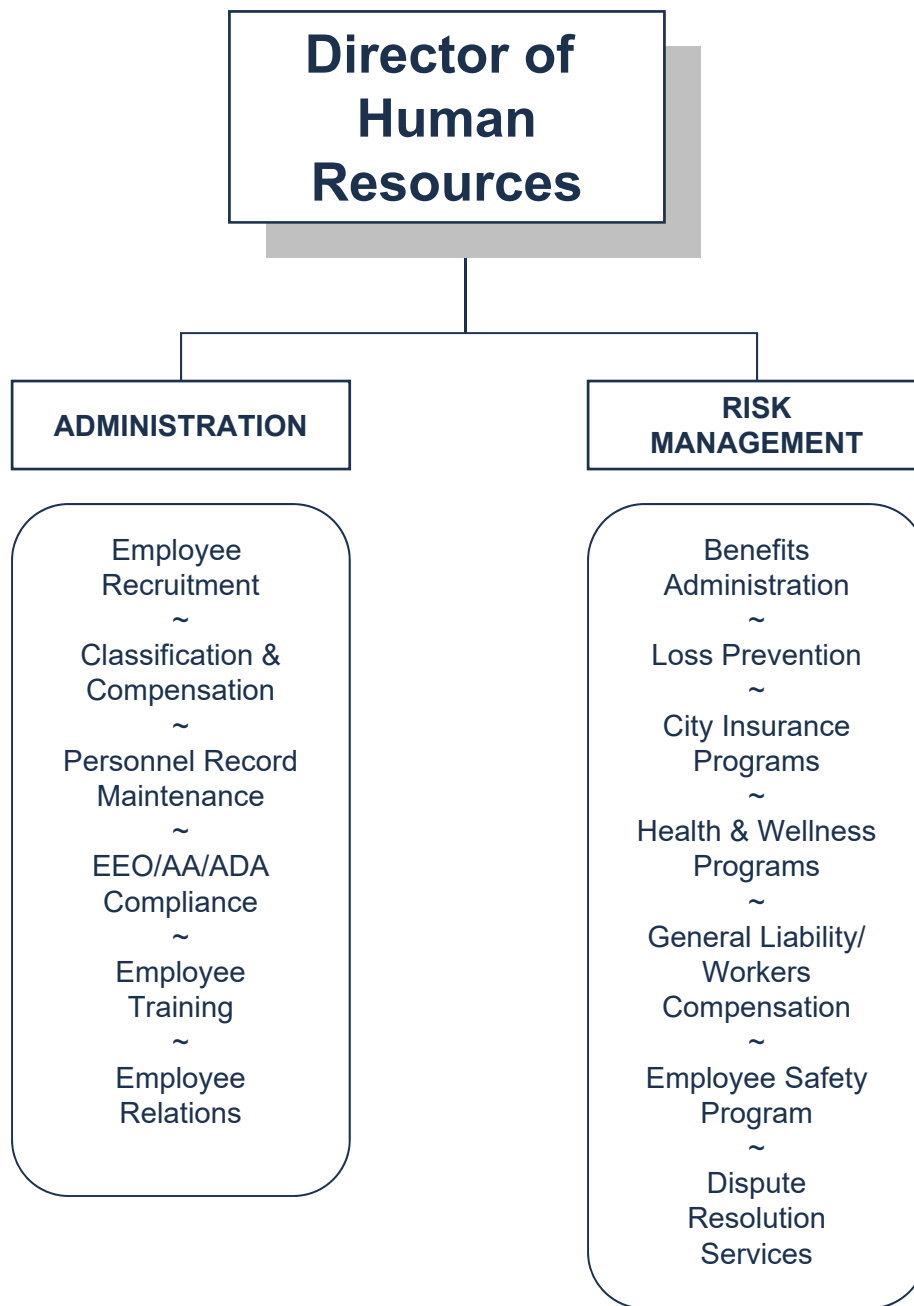
Part-time hours totaling 960 are included in FY 2019 and FY 2020.

## Finance Department | General Services

| <b>General Services</b>                                       |                                     | <b>FY 2017</b>   | <b>FY 2018</b>   | <b>FY 2018</b>   | <b>FY 2019</b>   | <b>% of</b>   | <b>FY 2020</b>   | <b>% of</b>   |
|---|-------------------------------------|------------------|------------------|------------------|------------------|---------------|------------------|---------------|
| <b>Object Description</b>                                     |                                     | <b>Actual</b>    | <b>Adopted</b>   | <b>Y/E Est</b>   | <b>Proposed</b>  | <b>Total</b>  | <b>Proposed</b>  | <b>Total</b>  |
| 4101  | Salaries & Allowances               | \$274,937        | \$267,679        | \$276,509        | <b>\$268,492</b> | 39.2%         | <b>\$272,402</b> | 39.0%         |
| 4103  | Part-time Salaries                  | 10,840           | 11,347           | 11,347           | <b>12,950</b>    | 1.9%          | <b>12,950</b>    | 1.9%          |
| 4111  | Overtime Regular Employees          | 1,009            | 500              | 500              | <b>4,150</b>     | 0.6%          | <b>4,150</b>     | 0.6%          |
| 4201  | Group Medical Insurance             | 42,829           | 44,676           | 45,942           | <b>46,889</b>    | 6.8%          | <b>48,644</b>    | 7.0%          |
| 4202  | Medicare Contributions              | 4,015            | 4,136            | 4,025            | <b>4,081</b>     | 0.6%          | <b>4,137</b>     | 0.6%          |
| 4204  | 401A Plan City Contributions        | 3,254            | 3,245            | 3,284            | <b>5,657</b>     | 0.8%          | <b>5,771</b>     | 0.8%          |
| 4211  | PERS Regular Contribution           | 36,735           | 39,685           | 35,562           | <b>22,568</b>    | 3.3%          | <b>22,901</b>    | 3.3%          |
| 4218  | PERS Regular Liability Contribution | -                | -                | -                | <b>21,515</b>    | 3.1%          | <b>26,761</b>    | 3.8%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$373,620</b> | <b>\$371,268</b> | <b>\$377,169</b> | <b>\$386,302</b> | <b>56.4%</b>  | <b>\$397,716</b> | <b>57.0%</b>  |
| 5101  | Contract Services                   | \$122,950        | \$143,877        | \$141,697        | <b>\$141,527</b> | 20.7%         | <b>\$141,527</b> | 20.3%         |
| 5202  | Membership & Dues                   | 645              | 645              | 585              | <b>585</b>       | 0.1%          | <b>585</b>       | 0.1%          |
| 5205  | Training, Conferences & Meetings    | 2,622            | 5,110            | 3,000            | <b>5,050</b>     | 0.7%          | <b>5,050</b>     | 0.7%          |
| 5206  | Uniforms/Safety Equip               | 632              | 1,090            | 1,090            | <b>1,290</b>     | 0.2%          | <b>1,290</b>     | 0.2%          |
| 5208  | Postage                             | 830              | 800              | 790              | <b>1,105</b>     | 0.2%          | <b>1,105</b>     | 0.2%          |
| 5211  | Automotive Parts                    | 33,968           | 26,000           | 25,000           | <b>25,000</b>    | 3.6%          | <b>25,000</b>    | 3.6%          |
| 5217  | Departmental Supplies               | 742              | 200              | 100              | <b>550</b>       | 0.1%          | <b>550</b>       | 0.1%          |
| 5222  | Warehouse Purchases                 | 75,470           | 90,000           | 80,000           | <b>80,000</b>    | 11.7%         | <b>80,000</b>    | 11.5%         |
| 5225  | Printing                            | 32               | -                | -                | -                | -             | -                | -             |
| 5501  | Telephone                           | 1,351            | 1,106            | 1,186            | <b>1,573</b>     | 0.2%          | <b>1,620</b>     | 0.2%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$239,241</b> | <b>\$268,828</b> | <b>\$253,448</b> | <b>\$256,680</b> | <b>37.5%</b>  | <b>\$256,727</b> | <b>36.8%</b>  |
| 5611  | Warehouse Services                  | \$6,017          | \$10,240         | \$10,280         | <b>\$10,280</b>  | 1.5%          | <b>\$10,280</b>  | 1.5%          |
| 5621  | Information Technology Allocation   | 39,060           | 38,860           | 38,860           | <b>24,766</b>    | 3.6%          | <b>26,245</b>    | 3.8%          |
| 5641  | Fleet Rental Allocation             | 5,100            | 5,100            | 5,100            | <b>5,050</b>     | 0.7%          | <b>5,050</b>     | 0.7%          |
| 5642  | Fleet Maintenance Allocation        | 1,478            | 1,740            | 1,491            | <b>1,935</b>     | 0.3%          | <b>2,001</b>     | 0.3%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$51,655</b>  | <b>\$55,940</b>  | <b>\$55,731</b>  | <b>\$42,031</b>  | <b>6.1%</b>   | <b>\$43,576</b>  | <b>6.2%</b>   |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$664,515</b> | <b>\$696,036</b> | <b>\$686,348</b> | <b>\$685,013</b> | <b>100.0%</b> | <b>\$698,019</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                  |                  |                  | <b>-1.6%</b>     |               | <b>1.9%</b>      |               |
| <b>Source of Funds</b>  |                                     |                  |                  |                  |                  |               |                  |               |
| General Fund  |                                     | \$434,616        | \$435,469        | \$438,961        | <b>\$437,526</b> | 63.9%         | <b>\$450,532</b> | 64.5%         |
| Building Maintenance & Operations Fund                        |                                     | 229,900          | 260,567          | 247,387          | <b>247,487</b>   | 36.1%         | <b>247,487</b>   | 35.5%         |
| <b>Total Sources</b>  |                                     | <b>\$664,515</b> | <b>\$696,036</b> | <b>\$686,348</b> | <b>\$685,013</b> | <b>100.0%</b> | <b>\$698,019</b> | <b>100.0%</b> |

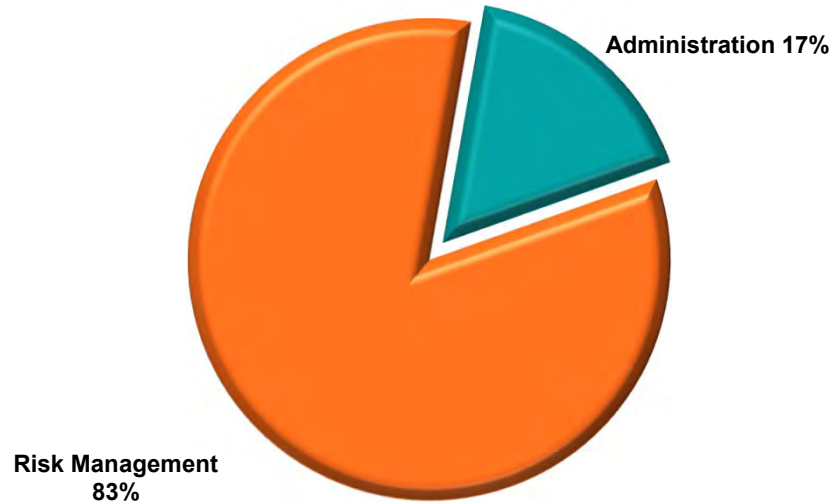


# City of Manhattan Beach Human Resources Department

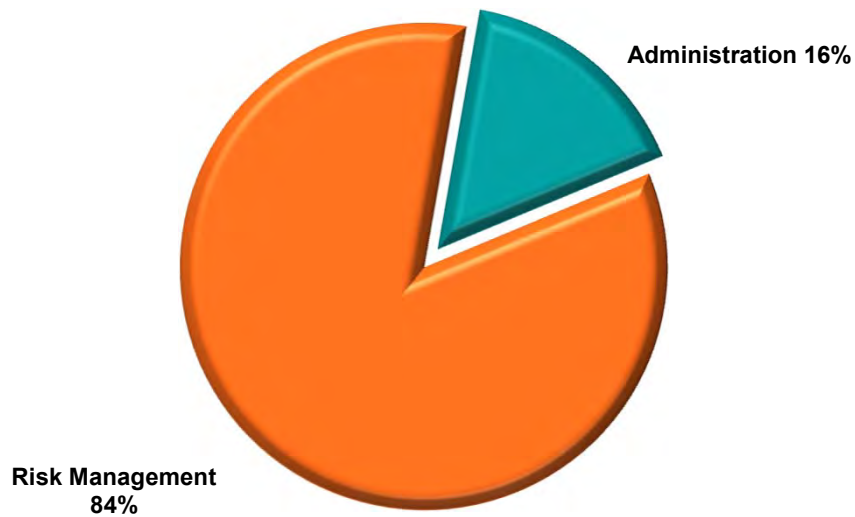


# Human Resources Department

FY 2019  
Department Expenditure by Program



FY 2020  
Department Expenditure by Program

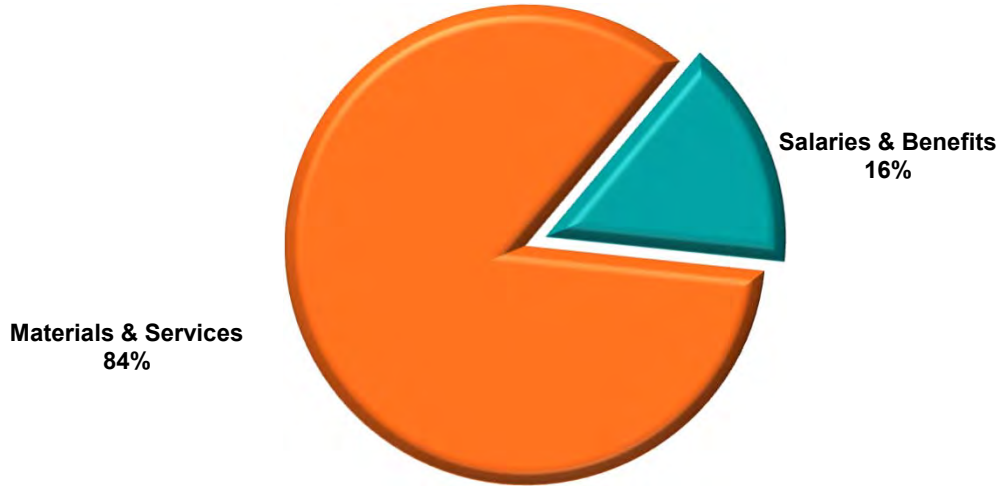


| Program Expenditures       | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|----------------------------|--------------------|--------------------|---------------------|---------------------|---------------------|
| Administration             | \$1,101,075        | \$1,270,836        | \$1,144,426         | \$1,299,170         | \$1,245,190         |
| Risk Management            | 7,147,323          | 6,514,367          | 6,840,704           | 6,434,699           | 6,561,358           |
| <b>Total</b>               | <b>\$8,248,397</b> | <b>\$7,785,203</b> | <b>\$7,985,129</b>  | <b>\$7,733,869</b>  | <b>\$7,806,548</b>  |
| <b>Full-Time Positions</b> | <b>8</b>           | <b>8</b>           | <b>8</b>            | <b>8</b>            | <b>8</b>            |

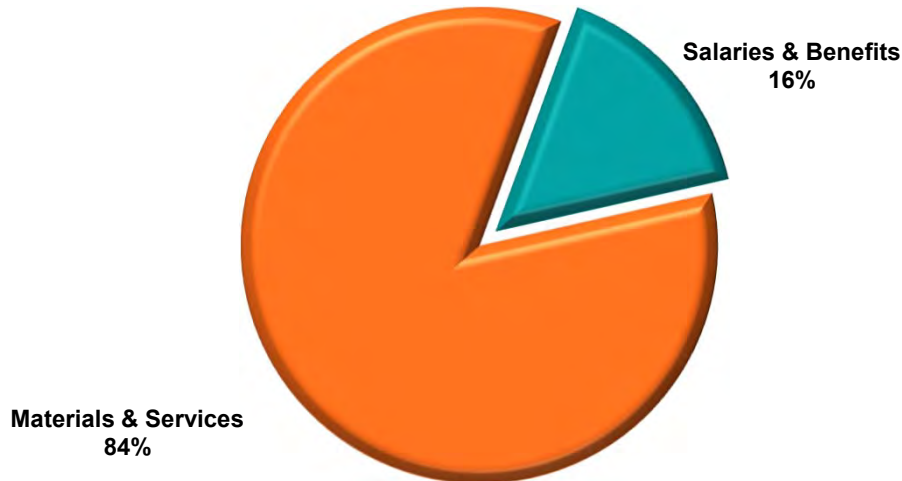


# Human Resources Department

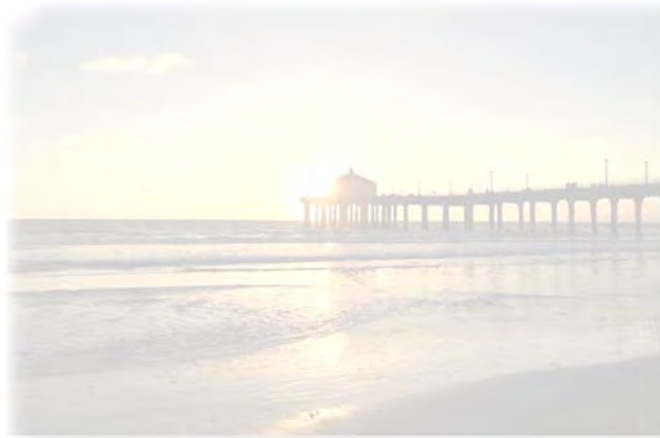
**FY 2019  
Department Expenditure by Category**



**FY 2020  
Department Expenditure by Category**



| <b>Category Expenditures</b> | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2018<br/>Estimate</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|------------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Salaries & Benefits          | \$1,048,899               | \$1,148,971                | \$1,166,502                 | \$1,202,163                 | \$1,241,488                 |
| Materials & Services         | 7,199,498                 | 6,536,232                  | 6,818,628                   | 6,531,706                   | 6,565,060                   |
| Capital Outlay               | -                         | 100,000                    | -                           | -                           | -                           |
| <b>Total</b>                 | <b>\$8,248,397</b>        | <b>\$7,785,203</b>         | <b>\$7,985,129</b>          | <b>\$7,733,869</b>          | <b>\$7,806,548</b>          |



## **Mission**

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*To efficiently and effectively administer the City's human resources and risk management programs while providing responsive and professional customer service to our employees and residents.*

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## **Department Overview**

The Human Resources Department provides support services to the City's full-time and part-time employees. Human Resources has an Administrative division and Risk Management division comprised of staff who work together in order to provide resources and support for the City. The services for employees and City departments include recruitment and selection, benefits administration, classification and compensation, employee and labor relations, training and safety training, leadership development, employment/labor legal compliance, risk management, wellness initiatives and workers' compensation.

## **Recent Accomplishment Highlights**

- One approved Memorandum of Understanding Agreement with newly formed bargaining unit
- Participated on Citywide committee to review ERP system
- Assessed compensation structure for part-time employees
- Delivered city-wide training on performance management and customer service
- Supervisory Harassment training
- Worked with department staff to recruit and hire full-time employees and part-time employees
- Completed transition to new risk pooling Joint Powers Authority, accomplishing significant ongoing savings to the City
- Completed an update to the City's Section 125 Flexible Benefit Plan Document
- Implemented Target Solutions online training module to Public Works department
- Developed and implemented options for sustainable funding protocols for all risk insurance programs

# Human Resources Department | Administration

## Program Overview

The Human Resources Administration Division provides support services to full-time and part-time employees in areas such as recruitment and selection, classification and compensation, employee and labor relations, training, policy development, and employment/labor legal compliance.

The department continues to support staff development by providing relevant training opportunities for employees and supervisors. HR continues to review and update policies and rules according to changes in the law.



## Objectives FY 2019 & FY 2020

- Continue to expand staff development by providing Microsoft Office Suite training
- Complete the in process review and update Personnel Rules and Personnel Policies to ensure compliance with new regulations and laws
- Negotiate successor or initial collective bargaining agreements with six (6) bargaining units
- Participate in the Enterprise-wide effort to evaluate, select and implement new ERP system

## Major Service Delivery Changes

The Human Resources Department is working on digitizing paper forms and documents for greater efficiencies and lower storage costs.

|                                       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b> |                    |                    |                     |                     |
| Director                              | 0.5                | 0.5                | 0.5                 | 0.5                 |
| Human Resources Manager               | 1                  | 1                  | 1                   | 1                   |
| Human Resources Analyst               | 1                  | 1                  | 1                   | 1                   |
| Human Resources Technician            | 1                  | 1                  | 1                   | 1                   |
| Human Resources Assistant             | 1                  | 1                  | 1                   | 1                   |
| Executive Assistant                   | 0.5                | 0.5                | 0.5                 | 0.5                 |
| <b>Total</b>                          | <b>5</b>           | <b>5</b>           | <b>5</b>            | <b>5</b>            |

## Human Resources Department | Administration

| Administration  |                                     | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description  |                                     | Actual             | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | 430,386            | 488,651            | 472,095            | <b>458,554</b>     | 35.3%         | <b>467,552</b>     | 37.5%         |
| 4103  | Part-time Salaries                  | 16,549             | -                  | 718                | -                  | -             | -                  | -             |
| 4111  | Overtime Regular Employees          | 437                | 1,250              | 625                | <b>1,250</b>       | 0.1%          | <b>1,250</b>       | 0.1%          |
| 4123  | Commuter Pay                        | -                  | -                  | -                  | <b>15,000</b>      | 1.2%          | <b>15,000</b>      | 1.2%          |
| 4201  | Group Medical Insurance             | 58,579             | 67,194             | 81,346             | <b>80,564</b>      | 6.2%          | <b>83,607</b>      | 6.7%          |
| 4202  | Medicare Contributions              | 6,239              | 7,086              | 6,578              | <b>6,649</b>       | 0.5%          | <b>6,780</b>       | 0.5%          |
| 4203  | Unemployment                        | 480                | 480                | 480                | <b>420</b>         | 0.0%          | <b>420</b>         | 0.0%          |
| 4204  | 401A Plan City Contributions        | 16,586             | 19,097             | 16,896             | <b>16,541</b>      | 1.3%          | <b>16,872</b>      | 1.4%          |
| 4205  | Worker's Compensation               | 27,060             | 28,200             | 28,200             | <b>51,960</b>      | 4.0%          | <b>51,960</b>      | 4.2%          |
| 4211  | PERS Regular Contribution           | 57,229             | 71,656             | 61,586             | <b>38,261</b>      | 2.9%          | <b>39,026</b>      | 3.1%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | <b>36,475</b>      | 2.8%          | <b>45,369</b>      | 3.6%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$613,547</b>   | <b>\$683,614</b>   | <b>\$668,524</b>   | <b>\$705,674</b>   | <b>54.3%</b>  | <b>\$727,836</b>   | <b>58.5%</b>  |
| 5101  | Contract Services                   | 67,427             | 38,687             | 36,104             | <b>46,462</b>      | 3.6%          | <b>26,262</b>      | 2.1%          |
| 5104  | Computer Contract Services          | 7,120              | 7,093              | 7,308              | <b>7,545</b>       | 0.6%          | <b>1,767</b>       | 0.1%          |
| 5107  | Physical/Psych Exams                | 29,613             | 35,040             | 35,040             | <b>36,090</b>      | 2.8%          | <b>36,090</b>      | 2.9%          |
| 5108  | Legal Services                      | 116,485            | 90,000             | 100,000            | <b>180,000</b>     | 13.9%         | <b>120,000</b>     | 9.6%          |
| 5201  | Office Supplies                     | 2,787              | 3,050              | 3,050              | <b>8,450</b>       | 0.7%          | <b>8,450</b>       | 0.7%          |
| 5202  | Membership & Dues                   | 2,198              | 2,389              | 2,389              | <b>2,434</b>       | 0.2%          | <b>2,434</b>       | 0.2%          |
| 5203  | Reference Materials                 | 66                 | 1,000              | 1,000              | <b>750</b>         | 0.1%          | <b>750</b>         | 0.1%          |
| 5205  | Training, Conferences & Meetings    | 52,783             | 71,605             | 65,605             | <b>68,875</b>      | 5.3%          | <b>73,375</b>      | 5.9%          |
| 5208  | Postage                             | 2,800              | 2,700              | 2,665              | <b>887</b>         | 0.1%          | <b>887</b>         | 0.1%          |
| 5214  | Employee Awards & Events            | 9,100              | 13,500             | 13,500             | <b>13,500</b>      | 1.0%          | <b>13,500</b>      | 1.1%          |
| 5215  | Mileage Reimbursement               | 25                 | -                  | -                  | -                  | -             | -                  | -             |
| 5216  | Tuition Reimbursement               | 23,064             | 27,000             | 23,000             | <b>32,000</b>      | 2.5%          | <b>32,000</b>      | 2.6%          |
| 5217  | Departmental Supplies               | 316                | 1,500              | 1,500              | <b>1,500</b>       | 0.1%          | <b>1,500</b>       | 0.1%          |
| 5218  | Recruitment Costs                   | 33,185             | 44,300             | 34,300             | <b>44,300</b>      | 3.4%          | <b>44,300</b>      | 3.6%          |
| 5225  | Printing                            | 48                 | 150                | 100                | <b>150</b>         | 0.0%          | <b>150</b>         | 0.0%          |
| 5501  | Telephone                           | 2,825              | 2,312              | 2,480              | <b>2,622</b>       | 0.2%          | <b>2,701</b>       | 0.2%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$349,841</b>   | <b>\$340,326</b>   | <b>\$328,041</b>   | <b>\$445,565</b>   | <b>34.3%</b>  | <b>\$364,166</b>   | <b>29.2%</b>  |
| 5611  | Warehouse Services                  | 26                 | 200                | 200                | <b>300</b>         | 0.0%          | <b>300</b>         | 0.0%          |
| 5621  | Information Technology Allocation   | 68,280             | 67,975             | 67,975             | <b>68,971</b>      | 5.3%          | <b>73,088</b>      | 5.9%          |
| 5631  | Insurance Allocation                | 13,860             | 15,480             | 15,480             | <b>6,960</b>       | 0.5%          | <b>6,960</b>       | 0.6%          |
| 5651  | Building & Operations Allocation    | 55,520             | 63,241             | 64,206             | <b>71,700</b>      | 5.5%          | <b>72,840</b>      | 5.8%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$137,686</b>   | <b>\$146,896</b>   | <b>\$147,861</b>   | <b>\$147,931</b>   | <b>11.4%</b>  | <b>\$153,188</b>   | <b>12.3%</b>  |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$1,101,075</b> | <b>\$1,170,836</b> | <b>\$1,144,426</b> | <b>\$1,299,170</b> | <b>100.0%</b> | <b>\$1,245,190</b> | <b>100.0%</b> |
| 6141  | Computer Equipment & Software       | -                  | 100,000            | -                  | -                  | -             | -                  | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 |                                     | -                  | <b>\$100,000</b>   | -                  | -                  | -             | -                  | -             |
| <b>Total Expenditures</b>                                     |                                     | <b>\$1,101,075</b> | <b>\$1,270,836</b> | <b>\$1,144,426</b> | <b>\$1,299,170</b> | <b>100.0%</b> | <b>\$1,245,190</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                    |                    |                    | <b>11.0%</b>       |               | <b>-4.2%</b>       |               |
| <b>Source of Funds</b>  |                                     |                    |                    |                    |                    |               |                    |               |
| General Fund  |                                     | \$1,101,075        | \$1,270,836        | \$1,144,426        | <b>\$1,299,170</b> | 100.0%        | <b>\$1,245,190</b> | 100.0%        |
| <b>Total Sources</b>  |                                     | <b>\$1,101,075</b> | <b>\$1,270,836</b> | <b>\$1,144,426</b> | <b>\$1,299,170</b> | <b>100.0%</b> | <b>\$1,245,190</b> | <b>100.0%</b> |

# Human Resources Department | Risk Management

## Program Overview

The Risk Management Division oversees general liability, workers' compensation, property insurance, unemployment claims, employee health benefit programs, safety training/programs and other wellness initiatives and programs.

Risk Management is committed to creating processes and procedures that enhance employee safety while building sustainable funding and solid risk mitigation practices. Using a proactive perspective and an out-of-the-box mindset are key elements to ensuring creativity in order to improve on past results. The ultimate goal is to create the culture of prevention that is essential to risk mitigation at all levels.

## Objectives FY 2019 & FY 2020

- Complete implementation of Policy PI-22 – Responsibilities and Procedures for Processing Workers' Compensation Claims
- Implement Target Solutions online training programs for all departments
- Transition to new Employee Assistance Program provider through new risk pool with higher service levels and lower cost
- Develop recommendations for workers' compensation program changes that can provide positive impacts to ongoing costs

## Major Service Delivery Changes

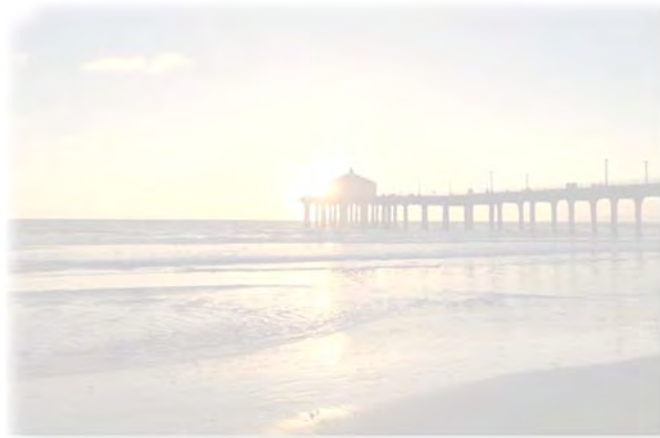
The Risk Division completed the transition to the new risk pooling Joint Powers Authority and have begun the process of reviewing and implementing additional service components now available to the City. A budget adjustment was included in the two year budget plan to account for Hepatitis A first and second series vaccines for select employees determined to have potential Hepatitis A exposures during employment activities

| <b>Authorized Full-Time Positions</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---------------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|
| Director                              | 0.5                        | 0.5                        | 0.5                         | 0.5                         |
| Risk Manager                          | 1                          | 1                          | 1                           | 1                           |
| Human Resources Technician            | 1                          | 1                          | 1                           | 1                           |
| Executive Assistant                   | 0.5                        | 0.5                        | 0.5                         | 0.5                         |
| <b>Total</b>                          | <b>3</b>                   | <b>3</b>                   | <b>3</b>                    | <b>3</b>                    |

## Human Resources Department | Risk Management

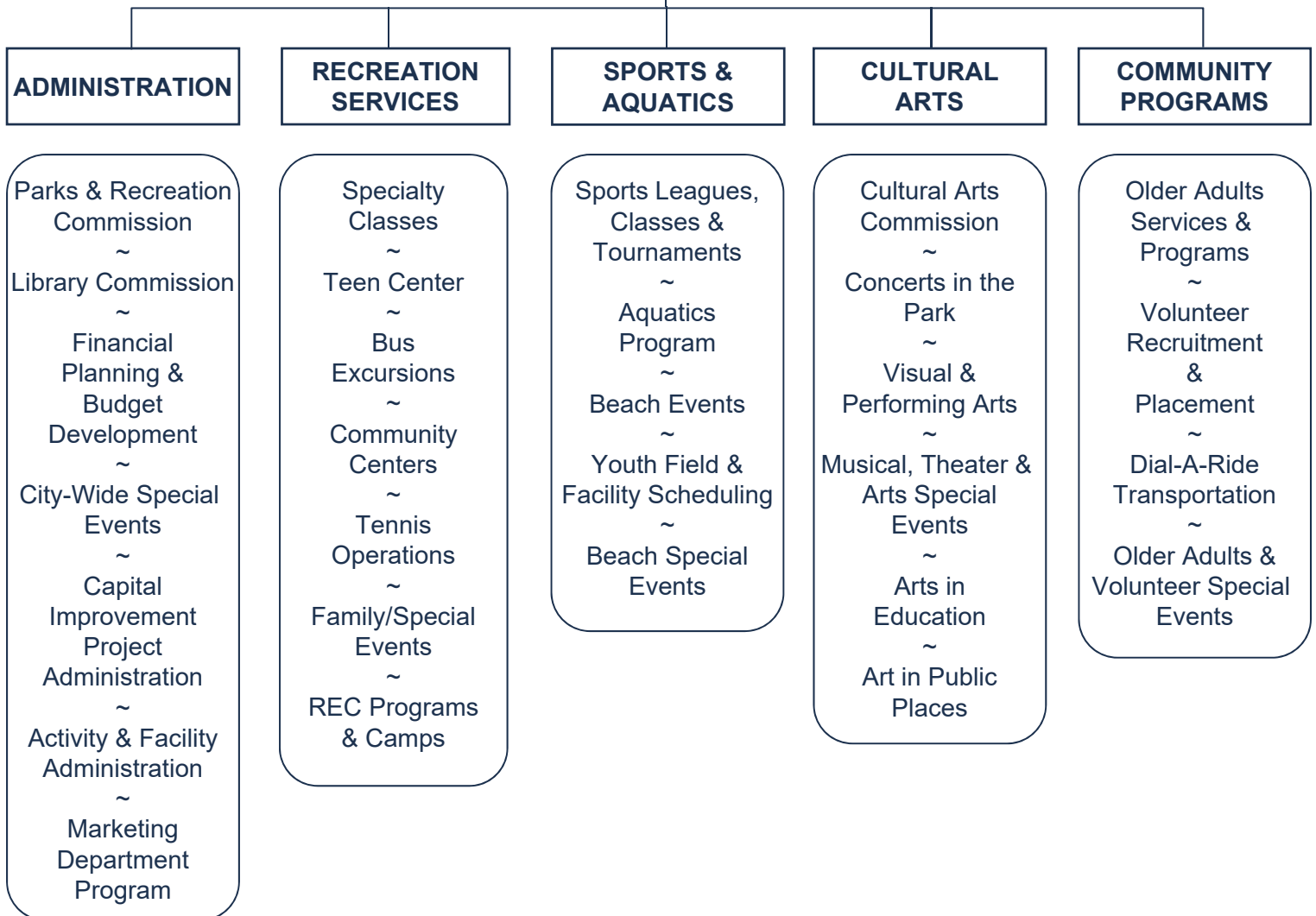
| Risk Management   |                                     | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description  |                                     | Actual             | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | 327,815            | 341,630            | 373,923            | <b>358,596</b>     | 5.6%          | <b>365,627</b>     | 5.6%          |
| 4111  | Overtime Regular Employees          | -                  | 1,250              | -                  | <b>1,250</b>       | 0.0%          | <b>1,250</b>       | 0.0%          |
| 4201  | Group Medical Insurance             | 46,561             | 53,563             | 57,905             | <b>58,489</b>      | 0.9%          | <b>60,683</b>      | 0.9%          |
| 4202  | Medicare Contributions              | 4,605              | 4,954              | 5,256              | <b>5,199</b>       | 0.1%          | <b>5,301</b>       | 0.1%          |
| 4204  | 401A Plan City Contributions        | 13,279             | 13,769             | 14,814             | <b>14,556</b>      | 0.2%          | <b>14,844</b>      | 0.2%          |
| 4211  | PERS Regular Contribution           | 43,092             | 50,191             | 46,080             | <b>29,897</b>      | 0.5%          | <b>30,495</b>      | 0.5%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | <b>28,502</b>      | 0.4%          | <b>35,452</b>      | 0.5%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$435,352</b>   | <b>\$465,357</b>   | <b>\$497,978</b>   | <b>\$496,489</b>   | <b>7.7%</b>   | <b>\$513,652</b>   | <b>7.8%</b>   |
| 5101  | Contract Services                   | 37,014             | 184,119            | 171,439            | <b>220,530</b>     | 3.4%          | <b>234,678</b>     | 3.6%          |
| 5202  | Membership & Dues                   | 450                | 525                | 409                | <b>425</b>         | 0.0%          | <b>425</b>         | 0.0%          |
| 5203  | Reference Materials                 | 172                | 180                | 180                | <b>180</b>         | 0.0%          | <b>180</b>         | 0.0%          |
| 5205  | Training, Conferences & Meetings    | 7,343              | 22,700             | 14,000             | <b>15,200</b>      | 0.2%          | <b>15,200</b>      | 0.2%          |
| 5214  | Employee Awards & Events            | -                  | 5,000              | -                  | <b>5,000</b>       | 0.1%          | <b>5,000</b>       | 0.1%          |
| 5250  | Insurance Premiums                  | 1,710,109          | 965,099            | 713,326            | <b>809,293</b>     | 12.6%         | <b>868,633</b>     | 13.2%         |
| 5251  | Claims Paid                         | 4,440,872          | 4,300,000          | 4,969,276          | <b>4,300,000</b>   | 66.8%         | <b>4,300,000</b>   | 65.5%         |
| 5252  | Claims Admin                        | 210,107            | 233,600            | 232,106            | <b>235,829</b>     | 3.7%          | <b>242,658</b>     | 3.7%          |
| 5253  | Faithful Performance Bond           | 3,861              | 3,450              | 3,450              | <b>8,450</b>       | 0.1%          | <b>9,106</b>       | 0.1%          |
| 5254  | Unemployment Claims                 | 9,901              | 35,000             | 20,000             | <b>25,000</b>      | 0.4%          | <b>25,000</b>      | 0.4%          |
| 5255  | Property Insurance                  | 240,607            | 246,571            | 164,805            | <b>240,000</b>     | 3.7%          | <b>276,000</b>     | 4.2%          |
| 5501  | Telephone                           | 9,827              | 8,040              | 8,623              | <b>782</b>         | 0.0%          | <b>805</b>         | 0.0%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$6,670,262</b> | <b>\$6,004,284</b> | <b>\$6,297,614</b> | <b>\$5,860,689</b> | <b>91.1%</b>  | <b>\$5,977,685</b> | <b>91.1%</b>  |
| 5621  | Information Technology Allocation   | 19,500             | 19,430             | 19,430             | <b>51,601</b>      | 0.8%          | <b>43,741</b>      | 0.7%          |
| 5651  | Building & Operations Allocation    | 22,208             | 25,296             | 25,682             | <b>25,920</b>      | 0.4%          | <b>26,280</b>      | 0.4%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$41,708</b>    | <b>\$44,726</b>    | <b>\$45,112</b>    | <b>\$77,521</b>    | <b>1.2%</b>   | <b>\$70,021</b>    | <b>1.1%</b>   |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$7,147,323</b> | <b>\$6,514,367</b> | <b>\$6,840,704</b> | <b>\$6,434,699</b> | <b>100.0%</b> | <b>\$6,561,358</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                    |                    |                    | <b>-1.2%</b>       |               | <b>2.0%</b>        |               |
| <b>Source of Funds</b>  |                                     |                    |                    |                    |                    |               |                    |               |
| Insurance Reserve Fund  |                                     | \$7,147,323        | \$6,514,367        | \$6,840,704        | <b>\$6,434,699</b> | 100.0%        | <b>\$6,561,358</b> | 100.0%        |
| <b>Total Sources</b>  |                                     | <b>\$7,147,323</b> | <b>\$6,514,367</b> | <b>\$6,840,704</b> | <b>\$6,434,699</b> | <b>100.0%</b> | <b>\$6,561,358</b> | <b>100.0%</b> |





# City of Manhattan Beach Parks & Recreation Department

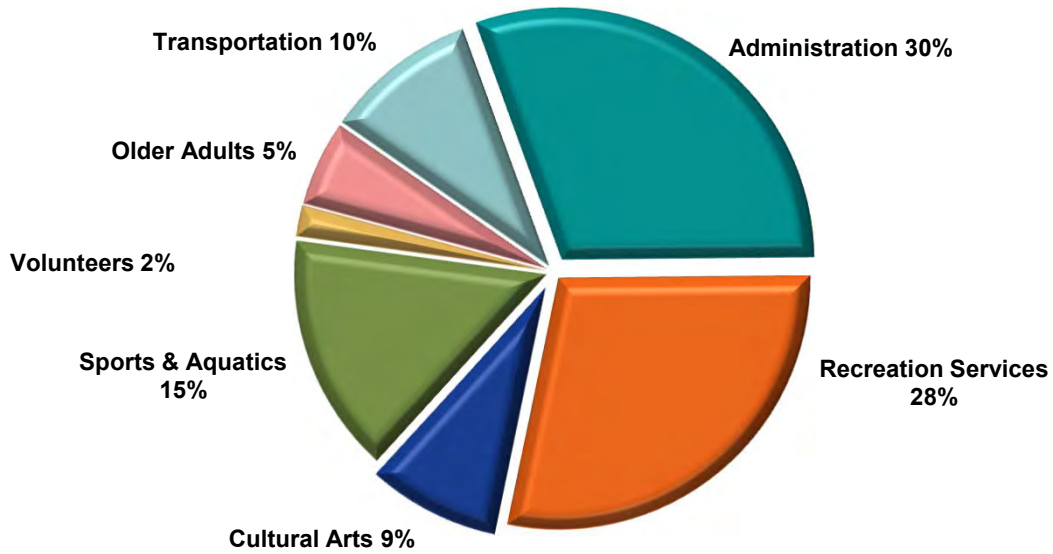
**Director of  
Parks and  
Recreation**



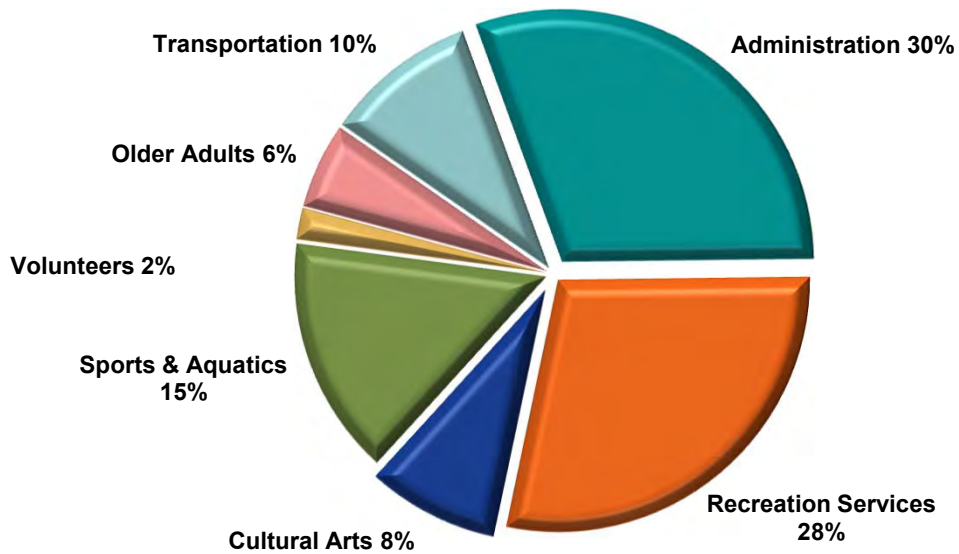
# Parks & Recreation Department

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**FY 2019  
Department Expenditure by Program**



**FY 2020  
Department Expenditure by Program**



# Parks & Recreation Department

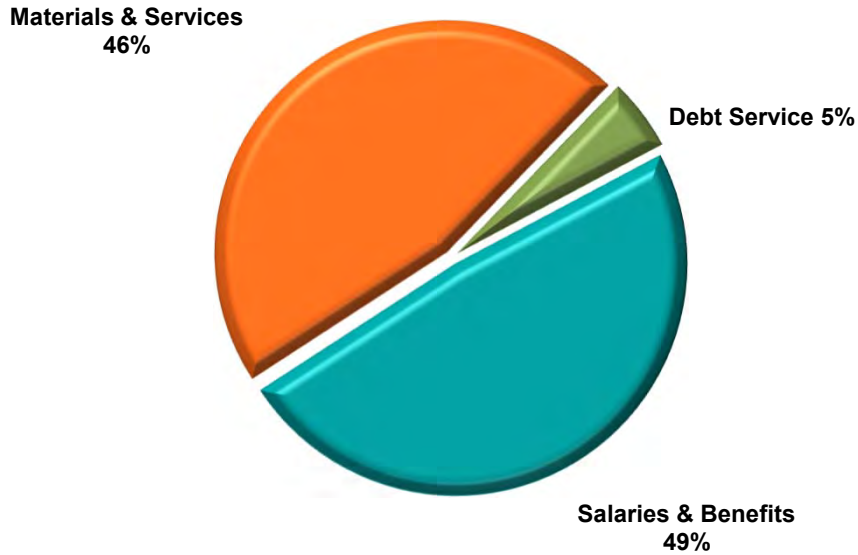


| <b>Program Expenditures</b> | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2018<br/>Estimate</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|-----------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Administration              | \$3,185,239               | \$3,024,853                | \$3,096,257                 | \$2,937,215                 | \$3,004,678                 |
| Recreation Services         | 2,411,638                 | 2,428,009                  | 2,239,955                   | 2,743,536                   | 2,818,702                   |
| Cultural Arts               | 938,163                   | 899,227                    | 816,319                     | 822,068                     | 839,596                     |
| Sports & Aquatics           | 1,504,121                 | 1,541,437                  | 1,592,334                   | 1,486,165                   | 1,515,444                   |
| Volunteers                  | 173,862                   | 156,338                    | 180,755                     | 194,797                     | 201,729                     |
| Older Adults                | 444,576                   | 451,651                    | 546,814                     | 530,244                     | 544,514                     |
| Transportation              | 900,573                   | 896,041                    | 920,849                     | 945,978                     | 969,988                     |
| <b>Total</b>                | <b>\$9,558,173</b>        | <b>\$9,397,556</b>         | <b>\$9,393,283</b>          | <b>\$9,660,003</b>          | <b>\$9,894,651</b>          |

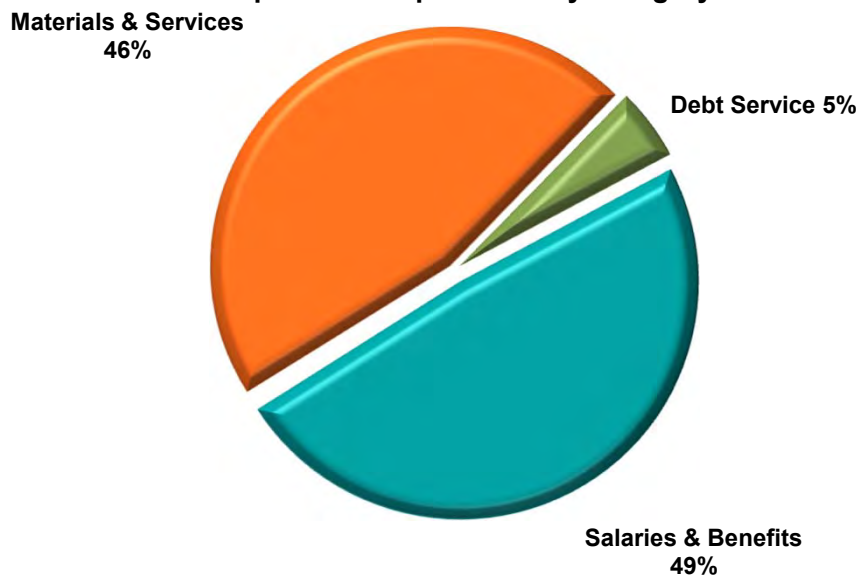
| <b>Program Revenues</b>    | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2018<br/>Estimate</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|----------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Recreation Services        | \$1,466,568               | \$1,396,135                | \$1,490,000                 | \$1,624,250                 | \$1,624,250                 |
| Cultural Arts              | 236,532                   | 315,000                    | 340,127                     | 298,000                     | 318,000                     |
| Sports & Aquatics          | 1,384,855                 | 1,394,000                  | 1,395,000                   | 1,434,300                   | 1,434,300                   |
| Older Adults               | 80,257                    | 75,000                     | 100,000                     | 100,000                     | 100,000                     |
| <b>Total</b>               | <b>\$3,168,212</b>        | <b>\$3,180,135</b>         | <b>\$3,325,127</b>          | <b>\$3,456,550</b>          | <b>\$3,476,550</b>          |
| <b>Full-Time Positions</b> | <b>25</b>                 | <b>25</b>                  | <b>25</b>                   | <b>25</b>                   | <b>25</b>                   |

# Parks & Recreation Department

FY 2019  
Department Expenditure by Category



FY 2020  
Department Expenditure by Category



| Category Expenditures | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|-----------------------|--------------------|--------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits   | \$4,268,655        | \$4,278,108        | \$4,316,928         | \$4,693,529         | \$4,831,320         |
| Materials & Services  | 4,372,496          | 4,611,724          | 4,568,804           | 4,481,999           | 4,577,856           |
| Capital Outlay        | 472,805            | 45,000             | 44,826              | -                   | -                   |
| Debt Service          | 444,216            | 462,725            | 462,725             | 484,475             | 485,475             |
| Interfund Transfers   | -                  | -                  | -                   | -                   | -                   |
| <b>Total</b>          | <b>\$9,558,173</b> | <b>\$9,397,556</b> | <b>\$9,393,283</b>  | <b>\$9,660,003</b>  | <b>\$9,894,651</b>  |



## Mission

*Parks and Recreation makes lives and communities better now and in the future by providing:*

- *Access to the serenity and inspiration of nature*
- *Facilities for self-directed and organized recreation*
- *Positive alternatives for youth which help lower crime and mischief*
- *Outdoor space to play and exercise*
- *Activities that facilitate special connections, human development, therapy and lifelong learning*
- *Human development*
- *The Arts*
- *Lifelong learning*



## Department Overview

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

The Parks and Recreation Department has a team of 25 full-time and over one hundred seasonal and part-time professional staff who provide innovative, collaborative, effective and efficient programs and services.

## Recent Accomplishment Highlights

### Administration

- Reorganized the administration, sports and aquatics, and recreation services program areas to provide greater efficiencies and service levels. The Department reorganization consists of three major program areas, including Recreation, Arts, and Older Adults. The reorganization provides an \$83,000 cost savings, less administration, better alignment of job responsibilities and dedicated staff to provide oversight to the Facility Operations and Youth and Teen Programs. The following positions will be reclassified: Recreation Services Manager to Senior Recreation Manager, two Recreation Supervisors to Senior Program Supervisors and Part -Time Senior Recreation Leader II to Full Time Recreation Coordinator providing oversight to the youth and teen programs.
- Assisted with the design and provided oversight to the construction of the Marine Avenue Skate Spot. In collaboration with local businesses and artists, successfully opened the Skate Spot.
- Collaborative Efforts with the following organizations enabled additional program offerings: Beach Cities Health District, Manhattan Beach Rotary Club, Grand View Elementary; AARP; Manhattan Beach Country Club; Manhattan Beach Downtown Business Professional Association (MBDBPA); Cal State University, Dominguez Hills bringing the Osher Lifelong Learning Institute (OLLI) to Manhattan Beach; Medicare Health Insurance Counseling and Advocacy Program, Alzheimer's Association, Los Angeles County Beaches & Harbor, Department of Mental Health, South Bay

# Parks and Recreation Department

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Family Health Care, Marriott Golf Club, American Association of Retired People (AARP), Arthritis Foundation, Beach Cities Health District, Braille Institute, Center for Health Care Rights and the Manhattan Beach Unified School District.

- Updated Mission Statement and Department Core Values.
- Introduced a rebrand to the Department by designing a Manhattan Beach Parks & Rec logo and style guide.
- Redesigned the Manhappenings brochure and received a California Parks and Recreation Society Award of Excellence for Marketing and Communication in the print category.
- Established Social Media presence as a reliable source for City news and recreation offerings, reaching 5300 followers on Facebook, 3500 on Instagram, and 750 Twitter followers and received the Award of Excellence for Marketing and Communication in the digital/social media category from the California Parks & Recreation Society.
- Updated Facility Reservation Policy.

## Sports & Aquatics

- Updated the Field Use & Allocation Policy and field fees.
- Collaborated with Los Angeles County Department of Beaches and Harbors, Association of Beach Volleyball Professionals, and Manhattan Beach Downtown Business and Professionals Association to expand the MBO beach volleyball tournament programming, including free sunrise yoga, community movie night and Pier Ceremony reception.
- Expanded sport programs and tournaments including youth lacrosse classes and camps, and adult volleyball classes and Charlie Saikley 6-Man Beach Volleyball Tournament.
- Secured \$700,000 in donations to re-turf Manhattan Village Field in exchange for dedicated use in collaboration with five resident youth sport organizations.
- Maintained 100% cost recovery services in Sports & Fitness and Aquatics.

## Recreation Services

- Increased participation at Summer REC Program, reaching maximum capacity on a weekly basis
- Enhanced the REC Afterschool program by partnering with local businesses and the library, and expanded the walking program.
- Reorganized the Division to provide greater efficiencies by shifting job responsibilities of the REC Afterschool program coordinator to provide oversight to the youth and teen programs.
- Enhanced teen programs and partnered with Growing Great to incorporate healthy eating and gardening into the programming.
- Collaborated with the MBUSD Choice project as part of the Teen Center Afterschool program / Pumpkin Race, allowing youth with special needs to work hands-on and learn work skills.
- Enhanced the MBO Tennis Tournament and increased participation.

## Cultural Arts

- Rebranded the *Creative Art Center* as the *Manhattan Beach Art Center* (MBAC) and created the MBAC brand that includes a newsletter with over 1,000 subscribers and a social media group, *Friends of the Art Center* that has 40 local members and 200 online followers. MBAC also published two books and five brochures highlighting the artists and their accomplishments.



- The Live Oak Park Ceramics studio was reorganized and updated to be much more user friendly and efficient. The participants in the program have gone from 80 to 200. Staff has also added many special workshops such as Raku, and a wildly popular biennial art sale for students and teachers. A proposed expansion plan is in the approved CIP for 2019.

### **Community Programs**

#### **Older Adult Program**

- Introduced new programming, including a Caregiver Support Group, nutrition programs with Beach Cities Health District, Powerful tools for Caregivers, Understanding and Responding to Dementia-Related Behaviors, Makmo with MB Library, an learning series called Living with Alzheimer's and Sharing Memories, technology skills classes, Zumba Gold, Tea and Tai Chi, Doc Talk, Senior Comedy Improv Show, karaoke.
- Won two awards for our Connected! Program, which connects older adults to the information age, primarily through intergenerational programs – the 2016 Helen Putnam Award from the League of California Cities and the 2018 Award of Excellence in Creating Community: Aging Well from the California Parks and Recreation Society.

#### **Transportation**

- 21% increase in ridership in Fiscal year 2016-17 and 34% increase over the past two years. Currently, there is an additional increase of 8% midyear in 2017-18.

#### **Volunteers**

- Mid-year of 2017-18, volunteers have donated 11,518 hours, resulting in a savings so far this year of \$269,752 for the City. The American Association of Retired Persons (AARP) has calculated that the current average value for volunteering in California is \$23.42 per hour.
- Worked collaboratively with the MBUSD to offer volunteer opportunities at the City for ten CHOICE (The Community, Healthy Living, Opportunity, Independence, Career, and Emotional Social Well-being) transition students. CHOICE is the MBUSD transition program for neurodiverse young adults .

# Parks and Recreation Department | Administration

## Program Overview

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



## Objectives FY 2019 & FY 2020

- Develop Department consistencies through design and marketing and update Department branding materials, including incorporating in Department mission statement, logo, and style guide.
- Collaborate with the City Clerk and City Attorney’s office to trademark logos and events.
- Promote recreational and social opportunities that serve the population ranging from infants to older adults.
- Provide excellent customer service for all registrations and reservations.
- Increase the number of online registrations for maximum staff efficiency and customer ease.
- Enhance and support all online reservations through the ActiveNet registration system.
- Publish four activity guides per year and continue to develop an interactive digital City-wide activities guide that includes hyperlinks, web-clips and interactive pictures.
- Continue to review and update department policies.

## Major Service Delivery Changes

The Parks and Recreation Department underwent a comprehensive internal assessment when there was a vacancy in one of the key Recreation Services Manager positions. The result of this effort was a reorganization of the department, providing greater efficiencies and improved service delivery. The new structure will provide better alignment of job responsibilities and less administration. Beginning in 2018/2019, Measure R funds will no longer be used to subsidize the Dial-a-Ride Program. This change will result in the usage of General Fund dollars to purchase additional restricted Prop A funds, which will eliminate the transportation program deficit. This change will allow the City to redirect Measure R funds back to streets repairs and capital improvements, as intended.

|                                       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b> |                    |                    |                     |                     |
| Director                              | 1                  | 1                  | 1                   | 1                   |
| Management Analyst                    | 1                  | 1                  | 1                   | 1                   |
| Graphic Artist                        | 1                  | 1                  | 1                   | 1                   |
| Secretary                             | 1                  | 1                  | 1                   | 1                   |
| <b>Total</b>                          | <b>4</b>           | <b>4</b>           | <b>4</b>            | <b>4</b>            |

## Parks and Recreation Department | Administration

| Administration  |                                     | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description  |                                     | Actual             | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | 368,207            | 354,127            | 392,731            | <b>382,008</b>     | 13.0%         | <b>391,200</b>     | 13.0%         |
| 4103  | Part-time Salaries                  | 187                | 144                | 144                | <b>378</b>         | 0.0%          | <b>378</b>         | 0.0%          |
| 4111  | Overtime Regular Employees          | 1,649              | 2,185              | 1,000              | <b>2,185</b>       | 0.1%          | <b>2,185</b>       | 0.1%          |
| 4201  | Group Medical Insurance             | 63,095             | 66,504             | 66,468             | <b>67,942</b>      | 2.3%          | <b>70,434</b>      | 2.3%          |
| 4202  | Medicare Contributions              | 5,154              | 13,655             | 5,594              | <b>5,541</b>       | 0.2%          | <b>5,673</b>       | 0.2%          |
| 4203  | Unemployment                        | 11,280             | 11,280             | 11,280             | <b>8,100</b>       | 0.3%          | <b>8,100</b>       | 0.3%          |
| 4204  | 401A Plan City Contributions        | 8,999              | 9,390              | 9,776              | <b>9,635</b>       | 0.3%          | <b>9,828</b>       | 0.3%          |
| 4205  | Worker's Compensation               | 1,320              | 1,320              | 1,320              | <b>102,960</b>     | 3.5%          | <b>102,960</b>     | 3.4%          |
| 4211  | PERS Regular Contribution           | 48,992             | 51,443             | 47,605             | <b>31,453</b>      | 1.1%          | <b>32,235</b>      | 1.1%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | <b>29,805</b>      | 1.0%          | <b>37,073</b>      | 1.2%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$508,884</b>   | <b>\$510,047</b>   | <b>\$535,918</b>   | <b>\$640,007</b>   | <b>21.8%</b>  | <b>\$660,066</b>   | <b>22.0%</b>  |
| 5101  | Contract Services                   | 610,834            | 834,035            | 834,035            | <b>828,493</b>     | 28.2%         | <b>855,310</b>     | 28.5%         |
| 5104  | Computer Contract Services          | 423                | -                  | -                  | -                  | -             | -                  | -             |
| 5201  | Office Supplies                     | 44,250             | 37,500             | 37,500             | <b>37,500</b>      | 1.3%          | <b>37,500</b>      | 1.2%          |
| 5202  | Membership & Dues                   | 2,653              | 2,903              | 3,245              | <b>4,223</b>       | 0.1%          | <b>4,223</b>       | 0.1%          |
| 5203  | Reference Materials                 | 365                | 300                | 700                | <b>500</b>         | 0.0%          | <b>500</b>         | 0.0%          |
| 5205  | Training, Conferences & Meetings    | 7,148              | 12,885             | 12,885             | <b>14,750</b>      | 0.5%          | <b>14,750</b>      | 0.5%          |
| 5207  | Advertising                         | 19,148             | 19,050             | 19,050             | <b>16,810</b>      | 0.6%          | <b>16,810</b>      | 0.6%          |
| 5208  | Postage                             | 33,214             | 32,000             | 32,296             | <b>30,639</b>      | 1.0%          | <b>30,639</b>      | 1.0%          |
| 5210  | Computer Supplies & Software        | 3,362              | 420                | 420                | <b>5,316</b>       | 0.2%          | <b>5,316</b>       | 0.2%          |
| 5217  | Departmental Supplies               | 12,498             | 11,280             | 11,280             | <b>11,580</b>      | 0.4%          | <b>11,580</b>      | 0.4%          |
| 5218  | Recruitment Costs                   | 4,707              | 4,520              | 4,520              | <b>4,520</b>       | 0.2%          | <b>4,520</b>       | 0.2%          |
| 5225  | Printing                            | 74,072             | 90,830             | 90,830             | <b>90,580</b>      | 3.1%          | <b>93,664</b>      | 3.1%          |
| 5264  | City Funds Exchange                 | -                  | -                  | -                  | <b>161,000</b>     | 5.5%          | <b>161,000</b>     | 5.4%          |
| 5501  | Telephone                           | 10,469             | 8,744              | 9,209              | <b>3,498</b>       | 0.1%          | <b>3,603</b>       | 0.1%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$823,144</b>   | <b>\$1,054,467</b> | <b>\$1,055,970</b> | <b>\$1,209,409</b> | <b>41.2%</b>  | <b>\$1,239,415</b> | <b>41.2%</b>  |
| 5611  | Warehouse Services                  | 921                | 1,000              | 1,000              | <b>1,000</b>       | 0.0%          | <b>1,000</b>       | 0.0%          |
| 5621  | Information Technology Allocation   | 107,340            | 106,835            | 106,835            | <b>95,867</b>      | 3.3%          | <b>101,590</b>     | 3.4%          |
| 5631  | Insurance Allocation                | 650,040            | 674,760            | 674,760            | <b>279,360</b>     | 9.5%          | <b>279,360</b>     | 9.3%          |
| 5641  | Fleet Rental Allocation             | 41,520             | 41,520             | 41,520             | <b>35,570</b>      | 1.2%          | <b>37,770</b>      | 1.3%          |
| 5642  | Fleet Maintenance Allocation        | 18,501             | 21,780             | 18,670             | <b>24,247</b>      | 0.8%          | <b>30,022</b>      | 1.0%          |
| 5651  | Building & Operations Allocation    | 133,249            | 151,719            | 154,033            | <b>167,280</b>     | 5.7%          | <b>169,980</b>     | 5.7%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$951,572</b>   | <b>\$997,614</b>   | <b>\$996,818</b>   | <b>\$603,324</b>   | <b>20.5%</b>  | <b>\$619,722</b>   | <b>20.6%</b>  |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$2,283,600</b> | <b>\$2,562,128</b> | <b>\$2,588,706</b> | <b>\$2,452,740</b> | <b>83.5%</b>  | <b>\$2,519,203</b> | <b>83.8%</b>  |
| 6212  | CIP Bldg & Facilities - CYr         | -                  | -                  | 44,826             | -                  | -             | -                  | -             |
| 6252  | CIP Landscape & Site - CYr          | 457,423            | -                  | -                  | -                  | -             | -                  | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 |                                     | <b>\$457,423</b>   | <b>-</b>           | <b>\$44,826</b>    | <b>-</b>           | <b>-</b>      | <b>-</b>           | <b>-</b>      |
| 7101  | Bond Principal                      | 280,000            | 265,000            | 265,000            | <b>295,000</b>     | 10.0%         | <b>305,000</b>     | 10.2%         |
| 7102  | Bond Interest                       | 135,002            | 194,375            | 194,375            | <b>185,975</b>     | 6.3%          | <b>176,975</b>     | 5.9%          |
| 7103  | Bond Administration Fee             | 29,214             | 3,350              | 3,350              | <b>3,500</b>       | 0.1%          | <b>3,500</b>       | 0.1%          |
| <b>Total Debt Service</b>                                     |                                     | <b>\$444,216</b>   | <b>\$462,725</b>   | <b>\$462,725</b>   | <b>\$484,475</b>   | <b>16.5%</b>  | <b>\$485,475</b>   | <b>16.2%</b>  |
| <b>Total Expenditures</b>                                     |                                     | <b>\$3,185,239</b> | <b>\$3,024,853</b> | <b>\$3,096,257</b> | <b>\$2,937,215</b> | <b>100.0%</b> | <b>\$3,004,678</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                    |                    |                    | <b>-4.3%</b>       |               | <b>2.7%</b>        |               |
| <b>Source of Funds</b>  |                                     |                    |                    |                    |                    |               |                    |               |
| General Fund  |                                     | \$2,727,816        | \$3,024,853        | \$3,051,431        | <b>\$2,937,215</b> | 100.0%        | <b>\$3,004,678</b> | 100.0%        |
| Capital Improvement Fund                                      |                                     | 457,423            | -                  | 44,826             | -                  | -             | -                  | -             |
| <b>Total Sources</b>  |                                     | <b>\$3,185,239</b> | <b>\$3,024,853</b> | <b>\$3,096,257</b> | <b>\$2,937,215</b> | <b>100.0%</b> | <b>\$3,004,678</b> | <b>100.0%</b> |

# Parks and Recreation Department | Recreation Services

## Program Overview

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



## Objectives FY 2019 & FY 2020

- Expand REC Summer Camps to two facilities to better serve the Community.
- Enhance facility reservation program.
- Maintain a high customer satisfaction rating for specialty classes, facility reservations, Afterschool REC and Teen Center programs.
- Enhance the REC Afterschool program by partnering with local businesses and the library.

## Major Service Delivery Changes

The Parks and Recreation Department underwent a comprehensive internal assessment when there was a vacancy for the Recreation Services Division Manager position. The result of this effort was a reorganization of the department, providing greater efficiencies and improved service delivery. As part of the re-organization, the Senior Recreation Manager will provide oversight to the Recreation Division, Sports & Aquatics, and Marketing & Registration. Sports & Facilities will be under the general supervision of a Senior Program Supervisor; Youth, Teen, and Aquatics will be under the general supervision of a Senior Program Supervisor; and a Full-time Recreation Coordinator will coordinate all youth and teen programs. The new structure will provide better alignment of job responsibilities in facilities and sports operations and management, as well as youth and teen programming.

|                                       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b> |                    |                    |                     |                     |
| Senior Recreation Services Manager*   | -                  | -                  | 0.5                 | 0.5                 |
| Recreation Services Manager           | 1                  | 1                  | -                   | -                   |
| Senior Recreation Supervisor*         | -                  | -                  | 1.17                | 1.17                |
| Recreation Supervisor*                | 2.75               | 2.75               | 2.12                | 2.12                |
| Recreation Coordinator*               | 0.35               | 0.35               | 1.37                | 1.37                |
| Facilities Reservations Clerk         | 1                  | 1                  | 1                   | 1                   |
| <b>Total</b>                          | <b>5.10</b>        | <b>5.10</b>        | <b>6.16</b>         | <b>6.16</b>         |

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

Part-time hours totaling 60,895 are proposed in FY 2019 and 2020.

## Parks and Recreation Department | Recreation Services

| Recreation Services                                    |                                     | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|--|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description                                     |                                     | Actual             | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4101   | Salaries & Allowances               | \$339,291          | \$386,979          | \$303,036          | <b>\$487,407</b>   | 17.8%         | <b>\$496,789</b>   | 17.6%         |
| 4103   | Part-time Salaries                  | 943,132            | 876,866            | 880,000            | <b>875,134</b>     | 31.9%         | <b>875,134</b>     | 31.0%         |
| 4111   | Overtime Regular Employees          | 17,723             | 10,303             | 10,000             | <b>11,601</b>      | 0.4%          | <b>11,601</b>      | 0.4%          |
| 4201   | Group Medical Insurance             | 50,951             | 70,548             | 43,606             | <b>90,840</b>      | 3.3%          | <b>94,222</b>      | 3.3%          |
| 4202   | Medicare Contributions              | 18,572             | 13,358             | 18,474             | <b>18,108</b>      | 0.7%          | <b>18,390</b>      | 0.7%          |
| 4204   | 401A Plan City Contributions        | 1,672              | 2,694              | -                  | <b>7,141</b>       | 0.3%          | <b>7,283</b>       | 0.3%          |
| 4211   | PERS Regular Contribution           | 98,770             | 98,561             | 95,699             | <b>99,464</b>      | 3.6%          | <b>134,964</b>     | 4.8%          |
| 4218   | PERS Regular Liability Contribution | -                  | -                  | -                  | <b>37,539</b>      | 1.4%          | <b>46,694</b>      | 1.7%          |
| <b>Total Salaries &amp; Benefits</b>                   |                                     | <b>\$1,470,112</b> | <b>\$1,459,308</b> | <b>\$1,350,815</b> | <b>\$1,627,234</b> | <b>59.3%</b>  | <b>\$1,685,077</b> | <b>59.8%</b>  |
| 5101   | Contract Services                   | \$426,706          | \$447,334          | \$408,000          | <b>\$582,970</b>   | 21.2%         | <b>\$585,529</b>   | 20.8%         |
| 5104   | Computer Contract Services          | 480                | -                  | -                  | -                  | -             | -                  | -             |
| 5202   | Membership & Dues                   | 870                | 1,600              | 1,500              | <b>1,600</b>       | 0.1%          | <b>1,600</b>       | 0.1%          |
| 5203   | Reference Materials                 | 109                | -                  | -                  | -                  | -             | -                  | -             |
| 5204   | Conferences & Meetings              | 217                | -                  | -                  | -                  | -             | -                  | -             |
| 5205   | Training, Conferences & Meetings    | 14,868             | 15,517             | 12,000             | <b>15,350</b>      | 0.6%          | <b>15,350</b>      | 0.5%          |
| 5206   | Uniforms/Safety Equip               | 7,524              | 8,500              | 8,000              | <b>8,500</b>       | 0.3%          | <b>8,500</b>       | 0.3%          |
| 5207   | Advertising                         | 21,767             | 28,960             | 14,500             | <b>19,540</b>      | 0.7%          | <b>19,540</b>      | 0.7%          |
| 5210   | Computer Supplies & Software        | (2,393)            | -                  | 2,400              | -                  | -             | -                  | -             |
| 5217   | Departmental Supplies               | 157,510            | 111,600            | 123,000            | <b>110,600</b>     | 4.0%          | <b>110,600</b>     | 3.9%          |
| 5218   | Recruitment Costs                   | 49                 | 1,024              | 300                | <b>1,024</b>       | 0.0%          | <b>1,024</b>       | 0.0%          |
| 5225   | Printing                            | 3,260              | 8,000              | 5,450              | <b>6,000</b>       | 0.2%          | <b>6,000</b>       | 0.2%          |
| 5501   | Telephone                           | 8,358              | 4,975              | 4,573              | <b>12,715</b>      | 0.5%          | <b>13,096</b>      | 0.5%          |
| 5502   | Electricity                         | 205,530            | 243,404            | 214,432            | <b>219,224</b>     | 8.0%          | <b>225,801</b>     | 8.0%          |
| 5503   | Natural Gas                         | 7,345              | 8,069              | 6,266              | <b>6,147</b>       | 0.2%          | <b>6,331</b>       | 0.2%          |
| <b>Total Materials &amp; Services</b>                  |                                     | <b>\$852,200</b>   | <b>\$878,983</b>   | <b>\$800,421</b>   | <b>\$983,670</b>   | <b>35.9%</b>  | <b>\$993,371</b>   | <b>35.2%</b>  |
| 5611   | Warehouse Services                  | \$11,267           | \$12,000           | \$11,000           | <b>\$12,000</b>    | 0.4%          | <b>\$12,420</b>    | 0.4%          |
| 5621   | Information Technology Allocation   | 78,060             | 77,719             | 77,719             | <b>120,632</b>     | 4.4%          | <b>127,834</b>     | 4.5%          |
| <b>Total Internal Services</b>                         |                                     | <b>\$89,327</b>    | <b>\$89,719</b>    | <b>\$88,719</b>    | <b>\$132,632</b>   | <b>4.8%</b>   | <b>\$140,254</b>   | <b>5.0%</b>   |
| <b>Total Operating Expenditures</b>                    |                                     | <b>\$2,411,638</b> | <b>\$2,428,009</b> | <b>\$2,239,955</b> | <b>\$2,743,536</b> | <b>100.0%</b> | <b>\$2,818,702</b> | <b>100.0%</b> |
| Operating Expenditures % Change from Prior Year Budget |                                     |                    |                    |                    | 13.0%              |               | 2.7%               |               |
| <b>Source of Funds</b>                                 |                                     |                    |                    |                    |                    |               |                    |               |
| General Fund   |                                     | \$2,411,638        | \$2,428,009        | \$2,239,955        | <b>\$2,743,536</b> | 100.0%        | <b>\$2,818,702</b> | 100.0%        |
| Capital Improvement Fund                               |                                     | -                  | -                  | -                  | -                  | -             | -                  | -             |
| <b>Total Sources</b>                                   |                                     | <b>\$2,411,638</b> | <b>\$2,428,009</b> | <b>\$2,239,955</b> | <b>\$2,743,536</b> | <b>100.0%</b> | <b>\$2,818,702</b> | <b>100.0%</b> |



## Program Overview

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



## Objectives FY 2019 & FY 2020

- Implement the updated field fees and field allocation and use policy.
- Maintain a highly favorable rating on swim programs, fitness classes and sport leagues.
- Expand aquatics programming at Mira Costa High School to meet the needs of the Manhattan Beach community.
- Maintain division revenues at a minimum of 100% of operating expenditures.
- Provide special events and tournaments, including Kids Extreme Mud Run, Southern California Municipal Athletic Federation swim meet, Father’s Day Volleyball Tournament, Manhattan Beach Open Volleyball Tournament, International Surf Festival Youth Six-Kid Volleyball Tournament, Charlie Saikley Six-Person Volleyball Tournament.
- Expand adult sport leagues.
- Manage the City adult and youth sports leagues and the sports field allocation program in collaboration with youth sport organizations.
- Participate in and support efforts for re-turfing the Manhattan Village Field.

|                                       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b> |                    |                    |                     |                     |
| Senior Recreation Services Manager    | -                  | -                  | 0.5                 | 0.5                 |
| Recreation Services Manager           | 1                  | 1                  | -                   | -                   |
| Senior Recreation Supervisor*         | -                  | -                  | 0.83                | 0.83                |
| Recreation Supervisor*                | 2.07               | 2.07               | 0.76                | 0.76                |
| Recreation Coordinator*               | 2                  | 2                  | 2.51                | 2.51                |
| <b>Total</b>                          | <b>5.54</b>        | <b>5.54</b>        | <b>4.60</b>         | <b>4.60</b>         |

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

Part-time hours totaling 20,566 are proposed in FY 2019 and FY 2020.

## Parks and Recreation Department | Sports & Aquatics

| <b>Sports &amp; Aquatics</b>                                  |                                     | <b>FY 2017</b>     | <b>FY 2018</b>     | <b>FY 2018</b>     | <b>FY 2019</b>     | <b>% of</b>   | <b>FY 2020</b>     | <b>% of</b>   |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| <b>Object Description</b>                                     |                                     | <b>Actual</b>      | <b>Adopted</b>     | <b>Y/E Est</b>     | <b>Proposed</b>    | <b>Total</b>  | <b>Proposed</b>    | <b>Total</b>  |
| 4101  | Salaries & Allowances               | \$331,651          | \$356,657          | \$387,413          | <b>\$275,770</b>   | 18.6%         | <b>\$287,269</b>   | 19.0%         |
| 4103  | Part-time Salaries                  | 264,908            | 279,318            | 308,405            | <b>349,007</b>     | 23.5%         | <b>349,008</b>     | 23.0%         |
| 4111  | Overtime Regular Employees          | 5,690              | 4,756              | 4,200              | <b>6,072</b>       | 0.4%          | <b>6,074</b>       | 0.4%          |
| 4201  | Group Medical Insurance             | 54,155             | 69,438             | 62,489             | <b>41,096</b>      | 2.8%          | <b>42,610</b>      | 2.8%          |
| 4202  | Medicare Contributions              | 8,542              | 10,932             | 10,862             | <b>8,963</b>       | 0.6%          | <b>9,131</b>       | 0.6%          |
| 4204  | 401A Plan City Contributions        | 2,642              | 2,565              | 2,713              | <b>10,026</b>      | 0.7%          | <b>5,942</b>       | 0.4%          |
| 4211  | PERS Regular Contribution           | 51,340             | 58,847             | 53,468             | <b>26,225</b>      | 1.8%          | <b>24,788</b>      | 1.6%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | <b>30,657</b>      | 2.1%          | <b>38,132</b>      | 2.5%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$718,928</b>   | <b>\$782,512</b>   | <b>\$829,550</b>   | <b>\$747,816</b>   | <b>50.3%</b>  | <b>\$762,954</b>   | <b>50.3%</b>  |
| 5101  | Contract Services                   | \$601,077          | \$565,100          | \$590,000          | <b>\$483,100</b>   | 32.5%         | <b>\$488,507</b>   | 32.2%         |
| 5202  | Membership & Dues                   | 2,383              | 4,075              | 3,545              | <b>6,075</b>       | 0.4%          | <b>6,075</b>       | 0.4%          |
| 5203  | Reference Materials                 | -                  | -                  | 38                 | -                  | -             | -                  | -             |
| 5205  | Training, Conferences & Meetings    | 6,429              | 13,000             | 12,000             | <b>13,000</b>      | 0.9%          | <b>13,000</b>      | 0.9%          |
| 5206  | Uniforms/Safety Equip               | 1,307              | 2,000              | 1,000              | <b>2,000</b>       | 0.1%          | <b>2,070</b>       | 0.1%          |
| 5207  | Advertising                         | 2,284              | 7,500              | 2,500              | <b>4,500</b>       | 0.3%          | <b>4,500</b>       | 0.3%          |
| 5217  | Departmental Supplies               | 109,794            | 111,000            | 98,000             | <b>112,000</b>     | 7.5%          | <b>114,275</b>     | 7.5%          |
| 5225  | Printing                            | -                  | 200                | 1,125              | <b>200</b>         | 0.0%          | <b>200</b>         | 0.0%          |
| 5501  | Telephone                           | 6,415              | 5,830              | 5,214              | <b>2,365</b>       | 0.2%          | <b>2,436</b>       | 0.2%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$729,689</b>   | <b>\$708,705</b>   | <b>\$713,422</b>   | <b>\$623,240</b>   | <b>41.9%</b>  | <b>\$631,063</b>   | <b>41.6%</b>  |
| 5611  | Warehouse Services                  | \$1,450            | \$2,000            | \$1,750            | <b>\$2,250</b>     | 0.2%          | <b>\$2,250</b>     | 0.1%          |
| 5621  | Information Technology Allocation   | 39,060             | 38,860             | 38,860             | <b>103,057</b>     | 6.9%          | <b>109,210</b>     | 7.2%          |
| 5641  | Fleet Rental Allocation             | 5,100              | 5,100              | 5,100              | <b>5,030</b>       | 0.3%          | <b>5,030</b>       | 0.3%          |
| 5642  | Fleet Maintenance Allocation        | 3,619              | 4,260              | 3,652              | <b>4,772</b>       | 0.3%          | <b>4,937</b>       | 0.3%          |
| 6121  | Machinery & Equipment               | 6,275              | -                  | -                  | -                  | -             | -                  | -             |
| <b>Total Internal Services</b>                                |                                     | <b>\$55,504</b>    | <b>\$50,220</b>    | <b>\$49,362</b>    | <b>\$115,109</b>   | <b>7.7%</b>   | <b>\$121,427</b>   | <b>8.0%</b>   |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$1,504,121</b> | <b>\$1,541,437</b> | <b>\$1,592,334</b> | <b>\$1,486,165</b> | <b>100.0%</b> | <b>\$1,515,444</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                    |                    |                    | <b>-3.6%</b>       |               | <b>2.0%</b>        |               |
| <b>Source of Funds</b>  |                                     |                    |                    |                    |                    |               |                    |               |
| General Fund  |                                     | \$1,504,121        | \$1,541,437        | \$1,592,334        | <b>\$1,486,165</b> | 100.0%        | <b>\$1,515,444</b> | 100.0%        |
| <b>Total Sources</b>  |                                     | <b>\$1,504,121</b> | <b>\$1,541,437</b> | <b>\$1,592,334</b> | <b>\$1,486,165</b> | <b>100.0%</b> | <b>\$1,515,444</b> | <b>100.0%</b> |



## Program Overview

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

The Cultural Arts Division develops and presents artistic and educational programs and exhibitions that directly relate to the contemporary urban life of its constituents, while maintaining the highest standards of professional, intellectual, and ethical responsibility. It

seeks to create connections among artists, cultural organizations, community groups, businesses, visitors and residents that sustain and promote a thriving, diverse, creative city. This mission is grounded in a belief that learning about the arts is integral to human development and continual personal growth.



## Objectives FY 2019 & FY 2020

- Develop a comprehensive Arts Education program for the Manhattan Beach Art Center and Parks and Recreation Programming.
- Continue to develop programs and projects on the Arts Commission work plan.
- Continue partnership with the Manhattan Beach Public library to present visual and performing arts programming.
- Expand Ceramics program.
- Continue collaboration with MBUSD for StArt Project, advanced arts education initiative for Mira Costa High School students.
- Research and provide recommendations for the use of Public Art Trust Funding options for City Council consideration.

## Major Service Delivery Changes

In fiscal year 18/19, the Manhattan Beach Art Center will fully realize its arts education program. Building on last year's success in developing a critically acclaimed exhibition program, the Manhattan Beach Art Center will focus its efforts on building an education and outreach program in the areas of visual and performing arts education, special cultural events, and special cultural workshops.

FY 18/19 will also see the increased level of service in the Live Oak Ceramics Studio with the addition of a Ceramics Recreation Coordinator and a further integration of ceramics into the overall cultural arts program. Service levels in the areas of jewelry and small metals should also increase.

## Parks and Recreation Department | Cultural Arts

| Authorized Full-Time Positions | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|--------------------------------|--------------------|--------------------|---------------------|---------------------|
| Cultural Arts Manager          | 1                  | 1                  | 1                   | 1                   |
| Recreation Supervisor*         | 2.13               | 2.13               | 1.06                | 1.06                |
| Recreation Coordinator*        | 0.13               | 0.13               | 1.06                | 1.06                |
| <b>Total</b>                   | <b>3.26</b>        | <b>3.26</b>        | <b>3.12</b>         | <b>3.12</b>         |

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

Part-time hours totaling 12,210 are proposed in FY 2019 and FY 2020.

| Cultural Arts<br>Object Description                           | FY 2017<br>Actual | FY 2018<br>Adopted | FY 2018<br>Y/E Est | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|---|-------------------|--------------------|--------------------|---------------------|---------------|---------------------|---------------|
| 4101 Salaries & Allowances                                    | \$283,825         | \$273,290          | \$228,024          | \$255,812           | 31.1%         | \$262,519           | 31.3%         |
| 4103 Part-time Salaries                                       | 142,931           | 133,024            | 143,963            | 162,932             | 19.8%         | 162,933             | 19.4%         |
| 4111 Overtime Regular Employees                               | 1,462             | 1,340              | 1,386              | 1,641               | 0.2%          | 1,641               | 0.2%          |
| 4201 Group Medical Insurance                                  | 43,631            | 48,049             | 40,290             | 53,560              | 6.5%          | 55,608              | 6.6%          |
| 4202 Medicare Contributions                                   | 6,100             | 4,653              | 5,873              | 5,475               | 0.7%          | 5,571               | 0.7%          |
| 4204 401A Plan City Contributions                             | 5,048             | 5,079              | 5,154              | 5,079               | 0.6%          | 5,181               | 0.6%          |
| 4211 PERS Regular Contribution                                | 37,846            | 45,996             | 41,566             | 23,899              | 2.9%          | 24,470              | 2.9%          |
| 4218 PERS Regular Liability Contribution                      | -                 | -                  | -                  | 15,917              | 1.9%          | 19,798              | 2.4%          |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$520,843</b>  | <b>\$511,431</b>   | <b>\$466,256</b>   | <b>\$524,315</b>    | <b>63.8%</b>  | <b>\$537,721</b>    | <b>64.0%</b>  |
| 5101 Contract Services  | \$277,833         | \$206,003          | \$213,788          | \$168,915           | 20.5%         | \$170,250           | 20.3%         |
| 5202 Membership & Dues  | 670               | 655                | 600                | 795                 | 0.1%          | 795                 | 0.1%          |
| 5203 Reference Materials                                      | 245               | 200                | 200                | 200                 | 0.0%          | 200                 | 0.0%          |
| 5205 Training, Conferences & Meetings                         | 871               | 7,820              | 5,500              | 7,820               | 1.0%          | 7,820               | 0.9%          |
| 5207 Advertising  | 15,667            | 12,684             | 12,684             | 12,684              | 1.5%          | 12,684              | 1.5%          |
| 5217 Departmental Supplies                                    | 68,649            | 59,060             | 62,067             | 53,500              | 6.5%          | 53,500              | 6.4%          |
| 5225 Printing   | 3,063             | 5,750              | 5,000              | 5,750               | 0.7%          | 5,750               | 0.7%          |
| <b>Total Materials &amp; Services</b>                         | <b>\$366,998</b>  | <b>\$292,172</b>   | <b>\$299,839</b>   | <b>\$249,664</b>    | <b>30.4%</b>  | <b>\$250,999</b>    | <b>29.9%</b>  |
| 5611 Warehouse Services                                       | \$1,542           | \$2,020            | \$1,620            | \$2,020             | 0.2%          | \$2,056             | 0.2%          |
| 5621 Information Technology Allocation                        | 48,780            | 48,604             | 48,604             | 46,069              | 5.6%          | 48,820              | 5.8%          |
| <b>Total Internal Services</b>                                | <b>\$50,322</b>   | <b>\$50,624</b>    | <b>\$50,224</b>    | <b>\$48,089</b>     | <b>5.8%</b>   | <b>\$50,876</b>     | <b>6.1%</b>   |
| <b>Total Operating Expenditures</b>                           | <b>\$938,163</b>  | <b>\$854,227</b>   | <b>\$816,319</b>   | <b>\$822,068</b>    | <b>100.0%</b> | <b>\$839,596</b>    | <b>100.0%</b> |
| 6121 Machinery & Equipment                                    | -                 | 45,000             | -                  | -                   | -             | -                   | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 | <b>-</b>          | <b>\$45,000</b>    | <b>-</b>           | <b>-</b>            | <b>-</b>      | <b>-</b>            | <b>-</b>      |
| <b>Total Expenditures</b>                                     | <b>\$938,163</b>  | <b>\$899,227</b>   | <b>\$816,319</b>   | <b>\$822,068</b>    | <b>100.0%</b> | <b>\$839,596</b>    | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                   |                    |                    | <b>-3.8%</b>        |               | <b>2.1%</b>         |               |
| <b>Source of Funds</b>  |                   |                    |                    |                     |               |                     |               |
| General Fund  | \$938,163         | \$899,227          | \$816,319          | \$822,068           | 100.0%        | \$839,596           | 100.0%        |
| <b>Total Sources</b>  | <b>\$938,163</b>  | <b>\$899,227</b>   | <b>\$816,319</b>   | <b>\$822,068</b>    | <b>100.0%</b> | <b>\$839,596</b>    | <b>100.0%</b> |

## Program Overview

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



## Objectives FY 2019 & FY 2020

- Continue to create programs to meet the needs of the older adult population
- Continue to establish relationships and build a network of service providers to address the needs of older adult residents of Manhattan Beach
- Continue to maintain a robust volunteer program at Joslyn Center
- Manage a high level of programs and customer satisfaction, working within City budget guidelines

## Major Service Delivery Changes

Over the last few years, the scope of the Older Adults Program has grown and evolved in order to continue representing Manhattan Beach’s vibrant Older Adults community. Because of this, additional programs have been added and participation has increased. The Older Adults Program works with a dedicated group of full-time and part-time staff, volunteers and community groups to support this expansion to the best of its ability. In order to continue providing high-quality programming at little to low cost to participants in the coming years, the Older Adults Program will explore ways to streamline its services by prioritizing programs. The addition of two new iPads will increase the efficiency of evaluating and tracking program attendance, as well as RSVP’s.

|                                       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b> |                    |                    |                     |                     |
| Older Adults Programs Supervisor      | 1                  | 1                  | 1                   | 1                   |
| Recreation Supervisor*                | 0.05               | 0.05               | 0.06                | 0.06                |
| Recreation Coordinator*               | 1.05               | 1.05               | 1.06                | 1.06                |
| <b>Total</b>                          | <b>2.10</b>        | <b>2.10</b>        | <b>2.12</b>         | <b>2.12</b>         |

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

Part-time hours totaling 4,755 are proposed in FY 2019 and FY 2020.

## Parks and Recreation Department | Older Adults

| <b>Older Adults</b>                                    |                                     | <b>FY 2017</b>   | <b>FY 2018</b>   | <b>FY 2018</b>   | <b>FY 2019</b>   | <b>% of</b>   | <b>FY 2020</b>   | <b>% of</b>   |
|--|-------------------------------------|------------------|------------------|------------------|------------------|---------------|------------------|---------------|
| <b>Object Description</b>                              |                                     | <b>Actual</b>    | <b>Adopted</b>   | <b>Y/E Est</b>   | <b>Proposed</b>  | <b>Total</b>  | <b>Proposed</b>  | <b>Total</b>  |
| 4101   | Salaries & Allowances               | \$112,560        | \$139,927        | \$146,586        | <b>\$149,101</b> | 28.1%         | <b>\$154,591</b> | 28.4%         |
| 4103   | Part-time Salaries                  | 115,165          | 89,873           | 134,789          | <b>91,865</b>    | 17.3%         | <b>91,866</b>    | 16.9%         |
| 4111   | Overtime Regular Employees          | 21               | -                | 435              | <b>966</b>       | 0.2%          | <b>967</b>       | 0.2%          |
| 4201   | Group Medical Insurance             | 16,039           | 16,810           | 25,181           | <b>24,923</b>    | 4.7%          | <b>25,855</b>    | 4.7%          |
| 4202   | Medicare Contributions              | 3,285            | 2,770            | 4,021            | <b>3,483</b>     | 0.7%          | <b>3,562</b>     | 0.7%          |
| 4204   | 401A Plan City Contributions        | 3,614            | 3,636            | 3,690            | <b>3,708</b>     | 0.7%          | <b>3,781</b>     | 0.7%          |
| 4211   | PERS Regular Contribution           | 21,380           | 22,625           | 23,872           | <b>18,167</b>    | 3.4%          | <b>18,632</b>    | 3.4%          |
| 4218   | PERS Regular Liability Contribution | -                | -                | -                | <b>11,518</b>    | 2.2%          | <b>14,326</b>    | 2.6%          |
| <b>Total Salaries &amp; Benefits</b>                   |                                     | <b>\$272,064</b> | <b>\$275,642</b> | <b>\$338,574</b> | <b>\$303,731</b> | <b>57.3%</b>  | <b>\$313,580</b> | <b>57.6%</b>  |
| 5101   | Contract Services                   | \$83,352         | \$66,014         | \$93,402         | <b>\$83,031</b>  | 15.7%         | <b>\$85,050</b>  | 15.6%         |
| 5202   | Membership & Dues                   | 1,335            | 1,320            | 1,435            | <b>1,440</b>     | 0.3%          | <b>1,440</b>     | 0.3%          |
| 5203   | Reference Materials                 | 773              | 893              | 1,068            | <b>1,038</b>     | 0.2%          | <b>1,074</b>     | 0.2%          |
| 5205   | Training, Conferences & Meetings    | 619              | 1,275            | 1,275            | <b>1,275</b>     | 0.2%          | <b>1,275</b>     | 0.2%          |
| 5207   | Advertising                         | 5,493            | 4,832            | 4,832            | <b>4,832</b>     | 0.9%          | <b>5,000</b>     | 0.9%          |
| 5210   | Computer Supplies & Software        | 1,258            | -                | -                | <b>1,000</b>     | 0.2%          | -                | -             |
| 5217   | Departmental Supplies               | 39,748           | 33,962           | 36,789           | <b>49,738</b>    | 9.4%          | <b>50,353</b>    | 9.2%          |
| 5225   | Printing                            | 472              | 1,020            | 2,500            | <b>3,500</b>     | 0.7%          | <b>3,500</b>     | 0.6%          |
| 5265   | Contributions to Service Agencies   | 9,329            | 37,315           | 37,315           | <b>37,315</b>    | 7.0%          | <b>37,315</b>    | 6.9%          |
| <b>Total Materials &amp; Services</b>                  |                                     | <b>\$142,378</b> | <b>\$146,631</b> | <b>\$178,616</b> | <b>\$183,169</b> | <b>\$0</b>    | <b>\$185,007</b> | <b>\$0</b>    |
| 5611   | Warehouse Services                  | \$454            | \$204            | \$450            | <b>\$204</b>     | 0.0%          | <b>\$211</b>     | 0.0%          |
| 5621   | Information Technology Allocation   | \$29,280         | \$29,174         | \$29,174         | <b>\$43,140</b>  | 8.1%          | <b>\$45,716</b>  | 8.4%          |
| <b>Total Internal Services</b>                         |                                     | <b>\$29,734</b>  | <b>\$29,378</b>  | <b>\$29,624</b>  | <b>\$43,344</b>  | <b>8.2%</b>   | <b>\$45,927</b>  | <b>8.4%</b>   |
| 6111   | Furniture & Fixtures                | \$400            | -                | -                | -                | -             | -                | -             |
| <b>Total Capital Projects &amp; Equipment</b>          |                                     | <b>\$400</b>     | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>      | <b>-</b>         | <b>-</b>      |
| <b>Total Operating Expenditures</b>                    |                                     | <b>\$444,576</b> | <b>\$451,651</b> | <b>\$546,814</b> | <b>\$530,244</b> | <b>100.0%</b> | <b>\$544,514</b> | <b>100.0%</b> |
| <b>% Increase/Decrease from 2015/16 Adopted Budget</b> |                                     |                  |                  |                  | <b>17.4%</b>     |               | <b>2.7%</b>      |               |
| <b>Source of Funds</b>                                 |                                     |                  |                  |                  |                  |               |                  |               |
| General Fund   |                                     | \$444,576        | \$451,651        | \$546,814        | <b>\$530,244</b> | 100.0%        | <b>\$544,514</b> | 100.0%        |
| <b>Total Sources</b>                                   |                                     | <b>\$444,576</b> | <b>\$451,651</b> | <b>\$546,814</b> | <b>\$530,244</b> | <b>100.0%</b> | <b>\$544,514</b> | <b>100.0%</b> |

## Program Overview

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



Dial-A-Ride transports customers to a variety of locations throughout the City including shopping centers, community centers, and medical facilities, as well as to designated medical facilities in neighboring communities. Fares are \$0.25 one-way within the City and \$0.50 one-way outside the City. The budgets for Fiscal Years 2019 and 2020 also include funding for the continuation of the Beach Cities Transit Bus Service.

## Objectives FY 2019 & FY 2020

- Continue to offer Dial-A-Ride service seven days a week to destinations in Manhattan Beach, as well as five days a week to select medical facilities
- Offer increased service as needed to meet the growing popularity of Older Adult Programs at Joslyn Center, and the overall increase in ride requests
- Collaborate with senior housing facilities and MBUSD Special Education programs to provide effective transportation options as needed
- Provide increased driver and dispatch training to improve efficiency, safety and customer service
- Assist the Older Adult Program staff to plan and implement bimonthly local bus trips and offer a flexible schedule to include after-hours events like the Manhattan Beach Unified School District free events for Older Adults
- Offer the Older Adults Night on the Town Dinner Program Wednesday evenings
- Continue to obtain a high satisfaction rating of drivers and dispatchers.

## Major Service Delivery Changes

Dial-A-Ride ridership continues to increase each year. In fiscal year 2016/17, ridership increased by 21%. Also in 2016/17, tablets were deployed on the buses for more efficient scheduling, daily schedule changes, and data entry. The number of rides provided continues to increase. Mid-year 2017/18 rides were up an additional 8%. The part-time staffing budget increases each year to meet the increased needs of the older adults in the community, with this year's increase at \$14,514. An exchange of General Fund dollars for additional restricted Prop A funds is required to eliminate the transportation program deficit.



## Parks and Recreation Department | Transportation

| Authorized Full-Time Positions   | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|----------------------------------|--------------------|--------------------|---------------------|---------------------|
| Transportation Services Operator | 3                  | 3                  | 3                   | 3                   |
| Recreation Coordinator           | 1                  | 1                  | 1                   | 1                   |
| <b>Total</b>                     | <b>4</b>           | <b>4</b>           | <b>4</b>            | <b>4</b>            |

Part-time hours proposed in FY 2019 total 11,674 and in FY 2020 total 11,891.

| Transportation<br>Object Description                          | FY 2017<br>Actual | FY 2018<br>Adopted | FY 2018<br>Y/E Est | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|---|-------------------|--------------------|--------------------|---------------------|---------------|---------------------|---------------|
| 4101 Salaries & Allowances                                    | \$238,884         | \$218,788          | \$247,123          | <b>\$244,508</b>    | 25.8%         | <b>\$248,391</b>    | 25.6%         |
| 4103 Part-time Salaries                                       | 248,032           | 250,950            | 250,950            | <b>273,560</b>      | 28.9%         | <b>278,607</b>      | 28.7%         |
| 4111 Overtime Regular Employees                               | 9,646             | 6,902              | 6,902              | <b>7,521</b>        | 0.8%          | <b>7,521</b>        | 0.8%          |
| 4201 Group Medical Insurance                                  | 53,375            | 49,734             | 55,758             | <b>56,052</b>       | 5.9%          | <b>58,003</b>       | 6.0%          |
| 4202 Medicare Contributions                                   | 6,820             | 8,498              | 6,843              | <b>7,301</b>        | 0.8%          | <b>7,358</b>        | 0.8%          |
| 4205 Worker's Compensation                                    | 1,320             | 1,320              | 1,320              | <b>3,840</b>        | 0.4%          | <b>3,840</b>        | 0.4%          |
| 4211 PERS Regular Contribution                                | 65,439            | 65,545             | 65,473             | <b>74,913</b>       | 7.9%          | <b>75,243</b>       | 7.8%          |
| 4218 PERS Regular Liability Contribution                      | -                 | -                  | -                  | <b>19,823</b>       | 2.1%          | <b>24,656</b>       | 2.5%          |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$623,515</b>  | <b>\$601,736</b>   | <b>\$634,369</b>   | <b>\$687,518</b>    | <b>72.7%</b>  | <b>\$703,619</b>    | <b>72.5%</b>  |
| 5101 Contract Services  | \$47,385          | \$54,646           | \$54,646           | <b>\$26,596</b>     | 2.8%          | <b>\$29,263</b>     | 3.0%          |
| 5104 Computer Contract Services                               | 18,232            | 15,982             | 15,982             | <b>17,745</b>       | 1.9%          | <b>18,670</b>       | 1.9%          |
| 5202 Membership & Dues  | 460               | 984                | 984                | <b>965</b>          | 0.1%          | <b>965</b>          | 0.1%          |
| 5205 Training, Conferences & Meetings                         | 1,939             | 7,905              | 7,905              | <b>7,905</b>        | 0.8%          | <b>7,905</b>        | 0.8%          |
| 5206 Uniforms/Safety Equip                                    | 3,007             | 3,647              | 3,647              | <b>8,047</b>        | 0.9%          | <b>3,775</b>        | 0.4%          |
| 5208 Postage  | 1,711             | 1,650              | 1,629              | <b>1,377</b>        | 0.1%          | <b>1,377</b>        | 0.1%          |
| 5217 Departmental Supplies                                    | 5,557             | 6,120              | 6,120              | <b>8,120</b>        | 0.9%          | <b>8,393</b>        | 0.9%          |
| 5218 Recruitment Costs  | -                 | -                  | -                  | -                   | -             | -                   | -             |
| 5223 Bus Pass Subsidies                                       | 5,288             | 6,600              | 5,000              | <b>6,600</b>        | 0.7%          | <b>6,600</b>        | 0.7%          |
| 5224 Recreation Bus Trips                                     | 53,461            | 57,222             | 57,222             | <b>57,222</b>       | 6.0%          | <b>59,225</b>       | 6.1%          |
| 5225 Printing   | 1,024             | 612                | 612                | <b>612</b>          | 0.1%          | <b>612</b>          | 0.1%          |
| 5501 Telephone  | 677               | 653                | 618                | <b>898</b>          | 0.1%          | <b>925</b>          | 0.1%          |
| <b>Total Materials &amp; Services</b>                         | <b>\$138,740</b>  | <b>\$156,021</b>   | <b>\$154,365</b>   | <b>\$136,087</b>    | <b>14.4%</b>  | <b>\$137,710</b>    | <b>14.2%</b>  |
| 5611 Warehouse Services                                       | \$394             | \$510              | \$510              | <b>\$510</b>        | 0.1%          | <b>\$528</b>        | 0.1%          |
| 5621 Information Technology Allocation                        | 29,280            | 29,174             | 29,174             | <b>81,753</b>       | 8.6%          | <b>86,634</b>       | 8.9%          |
| 5631 Insurance Allocation                                     | 63,240            | 65,400             | 65,400             | -                   | -             | -                   | -             |
| 5642 Fleet Maintenance Allocation                             | 36,697            | 43,200             | 37,031             | <b>40,110</b>       | 4.2%          | <b>41,497</b>       | 4.3%          |
| <b>Total Internal Services</b>                                | <b>\$129,611</b>  | <b>\$138,284</b>   | <b>\$132,115</b>   | <b>\$122,373</b>    | <b>12.9%</b>  | <b>\$128,659</b>    | <b>13.3%</b>  |
| <b>Total Operating Expenditures</b>                           | <b>\$891,866</b>  | <b>\$896,041</b>   | <b>\$920,849</b>   | <b>\$945,978</b>    | <b>100.0%</b> | <b>\$969,988</b>    | <b>100.0%</b> |
| 6141 Computer Equipment & Software                            | \$8,707           | -                  | -                  | -                   | -             | -                   | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 | <b>\$8,707</b>    | <b>-</b>           | <b>-</b>           | <b>-</b>            | <b>-</b>      | <b>-</b>            | <b>-</b>      |
| <b>Total Expenditures</b>                                     | <b>\$900,573</b>  | <b>\$896,041</b>   | <b>\$920,849</b>   | <b>\$945,978</b>    | <b>100.0%</b> | <b>\$969,988</b>    | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                   |                    |                    | <b>5.6%</b>         |               |                     |               |
|   |                   |                    |                    |                     | <b>2.5%</b>   |                     |               |
| <b>Source of Funds</b>  |                   |                    |                    |                     |               |                     |               |
| Prop A  | \$677,970         | \$706,896          | \$678,120          | <b>\$945,978</b>    | 100.0%        | <b>\$969,988</b>    | 100.0%        |
| Measure R Transfer  | 222,603           | 189,145            | 242,729            | -                   | -             | -                   | -             |
| <b>Total Sources</b>  | <b>\$900,573</b>  | <b>\$896,041</b>   | <b>\$920,849</b>   | <b>\$945,978</b>    | <b>100.0%</b> | <b>\$969,988</b>    | <b>100.0%</b> |

# Parks and Recreation Department | Volunteers

## Program Overview

The City’s centrally-coordinated volunteer program is part of the Community Programs Division and is designed to provide citizens with job skills, training, personal fulfillment, and opportunities to become more involved in municipal government. Volunteers offer support to various City departments. Positions include City Hall and Joslyn Community Center ambassadors, general clerical positions, Older Adult Program-program coordinators, teachers and clerical volunteers, special event positions, sports league coaches, and various positions within the Police and Fire Departments.



## Objectives FY 2019 & FY 2020

- Collaborate with schools and community groups to offer volunteer service opportunities that enhance parks and open space areas in the community and provide opportunities for people with developmental disabilities
- Maintain diverse volunteer opportunities for Older Adults
- Coordinate 3-4 park clean-ups annually offering volunteer opportunities for the community and enhanced maintenance of the parks.
- Continue to coordinate with the Police Department to offer annual Volunteer Recognition event(s) for City volunteers
- Meet the volunteer needs of City departments
- Maintain the number of volunteer hours for increased savings to the City.

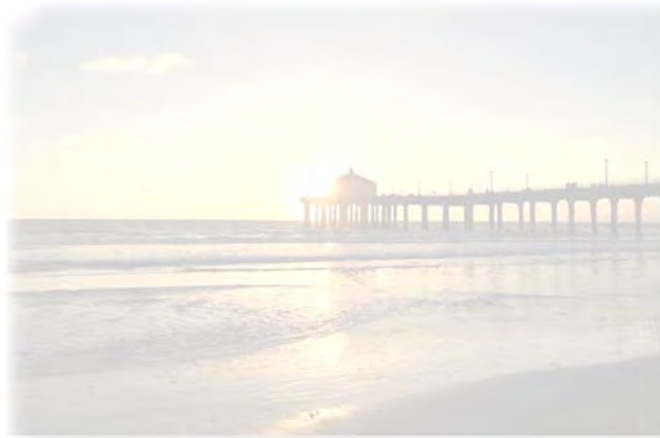
|                                       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b> |                    |                    |                     |                     |
| Recreation Services Manager           | 1                  | 1                  | 1                   | 1                   |
| <b>Total</b>                          | <b>1</b>           | <b>1</b>           | <b>1</b>            | <b>1</b>            |

Part-time hours totaling 416 are proposed in FY 2019 and 2020.

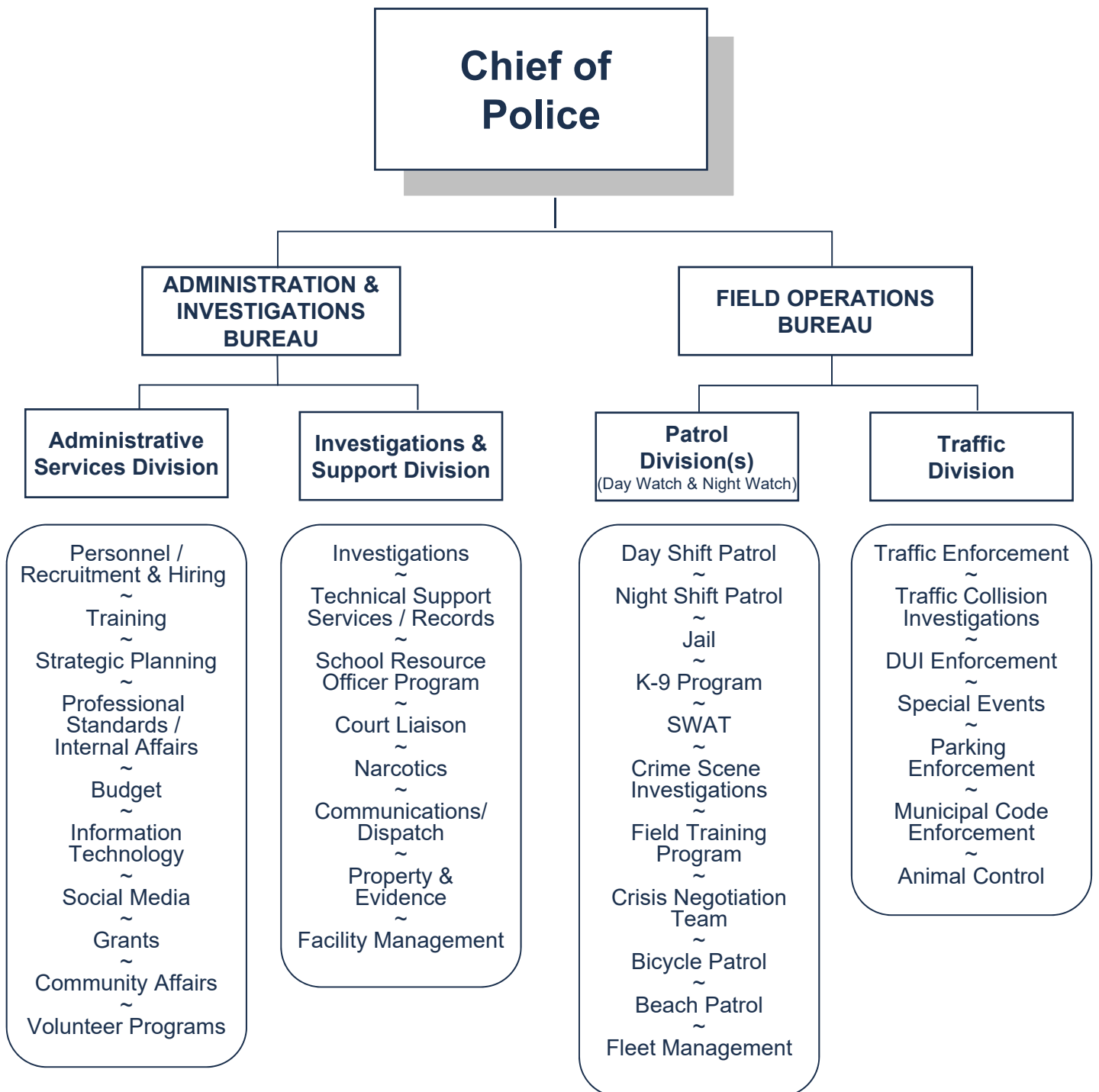


## Parks and Recreation Department | Volunteers

| <b>Volunteers</b>   |                                     | <b>FY 2017</b>   | <b>FY 2018</b>   | <b>FY 2018</b>   | <b>FY 2019</b>   | <b>% of</b>   | <b>FY 2020</b>   | <b>% of</b>   |
|---|-------------------------------------|------------------|------------------|------------------|------------------|---------------|------------------|---------------|
| <b>Object Description</b>                                     |                                     | <b>Actual</b>    | <b>Adopted</b>   | <b>Y/E Est</b>   | <b>Proposed</b>  | <b>Total</b>  | <b>Proposed</b>  | <b>Total</b>  |
| 4101  | Salaries & Allowances               | \$109,068        | \$108,381        | \$113,164        | <b>\$109,823</b> | 56.4%         | <b>\$112,160</b> | 55.6%         |
| 4103  | Part-time Salaries                  | 11,497           | 8,353            | 8,353            | <b>9,822</b>     | 5.0%          | <b>9,822</b>     | 4.9%          |
| 4201  | Group Medical Insurance             | 13,236           | 1,168            | 20,844           | <b>19,411</b>    | 10.0%         | <b>20,153</b>    | 10.0%         |
| 4202  | Medicare Contributions              | 1,652            | 1,572            | 1,665            | <b>1,735</b>     | 0.9%          | <b>1,765</b>     | 0.9%          |
| 4204  | 401A Plan City Contributions        | 2,615            | 2,565            | 2,655            | <b>4,802</b>     | 2.5%          | <b>4,898</b>     | 2.4%          |
| 4211  | PERS Regular Contribution           | 16,242           | 15,393           | 14,765           | <b>9,075</b>     | 4.7%          | <b>9,256</b>     | 4.6%          |
| 4218  | PERS Regular Liability Contribution | -                | -                | -                | <b>8,240</b>     | 4.2%          | <b>10,249</b>    | 5.1%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$154,310</b> | <b>\$137,432</b> | <b>\$161,446</b> | <b>\$162,908</b> | <b>83.6%</b>  | <b>\$168,303</b> | <b>83.4%</b>  |
| 5101  | Contract Services                   | \$6,988          | \$6,630          | \$7,000          | <b>\$8,460</b>   | 4.3%          | <b>\$8,757</b>   | 4.3%          |
| 5202  | Membership & Dues                   | 295              | 300              | 300              | <b>300</b>       | 0.2%          | <b>300</b>       | 0.1%          |
| 5217  | Departmental Supplies               | 1,887            | 1,780            | 1,780            | <b>2,100</b>     | 1.1%          | <b>2,100</b>     | 1.0%          |
| 5218  | Recruitment Costs                   | 49               | -                | -                | -                | -             | -                | -             |
| 5501  | Telephone                           | 553              | 452              | 485              | <b>524</b>       | 0.3%          | <b>540</b>       | 0.3%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$9,772</b>   | <b>\$9,162</b>   | <b>\$9,565</b>   | <b>\$11,384</b>  | <b>5.8%</b>   | <b>\$11,697</b>  | <b>5.8%</b>   |
| 5621  | Information Technology Allocation   | \$9,780          | \$9,744          | \$9,744          | <b>\$20,505</b>  | 10.5%         | <b>\$21,729</b>  | 10.8%         |
| <b>Total Internal Services</b>                                |                                     | <b>\$9,780</b>   | <b>\$9,744</b>   | <b>\$9,744</b>   | <b>\$20,505</b>  | <b>10.5%</b>  | <b>\$21,729</b>  | <b>10.8%</b>  |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$173,862</b> | <b>\$156,338</b> | <b>\$180,755</b> | <b>\$194,797</b> | <b>100.0%</b> | <b>\$201,729</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                  |                  |                  | <b>24.6%</b>     |               | <b>3.6%</b>      |               |
| <b>Source of Funds</b>  |                                     |                  |                  |                  |                  |               |                  |               |
| General Fund  |                                     | \$173,862        | \$156,338        | \$180,755        | <b>\$194,797</b> | 100.0%        | <b>\$201,729</b> | 100.0%        |
| <b>Total Sources</b>  |                                     | <b>\$173,862</b> | <b>\$156,338</b> | <b>\$180,755</b> | <b>\$194,797</b> | <b>100.0%</b> | <b>\$201,729</b> | <b>100.0%</b> |

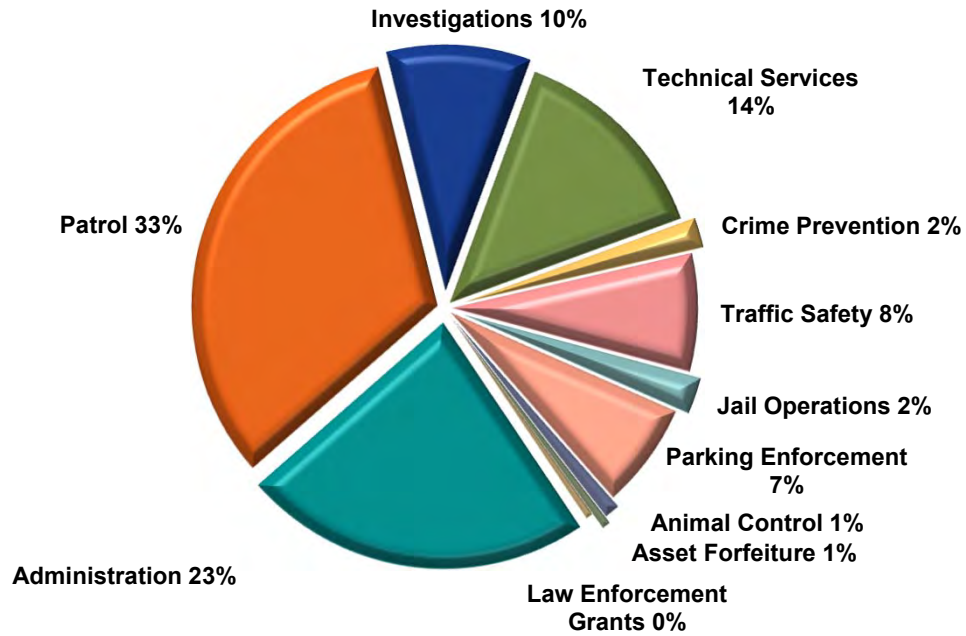


# City of Manhattan Beach Police Department

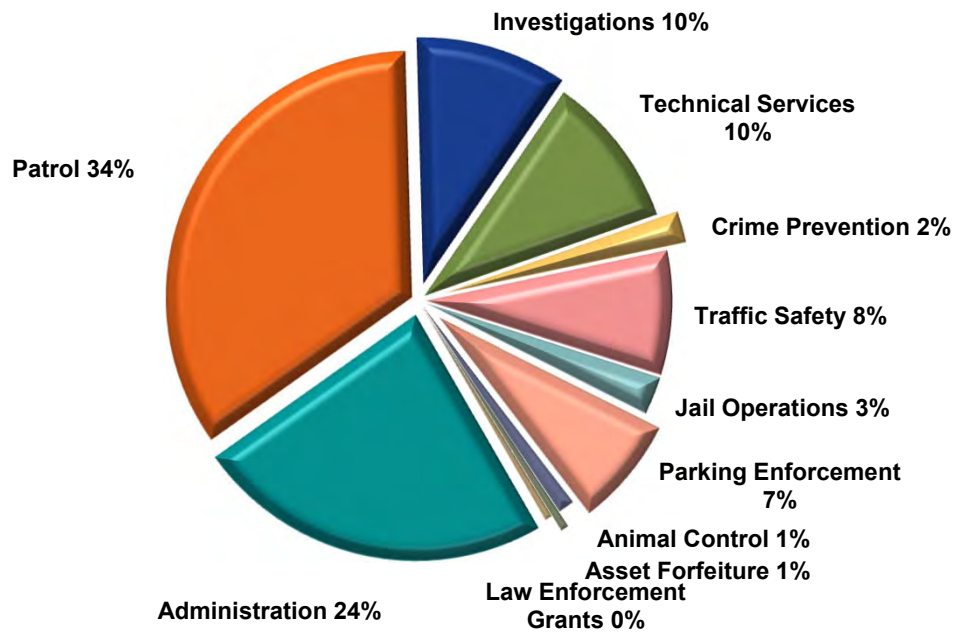


# Police Department

**FY 2019  
Department Expenditure by Program**



**FY 2020  
Department Expenditure by Program**



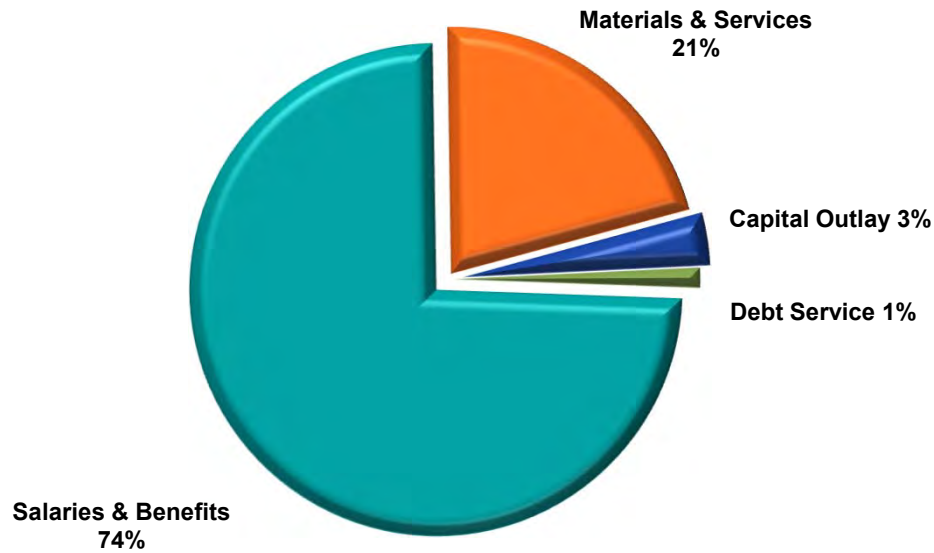
# Police Department



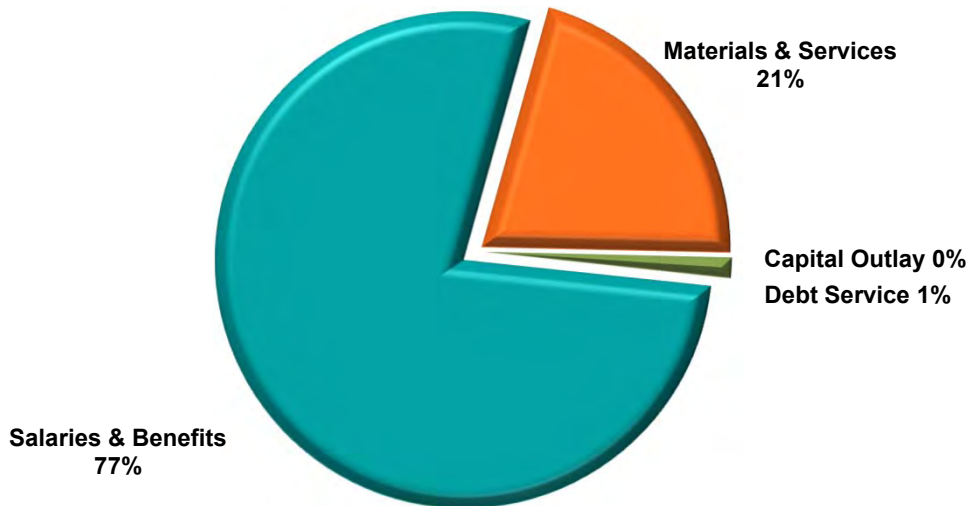
| <b>Program Expenditures</b> | <b>FY 2017 Actual</b> | <b>FY 2018 Adopted</b> | <b>FY 2018 Estimate</b> | <b>FY 2019 Proposed</b> | <b>FY 2020 Proposed</b> |
|-----------------------------|-----------------------|------------------------|-------------------------|-------------------------|-------------------------|
| Administration              | \$6,450,068           | \$6,574,288            | \$6,773,424             | \$6,779,415             | \$6,899,359             |
| Patrol                      | 9,032,612             | 8,854,900              | 9,180,469               | 9,606,921               | 10,088,885              |
| Investigations              | 2,963,775             | 3,071,493              | 2,816,601               | 2,803,170               | 2,923,656               |
| Technical Services          | 2,892,259             | 2,970,214              | 2,602,961               | 4,074,067               | 2,962,863               |
| Crime Prevention            | 487,127               | 534,733                | 607,230                 | 584,110                 | 610,424                 |
| Traffic Safety              | 2,170,868             | 2,120,946              | 2,195,477               | 2,284,331               | 2,397,796               |
| Jail Operations             | 686,913               | 660,714                | 644,034                 | 714,592                 | 737,240                 |
| Parking Enforcement         | 1,813,053             | 1,818,255              | 1,870,689               | 2,042,818               | 2,110,059               |
| Animal Control              | 365,803               | 297,219                | 385,129                 | 299,950                 | 317,098                 |
| Asset Forfeiture            | 153,479               | 1,041,113              | 231,268                 | 164,500                 | 153,700                 |
| Law Enforcement Grants      | 83,642                | 105,000                | 105,000                 | 140,000                 | 140,000                 |
| <b>Total</b>                | <b>\$27,099,598</b>   | <b>\$28,048,875</b>    | <b>\$27,412,282</b>     | <b>\$29,493,874</b>     | <b>\$29,341,080</b>     |
| <b>Full-Time Positions</b>  | <b>104.8</b>          | <b>106.8</b>           | <b>106.8</b>            | <b>107.8</b>            | <b>107.8</b>            |

# Police Department

**FY 2019  
Department Expenditure by Category**



**FY 2020  
Department Expenditure by Category**



| Category Expenditures | FY 2017<br>Actual   | FY 2018<br>Adopted  | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits   | \$20,528,259        | \$20,217,980        | \$20,827,513        | \$21,884,067        | \$22,789,469        |
| Materials & Services  | 5,854,807           | 6,496,541           | 6,185,924           | 6,208,661           | 6,165,392           |
| Capital Outlay        | 333,539             | 800,000             | 15,264              | 1,014,814           | -                   |
| Debt Service          | 382,994             | 534,354             | 383,581             | 386,332             | 386,219             |
| <b>Total</b>          | <b>\$27,099,598</b> | <b>\$28,048,875</b> | <b>\$27,412,282</b> | <b>\$29,493,874</b> | <b>\$29,341,080</b> |



## Mission

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

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## Department Overview

The Manhattan Beach Police Department is a premiere, full-service law enforcement organization. The dedicated men and women of this Police Department are an integral part of this community, and the community is an integral part of the Police Department. We count on each other to keep this community safe and to work on quality of life issues so that residents love living here, businesses thrive, and visitors enjoy their stay.

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

The following budgetary programs comprise the Police Department:

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

The Police Department is constantly trying to enhance the ways we communicate with our community. In March 2017, the Police Department launched its Instagram page, [www.instagram.com/manhattanbeachpolice](http://www.instagram.com/manhattanbeachpolice). The response from the community has been tremendously positive, with over 5,500 followers and over 5,000 instances of engagement each month. In April 2017, The Police Department also launched Twitter ([twitter.com/manhattanbchpd](http://twitter.com/manhattanbchpd)) and YouTube ([www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow](http://www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow)) The Police Department thanks the community for embracing our new presence on social media and looks forward to future engagement.

Instagram, Twitter, and YouTube are complements to the Police Department's existing social media presence on Facebook, which was launched in March 2016 and has over 2,600 followers. Posts have generated approximately 10,000 instances of engagement each month. The Police Department also uses Nixle, a public safety notification tool where subscribers can receive text and email messages directly from the Manhattan Beach Police Department regarding community events and critical incidents. Nixle was launched in October 2013, and now reaches over 10,400 subscribers. To begin receiving text and/or email alerts and tips from Manhattan Beach Police, sign up at [www.citymb.info/nixle](http://www.citymb.info/nixle).



## Police Department

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The partnership between the Police and the community, which includes our fantastic Neighborhood Watch program, epitomizes the best in community policing. We have one of the most active Neighborhood Watch programs in the nation, with over 400 residents currently participating as Neighborhood Watch block captains, covering the majority of our four square miles.

The Police Department's 2016-2018 Strategic Plan took effect on January 1, 2016. The plan was created through the participation of all levels within the Police Department; workshops, surveys, and meetings were conducted with sworn and civilian personnel representing every rank and Bureau. Community input was gathered through interactive community workshops. As a result of the workshops and planning sessions, three goals were identified:

### **Goal 1: Organizational Development**

We have a positive, values-based work environment, where we develop our employees at all levels of the organization and empower them to creatively solve problems and maintain our highly effective organization.

### **Goal 2: Community Engagement**

We interact with our community in a variety of ways to ensure that we are providing all of those we serve with the highest levels of police services.

### **Goal 3: Community Quality of Life Enhancement**

We continue to develop strategies to reduce crime and improve the quality of life in Manhattan Beach.

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

## Recent Accomplishment Highlights

- Maintained an emergency response time of under two minutes
- Enhanced community engagement through the Police Department's Instagram page ([www.instagram.com/manhattanbeachpolice](http://www.instagram.com/manhattanbeachpolice)), Twitter page ([twitter.com/manhattanbchpd](https://twitter.com/manhattanbchpd)), and YouTube Channel ([www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow](http://www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow))
- Expanded the reach of Nixle public notification service, now reaching over 10,400 subscribers
- Implemented the actions items outlined in the 2016-2018 Police Department Strategic Plan
- Continued to implement innovative crime fighting efforts to combat the effects of AB109 Realignment and Proposition 47, including enhanced/increased patrol foot beats, burglary suppression details, Crime Impact Team, and undercover patrols
- Hosted Community Events to promote Community Engagement: Town Hall Meeting, Neighborhood Watch Meetings, Coffee with a Cop Program, National Night Out, and Tip-A-Cop Event (Tip-A-Cop proceeds benefit local Special Olympics athletes)
- Provided Safe Drug Disposal options for controlled substances (Drug Drop Box in the Police Station lobby and twice yearly DEA Take Back Events)
- Recruited and hired excellent staff
- Deployed additional pole-mounted speed radar signs to augment our speed awareness and education efforts, purchased with grant funds

- Hosted the Bike Safety Rodeo in partnership with the Beach Cities Cycling Club, South Bay Bicycling Coalition, and Meadows PTA to promote youth bike safety
- Donned pink uniform patches in October in honor of Breast Cancer Awareness Month and raised over \$5,723 for Manhattan Beach's local Soroptimist International Chapter to make comfort bags for South Bay patients battling breast cancer.
- Deployed blue checks fingerprint readers to patrol officers, allowing officers to identify suspects in the field
- Replaced analog cameras the jail with digital cameras, enhancing picture quality, reliability, and officer and inmate safety
- Participated in a joint-agency grant for Alcoholic Beverage Control, in partnership with Hermosa Beach and El Segundo, of which our portion of the grant is approximately \$18,000.
- Secured \$200,000 in grant funds from the California Office of Traffic Safety to augment DUI and traffic enforcement efforts.
- Installed License Plate Readers at main points of ingress/egress to the City to enhance crime prevention efforts. From an investigative perspective, in the first six months, the system has solved, or provided solid leads on, over 30 investigations. It also enhanced our proactive policing and patrol efforts by helping field officers to recover 15 stolen vehicles, locate a missing person, and make 20 felony arrests (including a suspected burglary crew, a package thief, and numerous suspected identity thieves). Many of the vehicles located had evidence of fraud (stolen mail, credit cards, etc), illegal narcotics, one car had an embosser used to manufacture fraudulent credit cards, and one had numerous burglary tools, and two vehicles had loaded handguns.

# Police Department | Administration

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## Program Overview

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

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

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

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

## Objectives FY 2019 & FY 2020

- Maintain compliance with Peace Officer Standards and Training (POST) and Standards and Training for Corrections (STC)
- Offer career development and leadership training for sworn and civilian personnel
- Provide in-house training programs to maintain and enhance skills while minimizing operational disruptions and reducing expenses
- Continue to enhance internal communication
- Implement a formalized mentorship program
- Implement the 2016-2018 Police Department Strategic Plan goals, objectives and action items; report progress to the community
- Enhance communication with the public through social media
- Enhance usage of crime reduction technologies
- Continue to provide a high level of service to the community



### Service Level Trends & Service Delivery Changes

With over 76% of internet users frequenting social media sites, law enforcement agencies across the Country are finding new ways to engage with their communities via social media platforms. The Manhattan Beach Police Department has recently expanded its social media presence – we launched our Instagram page in March 2017, [www.instagram.com/manhattanbeachpolice](http://www.instagram.com/manhattanbeachpolice). The response from the community has been tremendously positive, with over 5,500 followers, and with over 5,000 instances of engagement each month. In April 2017, the Police Department launched Twitter ([twitter.com/manhattanbchpd](http://twitter.com/manhattanbchpd)) and YouTube ([www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow](http://www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow)) The Police Department thanks the community for embracing our new presence on social media and looks forward to future engagement.



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Recruiting and hiring police officers is a challenge facing most police agencies in Southern California, so highlighting our Department on social media is also a way to reach our applicant pool and to give prospective officers a glimpse into a career with MBPD. As of April 2018, the Manhattan Beach Police Department is seeking to recruit and hire 8 police officers in order to bring the Department up to full-staffing.

|                                       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b> |                    |                    |                     |                     |
| Police Chief                          | 1                  | 1                  | 1                   | 1                   |
| Captain                               | 1                  | 1                  | 1                   | 1                   |
| Lieutenant                            | 2                  | 2                  | 2                   | 2                   |
| Sergeant                              | 1                  | 1                  | 1                   | 1                   |
| Senior Management Analyst             | 1                  | 1                  | 1                   | 1                   |
| Executive Secretary                   | 2                  | 2                  | 2                   | 2                   |
| Information Systems Specialist*       | 0.8                | 0.8                | 0.8                 | 0.8                 |
| <b>Total</b>                          | <b>8.8</b>         | <b>8.8</b>         | <b>8.8</b>          | <b>8.8</b>          |

\*Position is shared with Fire Department.

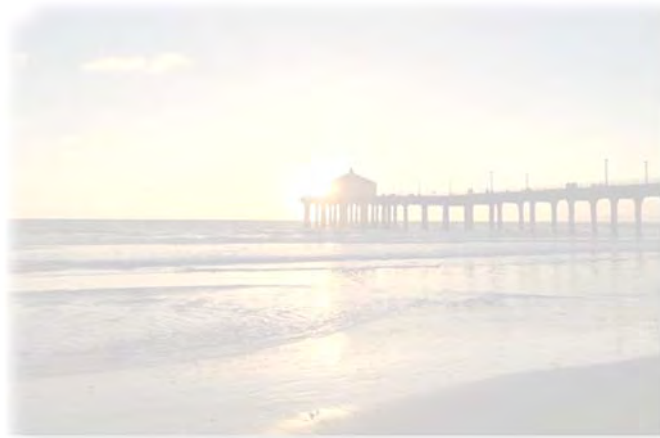
Part-time hours proposed total 2,660 hours in FY 2019 and FY 2020.

## Police Department | Administration

| Administration                        |                                     | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of         | FY 2020            | % of         |
|---------------------------------------|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------|--------------------|--------------|
| Object Description                    |                                     | Actual             | Adopted            | Y/E Est            | Proposed           | Total        | Proposed           | Total        |
| 4101                                  | Salaries & Allowances               | \$269,444          | \$290,923          | \$311,254          | <b>\$295,311</b>   | 4.4%         | <b>\$303,800</b>   | 4.4%         |
| 4102                                  | Sworn Salaries                      | 1,079,061          | 975,483            | 1,135,153          | <b>981,932</b>     | 14.5%        | <b>998,401</b>     | 14.5%        |
| 4103                                  | Part-time Salaries                  | 71,144             | 60,720             | 90,000             | <b>67,360</b>      | 1.0%         | <b>67,360</b>      | 1.0%         |
| 4111                                  | Overtime Regular Employees          | 2,174              | 5,660              | 5,800              | <b>6,370</b>       | 0.1%         | <b>6,695</b>       | 0.1%         |
| 4112                                  | Overtime Sworn Employees            | 9,360              | 18,040             | 14,000             | <b>12,390</b>      | 0.2%         | <b>12,636</b>      | 0.2%         |
| 4201                                  | Group Medical Insurance             | 173,184            | 188,677            | 173,094            | <b>186,890</b>     | 2.8%         | <b>193,639</b>     | 2.8%         |
| 4202                                  | Medicare Contributions              | 20,540             | 19,629             | 21,764             | <b>19,545</b>      | 0.3%         | <b>19,910</b>      | 0.3%         |
| 4203                                  | Unemployment                        | 12,480             | 12,480             | 12,480             | <b>8,700</b>       | 0.1%         | <b>8,700</b>       | 0.1%         |
| 4204                                  | 401A Plan City Contributions        | 9,555              | 9,492              | 9,646              | <b>9,129</b>       | 0.1%         | <b>9,312</b>       | 0.1%         |
| 4205                                  | Worker's Compensation               | 2,106,120          | 2,196,960          | 2,196,960          | <b>2,697,660</b>   | 39.8%        | <b>2,697,660</b>   | 39.1%        |
| 4211                                  | PERS Regular Contribution           | 36,542             | 43,172             | 38,736             | <b>24,849</b>      | 0.4%         | <b>25,571</b>      | 0.4%         |
| 4212                                  | PERS Sworn Contribution             | 285,353            | 215,924            | 292,332            | <b>192,518</b>     | 2.8%         | <b>195,778</b>     | 2.8%         |
| 4218                                  | PERS Regular Liability Contribution | -                  | -                  | -                  | <b>23,689</b>      | 0.3%         | <b>29,465</b>      | 0.4%         |
| 4219                                  | PERS Sworn Liability Contribution   | -                  | -                  | -                  | <b>227,450</b>     | 3.4%         | <b>282,564</b>     | 4.1%         |
| <b>Total Salaries &amp; Benefits</b>  |                                     | <b>\$4,074,958</b> | <b>\$4,037,160</b> | <b>\$4,301,219</b> | <b>\$4,753,793</b> | <b>70.1%</b> | <b>\$4,851,491</b> | <b>70.3%</b> |
| 5101                                  | Contract Services                   | \$45,469           | \$34,725           | \$36,000           | <b>\$62,500</b>    | 0.9%         | <b>\$63,800</b>    | 0.9%         |
| 5104                                  | Computer Contract Services          | 210                | 3,900              | 3,200              | <b>1,300</b>       | 0.0%         | <b>1,350</b>       | 0.0%         |
| 5107                                  | Physical/Psych Exams                | 7,975              | 13,450             | 13,500             | <b>13,700</b>      | 0.2%         | <b>13,900</b>      | 0.2%         |
| 5108                                  | Legal Services                      | 1,908              | 15,000             | 5,000              | <b>8,000</b>       | 0.1%         | <b>8,000</b>       | 0.1%         |
| 5109                                  | Background Investigations           | 3,789              | 8,520              | 7,500              | <b>6,720</b>       | 0.1%         | <b>6,820</b>       | 0.1%         |
| 5201                                  | Office Supplies                     | 35,010             | 32,200             | 36,000             | <b>48,200</b>      | 0.7%         | <b>49,600</b>      | 0.7%         |
| 5202                                  | Membership & Dues                   | 5,284              | 5,685              | 5,600              | <b>5,685</b>       | 0.1%         | <b>5,985</b>       | 0.1%         |
| 5203                                  | Reference Materials                 | 1,138              | 1,330              | 1,100              | <b>1,140</b>       | 0.0%         | <b>1,140</b>       | 0.0%         |
| 5205                                  | Training, Conferences & Meetings    | 21,326             | 16,950             | 18,000             | <b>21,545</b>      | 0.3%         | <b>22,145</b>      | 0.3%         |
| 5206                                  | Uniforms/Safety Equip               | 24,006             | 26,855             | 27,000             | <b>26,255</b>      | 0.4%         | <b>26,855</b>      | 0.4%         |
| 5207                                  | Advertising                         | 5,225              | 300                | 3,000              | <b>6,000</b>       | 0.1%         | <b>3,000</b>       | 0.0%         |
| 5214                                  | Employee Awards & Events            | 2,314              | 2,850              | 2,700              | <b>2,850</b>       | 0.0%         | <b>2,900</b>       | 0.0%         |
| 5217                                  | Departmental Supplies               | 52,519             | 52,700             | 52,700             | <b>53,800</b>      | 0.8%         | <b>55,300</b>      | 0.8%         |
| 5219                                  | STC Training                        | 3,850              | 2,950              | 3,200              | <b>3,850</b>       | 0.1%         | <b>3,850</b>       | 0.1%         |
| 5220                                  | POST Training                       | 46,450             | 60,900             | 35,000             | <b>43,700</b>      | 0.6%         | <b>43,700</b>      | 0.6%         |
| 5263                                  | City Funds Match                    | 2,394              | 10,500             | 5,000              | <b>6,000</b>       | 0.1%         | <b>8,000</b>       | 0.1%         |
| 5501                                  | Telephone                           | 27,503             | 32,160             | 23,073             | <b>21,768</b>      | 0.3%         | <b>22,421</b>      | 0.3%         |
| 5502                                  | Electricity                         | 140,512            | 177,200            | 145,065            | <b>151,013</b>     | 2.2%         | <b>155,543</b>     | 2.3%         |
| 5503                                  | Natural Gas                         | 6,523              | 5,690              | 5,469              | <b>5,365</b>       | 0.1%         | <b>5,526</b>       | 0.1%         |
| 5504                                  | Water                               | 15,377             | 14,975             | 20,371             | <b>16,105</b>      | 0.2%         | <b>16,588</b>      | 0.2%         |
| <b>Total Materials &amp; Services</b> |                                     | <b>\$448,780</b>   | <b>\$518,840</b>   | <b>\$448,478</b>   | <b>\$505,496</b>   | <b>7.5%</b>  | <b>\$516,423</b>   | <b>7.5%</b>  |
| 5621                                  | Information Technology Allocation   | \$175,620          | \$174,869          | \$174,869          | <b>\$70,036</b>    | 1.0%         | <b>\$74,218</b>    | 1.1%         |
| 5631                                  | Insurance Allocation                | 962,340            | 994,500            | 994,500            | <b>541,440</b>     | 8.0%         | <b>541,440</b>     | 7.8%         |
| 5641                                  | Fleet Rental Allocation             | 12,000             | 12,000             | 12,000             | <b>28,290</b>      | 0.4%         | <b>28,290</b>      | 0.4%         |
| 5642                                  | Fleet Maintenance Allocation        | 7,390              | 8,700              | 7,458              | <b>15,348</b>      | 0.2%         | <b>15,878</b>      | 0.2%         |
| 5651                                  | Building & Operations Allocation    | 385,987            | 444,538            | 451,319            | <b>478,680</b>     | 7.1%         | <b>485,400</b>     | 7.0%         |
| <b>Total Internal Services</b>        |                                     | <b>\$1,543,337</b> | <b>\$1,634,607</b> | <b>\$1,640,146</b> | <b>\$1,133,794</b> | <b>16.7%</b> | <b>\$1,145,226</b> | <b>16.6%</b> |
| <b>Total Operating Expenditures</b>   |                                     | <b>\$6,067,075</b> | <b>\$6,190,607</b> | <b>\$6,389,843</b> | <b>\$6,393,083</b> | <b>94.3%</b> | <b>\$6,513,140</b> | <b>94.4%</b> |

## Police Department | Administration

| <b>Administration</b>   |                          | <b>FY 2017</b>     | <b>FY 2018</b>     | <b>FY 2018</b>     | <b>FY 2019</b>     | <b>% of</b>   | <b>FY 2020</b>     | <b>% of</b>   |
|---|--------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| <b>Object Description</b>                                     |                          | <b>Actual</b>      | <b>Adopted</b>     | <b>Y/E Est</b>     | <b>Proposed</b>    | <b>Total</b>  | <b>Proposed</b>    | <b>Total</b>  |
| 7101  | Bond Principal           | \$232,500          | \$240,000          | \$240,000          | <b>\$250,000</b>   | 3.7%          | <b>\$257,500</b>   | 3.7%          |
| 7102  | Bond Interest            | 149,669            | 142,581            | 142,581            | <b>135,232</b>     | 2.0%          | <b>127,619</b>     | 1.8%          |
| 7103  | Bond Administration Fee  | 825                | 1,100              | 1,000              | <b>1,100</b>       | 0.0%          | <b>1,100</b>       | 0.0%          |
| <b>Total Debt Service</b>                                     |                          | <b>\$382,994</b>   | <b>\$383,681</b>   | <b>\$383,581</b>   | <b>\$386,332</b>   | <b>5.7%</b>   | <b>\$386,219</b>   | <b>5.6%</b>   |
| <b>Total Expenditures</b>                                     |                          | <b>\$6,450,068</b> | <b>\$6,574,288</b> | <b>\$6,773,424</b> | <b>\$6,779,415</b> | <b>100.0%</b> | <b>\$6,899,359</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                          |                    |                    |                    | <b>3.3%</b>        |               | <b>1.9%</b>        |               |
| <b>Source of Funds</b>  |                          |                    |                    |                    |                    |               |                    |               |
|   | General Fund             | \$6,067,075        | \$6,190,607        | \$6,389,843        | <b>\$6,393,083</b> | 94.3%         | <b>\$6,513,140</b> | 94.4%         |
|   | Capital Improvement Fund | 382,994            | 383,681            | 383,581            | <b>386,332</b>     | 5.7%          | <b>386,219</b>     | 5.6%          |
| <b>Total Sources</b>  |                          | <b>\$6,450,068</b> | <b>\$6,574,288</b> | <b>\$6,773,424</b> | <b>\$6,779,415</b> | <b>100.0%</b> | <b>\$6,899,359</b> | <b>100.0%</b> |

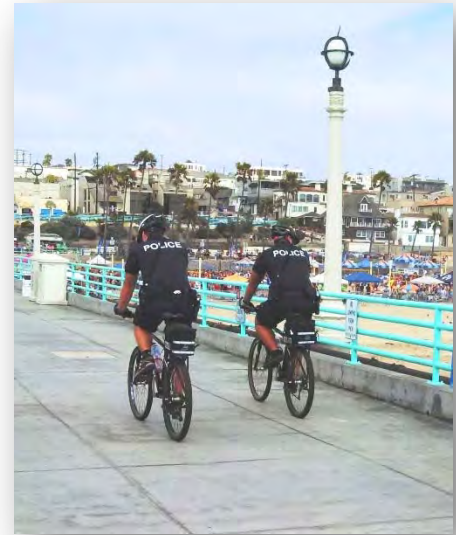




## Program Overview

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

Patrol officers respond to immediate and routine service calls, crime-related incidents, and quality of life issues. They conduct preliminary investigations, collect evidence, and arrest offenders. Other responsibilities include recovering lost or stolen property, ensuring the safety and protection of persons and property through proactive and directed patrol, enforcing traffic laws, providing high visibility enforcement during events, rendering aid to the community as needed, and providing the highest level of quality service through problem solving and community-oriented policing. Officers strive to provide an excellent level of service and take pride in building partnerships with residents and businesses in the community.



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

## Objectives FY 2019 & FY 2020

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

## Service Level Trends & Major Service Delivery Changes

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

Overtime (4112) is trending high this year, primarily due to filling patrol vacancies on an overtime basis. We anticipate overtime expenditures will continue to trend high in the near future as we work to fill the vacancies and then train the new-hires. Training a new officer takes over a year - newly-hired police officers attend a six-month Police Academy through the Sheriff's Department, and then begin a five-month long field training program at the Manhattan Beach Police Department. During the Field Training Program, trainees are paired with experienced Field Training Officers (FTOs) who have a dual responsibility of providing police service on

## Police Department | Patrol

their assigned patrol shift, as well as training and evaluating the new officers. During this time, new officers perform various law enforcement duties under the guidance and supervision of their assigned FTO. This one-to-one style of training is an invaluable opportunity for new officers to become acclimated to the demands of the job. At the end of the five-month term, most new officers are ready to function solo.

Manhattan Beach Police Department continues to implement innovative crime fighting efforts to combat the effects of AB109 Realignment and Proposition 47, including: enhanced/increased patrol burglary suppression details, undercover details, and deployment of crime impact teams. As we are currently short-staffed due to 8 sworn officer vacancies, most of these details are conducted on an overtime basis. We will also continue to implement innovative crime fighting programs, as well as provide enforcement of community priorities and address quality of life issues, including Strand and bike path enforcement, smoking ban, and other municipal code violations.

Department-wide police staffing for special events is also budgeted in Patrol (4114). Manhattan Beach is host to an increasing number of special events. Additionally, many of the events are growing in popularity, therefore requiring additional staffing to ensure adequate coverage.

| <b>Authorized Full-Time Positions*</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|--|----------------------------|----------------------------|-----------------------------|-----------------------------|
| Captain                                | 1                          | 1                          | 1                           | 1                           |
| Lieutenant                             | 2                          | 2                          | 2                           | 2                           |
| Sergeant                               | 6                          | 6                          | 6                           | 6                           |
| Police Officer                         | 29                         | 29                         | 29                          | 29                          |
| <b>Total</b>                           | <b>38</b>                  | <b>38</b>                  | <b>38</b>                   | <b>38</b>                   |

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

| Patrol Object Description                                     | FY 2017 Actual     | FY 2018 Adopted    | FY 2018 Y/E Est    | FY 2019 Proposed   | % of Total    | FY 2020 Proposed    | % of Total    |
|---|--------------------|--------------------|--------------------|--------------------|---------------|---------------------|---------------|
| 4101 Salaries & Allowances                                    | \$13,075           | -                  | \$67,059           | -                  | -             | -                   | -             |
| 4102 Sworn Salaries   | 4,698,493          | 4,472,412          | 4,359,990          | <b>4,512,625</b>   | 47.0%         | <b>4,627,673</b>    | 45.9%         |
| 4111 Overtime Regular Employees                               | 719                | 1,100              | 1,400              | <b>1,200</b>       | 0.0%          | <b>1,250</b>        | 0.0%          |
| 4112 Overtime Sworn Employees                                 | 1,161,194          | 992,000            | 1,350,000          | <b>1,255,000</b>   | 13.1%         | <b>1,285,000</b>    | 12.7%         |
| 4114 Overtime Special Events                                  | 227,098            | 200,326            | 380,000            | <b>239,150</b>     | 2.5%          | <b>246,150</b>      | 2.4%          |
| 4201 Group Medical Insurance                                  | 576,052            | 545,188            | 625,293            | <b>634,174</b>     | 6.6%          | <b>657,524</b>      | 6.5%          |
| 4202 Medicare Contributions                                   | 81,508             | 65,225             | 84,632             | <b>65,803</b>      | 0.7%          | <b>67,487</b>       | 0.7%          |
| 4211 PERS Regular Contribution                                | 1,706              | -                  | 5,263              | -                  | -             | -                   | -             |
| 4212 PERS Sworn Contribution                                  | 1,484,057          | 1,722,646          | 1,503,003          | <b>873,375</b>     | 9.1%          | <b>895,838</b>      | 8.9%          |
| 4218 PERS Regular Liability Contribution                      | -                  | -                  | -                  | -                  | -             | -                   | -             |
| 4219 PERS Sworn Liability Contribution                        | -                  | -                  | -                  | <b>1,031,853</b>   | 10.7%         | <b>1,281,884</b>    | 12.7%         |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$8,243,902</b> | <b>\$7,998,898</b> | <b>\$8,376,640</b> | <b>\$8,613,180</b> | <b>89.7%</b>  | <b>\$9,062,806</b>  | <b>89.8%</b>  |
| 5101 Contract Services  | \$16,679           | \$27,270           | \$27,000           | <b>\$31,020</b>    | 0.3%          | <b>\$31,920</b>     | 0.3%          |
| 5202 Membership & Dues  | 1,526              | 1,820              | 1,500              | <b>1,835</b>       | 0.0%          | <b>1,885</b>        | 0.0%          |
| 5205 Training, Conferences & Meetings                         | 27,457             | 19,450             | 28,000             | <b>41,950</b>      | 0.4%          | <b>42,650</b>       | 0.4%          |
| 5206 Uniforms/Safety Equip                                    | 38,101             | 34,300             | 39,000             | <b>38,100</b>      | 0.4%          | <b>38,200</b>       | 0.4%          |
| 5217 Departmental Supplies                                    | 25,009             | 22,450             | 25,500             | <b>23,600</b>      | 0.2%          | <b>24,000</b>       | 0.2%          |
| 5501 Telephone  | 430                | 352                | 378                | <b>4,195</b>       | 0.0%          | <b>4,321</b>        | 0.0%          |
| <b>Total Materials &amp; Services</b>                         | <b>\$109,201</b>   | <b>\$105,642</b>   | <b>\$121,378</b>   | <b>\$140,700</b>   | <b>1.5%</b>   | <b>\$142,976</b>    | <b>1.4%</b>   |
| 5611 Warehouse Services                                       | 1,025              | 725                | 600                | -                  | -             | -                   | -             |
| 5621 Information Technology Allocation                        | 68,280             | 67,975             | 67,975             | <b>237,270</b>     | 2.5%          | <b>251,436</b>      | 2.5%          |
| 5641 Fleet Rental Allocation                                  | 207,000            | 207,000            | 207,000            | <b>187,870</b>     | 2.0%          | <b>188,960</b>      | 1.9%          |
| 5642 Fleet Maintenance Allocation                             | 403,204            | 474,660            | 406,876            | <b>427,901</b>     | 4.5%          | <b>442,707</b>      | 4.4%          |
| <b>Total Internal Services</b>                                | <b>\$679,509</b>   | <b>\$750,360</b>   | <b>\$682,451</b>   | <b>\$853,041</b>   | <b>8.9%</b>   | <b>\$883,103</b>    | <b>8.8%</b>   |
| <b>Total Operating Expenditures</b>                           | <b>\$9,032,612</b> | <b>\$8,854,900</b> | <b>\$9,180,469</b> | <b>\$9,606,921</b> | <b>100.0%</b> | <b>\$10,088,885</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                    |                    |                    |                    | <b>8.5%</b>   | <b>5.0%</b>         |               |
| <b>Source of Funds</b>  |                    |                    |                    |                    |               |                     |               |
| General Fund  | \$9,032,612        | \$8,854,900        | \$9,180,469        | <b>\$9,606,921</b> | 100.0%        | <b>\$10,088,885</b> | 100.0%        |
| <b>Total Sources</b>  | <b>\$9,032,612</b> | <b>\$8,854,900</b> | <b>\$9,180,469</b> | <b>\$9,606,921</b> | <b>100.0%</b> | <b>\$10,088,885</b> | <b>100.0%</b> |

## Program Overview

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

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

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

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

We continue to assign a full-time officer to LA IMPACT (Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force). This regional task force brings together officers from agencies across Los Angeles County to identify, dismantle, and prosecute drug networks. MBPD's participation in the regional task force is an invaluable investment in the protection of our community, because the task force assists agencies in identifying and capturing criminals who are unlikely to be caught by ordinary means due to the complex or resource intensive nature of the investigation.

## Objectives FY 2019 & FY 2020

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

## Service Level Trends & Major Service Delivery Changes

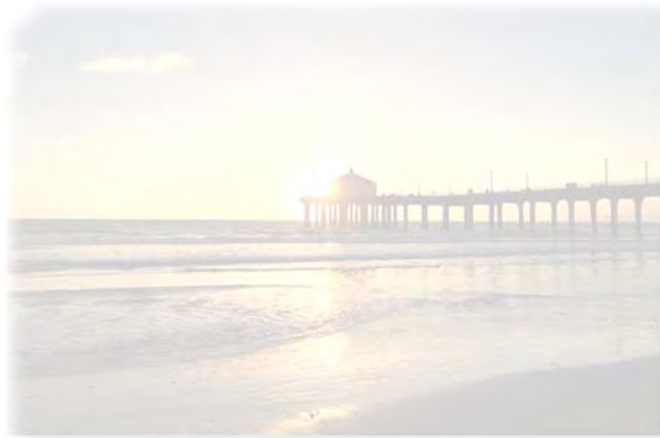
In fiscal year 2017/2018, fixed license plate readers (LPRs) were installed at points of ingress and egress to the community. The LPRs have proven to be an invaluable tool for detectives. In the first six months of use, this tool help to solve, or provided solid leads on, more than 30 cases. Use of the cameras also led to the arrest of a suspected burglary crew, numerous identity thieves, and a package thief, and led to the recovery of a credit card embosser used to manufacture fraudulent credit cards.

## Police Department | Investigations

| Authorized Full-Time Positions* | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------|--------------------|--------------------|---------------------|---------------------|
| Sergeant                        | 1                  | 1                  | 1                   | 1                   |
| Police Officer                  | 11                 | 11                 | 11                  | 11                  |
| Secretary                       | 1                  | 1                  | 1                   | 1                   |
| Administrative Clerk II         | 1                  | 1                  | 1                   | 1                   |
| <b>Total</b>                    | <b>14</b>          | <b>14</b>          | <b>14</b>           | <b>14</b>           |

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

| Investigations<br>Object Description                          | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Y/E Est | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|---|--------------------|--------------------|--------------------|---------------------|---------------|---------------------|---------------|
| 4101 Salaries & Allowances                                    | \$93,024           | \$92,800           | \$104,008          | \$106,357           | 3.8%          | \$112,774           | 3.9%          |
| 4102 Sworn Salaries   | 1,652,098          | 1,574,923          | 1,423,216          | 1,392,113           | 49.7%         | 1,406,981           | 48.1%         |
| 4111 Overtime Regular Employees                               | -                  | 474                | -                  | 243                 | 0.0%          | 255                 | 0.0%          |
| 4112 Overtime Sworn Employees                                 | 124,655            | 165,900            | 158,500            | 135,410             | 4.8%          | 135,410             | 4.6%          |
| 4201 Group Medical Insurance                                  | 165,859            | 188,447            | 156,687            | 193,624             | 6.9%          | 200,775             | 6.9%          |
| 4202 Medicare Contributions                                   | 25,645             | 24,314             | 22,962             | 21,845              | 0.8%          | 22,158              | 0.8%          |
| 4211 PERS Regular Contribution                                | 12,445             | 13,920             | 48,619             | 9,044               | 0.3%          | 9,590               | 0.3%          |
| 4212 PERS Sworn Contribution                                  | 529,133            | 628,079            | 531,787            | 269,209             | 9.6%          | 272,150             | 9.3%          |
| 4218 PERS Regular Liability Contribution                      | -                  | -                  | -                  | 8,623               | 0.3%          | 10,725              | 0.4%          |
| 4219 PERS Sworn Liability Contribution                        | -                  | -                  | -                  | 318,058             | 11.3%         | 395,128             | 13.5%         |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$2,602,860</b> | <b>\$2,688,857</b> | <b>\$2,445,779</b> | <b>\$2,454,526</b>  | <b>87.6%</b>  | <b>\$2,565,946</b>  | <b>87.8%</b>  |
| 5101 Contract Services  | \$22,919           | \$27,104           | \$27,000           | \$38,550            | 1.4%          | \$54,950            | 1.9%          |
| 5202 Membership & Dues  | 380                | 700                | 580                | 595                 | 0.0%          | 595                 | 0.0%          |
| 5205 Training, Conferences & Meetings                         | 6,030              | 5,750              | 8,500              | 7,700               | 0.3%          | 7,800               | 0.3%          |
| 5206 Uniforms/Safety Equip                                    | 8,871              | 10,050             | 10,000             | 9,900               | 0.4%          | 9,900               | 0.3%          |
| 5210 Computer Supplies & Software                             | -                  | -                  | -                  | 16,000              | 0.6%          | -                   | -             |
| 5217 Departmental Supplies                                    | 4,802              | 7,625              | 7,600              | 7,875               | 0.3%          | 8,025               | 0.3%          |
| 5501 Telephone  | 9,871              | 8,342              | 8,874              | 4,995               | 0.2%          | 5,145               | 0.2%          |
| <b>Total Materials &amp; Services</b>                         | <b>\$52,874</b>    | <b>\$59,571</b>    | <b>\$62,554</b>    | <b>\$85,615</b>     | <b>3.1%</b>   | <b>\$86,415</b>     | <b>3.0%</b>   |
| 5621 Information Technology Allocation                        | \$126,840          | \$126,265          | \$126,265          | \$83,085            | 3.0%          | \$88,045            | 3.0%          |
| 5641 Fleet Rental Allocation                                  | 93,180             | 93,180             | 93,180             | 84,350              | 3.0%          | 84,350              | 2.9%          |
| 5642 Fleet Maintenance Allocation                             | 88,021             | 103,620            | 88,823             | 95,594              | 3.4%          | 98,900              | 3.4%          |
| <b>Total Internal Services</b>                                | <b>\$308,041</b>   | <b>\$323,065</b>   | <b>\$308,268</b>   | <b>\$263,029</b>    | <b>9.4%</b>   | <b>\$271,295</b>    | <b>9.3%</b>   |
| <b>Total Operating Expenditures</b>                           | <b>\$2,963,775</b> | <b>\$3,071,493</b> | <b>\$2,816,601</b> | <b>\$2,803,170</b>  | <b>100.0%</b> | <b>\$2,923,656</b>  | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                    |                    |                    | <b>-8.7%</b>        |               | <b>4.3%</b>         |               |
| <b>Source of Funds</b>  |                    |                    |                    |                     |               |                     |               |
| General Fund  | \$2,963,775        | \$3,071,493        | \$2,816,601        | \$2,803,170         | 100.0%        | \$2,923,656         | 100.0%        |
| <b>Total Sources</b>  | <b>\$2,963,775</b> | <b>\$3,071,493</b> | <b>\$2,816,601</b> | <b>\$2,803,170</b>  | <b>100.0%</b> | <b>\$2,923,656</b>  | <b>100.0%</b> |





## Program Overview

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



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

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

## Objectives FY 2019 & FY 2020

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

## Service Level Trends & Major Service Delivery Changes

The Police Department has experienced a dramatic increase in Public Records Requests over the past few years. In 2013, the Police Department requested a full-time Admin Clerk to process the already growing number of requests, which at the time numbered approximately 210 Public Records Requests and 170 Subpoenas. The number of requests has continued to grow exponentially over the years - in 2015, the Department received 883 Public Records Requests and 284 Subpoenas. In 2017, those numbers rose to more than 1,800 public records requests and more than 300 subpoenas. The staggering number of requests is more than current staff can handle, and timely processing of these requests is causing significant and growing overages to the overtime budget. As such, an additional Administrative Clerk position is being requested for fiscal year 2018/2019.



## Police Department | Technical Support Services

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The fiscal year 2018/2019 budget also includes the upgrade of two Records Technician/Matron positions to “Lead Records Technician/Matrons” positions. Currently, the span of supervision is insufficient in the Technical Support Services Section; one Manager supervises a unit with 13 full-time employees and several part-time employees. These employees collectively provide services at the front desk 24 hours a day, 7 days a week, as well as providing matron assistance in the jail, as needed. The new lead officer positions will assist the Records Manager with supervision of daily operations, projects, and scheduling.

A new, recurring expenditure for cloud-based storage for body worn camera video is included in object 5104. The Police Department is currently field-testing various solutions and will return to City Council to award a contract during fiscal year 2018-2019.

Two carry-forward requests are also included in the fiscal year 2018/2019 budget – the upgrade of the existing Computer-Aided Dispatch System and Records Management System (object 5106), and the purchase of replacement portable and in-vehicle radios (object 6141, previously budgeted in Asset forfeiture).

One of the greatest challenges the public safety sector has is communications between varying radio and wireless networks. Today, first responders converging on major emergency incidents or crossing jurisdictional boundaries lack the communication tools to coordinate response and intelligence gathering efforts. Manhattan Beach’s Police and Fire communications are provided through the South Bay Regional Public Communications Authority (SBRPCA). This system provides interoperability among the five agencies utilizing the SBRPCA system, as well as other South Bay cities. However, once those agencies travel outside the South Bay, communications back to home base are not possible. This is particularly problematic when participating in a multi-agency incident, regardless of the location.

The Interagency Communications Interoperability (ICI) System was formed in order to develop a regional communications platform for agencies in the Los Angeles area. Seven local Area G agencies (cities of El Segundo, Hermosa Beach, Redondo Beach, Torrance, Gardena, Hawthorne and Manhattan Beach) came together to form a Joint Powers Authority (JPA), the Interoperability Network of the South Bay (INSB), for the purpose of managing the system in the South Bay. The INSB member cities are sharing in the implementation costs of the new interoperable radio network. SBRPCA has secured grant funding to complete the infrastructure upgrade, but each member agency is responsible for upgrading radio equipment. This requires the replacement of all in-car and portable radios to Motorola ICI system compatible radios.

In fiscal year 2017/2018, the in-car and portable radios were budgeted in Asset Forfeiture; however, sufficient funds were not available to cover the cost of the entire project and the City was considering a lease-purchase option. After careful review, there is sufficient General Fund fund balance for the cost of the radio purchases.

## Police Department | Technical Support Services

| Authorized Full-Time Positions        | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| Police Records Manager                | 1                  | 1                  | 1                   | 1                   |
| Police Services Officer               | 1                  | 1                  | 1                   | 1                   |
| Lead Police Records Technician/Matron | -                  | -                  | 2                   | 2                   |
| Police Records Technician/Matron      | 9                  | 9                  | 7                   | 7                   |
| Administrative Clerk I/II             | 1                  | 1                  | 2                   | 2                   |
| <b>Total</b>                          | <b>12</b>          | <b>12</b>          | <b>13</b>           | <b>13</b>           |

Part-time hours proposed total 2,300 hours in FY 2019 and FY 2020.

| Technical Support<br>Object Description                       | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Y/E Est | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|---|--------------------|--------------------|--------------------|---------------------|---------------|---------------------|---------------|
| 4101 Salaries & Allowances                                    | \$719,569          | \$756,033          | \$692,809          | \$830,143           | 20.4%         | \$849,787           | 28.7%         |
| 4103 Part-time Salaries                                       | 54,802             | 47,000             | 70,000             | 63,388              | 1.6%          | 63,388              | 2.1%          |
| 4111 Overtime Regular Employees                               | 48,231             | 26,635             | 55,000             | 53,160              | 1.3%          | 66,560              | 2.2%          |
| 4113 Overtime Mutual Aid                                      | 127                | -                  | -                  | -                   | -             | -                   | -             |
| 4201 Group Medical Insurance                                  | 110,231            | 119,797            | 113,806            | 142,132             | 3.5%          | 147,357             | 5.0%          |
| 4202 Medicare Contributions                                   | 11,587             | 11,637             | 12,081             | 12,956              | 0.3%          | 13,241              | 0.4%          |
| 4204 401A Plan City Contributions                             | 1,612              | 2,138              | 2,381              | 2,468               | 0.1%          | 2,517               | 0.1%          |
| 4211 PERS Regular Contribution                                | 96,663             | 112,142            | 54,784             | 72,737              | 1.8%          | 74,407              | 2.5%          |
| 4218 PERS Regular Liability Contribution                      | -                  | -                  | -                  | 62,279              | 1.5%          | 77,465              | 2.6%          |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$1,042,821</b> | <b>\$1,075,383</b> | <b>\$1,000,861</b> | <b>\$1,239,263</b>  | <b>30.4%</b>  | <b>\$1,294,722</b>  | <b>43.7%</b>  |
| 5101 Contract Services  | \$59,675           | \$59,550           | \$59,550           | \$44,630            | 1.1%          | \$45,630            | 1.5%          |
| 5104 Computer Contract Services                               | 76,870             | 70,900             | 70,900             | 144,400             | 3.5%          | 148,400             | 5.0%          |
| 5106 SBRPCA Communications                                    | 1,297,692          | 1,501,985          | 1,295,588          | 1,499,207           | 36.8%         | 1,337,531           | 45.1%         |
| 5202 Membership & Dues  | 190                | 195                | 190                | 195                 | 0.0%          | 195                 | 0.0%          |
| 5205 Training, Conferences & Meetings                         | 2,485              | 6,100              | 5,000              | 6,100               | 0.1%          | 6,150               | 0.2%          |
| 5206 Uniforms/Safety Equip                                    | 4,970              | 6,875              | 6,000              | 6,425               | 0.2%          | 6,425               | 0.2%          |
| 5208 Postage  | 6,118              | 5,900              | 5,824              | 8,959               | 0.2%          | 8,959               | 0.3%          |
| 5210 Computer Supplies & Software                             | 3,350              | 3,500              | 4,500              | 3,500               | 0.1%          | 3,600               | 0.1%          |
| 5217 Departmental Supplies                                    | 7,027              | 8,180              | 8,000              | 8,180               | 0.2%          | 8,380               | 0.3%          |
| 5225 Printing   | 5,196              | 11,000             | 11,000             | 17,800              | 0.4%          | 17,800              | 0.6%          |
| 5501 Telephone  | 3,446              | 3,367              | 3,105              | 7,226               | 0.2%          | 7,443               | 0.3%          |
| <b>Total Materials &amp; Services</b>                         | <b>\$1,467,020</b> | <b>\$1,677,552</b> | <b>\$1,469,657</b> | <b>\$1,746,622</b>  | <b>42.9%</b>  | <b>\$1,590,513</b>  | <b>53.7%</b>  |
| 5611 Warehouse Services                                       | \$590              | \$700              | \$600              | \$2,000             | 0.0%          | \$2,000             | 0.1%          |
| 5621 Information Technology Allocation                        | 117,120            | 116,579            | 116,579            | 71,368              | 1.8%          | 75,628              | 2.6%          |
| <b>Total Internal Services</b>                                | <b>\$117,710</b>   | <b>\$117,279</b>   | <b>\$117,179</b>   | <b>\$73,368</b>     | <b>1.8%</b>   | <b>\$77,628</b>     | <b>2.6%</b>   |
| <b>Total Operating Expenditures</b>                           | <b>\$2,627,552</b> | <b>\$2,870,214</b> | <b>\$2,587,697</b> | <b>\$3,059,253</b>  | <b>75.1%</b>  | <b>\$2,962,863</b>  | <b>100.0%</b> |
| 6141 Computer Equipment & Software                            | 264,707            | 100,000            | 15,264             | 1,014,814           | 15.0%         | -                   | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 | <b>\$264,707</b>   | <b>\$100,000</b>   | <b>\$15,264</b>    | <b>\$1,014,814</b>  | <b>15.0%</b>  | <b>-</b>            | <b>-</b>      |
| <b>Total Expenditures</b>                                     | <b>\$2,892,259</b> | <b>\$2,970,214</b> | <b>\$2,602,961</b> | <b>\$4,074,067</b>  | <b>100.0%</b> | <b>\$2,962,863</b>  | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                    |                    |                    | <b>6.6%</b>         |               | <b>-3.2%</b>        |               |
| <b>Source of Funds</b>  |                    |                    |                    |                     |               |                     |               |
| General Fund  | \$2,892,259        | \$2,970,214        | \$2,602,961        | \$4,074,067         | 100.0%        | \$2,962,863         | 100.0%        |
| <b>Total Sources</b>  | <b>\$2,892,259</b> | <b>\$2,970,214</b> | <b>\$2,602,961</b> | <b>\$4,074,067</b>  | <b>100.0%</b> | <b>\$2,962,863</b>  | <b>100.0%</b> |

## Program Overview

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



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

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

## Objectives FY 2019 & FY 2020

- Present crime prevention and safety presentations to residents, businesses, and community groups
- Create content for Police Department social media accounts; produce and distribute press releases and maintain contact with local press contacts
- Coordinate volunteer programs
- Support Neighborhood Watch activities
- Enhance usage of crime reduction technologies
- Provide opportunities for positive face-to-face interaction with the public through Department-hosted events
- Provide assistance and referrals to crime victims
- Reduce the incidence of false alarm activations through the management of the false alarm program and issuance of alarm permits
- Implement community awareness campaign focused on crime prevention
- Manage the Residential and Commercial Security Camera Registration Program; make registry available to officers and detectives.

|                                       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b> |                    |                    |                     |                     |
| Sergeant                              | 1                  | 1                  | 1                   | 1                   |
| Police Officer                        | 1                  | 1                  | 1                   | 1                   |
| Administrative Clerk I/II             | 1                  | 1                  | 1                   | 1                   |
| <b>Total</b>                          | <b>3</b>           | <b>3</b>           | <b>3</b>            | <b>3</b>            |

## Police Department | Community Affairs

| Community Affairs   |                                     | FY 2017          | FY 2018          | FY 2018          | FY 2019          | % of          | FY 2020          | % of          |
|---|-------------------------------------|------------------|------------------|------------------|------------------|---------------|------------------|---------------|
| Object Description  |                                     | Actual           | Adopted          | Y/E Est          | Proposed         | Total         | Proposed         | Total         |
| 4101  | Salaries & Allowances               | \$22,911         | \$41,689         | \$44,141         | <b>\$46,500</b>  | 8.0%          | <b>\$49,299</b>  | 8.1%          |
| 4102  | Sworn Salaries                      | 230,821          | 256,758          | 296,867          | <b>278,552</b>   | 47.7%         | <b>280,893</b>   | 46.0%         |
| 4111  | Overtime Regular Employees          | 147              | -                | 1,200            | <b>525</b>       | 0.1%          | <b>555</b>       | 0.1%          |
| 4112  | Overtime Sworn Employees            | 12,633           | 7,440            | 12,000           | <b>10,400</b>    | 1.8%          | <b>10,400</b>    | 1.7%          |
| 4114  | Overtime Special Events             | 820              | -                | -                | -                | -             | -                | -             |
| 4201  | Group Medical Insurance             | 41,276           | 51,117           | 62,364           | <b>64,210</b>    | 11.0%         | <b>66,636</b>    | 10.9%         |
| 4202  | Medicare Contributions              | 3,830            | 4,338            | 4,466            | <b>4,733</b>     | 0.8%          | <b>4,809</b>     | 0.8%          |
| 4211  | PERS Regular Contribution           | 2,934            | 6,253            | 3,118            | <b>3,954</b>     | 0.7%          | <b>4,192</b>     | 0.7%          |
| 4212  | PERS Sworn Contribution             | 70,381           | 75,202           | 88,004           | <b>54,149</b>    | 9.3%          | <b>54,612</b>    | 8.9%          |
| 4218  | PERS Regular Liability Contribution | -                | -                | -                | <b>3,770</b>     | 0.6%          | <b>4,689</b>     | 0.8%          |
| 4219  | PERS Sworn Liability Contribution   | -                | -                | -                | <b>63,974</b>    | 11.0%         | <b>79,476</b>    | 13.0%         |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$385,751</b> | <b>\$442,797</b> | <b>\$512,160</b> | <b>\$530,767</b> | <b>90.9%</b>  | <b>\$555,561</b> | <b>91.0%</b>  |
| 5101  | Contract Services                   | \$5,212          | \$7,800          | \$6,000          | <b>\$5,500</b>   | 0.9%          | <b>\$5,500</b>   | 0.9%          |
| 5104  | Computer Contract Services          | 9,317            | 4,800            | 4,800            | <b>4,950</b>     | 0.8%          | <b>5,100</b>     | 0.8%          |
| 5202  | Membership & Dues                   | 279              | 315              | 315              | <b>370</b>       | 0.1%          | <b>370</b>       | 0.1%          |
| 5205  | Training, Conferences & Meetings    | 7,545            | 1,700            | 6,000            | <b>4,750</b>     | 0.8%          | <b>4,850</b>     | 0.8%          |
| 5206  | Uniforms/Safety Equip               | 2,706            | 1,575            | 2,200            | <b>2,275</b>     | 0.4%          | <b>2,275</b>     | 0.4%          |
| 5217  | Departmental Supplies               | 15,688           | 15,675           | 15,675           | <b>15,825</b>    | 2.7%          | <b>15,975</b>    | 2.6%          |
| 5225  | Printing                            | 1,910            | 1,650            | 1,650            | -                | -             | -                | -             |
| 5501  | Telephone                           | 160              | 131              | 140              | <b>1,831</b>     | 0.3%          | <b>1,886</b>     | 0.3%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$42,816</b>  | <b>\$33,646</b>  | <b>\$36,780</b>  | <b>\$35,501</b>  | <b>6.1%</b>   | <b>\$35,956</b>  | <b>5.9%</b>   |
| 5621  | Information Technology Allocation   | \$58,560         | \$58,290         | \$58,290         | <b>\$17,842</b>  | 3.1%          | <b>\$18,907</b>  | 3.1%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$58,560</b>  | <b>\$58,290</b>  | <b>\$58,290</b>  | <b>\$17,842</b>  | <b>3.1%</b>   | <b>\$18,907</b>  | <b>3.1%</b>   |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$487,127</b> | <b>\$534,733</b> | <b>\$607,230</b> | <b>\$584,110</b> | <b>100.0%</b> | <b>\$610,424</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                  |                  |                  | <b>9.2%</b>      |               | <b>4.5%</b>      |               |
| <b>Source of Funds</b>  |                                     |                  |                  |                  |                  |               |                  |               |
| General Fund  |                                     | \$487,127        | \$534,733        | \$607,230        | <b>\$584,110</b> | 100.0%        | <b>\$610,424</b> | 100.0%        |
| <b>Total Sources</b>  |                                     | <b>\$487,127</b> | <b>\$534,733</b> | <b>\$607,230</b> | <b>\$584,110</b> | <b>100.0%</b> | <b>\$610,424</b> | <b>100.0%</b> |

### Program Overview

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

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



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

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

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

### Objectives FY 2019 & FY 2020

- Promote traffic safety through enforcement and education
- Increase officer availability and efficiency with the deployment of speed radar trailers and pole-mounted speed radars
- Work with other City departments to ensure effective traffic management and pedestrian movement, including safe movement of vehicles and pedestrians around schools, bike path, Strand and Pier
- Utilize traffic calming measures, proactive enforcement, and education to reduce the number of traffic collisions
- Identify issues and communicate with the public regarding traffic concerns
- Manage special events deployment and operational plans
- Enhance DUI education and enforcement efforts
- Provide the Crossing Guard Program at 24 locations throughout the City (budgeted in Contract Services, object 5101)

### Service Level Trends

As echoed in the 2015 community survey, traffic and congestion continue to be a top concern of residents. Our traffic officers are dedicated to addressing these, as well as neighborhood concerns such as speeding in residential areas, and the Sepulveda corridor. They also focus their efforts on high accident locations, pedestrian safety, and safety around the schools.

As part of our 2016-2018 Strategic Plan, we committed to increasing our Driving under the Influence (DUI) education and enforcement efforts. In fiscal year 2017-2018, the Police Department was successful in obtaining a \$200,000 grant from the California Office of Traffic Safety to enhance DUI enforcement efforts. The Police Department is again seeking grant funding to augment DUI enforcement efforts in fiscal year 2018-2019.

The fiscal year 2018-2019 budget includes funding for contracted Crossing Guard services (object 5101), which provides safe passage for children at 24 locations throughout the City. It also includes private security services, which are brought on to augment public safety staffing for special events; this service was previously budgeted in both Parks and Recreation and Police Department budgets. In fiscal year 2018-2019, the entire contracted amount for private security services for special events has been moved to the Police Department budget (object 5101).

| <b>Authorized Full-Time Positions</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---------------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|
| Lieutenant                            | 1                          | 1                          | 1                           | 1                           |
| Sergeant                              | 1                          | 1                          | 1                           | 1                           |
| Police Officer                        | 5                          | 5                          | 5                           | 5                           |
| <b>Total</b>                          | <b>7</b>                   | <b>7</b>                   | <b>7</b>                    | <b>7</b>                    |



## Police Department | Traffic Safety

| Traffic Safety  |                                   | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-----------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description  |                                   | Actual             | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4102  | Sworn Salaries                    | \$1,053,883        | \$981,907          | \$1,053,049        | <b>\$951,609</b>   | 41.7%         | <b>\$966,156</b>   | 40.3%         |
| 4103  | Part-time Salaries                | 5,557              | -                  | 6,000              | <b>6,075</b>       | 0.3%          | <b>6,075</b>       | 0.3%          |
| 4111  | Overtime Regular Employees        | 231                | -                  | -                  | -                  | -             | -                  | -             |
| 4113  | Overtime Mutual Aid               | 324                | -                  | -                  | -                  | -             | -                  | -             |
| 4114  | Overtime Special Events           | 740                | -                  | -                  | -                  | -             | -                  | -             |
| 4112  | Overtime Sworn Employees          | 130,633            | 97,640             | 97,640             | <b>121,390</b>     | 5.3%          | <b>124,240</b>     | 5.2%          |
| 4201  | Group Medical Insurance           | 81,472             | 92,703             | 87,928             | <b>108,918</b>     | 4.8%          | <b>112,844</b>     | 4.7%          |
| 4202  | Medicare Contributions            | 11,934             | 11,529             | 12,407             | <b>11,009</b>      | 0.5%          | <b>11,170</b>      | 0.5%          |
| 4212  | PERS Sworn Contribution           | 307,522            | 319,854            | 328,143            | <b>183,023</b>     | 8.0%          | <b>185,876</b>     | 7.8%          |
| 4219  | PERS Sworn Liability Contribution | -                  | -                  | -                  | <b>216,234</b>     | 9.5%          | <b>268,630</b>     | 11.2%         |
| <b>Total Salaries &amp; Benefits</b>                          |                                   | <b>\$1,592,294</b> | <b>\$1,503,633</b> | <b>\$1,585,167</b> | <b>\$1,598,258</b> | <b>70.0%</b>  | <b>\$1,674,991</b> | <b>69.9%</b>  |
| 5101  | Contract Services                 | \$279,530          | \$308,800          | \$310,800          | <b>\$422,400</b>   | 18.5%         | <b>\$446,400</b>   | 18.6%         |
| 5202  | Membership & Dues                 | -                  | 40                 | -                  | <b>75</b>          | 0.0%          | <b>75</b>          | 0.0%          |
| 5205  | Training, Conferences & Meetings  | 3,444              | 400                | 3,500              | <b>2,500</b>       | 0.1%          | <b>2,600</b>       | 0.1%          |
| 5206  | Uniforms/Safety Equip             | 12,347             | 10,090             | 10,000             | <b>11,890</b>      | 0.5%          | <b>12,090</b>      | 0.5%          |
| 5217  | Departmental Supplies             | 14,021             | 9,900              | 14,500             | <b>9,200</b>       | 0.4%          | <b>9,350</b>       | 0.4%          |
| 5225  | Printing                          | -                  | 2,100              | 1,500              | -                  | -             | -                  | -             |
| 5501  | Telephone                         | 774                | 653                | 700                | <b>1,049</b>       | 0.0%          | <b>1,080</b>       | 0.0%          |
| <b>Total Materials &amp; Services</b>                         |                                   | <b>\$310,116</b>   | <b>\$331,983</b>   | <b>\$341,000</b>   | <b>\$447,114</b>   | <b>19.6%</b>  | <b>\$471,595</b>   | <b>19.7%</b>  |
| 5611  | Warehouse Services                | -                  | \$500              | \$400              | -                  | -             | -                  | -             |
| 5621  | Information Technology Allocation | 97,560             | 97,150             | 97,150             | <b>41,542</b>      | 1.8%          | <b>44,022</b>      | 1.8%          |
| 5641  | Fleet Rental Allocation           | 76,200             | 76,200             | 76,200             | <b>82,580</b>      | 3.6%          | <b>88,380</b>      | 3.7%          |
| 5642  | Fleet Maintenance Allocation      | 94,698             | 111,480            | 95,560             | <b>114,837</b>     | 5.0%          | <b>118,808</b>     | 5.0%          |
| <b>Total Internal Services</b>                                |                                   | <b>\$268,458</b>   | <b>\$285,330</b>   | <b>\$269,310</b>   | <b>\$238,959</b>   | <b>10.5%</b>  | <b>\$251,210</b>   | <b>10.5%</b>  |
| <b>Total Operating Expenditures</b>                           |                                   | <b>\$2,170,868</b> | <b>\$2,120,946</b> | <b>\$2,195,477</b> | <b>\$2,284,331</b> | <b>100.0%</b> | <b>\$2,397,796</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                   |                    |                    |                    | <b>7.7%</b>        |               | <b>5.0%</b>        |               |
| <b>Source of Funds</b>  |                                   |                    |                    |                    |                    |               |                    |               |
| General Fund  |                                   | \$2,170,868        | \$2,120,946        | \$2,195,477        | <b>\$2,284,331</b> | 100.0%        | <b>\$2,397,796</b> | 100.0%        |
| <b>Total Sources</b>  |                                   | <b>\$2,170,868</b> | <b>\$2,120,946</b> | <b>\$2,195,477</b> | <b>\$2,284,331</b> | <b>100.0%</b> | <b>\$2,397,796</b> | <b>100.0%</b> |



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

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



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

### Objectives FY 2019 & FY 2020

- Provide consistent and efficient enforcement of parking laws and ordinances, and ongoing education to the public regarding parking restrictions
- Promptly identify and address parking concerns
- Be responsive to the parking needs of residents and businesses
- Work with other City departments to ensure effective parking management
- Encourage safe parking habits and safe movement of vehicles in and around school zones, bike path, Strand and Pier
- Assist police officers, traffic officers, and other departments with the management of special events/details
- Ensure compliance of parking regulations to promote turnover, maintain quality of life, and provide a safe environment for residents and visitors
- Enhance enforcement of community priorities
- Maintain a cadre of part-time seasonal Community Service Officers to augment staffing during special events and busy summer weekends (budgeted in 4103)

### Service Level Trends & Major Service Delivery Changes

As echoed in the 2015 community survey, parking continues to be a top concern of residents. Our Community Service Officers (CSOs) promote quality of life in the City through effective enforcement of parking laws and regulations, ensuring safe and efficient flow of traffic, emergency access, and turnover of parking spaces, both in residential and commercial areas.

Over time, Community Services Officers have been tasked with more duties to assist officers and fire personnel to increase their availability for calls for service. They are also tasked with education and enforcement of many municipal code violations, including leaf blowers, oversized vehicles, Strand/bike path

## Police Department | Parking Enforcement

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enforcement, sidewalk parking, smoking violations, etc. The Police Department utilizes the services of up to 15 part-time CSOs to be able to augment staffing during special events and busy summer weekends (object 4103).

The Park Ranger's roles and responsibilities are primarily of an enforcement nature and therefore this position is a natural fit in the division. This position is vital to meeting the community's needs when it comes to park safety.

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| <b>Authorized Full-Time Positions</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---------------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|
| Sergeant                              | 1                          | 1                          | 1                           | 1                           |
| Community Services Officer            | 12                         | 12                         | 12                          | 12                          |
| Park Services Enforcement Officer     | 1                          | 1                          | 1                           | 1                           |
| Administrative Clerk I                | 1                          | 1                          | 1                           | 1                           |
| <b>Total</b>                          | <b>15</b>                  | <b>15</b>                  | <b>15</b>                   | <b>15</b>                   |

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Part-time hours proposed total 8,500 hours in FY 2019 and FY 2020.

## Police Department | Parking Enforcement

| Parking Enforcement   |                                     | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description  |                                     | Actual             | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | \$835,672          | \$857,866          | \$885,735          | <b>\$875,653</b>   | 42.9%         | <b>\$896,093</b>   | 42.5%         |
| 4102  | Sworn Salaries                      | 160,922            | 159,752            | 146,761            | <b>165,271</b>     | 8.1%          | <b>166,607</b>     | 7.9%          |
| 4103  | Part-time Salaries                  | 200,648            | 123,185            | 200,000            | <b>235,805</b>     | 11.5%         | <b>235,805</b>     | 11.2%         |
| 4111  | Overtime Regular Employees          | 21,402             | 26,866             | 25,000             | <b>27,414</b>      | 1.3%          | <b>27,414</b>      | 1.3%          |
| 4112  | Overtime Sworn Employees            | 5,850              | 6,000              | 6,200              | <b>6,100</b>       | 0.3%          | <b>6,100</b>       | 0.3%          |
| 4114  | Overtime Special Events             | 510                | -                  | -                  | -                  | -             | -                  | -             |
| 4201  | Group Medical Insurance             | 185,693            | 214,199            | 198,360            | <b>232,602</b>     | 11.4%         | <b>241,365</b>     | 11.4%         |
| 4202  | Medicare Contributions              | 15,477             | 14,785             | 17,028             | <b>16,660</b>      | 0.8%          | <b>16,958</b>      | 0.8%          |
| 4205  | Worker's Compensation               | 1,320              | 1,320              | 1,320              | -                  | -             | -                  | -             |
| 4211  | PERS Regular Contribution           | 120,846            | 131,616            | 118,209            | <b>79,926</b>      | 3.9%          | <b>81,665</b>      | 3.9%          |
| 4212  | PERS Sworn Contribution             | 55,213             | 64,724             | 59,136             | <b>32,103</b>      | 1.6%          | <b>32,367</b>      | 1.5%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | <b>70,991</b>      | 3.5%          | <b>88,300</b>      | 4.2%          |
| 4219  | PERS Sworn Liability Contribution   | -                  | -                  | -                  | <b>37,929</b>      | 1.9%          | <b>47,119</b>      | 2.2%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$1,603,554</b> | <b>\$1,600,313</b> | <b>\$1,657,749</b> | <b>\$1,780,454</b> | <b>87.2%</b>  | <b>\$1,839,793</b> | <b>87.2%</b>  |
| 5101  | Contract Services                   | \$4,385            | \$9,920            | \$9,500            | <b>\$7,220</b>     | 0.4%          | <b>\$7,420</b>     | 0.4%          |
| 5104  | Computer Contract Services          | 21,646             | 19,750             | 20,500             | <b>22,800</b>      | 1.1%          | <b>23,300</b>      | 1.1%          |
| 5205  | Training, Conferences & Meetings    | 1,175              | 650                | 1,200              | <b>2,900</b>       | 0.1%          | <b>2,950</b>       | 0.1%          |
| 5206  | Uniforms/Safety Equip               | 13,040             | 10,150             | 10,150             | <b>11,310</b>      | 0.6%          | <b>11,310</b>      | 0.5%          |
| 5217  | Departmental Supplies               | 6,590              | 5,970              | 5,950              | <b>6,220</b>       | 0.3%          | <b>6,220</b>       | 0.3%          |
| 5225  | Printing                            | 7,255              | 9,850              | 9,500              | -                  | -             | -                  | -             |
| 5501  | Telephone                           | 3,082              | 3,317              | 3,017              | <b>4,822</b>       | 0.2%          | <b>4,967</b>       | 0.2%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$57,173</b>    | <b>\$59,607</b>    | <b>\$59,817</b>    | <b>\$55,272</b>    | <b>2.7%</b>   | <b>\$56,167</b>    | <b>2.7%</b>   |
| 5611  | Warehouse Services                  | -                  | \$120              | \$100              | -                  | -             | -                  | -             |
| 5621  | Information Technology Allocation   | 68,280             | 67,975             | 67,975             | <b>89,210</b>      | 4.4%          | <b>94,535</b>      | 4.5%          |
| 5631  | Insurance Allocation                | 2,340              | 3,060              | 3,060              | -                  | -             | -                  | -             |
| 5641  | Fleet Rental Allocation             | 50,820             | 50,820             | 50,820             | <b>69,260</b>      | 3.4%          | <b>69,260</b>      | 3.3%          |
| 5642  | Fleet Maintenance Allocation        | 30,886             | 36,360             | 31,168             | <b>48,622</b>      | 2.4%          | <b>50,304</b>      | 2.4%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$152,326</b>   | <b>\$158,335</b>   | <b>\$153,123</b>   | <b>\$207,092</b>   | <b>10.1%</b>  | <b>\$214,099</b>   | <b>10.1%</b>  |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$1,813,053</b> | <b>\$1,818,255</b> | <b>\$1,870,689</b> | <b>\$2,042,818</b> | <b>100.0%</b> | <b>\$2,110,059</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                    |                    |                    | <b>12.4%</b>       |               | <b>3.3%</b>        |               |
| <b>Source of Funds</b>  |                                     |                    |                    |                    |                    |               |                    |               |
| General Fund  |                                     | \$1,813,053        | \$1,818,255        | \$1,870,689        | <b>\$2,042,818</b> | 100.0%        | <b>\$2,110,059</b> | 100.0%        |
| <b>Total Sources</b>  |                                     | <b>\$1,813,053</b> | <b>\$1,818,255</b> | <b>\$1,870,689</b> | <b>\$2,042,818</b> | <b>100.0%</b> | <b>\$2,110,059</b> | <b>100.0%</b> |

# Police Department | Animal Control

## Program Overview

Animal Control Officers are responsible for handling animal welfare incidents, facilitating veterinary care for injured animals, and providing for the safe return of lost animals to their owners. All lost and stray domesticated animals taken into custody are checked for identifying implanted chips; every effort is made to return animals to their owners. Animal Control Officers also educate pet owners about the enforcement of municipal code ordinances related to dogs-at-large, animal bites, dog licensing, barking dogs, and leash laws.

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



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

## Objectives FY 2019 & FY 2020

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

## Service Level Trends

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

|                                       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b> |                    |                    |                     |                     |
| Community Services Officer            | 3                  | 3                  | 3                   | 3                   |
| <b>Total</b>                          | <b>3</b>           | <b>3</b>           | <b>3</b>            | <b>3</b>            |

## Police Department | Animal Control

| <b>Animal Control</b>   |                                     | <b>FY 2017</b>   | <b>FY 2018</b>   | <b>FY 2018</b>   | <b>FY 2019</b>   | <b>% of</b>   | <b>FY 2020</b>   | <b>% of</b>   |
|---|-------------------------------------|------------------|------------------|------------------|------------------|---------------|------------------|---------------|
| <b>Object Description</b>                                     |                                     | <b>Actual</b>    | <b>Adopted</b>   | <b>Y/E Est</b>   | <b>Proposed</b>  | <b>Total</b>  | <b>Proposed</b>  | <b>Total</b>  |
| 4101  | Salaries & Allowances               | \$241,524        | \$182,027        | \$190,779        | <b>\$175,349</b> | 58.5%         | <b>\$182,520</b> | 57.6%         |
| 4111  | Overtime Regular Employees          | 14,442           | 5,760            | 95,000           | <b>6,720</b>     | 2.2%          | <b>6,720</b>     | 2.1%          |
| 4114  | Overtime Special Events             | 523              | -                | -                | -                | -             | -                | -             |
| 4201  | Group Medical Insurance             | 33,448           | 32,359           | 27,328           | <b>40,577</b>    | 13.5%         | <b>42,104</b>    | 13.3%         |
| 4202  | Medicare Contributions              | 3,689            | 2,639            | 2,864            | <b>2,542</b>     | 0.8%          | <b>2,647</b>     | 0.8%          |
| 4205  | Worker's Compensation               | 1,320            | 1,320            | 1,320            | -                | -             | -                | -             |
| 4211  | PERS Regular Contribution           | 30,633           | 27,304           | 23,819           | <b>14,912</b>    | 5.0%          | <b>15,521</b>    | 4.9%          |
| 4218  | PERS Regular Liability Contribution | -                | -                | -                | <b>14,216</b>    | 4.7%          | <b>17,682</b>    | 5.6%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$325,580</b> | <b>\$251,409</b> | <b>\$341,110</b> | <b>\$254,316</b> | <b>84.8%</b>  | <b>\$267,194</b> | <b>84.3%</b>  |
| 5101  | Contract Services                   | \$10,024         | \$11,640         | \$11,500         | <b>\$11,970</b>  | 4.0%          | <b>\$12,270</b>  | 3.9%          |
| 5205  | Training, Conferences & Meetings    | 2,063            | 2,700            | 3,500            | <b>2,700</b>     | 0.9%          | <b>2,750</b>     | 0.9%          |
| 5206  | Uniforms/Safety Equip               | 2,070            | 1,875            | 1,800            | <b>1,800</b>     | 0.6%          | <b>1,800</b>     | 0.6%          |
| 5217  | Departmental Supplies               | 2,779            | 2,975            | 2,900            | <b>3,100</b>     | 1.0%          | <b>3,150</b>     | 1.0%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$16,936</b>  | <b>\$19,190</b>  | <b>\$19,700</b>  | <b>\$19,570</b>  | <b>6.5%</b>   | <b>\$19,970</b>  | <b>6.3%</b>   |
| 5611  | Warehouse Services                  | \$70             | \$100            | \$250            | -                | -             | -                | -             |
| 5631  | Insurance Allocation                | 2,340            | 3,060            | 3,060            | -                | -             | -                | -             |
| 5641  | Fleet Rental Allocation             | 6,300            | 6,300            | 6,300            | <b>16,520</b>    | 5.5%          | <b>20,060</b>    | 6.3%          |
| 5642  | Fleet Maintenance Allocation        | 14,577           | 17,160           | 14,709           | <b>9,544</b>     | 3.2%          | <b>9,874</b>     | 3.1%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$23,287</b>  | <b>\$26,620</b>  | <b>\$24,319</b>  | <b>\$26,064</b>  | <b>8.7%</b>   | <b>\$29,934</b>  | <b>9.4%</b>   |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$365,803</b> | <b>\$297,219</b> | <b>\$385,129</b> | <b>\$299,950</b> | <b>100.0%</b> | <b>\$317,098</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                  |                  |                  | <b>0.9%</b>      |               | <b>5.7%</b>      |               |
| <b>Source of Funds</b>  |                                     |                  |                  |                  |                  |               |                  |               |
| General Fund  |                                     | \$365,803        | \$297,219        | \$385,129        | <b>\$299,950</b> | 100.0%        | <b>\$317,098</b> | 100.0%        |
| <b>Total Sources</b>  |                                     | <b>\$365,803</b> | <b>\$297,219</b> | <b>\$385,129</b> | <b>\$299,950</b> | <b>100.0%</b> | <b>\$317,098</b> | <b>100.0%</b> |

# Police Department | Jail Operations

## Program Overview

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

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

## Objectives FY 2019 & FY 2020

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



## Service Level Trends

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

|                                       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b> |                    |                    |                     |                     |
| Police Services Officer               | 6                  | 6                  | 6                   | 6                   |
| <b>Total</b>                          | <b>6</b>           | <b>6</b>           | <b>6</b>            | <b>6</b>            |



## Police Department | Jail Operations

| Jail Operations   |                                     | FY 2017          | FY 2018          | FY 2018          | FY 2019          | % of          | FY 2020          | % of          |
|---|-------------------------------------|------------------|------------------|------------------|------------------|---------------|------------------|---------------|
| Object Description  |                                     | Actual           | Adopted          | Y/E Est          | Proposed         | Total         | Proposed         | Total         |
| 4101  | Salaries & Allowances               | \$420,815        | \$397,299        | \$376,960        | <b>\$422,228</b> | 59.1%         | <b>\$428,051</b> | 58.1%         |
| 4111  | Overtime Regular Employees          | 64,812           | 51,000           | 65,000           | <b>52,500</b>    | 7.3%          | <b>52,500</b>    | 7.1%          |
| 4201  | Group Medical Insurance             | 69,589           | 73,016           | 72,486           | <b>74,796</b>    | 10.5%         | <b>77,566</b>    | 10.5%         |
| 4202  | Medicare Contributions              | 5,825            | 4,781            | 5,394            | <b>5,107</b>     | 0.7%          | <b>5,182</b>     | 0.7%          |
| 4211  | PERS Regular Contribution           | 56,966           | 59,595           | 50,720           | <b>35,672</b>    | 5.0%          | <b>36,167</b>    | 4.9%          |
| 4218  | PERS Regular Liability Contribution | -                | -                | -                | <b>34,007</b>    | 4.8%          | <b>42,299</b>    | 5.7%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$618,007</b> | <b>\$585,690</b> | <b>\$570,560</b> | <b>\$624,310</b> | <b>87.4%</b>  | <b>\$641,765</b> | <b>87.0%</b>  |
| 5101  | Contract Services                   | \$20,639         | \$29,800         | \$29,800         | <b>\$33,900</b>  | 4.7%          | <b>\$35,900</b>  | 4.9%          |
| 5206  | Uniforms/Safety Equip               | 2,069            | 3,950            | 2,500            | <b>3,700</b>     | 0.5%          | <b>3,700</b>     | 0.5%          |
| 5217  | Departmental Supplies               | 16,918           | 11,500           | 11,500           | <b>14,900</b>    | 2.1%          | <b>15,900</b>    | 2.2%          |
| 5501  | Telephone                           | -                | -                | -                | <b>2,098</b>     | 0.3%          | <b>2,161</b>     | 0.3%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$39,625</b>  | <b>\$45,250</b>  | <b>\$43,800</b>  | <b>\$54,598</b>  | <b>7.6%</b>   | <b>\$57,661</b>  | <b>7.8%</b>   |
| 5611  | Warehouse Services                  | -                | \$600            | \$500            | -                | -             | -                | -             |
| 5621  | Information Technology Allocation   | 29,280           | 29,174           | 29,174           | <b>35,684</b>    | 5.0%          | <b>37,814</b>    | 5.1%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$29,280</b>  | <b>\$29,774</b>  | <b>\$29,674</b>  | <b>\$35,684</b>  | <b>5.0%</b>   | <b>\$37,814</b>  | <b>5.1%</b>   |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$686,913</b> | <b>\$660,714</b> | <b>\$644,034</b> | <b>\$714,592</b> | <b>100.0%</b> | <b>\$737,240</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                  |                  |                  | <b>8.2%</b>      |               | <b>3.2%</b>      |               |
| <b>Source of Funds</b>  |                                     |                  |                  |                  |                  |               |                  |               |
| General Fund  |                                     | \$686,913        | \$660,714        | \$644,034        | <b>\$714,592</b> | 100.0%        | <b>\$737,240</b> | 100.0%        |
| <b>Total Sources</b>  |                                     | <b>\$686,913</b> | <b>\$660,714</b> | <b>\$644,034</b> | <b>\$714,592</b> | <b>100.0%</b> | <b>\$737,240</b> | <b>100.0%</b> |



### Program Overview

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



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

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

### Objectives FY 2019 & FY 2020

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

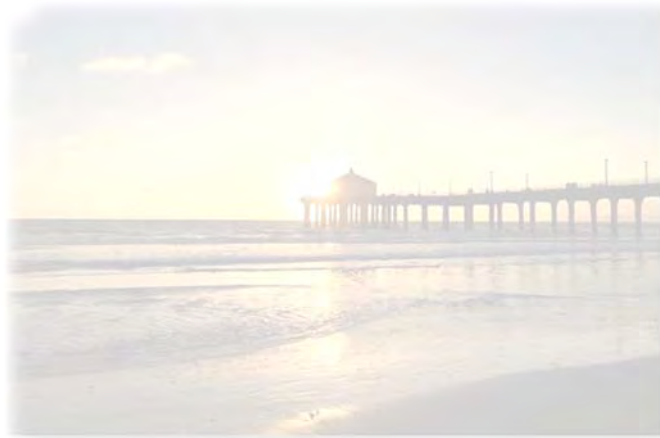
### Service Level Trends

In fiscal year 2017/2018, \$700,000 was budgeted in Asset Forfeiture for the purchase of replacement radios to enhance interoperability. Sufficient funds were not available in the Asset Forfeiture fund balance to cover the cost of the entire project, so the City budgeted for a lease-purchase plan. After careful review, there is sufficient General Fund fund balance for the cost of the radio purchases, and the appropriation has been moved to the Police Department's Technical Support Services Program.

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

## Police Department | Asset Forfeiture / Grants

| Asset Forfeiture/Grants<br>Object Description                 | FY 2017<br>Actual | FY 2018<br>Adopted | FY 2018<br>Y/E Est | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|---|-------------------|--------------------|--------------------|---------------------|---------------|---------------------|---------------|
| 4112 Overtime Sworn Employees                                 | \$36,545          | \$33,840           | \$33,500           | \$35,200            | 11.6%         | \$35,200            | 12.0%         |
| 4201 Group Medical Insurance                                  | 1,459             | -                  | 2,177              | -                   | -             | -                   | -             |
| 4202 Medicare Contributions                                   | 529               | -                  | 591                | -                   | -             | -                   | -             |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$38,533</b>   | <b>\$33,840</b>    | <b>\$36,268</b>    | <b>\$35,200</b>     | <b>11.6%</b>  | <b>\$35,200</b>     | <b>12.0%</b>  |
| 5101 Contract Services  | \$26,937          | \$39,000           | \$78,000           | \$20,000            | 6.6%          | \$20,000            | 6.8%          |
| 5205 Training, Conferences & Meetings                         | 15,666            | 20,500             | 24,000             | 20,500              | 6.7%          | 20,500              | 7.0%          |
| 5206 Uniforms/Safety Equip                                    | 19,115            | 13,400             | 20,000             | 35,600              | 11.7%         | 24,800              | 8.4%          |
| 5210 Computer Supplies & Software                             | 3,622             | 15,000             | 5,000              | 5,000               | 1.6%          | 5,000               | 1.7%          |
| 5217 Departmental Supplies                                    | 64,416            | 173,700            | 173,000            | 188,200             | 61.8%         | 188,200             | 64.1%         |
| <b>Total Materials &amp; Services</b>                         | <b>\$129,756</b>  | <b>\$261,600</b>   | <b>\$300,000</b>   | <b>\$269,300</b>    | <b>88.4%</b>  | <b>\$258,500</b>    | <b>88.0%</b>  |
| <b>Total Operating Expenditures</b>                           | <b>\$168,289</b>  | <b>\$295,440</b>   | <b>\$336,268</b>   | <b>\$304,500</b>    | <b>100.0%</b> | <b>\$293,700</b>    | <b>100.0%</b> |
| 6111 Furniture & Fixtures                                     | \$26,219          | -                  | -                  | -                   | -             | -                   | -             |
| 6141 Computer Equipment & Software                            | 42,614            | 700,000            | -                  | -                   | -             | -                   | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 | <b>\$68,833</b>   | <b>\$700,000</b>   | <b>-</b>           | <b>-</b>            | <b>-</b>      | <b>-</b>            | <b>-</b>      |
| 7302 Property & Equipment Principal                           | -                 | \$133,173          | -                  | -                   | -             | -                   | -             |
| 7303 Property & Equipment Interest                            | -                 | 17,500             | -                  | -                   | -             | -                   | -             |
| <b>Total Debt Service</b>                                     | <b>-</b>          | <b>\$150,673</b>   | <b>-</b>           | <b>-</b>            | <b>-</b>      | <b>-</b>            | <b>-</b>      |
| <b>Total Expenditures</b>                                     | <b>\$237,121</b>  | <b>\$1,146,113</b> | <b>\$336,268</b>   | <b>\$304,500</b>    | <b>100.0%</b> | <b>\$293,700</b>    | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                   |                    |                    | <b>3.1%</b>         |               | <b>-3.5%</b>        |               |
| <b>Source of Funds</b>  |                   |                    |                    |                     |               |                     |               |
| Asset Forfeiture  | \$153,479         | \$1,041,113        | \$231,268          | \$164,500           | 54.0%         | \$153,700           | 52.3%         |
| SLES Grant  | 83,642            | 105,000            | 105,000            | 140,000             | 46.0%         | 140,000             | 47.7%         |
| <b>Total Sources</b>  | <b>\$237,121</b>  | <b>\$1,146,113</b> | <b>\$336,268</b>   | <b>\$304,500</b>    | <b>100.0%</b> | <b>\$293,700</b>    | <b>100.0%</b> |



# City of Manhattan Beach Fire Department

**Fire Chief**

**ADMINISTRATION**

**PREVENTION**

**FIRE  
OPERATIONS**

**EMERGENCY  
MEDICAL SRVS**

**SUPPORT  
SERVICES**

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

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

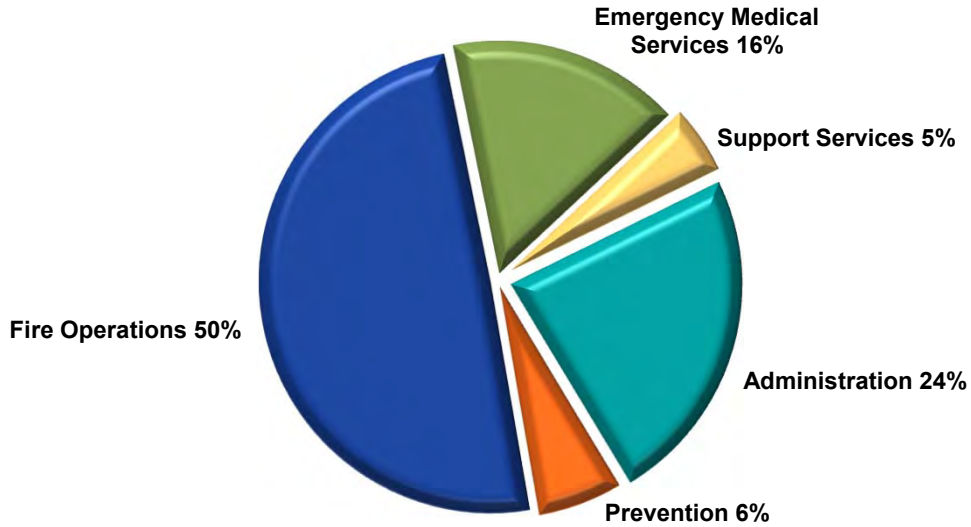
- Fire Suppression
- ~
- Training
- ~
- Special Operations
- ~
- Policy and Procedures
- ~
- Operations Committee
- ~
- Wild Land Deployment
- ~
- Mutual & Auto Aid
- ~
- Safety and Equipment
- ~
- Recruiting and Hiring

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

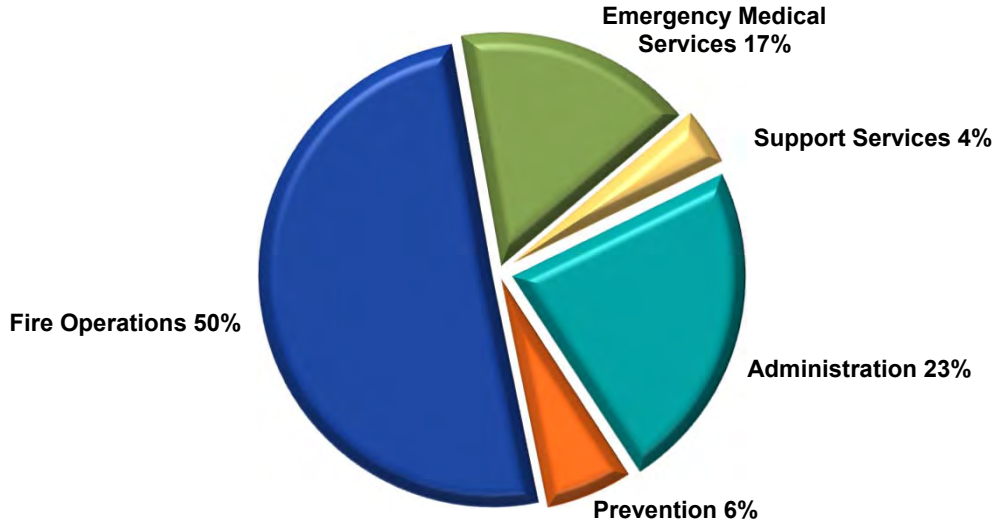
- Standard Operating Guidelines
- ~
- Emergency Preparedness
- ~
- Emergency Ops Center
- ~
- Communications
- ~
- Emergency Services CERT/MYN
- ~
- Emergency Mgt. Coordinator
- ~
- Public Education
- ~
- Planning
- ~
- Records Mgt.
- ~
- GIS Mapping
- ~
- Station Alert Systems

# Fire Department

**FY 2019  
Department Expenditure by Program**



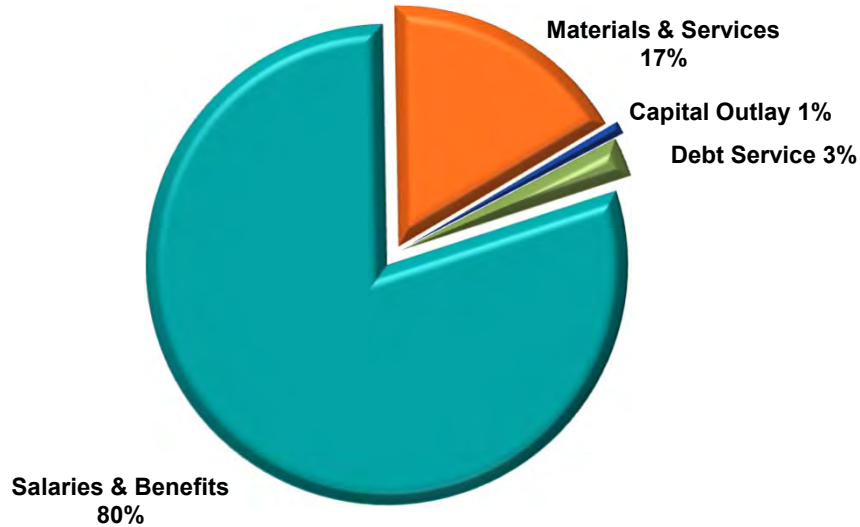
**FY 2020  
Department Expenditure by Program**



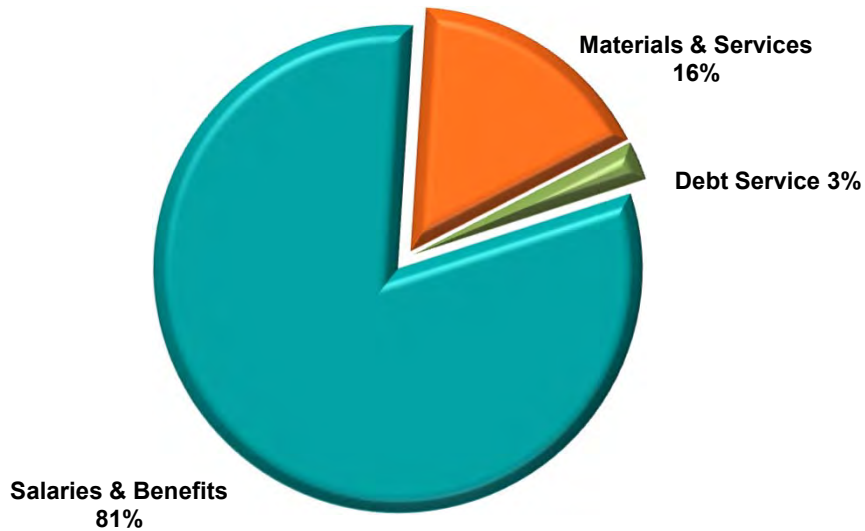
| <b>Program Expenditures</b> | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2018<br/>Estimate</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|-----------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Administration              | \$2,825,062               | \$3,041,637                | \$2,984,230                 | \$3,434,397                 | \$3,411,981                 |
| Prevention                  | 719,442                   | 812,241                    | 779,628                     | 862,463                     | 888,741                     |
| Fire Operations             | 6,464,878                 | 6,676,711                  | 6,911,027                   | 7,217,436                   | 7,469,909                   |
| Emergency Medical Services  | 2,045,604                 | 2,037,125                  | 2,037,823                   | 2,368,107                   | 2,457,889                   |
| Support Services            | 501,245                   | 749,457                    | 712,736                     | 689,905                     | 583,628                     |
| <b>Total</b>                | <b>\$12,556,231</b>       | <b>\$13,317,170</b>        | <b>\$13,425,445</b>         | <b>\$14,572,308</b>         | <b>\$14,812,148</b>         |
| <b>Full-Time Positions</b>  | <b>31.2</b>               | <b>31.2</b>                | <b>31.2</b>                 | <b>31.2</b>                 | <b>31.2</b>                 |

# Fire Department

**FY 2019  
Department Expenditure by Category**



**FY 2020  
Department Expenditure by Category**



| Category Expenditures | FY 2017<br>Actual   | FY 2018<br>Adopted  | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits   | \$10,265,716        | \$10,750,081        | \$10,967,703        | \$11,617,653        | \$11,998,133        |
| Materials & Services  | 1,847,127           | 2,085,327           | 1,946,842           | 2,442,535           | 2,427,796           |
| Capital Outlay        | 60,394              | 80,000              | 127,318             | 125,788             | -                   |
| Debt Service          | 382,994             | 401,762             | 383,581             | 386,332             | 386,219             |
| <b>Total</b>          | <b>\$12,556,231</b> | <b>\$13,317,170</b> | <b>\$13,425,445</b> | <b>\$14,572,308</b> | <b>\$14,812,148</b> |

# Fire Department

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## Mission

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

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## Department Overview

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

- Administration
- Prevention
- Fire Operations
- Emergency Medical Services
- Support Services

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

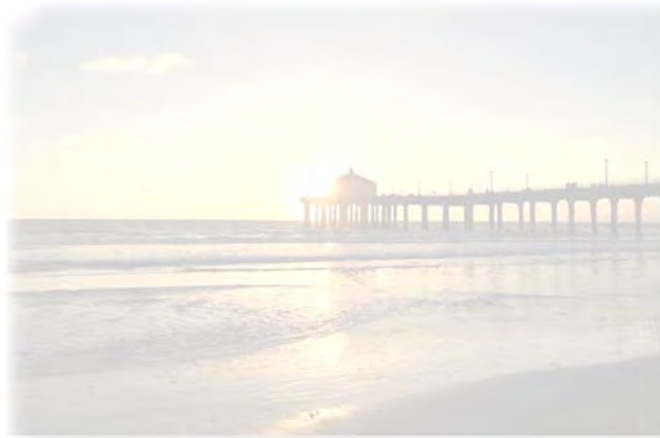
The Fire Department provides local, regional, and state level leadership through participation in various organizations and committees. This includes participation in the California Fire Chiefs Association, Los Angeles Area Fire Chiefs, South Bay Area Fire Chiefs, League of California Cities, Los Angeles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

## Recent Accomplishments Highlights

- Received a “No Actions Required” audit for our paramedic from Los Angeles County Emergency Medical Services Agency.
- Implemented a new medication distribution system that allows Paramedics to restock required medications within Manhattan Beach. Paramedics no longer need to travel to Downey for restocking.
- Implemented Standing Field Treatment Protocols allowing Paramedics to streamline patient treatment. The program includes a continuing quality improvement plan.
- Updated and enhanced mobile electronic patient care reporting system. All field treatment of patients is documented and stored electronically.
- Maintained the Class 2 Public Protection Classification from the Office of Insurance Services for fire protection.



- Conducted Firefighter recruitment (all three new hires successfully passed probationary year).
- Supported CERT instructors with planning and recruiting for two academies.
- Conducted and trained over 300 citizens in hands-only CPR during LA County's annual Sidewalk CPR campaign.
- Hired the first Emergency Services Coordinator in Manhattan Beach history.
- Successfully hosted a Town Hall Meeting with renowned seismologist Dr. Lucy Jones, who presented on enhancing community disaster response through awareness and preparedness.
- Added two new Rescue Ambulances to the emergency response fleet.
- Secured \$50,000 in Federal Grants for purchase of radio communication upgrades.



## Program Overview

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



The Manhattan Beach Fire Department continues to be a partner at our regional fire/police communications facility (the RCC), which greatly enhances the effectiveness of dispatching emergency responses, and which greatly improves interdepartmental communications and the efficiency of joint emergency operations.

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

## Objectives FY 2019 & 2020

- Provide leadership and direction to Battalion Chiefs and Fire Captains
- Improve cooperative interaction with other City departments and existing agreements
- Improve response times and service levels whenever possible
- Enhance data collection methodologies to identify emergency service improvement opportunities
- Continue to provide services that reduce community risk for fire and medical emergencies
- Explore opportunities to improve public emergency announcements and notifications during disasters

## Major Service Delivery Changes

- In FY 2019, Public Works will be purchasing replacement portable and in-vehicle radios compatible with the new Los Angeles area Interagency Communications Interoperability (ICI) System. The new radios will allow communications between Public Works personnel and Police and Fire personnel, as well as cross-jurisdictional communication in the event of a large-scale disaster.
- Manhattan Beach Fire Department is working closely with our regional partners to develop the future computer aided dispatch system (CAD) that should be operable by end of FY 2018/19.
- The department has added two new rescue ambulances to the fleet. The older ambulances will be used as backup while primary vehicles receive preventative maintenance service or during extreme emergencies.

## Fire Department | Administration

- A new Fire Engine will soon replace the existing Fire Engine. The new Engine will come equipped with newer and more modern equipment to further enhance public safety and reliability.

| Authorized Full-Time Positions  | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------|--------------------|--------------------|---------------------|---------------------|
| Fire Chief                      | 1                  | 1                  | 1                   | 1                   |
| Executive Secretary             | 1                  | 1                  | 1                   | 1                   |
| Information Systems Specialist* | 0.2                | 0.2                | 0.2                 | 0.2                 |
| <b>Total</b>                    | <b>2.2</b>         | <b>2.2</b>         | <b>2.2</b>          | <b>2.2</b>          |

\*Position is shared with Police Department.

Part-time hours proposed total 1080 hours in FY 2019 and FY 2020.

| Administration<br>Object Description     | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Y/E Est | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|--|--------------------|--------------------|--------------------|---------------------|---------------|---------------------|---------------|
| 4101 Salaries & Allowances               | \$82,874           | \$86,314           | \$90,987           | <b>\$90,715</b>     | 2.6%          | <b>\$92,055</b>     | 2.7%          |
| 4102 Sworn Salaries                      | 246,475            | 230,367            | 238,826            | <b>228,518</b>      | 6.7%          | <b>232,964</b>      | 6.8%          |
| 4103 Part-time Salaries                  | 51,830             | 42,546             | 49,000             | <b>47,400</b>       | 1.4%          | <b>47,400</b>       | 1.4%          |
| 4111 Overtime Regular Employees          | 552                | 1,000              | 1,200              | <b>1,000</b>        | 0.0%          | <b>1,000</b>        | 0.0%          |
| 4112 Overtime Sworn Employees            | 12,327             | 63,400             | 37,000             | <b>86,400</b>       | 2.5%          | <b>88,560</b>       | 2.6%          |
| 4201 Group Medical Insurance             | 41,535             | 43,244             | 40,873             | <b>43,547</b>       | 1.3%          | <b>45,097</b>       | 1.3%          |
| 4202 Medicare Contributions              | 5,651              | 5,351              | 5,564              | <b>5,324</b>        | 0.2%          | <b>5,407</b>        | 0.2%          |
| 4203 Unemployment                        | 1,260              | 1,260              | 1,260              | <b>420</b>          | 0.0%          | <b>420</b>          | 0.0%          |
| 4204 401A Plan City Contributions        | 5,545              | 5,466              | 5,666              | <b>5,422</b>        | 0.2%          | <b>5,531</b>        | 0.2%          |
| 4205 Worker's Compensation               | 1,056,120          | 1,101,660          | 1,101,660          | <b>1,512,780</b>    | 44.0%         | <b>1,512,780</b>    | 44.3%         |
| 4211 PERS Regular Contribution           | 11,138             | 12,948             | 11,751             | <b>7,715</b>        | 0.2%          | <b>7,829</b>        | 0.2%          |
| 4212 PERS Sworn Contribution             | 61,575             | 44,421             | 64,026             | <b>46,607</b>       | 1.4%          | <b>47,515</b>       | 1.4%          |
| 4218 PERS Regular Liability Contribution | -                  | -                  | -                  | <b>7,354</b>        | 0.2%          | <b>9,148</b>        | 0.3%          |
| 4219 PERS Sworn Liability Contribution   | -                  | -                  | -                  | <b>45,017</b>       | 1.3%          | <b>57,076</b>       | 1.7%          |
| <b>Total Salaries &amp; Benefits</b>     | <b>\$1,576,881</b> | <b>\$1,637,977</b> | <b>\$1,647,813</b> | <b>\$2,128,219</b>  | <b>62.0%</b>  | <b>\$2,152,782</b>  | <b>63.1%</b>  |
| 5101 Contract Services                   | \$62,157           | \$53,392           | \$53,392           | <b>\$61,792</b>     | 1.8%          | <b>\$63,242</b>     | 1.9%          |
| 5104 Computer Contract Services          | 35,107             | 40,850             | 40,850             | <b>42,650</b>       | 1.2%          | <b>48,850</b>       | 1.4%          |
| 5106 SBRPCA Communications               | 430,745            | 500,662            | 431,863            | <b>505,568</b>      | 14.7%         | <b>445,843</b>      | 13.1%         |
| 5107 Physical/Psych Exams                | 2,625              | 800                | 800                | <b>800</b>          | 0.0%          | <b>880</b>          | 0.0%          |
| 5109 Background Investigations           | 800                | 864                | 864                | <b>864</b>          | 0.0%          | <b>864</b>          | 0.0%          |
| 5201 Office Supplies                     | 4,735              | 6,000              | 6,000              | <b>5,400</b>        | 0.2%          | <b>5,400</b>        | 0.2%          |
| 5202 Membership & Dues                   | 3,553              | 3,089              | 3,000              | <b>3,089</b>        | 0.1%          | <b>3,325</b>        | 0.1%          |
| 5205 Training, Conferences & Meetings    | 7,596              | 11,200             | 10,200             | <b>11,200</b>       | 0.3%          | <b>11,200</b>       | 0.3%          |
| 5206 Uniforms/Safety Equip               | 5,909              | 4,600              | 4,600              | <b>5,600</b>        | 0.2%          | <b>5,600</b>        | 0.2%          |
| 5207 Advertising                         | 56                 | -                  | -                  | -                   | -             | -                   | -             |
| 5214 Employee Awards & Events            | 3,071              | 4,000              | 3,500              | <b>4,000</b>        | 0.1%          | <b>4,000</b>        | 0.1%          |
| 5217 Departmental Supplies               | 3,006              | 6,000              | 6,000              | <b>6,000</b>        | 0.2%          | <b>6,000</b>        | 0.2%          |
| 5501 Telephone                           | 23,510             | 19,598             | 20,866             | <b>4,222</b>        | 0.1%          | <b>4,349</b>        | 0.1%          |
| 5503 Natural Gas                         | 5,095              | 5,295              | 4,336              | <b>4,254</b>        | 0.1%          | <b>4,382</b>        | 0.1%          |
| <b>Total Materials &amp; Services</b>    | <b>\$587,965</b>   | <b>\$656,350</b>   | <b>\$586,271</b>   | <b>\$655,439</b>    | <b>19.1%</b>  | <b>\$603,935</b>    | <b>17.7%</b>  |
| 5611 Warehouse Services                  | -                  | \$200              | \$200              | -                   | -             | -                   | -             |
| 5621 Information Technology Allocation   | 29,280             | 29,174             | 29,174             | <b>34,352</b>       | 1.0%          | <b>36,404</b>       | 1.1%          |
| 5631 Insurance Allocation                | 64,500             | 67,740             | 67,740             | <b>48,600</b>       | 1.4%          | <b>48,600</b>       | 1.4%          |
| 5642 Fleet Maintenance Allocation        | 1,478              | 1,740              | 1,491              | <b>1,935</b>        | 0.1%          | <b>2,001</b>        | 0.1%          |
| 5651 Building & Operations Allocation    | 144,725            | 166,694            | 169,237            | <b>179,520</b>      | 5.2%          | <b>182,040</b>      | 5.3%          |
| <b>Total Internal Services</b>           | <b>\$239,983</b>   | <b>\$265,548</b>   | <b>\$267,842</b>   | <b>\$264,407</b>    | <b>7.7%</b>   | <b>\$269,045</b>    | <b>7.9%</b>   |
| <b>Total Operating Expenditures</b>      | <b>\$2,404,829</b> | <b>\$2,559,875</b> | <b>\$2,501,926</b> | <b>\$3,048,065</b>  | <b>88.8%</b>  | <b>\$3,025,762</b>  | <b>88.7%</b>  |

## Fire Department | Administration

| <b>Administration</b>   |                                | <b>FY 2017</b>     | <b>FY 2018</b>     | <b>FY 2018</b>     | <b>FY 2019</b>     | <b>% of</b>   | <b>FY 2020</b>     | <b>% of</b>   |
|---|--------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| <b>Object Description</b>                                     |                                | <b>Actual</b>      | <b>Adopted</b>     | <b>Y/E Est</b>     | <b>Proposed</b>    | <b>Total</b>  | <b>Proposed</b>    | <b>Total</b>  |
| 6121  | Machinery & Equipment          | \$6,553            | -                  | -                  | -                  | -             | -                  | -             |
| 6141  | Computer Equipment & Software  | 4,687              | 80,000             | 8,085              | -                  | -             | -                  | -             |
| 6212  | CIP Bldg & Facilities - CYr    | 26,000             | -                  | 90,638             | -                  | -             | -                  | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 |                                | <b>\$37,240</b>    | <b>\$80,000</b>    | <b>\$98,723</b>    | -                  | -             | -                  | -             |
| 7101  | Bond Principal                 | \$232,500          | \$240,000          | \$240,000          | <b>\$250,000</b>   | 7.3%          | <b>\$257,500</b>   | 7.5%          |
| 7102  | Bond Interest                  | 149,669            | 142,581            | 142,581            | <b>135,232</b>     | 3.9%          | <b>127,619</b>     | 3.7%          |
| 7103  | Bond Administration Fee        | 825                | 1,100              | 1,000              | <b>1,100</b>       | 0.0%          | <b>1,100</b>       | 0.0%          |
| 7302  | Property & Equipment Principal | -                  | 15,981             | -                  | -                  | -             | -                  | -             |
| 7303  | Property & Equipment Interest  | -                  | 2,100              | -                  | -                  | -             | -                  | -             |
| <b>Total Debt Service</b>                                     |                                | <b>\$382,994</b>   | <b>\$401,762</b>   | <b>\$383,581</b>   | <b>\$386,332</b>   | <b>11.2%</b>  | <b>\$386,219</b>   | <b>11.3%</b>  |
| <b>Total Expenditures</b>                                     |                                | <b>\$2,825,062</b> | <b>\$3,041,637</b> | <b>\$2,984,230</b> | <b>\$3,434,397</b> | <b>100.0%</b> | <b>\$3,411,981</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                |                    |                    |                    | <b>19.1%</b>       |               | <b>-0.7%</b>       |               |
| <b>Source of Funds</b>  |                                |                    |                    |                    |                    |               |                    |               |
|   | General Fund                   | \$2,416,069        | \$2,657,956        | \$2,510,011        | <b>\$3,048,065</b> | 88.8%         | <b>\$3,025,762</b> | 88.7%         |
|   | Capital Improvement            | 408,994            | 383,681            | 474,219            | <b>386,332</b>     | 11.2%         | <b>386,219</b>     | 11.3%         |
| <b>Total Sources</b>  |                                | <b>\$2,825,062</b> | <b>\$3,041,637</b> | <b>\$2,984,230</b> | <b>\$3,434,397</b> | <b>100.0%</b> | <b>\$3,411,981</b> | <b>100.0%</b> |

# Fire Department | Operations

## Program Overview

The Fire Operations Division safeguards Manhattan Beach citizens and visitors by continuously improving and preparing personnel to respond to all emergencies. Emergency response includes fire suppression, medical emergencies, vehicle accidents and other incident types such as physical entrapments, hazardous conditions, hazardous materials incidents, service calls, request for mutual aid by other agencies and regional deployments.



The Division also has a responsibility to develop a highly skilled, accountable and resilient workforce through comprehensive training and professional development. These programs include specialty, technical and leadership based training which supports the needs of the organization by maximizing operational efficiency and improving quality of service and response to our community.

## Objectives FY 2019 & FY 2020

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

| <b>Authorized Full-Time Positions</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---------------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|
| Fire Battalion Chief                  | 1                          | 1                          | 1                           | 1                           |
| Fire Captain/Paramedic                | 6                          | 6                          | 6                           | 6                           |
| Fire Engineer/Paramedic               | 6                          | 6                          | 6                           | 6                           |
| Firefighter/Paramedic                 | 6                          | 6                          | 6                           | 6                           |
| <b>Total</b>                          | <b>19</b>                  | <b>19</b>                  | <b>19</b>                   | <b>19</b>                   |

## Fire Department | Operations

| Fire Operations  |                                   | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|--|-----------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description                                     |                                   | Actual             | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4102   | Sworn Salaries                    | \$3,018,265        | \$2,986,282        | \$3,157,977        | \$3,107,319        | 43.1%         | \$3,139,346        | 42.0%         |
| 4112   | Overtime Sworn Employees          | 1,458,059          | 1,352,880          | 1,390,000          | 1,415,198          | 19.6%         | 1,445,804          | 19.4%         |
| 4113   | Overtime Mutual Aid               | 549                | 161,280            | 260,000            | 165,312            | 2.3%          | 169,344            | 2.3%          |
| 4114   | Overtime Special Events           | 8,117              | 10,960             | 11,918             | 11,234             | 0.2%          | 11,508             | 0.2%          |
| 4115   | Cooperative Resources             | -                  | 29,376             | -                  | -                  | -             | -                  | -             |
| 4116   | Training & Special Detail         | 192,947            | 192,000            | 154,321            | 196,800            | 2.7%          | 201,600            | 2.7%          |
| 4201   | Group Medical Insurance           | 404,090            | 433,668            | 457,241            | 438,927            | 6.1%          | 455,167            | 6.1%          |
| 4202   | Medicare Contributions            | 63,919             | 41,195             | 68,810             | 45,215             | 0.6%          | 45,685             | 0.6%          |
| 4212   | PERS Sworn Contribution           | 830,450            | 951,752            | 914,492            | 548,752            | 7.6%          | 554,524            | 7.4%          |
| 4219   | PERS Sworn Liability Contribution | -                  | -                  | -                  | 530,028            | 7.3%          | 672,016            | 9.0%          |
| <b>Total Salaries &amp; Benefits</b>                   |                                   | <b>\$5,976,397</b> | <b>\$6,159,393</b> | <b>\$6,414,759</b> | <b>\$6,458,785</b> | <b>89.5%</b>  | <b>\$6,694,994</b> | <b>89.6%</b>  |
| 5101   | Contract Services                 | \$12,309           | \$21,474           | \$15,000           | \$21,474           | 0.3%          | \$21,474           | 0.3%          |
| 5203   | Reference Materials               | 80                 | 800                | 800                | 800                | 0.0%          | 800                | 0.0%          |
| 5205   | Training, Conferences & Meetings  | 48,047             | 53,600             | 53,600             | 53,600             | 0.7%          | 53,800             | 0.7%          |
| 5206   | Uniforms/Safety Equip             | 45,122             | 36,525             | 36,525             | 36,525             | 0.5%          | 36,525             | 0.5%          |
| 5208   | Postage                           | 1,011              | 600                | 593                | 214                | 0.0%          | 214                | 0.0%          |
| 5209   | Tools & Minor Equip               | 160                | -                  | 283                | -                  | -             | -                  | -             |
| 5217   | Departmental Supplies             | 53,730             | 49,900             | 49,900             | 50,980             | 0.7%          | 50,980             | 0.7%          |
| 5221   | Auto Repair                       | 63,246             | 70,035             | 70,035             | 72,100             | 1.0%          | 72,100             | 1.0%          |
| 5225   | Printing                          | 99                 | 400                | 400                | 400                | 0.0%          | 400                | 0.0%          |
| 5501   | Telephone                         | 6,221              | 5,528              | 6,328              | 11,244             | 0.2%          | 11,581             | 0.2%          |
| 5502   | Electricity                       | 72,560             | 91,585             | 75,304             | 78,392             | 1.1%          | 80,744             | 1.1%          |
| 5503   | Natural Gas                       | 1,638              | 1,144              | 984                | 965                | 0.0%          | 994                | 0.0%          |
| 5504   | Water                             | 9,012              | 7,307              | 10,427             | 7,802              | 0.1%          | 8,036              | 0.1%          |
| <b>Total Materials &amp; Services</b>                  |                                   | <b>\$313,235</b>   | <b>\$338,898</b>   | <b>\$320,179</b>   | <b>\$334,496</b>   | <b>4.6%</b>   | <b>\$337,648</b>   | <b>4.5%</b>   |
| 5611   | Warehouse Services                | \$5,443            | \$6,500            | \$6,500            | \$6,500            | 0.1%          | \$6,500            | 0.1%          |
| 5621   | Information Technology Allocation | 78,060             | 77,720             | 77,720             | 204,518            | 2.8%          | 216,724            | 2.9%          |
| 5641   | Fleet Rental Allocation           | 77,880             | 77,880             | 77,880             | 186,930            | 2.6%          | 186,930            | 2.5%          |
| 5642   | Fleet Maintenance Allocation      | 13,863             | 16,320             | 13,989             | 26,207             | 0.4%          | 27,113             | 0.4%          |
| <b>Total Internal Services</b>                         |                                   | <b>\$175,246</b>   | <b>\$178,420</b>   | <b>\$176,089</b>   | <b>\$424,155</b>   | <b>5.9%</b>   | <b>\$437,267</b>   | <b>5.9%</b>   |
| <b>Total Operating Expenditures</b>                    |                                   | <b>\$6,464,878</b> | <b>\$6,676,711</b> | <b>\$6,911,027</b> | <b>\$7,217,436</b> | <b>100.0%</b> | <b>\$7,469,909</b> | <b>100.0%</b> |
| Operating Expenditures % Change from Prior Year Budget |                                   |                    |                    |                    | 8.1%               |               | 3.5%               |               |
| <b>Source of Funds</b>                                 |                                   |                    |                    |                    |                    |               |                    |               |
| General Fund   |                                   | \$6,464,878        | \$6,676,711        | \$6,911,027        | \$7,217,436        | 100.0%        | \$7,469,909        | 100.0%        |
| <b>Total Sources</b>                                   |                                   | <b>\$6,464,878</b> | <b>\$6,676,711</b> | <b>\$6,911,027</b> | <b>\$7,217,436</b> | <b>100.0%</b> | <b>\$7,469,909</b> | <b>100.0%</b> |



# Fire Department | Prevention

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## Program Overview

The major function of the Fire Prevention Division is to reduce the number of fires and amount of fire loss in the community and ensure a safer environment to live, work, and play. This is achieved by adopting and enforcing Fire and Public Safety Codes and continued enforcement of State and Federal life safety codes for all occupancies within the City. Our role is accomplished by performing annual business inspections, plan checks, construction inspections and issuing permits for all manner of public safety requirements.



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



## Objectives FY 2019 & FY 2020

- Enhance customer service by creating inter-agency processes for events involving the beach.
- Exceed adopted performance measures for total yearly life safety and operational permit inspections.
- Expedite plan check turnaround time and new construction inspections.
- Enhance relationship with Manhattan Beach Studios through blended participation of Community Development, Manhattan Beach Police Department, and City Manager's office in coordinated efforts with the Manhattan Beach Fire Department.

## Major Service Delivery Changes

The Fire Prevention Division experiences a high demand for life safety inspections. To address this demand, the division is looking at hiring additional part-time inspectors. Fire Prevention is working closely with Human Resources to develop a strategic approach that will attract and retain highly qualified staff to perform these functions, while simultaneously ensuring the application of fire prevention measures and safety for our community.

## Fire Department | Prevention

| Authorized Full-Time Positions                     | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|--|--------------------|--------------------|---------------------|---------------------|
| Fire Captain/Paramedic                             | 1                  | 1                  | 1                   | 1                   |
| Firefighter/Paramedic (assigned as Fire Inspector) | 1                  | 1                  | 1                   | 1                   |
| <b>Total</b>                                       | <b>2</b>           | <b>2</b>           | <b>2</b>            | <b>2</b>            |

Part-time hours proposed total 2,322 hours in FY 2019 and FY 2020.

| Prevention<br>Object Description                       | FY 2017<br>Actual | FY 2018<br>Adopted | FY 2018<br>Y/E Est | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|--|-------------------|--------------------|--------------------|---------------------|---------------|---------------------|---------------|
| 4102 Sworn Salaries                                    | \$380,249         | \$351,766          | \$386,496          | <b>\$362,313</b>    | 42.0%         | <b>\$364,911</b>    | 41.1%         |
| 4103 Part-time Salaries                                | 27,851            | 42,051             | 42,051             | <b>42,052</b>       | 4.9%          | <b>42,052</b>       | 4.7%          |
| 4111 Overtime Regular Employees                        | 136               | 1,000              | 48                 | -                   | -             | -                   | -             |
| 4112 Overtime Sworn Employees                          | 10,890            | 33,600             | 32,680             | <b>37,016</b>       | 4.3%          | <b>42,048</b>       | 4.7%          |
| 4114 Overtime Special Events                           | 963               | -                  | 285                | -                   | -             | -                   | -             |
| 4115 Cooperative Resources                             | 27,111            | 87,000             | 37,000             | <b>72,384</b>       | 8.4%          | <b>69,600</b>       | 7.8%          |
| 4116 Training & Special Detail                         | 745               | 3,000              | 3,000              | <b>3,000</b>        | 0.3%          | <b>4,200</b>        | 0.5%          |
| 4201 Group Medical Insurance                           | 37,970            | 42,698             | 42,370             | <b>43,339</b>       | 5.0%          | <b>44,972</b>       | 5.1%          |
| 4202 Medicare Contributions                            | 6,447             | 6,753              | 6,403              | <b>5,880</b>        | 0.7%          | <b>5,919</b>        | 0.7%          |
| 4211 PERS Regular Contribution                         | 3,565             | 4,206              | 2,487              | <b>3,574</b>        | 0.4%          | <b>3,574</b>        | 0.4%          |
| 4212 PERS Sworn Contribution                           | 100,069           | 115,401            | 106,574            | <b>63,301</b>       | 7.3%          | <b>63,762</b>       | 7.2%          |
| 4218 PERS Regular Liability Contribution               | -                 | -                  | -                  | -                   | -             | -                   | -             |
| 4219 PERS Sworn Liability Contribution                 | -                 | -                  | -                  | <b>61,141</b>       | 7.1%          | <b>77,520</b>       | 8.7%          |
| <b>Total Salaries &amp; Benefits</b>                   | <b>\$595,996</b>  | <b>\$687,475</b>   | <b>\$659,394</b>   | <b>\$694,000</b>    | <b>80.5%</b>  | <b>\$718,558</b>    | <b>80.9%</b>  |
| 5101 Contract Services                                 | \$45,937          | \$33,100           | \$30,800           | <b>\$75,100</b>     | 8.7%          | <b>\$75,100</b>     | 8.5%          |
| 5202 Membership & Dues                                 | 225               | 1,325              | 1,325              | <b>1,325</b>        | 0.2%          | <b>1,390</b>        | 0.2%          |
| 5203 Reference Materials                               | 1,096             | 2,250              | 2,000              | <b>2,250</b>        | 0.3%          | <b>2,250</b>        | 0.3%          |
| 5205 Training, Conferences & Meetings                  | 5,321             | 20,600             | 20,600             | <b>20,600</b>       | 2.4%          | <b>20,600</b>       | 2.3%          |
| 5206 Uniforms/Safety Equip                             | 9,571             | 4,700              | 4,700              | <b>4,700</b>        | 0.5%          | <b>4,700</b>        | 0.5%          |
| 5217 Departmental Supplies                             | 4,184             | 3,500              | 3,500              | <b>3,500</b>        | 0.4%          | <b>3,500</b>        | 0.4%          |
| 5225 Printing  | 85                | 750                | 500                | <b>450</b>          | 0.1%          | <b>300</b>          | 0.0%          |
| 5501 Telephone   | 1,720             | 1,407              | 1,509              | <b>782</b>          | 0.1%          | <b>805</b>          | 0.1%          |
| <b>Total Materials &amp; Services</b>                  | <b>\$68,139</b>   | <b>\$67,632</b>    | <b>\$64,934</b>    | <b>\$108,707</b>    | <b>12.6%</b>  | <b>\$108,645</b>    | <b>12.2%</b>  |
| 5621 Information Technology Allocation                 | \$29,280          | \$29,174           | \$29,174           | <b>\$21,570</b>     | 2.5%          | <b>\$22,857</b>     | 2.6%          |
| 5641 Fleet Rental Allocation                           | 15,120            | 15,120             | 15,120             | <b>23,870</b>       | 2.8%          | <b>23,870</b>       | 2.7%          |
| 5642 Fleet Maintenance Allocation                      | 10,907            | 12,840             | 11,006             | <b>14,316</b>       | 1.7%          | <b>14,811</b>       | 1.7%          |
| <b>Total Internal Services</b>                         | <b>\$55,307</b>   | <b>\$57,134</b>    | <b>\$55,300</b>    | <b>\$59,756</b>     | <b>6.9%</b>   | <b>\$61,538</b>     | <b>6.9%</b>   |
| <b>Total Operating Expenditures</b>                    | <b>\$719,442</b>  | <b>\$812,241</b>   | <b>\$779,628</b>   | <b>\$862,463</b>    | <b>100.0%</b> | <b>\$888,741</b>    | <b>100.0%</b> |
| Operating Expenditures % Change from Prior Year Budget |                   |                    |                    | 6.2%                |               | 3.0%                |               |
| <b>Source of Funds</b>                                 |                   |                    |                    |                     |               |                     |               |
| General Fund   | \$719,442         | \$812,241          | \$779,628          | <b>\$862,463</b>    | 100.0%        | <b>\$888,741</b>    | 100.0%        |
| <b>Total Sources</b>                                   | <b>\$719,442</b>  | <b>\$812,241</b>   | <b>\$779,628</b>   | <b>\$862,463</b>    | <b>100.0%</b> | <b>\$888,741</b>    | <b>100.0%</b> |

# Fire Department | Emergency Medical Services

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## Program Overview

Nearly 65 percent of the Department's responses are requests for emergency medical assistance. The Emergency Medical Services Division provides Advanced Life Support (ALS) and Basic Life Support (BLS) to all residents and visitors in need of emergency care. ALS refers to treatment of unstable patients, using advanced techniques and equipment, by a team of Paramedics. ALS care is provided on scene and during transport to the appropriate hospital. BLS refers to treatment of stable patients that require basic care and transportation to a hospital.



All Firefighters, Fire Engineers and Fire Captains are licensed Paramedics (ALS). All Ambulance Operators are EMT certified (BLS). The Division provides ALS and BLS transportation with Fire Department personnel in Fire Department ambulances. Firefighter Paramedics staff an ALS ambulance and Ambulance Operators a BLS ambulance. This deployment offers flexibility in utilization of Department resources.

A local Emergency Room Physician serves as Medical Director to the Department. He is responsible for oversight of our medication supply process, quality of care audits and treatment pilot studies. His expertise will provide enhanced training and guidance to our personnel, while fostering innovation and efficiency.

## Objectives FY 2019 & FY 2020

- Provide a method for BLS ambulance service everyday 24/7.
- Meet or exceed standards for on-scene and transport times for trauma, stroke and STEMI patients.
- Reduce wait times at local hospitals for patients needing emergency room admittance and Manhattan Beach paramedics.
- Improve multi-department communication to enhance medical services provided.

## Major Service Delivery Changes

The Fire Department developed a shared cost contract with El Segundo and Hermosa Beach through the South Bay Regional Public Communications Authority for a Medical Director. There are numerous benefits to contracting with a physician to be our City's Medical Director. Some benefits include on-site storage and distribution of controlled medications, medical surveillance of our paramedics exposed to blood-borne pathogens, pilot program development and oversight, training, dispatch instructions and policies, and many more.

## Fire Department | Emergency Medical Services

| Authorized Full-Time Positions | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|--------------------------------|--------------------|--------------------|---------------------|---------------------|
| Fire Battalion Chief           | 1                  | 1                  | 1                   | 1                   |
| Firefighter/Paramedic          | 6                  | 6                  | 6                   | 6                   |
| <b>Total</b>                   | <b>7</b>           | <b>7</b>           | <b>7</b>            | <b>7</b>            |

Part-time hours proposed total 10488 in FY 2019 and FY 2020. This amount was previously allocated to Support Services. In order to appropriately reflect the type of service and service delivery costs, it was moved from Support Services to Emergency Medical Services from Account 053-4103 to account 041-4103.

| Emergency Medical Services<br>Object Description              | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Y/E Est | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|---|--------------------|--------------------|--------------------|---------------------|---------------|---------------------|---------------|
| 4102 Sworn Salaries   | \$936,284          | \$915,689          | \$927,903          | <b>\$927,803</b>    | 39.2%         | <b>\$953,203</b>    | 38.8%         |
| 4103 Part-time Salaries                                       | 302                | -                  | -                  | <b>140,000</b>      | 5.9%          | <b>140,000</b>      | 5.7%          |
| 4111 Overtime Regular Employees                               | -                  | -                  | -                  | <b>24,000</b>       | 1.0%          | <b>24,000</b>       | 1.0%          |
| 4112 Overtime Sworn Employees                                 | 334,564            | 307,120            | 307,120            | <b>324,638</b>      | 13.7%         | <b>324,638</b>      | 13.2%         |
| 4114 Overtime Special Events                                  | 2,885              | 5,760              | 5,700              | <b>5,904</b>        | 0.2%          | <b>5,904</b>        | 0.2%          |
| 4115 Cooperative Resources                                    | 27,450             | 57,600             | 44,500             | -                   | -             | -                   | -             |
| 4116 Training & Special Detail                                | 31,032             | 24,000             | 24,000             | <b>24,600</b>       | 1.0%          | <b>24,600</b>       | 1.0%          |
| 4201 Group Medical Insurance                                  | 116,821            | 107,680            | 121,935            | <b>125,346</b>      | 5.3%          | <b>129,994</b>      | 5.3%          |
| 4202 Medicare Contributions                                   | 19,231             | 13,338             | 18,129             | <b>15,542</b>       | 0.7%          | <b>15,913</b>       | 0.6%          |
| 4212 PERS Sworn Contribution                                  | 254,072            | 279,337            | 268,359            | <b>167,864</b>      | 7.1%          | <b>172,430</b>      | 7.0%          |
| 4219 PERS Sworn Liability Contribution                        | -                  | -                  | -                  | <b>162,136</b>      | 6.8%          | <b>205,570</b>      | 8.4%          |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$1,722,641</b> | <b>\$1,710,525</b> | <b>\$1,717,646</b> | <b>\$1,917,833</b>  | <b>81.0%</b>  | <b>\$1,996,252</b>  | <b>81.2%</b>  |
| 5101 Contract Services  | \$72,188           | \$83,300           | \$83,300           | <b>\$85,915</b>     | 3.6%          | <b>\$87,710</b>     | 3.6%          |
| 5202 Membership & Dues  | 160                | 310                | -                  | <b>310</b>          | 0.0%          | <b>320</b>          | 0.0%          |
| 5203 Reference Materials                                      | -                  | 600                | 300                | <b>600</b>          | 0.0%          | <b>600</b>          | 0.0%          |
| 5205 Training, Conferences & Meetings                         | 7,852              | 12,100             | 10,100             | <b>16,400</b>       | 0.7%          | <b>16,850</b>       | 0.7%          |
| 5206 Uniforms/Safety Equip                                    | 4,525              | 6,650              | 5,600              | <b>14,650</b>       | 0.6%          | <b>14,740</b>       | 0.6%          |
| 5217 Departmental Supplies                                    | 73,114             | 66,150             | 66,000             | <b>73,000</b>       | 3.1%          | <b>76,725</b>       | 3.1%          |
| <b>Total Materials &amp; Services</b>                         | <b>\$157,839</b>   | <b>\$169,110</b>   | <b>\$165,300</b>   | <b>\$190,875</b>    | <b>8.1%</b>   | <b>\$196,945</b>    | <b>8.0%</b>   |
| 5621 Information Technology Allocation                        | \$19,500           | \$19,430           | \$19,430           | <b>\$75,362</b>     | 3.2%          | <b>\$79,861</b>     | 3.2%          |
| 5641 Fleet Rental Allocation                                  | 119,760            | 119,760            | 119,760            | <b>161,080</b>      | 6.8%          | <b>161,080</b>      | 6.6%          |
| 5642 Fleet Maintenance Allocation                             | 15,545             | 18,300             | 15,687             | <b>22,957</b>       | 1.0%          | <b>23,751</b>       | 1.0%          |
| <b>Total Internal Services</b>                                | <b>\$154,805</b>   | <b>\$157,490</b>   | <b>\$154,877</b>   | <b>\$259,399</b>    | <b>11.0%</b>  | <b>\$264,692</b>    | <b>10.8%</b>  |
| <b>Total Operating Expenditures</b>                           | <b>\$2,035,285</b> | <b>\$2,037,125</b> | <b>\$2,037,823</b> | <b>\$2,368,107</b>  | <b>100.0%</b> | <b>\$2,457,889</b>  | <b>100.0%</b> |
| 6121 Machinery & Equipment                                    | \$10,319           | -                  | -                  | -                   | -             | -                   | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 | <b>\$10,319</b>    | <b>-</b>           | <b>-</b>           | <b>-</b>            | <b>-</b>      | <b>-</b>            | <b>-</b>      |
| <b>Total Expenditures</b>                                     | <b>\$2,045,604</b> | <b>\$2,037,125</b> | <b>\$2,037,823</b> | <b>\$2,368,107</b>  | <b>100.0%</b> | <b>\$2,457,889</b>  | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                    |                    |                    | <b>16.2%</b>        |               | <b>3.8%</b>         |               |
| <b>Source of Funds</b>  |                    |                    |                    |                     |               |                     |               |
| General Fund  | \$2,045,604        | \$2,037,125        | \$2,037,823        | <b>\$2,368,107</b>  | 100.0%        | <b>\$2,457,889</b>  | 100.0%        |
| <b>Total Sources</b>  | <b>\$2,045,604</b> | <b>\$2,037,125</b> | <b>\$2,037,823</b> | <b>\$2,368,107</b>  | <b>100.0%</b> | <b>\$2,457,889</b>  | <b>100.0%</b> |

# Fire Department | Support Services

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## Program Overview

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

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

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



## Objectives FY 2019 & FY 2020

- Improving communication capabilities in Department Operation Center (DOC)
- Conduct City wide earthquake drill with Map Your Neighborhood and CERT
- Ensure all City employees complete required ICS training
- Standardize radio communication procedures for RCC and area Fire Departments
- Conduct training for new Department Operation Center at Public Works
- Support community volunteer emergency response organizations

## Major Service Delivery Changes

In FY 2018, Support services hired an Emergency Services Coordinator, the first position of its kind in Manhattan Beach. The goal is to ensure all City staff has the basic training in National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) in order to meet federal guidelines and secure Federal funds that assist with recovery costs after a natural or man-made emergency. The Emergency Services Coordinator position will increase from 20 hours per week to 30 hours per week in FY2019 to ensure the City can meet the need and the demand in case of a natural disaster and to manage all the community programs associated with emergency preparedness.

Communication upgrades to our Regional Communication Center will also require the upgrade of radio and communication equipment. Support Services expect to have this project completed by end of FY 2020. This



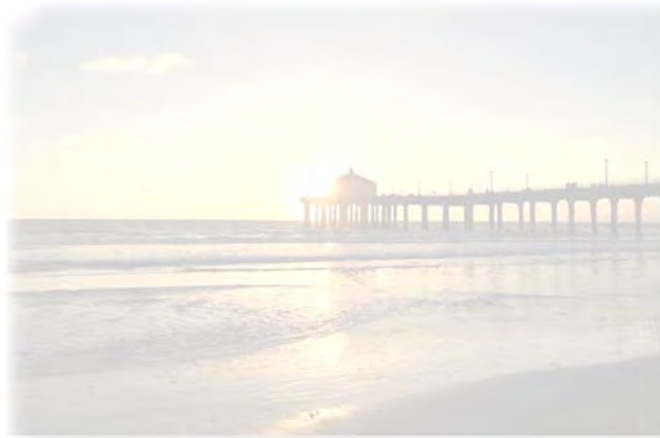
## Fire Department | Support Services

has been an ongoing multi-year project that has been planned and anticipated for the past three years. Due to this planning the cost share of phasing into the new system is less than \$126,000.

| Authorized Full-Time Positions | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|--------------------------------|--------------------|--------------------|---------------------|---------------------|
| Fire Battalion Chief           | 1                  | 1                  | 1                   | 1                   |
| <b>Total</b>                   | <b>1</b>           | <b>1</b>           | <b>1</b>            | <b>1</b>            |

Part-time hours proposed total 1560 hours in FY 2019 and FY 2020. There was a dramatic decrease in P/T hours (Object 4103) due to re-allocating funds for P/T Ambulance Operator program to Emergency Medical Services (Object 4103).

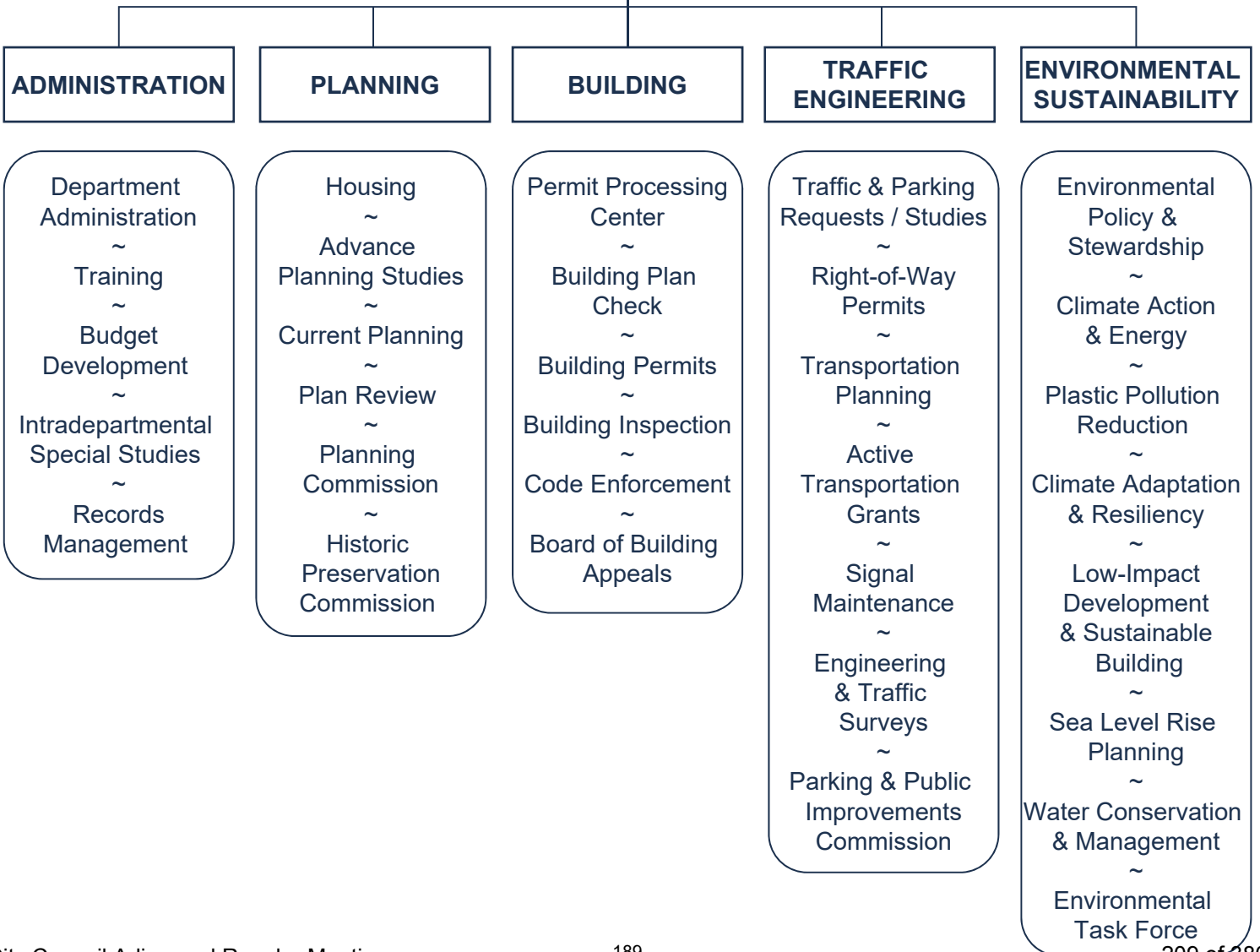
| Support Services<br>Object Description                        | FY 2017<br>Actual | FY 2018<br>Adopted | FY 2018<br>Y/E Est | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|---|-------------------|--------------------|--------------------|---------------------|---------------|---------------------|---------------|
| 4102 Sworn Salaries   | \$218,042         | \$215,203          | 224,629            | <b>\$209,787</b>    | 30.4%         | <b>\$213,587</b>    | 36.6%         |
| 4103 Part-time Salaries                                       | 58,617            | 197,935            | 176,000            | <b>72,025</b>       | 10.4%         | <b>72,025</b>       | 12.3%         |
| 4111 Overtime Regular Employees                               | 11,133            | 44,080             | 24,000             | -                   | -             | -                   | -             |
| 4112 Overtime Sworn Employees                                 | 31,381            | 36,640             | 22,800             | <b>25,256</b>       | 3.7%          | <b>25,712</b>       | 4.4%          |
| 4201 Group Medical Insurance                                  | 17,091            | 19,804             | 17,234             | <b>20,066</b>       | 2.9%          | <b>20,817</b>       | 3.6%          |
| 4202 Medicare Contributions                                   | 990               | -                  | 2,173              | -                   | -             | -                   | -             |
| 4211 PERS Regular Contribution                                | -                 | -                  | 2,845              | <b>8,500</b>        | 1.2%          | <b>8,500</b>        | 1.5%          |
| 4212 PERS Sworn Contribution                                  | 56,547            | 41,050             | 58,410             | <b>42,313</b>       | 6.1%          | <b>43,089</b>       | 7.4%          |
| 4218 PERS Regular Liability Contribution                      | -                 | -                  | -                  | -                   | -             | -                   | -             |
| 4219 PERS Sworn Liability Contribution                        | -                 | -                  | -                  | <b>40,869</b>       | 5.9%          | <b>51,817</b>       | 8.9%          |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$393,802</b>  | <b>\$554,712</b>   | <b>\$528,091</b>   | <b>\$418,816</b>    | <b>60.7%</b>  | <b>\$435,547</b>    | <b>74.6%</b>  |
| 5101 Contract Services  | \$16,307          | \$38,775           | \$37,800           | <b>\$32,400</b>     | 4.7%          | <b>\$32,975</b>     | 5.7%          |
| 5107 Physical/Psych Exams                                     | -                 | 6,400              | 1,500              | -                   | -             | -                   | -             |
| 5109 Background Investigations                                | 2,200             | 23,200             | 9,800              | -                   | -             | -                   | -             |
| 5201 Office Supplies  | 121               | 1,000              | 500                | <b>1,000</b>        | 0.1%          | <b>1,000</b>        | 0.2%          |
| 5202  | -                 | -                  | -                  | <b>1,000</b>        | 0.1%          | <b>1,100</b>        | 0.2%          |
| 5205 Training, Conferences & Meetings                         | 16,948            | 32,650             | 20,250             | <b>28,350</b>       | 4.1%          | <b>29,350</b>       | 5.0%          |
| 5206 Uniforms/Safety Equip                                    | 7,593             | 11,600             | 5,600              | <b>600</b>          | 0.1%          | <b>600</b>          | 0.1%          |
| 5217 Departmental Supplies                                    | 51,438            | 79,620             | 79,600             | <b>78,620</b>       | 11.4%         | <b>79,620</b>       | 13.6%         |
| 5225 Printing   | -                 | 1,500              | 1,000              | <b>1,500</b>        | 0.2%          | <b>1,550</b>        | 0.3%          |
| 5501 Telephone  | -                 | -                  | -                  | <b>1,831</b>        | 0.3%          | <b>1,886</b>        | 0.3%          |
| <b>Total Materials &amp; Services</b>                         | <b>\$94,608</b>   | <b>\$194,745</b>   | <b>\$156,050</b>   | <b>\$145,301</b>    | <b>21.1%</b>  | <b>\$148,081</b>    | <b>25.4%</b>  |
| <b>Total Operating Expenditures</b>                           | <b>\$488,410</b>  | <b>\$749,457</b>   | <b>\$684,141</b>   | <b>\$564,117</b>    | <b>81.8%</b>  | <b>\$583,628</b>    | <b>100.0%</b> |
| 6111 Furniture & Fixtures                                     | \$11,533          | -                  | -                  | -                   | -             | -                   | -             |
| 6121 Machinery & Equipment                                    | -                 | -                  | \$28,595           | -                   | -             | -                   | -             |
| 6141 Computer Equipment & Software                            | \$1,301           | -                  | -                  | <b>\$125,788</b>    | 18.2%         | -                   | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 | <b>\$12,835</b>   | <b>-</b>           | <b>\$28,595</b>    | <b>\$125,788</b>    | <b>18.2%</b>  | <b>(\$1)</b>        | <b>(0.0%)</b> |
| <b>Total Expenditures</b>                                     | <b>\$501,245</b>  | <b>\$749,457</b>   | <b>\$712,736</b>   | <b>\$689,905</b>    | <b>100.0%</b> | <b>\$583,628</b>    | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                   |                    |                    | <b>-24.7%</b>       |               | <b>3.5%</b>         |               |
| <b>Source of Funds</b>  |                   |                    |                    |                     |               |                     |               |
| General Fund  | \$501,245         | \$749,457          | \$712,736          | <b>\$689,905</b>    | 100.0%        | <b>\$583,628</b>    | 100.0%        |
| <b>Total Sources</b>  | <b>\$501,245</b>  | <b>\$749,457</b>   | <b>\$712,736</b>   | <b>\$689,905</b>    | <b>100.0%</b> | <b>\$583,628</b>    | <b>100.0%</b> |





# City of Manhattan Beach Community Development Department

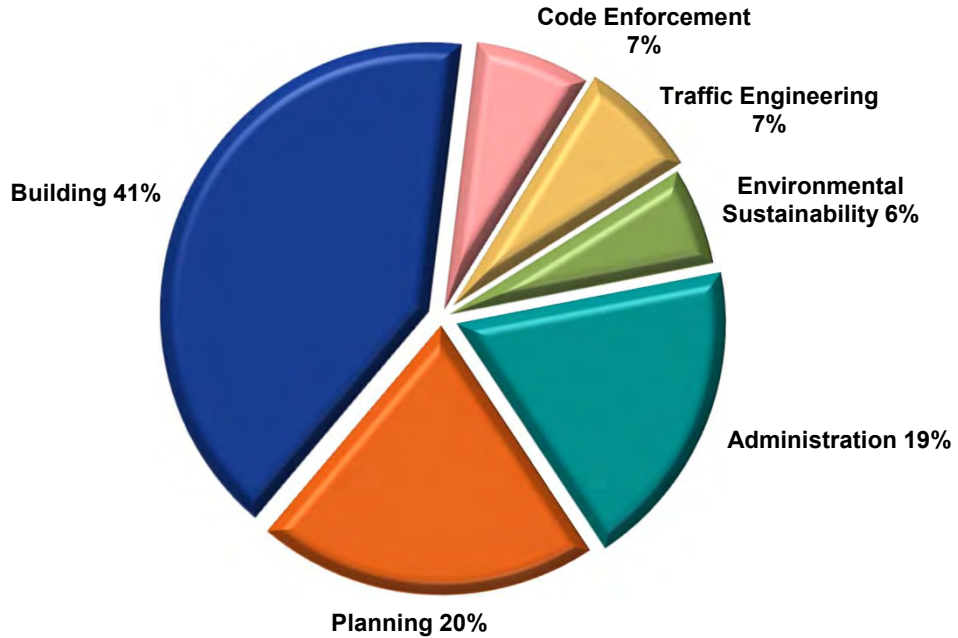
**Director of  
Community  
Development**



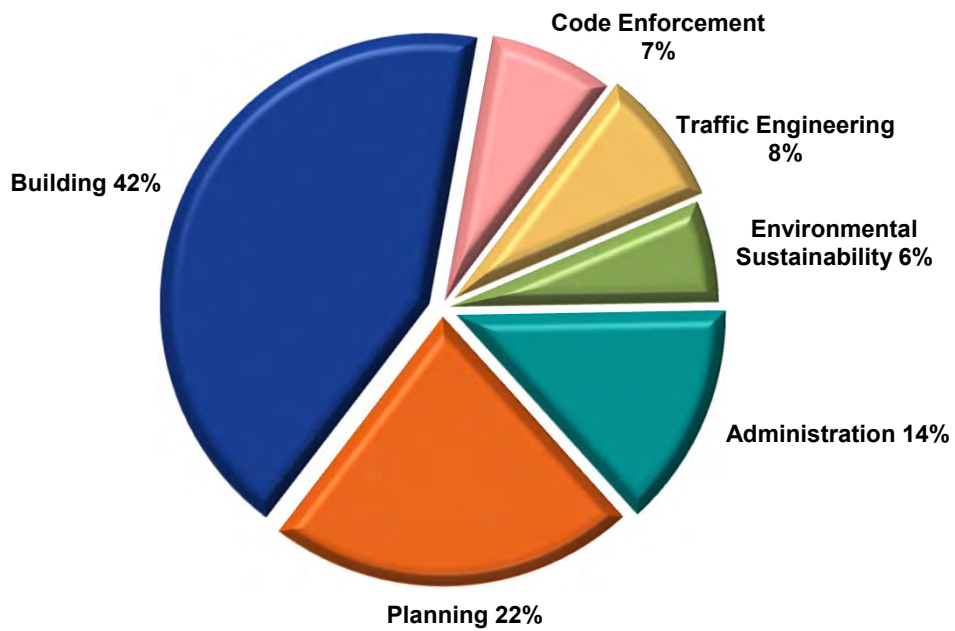
# Community Development Department

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**FY 2019  
Department Expenditure by Program**



**FY 2020  
Department Expenditure by Program**



# Community Development Department

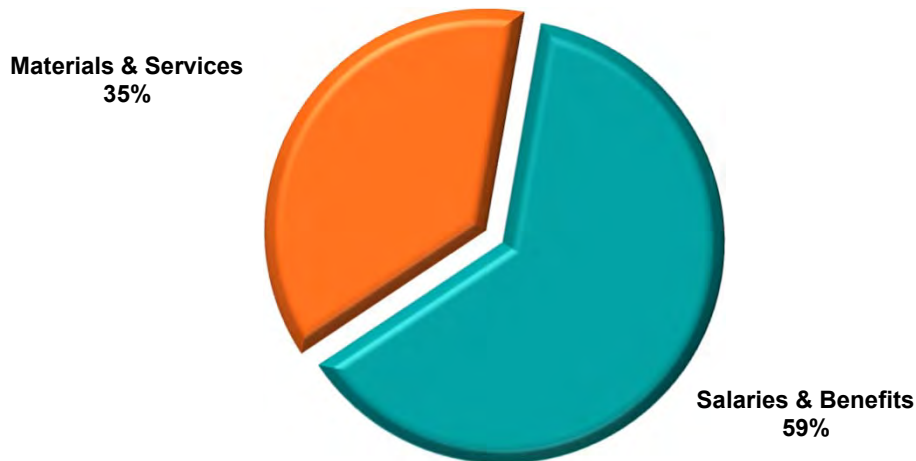


| <b>Program Expenditures</b>  | <b>FY 2017 Actual</b> | <b>FY 2018 Adopted</b> | <b>FY 2018 Estimate</b> | <b>FY 2019 Proposed</b> | <b>FY 2020 Proposed</b> |
|------------------------------|-----------------------|------------------------|-------------------------|-------------------------|-------------------------|
| Administration               | \$700,611             | \$753,463              | \$734,896               | \$1,190,579             | \$834,236               |
| Planning                     | 987,771               | 1,223,867              | 1,124,284               | 1,302,654               | 1,361,789               |
| Building                     | 1,920,690             | 2,121,812              | 2,316,621               | 2,590,524               | 2,616,163               |
| Code Enforcement             | 387,140               | 407,254                | 407,397                 | 439,245                 | 459,641                 |
| Traffic Engineering          | 300,670               | 318,815                | 328,376                 | 460,056                 | 510,497                 |
| Environmental Sustainability | -                     | 240,112                | 176,187                 | 371,409                 | 376,422                 |
| <b>Total</b>                 | <b>\$4,296,883</b>    | <b>\$5,065,323</b>     | <b>\$5,087,761</b>      | <b>\$6,354,467</b>      | <b>\$6,158,748</b>      |

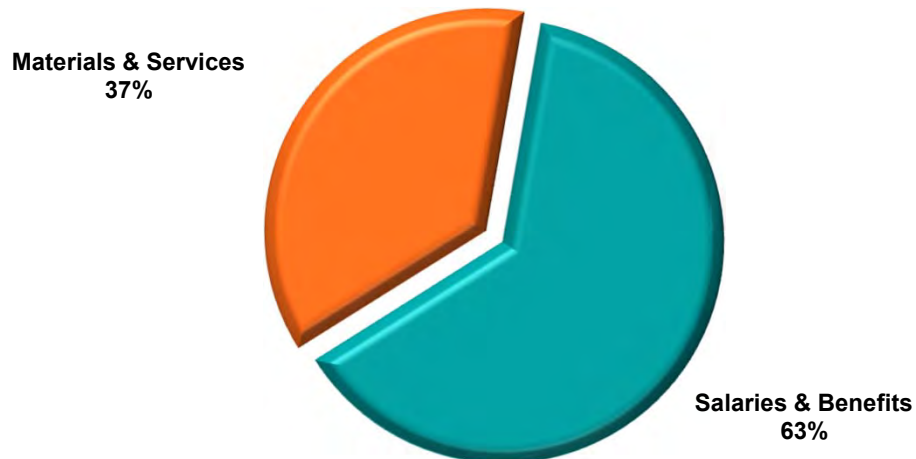
| <b>Program Revenues</b>    | <b>FY 2017 Actual</b> | <b>FY 2018 Adopted</b> | <b>FY 2018 Estimate</b> | <b>FY 2019 Proposed</b> | <b>FY 2020 Proposed</b> |
|----------------------------|-----------------------|------------------------|-------------------------|-------------------------|-------------------------|
| Building Permits           | \$1,782,633           | \$1,901,200            | \$1,980,000             | \$2,079,000             | \$1,815,000             |
| Other Permits              | 1,118,253             | 991,560                | 1,209,150               | 1,265,140               | 1,265,140               |
| Plan Check Fees            | 1,898,576             | 1,403,500              | 1,802,100               | 1,805,000               | 1,805,000               |
| Plan Filing & Report Fees  | 750,924               | 540,600                | 568,705                 | 724,000                 | 650,000                 |
| <b>Total</b>               | <b>\$5,550,386</b>    | <b>\$4,836,860</b>     | <b>\$5,559,955</b>      | <b>\$5,873,140</b>      | <b>\$5,535,140</b>      |
| <b>Full-Time Positions</b> | <b>24</b>             | <b>28</b>              | <b>28</b>               | <b>30</b>               | <b>30</b>               |

# Community Development Department

FY 2019  
Department Expenditure by Category



FY 2020  
Department Expenditure by Category



| Category Expenditures | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|-----------------------|--------------------|--------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits   | \$2,825,413        | \$3,381,291        | \$3,313,651         | \$3,757,181         | \$3,898,144         |
| Materials & Services  | 1,445,683          | 1,684,032          | 1,774,110           | 2,217,046           | 2,260,604           |
| Capital Outlay        | 25,787             | -                  | -                   | 380,240             | -                   |
| <b>Total</b>          | <b>\$4,296,883</b> | <b>\$5,065,323</b> | <b>\$5,087,761</b>  | <b>\$6,354,467</b>  | <b>\$6,158,748</b>  |

## **Mission**

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

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## **Department Overview**

Administration guides the Department's 28 full-time staff members and three part-time interns to ensure collaborative work internally amongst staff and externally with the public. The department continually strives to improve customer service for our residents and businesses by developing long-term plans and policies to further the mobility and livability of the City.

With continued and steady building activity throughout the City, the Planning and Building Divisions work hand-in-hand through the development review process to provide high-quality and seamless service to our building community. Our dedicated staff members strive to keep our community and project sites safe, resilient, and up-to-code through plan review, building plan checks, permitting and inspections. Additionally, the Building Division's Code Enforcement Program proactively educates our residents and building community and enforces City regulations and building codes to protect the City, and by keeping it clean and livable for our residents.

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

The Community Development Department maintains unprecedented and continued growth in building activity and revenues. With a sustained increase in development and building activity, construction is expected to increase five percent in FY 2019 and remain stable for FY 2020.

## **Recent Accomplishment Highlights**

### **Administration**

- Adopted the 2017 General Plan Amendment Mobility Plan Update to replace the 2002 Circulation Plan (May 2018)
- Completed the Sepulveda Boulevard Planning Initiatives Project and Zone Text Amendments (June 2018)
- Completed and Adopted the Downtown Specific Plan (Submitted February 2017; pending California Coastal Commission Certification)

# Community Development Department

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## Environmental Sustainability

- To shift more of the City's utility source generation to clean renewable energy, the City joined the Clean Power Alliance of Southern California (CPA) as a founding member City, which includes 30+ other jurisdictions (December 2017)
- City Council approved the 2018-2020 Environmental Work Plan, setting environmental priorities for the City (January 2018)
- Further reduced single-use plastic pollution through a community education campaign "Strawless Saturdays" and by addressing plastic and polystyrene policy updates at Council (April 2018)
- The first Manhattan Beach Sustainability Task Force was launched to provide technical expertise and original research and analysis to help form initiatives and policy recommendations to the City Council regarding environmental sustainability issues (April 2018)
- The City maintained their Platinum Level status in the South Bay Cities Council of Government's Energy Leader Program, the highest level attainable (March 2018)
- City Council authorized participation in a Property Assessed Clean Energy (PACE) Program, Ygrene Energy Fund, which provides homeowners assistance to install energy efficient, renewal energy and water-saving improvements to their properties (October 2017)
- Welcomed 10 new businesses to the Manhattan Beach Green Business Program through efforts to incorporate sustainability and efficiency into business practices (May 2018)

## Planning

- Adopted Interim Zoning Ordinance to allow Accessory Dwelling Units (ADUs) in compliance with state law in Area Districts 1 and 2
- Amended condominium development standards to allow more flexibility
- Implemented the Historic Preservation and Mills Act Programs
- Managed large commercial projects including the Manhattan Village Mall Expansion and Enhancement Project, Skechers and Gelson's.

## Building and Code Enforcement

- Implemented Comcate, an electronic database to access, track and manage Code Enforcement cases (July 2016)
- Implemented Qminder queuing solution for the Permitting Center to check-in, track, and provide analytics for counter customer traffic (October 2017)
- Supplemented Melad & Associates Building Plan Check Services with VCA Code to ensure timely turnaround for building plan checks and as-needed inspection services (October 2017)
- Filled two vacant plan check engineering positions to provide counter and in-house plan check services (February 2018)
- Building Service Analyst position created to provide better interdepartmental coordination and efficient processes (pending recruitment; anticipated to be filled by end of FY 2018)



## Traffic Engineering

- Implemented 11 miles of Bike Routes and 9 miles of Sharrows to Citywide Bicycle Transportation network
- Provided monitoring and oversight for traffic related conditions during Manhattan Village Shopping Center and Gelson's Supermarket construction
- Completed construction of pedestrian crossing beacons at Highland Avenue/38<sup>th</sup> Street
- Completed construction of a westbound bike lane on Rosecrans Avenue
- Added dual eastbound left turns on Marine Avenue at Aviation Boulevard
- Installed GPS based emergency vehicle pre-emption systems at 17 traffic signals
- Developed a customized Living Streets Policy Manual and conceptual Living Streets street improvements along Aviation Boulevard
- Completed and implemented West Marine Avenue and Valley Drive neighborhood traffic management plans
- Completed design and began construction of HSIP-funded traffic signal modification project at Sepulveda Boulevard and 8<sup>th</sup> Street.



# Community Development Department | Administration

## Program Overview

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



## Objectives FY 2019 & FY 2020

- Implement plan to electronically digitize, organize and store all department files into OnBase Records Management System
- Implement an electronic permitting software solution for the Department's one-stop public counter
- Continue to assess, evaluate and improve departmental operations
- Further develop the Department's Internship Program
- Seek opportunities to educate and train staff on efficient and effective customer service skills and techniques
- Continue to build and maintain personal interactions with residents, community stakeholders and organizations for meaningful civic engagement and outreach.

## Major Service Delivery Changes

Currently, there is an existing part-time Administrative Clerk that works nearly full-time hours, and is responsible for records management for the Building Division. Converting this part-time position to a full-time position allows the Department to move forward with digitization and organization of the Department's remaining records for Planning, Traffic Engineering, and Environmental Sustainability. Having a full-time Clerk will maximize staff knowledge and experience, increasing the value of their training, responsibilities and impact of their position. These digitized records will also be accessible from the new electronic permitting software, which staff will be implementing with the Information Systems Department. These service delivery changes will streamline and enhance the permitting process at the Department's one-stop shop public counter.

|                                       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b> |                    |                    |                     |                     |
| Director                              | 1                  | 1                  | 1                   | 1                   |
| Senior Management Analyst             | 1                  | 1                  | 1                   | 1                   |
| Executive Secretary                   | 1                  | 1                  | 1                   | 1                   |
| Administrative Clerk I/II             | -                  | -                  | 1                   | 1                   |
| <b>Total</b>                          | <b>3</b>           | <b>3</b>           | <b>4</b>            | <b>4</b>            |

## Community Development Department | Administration

| Administration  |                                     | FY 2017          | FY 2018          | FY 2018          | FY 2019            | % of          | FY 2020          | % of          |
|---|-------------------------------------|------------------|------------------|------------------|--------------------|---------------|------------------|---------------|
| Object Description  |                                     | Actual           | Adopted          | Y/E Est          | Proposed           | Total         | Proposed         | Total         |
| 4101  | Salaries & Allowances               | \$346,127        | \$345,812        | \$383,407        | \$419,360          | 35.2%         | \$428,519        | 51.4%         |
| 4103  | Part-time Salaries                  | 85,890           | -                | 38,000           | -                  | -             | -                | -             |
| 4111  | Overtime Regular Employees          | 186              | 850              | 850              | 867                | 0.1%          | 867              | 0.1%          |
| 4201  | Group Medical Insurance             | 40,471           | 42,441           | 55,563           | 72,551             | 6.1%          | 75,233           | 9.0%          |
| 4202  | Medicare Contributions              | 5,763            | 5,014            | 5,561            | 6,152              | 0.5%          | 6,214            | 0.7%          |
| 4203  | Unemployment                        | 480              | 480              | 480              | 420                | 0.0%          | 420              | 0.1%          |
| 4204  | 401A Plan City Contributions        | 10,433           | 12,016           | 13,517           | 13,333             | 1.1%          | 13,600           | 1.6%          |
| 4205  | Worker's Compensation               | 4,260            | 4,440            | 4,440            | 48,960             | 4.1%          | 48,960           | 5.9%          |
| 4211  | PERS Regular Contribution           | 55,981           | 50,593           | 46,229           | 34,937             | 2.9%          | 35,717           | 4.3%          |
| 4218  | PERS Regular Liability Contribution | -                | -                | -                | 29,924             | 2.5%          | 37,220           | 4.5%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$549,590</b> | <b>\$461,646</b> | <b>\$548,047</b> | <b>\$626,504</b>   | <b>52.6%</b>  | <b>\$646,750</b> | <b>77.5%</b>  |
| 5101  | Contract Services                   | \$22,656         | \$147,183        | \$35,132         | \$8,200            | 0.7%          | \$8,440          | 1.0%          |
| 5201  | Office Supplies                     | 6,197            | 7,100            | 8,000            | 13,600             | 1.1%          | 14,000           | 1.7%          |
| 5202  | Membership & Dues                   | 2,035            | 2,350            | 1,750            | 1,900              | 0.2%          | 1,975            | 0.2%          |
| 5203  | Reference Materials                 | 533              | 600              | 535              | 600                | 0.1%          | 600              | 0.1%          |
| 5205  | Training, Conferences & Meetings    | 3,936            | 15,950           | 18,350           | 16,250             | 1.4%          | 16,770           | 2.0%          |
| 5206  | Uniforms/Safety Equip               | 590              | -                | 222              | 500                | 0.0%          | -                | -             |
| 5207  | Advertising                         | 294              | 1,000            | 1,000            | 1,000              | 0.1%          | 1,000            | 0.1%          |
| 5208  | Postage                             | 311              | 300              | 297              | 476                | 0.0%          | 476              | 0.1%          |
| 5210  | Computer Supplies & Software        | 1,481            | 250              | 4,800            | 6,550              | 0.6%          | 6,775            | 0.8%          |
| 5212  | Office Equip Maintenance            | -                | 325              | -                | -                  | -             | -                | -             |
| 5214  | Employee Awards & Events            | 316              | 500              | 500              | 500                | 0.0%          | 500              | 0.1%          |
| 5217  | Departmental Supplies               | 5,427            | 4,450            | 3,310            | 3,450              | 0.3%          | 3,450            | 0.4%          |
| 5225  | Printing                            | 255              | 250              | 200              | 250                | 0.0%          | 260              | 0.0%          |
| 5501  | Telephone                           | 1,781            | 1,508            | 1,617            | 2,088              | 0.2%          | 2,151            | 0.3%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$45,812</b>  | <b>\$181,766</b> | <b>\$75,713</b>  | <b>\$55,364</b>    | <b>4.7%</b>   | <b>\$56,397</b>  | <b>6.8%</b>   |
| 5611  | Warehouse Services                  | \$861            | \$1,300          | \$2,000          | \$2,000            | 0.2%          | \$2,100          | 0.3%          |
| 5621  | Information Technology Allocation   | 68,280           | 67,975           | 67,975           | 35,151             | 3.0%          | 37,249           | 4.5%          |
| 5631  | Insurance Allocation                | 13,860           | 15,480           | 15,480           | 63,420             | 5.3%          | 63,420           | 7.6%          |
| 5651  | Building & Operations Allocation    | 22,208           | 25,296           | 25,681           | 27,900             | 2.3%          | 28,320           | 3.4%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$105,209</b> | <b>\$110,051</b> | <b>\$111,136</b> | <b>\$128,471</b>   | <b>10.8%</b>  | <b>\$131,089</b> | <b>15.7%</b>  |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$700,611</b> | <b>\$753,463</b> | <b>\$734,896</b> | <b>\$810,339</b>   | <b>68.1%</b>  | <b>\$834,236</b> | <b>100.0%</b> |
| 6141  | Computer Equipment & Software       | -                | -                | -                | \$380,240          | 31.9%         | -                | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 |                                     | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>\$380,240</b>   | <b>31.9%</b>  | <b>-</b>         | <b>-</b>      |
| <b>Total Expenditures</b>                                     |                                     | <b>\$700,611</b> | <b>\$753,463</b> | <b>\$734,896</b> | <b>\$1,190,579</b> | <b>100.0%</b> | <b>\$834,236</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                  |                  |                  | <b>7.5%</b>        |               | <b>2.9%</b>      |               |
| <b>Source of Funds</b>  |                                     |                  |                  |                  |                    |               |                  |               |
| General Fund  |                                     | \$700,611        | \$753,463        | \$734,896        | \$1,190,579        | 100.0%        | \$834,236        | 100.0%        |
| <b>Total Sources</b>  |                                     | <b>\$700,611</b> | <b>\$753,463</b> | <b>\$734,896</b> | <b>\$1,190,579</b> | <b>100.0%</b> | <b>\$834,236</b> | <b>100.0%</b> |

## Program Overview

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



## Objectives FY 2019 & FY 2020

- Comply with new legally mandated housing requirements in response to housing affordability related to:
  - Accessory Dwelling Units (ADUs)
  - Southern California Association of Governments (SCAG) Growth Forecast
  - No Net Loss
  - Annual Housing Element Report to OPR and HCD
- Develop and Implement a Short Term Rental Program
- Continue to provide oversight for the Manhattan Village Mall Enhancement Project, Skechers Project and other large commercial projects
- Implement the Sepulveda Initiatives Planning Project

## Major Service Delivery Changes

Currently, there are five full-time Planners and one Planning Manager within the Division. Providing additional contract services for coordination and oversight of existing Short-Term Rental Programs, Telecommunication Projects, projects generated by Sustainability Initiatives and the development of several new legally mandated housing requirements. Having these additional resourced will ensure proper implementation of these on-going and new programs. Consultant services will also be utilized to provide support for upcoming current and advanced professional planning projects and studies, and administering zoning ordinances, policies and procedures for development permits. Housing, Telecommunications and Sustainability programs will commence in FY 2018-19, and Short-term Rental program implementation is expected in the later 2019-20 fiscal year.

| <b>Authorized Full-Time Positions</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---------------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|
| Planning Manager                      | 1                          | 1                          | 1                           | 1                           |
| Associate Planner                     | 2                          | 2                          | 2                           | 2                           |
| Assistant Planner                     | 3                          | 3                          | 3                           | 3                           |
| <b>Total</b>                          | <b>6</b>                   | <b>6</b>                   | <b>6</b>                    | <b>6</b>                    |

Part-time Administrative Intern hours totaling 1,466 are included in FY 2019 and FY 2020.

## Community Development Department | Planning

| Planning  |                                     | FY 2017          | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description  |                                     | Actual           | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | \$553,401        | \$533,184          | \$643,834          | <b>\$628,316</b>   | 48.2%         | <b>\$639,426</b>   | 47.0%         |
| 4103  | Part-time Salaries                  | 26,486           | 48,700             | 41,000             | <b>17,944</b>      | 1.4%          | <b>18,839</b>      | 1.4%          |
| 4111  | Overtime Regular Employees          | 3,446            | 8,240              | 4,000              | <b>5,000</b>       | 0.4%          | <b>5,000</b>       | 0.4%          |
| 4201  | Group Medical Insurance             | 66,565           | 61,253             | 73,246             | <b>82,453</b>      | 6.3%          | <b>85,430</b>      | 6.3%          |
| 4202  | Medicare Contributions              | 8,318            | 7,732              | 9,648              | <b>9,370</b>       | 0.7%          | <b>9,532</b>       | 0.7%          |
| 4204  | 401A Plan City Contributions        | 3,351            | 3,226              | 3,373              | <b>3,259</b>       | 0.3%          | <b>3,324</b>       | 0.2%          |
| 4211  | PERS Regular Contribution           | 73,682           | 79,511             | 85,255             | <b>53,168</b>      | 4.1%          | <b>54,112</b>      | 4.0%          |
| 4218  | PERS Regular Liability Contribution | -                | -                  | -                  | <b>50,686</b>      | 3.9%          | <b>63,045</b>      | 4.6%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$735,249</b> | <b>\$741,845</b>   | <b>\$860,356</b>   | <b>\$850,196</b>   | <b>65.3%</b>  | <b>\$878,708</b>   | <b>64.5%</b>  |
| 5101  | Contract Services                   | \$59,283         | \$266,700          | \$49,000           | <b>\$237,748</b>   | 18.3%         | <b>\$262,383</b>   | 19.3%         |
| 5202  | Membership & Dues                   | 1,630            | 2,500              | 2,500              | <b>2,600</b>       | 0.2%          | <b>2,700</b>       | 0.2%          |
| 5203  | Reference Materials                 | 23               | 550                | 200                | <b>550</b>         | 0.0%          | <b>550</b>         | 0.0%          |
| 5205  | Training, Conferences & Meetings    | 2,019            | 5,300              | 4,900              | <b>7,900</b>       | 0.6%          | <b>8,150</b>       | 0.6%          |
| 5206  | Uniforms/Safety Equip               | 223              | -                  | -                  | -                  | -             | -                  | -             |
| 5207  | Advertising                         | 4,315            | 5,500              | 5,500              | <b>5,000</b>       | 0.4%          | <b>5,150</b>       | 0.4%          |
| 5208  | Postage                             | 1,867            | 1,800              | 1,777              | <b>2,839</b>       | 0.2%          | <b>2,839</b>       | 0.2%          |
| 5210  | Computer Supplies & Software        | -                | -                  | 177                | -                  | -             | -                  | -             |
| 5217  | Departmental Supplies               | -                | -                  | 59                 | -                  | -             | -                  | -             |
| 5225  | Printing                            | 158              | 2,250              | 250                | <b>1,300</b>       | 0.1%          | <b>1,350</b>       | 0.1%          |
| 5501  | Telephone                           | 3,624            | 2,965              | 3,180              | <b>2,355</b>       | 0.2%          | <b>2,425</b>       | 0.2%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$73,141</b>  | <b>\$287,565</b>   | <b>\$67,543</b>    | <b>\$260,292</b>   | <b>20.0%</b>  | <b>\$285,547</b>   | <b>21.0%</b>  |
| 5621  | Information Technology Allocation   | \$68,340         | \$68,034           | \$68,034           | <b>\$52,726</b>    | 4.0%          | <b>\$55,874</b>    | 4.1%          |
| 5651  | Building & Operations Allocation    | 111,041          | 126,423            | 128,351            | <b>139,440</b>     | 10.7%         | <b>141,660</b>     | 10.4%         |
| <b>Total Internal Services</b>                                |                                     | <b>\$179,381</b> | <b>\$194,457</b>   | <b>\$196,385</b>   | <b>\$192,166</b>   | <b>14.8%</b>  | <b>\$197,534</b>   | <b>14.5%</b>  |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$987,771</b> | <b>\$1,223,867</b> | <b>\$1,124,284</b> | <b>\$1,302,654</b> | <b>100.0%</b> | <b>\$1,361,789</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                  |                    |                    | <b>6.4%</b>        |               | <b>4.5%</b>        |               |
| <b>Source of Funds</b>  |                                     |                  |                    |                    |                    |               |                    |               |
| General Fund  |                                     | \$987,771        | \$1,223,867        | \$1,124,284        | <b>\$1,302,654</b> | 100.0%        | <b>\$1,361,789</b> | 100.0%        |
| <b>Total Sources</b>  |                                     | <b>\$987,771</b> | <b>\$1,223,867</b> | <b>\$1,124,284</b> | <b>\$1,302,654</b> | <b>100.0%</b> | <b>\$1,361,789</b> | <b>100.0%</b> |

## Program Overview

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

The Permit Processing Center serves as a “one-stop shop” for permit issuance for all construction activity throughout the City, as well as permits for the Public Works and Fire Departments. Public counter services include intake and plan review, building and planning permit issuance, scheduling and documentation of inspections, and all other matters related to construction activity.



## Objectives FY 2019 & FY 2020

- Implement an electronic permitting software enhancement with assistance from Information Systems
- Complete initial plan checks application reviews within a timely manner
- Perform all inspections by the next business day
- Facilitate progress on key economic development projects

## Major Service Delivery Changes

The Division recently filled two vacant Plan Check Engineers positions and anticipates filling the Division’s last vacant position, a new Building Services Analyst prior to the end of FY 2018. This Analyst will oversee the entire permitting process counter operations, evaluate processes, and implement efficiencies to ensure continued quality service to residents, business owners and the construction community. These positions will be instrumental in the implementation of the new permitting software enhancement project slated to commence in FY 2019 (Funds are budgeted in Administration).

| <b>Authorized Full-Time Positions</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---------------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|
| Building Official                     | 1                          | 1                          | 1                           | 1                           |
| Senior Plan Check Engineer            | 1                          | 1                          | 1                           | 1                           |
| Plan Check Engineer                   | 1                          | 1                          | 1                           | 1                           |
| Principal Building Inspector/Safety   | 1                          | 1                          | 1                           | 1                           |
| Senior Building Inspector/Safety      | 2                          | 2                          | 2                           | 2                           |
| Building Inspector                    | 1                          | 1                          | 1                           | 1                           |
| Building Services Analyst             | -                          | 1                          | 1                           | 1                           |
| Senior Permits Technician             | 1                          | 1                          | 1                           | 1                           |
| Permits Technician                    | 2                          | 2                          | 2                           | 2                           |
| Secretary                             | 1                          | 1                          | 1                           | 1                           |
| Administrative Clerk I/II             | -                          | 1                          | 1                           | 1                           |
| <b>Total</b>                          | <b>11</b>                  | <b>13</b>                  | <b>13</b>                   | <b>13</b>                   |



## Community Development Department | Building & Safety

| <b>Building &amp; Safety</b>                                  |                                     | <b>FY 2017</b>     | <b>FY 2018</b>     | <b>FY 2018</b>     | <b>FY 2019</b>     | <b>% of</b>   | <b>FY 2020</b>     | <b>% of</b>   |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| <b>Object Description</b>                                     |                                     | <b>Actual</b>      | <b>Adopted</b>     | <b>Y/E Est</b>     | <b>Proposed</b>    | <b>Total</b>  | <b>Proposed</b>    | <b>Total</b>  |
| 4101  | Salaries & Allowances               | \$767,678          | \$1,093,997        | \$909,050          | <b>\$1,086,545</b> | 41.9%         | <b>\$1,119,006</b> | 42.8%         |
| 4103  | Part-time Salaries                  | 5,440              | -                  | 21,200             | -                  | -             | -                  | -             |
| 4111  | Overtime Regular Employees          | 4,596              | 21,380             | 12,000             | <b>15,000</b>      | 0.6%          | <b>10,000</b>      | 0.4%          |
| 4201  | Group Medical Insurance             | 116,109            | 176,562            | 157,024            | <b>183,655</b>     | 7.1%          | <b>190,524</b>     | 7.3%          |
| 4202  | Medicare Contributions              | 11,086             | 15,850             | 13,613             | <b>15,756</b>      | 0.6%          | <b>16,225</b>      | 0.6%          |
| 4204  | 401A Plan City Contributions        | 2,892              | 10,927             | 3,822              | <b>7,448</b>       | 0.3%          | <b>7,598</b>       | 0.3%          |
| 4211  | PERS Regular Contribution           | 97,292             | 154,844            | 129,288            | <b>91,833</b>      | 3.5%          | <b>94,593</b>      | 3.6%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | <b>87,547</b>      | 3.4%          | <b>108,893</b>     | 4.2%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$1,005,094</b> | <b>\$1,473,561</b> | <b>\$1,245,997</b> | <b>\$1,487,784</b> | <b>57.4%</b>  | <b>\$1,546,839</b> | <b>59.1%</b>  |
| 5101  | Contract Services                   | \$662,608          | \$402,355          | \$820,000          | <b>\$750,000</b>   | 29.0%         | <b>\$700,000</b>   | 26.8%         |
| 5202  | Membership & Dues                   | 1,631              | 950                | 1,214              | <b>2,815</b>       | 0.1%          | <b>2,860</b>       | 0.1%          |
| 5203  | Reference Materials                 | 2,650              | -                  | -                  | <b>1,000</b>       | 0.0%          | <b>6,200</b>       | 0.2%          |
| 5205  | Training, Conferences & Meetings    | 1,404              | 11,200             | 11,200             | <b>11,900</b>      | 0.5%          | <b>13,940</b>      | 0.5%          |
| 5206  | Uniforms/Safety Equip               | 1,059              | 3,500              | 3,500              | <b>3,700</b>       | 0.1%          | <b>3,500</b>       | 0.1%          |
| 5208  | Postage                             | 1,867              | 1,800              | 1,777              | <b>2,839</b>       | 0.1%          | <b>2,839</b>       | 0.1%          |
| 5210  | Computer Supplies & Software        | 1,355              | 1,250              | 2,000              | <b>2,400</b>       | 0.1%          | <b>2,500</b>       | 0.1%          |
| 5217  | Departmental Supplies               | 162                | 500                | 500                | <b>500</b>         | 0.0%          | <b>500</b>         | 0.0%          |
| 5225  | Printing                            | 9,671              | 6,000              | 10,000             | <b>12,000</b>      | 0.5%          | <b>12,000</b>      | 0.5%          |
| 5501  | Telephone                           | 4,545              | 3,820              | 4,097              | <b>3,542</b>       | 0.1%          | <b>3,649</b>       | 0.1%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$686,952</b>   | <b>\$431,375</b>   | <b>\$854,288</b>   | <b>\$790,696</b>   | <b>30.5%</b>  | <b>\$747,988</b>   | <b>28.6%</b>  |
| 5621  | Information Technology Allocation   | \$97,620           | \$97,150           | \$97,150           | <b>\$118,236</b>   | 4.6%          | <b>\$125,295</b>   | 4.8%          |
| 5641  | Fleet Rental Allocation             | 4,020              | 4,020              | 4,020              | <b>69,758</b>      | 2.7%          | <b>69,758</b>      | 2.7%          |
| 5642  | Fleet Maintenance Allocation        | 12,385             | 14,580             | 12,498             | <b>12,510</b>      | 0.5%          | <b>12,943</b>      | 0.5%          |
| 5651  | Building & Operations Allocation    | 88,833             | 101,126            | 102,668            | <b>111,540</b>     | 4.3%          | <b>113,340</b>     | 4.3%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$202,858</b>   | <b>\$216,876</b>   | <b>\$216,336</b>   | <b>\$312,044</b>   | <b>12.0%</b>  | <b>\$321,336</b>   | <b>12.3%</b>  |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$1,894,904</b> | <b>\$2,121,812</b> | <b>\$2,316,621</b> | <b>\$2,590,524</b> | <b>100.0%</b> | <b>\$2,616,163</b> | <b>100.0%</b> |
| 6141  | Computer Equipment & Software       | \$25,787           | -                  | -                  | -                  | -             | -                  | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 |                                     | <b>\$25,787</b>    | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>-</b>      | <b>-</b>           | <b>-</b>      |
| <b>Total Expenditures</b>                                     |                                     | <b>\$1,920,690</b> | <b>\$2,121,812</b> | <b>\$2,316,621</b> | <b>\$2,590,524</b> | <b>100.0%</b> | <b>\$2,616,163</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                    |                    |                    | <b>22.1%</b>       |               | <b>1.0%</b>        |               |
| <b>Source of Funds</b>  |                                     |                    |                    |                    |                    |               |                    |               |
| General Fund  |                                     | \$1,920,690        | \$2,121,812        | \$2,316,621        | <b>\$2,590,524</b> | 100.0%        | <b>\$2,616,163</b> | 100.0%        |
| <b>Total Sources</b>  |                                     | <b>\$1,920,690</b> | <b>\$2,121,812</b> | <b>\$2,316,621</b> | <b>\$2,590,524</b> | <b>100.0%</b> | <b>\$2,616,163</b> | <b>100.0%</b> |

# Community Development Department | Code Enforcement

## Program Overview

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



## Objectives FY 2019 & FY 2020

- Maintain a two-day turnaround to address code violations upon intake
- Proactively working with residents and the construction community to address all construction related problems, (traffic congestion, parking, noise, smoking, and dust control)
- Continue to conduct multiple daily inspections of areas with high volume construction activity (hot spots)

## Major Service Delivery Changes

The Code Enforcement Division recently implemented Comcate, a new electronic tracking system to more efficiently process municipal code complaints. This system has also increased the flexibility and communication capabilities for the three Code Enforcement Officers to provide a more streamlined process.

|                                       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b> |                    |                    |                     |                     |
| Code Enforcement Officer              | 3                  | 3                  | 3                   | 3                   |
| Administrative Clerk I/II             | -                  | 1                  | 1                   | 1                   |
| <b>Total</b>                          | <b>3</b>           | <b>4</b>           | <b>4</b>            | <b>4</b>            |



## Community Development Department | Code Enforcement

| Code Enforcement  |                                     | FY 2017          | FY 2018          | FY 2018          | FY 2019          | % of          | FY 2020          | % of          |
|---|-------------------------------------|------------------|------------------|------------------|------------------|---------------|------------------|---------------|
| Object Description  |                                     | Actual           | Adopted          | Y/E Est          | Proposed         | Total         | Proposed         | Total         |
| 4101  | Salaries & Allowances               | \$232,590        | \$270,453        | \$259,076        | <b>\$277,593</b> | 63.2%         | <b>\$287,056</b> | 62.5%         |
| 4103  | Part-time Salaries                  | \$33,148         | -                | 12,430           | -                | -             | -                | -             |
| 4111  | Overtime Regular Employees          | 398              | -                | 600              | <b>1,000</b>     | 0.2%          | <b>1,000</b>     | 0.2%          |
| 4201  | Group Medical Insurance             | 47,597           | 53,163           | 57,754           | <b>57,074</b>    | 13.0%         | <b>59,194</b>    | 12.9%         |
| 4202  | Medicare Contributions              | 3,683            | 3,922            | 3,958            | <b>4,025</b>     | 0.9%          | <b>4,163</b>     | 0.9%          |
| 4211  | PERS Regular Contribution           | 35,827           | 39,625           | 33,986           | <b>23,606</b>    | 5.4%          | <b>24,411</b>    | 5.3%          |
| 4218  | PERS Regular Liability Contribution | -                | -                | -                | <b>22,505</b>    | 5.1%          | <b>27,992</b>    | 6.1%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$353,243</b> | <b>\$367,163</b> | <b>\$367,804</b> | <b>\$385,803</b> | <b>87.8%</b>  | <b>\$403,816</b> | <b>87.9%</b>  |
| 5101  | Contract Services                   | \$360            | -                | -                | -                | -             | -                | -             |
| 5202  | Membership & Dues                   | \$255            | \$255            | \$285            | <b>\$300</b>     | 0.1%          | <b>\$300</b>     | 0.1%          |
| 5203  | Reference Materials                 | 456              | 275              | 275              | <b>275</b>       | 0.1%          | <b>275</b>       | 0.1%          |
| 5205  | Training, Conferences & Meetings    | 2,719            | 2,400            | 2,400            | <b>2,400</b>     | 0.5%          | <b>2,500</b>     | 0.5%          |
| 5206  | Uniforms/Safety Equip               | 1,386            | 2,500            | 2,500            | <b>2,500</b>     | 0.6%          | <b>2,500</b>     | 0.5%          |
| 5208  | Postage                             | 519              | 500              | 494              | <b>788</b>       | 0.2%          | <b>788</b>       | 0.2%          |
| 5210  | Computer Supplies & Software        | -                | 6,040            | 5,749            | <b>6,040</b>     | 1.4%          | <b>6,400</b>     | 1.4%          |
| 5217  | Departmental Supplies               | 880              | 200              | 200              | <b>200</b>       | 0.0%          | <b>200</b>       | 0.0%          |
| 5225  | Printing                            | 1,536            | 2,000            | 2,000            | <b>3,000</b>     | 0.7%          | <b>3,000</b>     | 0.7%          |
| 5501  | Telephone                           | 301              | 251              | 269              | <b>920</b>       | 0.2%          | <b>948</b>       | 0.2%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$8,052</b>   | <b>\$14,421</b>  | <b>\$14,172</b>  | <b>\$16,423</b>  | <b>3.7%</b>   | <b>\$16,911</b>  | <b>3.7%</b>   |
| 5611  | Warehouse Services                  | \$7              | -                | -                | -                | -             | -                | -             |
| 5621  | Information Technology Allocation   | 19,500           | 19,430           | 19,430           | <b>30,624</b>    | 7.0%          | <b>32,453</b>    | 7.1%          |
| 5641  | Fleet Rental Allocation             | 4,500            | 4,500            | 4,500            | <b>4,460</b>     | 1.0%          | <b>4,460</b>     | 1.0%          |
| 5642  | Fleet Maintenance Allocation        | 1,478            | 1,740            | 1,491            | <b>1,935</b>     | 0.4%          | <b>2,001</b>     | 0.4%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$25,485</b>  | <b>\$25,670</b>  | <b>\$25,421</b>  | <b>\$37,019</b>  | <b>8.4%</b>   | <b>\$38,914</b>  | <b>8.5%</b>   |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$387,140</b> | <b>\$407,254</b> | <b>\$407,397</b> | <b>\$439,245</b> | <b>100.0%</b> | <b>\$459,641</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                  |                  |                  | <b>7.9%</b>      |               | <b>4.6%</b>      |               |
| <b>Source of Funds</b>  |                                     |                  |                  |                  |                  |               |                  |               |
| General Fund  |                                     | \$387,140        | \$407,254        | \$407,397        | <b>\$439,245</b> | 100.0%        | <b>\$459,641</b> | 100.0%        |
| <b>Total Sources</b>  |                                     | <b>\$387,140</b> | <b>\$407,254</b> | <b>\$407,397</b> | <b>\$439,245</b> | <b>100.0%</b> | <b>\$459,641</b> | <b>100.0%</b> |

## Program Overview

The Traffic Engineering Division is responsible for preserving and enhancing the safety and accessibility of our transportation network within the City. Traffic engineering is one of several “E’s” that are critical to a safe, efficient and multi-modal roadway system. This Division administers and promotes programs and projects that support these E’s:

*Engineering:* Traffic signals, stop signs, striping, road geometry, sidewalks, bike lanes

*Enforcement:* Speed feedback signs, speed studies, red curb, parking meters, parking permits, traffic control plans

*Education:* Safe Routes to School, Bike to School Days, bicycling safety, public outreach, student education

*Evaluation:* Neighborhood traffic calming studies, crosswalk studies, collision studies, parking studies, bikeway plans

*Encouragement:* Bike to School Days, Walking School Bus, stakeholder involvement

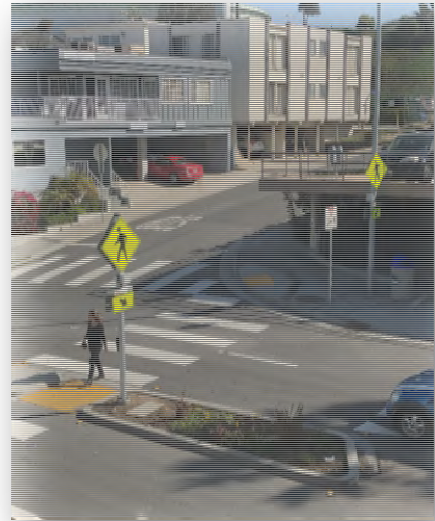
*Environment:* Living Streets Policy, Electric Vehicle (EV) charging stations, bike corrals, active transportation plans, non-motorized transportation projects, regional transportation plans, use of sustainable materials

The Traffic Engineering Division is also responsible for the City’s traffic signal maintenance and is the liaison for the Parking and Public Improvements Commission (PPIC). The Division partners with other divisions, departments and government agencies to provide our community with the best public service.

The Traffic Engineering Division has played a key role in the approval and oversight of the Gelson’s Supermarket and Skecher’s Headquarters developments, and has closely monitored the construction of the Manhattan Village Mall Expansion to ensure compliance with its approved conditions. The Division is more actively managing the use of public rights-of-way through Right-of-Way permits, traffic control plans, POD permits, temporary loading zones, and oversize vehicle permits.

## Objectives FY 2019 & FY 2020

- Construct two Safe Routes to School and two Highway Safety Improvement Program (HSIP) grant projects
- Update the City’s Speed Surveys to set speed limits and conduct enforcement
- Establish a local Traffic Impact Guideline for new developments
- Streamline the right-of-way permitting process
- Implement Living Streets, Bikeway and Pedestrian policies that support the community’s healthy and active lifestyle
- Evaluate and implement Neighborhood Traffic Management Plans in various locations
- Implement the traffic related objectives and goals of the Mobility Plan



**Major Service Delivery Changes**

The Traffic Engineering Division will conduct an update of its Engineering and Traffic Surveys that set speed limits on key streets throughout the City as mandated by State law. Pursuant to SB 743 and the City’s Mobility Plan goals, the Division will establish a local Traffic Impact Guideline for new developments to address potential environmental impacts, using both Vehicle Miles Traveled (VMT) as well as locally sensitive significance thresholds, such as street and intersection level-of-service. A new Traffic Engineering Technician position will be added to assist the Traffic Engineer as a parking manager, to conduct special traffic studies, process various Right-of-Way permits, address various traffic and parking related requests received from the community, and other administrative duties related to the Parking and Public Improvements Commission and various parking and traffic programs.

| <b>Authorized Full-Time Positions</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---------------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|
| Traffic Engineer                      | 1                          | 1                          | 1                           | 1                           |
| Engineering Technician I/II           | -                          | -                          | 1                           | 1                           |
| <b>Total</b>                          | <b>1</b>                   | <b>1</b>                   | <b>2</b>                    | <b>2</b>                    |

| <b>Traffic Engineering<br/>Object Description</b>             | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2018<br/>Y/E Est</b> | <b>FY 2019<br/>Proposed</b> | <b>% of<br/>Total</b> | <b>FY 2020<br/>Proposed</b> | <b>% of<br/>Total</b> |
|---|---------------------------|----------------------------|----------------------------|-----------------------------|-----------------------|-----------------------------|-----------------------|
| 4101 Salaries & Allowances                                    | \$137,571                 | \$125,626                  | \$140,248                  | <b>\$190,405</b>            | 41.4%                 | <b>\$196,643</b>            | 38.5%                 |
| 4201 Group Medical Insurance                                  | 19,631                    | 19,526                     | 20,827                     | <b>36,442</b>               | 7.9%                  | <b>37,848</b>               | 7.4%                  |
| 4202 Medicare Contributions                                   | 1,945                     | 1,821                      | 1,983                      | <b>2,761</b>                | 0.6%                  | <b>2,852</b>                | 0.6%                  |
| 4204 401A Plan City Contributions                             | 5,722                     | 5,513                      | 5,766                      | <b>5,657</b>                | 1.2%                  | <b>5,771</b>                | 1.1%                  |
| 4211 PERS Regular Contribution                                | 17,369                    | 18,377                     | 16,586                     | <b>15,928</b>               | 3.5%                  | <b>16,458</b>               | 3.2%                  |
| 4218 PERS Regular Liability Contribution                      | -                         | -                          | -                          | <b>10,192</b>               | 2.2%                  | <b>12,677</b>               | 2.5%                  |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$182,238</b>          | <b>\$170,864</b>           | <b>\$185,410</b>           | <b>\$261,385</b>            | <b>56.8%</b>          | <b>\$272,249</b>            | <b>53.3%</b>          |
| 5101 Contract Services  | \$103,524                 | \$130,400                  | \$125,000                  | <b>\$180,400</b>            | 39.2%                 | <b>\$219,000</b>            | 42.9%                 |
| 5202 Membership & Dues  | 680                       | 850                        | 800                        | <b>975</b>                  | 0.2%                  | <b>995</b>                  | 0.2%                  |
| 5203 Reference Materials                                      | 70                        | 600                        | 566                        | <b>600</b>                  | 0.1%                  | <b>600</b>                  | 0.1%                  |
| 5205 Training, Conferences & Meetings                         | 3,362                     | 1,000                      | 1,000                      | <b>4,450</b>                | 1.0%                  | <b>5,075</b>                | 1.0%                  |
| 5206 Uniforms/Safety Equip                                    | -                         | -                          | -                          | <b>200</b>                  | 0.0%                  | -                           | -                     |
| 5207 Advertising  | -                         | 1,500                      | 1,000                      | <b>500</b>                  | 0.1%                  | <b>500</b>                  | 0.1%                  |
| 5209 Tools & Minor Equip                                      | -                         | 1,500                      | 3,143                      | <b>1,500</b>                | 0.3%                  | <b>1,500</b>                | 0.3%                  |
| 5210 Computer Supplies & Software                             | 185                       | -                          | -                          | -                           | -                     | -                           | -                     |
| 5225 Printing   | 33                        | 1,000                      | 1,000                      | <b>1,000</b>                | 0.2%                  | <b>1,000</b>                | 0.2%                  |
| 5501 Telephone  | 798                       | 1,357                      | 713                        | <b>258</b>                  | 0.1%                  | <b>266</b>                  | 0.1%                  |
| <b>Total Materials &amp; Services</b>                         | <b>\$108,652</b>          | <b>\$138,207</b>           | <b>\$133,222</b>           | <b>\$189,883</b>            | <b>41.3%</b>          | <b>\$228,936</b>            | <b>44.8%</b>          |
| 5621 Information Technology Allocation                        | 9,780                     | 9,744                      | 9,744                      | <b>8,788</b>                | 1.9%                  | <b>9,312</b>                | 1.8%                  |
| <b>Total Internal Services</b>                                | <b>\$9,780</b>            | <b>\$9,744</b>             | <b>\$9,744</b>             | <b>\$8,788</b>              | <b>1.9%</b>           | <b>\$9,312</b>              | <b>1.8%</b>           |
| <b>Total Operating Expenditures</b>                           | <b>\$300,670</b>          | <b>\$318,815</b>           | <b>\$328,376</b>           | <b>\$460,056</b>            | <b>100.0%</b>         | <b>\$510,497</b>            | <b>100.0%</b>         |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                           |                            |                            | <b>44.3%</b>                |                       | <b>11.0%</b>                |                       |
| <b>Source of Funds</b>  |                           |                            |                            |                             |                       |                             |                       |
| General Fund  | \$300,670                 | \$318,815                  | \$328,376                  | <b>\$460,056</b>            | 100.0%                | <b>\$510,497</b>            | 100.0%                |
| <b>Total Sources</b>  | <b>\$300,670</b>          | <b>\$318,815</b>           | <b>\$328,376</b>           | <b>\$460,056</b>            | <b>100.0%</b>         | <b>\$510,497</b>            | <b>100.0%</b>         |

## Program Overview

Manhattan Beach's Environmental Sustainability Division strives to create a healthy, sustainable, and resilient City while furthering the City's long history of environmental leadership, policy, and stewardship, both as a community and as a city government.

In 2018, the City established a Sustainability Task Force, which is a community-based technical working group composed of multi-departmental City staff and a broad array of community stakeholders with environmental experience. In FY 2018-20, this working task force will assist the City's Environmental Sustainability Division in developing sustainability goals, while sharing technical skills and lessons learned from previous environmental and sustainability pursuits, to contribute to the development of policies and programs related to a variety of topics, including (but not limited to):

- Climate Action and Energy
- Low-impact Development and Sustainable Building
- Plastic Pollution Reduction
- Smart Water Management
- Climate Adaptation and Resiliency



## Objectives FY 2019 & FY 2020

- Continue to provide superior service to the community
- Actively participate in the City's JPA Community Choice Energy program, Clean Power Alliance of Southern California, to transition the City's energy consumers to renewable energy sources
- Research and analyze environmental sustainability initiatives through the Sustainability Task Force
- Build climate change resiliency in the City
- Conduct a sea level rise vulnerability assessment and initiate a sea level rise adaptation plan
- Continue to be a local government leader in reducing plastic pollution
- Enhance our City's water conservation and management
- Mitigate climate change through actions identified in a Climate Action Plan
- Provide information, education, and manage issues, complaints and service requests in an efficient and professional manner

## Major Service Delivery Changes

Climate change impacts Manhattan Beach residents' health, well-being, and economic vitality as well as our beaches and environment. Manhattan Beach plays a critical role in state efforts to bring down greenhouse gas emissions, while also reducing the vulnerabilities of people and assets and adapting to the impacts of a changing climate. As a local government, the City is uniquely positioned to implement on-the-ground solutions that reflect Manhattan Beach's community values, creating a lasting impact from the bottom up. To achieve this, we will build the City's Climate Change Resiliency efforts through:

# Community Development Department | Environmental Sustainability

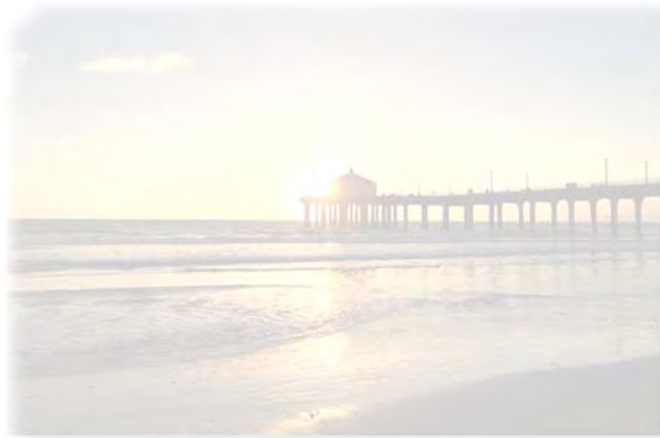
- Developing and adopting a comprehensive Climate Action Plan that includes both municipal and community goals.
- Using best available science and cutting-edge Sea Level Rise (SLR) models to assess the City's vulnerability to climate change.
- Initiating the creation of a Sea Level Rise Vulnerability Assessment, which will lead to the creation of a Sea Level Rise Adaptation Plan to update the City's Local Hazard Mitigation Plan, General Plan Safety Element, and Local Coastal Program.

| <b>Authorized Full-Time Positions</b>       | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---|----------------------------|----------------------------|-----------------------------|-----------------------------|
| Environmental Programs Manager <sup>1</sup> | -                          | 1                          | 1                           | 1                           |
| <b>Total</b>                                | <b>-</b>                   | <b>1</b>                   | <b>1</b>                    | <b>1</b>                    |

<sup>1</sup> Position transferred from Public Works Department

Part-time Administrative Intern hours totaling 960 are included in FY 2019 and FY 2020.

| <b>Environmental Sustainability<br/>Object Description</b>    | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2018<br/>Y/E Est</b> | <b>FY 2019<br/>Proposed</b> | <b>% of<br/>Total</b> | <b>FY 2020<br/>Proposed</b> | <b>% of<br/>Total</b> |
|---|---------------------------|----------------------------|----------------------------|-----------------------------|-----------------------|-----------------------------|-----------------------|
| 4101 Salaries & Allowances                                    | -                         | \$114,636                  | \$84,094                   | <b>\$111,564</b>            | 30.0%                 | <b>\$113,586</b>            | 30.2%                 |
| 4103 Part-time Salaries                                       | -                         | 13,595                     | 6,000                      | <b>11,750</b>               | 3.2%                  | <b>11,751</b>               | 3.1%                  |
| 4201 Group Medical Insurance                                  | -                         | 14,572                     | 1,000                      | <b>1,198</b>                | 0.3%                  | <b>1,198</b>                | 0.3%                  |
| 4202 Medicare Contributions                                   | -                         | 1,662                      | 1,070                      | <b>1,618</b>                | 0.4%                  | <b>1,647</b>                | 0.4%                  |
| 4204 401A Plan City Contributions                             | -                         | 5,019                      | 1,903                      | <b>2,585</b>                | 0.7%                  | <b>2,635</b>                | 0.7%                  |
| 4211 PERS Regular Contribution                                | -                         | 16,729                     | 11,970                     | <b>8,598</b>                | 2.3%                  | <b>8,770</b>                | 2.3%                  |
| 4218 PERS Regular Liability Contribution                      | -                         | -                          | -                          | <b>8,196</b>                | 2.2%                  | <b>10,195</b>               | 2.7%                  |
| <b>Total Salaries &amp; Benefits</b>                          | <b>-</b>                  | <b>\$166,212</b>           | <b>\$106,037</b>           | <b>\$145,509</b>            | <b>39.2%</b>          | <b>\$149,782</b>            | <b>39.8%</b>          |
| 5101 Contract Services  | -                         | \$20,000                   | \$20,000                   | <b>\$170,000</b>            | 45.8%                 | <b>\$170,000</b>            | 45.2%                 |
| 5202 Membership & Dues  | -                         | 6,850                      | 6,850                      | <b>7,800</b>                | 2.1%                  | <b>8,500</b>                | 2.3%                  |
| 5203 Reference Materials                                      | -                         | 300                        | 300                        | <b>300</b>                  | 0.1%                  | <b>300</b>                  | 0.1%                  |
| 5205 Training, Conferences & Meetings                         | -                         | 3,600                      | 4,000                      | <b>4,800</b>                | 1.3%                  | <b>4,840</b>                | 1.3%                  |
| 5207 Advertising  | -                         | 12,000                     | 6,000                      | <b>12,000</b>               | 3.2%                  | <b>12,000</b>               | 3.2%                  |
| 5210 Computer Supplies & Software                             | -                         | -                          | 2,000                      | -                           | -                     | -                           | -                     |
| 5217 Departmental Supplies                                    | -                         | 30,000                     | 30,000                     | <b>30,000</b>               | 8.1%                  | <b>30,000</b>               | 8.0%                  |
| 5225 Printing   | -                         | 1,150                      | 1,000                      | <b>1,000</b>                | 0.3%                  | <b>1,000</b>                | 0.3%                  |
| <b>Total Materials &amp; Services</b>                         | <b>-</b>                  | <b>\$73,900</b>            | <b>\$70,150</b>            | <b>\$225,900</b>            | <b>60.8%</b>          | <b>\$226,640</b>            | <b>60.2%</b>          |
| <b>Total Operating Expenditures</b>                           | <b>-</b>                  | <b>\$240,112</b>           | <b>\$176,187</b>           | <b>\$371,409</b>            | <b>100.0%</b>         | <b>\$376,422</b>            | <b>100.0%</b>         |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                           |                            |                            | <b>54.7%</b>                |                       | <b>1.3%</b>                 |                       |
| <b>Source of Funds</b>  |                           |                            |                            |                             |                       |                             |                       |
| General Fund  | -                         | \$240,112                  | \$176,187                  | <b>\$371,409</b>            | 100.0%                | <b>\$376,422</b>            | 100.0%                |
| <b>Total Sources</b>  | <b>-</b>                  | <b>\$240,112</b>           | <b>\$176,187</b>           | <b>\$371,409</b>            | <b>100.0%</b>         | <b>\$376,422</b>            | <b>100.0%</b>         |



# City of Manhattan Beach Public Works Department

**Director of  
Public Works**

**ADMINISTRATION**

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

**MAINTENANCE**

Landscape Maintenance  
~  
Building Maintenance  
~  
Street Maintenance  
~  
Parks Maintenance  
~  
Street Sweeping  
~  
Fleet Maintenance

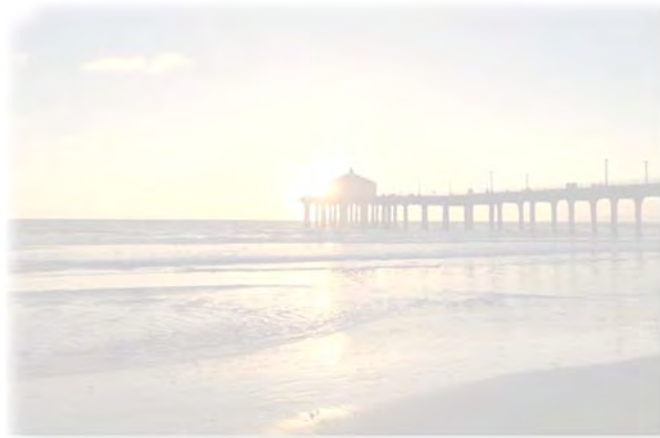
**UTILITIES**

Water Plant Operations  
~  
Sewer Maintenance  
~  
Water Maintenance  
~  
Storm Drain Maintenance  
~  
Stormwater Management  
~  
Parking Meter Collection Maintenance

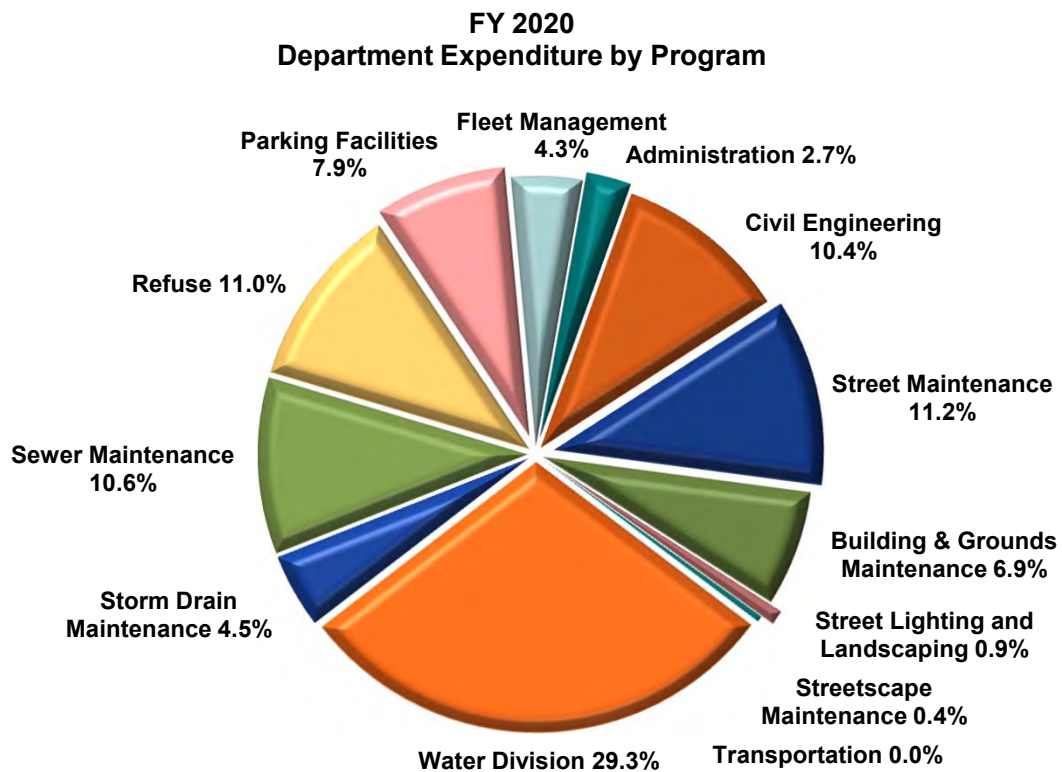
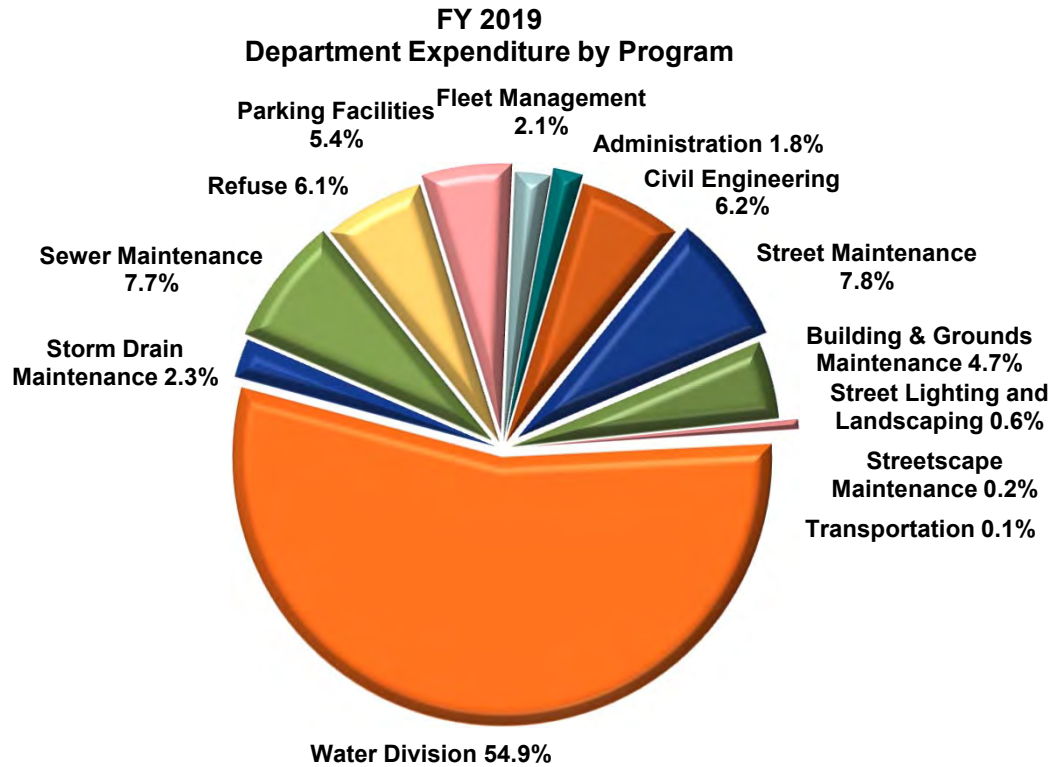
**ENGINEERING**

Construction Management  
~  
Capital Improvement Program  
~  
Project Design  
~  
Infrastructure Records  
~  
Public Works Inspection





# Public Works Department



# Public Works Department

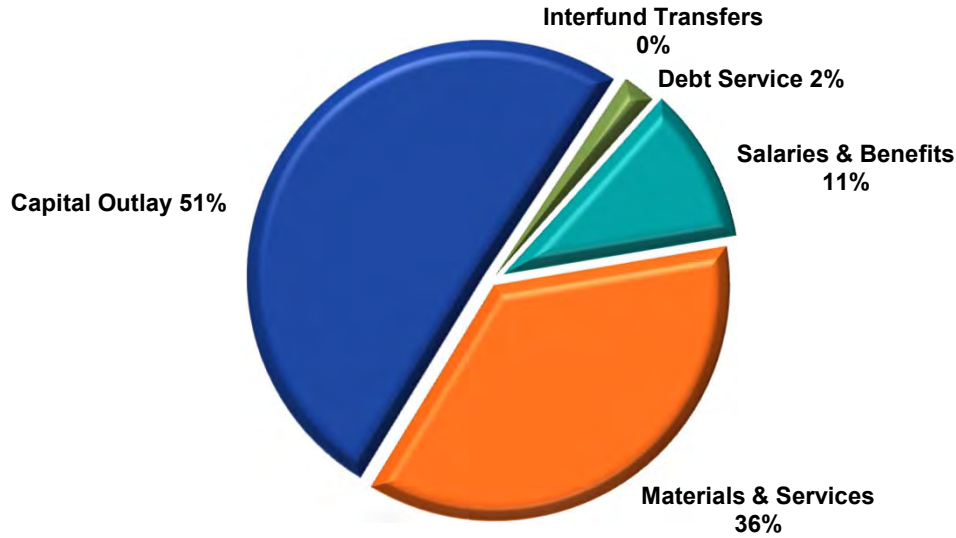


| <b>Program Expenditures</b>     | <b>FY 2017 Actual</b> | <b>FY 2018 Adopted</b> | <b>FY 2018 Estimate</b> | <b>FY 2019 Proposed</b> | <b>FY 2020 Proposed</b> |
|---------------------------------|-----------------------|------------------------|-------------------------|-------------------------|-------------------------|
| Administration                  | \$1,205,328           | \$1,295,920            | \$1,177,050             | \$1,246,201             | \$1,289,766             |
| Civil Engineering               | 4,581,041             | 6,544,818              | 4,266,113               | 4,314,816               | 4,983,184               |
| Street Maintenance              | 4,054,729             | 4,180,724              | 5,180,736               | 5,425,872               | 5,357,068               |
| Building & Grounds Maintenance  | 2,654,408             | 3,149,685              | 3,139,477               | 3,249,428               | 3,317,869               |
| Transportation                  | 13,980                | 11,300                 | 121,568                 | 45,600                  | 2,100                   |
| Street Lighting and Landscaping | 430,017               | 432,217                | 411,155                 | 416,142                 | 426,808                 |
| Streetscape Maintenance         | 194,935               | 187,577                | 185,166                 | 165,919                 | 171,122                 |
| Water Division                  | 10,992,011            | 15,618,197             | 10,998,744              | 38,078,963              | 14,013,603              |
| Storm Drain Maintenance         | 1,130,095             | 1,336,655              | 1,800,568               | 1,615,767               | 2,138,215               |
| Sewer Maintenance               | 2,251,133             | 5,533,400              | 2,360,979               | 5,349,957               | 5,062,073               |
| Refuse                          | 4,161,859             | 4,219,000              | 4,165,271               | 4,198,200               | 5,257,552               |
| Parking Facilities              | 4,271,300             | 4,247,998              | 4,703,443               | 3,754,510               | 3,790,957               |
| Fleet Management                | 2,163,800             | 3,704,647              | 3,021,351               | 1,460,369               | 2,033,468               |
| <b>Total</b>                    | <b>\$38,104,636</b>   | <b>\$50,462,139</b>    | <b>\$41,531,621</b>     | <b>\$69,321,744</b>     | <b>\$47,843,785</b>     |

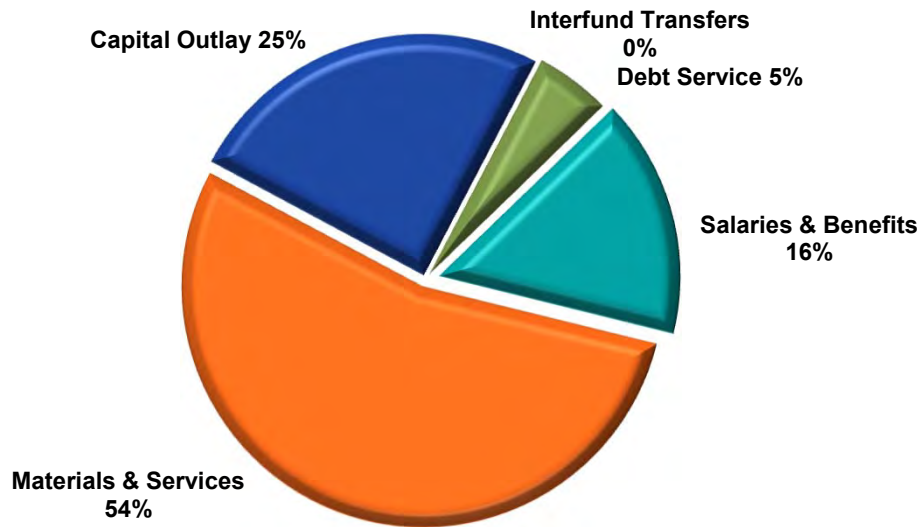
| <b>Enterprise Revenues</b> | <b>FY 2017 Actual</b> | <b>FY 2018 Adopted</b> | <b>FY 2018 Estimate</b> | <b>FY 2019 Proposed</b> | <b>FY 2020 Proposed</b> |
|----------------------------|-----------------------|------------------------|-------------------------|-------------------------|-------------------------|
| Water                      | \$14,728,413          | \$14,931,000           | \$16,149,928            | \$15,573,728            | \$15,646,664            |
| Stormwater                 | 352,068               | 354,300                | 362,496                 | 367,721                 | 368,633                 |
| Wastewater                 | 3,319,067             | 3,350,500              | 3,348,377               | 3,518,274               | 3,524,488               |
| Refuse                     | 4,217,255             | 4,293,026              | 4,337,478               | 4,354,322               | 4,354,992               |
| Parking                    | 2,457,384             | 2,597,000              | 2,598,838               | 2,597,598               | 2,599,078               |
| State & County Lots        | 1,495,567             | 1,407,100              | 1,730,773               | 1,410,484               | 1,411,933               |
| <b>Total</b>               | <b>\$26,569,754</b>   | <b>\$26,932,926</b>    | <b>\$28,527,890</b>     | <b>\$27,822,127</b>     | <b>\$27,905,788</b>     |
| <b>Full-Time Positions</b> | <b>56</b>             | <b>60</b>              | <b>60</b>               | <b>62</b>               | <b>62</b>               |

# Public Works Department

FY 2019  
Department Expenditure by Category



FY 2020  
Department Expenditure by Category



| Category Expenditures | FY 2017<br>Actual   | FY 2018<br>Adopted  | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits   | \$6,160,489         | \$7,264,144         | \$6,334,305         | \$7,410,585         | \$7,685,942         |
| Materials & Services  | 21,558,722          | 23,535,236          | 22,992,100          | 25,195,841          | 25,815,914          |
| Capital Outlay        | 7,881,686           | 16,880,376          | 9,615,481           | 35,086,564          | 11,904,729          |
| Debt Service          | 2,484,246           | 2,764,376           | 2,465,250           | 1,568,663           | 2,420,088           |
| Interfund Transfers   | 19,493              | 18,007              | 124,485             | 60,091              | 17,112              |
| <b>Total</b>          | <b>\$38,104,636</b> | <b>\$50,462,139</b> | <b>\$41,531,621</b> | <b>\$69,321,744</b> | <b>\$47,843,785</b> |

# Public Works

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## Mission

*To create a safe, clean and well maintained environment for our community through responsive customer service and effective management of the City's infrastructure.*

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## Department Overview

Public Works is one of the City's largest departments, responsible for the operation and maintenance of all public infrastructure located in the public-right-of-way and City properties. Public Works is composed of four divisions including Administration, Engineering, Utilities and Maintenance. In general, Administration manages the day-to-day departmental operations such as payroll, tracking of service requests, clerical, and overall customer service. Engineering develops and manages the City's Capital Improvement Plan. Utilities division operates and maintains the City's sewer, storm drain, and water systems. Maintenance oversees the upkeep of City streets, parks, facilities, fleet, street sweeping and the City's refuse hauling contract, which includes waste hauling and the City's recycling programs in conformance with State laws.

The Public Works Department is essential to the quality of life experienced by the Manhattan Beach community. Standard elements of urban living such as access to high quality running water, a reliable sewer system, well-maintained roads and cleanliness through convenient refuse and street sweeping programs are crucial. A superior level of service is provided by the Public Works Department and its contractors, which sets Manhattan Beach apart from other communities.

## Recent Accomplishment Highlights

### Utilities Division

- The City's potable water system meets all water quality standards set by the state and EPA according to the completed annual consumer confidence report (CCR) for water quality standards. As part of this compliance, over 1,000 water samples were taken throughout the year.
- The 5 year Urban Water Management Plan update was completed as required by the California Water Code. The updated areas of the UWMP include: 1) Water Sources and Supplies, 2) Water Quality, 3) Water Demands, 4) Reliability Planning, 5) Conservation Measures, 6) Contingency Planning, and 7) Climate Change.
- The 5-year Sewer System Management Plan update was completed as required by the State Water Resources Control Board Order No. 2006.0003. The updated areas of the SSMP include: 1) the Public Works Organizational Chart, 2) Training, 3) Reporting Requirements, 4) Previous Sanitary Sewer Overflow events, 5) Capital Improvements Projects (completed and projected) and, 6) Equipment.
- Per California Health and Safety Code, the Tri-annual Public Health Goals Public Hearing was conducted, providing residents an overview of the City's water quality.
- 38 miles of the City's water distribution system was flushed using a patented process that eliminates wasting water that is normally flushed into the City's storm drains. The process pumps water through a trailer mounted filtration system, disinfects it and recirculates the water back into the water distribution system.
- Grant funding was secured for the Hermosa Beach Greenbelt Joint Watershed project. This project will capture Stormwater from the Cities of Hermosa Beach, Manhattan Beach, Redondo Beach and Torrance preventing the discharge of this water into the ocean.



## Maintenance Division

- Crews assisted the Information Technology (IT) Department with installing Wi-Fi to the parks.
- The Facilities staff, through the SCE Direct Install program, replaced all of the City facilities & parking lots 4' fluorescent lamps with LEDs.
- 11 vehicles, 2 Fire Rescue Units and 1 Bobcat Skid Steer were purchased and put into service.
- Staff from multiple divisions provided logistical support for all citywide events (preparation, traffic control, and breakdown/clean-up).
- Crews provided logistical support for engineering services.
- The department's irrigation staff manages the Maxicom irrigation system for the medians and municipal parks citywide.
- Street crews swiftly responded to and rectified pavement defects and graffiti vandalism.
- Rehabilitation of the City's athletic fields at MBUSD schools and fencing and athletic fields at municipal parks.
- Facilities staff executed preparatory work for the Metlox fountain surface replacement and Kiln modifications.
- Facilities staff refurbished the original Metlox Plaza furniture and installed it into the northwest Farmer's Market area of the Plaza.
- Staff completed the remodel of the Dial-A-Ride division offices, Public Works lunch and meeting room and performed several office relocations citywide.
- Electrical and monitoring support for the Downtowner pilot project was provided.
- Crews replaced streetscape lights with LEDs as part of an ongoing streetscape project.
- Staff assisted the Parks and Recreation Department with public art installations in the Civic Center Plaza.
- Solid waste staff organized, managed, and procured coordination assistance for the City's Earth Day event in April 2017.
- Citywide, the community recycled over 40 tons of material per day.
- 16,940 pounds (8.47 tons) of household hazardous waste was collected from residents who participated in the "At Your Door" door-to-door household hazardous waste recycling program.
- An additional 29,260 pounds (14.63 tons) of electronic waste was collected both curbside by Waste Management and at an electronic waste recycling event in April 2017.
- The April 2017 Document Shredding event sponsored by Waste Management as part of their franchise agreement successfully collected and recycled 13,940 pounds (6.97 tons) of paper.

## Engineering Division

- Completed the Slurry Seal project in area 2.
- Completed Parking Structure #2 Structural Rehabilitation.
- Completed Pier Comfort Station Rehabilitation.
- Completed Cycle 1 Community Development Block Grant (CDBG) Citywide Curb Ramp Construction Project.
- Completed Live Oak Park Wide Area Network and Wi-Fi Fiber Optic Conduit Project.
- Completed Strand Stairs Rehabilitation Project.
- Completed Parking Lot 2 Concrete Topping Slab.
- Completed Marine Avenue Skate Park.
- Completed Pier Bollard Project.

# Public Works | Administration

## Program Overview

The responsibilities within the Administration Division include customer service; preparing department billing and payroll; purchasing; filing and management of Public Works grants; managing government contracts; handling public records requests; overseeing staff reports to City Council; training and development; HR supported functions and risk management; coordination of and providing administrative support to the various functions of the Public Works Department. The Department's budget and the City's Capital Improvement Plan documents are created by Administrative staff and managed by the respective Public Works Divisions.



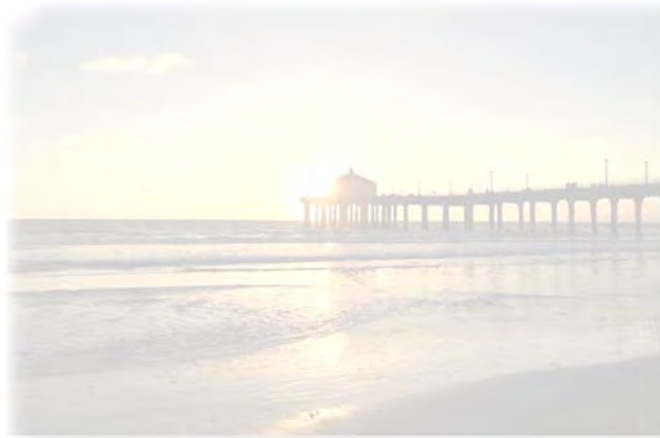
## Objectives FY 2019 & FY 2020

- Continue to provide superior service to the community.
- Deliver overall direction and leadership for the variety of Public Works services provided to the residents.
- Ensure compliance with County, State and Federal requirements.

|   | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b>         |                    |                    |                     |                     |
| Director                                      | 1                  | 1                  | 1                   | 1                   |
| Utilities Manager                             | 1                  | 1                  | 1                   | 1                   |
| Wastewater & Electrical Supervisor            | 1                  | 1                  | 1                   | 1                   |
| Maintenance Superintendent                    | 1                  | 1                  | 1                   | 1                   |
| Senior Management Analyst (Refuse/Admin)      | 0.25               | 0.25               | 0.50                | 0.50                |
| Senior Management Analyst (Engineering/Admin) | 0.50               | 0.50               | 0.50                | 0.50                |
| Executive Secretary                           | 1                  | 1                  | 1                   | 1                   |
| <b>Total</b>                                  | <b>5.75</b>        | <b>5.75</b>        | <b>6.00</b>         | <b>6.00</b>         |



| Administration  |                                     | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description  |                                     | Actual             | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | \$657,309          | \$719,297          | \$644,435          | \$724,511          | 58.1%         | \$737,927          | 57.2%         |
| 4103  | Part-time Salaries                  | -                  | 12,900             | 100                | -                  | -             | -                  | -             |
| 4111  | Overtime Regular Employees          | -                  | 250                | -                  | 250                | 0.0%          | 250                | 0.0%          |
| 4201  | Group Medical Insurance             | 85,415             | 91,380             | 96,733             | 109,741            | 8.8%          | 113,791            | 8.8%          |
| 4202  | Medicare Contributions              | 9,337              | 10,624             | 9,080              | 10,505             | 0.8%          | 10,700             | 0.8%          |
| 4203  | Unemployment                        | 480                | 480                | 480                | 420                | 0.0%          | 420                | 0.0%          |
| 4204  | 401A Plan City Contributions        | 22,302             | 24,492             | 21,671             | 26,540             | 2.1%          | 27,071             | 2.1%          |
| 4205  | Worker's Compensation               | 1,320              | 1,320              | 1,320              | -                  | -             | -                  | -             |
| 4211  | PERS Regular Contribution           | 82,839             | 105,878            | 84,486             | 60,173             | 4.8%          | 61,314             | 4.8%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | 57,365             | 4.6%          | 71,352             | 5.5%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$859,002</b>   | <b>\$966,621</b>   | <b>\$858,305</b>   | <b>\$989,505</b>   | <b>79.4%</b>  | <b>\$1,022,825</b> | <b>79.3%</b>  |
| 5101  | Contract Services                   | \$40,576           | \$15,726           | \$15,700           | \$16,200           | 1.3%          | \$16,900           | 1.3%          |
| 5201  | Office Supplies                     | 12,819             | 11,100             | 13,000             | 11,500             | 0.9%          | 11,500             | 0.9%          |
| 5202  | Membership & Dues                   | 719                | 825                | 825                | 2,000              | 0.2%          | 2,000              | 0.2%          |
| 5203  | Reference Materials                 | -                  | 200                | 300                | 200                | 0.0%          | 200                | 0.0%          |
| 5205  | Training, Conferences & Meetings    | 14,062             | 3,300              | 4,500              | 5,000              | 0.4%          | 5,000              | 0.4%          |
| 5206  | Uniforms/Safety Equip               | -                  | -                  | 100                | -                  | -             | -                  | -             |
| 5207  | Advertising                         | -                  | 200                | 200                | 200                | 0.0%          | 200                | 0.0%          |
| 5208  | Postage                             | 207                | 200                | 198                | 179                | 0.0%          | 179                | 0.0%          |
| 5210  | Computers, Supplies & Software      | 319                | 500                | 500                | 500                | 0.0%          | 500                | 0.0%          |
| 5214  | Employee Awards & Events            | 1,385              | 1,000              | 1,000              | 1,000              | 0.1%          | 1,000              | 0.1%          |
| 5217  | Departmental Supplies               | 3,688              | 4,850              | 10,000             | 10,000             | 0.8%          | 10,000             | 0.8%          |
| 5225  | Printing                            | 146                | 450                | 450                | 500                | 0.0%          | 500                | 0.0%          |
| 5501  | Telephone                           | 9,692              | 8,040              | 8,703              | 3,982              | 0.3%          | 4,101              | 0.3%          |
| 5502  | Electricity                         | 26,560             | 32,877             | 24,512             | 25,517             | 2.0%          | 26,283             | 2.0%          |
| 5503  | Natural Gas                         | 7,258              | 6,699              | 6,389              | 6,268              | 0.5%          | 6,456              | 0.5%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$117,431</b>   | <b>\$85,967</b>    | <b>\$86,377</b>    | <b>\$83,046</b>    | <b>6.7%</b>   | <b>\$84,819</b>    | <b>6.6%</b>   |
| 5611  | Warehouse Services                  | \$956              | \$1,500            | \$1,500            | \$1,500            | 0.1%          | \$1,500            | 0.1%          |
| 5621  | Information Technology Allocation   | 87,840             | 87,405             | 87,405             | 58,851             | 4.7%          | 62,365             | 4.8%          |
| 5631  | Insurance Allocation                | 99,360             | 103,620            | 103,620            | 72,960             | 5.9%          | 72,960             | 5.7%          |
| 5641  | Fleet Rental Allocation             | 12,480             | 12,480             | 12,480             | 12,270             | 1.0%          | 16,310             | 1.3%          |
| 5642  | Fleet Maintenance Allocation        | 8,766              | 10,320             | 8,846              | 11,478             | 0.9%          | 11,875             | 0.9%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$209,402</b>   | <b>\$215,325</b>   | <b>\$213,851</b>   | <b>\$157,059</b>   | <b>12.6%</b>  | <b>\$165,010</b>   | <b>12.8%</b>  |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$1,185,835</b> | <b>\$1,267,913</b> | <b>\$1,158,533</b> | <b>\$1,229,610</b> | <b>98.7%</b>  | <b>\$1,272,654</b> | <b>98.7%</b>  |
| 6141  | Computer Equipment & Software       | -                  | \$10,000           | -                  | -                  | -             | -                  | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 |                                     | <b>-</b>           | <b>\$10,000</b>    | <b>-</b>           | <b>-</b>           | <b>-</b>      | <b>-</b>           | <b>-</b>      |
| 9101  | Transfers Out                       | \$19,493           | \$18,007           | \$18,517           | \$16,591           | 1.3%          | \$17,112           | 1.3%          |
| <b>Total Transfers</b>  |                                     | <b>\$19,493</b>    | <b>\$18,007</b>    | <b>\$18,517</b>    | <b>\$16,591</b>    | <b>1.3%</b>   | <b>\$17,112</b>    | <b>1.3%</b>   |
| <b>Total Expenditures</b>                                     |                                     | <b>\$1,205,328</b> | <b>\$1,295,920</b> | <b>\$1,177,050</b> | <b>\$1,246,201</b> | <b>100.0%</b> | <b>\$1,289,766</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                    |                    |                    | <b>-3.0%</b>       | <b>3.5%</b>   |                    |               |
| <b>Source of Funds</b>  |                                     |                    |                    |                    |                    |               |                    |               |
| General Fund  |                                     | \$1,205,328        | \$1,295,920        | \$1,177,050        | \$1,246,201        | 100.0%        | \$1,289,766        | 100.0%        |
| <b>Total Sources</b>  |                                     | <b>\$1,205,328</b> | <b>\$1,295,920</b> | <b>\$1,177,050</b> | <b>\$1,246,201</b> | <b>100.0%</b> | <b>\$1,289,766</b> | <b>100.0%</b> |



### Program Overview

The Mission of the Engineering Division is to ensure the efficient coordination and responsible construction of a broad spectrum of public infrastructure and private development in the City of Manhattan Beach. The primary responsibility of the Engineering Division is the design and construction of the City's infrastructure (streets, water system, sewer system, storm drain system, park facilities, City buildings (i.e. fire station, community buildings, parking structures, etc.) and transportation/traffic signal systems. The Division is also the "keeper" of the City's public infrastructure record drawings and data. Engineering Division is also responsible for the review, coordination and permitting of private and utility activities in the public rights of way. Staff also provides support to the Community Development Department in reviewing private development proposals to ensure orderly development consistent with the City's General Plan.



### Objectives FY 2019 & FY 2020

- Implement an annual cycle of water and wastewater system improvement project.
- Implement a biennial storm drain system improvement project as funding becomes available.
- Implement a biennial traffic signal system improvement project as funding becomes available.
- Implement an annual residential street improvement project.
- Implement an annual arterial/collector street improvement project.
- Start Construction on the Peck Reservoir Replacement project.
- Start Construction on the Sepulveda Bridge project FY 19/20.
- Provide coordination and oversight of utility undergrounding work.
- Complete Marine Avenue Street Resurfacing.
- Complete Americans with Disabilities Act (ADA) Transition Plan within the public rights of way.
- Complete Design of Fire Station No. 2 Replacement Project.
- Complete the Block 35 Elevated Tank Painting Project.
- Provide timely response to proposed private development plan reviews and utility work requests affecting the public rights of way and existing public infrastructure.

### Major Service Delivery Changes

In FY 2019 and 2020, the City will expand the Engineering Technician series from I/II to I/II/III to assign higher-caliber, more complex responsibilities. Also, the second Public Works Inspector position will be reinstated after being eliminated during the Great Recession. This position will assist with ever-increasing utility and CIP inspection needs.

## Public Works | Civil Engineering

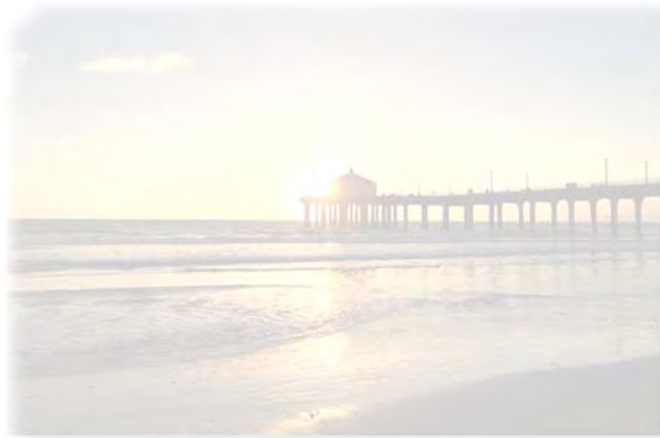
| <b>Authorized Full-Time Positions</b>         | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---|----------------------------|----------------------------|-----------------------------|-----------------------------|
| City Engineer                                 | 1                          | 1                          | 1                           | 1                           |
| Principal Civil Engineer                      | 1                          | 1                          | 1                           | 1                           |
| Senior Civil Engineer                         | 2                          | 6                          | 6                           | 6                           |
| Public Works Inspector                        | 1                          | 1                          | 2                           | 2                           |
| Engineering Technician I/II/III               | -                          | -                          | 1                           | 1                           |
| Engineering Technician I/II                   | 1                          | 1                          | -                           | -                           |
| Senior Management Analyst (Engineering/Admin) | 0.5                        | 0.5                        | 0.5                         | 0.5                         |
| Secretary                                     | 1                          | 1                          | 1                           | 1                           |
| <b>Total</b>                                  | <b>7.50</b>                | <b>11.50</b>               | <b>12.50</b>                | <b>12.50</b>                |

Part-time hours totaling 960 are included in FY 2019 and FY 2020.

| <b>Civil Engineering<br/>Object Description</b> | <b>FY 2017<br/>Actual</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2018<br/>Y/E Est</b> | <b>FY 2019<br/>Proposed</b> | <b>% of<br/>Total</b> | <b>FY 2020<br/>Proposed</b> | <b>% of<br/>Total</b> |
|---|---------------------------|----------------------------|----------------------------|-----------------------------|-----------------------|-----------------------------|-----------------------|
| 4101 Salaries & Allowances                      | \$779,324                 | \$1,315,887                | \$971,805                  | <b>\$1,285,794</b>          | 29.8%                 | <b>\$1,319,964</b>          | 26.5%                 |
| 4103 Part-time Salaries                         | 15,728                    | 30,600                     | 25,000                     | <b>34,455</b>               | 0.8%                  | <b>34,455</b>               | 0.7%                  |
| 4111 Overtime Regular Employees                 | 11,452                    | 2,280                      | 9,000                      | <b>9,000</b>                | 0.2%                  | <b>5,000</b>                | 0.1%                  |
| 4201 Group Medical Insurance                    | 100,888                   | 216,283                    | 129,848                    | <b>198,296</b>              | 4.6%                  | <b>205,843</b>              | 4.1%                  |
| 4202 Medicare Contributions                     | 11,372                    | 19,080                     | 13,900                     | <b>18,644</b>               | 0.4%                  | <b>19,139</b>               | 0.4%                  |
| 4204 401A Plan City Contributions               | 17,747                    | 31,244                     | 20,366                     | <b>28,020</b>               | 0.6%                  | <b>28,580</b>               | 0.6%                  |
| 4205 Worker's Compensation                      | 1,320                     | 1,320                      | 1,320                      | -                           | -                     | -                           | -                     |
| 4211 PERS Regular Contribution                  | 103,117                   | 158,171                    | 127,936                    | <b>108,605</b>              | 2.5%                  | <b>111,510</b>              | 2.2%                  |
| 4218 PERS Regular Liability Contribution        | -                         | -                          | -                          | <b>97,339</b>               | 2.3%                  | <b>121,073</b>              | 2.4%                  |
| <b>Total Salaries &amp; Benefits</b>            | <b>\$1,040,947</b>        | <b>\$1,774,865</b>         | <b>\$1,299,175</b>         | <b>\$1,780,153</b>          | <b>41.3%</b>          | <b>\$1,845,564</b>          | <b>37.0%</b>          |
| 5101 Contract Services                          | \$110,436                 | \$50,000                   | \$52,500                   | <b>\$55,600</b>             | 1.3%                  | <b>\$57,600</b>             | 1.2%                  |
| 5104 Computer Contract Services                 | 2,039                     | 2,000                      | 7,243                      | <b>3,000</b>                | 0.1%                  | <b>3,000</b>                | 0.1%                  |
| 5202 Membership & Dues                          | 1,010                     | 1,000                      | 2,000                      | <b>3,300</b>                | 0.1%                  | <b>3,300</b>                | 0.1%                  |
| 5203 Reference Materials                        | 113                       | 400                        | 400                        | <b>400</b>                  | 0.0%                  | <b>3,000</b>                | 0.1%                  |
| 5205 Training, Conferences & Meetings           | 2,467                     | 3,760                      | 4,000                      | <b>10,000</b>               | 0.2%                  | <b>10,000</b>               | 0.2%                  |
| 5206 Uniforms/Safety Equip                      | 400                       | 900                        | 900                        | <b>3,400</b>                | 0.1%                  | <b>2,475</b>                | 0.0%                  |
| 5208 Postage                                    | 5,392                     | 5,200                      | 5,133                      | <b>4,639</b>                | 0.1%                  | <b>4,639</b>                | 0.1%                  |
| 5210 Computer Supplies & Software               | 300                       | 7,700                      | 20,000                     | <b>13,600</b>               | 0.3%                  | <b>11,300</b>               | 0.2%                  |
| 5212 Office Equip Maintenance                   | -                         | 2,000                      | 2,000                      | <b>2,000</b>                | 0.0%                  | <b>2,100</b>                | 0.0%                  |
| 5217 Departmental Supplies                      | 2,068                     | 5,250                      | 5,250                      | <b>9,000</b>                | 0.2%                  | <b>9,000</b>                | 0.2%                  |
| 5225 Printing                                   | 309                       | 950                        | 1,500                      | <b>650</b>                  | 0.0%                  | <b>1,500</b>                | 0.0%                  |
| 5501 Telephone                                  | 8,967                     | 7,337                      | 7,869                      | <b>3,275</b>                | 0.1%                  | <b>3,373</b>                | 0.1%                  |
| <b>Total Materials &amp; Services</b>           | <b>\$133,501</b>          | <b>\$86,497</b>            | <b>\$108,795</b>           | <b>\$108,864</b>            | <b>2.5%</b>           | <b>\$111,287</b>            | <b>2.2%</b>           |
| 5601 Administrative Service Charge              | -                         | \$337,477                  | \$205,738                  | <b>\$288,000</b>            | 6.7%                  | <b>\$298,000</b>            | 6.0%                  |
| 5611 Warehouse Services                         | 524                       | 650                        | 650                        | <b>650</b>                  | 0.0%                  | <b>650</b>                  | 0.0%                  |
| 5621 Information Technology Allocation          | 78,060                    | 77,720                     | 77,720                     | <b>85,481</b>               | 2.0%                  | <b>90,585</b>               | 1.8%                  |
| 5641 Fleet Rental Allocation                    | 8,340                     | 8,340                      | 8,340                      | <b>8,190</b>                | 0.2%                  | <b>8,190</b>                | 0.2%                  |
| 5642 Fleet Maintenance Allocation               | 5,097                     | 6,000                      | 5,143                      | <b>6,707</b>                | 0.2%                  | <b>6,938</b>                | 0.1%                  |
| 5651 Building & Operations Allocation           | 66,625                    | 75,830                     | 76,986                     | <b>83,640</b>               | 1.9%                  | <b>85,020</b>               | 1.7%                  |
| <b>Total Internal Services</b>                  | <b>\$158,646</b>          | <b>\$506,017</b>           | <b>\$374,577</b>           | <b>\$472,668</b>            | <b>11.0%</b>          | <b>\$489,383</b>            | <b>9.8%</b>           |
| <b>Total Operating Expenditures</b>             | <b>\$1,333,094</b>        | <b>\$2,367,379</b>         | <b>\$1,782,547</b>         | <b>\$2,361,685</b>          | <b>54.7%</b>          | <b>\$2,446,234</b>          | <b>49.1%</b>          |

## Public Works| Civil Engineering

| Civil Engineering<br>Object Description                       | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Y/E Est | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|---|--------------------|--------------------|--------------------|---------------------|---------------|---------------------|---------------|
| 6131 Vehicles   | -                  | -                  | -                  | \$50,000            | 1.2%          | -                   | -             |
| 6141 Computer Equipment & Software                            | 2,786              | -                  | -                  | 14,281              | 0.3%          | -                   | -             |
| 6151 Land   | -                  | -                  | 551,340            | -                   | -             | -                   | -             |
| 6222 CIP Street Improvement - CYr                             | 253,960            | 1,300,000          | 671,502            | 700,000             | 16.2%         | 700,000             | 14.0%         |
| 6232 CIP Utility Improvements - CYr                           | 6,734              | -                  | -                  | -                   | -             | -                   | -             |
| 6252 CIP Landscape & Site - CYr                               | 1,784,255          | -                  | 35,958             | -                   | -             | -                   | -             |
| 6263 Infrastructure Improvements                              | 255,547            | 1,930,000          | 302,247            | 1,030,000           | 23.9%         | 830,000             | 16.7%         |
| <b>Total Capital Projects &amp; Equipment</b>                 | <b>\$2,303,283</b> | <b>\$3,230,000</b> | <b>\$1,561,047</b> | <b>\$1,794,281</b>  | <b>41.6%</b>  | <b>\$1,530,000</b>  | <b>30.7%</b>  |
| 7101 Bond Principal   | \$585,000          | \$615,000          | \$745,000          | -                   | -             | \$860,000           | 17.3%         |
| 7102 Bond Interest  | 351,261            | 324,439            | 169,115            | 149,850             | 3.5%          | 136,950             | 2.7%          |
| 7103 Bond Administration Fee                                  | 8,404              | 8,000              | 8,404              | 9,000               | 0.2%          | 10,000              | 0.2%          |
| <b>Total Debt Service</b>                                     | <b>\$944,665</b>   | <b>\$947,439</b>   | <b>\$922,519</b>   | <b>\$158,850</b>    | <b>3.7%</b>   | <b>\$1,006,950</b>  | <b>20.2%</b>  |
| <b>Total Expenditures</b>                                     | <b>\$4,581,041</b> | <b>\$6,544,818</b> | <b>\$4,266,113</b> | <b>\$4,314,816</b>  | <b>100.0%</b> | <b>\$4,983,184</b>  | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                    |                    |                    | <b>-0.2%</b>        |               | <b>3.6%</b>         |               |
| <b>Source of Funds</b>  |                    |                    |                    |                     |               |                     |               |
| General Fund  | \$1,335,880        | \$2,029,902        | \$1,574,309        | \$2,137,966         | 49.5%         | \$2,148,234         | 43.1%         |
| Streets, Highways & Sidewalks                                 | -                  | 32,060             | 20,000             | 27,000              | 0.6%          | 28,000              | 0.6%          |
| Prop C  | 260,694            | 1,369,183          | 1,232,842          | 759,000             | 17.6%         | 761,000             | 15.3%         |
| Measure R   | -                  | 25,311             | 5,000              | 22,000              | 0.5%          | 22,000              | 0.4%          |
| Measure M   | -                  | 42,185             | 2,000              | 36,000              | 0.8%          | 37,000              | 0.7%          |
| Capital Improvement   | 2,039,802          | 2,098,738          | 506,943            | 1,174,000           | 27.2%         | 980,000             | 19.7%         |
| Special Assessment Redemption Fund                            | 944,665            | 947,439            | 925,019            | 158,850             | 3.7%          | 1,006,950           | 20.2%         |
| <b>Total Sources</b>  | <b>\$4,581,041</b> | <b>\$6,544,818</b> | <b>\$4,266,113</b> | <b>\$4,314,816</b>  | <b>100.0%</b> | <b>\$4,983,184</b>  | <b>100.0%</b> |



### Program Overview

The Street Maintenance Division shifted its pavement marking resource emphasis on annual curb markings, parking lot markings, and modifications to existing inventory, having completed the thermoplastic conversion process. Staff continues to drive repairs by cycling through the established seven maintenance districts whereby every area of the City is routinely inspected for pavement defects, condition of signs and markings, sidewalk displacements and tree related issues.

Staff will continue to target speedy graffiti removal from private property to meet the City's 24 hour abatement window, and ensuring all field staff has supplies and materials on hand to abate minor tagging when encountered.



### Objectives FY 2019 & FY 2020

- Maintain thermoplastic markings and continue addition of MMA (meth methacrylate) resin markings to concrete streets to complement pavement marking program.
- Complete Sections 4 and 5 concrete repairs through the identification of displaced sidewalks and the notification of property owners.
- Continue gathering metrics for sign inventory to ensure all signs meet standards for reflectivity and project upcoming sign needs for budget forecasting.
- Continue view obstruction abatements as part of the sign management program.
- Continue working with Traffic Engineer to modify and install signage and markings as directed.
- Assist with street improvements for annual slurry program, upcoming sewer and water line replacement projects, and other capital improvement street projects.
- Continue Sepulveda sidewalk repairs through the subsidized Caltrans Delegated Maintenance Agreement.
- Emphasize speedy response to pothole repairs and other pavement defects.
- Provide support for special events, partner with event coordinators to reduce costs, and use the GovOutreach work order system to streamline processes and job costing.
- Continue to pursue the use of environmentally sustainable and/or recycled materials.

### Major Service Delivery Changes

In FY 2019, an Electrician position (and utility truck) will be added to perform electrical work for the street, park, building maintenance and lighting divisions. The workload, previously addressed through contracted services, will be provided at a lower cost in-house.



## Public Works| Street Maintenance

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| <b>Authorized Full-Time Positions</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---------------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|
| Maintenance Worker IV                 | 2                          | 2                          | 1                           | 1                           |
| Maintenance Worker III                | -                          | 1                          | 2                           | 2                           |
| Maintenance Worker I/II               | 9.5                        | 8.5                        | 7.5                         | 7.5                         |
| Urban Forester                        | 1                          | 1                          | 1                           | 1                           |
| Electrician                           | -                          | -                          | 1                           | 1                           |
| Secretary                             | 1                          | 1                          | 0.25                        | 0.25                        |
| <b>Total</b>                          | <b>13.5</b>                | <b>13.5</b>                | <b>12.75</b>                | <b>12.75</b>                |

## Public Works | Street Maintenance

| Street Maintenance  |                                     | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description  |                                     | Actual             | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | \$850,895          | \$891,317          | \$895,321          | \$860,222          | 15.9%         | \$884,573          | 16.5%         |
| 4111  | Overtime Regular Employees          | 17,067             | 12,265             | 18,225             | 18,200             | 0.3%          | 18,850             | 0.4%          |
| 4114  | Overtime Special Events             | 29,140             | 33,330             | 33,330             | 41,000             | 0.8%          | 42,750             | 0.8%          |
| 4201  | Group Medical Insurance             | 163,758            | 174,239            | 172,589            | 184,005            | 3.4%          | 191,002            | 3.6%          |
| 4202  | Medicare Contributions              | 11,353             | 11,546             | 12,433             | 12,473             | 0.2%          | 12,827             | 0.2%          |
| 4203  | Unemployment                        | 7,500              | 7,500              | 7,500              | 5,700              | 0.1%          | 5,700              | 0.1%          |
| 4204  | 401A Plan City Contributions        | 8,351              | 6,460              | 10,639             | 6,098              | 0.1%          | 6,221              | 0.1%          |
| 4205  | Worker's Compensation               | 1,320              | 1,320              | 1,320              | 91,380             | 1.7%          | 91,380             | 1.7%          |
| 4211  | PERS Regular Contribution           | 113,547            | 132,157            | 113,886            | 79,401             | 1.5%          | 81,471             | 1.5%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | 65,808             | 1.2%          | 81,854             | 1.5%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$1,202,931</b> | <b>\$1,270,134</b> | <b>\$1,265,243</b> | <b>\$1,364,287</b> | <b>25.1%</b>  | <b>\$1,416,628</b> | <b>26.4%</b>  |
| 5101  | Contract Services                   | \$256,255          | \$274,840          | \$274,840          | \$360,500          | 6.6%          | \$372,700          | 7.0%          |
| 5108  | Legal Services                      | 19,991             | -                  | -                  | -                  | -             | -                  | -             |
| 5104  | Computer Contract Services          | 9,350              | -                  | -                  | -                  | -             | -                  | -             |
| 5202  | Membership & Dues                   | -                  | 320                | 2,000              | 1,650              | 0.0%          | 1,705              | 0.0%          |
| 5205  | Training, Conferences & Meetings    | 342                | 7,595              | 7,595              | 20,000             | 0.4%          | 20,000             | 0.4%          |
| 5206  | Uniforms/Safety Equip               | 5,524              | 7,650              | 7,650              | 9,025              | 0.2%          | 8,288              | 0.2%          |
| 5207  | Advertising                         | -                  | 300                | 300                | 300                | 0.0%          | 300                | 0.0%          |
| 5210  | Computer Supplies & Software        | -                  | 3,100              | 3,100              | 2,600              | 0.0%          | -                  | -             |
| 5217  | Departmental Supplies               | 176,123            | 152,820            | 155,000            | 190,500            | 3.5%          | 193,100            | 3.6%          |
| 5225  | Printing                            | 28                 | -                  | -                  | -                  | -             | -                  | -             |
| 5501  | Telephone                           | -                  | -                  | -                  | 1,049              | 0.0%          | 1,080              | 0.0%          |
| 5502  | Electricity                         | 30,359             | 36,475             | 32,827             | 34,173             | 0.6%          | 35,198             | 0.7%          |
| 5504  | Water                               | 68,503             | 66,055             | 63,067             | 65,337             | 1.2%          | 67,297             | 1.3%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$566,475</b>   | <b>\$549,155</b>   | <b>\$546,379</b>   | <b>\$685,134</b>   | <b>12.6%</b>  | <b>\$699,668</b>   | <b>13.1%</b>  |
| 5611  | Warehouse Services                  | \$3,848            | \$4,000            | \$4,500            | \$5,500            | 0.1%          | \$5,500            | 0.1%          |
| 5621  | Information Technology Allocation   | 68,280             | 67,975             | 67,975             | 69,769             | 1.3%          | 73,935             | 1.4%          |
| 5631  | Insurance Allocation                | 316,140            | 327,780            | 327,780            | 252,480            | 4.7%          | 252,480            | 4.7%          |
| 5641  | Fleet Rental Allocation             | 111,480            | 111,480            | 111,480            | 168,490            | 3.1%          | 172,310            | 3.2%          |
| 5642  | Fleet Maintenance Allocation        | 97,858             | 115,200            | 98,749             | 129,823            | 2.4%          | 126,547            | 2.4%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$597,605</b>   | <b>\$626,435</b>   | <b>\$610,484</b>   | <b>\$626,062</b>   | <b>11.5%</b>  | <b>\$630,772</b>   | <b>11.8%</b>  |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$2,367,011</b> | <b>\$2,445,724</b> | <b>\$2,422,106</b> | <b>\$2,675,483</b> | <b>49.3%</b>  | <b>\$2,747,068</b> | <b>51.3%</b>  |
| 6131  | Vehicles                            | -                  | -                  | -                  | 50,000             | 0.9%          | -                  | -             |
| 6141  | Computer Equipment & Software       | -                  | -                  | -                  | 25,389             | 0.5%          | -                  | -             |
| 6222  | CIP Street Improvement - CYr        | 1,687,718          | 1,735,000          | 2,758,630          | 2,675,000          | 49.3%         | 2,610,000          | 48.7%         |
| <b>Total Capital Projects &amp; Equipment</b>                 |                                     | <b>\$1,687,718</b> | <b>\$1,735,000</b> | <b>\$2,758,630</b> | <b>\$2,750,389</b> | <b>50.7%</b>  | <b>\$2,610,000</b> | <b>48.7%</b>  |
| <b>Total Expenditures</b>                                     |                                     | <b>\$4,054,729</b> | <b>\$4,180,724</b> | <b>\$5,180,736</b> | <b>\$5,425,872</b> | <b>100.0%</b> | <b>\$5,357,068</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                    |                    |                    | <b>9.4%</b>        |               | <b>2.7%</b>        |               |
| <b>Source of Funds</b>  |                                     |                    |                    |                    |                    |               |                    |               |
| General Fund  |                                     | \$2,367,011        | \$2,445,724        | \$2,422,106        | \$2,750,872        | 50.7%         | \$2,747,068        | 51.3%         |
| Gas Tax Fund  |                                     | 611,831            | 500,000            | 1,688,541          | 1,750,000          | 32.3%         | 1,250,000          | 23.3%         |
| Prop C  |                                     | 50,921             | -                  | 20,485             | -                  | -             | -                  | -             |
| Measure R   |                                     | 168,821            | 250,000            | 533,810            | 450,000            | 8.3%          | 420,000            | 7.8%          |
| Measure M   |                                     | -                  | 200,000            | 20,000             | -                  | -             | 840,000            | 15.7%         |
| Capital Improvement Fund                                      |                                     | 856,144            | 785,000            | 495,794            | 475,000            | 8.8%          | 100,000            | 1.9%          |
| <b>Total Sources</b>  |                                     | <b>\$4,054,729</b> | <b>\$4,180,724</b> | <b>\$5,180,736</b> | <b>\$5,425,872</b> | <b>100.0%</b> | <b>\$5,357,068</b> | <b>100.0%</b> |

## Public Works | Building & Grounds

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### Program Overview

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



### Objectives FY 2019 & 2020

- Continue to monitor service contracts to ensure quality service is delivered in a timely and cost effective manner.
- Assist Engineering Division to ensure Pier and Roundhouse project flows smoothly and to highest quality standards.
- Assist Engineering project team with implementation of rehabilitation and repair projects as identified in the Facilities Assessment.
- Continue monitoring all street lighting through routine night inspections and work closely with Southern California Edison to ensure outage notifications and service obligations are met.
- Continue partnership with the Manhattan Beach Little League, American Youth Soccer Organization, and MBUSD to continue sustainable maintenance programs and raise level of field playability and aesthetics.
- Continue partnership with various businesses and groups during the year to support the many special events that occur throughout the City, and work on ways to contain event costs.
- Ensure Civic Center landscape plantings and maintenance practices complement County Library.

### Major Service Delivery Changes

In FY 2019, Public Works will be purchasing replacement portable and in-vehicle radios compatible with the new Los Angeles area Interagency Communications Interoperability (ICI) System. The new radios will allow communications between Public Works personnel and Police and Fire personnel, as well as cross-jurisdictional communication in the event of a large-scale disaster.

## Public Works | Building & Grounds

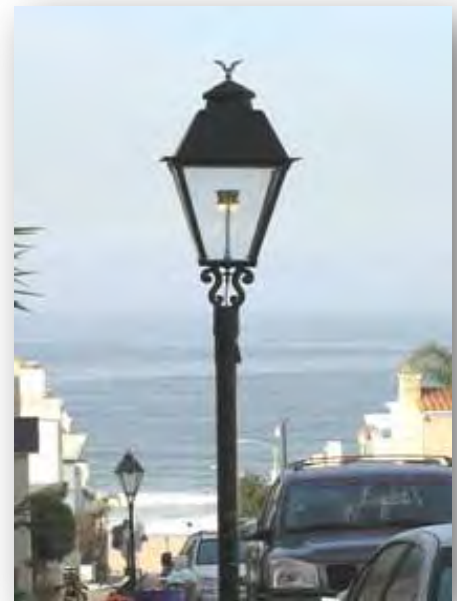
| Authorized Full-Time Positions | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|--------------------------------|--------------------|--------------------|---------------------|---------------------|
| Maintenance Worker IV          | 1                  | 1                  | 1                   | 1                   |
| Building Repair Craftsperson   | 4                  | 4                  | 4                   | 4                   |
| Maintenance Worker I/II        | 1                  | 1                  | 2                   | 2                   |
| Secretary                      | -                  | -                  | 0.5                 | 0.5                 |
| <b>Total</b>                   | <b>6.0</b>         | <b>6.0</b>         | <b>7.5</b>          | <b>7.5</b>          |

| Building & Grounds<br>Object Description                      | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Y/E Est | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|---|--------------------|--------------------|--------------------|---------------------|---------------|---------------------|---------------|
| 4101 Salaries & Allowances                                    | \$398,841          | \$395,775          | \$433,530          | \$529,816           | 16.3%         | \$539,876           | 16.3%         |
| 4111 Overtime Regular Employees                               | 6,885              | 13,860             | 15,480             | 16,000              | 0.5%          | 16,550              | 0.5%          |
| 4201 Group Medical Insurance                                  | 66,767             | 65,488             | 78,904             | 102,442             | 3.2%          | 106,253             | 3.2%          |
| 4202 Medicare Contributions                                   | 5,762              | 5,739              | 6,391              | 7,682               | 0.2%          | 7,828               | 0.2%          |
| 4204 401A Plan City Contributions                             | 2,144              | 2,098              | 2,208              | 2,187               | 0.1%          | 2,231               | 0.1%          |
| 4205 Worker's Compensation                                    | 1,320              | 1,320              | 1,320              | 18,300              | 0.6%          | 18,300              | 0.6%          |
| 4211 PERS Regular Contribution                                | 52,362             | 59,245             | 53,786             | 44,986              | 1.4%          | 45,843              | 1.4%          |
| 4218 PERS Regular Liability Contribution                      | -                  | -                  | -                  | 42,887              | 1.3%          | 53,345              | 1.6%          |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$534,081</b>   | <b>\$543,526</b>   | <b>\$591,619</b>   | <b>\$764,300</b>    | <b>23.5%</b>  | <b>\$790,226</b>    | <b>23.8%</b>  |
| 5101 Contract Services  | \$1,139,266        | \$1,627,145        | \$1,576,415        | \$1,462,200         | 45.0%         | \$1,504,000         | 45.3%         |
| 5205 Training, Conferences & Meetings                         | 1,577              | 4,500              | 4,500              | 5,000               | 0.2%          | 6,000               | 0.2%          |
| 5206 Uniforms/Safety Equip                                    | 3,433              | 4,500              | 3,600              | 4,750               | 0.1%          | 4,875               | 0.1%          |
| 5207 Advertising  | -                  | 1,000              | 1,000              | 1,000               | 0.0%          | 1,000               | 0.0%          |
| 5209 Tools & Minor Equip                                      | 1,524              | -                  | 2,000              | -                   | -             | -                   | -             |
| 5210 Computer Supplies & Software                             | 3,515              | 1,000              | 1,120              | 1,400               | 0.0%          | 1,500               | 0.0%          |
| 5217 Departmental Supplies                                    | 323,057            | 260,890            | 271,250            | 258,200             | 7.9%          | 266,150             | 8.0%          |
| 5225 Printing   | -                  | 150                | 150                | 150                 | 0.0%          | 150                 | 0.0%          |
| 5501 Telephone  | 1,514              | 1,105              | 857                | 1,038               | 0.0%          | 1,069               | 0.0%          |
| 5502 Electricity  | 144,744            | 169,286            | 164,632            | 171,382             | 5.3%          | 176,524             | 5.3%          |
| 5503 Natural Gas  | 3,831              | 4,863              | 19,478             | 19,108              | 0.6%          | 19,681              | 0.6%          |
| 5504 Water  | 352,079            | 389,406            | 366,462            | 379,655             | 11.7%         | 391,045             | 11.8%         |
| <b>Total Materials &amp; Services</b>                         | <b>\$1,974,539</b> | <b>\$2,463,845</b> | <b>\$2,411,464</b> | <b>\$2,303,883</b>  | <b>70.9%</b>  | <b>\$2,371,994</b>  | <b>71.5%</b>  |
| 5611 Warehouse Services                                       | \$20,408           | \$19,660           | \$19,660           | \$25,700            | 0.8%          | \$25,700            | 0.8%          |
| 5621 Information Technology Allocation                        | 29,280             | 29,174             | 29,174             | 39,616              | 1.2%          | 33,581              | 1.0%          |
| 5631 Insurance Allocation                                     | 2,340              | 3,060              | 3,060              | 6,600               | 0.2%          | 6,600               | 0.2%          |
| 5641 Fleet Rental Allocation                                  | 48,960             | 48,960             | 48,960             | 48,220              | 1.5%          | 48,220              | 1.5%          |
| 5642 Fleet Maintenance Allocation                             | 35,219             | 41,460             | 35,540             | 39,687              | 1.2%          | 41,548              | 1.3%          |
| <b>Total Internal Services</b>                                | <b>\$136,206</b>   | <b>\$142,314</b>   | <b>\$136,394</b>   | <b>\$159,823</b>    | <b>4.9%</b>   | <b>\$155,649</b>    | <b>4.7%</b>   |
| <b>Total Operating Expenditures</b>                           | <b>\$2,644,827</b> | <b>\$3,149,685</b> | <b>\$3,139,477</b> | <b>\$3,228,006</b>  | <b>99.3%</b>  | <b>\$3,317,869</b>  | <b>100.0%</b> |
| 6121 Machinery & Equipment                                    | \$9,581            | -                  | -                  | -                   | -             | -                   | -             |
| 6141 Computer Equipment & Software                            | -                  | -                  | -                  | 21,422              | 0.7%          | -                   | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 | <b>\$9,581</b>     | <b>-</b>           | <b>-</b>           | <b>\$21,422</b>     | <b>0.7%</b>   | <b>-</b>            | <b>-</b>      |
| <b>Total Expenditures</b>                                     | <b>\$2,654,408</b> | <b>\$3,149,685</b> | <b>\$3,139,477</b> | <b>\$3,249,428</b>  | <b>100.0%</b> | <b>\$3,317,869</b>  | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                    |                    |                    | <b>2.5%</b>         |               |                     |               |
|   |                    |                    |                    | <b>2.8%</b>         |               |                     |               |
| <b>Source of Funds</b>  |                    |                    |                    |                     |               |                     |               |
| General Fund  | \$1,218,383        | \$1,524,902        | \$1,466,622        | \$1,467,539         | 45.2%         | \$1,499,146         | 45.2%         |
| Building Maintenance  | 1,436,025          | 1,624,783          | 1,672,855          | 1,781,889           | 54.8%         | 1,818,723           | 54.8%         |
| <b>Total Sources</b>  | <b>\$2,654,408</b> | <b>\$3,149,685</b> | <b>\$3,139,477</b> | <b>\$3,249,428</b>  | <b>100.0%</b> | <b>\$3,317,869</b>  | <b>100.0%</b> |

# Public Works | Street Lighting & Landscaping

## Program Overview

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



## Objectives FY 2019 & FY 2020

- Continue to seek grant funding to offset energy efficient lighting retrofit costs throughout the City.
- Perform quarterly lighting surveys to ensure street lights are working properly.
- Continue to retrofit City owned street lighting to LED as parts wear and fail.
- Explore purchase of streetlights from SCE as part of City's overall conservation plan.

| Street Lighting & Landscaping                                 |                               | FY 2017          | FY 2018          | FY 2018          | FY 2019          | % of          | FY 2020          | % of          |
|---|-------------------------------|------------------|------------------|------------------|------------------|---------------|------------------|---------------|
| Object Description  |                               | Actual           | Adopted          | Y/E Est          | Proposed         | Total         | Proposed         | Total         |
| 5101  | Contract Services             | \$13,731         | \$11,000         | \$14,625         | <b>\$14,625</b>  | 3.5%          | <b>\$14,600</b>  | 3.4%          |
| 5207  | Advertising                   | -                | 400              | 400              | <b>400</b>       | 0.1%          | <b>400</b>       | 0.1%          |
| 5217  | Departmental Supplies         | 6,050            | 7,500            | 14,000           | <b>9,000</b>     | 2.2%          | <b>9,000</b>     | 2.1%          |
| 5502  | Electricity                   | 277,618          | 305,014          | 276,122          | <b>287,443</b>   | 69.1%         | <b>296,067</b>   | 69.4%         |
| 5503  | Natural Gas                   | 96,846           | 72,528           | 70,233           | <b>68,899</b>    | 16.6%         | <b>70,966</b>    | 16.6%         |
| <b>Total Materials &amp; Services</b>                         |                               | <b>\$394,245</b> | <b>\$396,442</b> | <b>\$375,380</b> | <b>\$380,367</b> | <b>91.4%</b>  | <b>\$391,033</b> | <b>91.6%</b>  |
| 5601  | Administrative Service Charge | \$35,772         | \$35,775         | \$35,775         | <b>\$35,775</b>  | 8.6%          | <b>\$35,775</b>  | 8.4%          |
| <b>Total Internal Services</b>                                |                               | <b>\$35,772</b>  | <b>\$35,775</b>  | <b>\$35,775</b>  | <b>\$35,775</b>  | <b>8.6%</b>   | <b>\$35,775</b>  | <b>8.4%</b>   |
| <b>Total Operating Expenditures</b>                           |                               | <b>\$430,017</b> | <b>\$432,217</b> | <b>\$411,155</b> | <b>\$416,142</b> | <b>100.0%</b> | <b>\$426,808</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                               |                  |                  |                  | <b>-3.7%</b>     |               | <b>2.6%</b>      |               |
| <b>Source of Funds</b>  |                               |                  |                  |                  |                  |               |                  |               |
| Street Lighting & Landscaping                                 |                               | \$268,447        | \$270,621        | \$270,377        | <b>\$270,377</b> | 65.0%         | <b>\$270,377</b> | 63.3%         |
| Subsidy from General Fund (Transfer In)                       |                               | 161,570          | 161,596          | 140,778          | <b>145,765</b>   | 35.0%         | <b>156,431</b>   | 36.7%         |
| <b>Total Sources</b>  |                               | <b>\$430,017</b> | <b>\$432,217</b> | <b>\$411,155</b> | <b>\$416,142</b> | <b>100.0%</b> | <b>\$426,808</b> | <b>100.0%</b> |

**Program Overview**

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



**Objectives FY 2019 & FY 2020**

- Work in conjunction with Engineering staff, Downtown Business Association, and all other stakeholders in developing a rehabilitation plan for Downtown Streetscape.
- Replace traffic signal poles and signal heads, as required.
- Ensure high level landscape and custodial maintenance in the Downtown area through continued weekend power washing service during peak season (April through September).
- Continue monitoring maintenance contracts.

| Streetscape Maintenance Object Description                    | FY 2017 Actual   | FY 2018 Adopted  | FY 2018 Y/E Est  | FY 2019 Proposed | % of Total    | FY 2020 Proposed | % of Total    |
|---|------------------|------------------|------------------|------------------|---------------|------------------|---------------|
| 5101 Contract Services  | \$145,120        | \$130,730        | \$130,730        | <b>\$122,000</b> | 73.5%         | <b>\$126,300</b> | 73.8%         |
| 5217 Departmental Supplies                                    | 14,907           | 19,845           | 19,845           | <b>15,000</b>    | 9.0%          | <b>15,500</b>    | 9.1%          |
| 5502 Electricity  | 6,899            | 9,846            | 6,829            | <b>7,108</b>     | 4.3%          | <b>7,321</b>     | 4.3%          |
| 5504 Water  | 6,533            | 4,492            | 6,126            | <b>6,347</b>     | 3.8%          | <b>6,537</b>     | 3.8%          |
| <b>Total Materials &amp; Services</b>                         | <b>\$173,459</b> | <b>\$164,913</b> | <b>\$163,530</b> | <b>\$150,455</b> | <b>90.7%</b>  | <b>\$155,658</b> | <b>91.0%</b>  |
| 5601 Administrative Service Charge                            | \$15,360         | \$15,364         | \$15,364         | <b>\$15,364</b>  | 9.3%          | <b>\$15,364</b>  | 9.0%          |
| 5611 Warehouse Services                                       | -                | 100              | 100              | <b>100</b>       | 0.1%          | <b>100</b>       | 0.1%          |
| 5642 Fleet Maintenance Allocation                             | 6,116            | 7,200            | 6,172            | -                | -             | -                | -             |
| <b>Total Internal Services</b>                                | <b>\$21,476</b>  | <b>\$22,664</b>  | <b>\$21,636</b>  | <b>\$15,464</b>  | <b>9.3%</b>   | <b>\$15,464</b>  | <b>9.0%</b>   |
| <b>Total Operating Expenditures</b>                           | <b>\$194,935</b> | <b>\$187,577</b> | <b>\$185,166</b> | <b>\$165,919</b> | <b>100.0%</b> | <b>\$171,122</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                  |                  |                  | <b>-11.5%</b>    |               | <b>3.1%</b>      |               |
| <b>Source of Funds</b>  |                  |                  |                  |                  |               |                  |               |
| Streetlighting & Landscape                                    | \$126,209        | \$125,513        | \$126,023        | <b>\$124,097</b> | 74.8%         | <b>\$124,097</b> | 72.5%         |
| Subsidy from General Fund (Transfer In)                       | 68,726           | 62,064           | 59,143           | <b>41,822</b>    | 25.2%         | <b>47,025</b>    | 27.5%         |
| <b>Total Sources</b>  | <b>\$194,935</b> | <b>\$187,577</b> | <b>\$185,166</b> | <b>\$165,919</b> | <b>100.0%</b> | <b>\$171,122</b> | <b>100.0%</b> |



### Program Overview

The City's water division is comprised of two distinct groups: water plant operations and water maintenance operations. These two groups oversee the maintenance and efficiencies of the water infrastructure, staffing and source of supply.

The City's water storage and distribution system is comprised of two reservoirs with a combined storage capacity of 10 million gallons; one elevated storage tank with a storage capacity of 300,000 gallons; one imported water connection with the Metropolitan Water District of Southern California with a production capacity of 5,000 gallons per minute; two groundwater wells with a total production capacity of 3,500 gallons per minute; booster stations with a total delivery capacity of 14,800 gallons per minute; two 18 inch emergency water transmission line connections with the City of El Segundo and California Water Service Company; five emergency generators at the wells and booster stations; approximately 112 miles of water distribution pipelines ranging in diameter from 4" to 24"; over 1700 gate valves; over 900 Fire Hydrants; and 775 backflow devices.



Approximately 93% (1.4 billion gallons) of the City's water supply is provided by the Metropolitan Water District (MWD) and 7% (100 million gallons) is supplied through City-owned groundwater rights in the West Coast Groundwater Basin. The City offsets the cost of higher priced MWD of Southern California water through leasing of less expensive groundwater rights from agencies with surplus groundwater rights, while maintaining high water quality.

### Objectives FY 2019 & FY 2020

- Provide excellent customer service by way of rapid response to service interruption, water quality inquiries and advance notification of the Water Division's field activities.
- Maintain water quality regulations and reporting requirements to all regulatory agencies, including the Environmental Protection Agency and the State Water Resources Control Board.
- Decrease use of higher-cost imported water.
- The City will pursue options on purchasing groundwater rights from West Basin groundwater agencies that own excess water rights in order to become less reliant on imported water from the Metropolitan Water District.
- The City will collaborate with the West Basin Municipal Water District, Water Replenishment District and Metropolitan Water District in offering water conservation education programs to the public, including drought tolerant plants, irrigation control devices and turf removal.
- Maintain normal and emergency water system performance reliability through preventative maintenance practices on pump/wells, motor control centers, automated control valves, emergency generators, critical water system isolation valves, fire hydrants, meter testing, disinfection systems, water distribution flushing, backflow and cross connection inspections.
- In FY 18/19, start upgrade of the Larrison St. Booster Station to include electrical components, motor controls and Supervisory Control and Data Acquisition (SCADA) components.



- In FY 18/19, install and complete the Advance metering Infrastructure system pilot project to provide real-time water meter consumption data via radio communication that will facilitate and enhance billing accuracy by elimination of the need to perform manual field meter reads and rereads; capture water consumption exceptions and electronically alert customers of possible leaks; enhance water conservation performance through repairs performed by customer that are alerted of possible leaks.
- In FY 19/20, complete upgrades of the Larrison St. Booster Station to include pumps, motors, valves and piping.
- In FY 19/20, update the Urban Water Management Plan as required every 5 years by the California Water Code.

### Major Service Delivery Changes

In FY 2019, hardware upgrades to the City’s SCADA system will be made as the current hardware is becoming obsolete. This upgrade will keep these operations in working order and allow for technology updates in the future. Also, a part-time Management Analyst position has been added to manage the administrative duties of the City’s growing backflow program, which currently oversees 775 backflow devices.

| <b>Authorized Full-Time Positions</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---------------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|
| Water Distribution Supervisor         | 1                          | 1                          | 1                           | 1                           |
| Senior Water Plant Operator           | 1                          | 1                          | 1                           | 1                           |
| Water Plant Operator                  | 1                          | 1                          | 1                           | 1                           |
| Maintenance Worker III                | -                          | -                          | 1                           | 1                           |
| Maintenance Worker I/II               | 6                          | 6                          | 5                           | 5                           |
| Electrician                           | 0.35                       | 0.35                       | 0.35                        | 0.35                        |
| Water Meter Reader                    | 1                          | 1                          | 1                           | 1                           |
| Secretary                             | 1.00                       | 1.00                       | 0.45                        | 0.45                        |
| <b>Total</b>                          | <b>11.35</b>               | <b>11.35</b>               | <b>10.80</b>                | <b>10.80</b>                |

Part-time hours totaling 960 are included in FY 2019 and FY 2020.

## Public Works | Water Division

| Water Division<br>Object Description     | FY 2017<br>Actual   | FY 2018<br>Adopted  | FY 2018<br>Y/E Est  | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|--|---------------------|---------------------|---------------------|---------------------|---------------|---------------------|---------------|
| 4101 Salaries & Allowances               | \$678,632           | \$755,159           | \$661,679           | <b>\$725,049</b>    | 1.9%          | <b>\$748,701</b>    | 5.3%          |
| 4103 Part-time Salaries                  | 12,616              | -                   | 40,000              | <b>34,464</b>       | 0.1%          | <b>34,464</b>       | 0.2%          |
| 4111 Overtime Regular Employees          | 27,476              | 25,700              | 25,700              | <b>25,700</b>       | 0.1%          | <b>25,900</b>       | 0.2%          |
| 4201 Group Medical Insurance             | 111,316             | 161,570             | 124,686             | <b>152,654</b>      | 0.4%          | <b>158,377</b>      | 1.1%          |
| 4202 Medicare Contributions              | 10,174              | 10,836              | 10,336              | <b>10,514</b>       | 0.0%          | <b>10,857</b>       | 0.1%          |
| 4204 401A Plan City Contributions        | 1,650               | 2,371               | 2,124               | <b>2,108</b>        | 0.0%          | <b>2,150</b>        | 0.0%          |
| 4205 Worker's Compensation               | 183,000             | 190,920             | 190,920             | <b>120,480</b>      | 0.3%          | <b>120,480</b>      | 0.9%          |
| 4211 PERS Regular Contribution           | 88,086              | 110,988             | 90,578              | <b>67,222</b>       | 0.2%          | <b>69,231</b>       | 0.5%          |
| 4218 PERS Regular Liability Contribution | -                   | -                   | -                   | <b>58,085</b>       | 0.2%          | <b>72,248</b>       | 0.5%          |
| 4220 Accrued Leave                       | 633                 | -                   | -                   | -                   | -             | -                   | -             |
| <b>Total Salaries &amp; Benefits</b>     | <b>\$1,113,582</b>  | <b>\$1,257,544</b>  | <b>\$1,146,023</b>  | <b>\$1,196,276</b>  | <b>3.1%</b>   | <b>\$1,242,408</b>  | <b>8.9%</b>   |
| 5101 Contract Services                   | \$6,459,049         | \$5,710,529         | \$5,770,635         | <b>\$6,948,490</b>  | 18.2%         | <b>\$7,159,875</b>  | 51.1%         |
| 5104 Computer Contract Services          | 8,823               | 11,875              | 19,110              | <b>26,410</b>       | 0.1%          | <b>36,100</b>       | 0.3%          |
| 5202 Membership & Dues                   | 3,935               | 4,130               | 6,375               | <b>5,375</b>        | 0.0%          | <b>5,575</b>        | 0.0%          |
| 5203 Reference Materials                 | 930                 | 530                 | 530                 | <b>1,000</b>        | 0.0%          | <b>1,000</b>        | 0.0%          |
| 5205 Training, Conferences & Meetings    | 3,541               | 6,950               | 13,000              | <b>22,000</b>       | 0.1%          | <b>22,000</b>       | 0.2%          |
| 5206 Uniforms/Safety Equip               | 7,028               | 7,792               | 7,792               | <b>8,950</b>        | 0.0%          | <b>9,400</b>        | 0.1%          |
| 5207 Advertising                         | 168                 | 300                 | 300                 | <b>300</b>          | 0.0%          | <b>300</b>          | 0.0%          |
| 5209 Tools & Minor Equip                 | 1,267               | 3,995               | 6,900               | <b>5,000</b>        | 0.0%          | <b>5,100</b>        | 0.0%          |
| 5210 Computer Supplies & Software        | -                   | 3,100               | 7,500               | <b>16,000</b>       | 0.0%          | -                   | -             |
| 5217 Departmental Supplies               | 144,420             | 431,540             | 320,000             | <b>449,000</b>      | 1.2%          | <b>439,600</b>      | 3.1%          |
| 5225 Printing                            | 534                 | 105                 | 105                 | <b>150</b>          | 0.0%          | <b>150</b>          | 0.0%          |
| 5231 Bank Service Charge                 | 21,630              | 27,000              | 25,000              | <b>27,000</b>       | 0.1%          | <b>29,000</b>       | 0.2%          |
| 5240 Assessments & Taxes                 | 94,818              | 770,340             | 300,000             | <b>770,340</b>      | 2.0%          | <b>791,160</b>      | 5.6%          |
| 5501 Telephone                           | 81,159              | 77,104              | 89,539              | <b>80,332</b>       | 0.2%          | <b>82,742</b>       | 0.6%          |
| 5502 Electricity                         | 153,397             | 268,897             | 200,657             | <b>192,885</b>      | 0.5%          | <b>198,672</b>      | 1.4%          |
| 5503 Natural Gas                         | -                   | 297                 | -                   | -                   | -             | -                   | -             |
| 5504 Water                               | 40,213              | 31,904              | 46,719              | <b>48,400</b>       | 0.1%          | <b>49,852</b>       | 0.4%          |
| <b>Total Materials &amp; Services</b>    | <b>\$7,020,912</b>  | <b>\$7,356,388</b>  | <b>\$6,814,162</b>  | <b>\$8,601,632</b>  | <b>22.6%</b>  | <b>\$8,830,526</b>  | <b>63.0%</b>  |
| 5601 Administrative Service Charge       | \$1,643,160         | \$1,811,895         | \$1,811,895         | <b>\$1,787,157</b>  | 4.7%          | <b>\$1,793,157</b>  | 12.8%         |
| 5611 Warehouse Services                  | 2,917               | 2,595               | 3,555               | <b>3,480</b>        | 0.0%          | <b>3,580</b>        | 0.0%          |
| 5621 Information Technology Allocation   | 58,560              | 58,290              | 58,290              | <b>135,162</b>      | 0.4%          | <b>108,108</b>      | 0.8%          |
| 5631 Insurance Allocation                | 74,880              | 78,300              | 78,300              | <b>60,300</b>       | 0.2%          | <b>60,300</b>       | 0.4%          |
| 5641 Fleet Rental Allocation             | 63,060              | 63,060              | 63,060              | <b>70,750</b>       | 0.2%          | <b>70,750</b>       | 0.5%          |
| 5642 Fleet Maintenance Allocation        | 59,275              | 69,780              | 59,816              | <b>76,171</b>       | 0.2%          | <b>78,804</b>       | 0.6%          |
| 5651 Building & Operations Allocation    | 115,769             | 133,344             | 135,378             | <b>143,640</b>      | 0.4%          | <b>145,620</b>      | 1.0%          |
| <b>Total Internal Services</b>           | <b>\$2,017,622</b>  | <b>\$2,217,264</b>  | <b>\$2,210,294</b>  | <b>\$2,276,660</b>  | <b>6.0%</b>   | <b>\$2,260,319</b>  | <b>16.1%</b>  |
| <b>Total Operating Expenditures</b>      | <b>\$10,152,116</b> | <b>\$10,831,196</b> | <b>\$10,170,479</b> | <b>\$12,074,568</b> | <b>31.7%</b>  | <b>\$12,333,253</b> | <b>88.0%</b>  |

## Public Works | Water Division

| Water Division<br>Object Description                          | FY 2017<br>Actual   | FY 2018<br>Adopted  | FY 2018<br>Y/E Est  | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|---|---------------------|---------------------|---------------------|---------------------|---------------|---------------------|---------------|
| 6121 Machinery & Equipment                                    | \$21,424            | -                   | -                   | -                   | -             | -                   | -             |
| 6141 Computer Equipment & Software                            | -                   | 45,000              | -                   | 37,289              | 0.1%          | -                   | -             |
| 6142 ERP Implementation                                       | -                   | -                   | -                   | 46,291              | 0.1%          | 7,509               | 0.1%          |
| 6212 CIP Bldg & Facilities - CYr                              | 353,333             | 1,900,000           | 256,251             | 24,250,000          | 63.7%         | -                   | -             |
| 6232 CIP Utility Improvements - CYr                           | 9,247               | 2,670,000           | -                   | -                   | -             | -                   | -             |
| 6242 CIP Line Improvements - CYr                              | 279,487             | -                   | 400,000             | 1,500,000           | 3.9%          | 1,500,000           | 10.7%         |
| <b>Total Capital Projects &amp; Equipment</b>                 | <b>\$663,491</b>    | <b>\$4,615,000</b>  | <b>\$656,251</b>    | <b>\$25,833,580</b> | <b>67.8%</b>  | <b>\$1,507,509</b>  | <b>10.8%</b>  |
| 7101 Bond Principal   | \$127,347           | \$127,347           | \$127,347           | \$130,650           | 0.3%          | \$137,350           | 1.0%          |
| 7102 Bond Interest  | 48,694              | 44,304              | 44,304              | 39,765              | 0.1%          | 35,091              | 0.3%          |
| 7103 Bond Administration Fee                                  | 363                 | 350                 | 363                 | 400                 | 0.0%          | 400                 | 0.0%          |
| <b>Total Debt Service</b>                                     | <b>\$176,404</b>    | <b>\$172,001</b>    | <b>\$172,014</b>    | <b>\$170,815</b>    | <b>0.6%</b>   | <b>\$172,841</b>    | <b>1.2%</b>   |
| <b>Total Expenditures</b>                                     | <b>\$10,992,011</b> | <b>\$15,618,197</b> | <b>\$10,998,744</b> | <b>\$38,078,963</b> | <b>100.0%</b> | <b>\$14,013,603</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                     |                     |                     | <b>11.5%</b>        |               | <b>2.1%</b>         |               |
| <b>Source of Funds</b>  |                     |                     |                     |                     |               |                     |               |
| Water   | \$10,992,011        | \$15,618,197        | \$10,998,744        | \$38,078,963        | 100.0%        | \$14,013,603        | 100.0%        |
| <b>Total Sources</b>  | <b>\$10,992,011</b> | <b>\$15,618,197</b> | <b>\$10,998,744</b> | <b>\$38,078,963</b> | <b>100.0%</b> | <b>\$14,013,603</b> | <b>100.0%</b> |

## Public Works | Storm Drain

### Program Overview

The Storm Drain system is comprised of: 83,538 ft. of City owned storm lines and 43,805 feet of Los Angeles County owned storm lines; 800 catch basins; eight continuous deflection systems; two dry weather storm water diversions; five storm water sumps; and one lift station.



### Objectives FY 2019 & FY 2020

- As mandated by the new NPDES permit, seek funding to implement the Enhanced Watershed Management Plan that will support the design and construction of storm water capture structures that will reduce trash and pollutants that enter the sea; and identify and mitigate storm system Illicit Discharge and Illicit Connections.
- As mandated by the new NPDES permit, continue implementation of the Coordinated Integrated Management Plan to conduct storm water quality runoff monitoring.
- Maintain dry weather diversion sumps to assure dry weather run-off is conveyed away from the ocean and to the Los Angeles Sanitation District in an effort to reduce pollutant conveyance at the shore line.
- Perform maintenance of catch basins, continuous deflector separators, low flow diversions, Marriott Lake and Polliwog Pond to minimize trash conveyance to the sea in compliance with NPDES Total Daily Maximum Load requirements for trash and bacteria.
- Perform Clean Bay Restaurant and Fats/Oils/Grease Programs inspections of 155 food service establishments to minimize sewer line backups that could result in sewer system overflow that may flow to the City's storm water system and cause ocean water contamination.

|                                       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b> |                    |                    |                     |                     |
| Sewer Maintenance Worker              | 1                  | 1                  | 1                   | 1                   |
| Secretary                             | -                  | -                  | 0.05                | 0.05                |
| <b>Total</b>                          | <b>1.00</b>        | <b>1.00</b>        | <b>1.05</b>         | <b>1.05</b>         |

| Storm Drain   |                                     | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description  |                                     | Actual             | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | \$73,216           | \$64,605           | \$52,545           | \$57,020           | 3.5%          | \$60,286           | 2.8%          |
| 4111  | Overtime Regular Employees          | 13,016             | 4,500              | 4,500              | 4,500              | 0.3%          | 4,700              | 0.2%          |
| 4201  | Group Medical Insurance             | 18,157             | 19,116             | 13,209             | 17,163             | 1.1%          | 17,820             | 0.8%          |
| 4202  | Medicare Contributions              | 1,213              | 937                | 750                | 827                | 0.1%          | 875                | 0.0%          |
| 4211  | PERS Regular Contribution           | 9,087              | 9,691              | 7,327              | 4,849              | 0.3%          | 5,126              | 0.2%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | 4,623              | 0.3%          | 5,750              | 0.3%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$114,688</b>   | <b>\$98,849</b>    | <b>\$78,331</b>    | <b>\$88,982</b>    | <b>5.5%</b>   | <b>\$94,557</b>    | <b>4.4%</b>   |
| 5101  | Contract Services                   | \$441,909          | \$569,941          | \$824,000          | \$595,700          | 36.9%         | \$616,700          | 28.8%         |
| 5104  | Computer Contract Services          | -                  | 2,690              | 500                | 5,600              | 0.3%          | 5,800              | 0.3%          |
| 5202  | Membership & Dues                   | 580                | -                  | -                  | 600                | 0.0%          | 600                | 0.0%          |
| 5205  | Training, Conferences & Meetings    | -                  | -                  | 115                | 3,000              | 0.2%          | 3,000              | 0.1%          |
| 5206  | Uniforms/Safety Equip               | 132                | 900                | 900                | 950                | 0.1%          | 1,000              | 0.0%          |
| 5210  | Computer Supplies & Software        | -                  | -                  | -                  | 5,320              | 0.3%          | -                  | -             |
| 5217  | Departmental Supplies               | 30,470             | 12,800             | 12,800             | 13,500             | 0.8%          | 13,850             | 0.6%          |
| 5225  | Printing                            | -                  | 5,525              | 5,525              | 5,000              | 0.3%          | 5,000              | 0.2%          |
| 5502  | Electricity                         | 9,283              | 9,860              | 5,392              | 10,613             | 0.7%          | 10,931             | 0.5%          |
| 5504  | Water                               | 3,058              | 3,637              | 3,061              | 3,171              | 0.2%          | 3,266              | 0.2%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$485,431</b>   | <b>\$605,353</b>   | <b>\$852,293</b>   | <b>\$643,454</b>   | <b>39.8%</b>  | <b>\$660,147</b>   | <b>30.9%</b>  |
| 5601  | Administrative Service Charge       | 161,196            | 161,191            | 161,191            | 161,191            | 10.0%         | 161,191            | 7.5%          |
| 5611  | Warehouse Services                  | 199                | 165                | 200                | 200                | 0.0%          | 200                | 0.0%          |
| 5651  | Building & Operations Allocation    | 9,670              | 11,097             | 11,266             | 11,940             | 0.7%          | 12,120             | 0.6%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$9,868</b>     | <b>\$11,262</b>    | <b>\$11,466</b>    | <b>\$12,140</b>    | <b>0.8%</b>   | <b>\$12,320</b>    | <b>0.6%</b>   |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$771,184</b>   | <b>\$876,655</b>   | <b>\$1,103,281</b> | <b>\$905,767</b>   | <b>56.1%</b>  | <b>\$928,215</b>   | <b>43.4%</b>  |
| 6212  | CIP Bldg & Facilities - CYr         | 358,911            | 460,000            | 697,287            | 710,000            | 43.9%         | 1,210,000          | 56.6%         |
| <b>Total Capital Projects &amp; Equipment</b>                 |                                     | <b>\$358,911</b>   | <b>\$460,000</b>   | <b>\$697,287</b>   | <b>\$710,000</b>   | <b>43.9%</b>  | <b>\$1,210,000</b> | <b>56.6%</b>  |
| <b>Total Expenditures</b>                                     |                                     | <b>\$1,130,095</b> | <b>\$1,336,655</b> | <b>\$1,800,568</b> | <b>\$1,615,767</b> | <b>100.0%</b> | <b>\$2,138,215</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                    |                    |                    | <b>3.3%</b>        |               | <b>2.5%</b>        |               |
| <b>Source of Funds</b>  |                                     |                    |                    |                    |                    |               |                    |               |
| Stormwater  |                                     | \$192,713          | \$354,300          | \$710,006          | \$367,721          | 22.8%         | \$368,633          | 17.2%         |
| Subsidy from General Fund (Transfer In)                       |                                     | 937,382            | 982,355            | 1,090,562          | 1,248,046          |               | 1,769,582          |               |
| <b>Total Sources</b>  |                                     | <b>\$1,130,095</b> | <b>\$1,336,655</b> | <b>\$1,800,568</b> | <b>\$1,615,767</b> | <b>100.0%</b> | <b>\$2,138,215</b> | <b>100.0%</b> |

# Public Works | Sewer Maintenance

## Program Overview

The City’s sanitary sewer system is comprised of six pump lift stations that convey sewage out of areas of geographic depression and eighty-six miles of sewer lines.



## Objectives FY 2019 & FY 20/20

- In FY 19/20, update the Sewer System Management Plan as required every five years by the Regional Water Quality Control Board.
- Continue on-going preventative maintenance programs on sewer lift station motor/pump control centers and emergency stand-by generators.
- Perform cleaning of entire City sewer collection system (twice per year), monthly cleaning of high sewer volume areas and bi-weekly maintenance at the six sewer lift stations.
- Minimize sewer system overflows through proactive identification and enhanced maintenance of “hot spots”, along with continued implementation of the Fats, Oils and Grease (FOG) inspection program for 155 food service establishments.
- Implement Sewer System Management Plan mandated sewer system overflow prevention measures, including public outreach, root control program, contractor training, staff emergency response plan.

## Major Service Delivery Changes

In FY 2019, a CCTV (Closed Caption Television) vehicle will be purchased to house the City’s CCTV equipment to perform in-house mobile CCTV inspections citywide. The small utility vehicle will be able to accommodate narrow locations including the City’s walk streets. Also, a portable Sewerline Push Camera will be acquired to inspect sewer laterals or sewer lines in easements and at public facilities.

|                                       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b> |                    |                    |                     |                     |
| Maintenance Worker III                | -                  | -                  | 1                   | 1                   |
| Sewer Maintenance Worker I/II         | 3                  | 3                  | 2                   | 2                   |
| Electrician                           | 0.45               | 0.45               | 0.45                | 0.45                |
| Secretary                             | -                  | -                  | 0.45                | 0.45                |
| <b>Total</b>                          | <b>3.45</b>        | <b>3.45</b>        | <b>3.90</b>         | <b>3.90</b>         |



## Public Works | Sewer Maintenance

| Sewer Maintenance   |                                     | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description  |                                     | Actual             | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | \$212,981          | \$229,652          | \$181,196          | <b>\$255,108</b>   | 4.8%          | <b>\$262,071</b>   | 5.2%          |
| 4111  | Overtime Regular Employees          | 25,311             | 11,000             | 25,000             | <b>15,000</b>      | 0.3%          | <b>15,000</b>      | 0.3%          |
| 4201  | Group Medical Insurance             | 39,211             | 48,102             | 34,890             | <b>61,044</b>      | 1.1%          | <b>63,341</b>      | 1.3%          |
| 4202  | Medicare Contributions              | 2,865              | 2,279              | 2,971              | <b>3,699</b>       | 0.1%          | <b>3,800</b>       | 0.1%          |
| 4205  | Worker's Compensation               | 105,300            | 109,860            | 109,860            | <b>47,280</b>      | 0.9%          | <b>47,280</b>      | 0.9%          |
| 4211  | PERS Regular Contribution           | 27,236             | 33,272             | 25,379             | <b>21,694</b>      | 0.4%          | <b>22,286</b>      | 0.4%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | <b>20,682</b>      | 0.4%          | <b>25,725</b>      | 0.5%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$412,904</b>   | <b>\$434,164</b>   | <b>\$379,296</b>   | <b>\$424,507</b>   | <b>7.9%</b>   | <b>\$439,503</b>   | <b>8.7%</b>   |
| 5101  | Contract Services                   | \$136,193          | \$77,940           | \$95,515           | <b>\$196,300</b>   | 3.7%          | <b>\$250,650</b>   | 5.0%          |
| 5104  | Computer Contract Services          | 16,725             | 8,050              | 18,000             | <b>18,300</b>      | 0.3%          | <b>29,550</b>      | 0.6%          |
| 5202  | Membership & Dues                   | -                  | 340                | 340                | <b>775</b>         | 0.0%          | <b>775</b>         | 0.0%          |
| 5205  | Training, Conferences & Meetings    | -                  | 2,200              | 3,200              | <b>6,000</b>       | 0.1%          | <b>6,000</b>       | 0.1%          |
| 5206  | Uniforms/Safety Equip               | 2,860              | 2,568              | 2,500              | <b>3,000</b>       | 0.1%          | <b>3,250</b>       | 0.1%          |
| 5210  | Computer Supplies & Software        | -                  | 3,100              | 7,500              | <b>18,680</b>      | 0.3%          | -                  | -             |
| 5217  | Departmental Supplies               | 28,166             | 23,100             | 30,000             | <b>28,500</b>      | 0.5%          | <b>29,550</b>      | 0.6%          |
| 5225  | Printing                            | -                  | 1,155              | 1,155              | <b>150</b>         | 0.0%          | <b>1,200</b>       | 0.0%          |
| 5231  | Bank Service Charge                 | 5,432              | 7,000              | 6,000              | <b>7,000</b>       | 0.1%          | <b>8,000</b>       | 0.2%          |
| 5502  | Electricity                         | 14,811             | 17,384             | 14,842             | <b>15,451</b>      | 0.3%          | <b>15,915</b>      | 0.3%          |
| 5504  | Water                               | 3,341              | 2,989              | 3,250              | <b>3,367</b>       | 0.1%          | <b>3,468</b>       | 0.1%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$207,527</b>   | <b>\$145,826</b>   | <b>\$182,302</b>   | <b>\$297,523</b>   | <b>5.6%</b>   | <b>\$348,358</b>   | <b>6.9%</b>   |
| 5601  | Administrative Service Charge       | \$430,224          | \$598,964          | \$598,964          | <b>\$574,226</b>   | 10.7%         | <b>\$580,226</b>   | 11.5%         |
| 5611  | Warehouse Services                  | 1,592              | 1,050              | 2,000              | <b>1,000</b>       | 0.0%          | <b>1,100</b>       | 0.0%          |
| 5631  | Insurance Allocation                | 2,340              | 3,060              | 3,060              | <b>228,060</b>     | 4.3%          | <b>228,060</b>     | 4.5%          |
| 5641  | Fleet Rental Allocation             | 68,640             | 68,640             | 68,640             | <b>67,580</b>      | 1.3%          | <b>67,580</b>      | 1.3%          |
| 5642  | Fleet Maintenance Allocation        | 15,902             | 18,720             | 16,047             | <b>20,816</b>      | 0.4%          | <b>21,536</b>      | 0.4%          |
| 5651  | Building & Operations Allocation    | 28,956             | 33,351             | 33,860             | <b>35,880</b>      | 0.7%          | <b>36,420</b>      | 0.7%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$547,654</b>   | <b>\$723,785</b>   | <b>\$722,571</b>   | <b>\$927,562</b>   | <b>17.3%</b>  | <b>\$934,922</b>   | <b>18.5%</b>  |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$1,168,085</b> | <b>\$1,303,775</b> | <b>\$1,284,169</b> | <b>\$1,649,592</b> | <b>30.8%</b>  | <b>\$1,722,783</b> | <b>34.0%</b>  |
| 6121  | Machinery & Equipment               | \$7,385            | -                  | -                  | <b>\$40,000</b>    | 0.7%          | -                  | -             |
| 6131  | Vehicles                            | -                  | -                  | -                  | <b>30,000</b>      | 0.6%          | -                  | -             |
| 6141  | Computer Equipment & Software       | -                  | 45,000             | -                  | <b>20,628</b>      | 0.4%          | -                  | -             |
| 6142  | ERP Implementation                  | -                  | -                  | -                  | <b>25,602</b>      | 0.5%          | <b>4,156</b>       | 0.1%          |
| 6212  | CIP Bldg & Facilities - CYr         | 6,079              | 3,000,000          | -                  | -                  | -             | -                  | -             |
| 6242  | CIP Line Improvements - CYr         | 982,793            | 1,100,000          | 992,178            | <b>3,500,000</b>   | 65.4%         | <b>3,250,000</b>   | 64.2%         |
| <b>Total Capital Projects &amp; Equipment</b>                 |                                     | <b>\$996,257</b>   | <b>\$4,145,000</b> | <b>\$992,178</b>   | <b>\$3,616,230</b> | <b>67.6%</b>  | <b>\$3,254,156</b> | <b>64.3%</b>  |
| 7101  | Bond Principal                      | \$62,653           | \$62,653           | \$62,653           | <b>\$64,350</b>    | 1.2%          | <b>\$67,650</b>    | 1.3%          |
| 7102  | Bond Interest                       | 23,956             | 21,797             | 21,797             | <b>19,585</b>      | 0.4%          | <b>17,284</b>      | 0.3%          |
| 7103  | Bond Administration Fee             | 182                | 175                | 182                | <b>200</b>         | 0.0%          | <b>200</b>         | 0.0%          |
| <b>Total Debt Service</b>                                     |                                     | <b>\$86,791</b>    | <b>\$84,625</b>    | <b>\$84,632</b>    | <b>\$84,135</b>    | <b>1.6%</b>   | <b>\$85,134</b>    | <b>1.7%</b>   |
| <b>Total Expenditures</b>                                     |                                     | <b>\$2,251,133</b> | <b>\$5,533,400</b> | <b>\$2,360,979</b> | <b>\$5,349,957</b> | <b>100.0%</b> | <b>\$5,062,073</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                    |                    |                    | <b>26.5%</b>       |               | <b>4.4%</b>        |               |
| <b>Source of Funds</b>  |                                     |                    |                    |                    |                    |               |                    |               |
| Wastewater  |                                     | \$2,251,133        | \$5,533,400        | \$2,360,979        | <b>\$5,349,957</b> | 100.0%        | <b>\$5,062,073</b> | 100.0%        |
| <b>Total Sources</b>  |                                     | <b>\$2,251,133</b> | <b>\$5,533,400</b> | <b>\$2,360,979</b> | <b>\$5,349,957</b> | <b>100.0%</b> | <b>\$5,062,073</b> | <b>100.0%</b> |



# Public Works | Refuse Management

## Program Overview

The City’s Refuse Management Division focuses on waste reduction with a strong education and outreach program.

Major program initiatives include compliance with AB 939, AB 341 and AB 1826 through the reduction of residential and commercial waste sent to the landfill through the City’s multiple waste reduction and recycling programs.

## Objectives FY 2019 & FY 2020

- Continue to provide superior service to the community.
- Continue environmental sustainability initiatives through the City’s Environmental Program, with emphasis on energy efficiency and water conservation.
- Remain in compliance with AB 939, AB 341 and AB 1826 State mandates.
- Collaborate with the Los Angeles Regional Agency to promote waste reduction and the message of “Zero Waste” in order to meet solid waste landfill diversion goals.
- Work with the commercial districts to reduce visible trash, develop commercial waste reduction and recycling programs, and ensure businesses receive adequate solid waste services.
- Provide information, and manage issues, complaints and service requests in an efficient and professional manner.



|   | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b>       |                    |                    |                     |                     |
| Environmental Programs Manager <sup>1</sup> | 1                  | -                  | -                   | -                   |
| Senior Management Analyst (Refuse/Admin)    | 0.75               | 0.75               | 0.50                | 0.50                |
| Maintenance Workers I/II                    | 0.50               | 0.50               | 0.50                | 0.50                |
| <b>Total</b>                                | <b>2.25</b>        | <b>1.25</b>        | <b>1.00</b>         | <b>1.00</b>         |

<sup>1</sup> Position transferred to Community Development in FY 2018.

## Public Works | Refuse Management

| Refuse Management   |                                     | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description  |                                     | Actual             | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | \$197,903          | \$105,208          | \$110,981          | \$84,212           | 2.0%          | \$85,472           | 1.6%          |
| 4103  | Part-time Salaries                  | 3,158              | -                  | -                  | -                  | -             | -                  | -             |
| 4111  | Overtime Regular Employees          | -                  | 400                | 400                | 400                | 0.0%          | 400                | 0.0%          |
| 4114  | Overtime Special Events             | 2,680              | 1,000              | 2,300              | 2,000              | 0.0%          | 2,200              | 0.0%          |
| 4201  | Group Medical Insurance             | 20,749             | 10,331             | 11,302             | 10,613             | 0.3%          | 10,996             | 0.2%          |
| 4202  | Medicare Contributions              | 2,782              | 1,525              | 1,540              | 1,221              | 0.0%          | 1,239              | 0.0%          |
| 4204  | 401A Plan City Contributions        | 6,831              | 3,005              | 3,194              | 2,119              | 0.1%          | 2,161              | 0.0%          |
| 4211  | PERS Regular Contribution           | 25,158             | 14,632             | 13,313             | 6,716              | 0.2%          | 6,824              | 0.1%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | 6,403              | 0.2%          | 7,964              | 0.2%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$259,262</b>   | <b>\$136,101</b>   | <b>\$143,030</b>   | <b>\$113,684</b>   | <b>2.7%</b>   | <b>\$117,256</b>   | <b>2.2%</b>   |
| 5101  | Contract Services                   | \$3,609,765        | \$3,792,200        | \$3,700,000        | \$3,782,250        | 90.1%         | \$3,897,250        | 74.1%         |
| 5104  | Computer Contract Services          | 52                 | -                  | -                  | -                  | -             | -                  | -             |
| 5202  | Membership & Dues                   | 10,970             | 4,325              | 5,700              | 6,450              | 0.2%          | 6,995              | 0.1%          |
| 5203  | Reference Materials                 | -                  | 50                 | 50                 | 50                 | 0.0%          | 50                 | 0.0%          |
| 5205  | Training, Conferences & Meetings    | 4,279              | 1,200              | 1,200              | 1,000              | 0.0%          | 1,200              | 0.0%          |
| 5206  | Uniforms/Safety Equip               | 307                | 450                | 450                | 475                | 0.0%          | 487                | 0.0%          |
| 5207  | Advertising                         | 20,739             | 10,000             | 10,000             | 12,000             | 0.3%          | 15,000             | 0.3%          |
| 5210  | Computer Supplies & Software        | -                  | -                  | 40                 | 50                 | 0.0%          | 50                 | 0.0%          |
| 5217  | Departmental Supplies               | 23,269             | 30,500             | 63,560             | 35,500             | 0.8%          | 46,000             | 0.9%          |
| 5225  | Printing                            | -                  | 1,150              | 1,150              | 1,150              | 0.0%          | 1,150              | 0.0%          |
| 5231  | Bank Service Charge                 | 7,984              | 10,000             | 9,000              | 10,000             | 0.2%          | 11,000             | 0.2%          |
| 5501  | Telephone                           | 424                | 402                | 469                | 663                | 0.0%          | 683                | 0.0%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$3,677,788</b> | <b>\$3,850,277</b> | <b>\$3,791,619</b> | <b>\$3,849,588</b> | <b>91.7%</b>  | <b>\$3,979,865</b> | <b>75.7%</b>  |
| 5601  | Administrative Service Charge       | \$191,148          | \$191,142          | \$191,142          | \$191,142          | 4.6%          | \$191,142          | 3.6%          |
| 5611  | Warehouse Services                  | 10,201             | 17,000             | 15,000             | 15,000             | 0.4%          | 15,000             | 0.3%          |
| 5631  | Insurance Allocation                | 23,460             | 24,480             | 24,480             | -                  | -             | -                  | -             |
| <b>Total Internal Services</b>                                |                                     | <b>\$224,809</b>   | <b>\$232,622</b>   | <b>\$230,622</b>   | <b>\$206,142</b>   | <b>4.9%</b>   | <b>\$206,142</b>   | <b>3.9%</b>   |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$4,161,859</b> | <b>\$4,219,000</b> | <b>\$4,165,271</b> | <b>\$4,169,414</b> | <b>99.3%</b>  | <b>\$4,303,263</b> | <b>81.8%</b>  |
| 6121  | Machinery & Equipment               | -                  | -                  | -                  | -                  | -             | \$800,000          | 15.2%         |
| 6141  | Computer Equipment & Software       | -                  | -                  | -                  | 2,380              | 0.1%          | -                  | -             |
| 6142  | ERP Implementation                  | -                  | -                  | -                  | 26,406             | 0.6%          | 4,289              | 0.1%          |
| 6212  | CIP Bldg & Facilities - CYr         | -                  | -                  | -                  | -                  | -             | 150,000            | 2.9%          |
| <b>Total Capital Projects &amp; Equipment</b>                 |                                     | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>\$28,786</b>    | <b>0.7%</b>   | <b>\$954,289</b>   | <b>18.2%</b>  |
| <b>Total Expenditures</b>                                     |                                     | <b>\$4,161,859</b> | <b>\$4,219,000</b> | <b>\$4,165,271</b> | <b>\$4,198,200</b> | <b>100.0%</b> | <b>\$5,257,552</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                    |                    |                    | <b>-1.2%</b>       |               | <b>3.2%</b>        |               |
| <b>Source of Funds</b>  |                                     |                    |                    |                    |                    |               |                    |               |
| General Fund  |                                     | \$166,038          | -                  | -                  | -                  | -             | -                  | -             |
| Refuse  |                                     | 3,995,821          | \$4,219,000        | \$4,165,271        | 4,198,200          | 100.0%        | 5,257,552          | 100.0%        |
| <b>Total Sources</b>  |                                     | <b>\$4,161,859</b> | <b>\$4,219,000</b> | <b>\$4,165,271</b> | <b>\$4,198,200</b> | <b>100.0%</b> | <b>\$5,257,552</b> | <b>100.0%</b> |

## Program Overview

### City Parking Lots & Meters

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



### County Parking Lots

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

### State Parking Lots

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

## Objectives FY 2019 & FY 2020

- Maximize collections, repair time response and customer service through use of real-time data provided through the existing of 1,800 IPS “smart” meters.
- Repair/replace malfunctioning parking meters within 48 hours of being reported as broken.
- Perform annual preventative maintenance on all parking meters.
- Investigate new parking meter technologies to replace aging system.
- Rehabilitate the wall fountain in the Metlox Plaza’s northwest section.
- Perform extensive detailing and preventative maintenance for Metlox Plaza’s escalators and elevator.

|                                       | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|---------------------------------------|--------------------|--------------------|---------------------|---------------------|
| <b>Authorized Full-Time Positions</b> |                    |                    |                     |                     |
| Meter Repair Worker                   | 2.00               | 2.00               | 2.00                | 2.00                |
| Electrician                           | 0.20               | 0.20               | 0.20                | 0.20                |
| Secretary                             | -                  | -                  | 0.05                | 0.05                |
| <b>Total</b>                          | <b>2.20</b>        | <b>2.20</b>        | <b>2.25</b>         | <b>2.25</b>         |

## Public Works | Parking Facilities

| Parking Facilities  |                                     | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description  |                                     | Actual             | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | \$79,655           | \$127,370          | \$123,423          | \$139,118          | 3.7%          | \$143,271          | 3.8%          |
| 4103  | Part-time Salaries                  | 43,043             | -                  | 6,121              | -                  | -             | -                  | -             |
| 4111  | Overtime Regular Employees          | 1,447              | 4,781              | 5,475              | 5,328              | 0.1%          | 5,450              | 0.1%          |
| 4201  | Group Medical Insurance             | 21,372             | 35,246             | 28,609             | 32,377             | 0.9%          | 33,603             | 0.9%          |
| 4202  | Medicare Contributions              | 1,738              | 2,567              | 1,905              | 2,019              | 0.1%          | 2,074              | 0.1%          |
| 4205  | Worker's Compensation               | 84,480             | 88,080             | 88,080             | 37,920             | 1.0%          | 37,920             | 1.0%          |
| 4211  | PERS Regular Contribution           | 16,666             | 19,106             | 17,255             | 11,830             | 0.3%          | 12,184             | 0.3%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | 11,278             | 0.3%          | 14,029             | 0.4%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$248,401</b>   | <b>\$277,150</b>   | <b>\$270,868</b>   | <b>\$239,870</b>   | <b>6.4%</b>   | <b>\$248,531</b>   | <b>6.6%</b>   |
| 5101  | Contract Services                   | \$762,081          | \$889,707          | \$889,707          | \$882,800          | 23.5%         | \$917,300          | 24.2%         |
| 5205  | Training, Conferences & Meetings    | -                  | -                  | 2,500              | 2,000              | 0.1%          | 2,000              | 0.1%          |
| 5206  | Uniforms/Safety Equip               | 738                | 1,712              | 1,712              | 1,900              | 0.1%          | 1,950              | 0.1%          |
| 5217  | Departmental Supplies               | 81,479             | 149,787            | 149,787            | 154,650            | 4.1%          | 158,950            | 4.2%          |
| 5225  | Printing                            | 4,072              | 4,035              | 5,500              | 6,000              | 0.2%          | 6,000              | 0.2%          |
| 5231  | Bank Service Charge                 | 397,376            | 355,000            | 350,000            | 413,000            | 11.0%         | 421,000            | 11.1%         |
| 5266  | DMBBPA Allocation                   | 111,484            | 108,000            | 109,525            | 110,000            | 2.9%          | 110,000            | 2.9%          |
| 5501  | Telephone                           | 4,147              | 4,774              | 4,599              | 4,740              | 0.1%          | 4,882              | 0.1%          |
| 5502  | Electricity                         | 98,377             | 110,784            | 105,317            | 109,135            | 2.9%          | 112,410            | 3.0%          |
| 5503  | Natural Gas                         | 1,425              | 3,257              | 5,275              | 5,175              | 0.1%          | 5,330              | 0.1%          |
| 5504  | Water                               | 36,665             | 36,170             | 32,827             | 34,008             | 0.9%          | 35,028             | 0.9%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$1,497,844</b> | <b>\$1,663,226</b> | <b>\$1,656,749</b> | <b>\$1,723,408</b> | <b>45.9%</b>  | <b>\$1,774,850</b> | <b>46.8%</b>  |
| 5601  | Administrative Service Charge       | \$517,572          | \$517,575          | \$517,575          | \$517,575          | 13.8%         | \$517,575          | 13.7%         |
| 5611  | Warehouse Services                  | 8,230              | 7,090              | 12,800             | 9,600              | 0.3%          | 9,900              | 0.3%          |
| 5621  | Information Technology Allocation   | 9,780              | 9,744              | 9,744              | 17,644             | 0.5%          | 14,113             | 0.4%          |
| 5631  | Insurance Allocation                | -                  | -                  | -                  | 45,300             | 1.2%          | 45,300             | 1.2%          |
| 5641  | Fleet Rental Allocation             | 6,960              | 6,960              | 6,960              | 6,880              | 0.2%          | 6,880              | 0.2%          |
| 5642  | Fleet Maintenance Allocation        | 10,907             | 12,840             | 11,006             | 14,316             | 0.4%          | 14,811             | 0.4%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$553,449</b>   | <b>\$554,209</b>   | <b>\$558,085</b>   | <b>\$611,315</b>   | <b>16.3%</b>  | <b>\$608,579</b>   | <b>16.1%</b>  |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$2,299,694</b> | <b>\$2,494,585</b> | <b>\$2,485,702</b> | <b>\$2,574,593</b> | <b>68.6%</b>  | <b>\$2,631,960</b> | <b>69.4%</b>  |
| 6141  | Computer Equipment & Software       | -                  | -                  | -                  | \$4,760            | 0.1%          | -                  | -             |
| 6142  | ERP Implementation                  | -                  | -                  | -                  | \$20,294           | 0.5%          | \$3,834            | 0.1%          |
| 6212  | CIP Bldg & Facilities - CYr         | \$822,005          | \$600,000          | \$1,050,257        | -                  | -             | -                  | -             |
| 6222  | CIP Street Improvement - CYr        | 24,861             | -                  | 30,000             | -                  | -             | -                  | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 |                                     | <b>\$846,866</b>   | <b>\$600,000</b>   | <b>\$1,080,257</b> | <b>\$25,054</b>    | <b>0.7%</b>   | <b>\$3,834</b>     | <b>0.1%</b>   |
| 7101  | Bond Principal                      | \$430,000          | \$430,000          | \$430,000          | \$444,000          | 11.8%         | \$460,000          | 12.1%         |
| 7102  | Bond Interest                       | 302,363            | 286,213            | 286,213            | 269,463            | 7.2%          | 253,763            | 6.7%          |
| 7103  | Bond Administration Fee             | 1,271              | 1,200              | 1,271              | 1,400              | 0.0%          | 1,400              | 0.0%          |
| <b>Total Debt Service</b>                                     |                                     | <b>\$733,633</b>   | <b>\$717,413</b>   | <b>\$717,484</b>   | <b>\$714,863</b>   | <b>19.0%</b>  | <b>\$715,163</b>   | <b>18.9%</b>  |
| 7301  | Land Leases                         | \$391,107          | \$436,000          | \$420,000          | \$440,000          | 11.7%         | \$440,000          | 11.6%         |
| <b>Total Property &amp; Equipment Leases</b>                  |                                     | <b>\$391,107</b>   | <b>\$436,000</b>   | <b>\$420,000</b>   | <b>\$440,000</b>   | <b>11.7%</b>  | <b>\$440,000</b>   | <b>11.6%</b>  |
| <b>Total Expenditures</b>                                     |                                     | <b>\$4,271,300</b> | <b>\$4,247,998</b> | <b>\$4,703,443</b> | <b>\$3,754,510</b> | <b>100.0%</b> | <b>\$3,790,957</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                    |                    |                    | <b>3.2%</b>        |               | <b>2.2%</b>        |               |
| <b>Source of Funds</b>  |                                     |                    |                    |                    |                    |               |                    |               |
| Parking Meter   |                                     | \$2,713,419        | \$3,151,239        | \$2,755,033        | \$2,494,513        | 66.4%         | \$2,510,722        | 66.2%         |
| County Parking Lots   |                                     | 539,801            | 619,319            | 603,024            | 626,714            | 16.7%         | 630,165            | 16.6%         |
| State Pier & Parking  |                                     | 1,018,080          | 477,439            | 1,345,386          | 633,283            | 16.9%         | 650,070            | 17.1%         |
| <b>Total Sources</b>  |                                     | <b>\$4,271,300</b> | <b>\$4,247,998</b> | <b>\$4,703,443</b> | <b>\$3,754,510</b> | <b>100.0%</b> | <b>\$3,790,957</b> | <b>100.0%</b> |

## Public Works | Fleet Management

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### Program Overview

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

Personnel assigned to Fleet Management include an Equipment Maintenance Supervisor and three Mechanics. The General Services Division of the Finance Department supports the fleet by managing the vehicle replacement fund and the auto parts warehouse. Fleet Management also maintains an inventory of commonly used tools and parts for quick and efficient repair of the fleet.

All government agencies located in the South Coast Air Quality Management District (SCAQMD) with a fleet of 15 or more non-emergency vehicles must comply with the SCAQMD 1190 Series Rules. Agencies must purchase alternative fuel vehicles (AFV) or low emission vehicles for new additions and the replacement of light and medium-duty, non-emergency vehicles. The AB2766 Subvention Fund can be used to offset the differential cost of these AFV. As of spring 2018, twenty-six alternative fuel vehicles and equipment have been purchased. This includes a mix of compressed natural gas, electric, and hybrid technologies.



### Objectives FY 2019 & FY 2020

- Continue to develop an enhanced Fleet Replacement Program and forecast vehicle replacement needs through Fiscal Year 2020.
- Maintain GPS Vehicle Tracking system to maintain efficient and effective use of vehicles through reduced fuel consumption and lower mileage for a cleaner environment.
- Continue to “right size” the fleet through annual fleet utilization monitoring and sharing of vehicles.
- Complete repairs in a timely and cost effective manner.
- Utilize preventative maintenance services to maximize the useful life of vehicles and recoup the highest resale value.
- Complete Fleet and Fuel management software upgrades to further enhance cost analysis and performance.
- Continue to formulate vehicle and equipment specifications that will meet the needs, environmental priorities and safety standards of the City.
- Train fleet services staff on alternative fueled vehicle repairs to provide a higher level of support in efforts to promote a clean environment.

### Major Service Delivery Changes

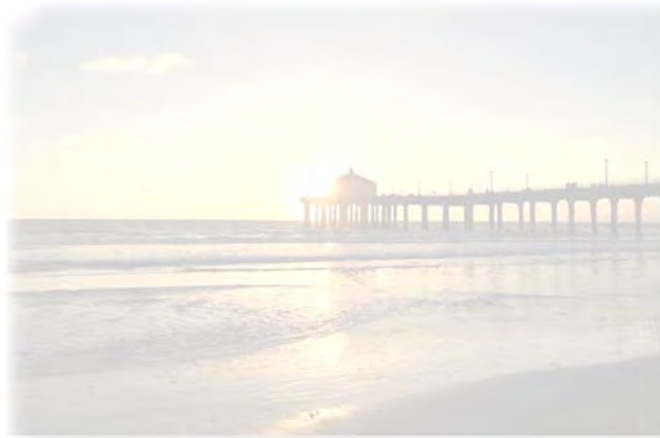
In the next two fiscal years, special fleet purchases include an electric vehicle will replace an 18-year old van used by engineering staff for field work and inspections and will be purchased using AQMD funds. A flatbed



golf cart will be purchased for the Parks and Recreation Department to access the interior of citywide parks easily and without the groundcover damage of the current van.

| Authorized Full-Time Positions   | FY 2017<br>Adopted | FY 2018<br>Adopted | FY 2019<br>Proposed | FY 2020<br>Proposed |
|----------------------------------|--------------------|--------------------|---------------------|---------------------|
| Equipment Maintenance Supervisor | 1.00               | 1.00               | 1.00                | 1.00                |
| Equipment Mechanic I/II          | 2.00               | 3.00               | 3.00                | 3.00                |
| Secretary                        | -                  | -                  | 0.25                | 0.25                |
| <b>Total</b>                     | <b>3.00</b>        | <b>4.00</b>        | <b>4.25</b>         | <b>4.25</b>         |

| Fleet Management<br>Object Description                        | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Y/E Est | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|---|--------------------|--------------------|--------------------|---------------------|---------------|---------------------|---------------|
| 4101 Salaries & Allowances                                    | \$225,820          | \$322,063          | \$164,510          | \$304,840           | 20.9%         | \$315,300           | 15.5%         |
| 4103 Part-time Salaries                                       | 11,369             | -                  | -                  | -                   | -             | -                   | -             |
| 4111 Overtime Regular Employees                               | 437                | 2,140              | 2,140              | 2,500               | 0.2%          | 2,500               | 0.1%          |
| 4201 Group Medical Insurance                                  | 22,893             | 45,966             | 16,995             | 51,634              | 3.5%          | 53,558              | 2.6%          |
| 4202 Medicare Contributions                                   | 2,407              | 3,342              | 2,365              | 4,420               | 0.3%          | 4,572               | 0.2%          |
| 4204 401A Plan City Contributions                             | 1,163              | 2,268              | 586                | 2,162               | 0.1%          | 2,203               | 0.1%          |
| 4205 Worker's Compensation                                    | 69,420             | 72,420             | 72,420             | 33,420              | 2.3%          | 33,420              | 1.6%          |
| 4211 PERS Regular Contribution                                | 29,303             | 47,791             | 29,899             | 25,620              | 1.8%          | 26,510              | 1.3%          |
| 4218 PERS Regular Liability Contribution                      | -                  | -                  | -                  | 24,425              | 1.7%          | 30,381              | 1.5%          |
| <b>Total Salaries &amp; Benefits</b>                          | <b>\$362,810</b>   | <b>\$495,989</b>   | <b>\$288,915</b>   | <b>\$449,021</b>    | <b>30.7%</b>  | <b>\$468,444</b>    | <b>23.0%</b>  |
| 5101 Contract Services  | \$217,817          | \$150,755          | \$150,755          | \$144,500           | 9.9%          | \$146,800           | 7.2%          |
| 5104 Computer Contract Services                               | 3,317              | 4,830              | 4,830              | 6,300               | 0.4%          | 6,550               | 0.3%          |
| 5202 Membership & Dues  | -                  | 390                | 1,200              | 400                 | 0.0%          | 400                 | 0.0%          |
| 5205 Training, Conferences & Meetings                         | 4,200              | 3,965              | 3,965              | 7,000               | 0.5%          | 7,000               | 0.3%          |
| 5206 Uniforms/Safety Equip                                    | 2,679              | 2,790              | 2,010              | 3,450               | 0.2%          | 3,525               | 0.2%          |
| 5209 Tools & Minor Equip                                      | 1,400              | 1,400              | 1,400              | 2,800               | 0.2%          | 2,800               | 0.1%          |
| 5217 Departmental Supplies                                    | 91,073             | 84,465             | 84,465             | 83,000              | 5.7%          | 83,000              | 4.1%          |
| 5221 Auto Repair  | 1,407              | -                  | -                  | -                   | -             | -                   | -             |
| 5225 Printing   | 212                | 1,465              | 1,465              | 1,150               | 0.1%          | 1,150               | 0.1%          |
| 5226 Auto Fuel  | 244,869            | 402,110            | 400,000            | 398,500             | 27.3%         | 426,250             | 21.0%         |
| <b>Total Materials &amp; Services</b>                         | <b>\$566,974</b>   | <b>\$652,170</b>   | <b>\$650,090</b>   | <b>\$647,100</b>    | <b>44.3%</b>  | <b>\$677,475</b>    | <b>33.3%</b>  |
| 5611 Warehouse Services                                       | \$482              | \$800              | \$500              | \$800               | 0.1%          | \$800               | 0.0%          |
| 5612 Garage Purchases   | 28,929             | 25,000             | 25,000             | 25,000              | 1.7%          | 25,000              | 1.2%          |
| 5621 Information Technology Allocation                        | 29,280             | 29,174             | 29,174             | 31,626              | 2.2%          | 26,808              | 1.3%          |
| 5631 Insurance Allocation                                     | 8,100              | 9,240              | 9,240              | -                   | -             | -                   | -             |
| <b>Total Internal Services</b>                                | <b>\$66,791</b>    | <b>\$64,214</b>    | <b>\$63,914</b>    | <b>\$57,426</b>     | <b>3.9%</b>   | <b>\$52,608</b>     | <b>2.6%</b>   |
| <b>Total Operating Expenditures</b>                           | <b>\$996,574</b>   | <b>\$1,212,373</b> | <b>\$1,002,919</b> | <b>\$1,153,547</b>  | <b>79.0%</b>  | <b>\$1,198,527</b>  | <b>58.9%</b>  |
| 6131 Vehicles   | \$1,015,578        | \$2,085,376        | \$1,869,831        | \$299,681           | 20.5%         | \$834,941           | 41.1%         |
| 6141 Computer Equipment & Software                            | -                  | -                  | -                  | 7,141               | 0.5%          | -                   | -             |
| <b>Total Capital Projects &amp; Equipment</b>                 | <b>\$1,015,578</b> | <b>\$2,085,376</b> | <b>\$1,869,831</b> | <b>\$306,822</b>    | <b>21.0%</b>  | <b>\$834,941</b>    | <b>41.1%</b>  |
| 7302 Property & Equipment Principal                           | \$147,506          | \$375,803          | \$147,506          | -                   | -             | -                   | -             |
| 7303 Property & Equipment Interest                            | 4,141              | 31,095             | 1,095              | -                   | -             | -                   | -             |
| <b>Total Debt Service</b>                                     | <b>\$151,647</b>   | <b>\$406,898</b>   | <b>\$148,601</b>   | <b>-</b>            | <b>-</b>      | <b>-</b>            | <b>-</b>      |
| <b>Total Expenditures</b>                                     | <b>\$2,163,800</b> | <b>\$3,704,647</b> | <b>\$3,021,351</b> | <b>\$1,460,369</b>  | <b>100.0%</b> | <b>\$2,033,468</b>  | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                    |                    |                    | <b>-4.9%</b>        |               | <b>3.9%</b>         |               |
| <b>Source of Funds</b>  |                    |                    |                    |                     |               |                     |               |
| Fleet Management  | \$2,163,800        | \$3,704,647        | \$3,021,351        | \$1,460,369         | 100.0%        | \$2,033,468         | 100.0%        |
| <b>Total Sources</b>  | <b>\$2,163,800</b> | <b>\$3,704,647</b> | <b>\$3,021,351</b> | <b>\$1,460,369</b>  | <b>100.0%</b> | <b>\$2,033,468</b>  | <b>100.0%</b> |





# City of Manhattan Beach Information Technology Department

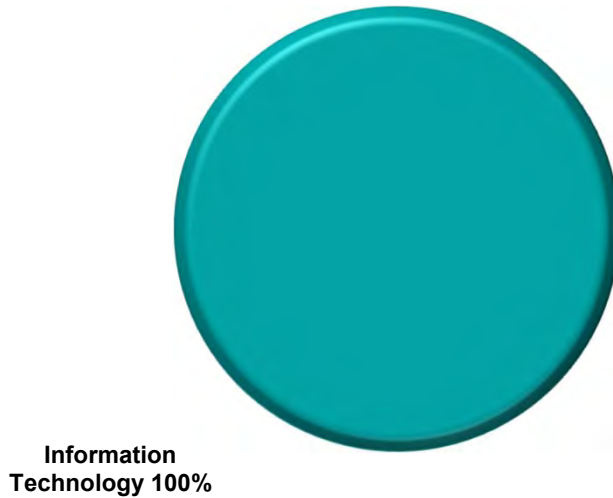
**Director of  
Information Technology**

**INFORMATION  
TECHNOLOGY**

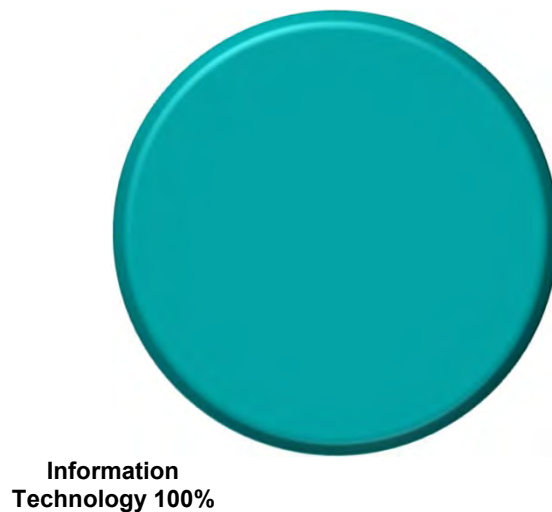
Network  
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Website Services  
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Network Security  
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Communications  
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Broadcasting &  
Audio Visual  
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Hardware &  
Software  
~  
Helpdesk  
~  
Geographic  
Information  
Systems

# Information Technology Department

FY 2019  
Department Expenditure by Program



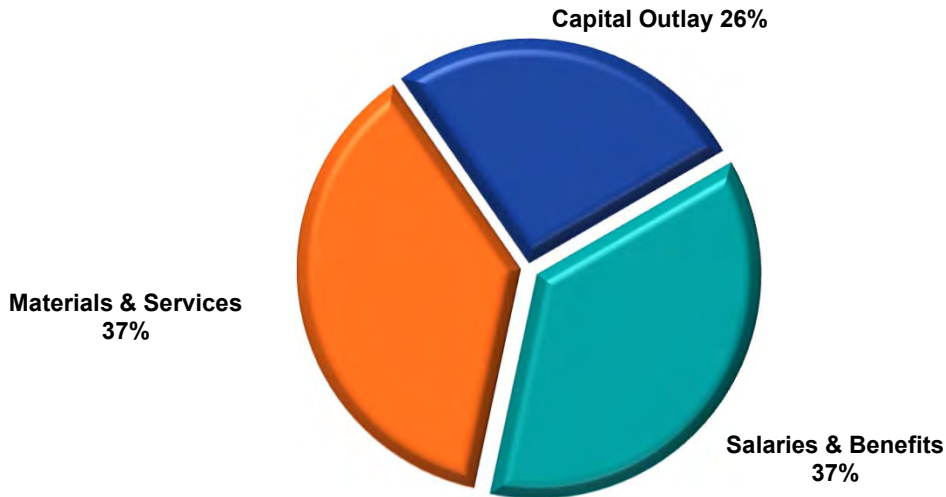
FY 2020  
Department Expenditure by Program



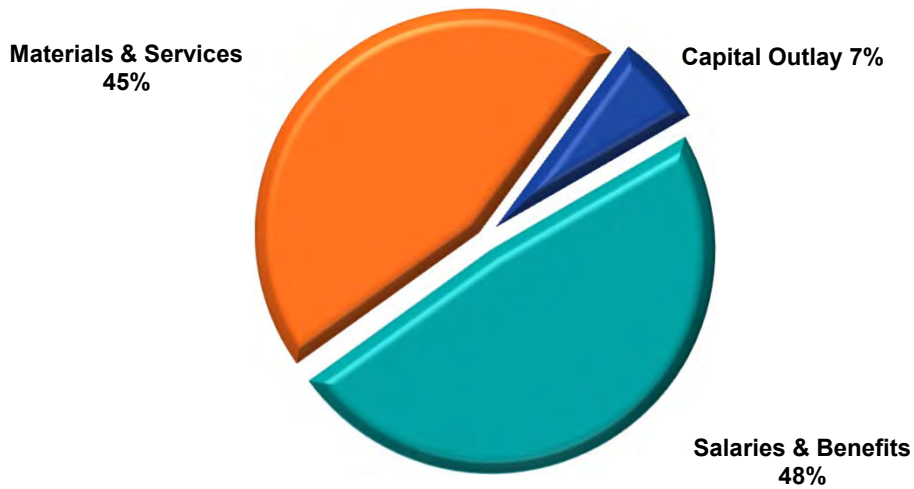
| Program Expenditures       | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|----------------------------|--------------------|--------------------|---------------------|---------------------|---------------------|
| Information Technology     | 2,396,956          | 2,577,101          | 2,723,155           | 4,054,721           | 3,183,468           |
| <b>Total</b>               | <b>\$2,396,956</b> | <b>\$2,577,101</b> | <b>\$2,723,155</b>  | <b>\$4,054,721</b>  | <b>\$3,183,468</b>  |
| <b>Full-Time Positions</b> | <b>9</b>           | <b>9</b>           | <b>9</b>            | <b>9</b>            | <b>9</b>            |

# Information Technology Department

FY 2019  
Department Expenditure by Category



FY 2020  
Department Expenditure by Category



| Category Expenditures | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Estimate | FY 2019<br>Proposed | FY 2020<br>Proposed |
|-----------------------|--------------------|--------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits   | \$1,284,009        | \$1,346,451        | \$1,298,922         | \$1,487,693         | \$1,542,164         |
| Materials & Services  | 900,975            | 1,116,941          | 1,233,666           | 1,499,794           | 1,431,698           |
| Capital Outlay        | 211,972            | 113,709            | 190,567             | 1,067,234           | 209,606             |
| <b>Total</b>          | <b>\$2,396,956</b> | <b>\$2,577,101</b> | <b>\$2,723,155</b>  | <b>\$4,054,721</b>  | <b>\$3,183,468</b>  |

# Information Technology Department

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## Mission

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*To promote integrated City-wide communications, provide innovative, problem solving, long-term enterprise technology solutions, accurate geographic information systems (GIS) data, and support current and future technical needs through high quality, cost-effective, collaborative solutions and timely service, digital presence, telecommunications and infrastructure that support effective and efficient decision making throughout the organization.*

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## Department Overview

The Information Technology (IT) Department supports computers, telecommunications, mapping systems and digital presence (website and broadcast of Government Cable channels) for the City. The IT Department is staffed by a hard-working technical team of nine full-time and three part-time professionals.

## Recent Accomplishment Highlights

- Network security and redundancy continue to be improved to insure City data and information exists in a protected, safe and stable environment. Performed upgrades and enhancements to the City's core network and server infrastructure. Continued implementation of server virtualization which provides server consolidation, decreased server cost, faster workload deployments, higher performance, increased availability and simplified operations.
- Enhanced and expanded the City's broadcast capability to remote facilities, contributing to the City's efforts towards Open Government. Completed audio equipment upgrades in the Joslyn Center and Police Fire Conference Room which improved broadcast quality. More public meetings are being broadcast and are available for on-demand view from the City's website. A broadcasting vendor specializing in the public sector was contracted to provide services, freeing up department resources to work on IT operations and projects. City Council and Planning Commission meetings are closed-captioned when viewed from cable television and the City's website. These services increase opportunities for citizens to participate in local government.
- The City's Digital Presence Subcommittee continues to further enhance the City's efforts to connect with citizens through online civic engagement with tools such as Open City Hall, *Reach Manhattan Beach* (the City's Service Requests Mobile Application), Public Records Requests, social media, a website update and online geospatial mapping enhancements, such as the Capital Improvement Project (CIP) Story Map, which contributes to the City's goal of greater transparency and access for its citizens.
- IT continues to advance city communications with the expansion of the Wide Area Network (WAN) and implementation of three 1 gb Internet circuits which provide traffic load balance, facilitate disaster recovery and improve network performance and reliability at the lowest possible cost. With the expansion of the WAN, IT extended the City network to remote sites and provides free WiFi at Live Oak, Marine Avenue Park, Polliwog Park, Sand Dune, Begg Pool and Mira Costa Tennis Courts.
- In conjunction with the City Clerk's Office, IT implemented Hyland OnBase document management solution to replace the obsolete LibertyNet system. The new platform provides an online public portal with access to archived records facilitating greater government accessibility and transparency.



- Launched a Fiber Master Plan study. The Fiber Master Plan can be used as a blueprint for a potential build of a citywide fiber infrastructure to support City facilities, Smart City initiatives, and a Fiber-to-the-Home network.

# Information Technology Department

## Program Overview

Information Technology is in its third year as a City Department and remains dedicated to maintaining and improving operations, services and communications through technology, data and voice in support of the City's strategic and operational needs. As a central element of the organization, IT provides support for the City's network environment, operating systems, office automation programs, telecommunication systems, audio visual, Geographic Information Systems (GIS), website, social media, webcast and cable broadcast of Spectrum Channel 8 and Frontier Channel 35 services. The Department is committed to improving fiscal responsibility through collaboration with other departments and organizations to provide effective technical solutions which continuously facilitate and improve the City of Manhattan Beach mission of public service and digital accessibility.



## Objectives FY 2019 & FY 2020

- Continue to implement the Information Systems Master Plan utilizing advanced and fiscally responsible solutions. In collaboration with City departments, several solutions will be implemented, upgraded or replaced which includes: Community Development Land Management/Permitting System, Public Safety Computer Aided Dispatch and Records Managements, Enterprise Applications Document Management and Enterprise Resource Planning (ERP). Object 6142 ERP Implementation has been created in the IT budget with an amount of \$600,000 for the procurement and implementation of the ERP solution.
- With the implementation of several department and enterprise solutions, the City will need an Employee Training Center. The Center will be located at City Hall and will be used by staff and software vendors during the development, customization, implementation, testing and training of applications. Effective training contributes to successful project implementations. IT will also increase in the number of desktop, laptop, mobile device and peripheral replacements and respective software applications installed, such as anti-virus, spam, mobile device management, Microsoft and Adobe.
- Together with City Clerk's Office, IT department will continue to extend OnBase document management for Human Resources, Public Works and Community Development. This will further digitize City paper records, expanding online public records access through document scanning and indexing to convert archived document and microfilm records into digital format as well as implementation services for enterprise upgrades. IT will also support this initiative through procurement of software licenses and necessary equipment.
- Continue the development of the Citywide Fiber Optic Master Plan that will support infrastructure attracting investment and support economic growth. Broadband connectivity may enhance Manhattan Beach's economic development potential by attracting new advanced businesses and providing existing businesses the tools they need to expand. The Fiber Optic Master



Plan will be used by the City for the planning, budgeting and implementation of a landmark fiber optic network infrastructure project; it may possibly include a Fiber-to-the-Home pilot.

- The City invested in an enterprise backup solution and scalable Storage Area Network (SAN) that supports centralized management of high-speed data storage and retrieval of critical City applications. The existing backup solution and SAN, purchased in 2012, will be replaced to provide larger storage capacity for existing programs and growth, as well as ERP and Land Management/Permitting requirements.
- Promote e-government, e-commerce, civic engagement and use of social media to further the goals of the City and where appropriate, assure information exists in a protected, safe and stable environment. Continue to contribute to the City's goal of greater transparency, access for citizens and opportunities for constituents to participate in local government. In support of transparency, IT will upgrade City Council Chambers Broadcast and Voting System, using Public Education Government (PEG) funds as possible.



# Information Technology Department

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## Major Service Delivery Changes

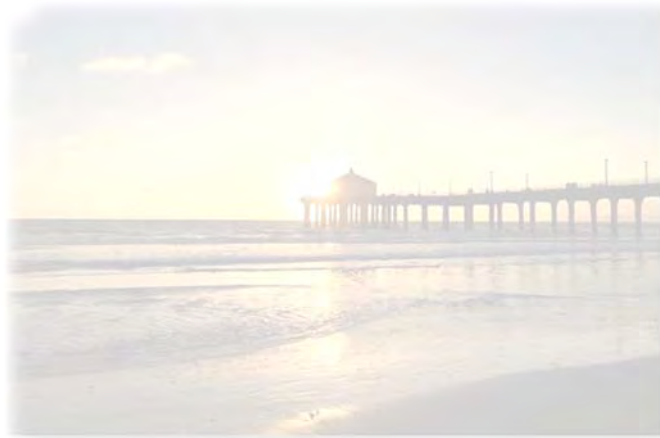
With Information Technology in its third year as a City Department, several staffing changes will take place to better support City Council objectives and City operations. Two positions in IT have been reclassified with zero budget impact. One Information Systems Specialist was reclassified as an Information Technology Senior Management Analyst and one Network Administrator was reclassified as Information Technology Analyst. The change was required to support several major upcoming projects such as Enterprise Resources Planning, Land Management/Permitting System and the Fiber Master Plan which have direct benefits to the community at large.

| <b>Authorized Full-Time Positions</b>     | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>FY 2019<br/>Proposed</b> | <b>FY 2020<br/>Proposed</b> |
|---|----------------------------|----------------------------|-----------------------------|-----------------------------|
| Information Technology Director           | 1                          | 1                          | 1                           | 1                           |
| Information Systems Manager               | 1                          | 1                          | 1                           | 1                           |
| Geographic Information Systems Analyst    | 1                          | 1                          | 1                           | 1                           |
| Network Administrator                     | 2                          | 2                          | 1                           | 1                           |
| Senior Management Analyst                 | -                          | -                          | 1                           | 1                           |
| IT Analyst                                | -                          | -                          | 1                           | 1                           |
| Information Systems Specialist            | 3                          | 3                          | 2                           | 2                           |
| Geographic Information Systems Technician | 1                          | 1                          | 1                           | 1                           |
| <b>Total</b>                              | <b>9</b>                   | <b>9</b>                   | <b>9</b>                    | <b>9</b>                    |

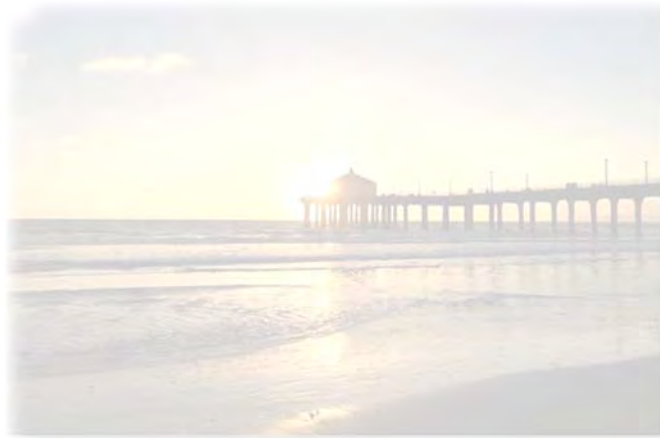
Part-time hours totaling 1500 are included in FY 2019 and FY 2020.

## Information Technology Department

| Information Technology  |                                     | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
| Object Description  |                                     | Actual             | Adopted            | Y/E Est            | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | 932,171            | 952,349            | 945,841            | <b>999,728</b>     | 24.7%         | <b>1,024,984</b>   | 32.2%         |
| 4103  | Part-time Salaries                  | 29,064             | 55,625             | 31,178             | <b>40,470</b>      | 1.0%          | <b>40,470</b>      | 1.3%          |
| 4111  | Overtime Regular Employees          | 52,596             | 32,029             | 35,907             | <b>36,798</b>      | 0.9%          | <b>37,976</b>      | 1.2%          |
| 4201  | Group Medical Insurance             | 116,997            | 131,543            | 130,670            | <b>143,418</b>     | 3.5%          | <b>148,757</b>     | 4.7%          |
| 4202  | Medicare Contributions              | 14,388             | 14,724             | 15,186             | <b>15,341</b>      | 0.4%          | <b>15,708</b>      | 0.5%          |
| 4204  | 401A Plan City Contributions        | 18,130             | 18,153             | 18,396             | <b>26,151</b>      | 0.6%          | <b>26,891</b>      | 0.8%          |
| 4205  | Worker's Compensation               | 1,320              | 1,320              | 1,320              | <b>62,400</b>      | 1.5%          | <b>62,400</b>      | 2.0%          |
| 4211  | PERS Regular Contribution           | 119,343            | 140,709            | 120,424            | <b>83,650</b>      | 2.1%          | <b>85,799</b>      | 2.7%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | <b>79,737</b>      | 2.0%          | <b>99,179</b>      | 3.1%          |
| <b>Total Salaries &amp; Benefits</b>                          |                                     | <b>\$1,284,009</b> | <b>\$1,346,451</b> | <b>\$1,298,922</b> | <b>\$1,487,693</b> | <b>36.7%</b>  | <b>\$1,542,164</b> | <b>48.4%</b>  |
| 5101  | Contract Services                   | 64,390             | 104,197            | 102,110            | <b>116,497</b>     | 2.9%          | <b>116,497</b>     | 3.7%          |
| 5104  | Computer Contract Services          | 302,761            | 390,882            | 599,541            | <b>641,173</b>     | 15.8%         | <b>573,978</b>     | 18.0%         |
| 5201  | Office Supplies                     | 1,076              | 1,150              | 931                | <b>1,150</b>       | 0.0%          | <b>1,150</b>       | 0.0%          |
| 5202  | Membership & Dues                   | 2,156              | 2,810              | 2,175              | <b>2,400</b>       | 0.1%          | <b>2,400</b>       | 0.1%          |
| 5203  | Reference Materials                 | 178                | 500                | 450                | <b>500</b>         | 0.0%          | <b>500</b>         | 0.0%          |
| 5205  | Training, Conferences & Meetings    | 13,604             | 49,355             | 47,459             | <b>51,155</b>      | 1.3%          | <b>49,355</b>      | 1.6%          |
| 5208  | Postage                             | -                  | -                  | 2,451              | -                  | -             | -                  | -             |
| 5210  | Computer Supplies & Software        | 452,184            | 485,366            | 405,965            | <b>604,882</b>     | 14.9%         | <b>604,843</b>     | 19.0%         |
| 5212  | Office Equip Maintenance            | -                  | 1,000              | -                  | <b>1,000</b>       | 0.0%          | <b>1,000</b>       | 0.0%          |
| 5213  | Computer Maintenance & Repairs      | 12,185             | 23,340             | 12,142             | <b>24,434</b>      | 0.6%          | <b>24,434</b>      | 0.8%          |
| 5217  | Departmental Supplies               | 1,609              | 1,300              | 975                | <b>2,300</b>       | 0.1%          | <b>2,300</b>       | 0.1%          |
| 5225  | Printing                            | 180                | 800                | 2,102              | <b>800</b>         | 0.0%          | <b>800</b>         | 0.0%          |
| 5501  | Telephone                           | 3,071              | 2,513              | 2,695              | <b>5,243</b>       | 0.1%          | <b>5,401</b>       | 0.2%          |
| <b>Total Materials &amp; Services</b>                         |                                     | <b>\$853,394</b>   | <b>\$1,063,213</b> | <b>\$1,178,996</b> | <b>\$1,451,534</b> | <b>35.8%</b>  | <b>\$1,382,658</b> | <b>43.4%</b>  |
| 5611  | Warehouse Services                  | 409                | 300                | 663                | <b>800</b>         | 0.0%          | <b>800</b>         | 0.0%          |
| 5631  | Insurance Allocation                | 13,860             | 15,480             | 15,480             | <b>6,540</b>       | 0.2%          | <b>6,540</b>       | 0.2%          |
| 5651  | Building & Operations Allocation    | 33,312             | 37,948             | 38,527             | <b>40,920</b>      | 1.0%          | <b>41,700</b>      | 1.3%          |
| <b>Total Internal Services</b>                                |                                     | <b>\$47,581</b>    | <b>\$53,728</b>    | <b>\$54,670</b>    | <b>\$48,260</b>    | <b>1.2%</b>   | <b>\$49,040</b>    | <b>1.5%</b>   |
| <b>Total Operating Expenditures</b>                           |                                     | <b>\$2,184,984</b> | <b>\$2,463,392</b> | <b>\$2,532,588</b> | <b>\$2,987,487</b> | <b>73.7%</b>  | <b>\$2,973,862</b> | <b>93.4%</b>  |
| 6141  | Computer Equipment & Software       | 211,972            | 113,709            | 190,567            | <b>466,935</b>     | 11.5%         | <b>57,719</b>      | 1.8%          |
| 6142  | ERP Implementation                  | -                  | -                  | -                  | <b>600,299</b>     | 14.8%         | <b>151,887</b>     | 4.8%          |
| <b>Total Capital Projects &amp; Equipment</b>                 |                                     | <b>\$211,972</b>   | <b>\$113,709</b>   | <b>\$190,567</b>   | <b>\$1,067,234</b> | <b>26.3%</b>  | <b>\$209,606</b>   | <b>6.6%</b>   |
| <b>Total Expenditures</b>                                     |                                     | <b>\$2,396,956</b> | <b>\$2,577,101</b> | <b>\$2,723,155</b> | <b>\$4,054,721</b> | <b>100.0%</b> | <b>\$3,183,468</b> | <b>100.0%</b> |
| <b>Operating Expenditures % Change from Prior Year Budget</b> |                                     |                    |                    |                    | <b>21.3%</b>       |               | <b>-0.5%</b>       |               |
| <b>Source of Funds</b>  |                                     |                    |                    |                    |                    |               |                    |               |
| General Fund  |                                     | \$314,839          | \$310,369          | \$320,698          | <b>\$325,062</b>   | 8.0%          | <b>\$328,800</b>   | 10.3%         |
| Information Technology Fund                                   |                                     | \$2,082,116        | \$2,266,732        | \$2,402,457        | <b>\$3,729,659</b> | 92.0%         | <b>\$2,854,668</b> | 89.7%         |
| <b>Total Sources</b>  |                                     | <b>\$2,396,956</b> | <b>\$2,577,101</b> | <b>\$2,723,155</b> | <b>\$4,054,721</b> | <b>100.0%</b> | <b>\$3,183,468</b> | <b>100.0%</b> |



# Five Year Forecast



**GENERAL FUND FIVE YEAR FORECAST SUMMARY - FY 2019 THROUGH FY 2023**

| Year                 | Revenues     | Change    | %     | Expenditures | Change    | %     | Surplus/<br>(Deficit) | Net General<br>Fund<br>Transfers | Incr./((Decr.)<br>in Fund<br>Balance | Year-end<br>Fund<br>Balance | Financial<br>Policy<br>Reserve | Change      | Economic<br>Uncertainty<br>Reserve | Change        | Unreserved<br>Fund<br>Balance | Change        |
|----------------------|--------------|-----------|-------|--------------|-----------|-------|-----------------------|----------------------------------|--------------------------------------|-----------------------------|--------------------------------|-------------|------------------------------------|---------------|-------------------------------|---------------|
| FY 2017              |              |           |       |              |           |       |                       |                                  |                                      | \$23,501,369                | \$13,481,208                   |             | \$4,000,000                        |               | \$6,020,161                   |               |
| FY 2018 <sup>1</sup> | \$71,447,993 |           |       | \$69,739,865 |           |       | \$1,708,127           | (3,047,863)                      | (\$1,339,736)                        | 22,161,633                  | 14,080,053                     | 598,845     | 4,000,000                          | -             | 4,081,580                     | (1,938,581)   |
| FY 2019 <sup>2</sup> | 75,505,117   | 4,057,124 | 5.7%  | 74,731,871   | 4,992,006 | 7.2%  | 773,246               | (2,219,146)                      | (1,445,900)                          | 20,715,733                  | 14,946,374                     | 866,321     | 4,000,000                          | -             | 1,769,359                     | (2,312,221)   |
| FY 2020              | 75,199,750   | (305,367) | -0.4% | 74,667,671   | (64,200)  | -0.1% | 532,079               | (2,109,182)                      | (1,577,103)                          | 19,138,630                  | 14,933,534                     | (12,840)    | 4,000,000                          | -             | 205,096                       | (1,564,263)   |
| FY 2021              | 77,434,979   | 2,235,229 | 3.0%  | 77,005,851   | 2,338,180 | 3.1%  | 429,128               | (1,654,390)                      | (1,225,261)                          | 17,913,369                  | 15,401,170                     | 467,636     | 2,512,199                          | (1,487,801)   | -                             | (205,096)     |
| FY 2022              | 79,740,950   | 2,305,971 | 3.0%  | 79,409,572   | 2,403,722 | 3.1%  | 331,377               | (1,650,669)                      | (1,319,291)                          | 16,594,078                  | 15,881,914                     | 480,744     | 712,164                            | (1,800,035)   | -                             | -             |
| FY 2023 <sup>3</sup> | 82,124,071   | 2,383,121 | 3.0%  | 81,737,744   | 2,328,172 | 2.9%  | 386,326               | (987,970)                        | (601,644)                            | 15,992,434                  | 15,992,434                     | 110,520     | -                                  | (712,164)     | -                             | -             |
|                      |              |           |       |              |           |       | \$4,160,284           | (\$11,669,219)                   | (\$7,508,935)                        |                             |                                | \$2,511,226 |                                    | (\$4,000,000) |                               | (\$6,020,161) |

<sup>1</sup> FY 2018 Year-end Estimates.

<sup>2</sup> FY 2019 includes loan repayment due by December 2018

<sup>3</sup> Not meeting Financial Policy Reserve in FY 2023.

| General Fund Transfers           | FY 2018     | FY 2019     | FY 2020     | FY 2021     | FY 2022     | FY 2023   | TOTAL        |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|-----------|--------------|
| Street Lighting & Landscape Fund | (199,921)   | (187,587)   | (202,935)   | (208,403)   | (214,022)   | (219,797) | (1,232,665)  |
| CIP Fund                         | (567,600)   |             | -           | -           | -           | -         | (567,600)    |
| Stormwater Fund                  | (1,090,562) | (1,248,046) | (1,769,582) | (1,295,272) | (1,321,592) | (638,518) | (7,363,571)  |
| County Parking Lots Fund         | 227,220     | 166,786     | 163,335     | 149,285     | 134,945     | 120,345   | 961,916      |
| Insurance Fund                   | (667,000)   | -           | -           | -           | -           | -         | (667,000)    |
| Information Technology Fund      | -           | (600,299)   | -           | -           | -           | -         | (600,299)    |
| Pension Trust Fund               | -           | (100,000)   | (50,000)    | (50,000)    | -           | -         | (200,000)    |
| Pension Stabilization Trust Fund | (750,000)   | (250,000)   | (250,000)   | (250,000)   | (250,000)   | (250,000) | (2,000,000)  |
|                                  | (3,047,863) | (2,219,146) | (2,109,182) | (1,654,390) | (1,650,669) | (987,970) | (11,669,219) |

**FIVE YEAR FORECAST**  
**FY 2019 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

|  | 07/01/2018<br>Opening<br>Balance | FY 2019<br>Estimated<br>Revenues | FY 2019<br>Operating<br>Expenditures | FY 2019<br>Capital Equip<br>& Projects | FY 2019<br>Debt Service<br>Payments | FY 2019<br>Total<br>Expenditures | FY 2019<br>Fund Balance<br>Before Xfers | FY 2019<br>Fund<br>Transfers | 06/30/2019<br>Total<br>Fund Balance | 06/30/2019<br>Reserves &<br>Designations | 06/30/2019<br>Unreserved<br>Balance |
|--|----------------------------------|----------------------------------|--------------------------------------|--|-------------------------------------|----------------------------------|---|------------------------------|-------------------------------------|--|-------------------------------------|
| <b>General Fund Undesignated</b>                   | \$4,081,580                      | \$75,505,117                     | (\$72,577,363)                       | (\$1,670,033)                          | (\$484,475)                         | (\$74,731,871)                   | \$4,854,826                             | (\$866,321)                  | \$1,769,359                         |  | \$1,769,359                         |
| <i>Transfer from County Lots Parking Fund</i>      |                                  |                                  |                                      |  |                                     |                                  |   | 166,786                      |                                     |  |                                     |
| <i>Transfer to Information Technology Fund</i>     |                                  |                                  |                                      |  |                                     |                                  |   | (600,299)                    |                                     |  |                                     |
| <i>Transfer to Street Lighting Fund</i>            |                                  |                                  |                                      |  |                                     |                                  |   | (187,587)                    |                                     |  |                                     |
| <i>Transfer to Stormwater Fund</i>                 |                                  |                                  |                                      |  |                                     |                                  |   | (1,248,046)                  |                                     |  |                                     |
| <i>Transfer to Pension Trust Fund</i>              |                                  |                                  |                                      |  |                                     |                                  |   | (100,000)                    |                                     |  |                                     |
| <i>Transfer to Pension Rate Stabilization Fund</i> |                                  |                                  |                                      |  |                                     |                                  |   | (250,000)                    |                                     |  |                                     |
| Financial Policy Designation                       | 14,080,053                       |                                  |                                      |  |                                     |                                  | 14,080,053                              | 866,321                      | 14,946,374                          | 14,946,374                               |                                     |
| Reserve for Economic Uncertainty                   | 4,000,000                        |                                  |                                      |  |                                     |                                  | 4,000,000                               |                              | 4,000,000                           | 4,000,000                                |                                     |
| <b>Total General Fund Balance</b>                  | <b>\$22,161,633</b>              | <b>\$75,505,117</b>              | <b>(\$72,577,363)</b>                | <b>(\$1,670,033)</b>                   | <b>(\$484,475)</b>                  | <b>(\$74,731,871)</b>            | <b>\$22,934,879</b>                     | <b>(\$2,219,146)</b>         | <b>\$20,715,733</b>                 | <b>\$18,946,374</b>                      | <b>\$1,769,359</b>                  |
| <b>Special Revenue Funds</b>                       |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Street Lighting & Landscape                        | -                                | \$394,474                        | (\$582,061)                          | -                                      | -                                   | (\$582,061)                      | (\$187,587)                             | \$187,587                    | -                                   | -  | -                                   |
| Gas Tax  | \$517,427                        | 1,568,435                        | (27,000)                             | (1,750,000)                            | -                                   | (1,777,000)                      | 308,862                                 |                              | \$308,862                           |  | \$308,862                           |
| Asset Forfeiture & Safety Grants                   | 464,697                          | 8,000                            | (164,500)                            | -                                      | -                                   | (164,500)                        | 308,197                                 |                              | 308,197                             |  | 308,197                             |
| Police Safety Grants                               | 166,870                          | 141,217                          | (140,000)                            | -                                      | -                                   | (140,000)                        | 168,087                                 |                              | 168,087                             |  | 168,087                             |
| Federal & State Grants                             | (22,488)                         | -                                | -                                    | -                                      | -                                   | -                                | (22,488)                                |                              | (22,488)                            |  | (22,488)                            |
| Prop A   | -                                | 949,298                          | (945,978)                            | -                                      | -                                   | (945,978)                        | 3,320                                   | -                            | 3,320                               |  | 3,320                               |
| Prop C   | 401,809                          | 641,136                          | (59,000)                             | (700,000)                              | -                                   | (759,000)                        | 283,945                                 |                              | 283,945                             |  | 283,945                             |
| AB 2766  | 51,693                           | 47,154                           | (45,600)                             | -                                      | -                                   | (45,600)                         | 53,247                                  |                              | 53,247                              |  | 53,247                              |
| Measure R  | 80,400                           | 458,225                          | (22,000)                             | (450,000)                              | -                                   | (472,000)                        | 66,625                                  | -                            | 66,625                              |  | 66,625                              |
| Measure M  | 213,900                          | 489,728                          | (36,000)                             | -                                      | -                                   | (36,000)                         | 667,628                                 | -                            | 667,628                             |  | 667,628                             |
| <b>Total Special Revenue Funds Balance</b>         | <b>\$1,874,308</b>               | <b>\$4,697,667</b>               | <b>(\$2,022,139)</b>                 | <b>(\$2,900,000)</b>                   | <b>-</b>                            | <b>(\$4,922,139)</b>             | <b>\$1,649,836</b>                      | <b>\$187,587</b>             | <b>\$1,837,423</b>                  | <b>-</b>                                 | <b>\$1,837,423</b>                  |
| <b>Capital Project Funds</b>                       |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Capital Improvement Fund                           | \$807,303                        | \$1,910,922                      | (\$144,000)                          | (\$1,505,000)                          | (\$772,664)                         | (\$2,421,664)                    | \$296,561                               | -                            | \$296,561                           | -  | \$296,561                           |
| Underground Utility Construction Fund              | 598,505                          | 3,124                            | -                                    | -                                      | -                                   | -                                | 601,629                                 |                              | 601,629                             |  | 601,629                             |
| <b>Total Capital Project Funds Balance</b>         | <b>\$1,405,808</b>               | <b>\$1,914,046</b>               | <b>(\$144,000)</b>                   | <b>(\$1,505,000)</b>                   | <b>(\$772,664)</b>                  | <b>(\$2,421,664)</b>             | <b>\$898,190</b>                        | <b>-</b>                     | <b>\$898,190</b>                    | <b>-</b>                                 | <b>\$898,190</b>                    |
| <b>Enterprise Funds</b>                            |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Water*   | \$25,770,170                     | \$15,573,728                     | (\$12,074,568)                       | (\$25,833,580)                         | (\$170,815)                         | (\$38,078,963)                   | \$3,264,935                             | -                            | \$3,264,935                         | 3,264,935                                | -                                   |
| Stormwater*  | -                                | 367,721                          | (905,767)                            | (710,000)                              | -                                   | (1,615,767)                      | (1,248,046)                             | 1,248,046                    | -                                   | -  | -                                   |
| Wastewater   | 5,317,782                        | 3,518,274                        | (1,649,592)                          | (3,616,230)                            | (84,135)                            | (5,349,957)                      | 3,486,099                               | -                            | 3,486,099                           | 577,909                                  | 2,908,190                           |
| Refuse*  | 944,315                          | 4,354,322                        | (4,169,414)                          | (28,786)                               | -                                   | (4,198,200)                      | 1,100,437                               | -                            | 1,100,437                           | 1,100,437                                | -                                   |
| Parking*   | 26,807                           | 2,597,598                        | (1,754,596)                          | (25,054)                               | (714,863)                           | (2,494,513)                      | 129,892                                 | -                            | 129,892                             | 129,892                                  | -                                   |
| County Parking Lots                                | -                                | 793,500                          | (186,714)                            | -                                      | (440,000)                           | (626,714)                        | 166,786                                 | (166,786)                    | -                                   | -  | -                                   |
| State Pier & Parking                               | 937,588                          | 616,984                          | (633,283)                            | -                                      | -                                   | (633,283)                        | 921,289                                 | -                            | 921,289                             | 211,094                                  | 710,195                             |
| <b>Enterprise Fund Reserves:</b>                   |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| North Manhattan Beach BID Reserve                  | 527,266                          | -                                | -                                    | -                                      | -                                   | -                                | 527,266                                 | -                            | 527,266                             | 527,266                                  | -                                   |
| <b>Total Enterprise Funds Balance</b>              | <b>\$33,523,927</b>              | <b>\$27,822,127</b>              | <b>(\$21,373,934)</b>                | <b>(\$30,213,650)</b>                  | <b>(\$1,409,813)</b>                | <b>(\$52,997,397)</b>            | <b>\$8,348,657</b>                      | <b>\$1,081,260</b>           | <b>\$9,429,917</b>                  | <b>\$5,811,533</b>                       | <b>\$3,618,385</b>                  |

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**Internal Service Funds**

|                                   |             |             |               |             |   |               |             |         |             |             |             |
|-----------------------------------|-------------|-------------|---------------|-------------|---|---------------|-------------|---------|-------------|-------------|-------------|
| Insurance Reserve                 | \$4,206,830 | \$6,851,720 | (\$6,434,699) | -           | - | (\$6,434,699) | \$4,623,851 | -       | \$4,623,851 | \$2,000,000 | \$2,623,851 |
| Information Technology            | 486,355     | 2,718,124   | (2,662,425)   | (1,067,234) | - | (3,729,659)   | (525,180)   | 600,299 | 75,119      | -           | 75,119      |
| Fleet Management                  | 1,911,720   | 2,573,266   | (1,153,547)   | (306,822)   | - | (1,460,369)   | 3,024,617   | -       | 3,024,617   | -           | 3,024,617   |
| Building Maintenance & Operations | (5,475)     | 2,053,234   | (2,017,475)   | (11,901)    | - | (2,029,376)   | 18,383      | -       | 18,383      | -           | 18,383      |

|  |                    |                     |                       |                      |          |                       |                    |                  |                    |                    |                    |
|--|--------------------|---------------------|-----------------------|----------------------|----------|-----------------------|--------------------|------------------|--------------------|--------------------|--------------------|
| <b>Total Insurance Service Funds Balance</b> | <b>\$6,599,430</b> | <b>\$14,196,344</b> | <b>(\$12,268,146)</b> | <b>(\$1,385,957)</b> | <b>-</b> | <b>(\$13,654,103)</b> | <b>\$7,141,671</b> | <b>\$600,299</b> | <b>\$7,741,970</b> | <b>\$2,000,000</b> | <b>\$5,741,970</b> |
|--|--------------------|---------------------|-----------------------|----------------------|----------|-----------------------|--------------------|------------------|--------------------|--------------------|--------------------|

**Trust & Agency Funds**

|                                     |             |           |           |   |             |             |             |         |             |             |   |
|-------------------------------------|-------------|-----------|-----------|---|-------------|-------------|-------------|---------|-------------|-------------|---|
| Underground Assessment Fund         | \$1,912,506 | \$965,000 | -         | - | (\$158,850) | (\$158,850) | \$2,718,656 | -       | \$2,718,656 | \$2,718,656 | - |
| Post-Employment Benefits Trust Fund | 140,097     | 177,314   | (232,000) | - | -           | (232,000)   | 85,411      | 100,000 | 185,411     | 185,411     | - |
| Pension Rate Stabilization Fund     | 750,000     | -         | -         | - | -           | -           | 750,000     | 250,000 | 1,000,000   | 1,000,000   | - |

|   |                    |                    |                    |          |                    |                    |                    |                  |                    |                    |          |
|---|--------------------|--------------------|--------------------|----------|--------------------|--------------------|--------------------|------------------|--------------------|--------------------|----------|
| <b>Total Trust Agency Funds Balance</b> | <b>\$2,802,603</b> | <b>\$1,142,314</b> | <b>(\$232,000)</b> | <b>-</b> | <b>(\$158,850)</b> | <b>(\$390,850)</b> | <b>\$3,554,067</b> | <b>\$350,000</b> | <b>\$3,904,067</b> | <b>\$3,904,067</b> | <b>-</b> |
|---|--------------------|--------------------|--------------------|----------|--------------------|--------------------|--------------------|------------------|--------------------|--------------------|----------|

|                    |                     |                      |                        |                       |                      |                        |                     |          |                     |                     |                     |
|--------------------|---------------------|----------------------|------------------------|-----------------------|----------------------|------------------------|---------------------|----------|---------------------|---------------------|---------------------|
| <b>Grand Total</b> | <b>\$68,367,710</b> | <b>\$125,277,615</b> | <b>(\$108,617,582)</b> | <b>(\$37,674,640)</b> | <b>(\$2,825,802)</b> | <b>(\$149,118,024)</b> | <b>\$44,527,301</b> | <b>-</b> | <b>\$44,527,301</b> | <b>\$30,661,974</b> | <b>\$13,865,327</b> |
|--------------------|---------------------|----------------------|------------------------|-----------------------|----------------------|------------------------|---------------------|----------|---------------------|---------------------|---------------------|

\* Not meeting current Financial Reserve Policy.

**FIVE YEAR FORECAST**  
**FY 2020 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

|  | 07/01/2019<br>Opening<br>Balance | FY 2020<br>Estimated<br>Revenues | FY 2020<br>Operating<br>Expenditures | FY 2020<br>Capital Equip<br>& Projects | FY 2020<br>Debt Service<br>Payments | FY 2020<br>Total<br>Expenditures | FY 2020<br>Fund Balance<br>Before Xfers | FY 2020<br>Fund<br>Transfers | 06/30/2020<br>Total<br>Fund Balance | 06/30/2020<br>Reserves &<br>Designations | 06/30/2020<br>Unreserved<br>Balance |
|--|----------------------------------|----------------------------------|--------------------------------------|--|-------------------------------------|----------------------------------|---|------------------------------|-------------------------------------|--|-------------------------------------|
| <b>General Fund Undesignated</b>                   | \$1,769,359                      | \$75,199,750                     | (\$74,182,196)                       | -                                      | (\$485,475)                         | (\$74,667,671)                   | \$2,301,438                             | \$12,840                     | \$205,096                           |  | \$205,096                           |
| <i>Transfer from County Lots Parking Fund</i>      |                                  |                                  |                                      |  |                                     |                                  |   | 163,335                      |                                     |  |                                     |
| <i>Transfer to Street Lighting Fund</i>            |                                  |                                  |                                      |  |                                     |                                  |   | (202,935)                    |                                     |  |                                     |
| <i>Transfer to Stormwater Fund</i>                 |                                  |                                  |                                      |  |                                     |                                  |   | (1,769,582)                  |                                     |  |                                     |
| <i>Transfer to Pension Trust Fund</i>              |                                  |                                  |                                      |  |                                     |                                  |   | (50,000)                     |                                     |  |                                     |
| <i>Transfer to Pension Rate Stabilization Fund</i> |                                  |                                  |                                      |  |                                     |                                  |   | (250,000)                    |                                     |  |                                     |
| <i>Financial Policy Designation</i>                | 14,946,374                       |                                  |                                      |  |                                     |                                  | 14,946,374                              | (12,840)                     | 14,933,534                          | 14,933,534                               |                                     |
| <i>Reserve for Economic Uncertainty</i>            | 4,000,000                        |                                  |                                      |  |                                     |                                  | 4,000,000                               |                              | 4,000,000                           | 4,000,000                                |                                     |
| <b>Total General Fund Balance</b>                  | <b>\$20,715,733</b>              | <b>\$75,199,750</b>              | <b>(\$74,182,196)</b>                | <b>-</b>                               | <b>(\$485,475)</b>                  | <b>(\$74,667,671)</b>            | <b>\$21,247,812</b>                     | <b>(\$2,109,182)</b>         | <b>\$19,138,630</b>                 | <b>\$18,933,534</b>                      | <b>\$205,096</b>                    |
| <b>Special Revenue Funds</b>                       |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Street Lighting & Landscape                        | -                                | \$394,995                        | (\$597,930)                          | -                                      | -                                   | (\$597,930)                      | (\$202,935)                             | \$202,935                    | -                                   | -  | -                                   |
| Gas Tax  | \$308,862                        | 1,615,209                        | (28,000)                             | (1,250,000)                            | -                                   | (1,278,000)                      | 646,071                                 | -                            | \$646,071                           | -  | \$646,071                           |
| Asset Forfeiture & Safety Grants                   | 308,197                          | 8,000                            | (153,700)                            | -                                      | -                                   | (153,700)                        | 162,497                                 | -                            | 162,497                             | -  | 162,497                             |
| Police Safety Grants                               | 168,087                          | 141,328                          | (140,000)                            | -                                      | -                                   | (140,000)                        | 169,415                                 | -                            | 169,415                             | -  | 169,415                             |
| Federal & State Grants                             | (22,488)                         | -                                | -                                    | -                                      | -                                   | -                                | (22,488)                                | -                            | (22,488)                            | -  | (22,488)                            |
| Prop A   | 3,320                            | 970,136                          | (969,988)                            | -                                      | -                                   | (969,988)                        | 3,468                                   | -                            | 3,468                               | -  | 3,468                               |
| Prop C   | 283,945                          | 661,670                          | (61,000)                             | (700,000)                              | -                                   | (761,000)                        | 184,615                                 | -                            | 184,615                             | -  | 184,615                             |
| AB 2766  | 53,247                           | 47,212                           | (2,100)                              | -                                      | -                                   | (2,100)                          | 98,359                                  | -                            | 98,359                              | -  | 98,359                              |
| Measure R  | 66,625                           | 472,494                          | (22,000)                             | (420,000)                              | -                                   | (442,000)                        | 97,119                                  | -                            | 97,119                              | -  | 97,119                              |
| Measure M  | 667,628                          | 504,420                          | (37,000)                             | (840,000)                              | -                                   | (877,000)                        | 295,048                                 | -                            | 295,048                             | -  | 295,048                             |
| <b>Total Special Revenue Funds Balance</b>         | <b>\$1,837,423</b>               | <b>\$4,815,464</b>               | <b>(\$2,011,718)</b>                 | <b>(\$3,210,000)</b>                   | <b>-</b>                            | <b>(\$5,221,718)</b>             | <b>\$1,431,169</b>                      | <b>\$202,935</b>             | <b>\$1,634,104</b>                  | <b>-</b>                                 | <b>\$1,634,104</b>                  |
| <b>Capital Project Funds</b>                       |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Capital Improvement Fund                           | \$296,561                        | \$1,626,804                      | (\$150,000)                          | (\$930,000)                            | (\$772,438)                         | (\$1,852,438)                    | \$70,927                                | -                            | \$70,927                            | -  | \$70,927                            |
| Underground Utility Construction Fund              | 601,629                          | 3,280                            | -                                    | -                                      | -                                   | -                                | 604,909                                 | -                            | 604,909                             | -  | 604,909                             |
| <b>Total Capital Project Funds Balance</b>         | <b>\$898,190</b>                 | <b>\$1,630,084</b>               | <b>(\$150,000)</b>                   | <b>(\$930,000)</b>                     | <b>(\$772,438)</b>                  | <b>(\$1,852,438)</b>             | <b>\$675,836</b>                        | <b>-</b>                     | <b>\$675,836</b>                    | <b>-</b>                                 | <b>\$675,836</b>                    |
| <b>Enterprise Funds</b>                            |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Water*   | \$3,264,935                      | \$15,646,664                     | (\$12,333,253)                       | (\$1,507,509)                          | (\$172,841)                         | (\$14,013,603)                   | \$4,897,996                             | -                            | \$4,897,996                         | 4,897,996                                | -                                   |
| Stormwater*  | -                                | 368,633                          | (928,215)                            | (1,210,000)                            | -                                   | (2,138,215)                      | (1,769,582)                             | 1,769,582                    | -                                   | -  | -                                   |
| Wastewater   | 3,486,099                        | 3,524,488                        | (1,722,783)                          | (3,254,156)                            | (85,134)                            | (5,062,073)                      | 1,948,514                               | -                            | 1,948,514                           | 602,639                                  | 1,345,875                           |
| Refuse*  | 1,100,437                        | 4,354,992                        | (4,303,263)                          | (954,289)                              | -                                   | (5,257,552)                      | 197,877                                 | -                            | 197,877                             | 197,877                                  | -                                   |
| Parking*   | 129,892                          | 2,599,078                        | (1,791,725)                          | (3,834)                                | (715,163)                           | (2,510,722)                      | 218,248                                 | -                            | 218,248                             | 218,248                                  | -                                   |
| County Parking Lots                                | -                                | 793,500                          | (190,165)                            | -                                      | (440,000)                           | (630,165)                        | 163,335                                 | (163,335)                    | -                                   | -  | -                                   |
| State Pier & Parking                               | 921,289                          | 618,433                          | (650,070)                            | -                                      | -                                   | (650,070)                        | 889,652                                 | -                            | 889,652                             | 216,690                                  | 672,962                             |
| <b>Enterprise Fund Reserves:</b>                   |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| North Manhattan Beach BID Reserve                  | 527,266                          | -                                | -                                    | -                                      | -                                   | -                                | 527,266                                 | -                            | 527,266                             | 527,266                                  | -                                   |
| <b>Total Enterprise Funds Balance</b>              | <b>\$9,429,917</b>               | <b>\$27,905,788</b>              | <b>(\$21,919,474)</b>                | <b>(\$6,929,788)</b>                   | <b>(\$1,413,138)</b>                | <b>(\$30,262,400)</b>            | <b>\$7,073,305</b>                      | <b>\$1,606,247</b>           | <b>\$8,679,552</b>                  | <b>\$6,660,715</b>                       | <b>\$2,018,837</b>                  |

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**Internal Service Funds**

|  |                    |                     |                       |                      |          |                       |                    |          |                    |                    |                    |
|--|--------------------|---------------------|-----------------------|----------------------|----------|-----------------------|--------------------|----------|--------------------|--------------------|--------------------|
| Insurance Reserve                            | \$4,623,851        | \$6,851,720         | (\$6,561,358)         | -                    | -        | (\$6,561,358)         | \$4,914,213        | -        | \$4,914,213        | \$2,000,000        | \$2,914,213        |
| Information Technology                       | 75,119             | 2,814,647           | (2,645,062)           | (209,606)            | -        | (2,854,668)           | 35,098             | -        | 35,098             | -                  | 35,098             |
| Fleet Management                             | 3,024,617          | 2,588,095           | (1,198,527)           | (834,941)            | -        | (2,033,468)           | 3,579,244          | -        | 3,579,244          | -                  | 3,579,244          |
| Building Maintenance & Operations            | 18,383             | 2,083,535           | (2,066,210)           | -                    | -        | (2,066,210)           | 35,708             | -        | 35,708             | -                  | 35,708             |
| <b>Total Insurance Service Funds Balance</b> | <b>\$7,741,970</b> | <b>\$14,337,997</b> | <b>(\$12,471,157)</b> | <b>(\$1,044,547)</b> | <b>-</b> | <b>(\$13,515,704)</b> | <b>\$8,564,263</b> | <b>-</b> | <b>\$8,564,263</b> | <b>\$2,000,000</b> | <b>\$6,564,263</b> |

**Trust & Agency Funds**

|   |                    |                    |                    |          |                      |                      |                    |                  |                    |                    |          |
|---|--------------------|--------------------|--------------------|----------|----------------------|----------------------|--------------------|------------------|--------------------|--------------------|----------|
| Underground Assessment Fund             | \$2,718,656        | \$965,000          | -                  | -        | (\$1,006,950)        | (\$1,006,950)        | \$2,676,706        | -                | \$2,676,706        | \$2,676,706        | -        |
| Post-Employment Benefits Trust Fund     | 185,411            | 177,780            | (241,000)          | -        | -                    | (241,000)            | 122,191            | 50,000           | 172,191            | 172,191            | -        |
| Pension Rate Stabilization Fund         | 1,000,000          | -                  | -                  | -        | -                    | -                    | 1,000,000          | 250,000          | 1,250,000          | 1,250,000          | -        |
| <b>Total Trust Agency Funds Balance</b> | <b>\$3,904,067</b> | <b>\$1,142,780</b> | <b>(\$241,000)</b> | <b>-</b> | <b>(\$1,006,950)</b> | <b>(\$1,247,950)</b> | <b>\$3,798,897</b> | <b>\$300,000</b> | <b>\$4,098,897</b> | <b>\$4,098,897</b> | <b>-</b> |

|                    |                     |                      |                        |                       |                      |                        |                     |          |                     |                     |                     |
|--------------------|---------------------|----------------------|------------------------|-----------------------|----------------------|------------------------|---------------------|----------|---------------------|---------------------|---------------------|
| <b>Grand Total</b> | <b>\$44,527,301</b> | <b>\$125,031,863</b> | <b>(\$110,975,545)</b> | <b>(\$12,114,335)</b> | <b>(\$3,678,001)</b> | <b>(\$126,767,881)</b> | <b>\$42,791,283</b> | <b>-</b> | <b>\$42,791,283</b> | <b>\$31,693,147</b> | <b>\$11,098,137</b> |
|--------------------|---------------------|----------------------|------------------------|-----------------------|----------------------|------------------------|---------------------|----------|---------------------|---------------------|---------------------|

\* Not meeting current Financial Reserve Policy.

**FIVE YEAR FORECAST**  
**FY 2021 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

|  | 07/01/2020<br>Opening<br>Balance | FY 2021<br>Estimated<br>Revenues | FY 2021<br>Operating<br>Expenditures | FY 2021<br>Capital Equip<br>& Projects | FY 2021<br>Debt Service<br>Payments | FY 2021<br>Total<br>Expenditures | FY 2021<br>Fund Balance<br>Before Xfers | FY 2021<br>Fund<br>Transfers | 06/30/2021<br>Total<br>Fund Balance | 06/30/2021<br>Reserves &<br>Designations | 06/30/2021<br>Unreserved<br>Balance |
|--|----------------------------------|----------------------------------|--------------------------------------|--|-------------------------------------|----------------------------------|---|------------------------------|-------------------------------------|--|-------------------------------------|
| <b>General Fund Undesignated</b>                   | \$205,096                        | \$77,434,979                     | (\$76,524,751)                       | -                                      | (\$481,100)                         | (\$77,005,851)                   | \$634,224                               | (\$467,636)                  | (\$1,487,801)                       |  | -                                   |
| <i>Transfer from County Lots Parking Fund</i>      |                                  |                                  |                                      |  |                                     |                                  |   | 149,285                      |                                     |  |                                     |
| <i>Transfer to Street Lighting Fund</i>            |                                  |                                  |                                      |  |                                     |                                  |   | (208,403)                    |                                     |  |                                     |
| <i>Transfer to Stormwater Fund</i>                 |                                  |                                  |                                      |  |                                     |                                  |   | (1,295,272)                  |                                     |  |                                     |
| <i>Transfer to Pension Trust Fund</i>              |                                  |                                  |                                      |  |                                     |                                  |   | (50,000)                     |                                     |  |                                     |
| <i>Transfer to Pension Rate Stabilization Fund</i> |                                  |                                  |                                      |  |                                     |                                  |   | (250,000)                    |                                     |  |                                     |
| <i>Financial Policy Designation</i>                | 14,933,534                       |                                  |                                      |  |                                     |                                  | 14,933,534                              | 467,636                      | 15,401,170                          | 15,401,170                               |                                     |
| <i>Reserve for Economic Uncertainty</i>            | 4,000,000                        |                                  |                                      |  |                                     |                                  | 4,000,000                               |                              | 4,000,000                           | 2,512,199                                |                                     |
| <b>Total General Fund Balance</b>                  | <b>\$19,138,630</b>              | <b>\$77,434,979</b>              | <b>(\$76,524,751)</b>                | <b>-</b>                               | <b>(\$481,100)</b>                  | <b>(\$77,005,851)</b>            | <b>\$19,567,758</b>                     | <b>(\$1,654,390)</b>         | <b>\$17,913,369</b>                 | <b>\$17,913,369</b>                      | <b>-</b>                            |
| <b>Special Revenue Funds</b>                       |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Street Lighting & Landscape                        | -                                | \$402,895                        | (\$611,298)                          | -                                      | -                                   | (\$611,298)                      | (\$208,403)                             | \$208,403                    | -                                   | -  | -                                   |
| Gas Tax  | \$646,071                        | 1,631,945                        | (28,560)                             | (1,290,000)                            | -                                   | (1,318,560)                      | 959,456                                 |                              | \$959,456                           |  | \$959,456                           |
| Asset Forfeiture & Safety Grants                   | 162,497                          | 8,160                            | (66,404)                             | -                                      | -                                   | (66,404)                         | 104,253                                 |                              | 104,253                             |  | 104,253                             |
| Police Safety Grants                               | 169,415                          | 102,375                          | (142,800)                            | -                                      | -                                   | (142,800)                        | 128,990                                 |                              | 128,990                             |  | 128,990                             |
| Federal & State Grants                             | (22,488)                         | -                                | -                                    | -                                      | -                                   | -                                | (22,488)                                |                              | (22,488)                            |  | (22,488)                            |
| Prop A   | 3,468                            | 987,136                          | (986,560)                            | -                                      | -                                   | (986,560)                        | 4,043                                   | -                            | 4,043                               |  | 4,043                               |
| Prop C   | 184,615                          | 674,903                          | (62,220)                             | (700,000)                              | -                                   | (762,220)                        | 97,299                                  |                              | 97,299                              |  | 97,299                              |
| AB 2766  | 98,359                           | 47,696                           | (2,142)                              | -                                      | -                                   | (2,142)                          | 143,914                                 |                              | 143,914                             |  | 143,914                             |
| Measure R  | 97,119                           | 481,944                          | (22,440)                             | -                                      | -                                   | (22,440)                         | 556,623                                 | -                            | 556,623                             |  | 556,623                             |
| Measure M  | 295,048                          | 514,508                          | (37,740)                             | (245,000)                              | -                                   | (282,740)                        | 526,816                                 | -                            | 526,816                             |  | 526,816                             |
| <b>Total Special Revenue Funds Balance</b>         | <b>\$1,634,104</b>               | <b>\$4,851,562</b>               | <b>(\$1,960,164)</b>                 | <b>(\$2,235,000)</b>                   | <b>-</b>                            | <b>(\$4,195,164)</b>             | <b>\$2,290,503</b>                      | <b>\$208,403</b>             | <b>\$2,498,905</b>                  | <b>-</b>                                 | <b>\$2,498,905</b>                  |
| <b>Capital Project Funds</b>                       |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Capital Improvement Fund                           | \$70,927                         | \$1,673,190                      | (\$153,000)                          | (\$750,000)                            | (\$771,806)                         | (\$1,674,806)                    | \$69,311                                | -                            | \$69,311                            | -  | \$69,311                            |
| Underground Utility Construction Fund              | 604,909                          | 3,346                            | -                                    | -                                      | -                                   | -                                | 608,254                                 |                              | 608,254                             |  | 608,254                             |
| <b>Total Capital Project Funds Balance</b>         | <b>\$675,836</b>                 | <b>\$1,676,536</b>               | <b>(\$153,000)</b>                   | <b>(\$750,000)</b>                     | <b>(\$771,806)</b>                  | <b>(\$1,674,806)</b>             | <b>\$677,566</b>                        | <b>-</b>                     | <b>\$677,566</b>                    | <b>-</b>                                 | <b>\$677,566</b>                    |
| <b>Enterprise Funds</b>                            |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Water*   | \$4,897,996                      | \$16,111,397                     | (\$12,668,235)                       | (\$1,800,000)                          | (\$172,092)                         | (\$14,640,327)                   | \$6,369,066                             | -                            | \$6,369,066                         | 6,369,066                                | -                                   |
| Stormwater*  | -                                | 369,151                          | (954,422)                            | (710,000)                              | -                                   | (1,664,422)                      | (1,295,272)                             | 1,295,272                    | -                                   | -  | -                                   |
| Wastewater*  | 1,948,514                        | 3,629,008                        | (1,765,802)                          | (3,000,000)                            | (84,670)                            | (4,850,472)                      | 727,050                                 | -                            | 727,050                             | 727,050                                  | -                                   |
| Refuse*  | 197,877                          | 4,485,365                        | (4,430,329)                          | -                                      | -                                   | (4,430,329)                      | 252,913                                 | -                            | 252,913                             | 252,913                                  | -                                   |
| Parking*   | 218,248                          | 2,602,740                        | (1,833,707)                          | -                                      | (711,240)                           | (2,544,947)                      | 276,041                                 | -                            | 276,041                             | 276,041                                  | -                                   |
| County Parking Lots                                | -                                | 793,500                          | (195,415)                            | -                                      | (448,800)                           | (644,215)                        | 149,285                                 | (149,285)                    | -                                   | -  | -                                   |
| State Pier & Parking*                              | 889,652                          | 618,992                          | (666,665)                            | (250,000)                              | -                                   | (916,665)                        | 591,979                                 | -                            | 591,979                             | 591,979                                  | -                                   |
| <b>Enterprise Fund Reserves:</b>                   |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| North Manhattan Beach BID Reserve                  | 527,266                          | -                                | -                                    | -                                      | -                                   | -                                | 527,266                                 | -                            | 527,266                             | 527,266                                  | -                                   |
| <b>Total Enterprise Funds Balance</b>              | <b>\$8,679,552</b>               | <b>\$28,610,152</b>              | <b>(\$22,514,574)</b>                | <b>(\$5,760,000)</b>                   | <b>(\$1,416,802)</b>                | <b>(\$29,691,376)</b>            | <b>\$7,598,328</b>                      | <b>\$1,145,987</b>           | <b>\$8,744,315</b>                  | <b>\$8,744,315</b>                       | <b>-</b>                            |

2022

**Internal Service Funds**

|  |                    |                     |                       |                      |          |                       |                    |          |                    |                    |                    |
|--|--------------------|---------------------|-----------------------|----------------------|----------|-----------------------|--------------------|----------|--------------------|--------------------|--------------------|
| Insurance Reserve                            | \$4,914,213        | \$6,936,153         | (\$6,754,728)         | -                    | -        | (\$6,754,728)         | \$5,095,639        | -        | \$5,095,639        | \$2,000,000        | \$3,095,639        |
| Information Technology                       | 35,098             | 2,870,940           | (2,407,084)           | (200,000)            | -        | (2,607,084)           | 298,955            | -        | 298,955            | -                  | 298,955            |
| Fleet Management                             | 3,579,244          | 2,639,357           | (1,230,572)           | (1,250,000)          | -        | (2,480,572)           | 3,738,029          | -        | 3,738,029          | -                  | 3,738,029          |
| Building Maintenance & Operations            | 35,708             | 2,124,706           | (2,114,311)           | -                    | -        | (2,114,311)           | 46,103             | -        | 46,103             | -                  | 46,103             |
| <b>Total Insurance Service Funds Balance</b> | <b>\$8,564,263</b> | <b>\$14,571,156</b> | <b>(\$12,506,694)</b> | <b>(\$1,450,000)</b> | <b>-</b> | <b>(\$13,956,694)</b> | <b>\$9,178,725</b> | <b>-</b> | <b>\$9,178,725</b> | <b>\$2,000,000</b> | <b>\$7,178,725</b> |

**Trust & Agency Funds**

|   |                    |                    |                    |          |                      |                      |                    |                  |                    |                    |          |
|---|--------------------|--------------------|--------------------|----------|----------------------|----------------------|--------------------|------------------|--------------------|--------------------|----------|
| Underground Assessment Fund             | \$2,676,706        | \$984,300          | -                  | -        | (\$1,027,089)        | (\$1,027,089)        | \$2,633,917        | -                | \$2,633,917        | \$2,633,917        | -        |
| Post-Employment Benefits Trust Fund     | 172,191            | 179,656            | (245,820)          | -        | -                    | (245,820)            | 106,027            | 50,000           | 156,027            | 156,027            | -        |
| Pension Rate Stabilization Fund         | 1,250,000          | -                  | -                  | -        | -                    | -                    | 1,250,000          | 250,000          | 1,500,000          | 1,500,000          | -        |
| <b>Total Trust Agency Funds Balance</b> | <b>\$4,098,897</b> | <b>\$1,163,956</b> | <b>(\$245,820)</b> | <b>-</b> | <b>(\$1,027,089)</b> | <b>(\$1,272,909)</b> | <b>\$3,989,944</b> | <b>\$300,000</b> | <b>\$4,289,944</b> | <b>\$4,289,944</b> | <b>-</b> |

|                    |                     |                      |                        |                       |                      |                        |                     |          |                     |                     |                     |
|--------------------|---------------------|----------------------|------------------------|-----------------------|----------------------|------------------------|---------------------|----------|---------------------|---------------------|---------------------|
| <b>Grand Total</b> | <b>\$42,791,283</b> | <b>\$128,308,340</b> | <b>(\$113,905,003)</b> | <b>(\$10,195,000)</b> | <b>(\$3,696,797)</b> | <b>(\$127,796,800)</b> | <b>\$43,302,823</b> | <b>-</b> | <b>\$43,302,823</b> | <b>\$32,947,627</b> | <b>\$10,355,196</b> |
|--------------------|---------------------|----------------------|------------------------|-----------------------|----------------------|------------------------|---------------------|----------|---------------------|---------------------|---------------------|

\* Not meeting current Financial Reserve Policy.

**FIVE YEAR FORECAST**  
**FY 2022 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

|  | 07/01/2021<br>Opening<br>Balance | FY 2022<br>Estimated<br>Revenues | FY 2022<br>Operating<br>Expenditures | FY 2022<br>Capital Equip<br>& Projects | FY 2022<br>Debt Service<br>Payments | FY 2022<br>Total<br>Expenditures | FY 2022<br>Fund Balance<br>Before Xfers | FY 2022<br>Fund<br>Transfers | 06/30/2022<br>Total<br>Fund Balance | 06/30/2022<br>Reserves &<br>Designations | 06/30/2022<br>Unreserved<br>Balance |
|--|----------------------------------|----------------------------------|--------------------------------------|--|-------------------------------------|----------------------------------|---|------------------------------|-------------------------------------|--|-------------------------------------|
| <b>General Fund Undesignated</b>                   | -                                | \$79,740,950                     | (\$78,929,522)                       | -                                      | (\$480,050)                         | (\$79,409,572)                   | \$331,377                               | (\$480,744)                  | (\$1,800,035)                       |  | -                                   |
| <i>Transfer from County Lots Parking Fund</i>      |                                  |                                  |                                      |  |                                     |                                  |   | 134,945                      |                                     |  |                                     |
| <i>Transfer to Street Lighting Fund</i>            |                                  |                                  |                                      |  |                                     |                                  |   | (214,022)                    |                                     |  |                                     |
| <i>Transfer to Stormwater Fund</i>                 |                                  |                                  |                                      |  |                                     |                                  |   | (1,321,592)                  |                                     |  |                                     |
| <i>Transfer to Pension Rate Stabilization Fund</i> |                                  |                                  |                                      |  |                                     |                                  |   | (250,000)                    |                                     |  |                                     |
| <i>Financial Policy Designation</i>                | 15,401,170                       |                                  |                                      |  |                                     |                                  | 15,401,170                              | 480,744                      | 15,881,914                          | 15,881,914                               |                                     |
| <i>Reserve for Economic Uncertainty</i>            | 2,512,199                        |                                  |                                      |  |                                     |                                  | 2,512,199                               |                              | 2,512,199                           | 712,163                                  |                                     |
| <b>Total General Fund Balance</b>                  | <b>\$17,913,369</b>              | <b>\$79,740,950</b>              | <b>(\$78,929,522)</b>                | <b>-</b>                               | <b>(\$480,050)</b>                  | <b>(\$79,409,572)</b>            | <b>\$18,244,746</b>                     | <b>(\$1,650,669)</b>         | <b>\$16,594,077</b>                 | <b>\$16,594,077</b>                      | <b>-</b>                            |
| <b>Special Revenue Funds</b>                       |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Street Lighting & Landscape                        | -                                | \$410,953                        | (\$624,975)                          | -                                      | -                                   | (\$624,975)                      | (\$214,022)                             | \$214,022                    | -                                   |  | -                                   |
| Gas Tax  | \$959,456                        | 1,648,860                        | (29,131)                             | (1,250,000)                            | -                                   | (1,279,131)                      | 1,329,184                               |                              | \$1,329,184                         |  | \$1,329,184                         |
| Asset Forfeiture & Safety Grants                   | 104,253                          | 8,323                            | (62,122)                             | -                                      | -                                   | (62,122)                         | 50,454                                  |                              | 50,454                              |  | 50,454                              |
| Police Safety Grants                               | 128,990                          | 102,422                          | (145,656)                            | -                                      | -                                   | (145,656)                        | 85,756                                  |                              | 85,756                              |  | 85,756                              |
| Federal & State Grants                             | (22,488)                         | -                                | -                                    | -                                      | -                                   | -                                | (22,488)                                |                              | (22,488)                            |  | (22,488)                            |
| Prop A   | 4,043                            | 1,004,453                        | (1,003,282)                          | -                                      | -                                   | (1,003,282)                      | 5,215                                   | -                            | 5,215                               |  | 5,215                               |
| Prop C   | 97,299                           | 688,401                          | (63,464)                             | (700,000)                              | -                                   | (763,464)                        | 22,236                                  |                              | 22,236                              |  | 22,236                              |
| AB 2766  | 143,914                          | 48,186                           | (2,185)                              | -                                      | -                                   | (2,185)                          | 189,914                                 |                              | 189,914                             |  | 189,914                             |
| Measure R  | 556,623                          | 491,583                          | (22,889)                             | -                                      | -                                   | (22,889)                         | 1,025,317                               | -                            | 1,025,317                           |  | 1,025,317                           |
| Measure M  | 526,816                          | 524,799                          | (38,495)                             | -                                      | -                                   | (38,495)                         | 1,013,120                               | -                            | 1,013,120                           |  | 1,013,120                           |
| <b>Total Special Revenue Funds Balance</b>         | <b>\$2,498,905</b>               | <b>\$4,927,979</b>               | <b>(\$1,992,199)</b>                 | <b>(\$1,950,000)</b>                   | <b>-</b>                            | <b>(\$3,942,199)</b>             | <b>\$3,484,686</b>                      | <b>\$214,022</b>             | <b>\$3,698,708</b>                  | <b>-</b>                                 | <b>\$3,698,708</b>                  |
| <b>Capital Project Funds</b>                       |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Capital Improvement Fund                           | \$69,311                         | \$1,820,941                      | (\$156,060)                          | (\$850,000)                            | (\$770,726)                         | (\$1,776,786)                    | \$113,467                               | -                            | \$113,467                           | -  | \$113,467                           |
| Underground Utility Construction Fund              | 608,254                          | 3,413                            | -                                    | -                                      | -                                   | -                                | 611,667                                 |                              | 611,667                             |  | 611,667                             |
| <b>Total Capital Project Funds Balance</b>         | <b>\$677,566</b>                 | <b>\$1,824,354</b>               | <b>(\$156,060)</b>                   | <b>(\$850,000)</b>                     | <b>(\$770,726)</b>                  | <b>(\$1,776,786)</b>             | <b>\$725,134</b>                        | <b>-</b>                     | <b>\$725,134</b>                    | <b>-</b>                                 | <b>\$725,134</b>                    |
| <b>Enterprise Funds</b>                            |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Water*   | \$6,369,066                      | \$16,589,982                     | (\$13,010,499)                       | (\$1,500,000)                          | (\$174,479)                         | (\$14,684,978)                   | \$8,274,070                             | -                            | \$8,274,070                         | 8,274,070                                | -                                   |
| Stormwater*  | -                                | 369,680                          | (981,272)                            | (710,000)                              | -                                   | (1,691,272)                      | (1,321,592)                             | 1,321,592                    | -                                   | -  | -                                   |
| Wastewater*  | 727,050                          | 3,736,638                        | (1,809,538)                          | (2,500,000)                            | (85,845)                            | (4,395,384)                      | 68,304                                  | -                            | 68,304                              | 68,304                                   | -                                   |
| Refuse*  | 252,913                          | 4,619,645                        | (4,560,511)                          | -                                      | -                                   | (4,560,511)                      | 312,047                                 | -                            | 312,047                             | 312,047                                  | -                                   |
| Parking*   | 276,041                          | 2,606,471                        | (1,877,701)                          | -                                      | (716,869)                           | (2,594,570)                      | 287,942                                 | -                            | 287,942                             | 287,942                                  | -                                   |
| County Parking Lots                                | -                                | 793,500                          | (200,779)                            | -                                      | (457,776)                           | (658,555)                        | 134,945                                 | (134,945)                    | -                                   | -  | -                                   |
| State Pier & Parking*                              | 591,979                          | 619,561                          | (683,659)                            | (400,000)                              | -                                   | (1,083,659)                      | 127,881                                 | -                            | 127,881                             | 127,881                                  | -                                   |
| <b>Enterprise Fund Reserves:</b>                   |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| North Manhattan Beach BID Reserve                  | 527,266                          | -                                | -                                    | -                                      | -                                   | -                                | 527,266                                 | -                            | 527,266                             | 527,266                                  | -                                   |
| <b>Total Enterprise Funds Balance</b>              | <b>\$8,744,315</b>               | <b>\$29,335,477</b>              | <b>(\$23,123,960)</b>                | <b>(\$5,110,000)</b>                   | <b>(\$1,434,969)</b>                | <b>(\$29,668,928)</b>            | <b>\$8,410,863</b>                      | <b>\$1,186,646</b>           | <b>\$9,597,510</b>                  | <b>\$9,597,510</b>                       | <b>-</b>                            |

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**Internal Service Funds**

|  |                    |                     |                       |                      |          |                       |                    |          |                    |                    |                    |
|--|--------------------|---------------------|-----------------------|----------------------|----------|-----------------------|--------------------|----------|--------------------|--------------------|--------------------|
| Insurance Reserve                            | \$5,095,639        | \$7,074,375         | (\$6,955,026)         | -                    | -        | (\$6,955,026)         | \$5,214,988        | -        | \$5,214,988        | \$2,000,000        | \$3,214,988        |
| Information Technology                       | 298,955            | 2,928,359           | (2,470,813)           | (200,000)            | -        | (2,670,813)           | 556,501            | -        | 556,501            | -                  | 556,501            |
| Fleet Management                             | 3,738,029          | 2,691,644           | (1,262,620)           | (1,250,000)          | -        | (2,512,620)           | 3,917,053          | -        | 3,917,053          | -                  | 3,917,053          |
| Building Maintenance & Operations            | 46,103             | 2,166,700           | (2,173,105)           | -                    | -        | (2,173,105)           | 39,698             | -        | 39,698             | -                  | 39,698             |
| <b>Total Insurance Service Funds Balance</b> | <b>\$9,178,725</b> | <b>\$14,861,078</b> | <b>(\$12,861,563)</b> | <b>(\$1,450,000)</b> | <b>-</b> | <b>(\$14,311,563)</b> | <b>\$9,728,240</b> | <b>-</b> | <b>\$9,728,240</b> | <b>\$2,000,000</b> | <b>\$7,728,240</b> |

**Trust & Agency Funds**

|   |                    |                    |                    |          |                      |                      |                    |                  |                    |                    |          |
|---|--------------------|--------------------|--------------------|----------|----------------------|----------------------|--------------------|------------------|--------------------|--------------------|----------|
| Underground Assessment Fund             | \$2,633,917        | \$1,003,986        | -                  | -        | (\$1,047,631)        | (\$1,047,631)        | \$2,590,272        | -                | \$2,590,272        | \$2,590,272        | -        |
| Post-Employment Benefits Trust Fund     | 156,027            | 181,552            | (250,736)          | -        | -                    | (250,736)            | 86,843             | -                | 86,843             | 86,843             | -        |
| Pension Rate Stabilization Fund         | 1,500,000          | -                  | -                  | -        | -                    | -                    | 1,500,000          | 250,000          | 1,750,000          | 1,750,000          | -        |
| <b>Total Trust Agency Funds Balance</b> | <b>\$4,289,944</b> | <b>\$1,185,538</b> | <b>(\$250,736)</b> | <b>-</b> | <b>(\$1,047,631)</b> | <b>(\$1,298,367)</b> | <b>\$4,177,115</b> | <b>\$250,000</b> | <b>\$4,427,115</b> | <b>\$4,427,115</b> | <b>-</b> |

|                    |                     |                      |                        |                      |                      |                        |                     |          |                     |                     |                     |
|--------------------|---------------------|----------------------|------------------------|----------------------|----------------------|------------------------|---------------------|----------|---------------------|---------------------|---------------------|
| <b>Grand Total</b> | <b>\$43,302,823</b> | <b>\$131,875,376</b> | <b>(\$117,314,040)</b> | <b>(\$9,360,000)</b> | <b>(\$3,733,375)</b> | <b>(\$130,407,415)</b> | <b>\$44,770,784</b> | <b>-</b> | <b>\$44,770,784</b> | <b>\$32,618,702</b> | <b>\$12,152,081</b> |
|--------------------|---------------------|----------------------|------------------------|----------------------|----------------------|------------------------|---------------------|----------|---------------------|---------------------|---------------------|

\* Not meeting current Financial Reserve Policy.



**FIVE YEAR FORECAST**  
**FY 2023 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

|  | 07/01/2022<br>Opening<br>Balance | FY 2023<br>Estimated<br>Revenues | FY 2023<br>Operating<br>Expenditures | FY 2023<br>Capital Equip<br>& Projects | FY 2023<br>Debt Service<br>Payments | FY 2023<br>Total<br>Expenditures | FY 2023<br>Fund Balance<br>Before Xfers | FY 2023<br>Fund<br>Transfers | 06/30/2023<br>Total<br>Fund Balance | 06/30/2023<br>Reserves &<br>Designations | 06/30/2023<br>Unreserved<br>Balance |
|--|----------------------------------|----------------------------------|--------------------------------------|--|-------------------------------------|----------------------------------|---|------------------------------|-------------------------------------|--|-------------------------------------|
| <b>General Fund Undesignated</b>                   | -                                | \$82,124,071                     | (\$81,257,694)                       | -                                      | (\$480,050)                         | (\$81,737,744)                   | \$386,326                               | (\$465,635)                  | (\$1,067,279)                       |  | -                                   |
| <i>Transfer from County Lots Parking Fund</i>      |                                  |                                  |                                      |  |                                     |                                  |   | 120,345                      |                                     |  |                                     |
| <i>Transfer to Street Lighting Fund</i>            |                                  |                                  |                                      |  |                                     |                                  |   | (219,797)                    |                                     |  |                                     |
| <i>Transfer to Stormwater Fund</i>                 |                                  |                                  |                                      |  |                                     |                                  |   | (638,518)                    |                                     |  |                                     |
| <i>Transfer to Pension Rate Stabilization Fund</i> |                                  |                                  |                                      |  |                                     |                                  |   | (250,000)                    |                                     |  |                                     |
| <i>Financial Policy Designation*</i>               | 15,881,914                       |                                  |                                      |  |                                     |                                  | 15,881,914                              | 465,635                      | 16,347,549                          | 15,992,434                               |                                     |
| <i>Reserve for Economic Uncertainty</i>            | 712,163                          |                                  |                                      |  |                                     |                                  | 712,163                                 |                              | 712,163                             | -  |                                     |
| <b>Total General Fund Balance</b>                  | <b>\$16,594,077</b>              | <b>\$82,124,071</b>              | <b>(\$81,257,694)</b>                | <b>-</b>                               | <b>(\$480,050)</b>                  | <b>(\$81,737,744)</b>            | <b>\$16,980,404</b>                     | <b>(\$987,970)</b>           | <b>\$15,992,434</b>                 | <b>\$15,992,434</b>                      | <b>-</b>                            |
| <b>Special Revenue Funds</b>                       |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Street Lighting & Landscape                        | -                                | \$419,172                        | (\$638,969)                          | -                                      | -                                   | (\$638,969)                      | (\$219,797)                             | \$219,797                    | -                                   |  | -                                   |
| Gas Tax  | \$1,329,184                      | 1,665,956                        | (29,714)                             | -                                      | -                                   | (29,714)                         | 2,965,427                               |                              | \$2,965,427                         |  | \$2,965,427                         |
| Asset Forfeiture & Safety Grants                   | 50,454                           | 8,490                            | (57,855)                             | -                                      | -                                   | (57,855)                         | 1,089                                   |                              | 1,089                               |  | 1,089                               |
| Police Safety Grants                               | 85,756                           | 102,470                          | (148,569)                            | -                                      | -                                   | (148,569)                        | 39,657                                  |                              | 39,657                              |  | 39,657                              |
| Federal & State Grants                             | (22,488)                         | -                                | -                                    | -                                      | -                                   | -                                | (22,488)                                |                              | (22,488)                            |  | (22,488)                            |
| Prop A   | 5,215                            | 1,022,094                        | (1,019,818)                          | -                                      | -                                   | (1,019,818)                      | 7,490                                   | -                            | 7,490                               |  | 7,490                               |
| Prop C   | 22,236                           | 702,169                          | (64,734)                             | -                                      | -                                   | (64,734)                         | 659,672                                 |                              | 659,672                             |  | 659,672                             |
| AB 2766  | 189,914                          | 48,680                           | (2,229)                              | -                                      | -                                   | (2,229)                          | 236,366                                 |                              | 236,366                             |  | 236,366                             |
| Measure R  | 1,025,317                        | 501,414                          | (23,347)                             | -                                      | -                                   | (23,347)                         | 1,503,385                               | -                            | 1,503,385                           |  | 1,503,385                           |
| Measure M  | 1,013,120                        | 535,295                          | (39,265)                             | -                                      | -                                   | (39,265)                         | 1,509,150                               | -                            | 1,509,150                           |  | 1,509,150                           |
| <b>Total Special Revenue Funds Balance</b>         | <b>\$3,698,708</b>               | <b>\$5,005,740</b>               | <b>(\$2,024,498)</b>                 | <b>-</b>                               | <b>-</b>                            | <b>(\$2,024,498)</b>             | <b>\$6,679,950</b>                      | <b>\$219,797</b>             | <b>\$6,899,748</b>                  | <b>-</b>                                 | <b>\$6,899,748</b>                  |
| <b>Capital Project Funds</b>                       |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Capital Improvement Fund                           | \$113,467                        | \$1,870,099                      | (\$159,181)                          | -                                      | (\$770,772)                         | (\$929,953)                      | \$1,053,613                             | -                            | \$1,053,613                         | -  | \$1,053,613                         |
| Underground Utility Construction Fund              | 611,667                          | 3,481                            | -                                    | -                                      | -                                   | -                                | 615,147                                 |                              | 615,147                             |  | 615,147                             |
| <b>Total Capital Project Funds Balance</b>         | <b>\$725,134</b>                 | <b>\$1,873,579</b>               | <b>(\$159,181)</b>                   | <b>-</b>                               | <b>(\$770,772)</b>                  | <b>(\$929,953)</b>               | <b>\$1,668,760</b>                      | <b>-</b>                     | <b>\$1,668,760</b>                  | <b>-</b>                                 | <b>\$1,668,760</b>                  |
| <b>Enterprise Funds</b>                            |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| Water*   | \$8,274,070                      | \$17,082,833                     | (\$13,360,310)                       | -                                      | (\$174,487)                         | (\$13,534,798)                   | \$11,822,105                            | -                            | \$11,822,105                        | 11,822,105                               | -                                   |
| Stormwater*  | -                                | 370,221                          | (1,008,739)                          | -                                      | -                                   | (1,008,739)                      | (638,518)                               | 638,518                      | -                                   | -  | -                                   |
| Wastewater   | 68,304                           | 3,847,471                        | (1,853,696)                          | -                                      | (85,849)                            | (1,939,545)                      | 1,976,230                               | -                            | 1,976,230                           | 646,515                                  | 1,329,715                           |
| Refuse*  | 312,047                          | 4,757,950                        | (4,694,331)                          | -                                      | -                                   | (4,694,331)                      | 375,666                                 | -                            | 375,666                             | 375,666                                  | -                                   |
| Parking*   | 287,942                          | 2,610,273                        | (1,922,545)                          | -                                      | (716,898)                           | (2,639,442)                      | 258,772                                 | -                            | 258,772                             | 258,772                                  | -                                   |
| County Parking Lots                                | -                                | 793,500                          | (206,223)                            | -                                      | (466,932)                           | (673,155)                        | 120,345                                 | (120,345)                    | -                                   | -  | -                                   |
| State Pier & Parking*                              | 127,881                          | 620,142                          | (701,038)                            | -                                      | -                                   | (701,038)                        | 46,986                                  | -                            | 46,986                              | 46,986                                   | -                                   |
| <b>Enterprise Fund Reserves:</b>                   |                                  |                                  |                                      |  |                                     |                                  |   |                              |                                     |  |                                     |
| North Manhattan Beach BID Reserve                  | 527,266                          | -                                | -                                    | -                                      | -                                   | -                                | 527,266                                 | -                            | 527,266                             | 527,266                                  | -                                   |
| <b>Total Enterprise Funds Balance</b>              | <b>\$9,597,510</b>               | <b>\$30,082,390</b>              | <b>(\$23,746,881)</b>                | <b>-</b>                               | <b>(\$1,444,166)</b>                | <b>(\$25,191,047)</b>            | <b>\$14,488,853</b>                     | <b>\$518,173</b>             | <b>\$15,007,026</b>                 | <b>\$13,677,310</b>                      | <b>\$1,329,715</b>                  |

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**Internal Service Funds**

|  |                    |                     |                       |                      |          |                       |                     |          |                     |                    |                    |
|--|--------------------|---------------------|-----------------------|----------------------|----------|-----------------------|---------------------|----------|---------------------|--------------------|--------------------|
| Insurance Reserve                            | \$5,214,988        | \$7,215,362         | (\$7,162,980)         | -                    | -        | (\$7,162,980)         | \$5,267,370         | -        | \$5,267,370         | \$2,000,000        | \$3,267,370        |
| Information Technology                       | 556,501            | 2,986,926           | (2,534,244)           | (200,000)            | -        | (2,734,244)           | 809,183             | -        | 809,183             | -                  | 809,183            |
| Fleet Management                             | 3,917,053          | 2,744,977           | (1,294,696)           | (1,250,000)          | -        | (2,544,696)           | 4,117,334           | -        | 4,117,334           | -                  | 4,117,334          |
| Building Maintenance & Operations            | 39,698             | 2,209,534           | (2,232,492)           | -                    | -        | (2,232,492)           | 16,740              | -        | 16,740              | -                  | 16,740             |
| <b>Total Insurance Service Funds Balance</b> | <b>\$9,728,240</b> | <b>\$15,156,799</b> | <b>(\$13,224,412)</b> | <b>(\$1,450,000)</b> | <b>-</b> | <b>(\$14,674,412)</b> | <b>\$10,210,627</b> | <b>-</b> | <b>\$10,210,627</b> | <b>\$2,000,000</b> | <b>\$8,210,627</b> |

**Trust & Agency Funds**

|   |                    |                    |                    |          |                      |                      |                    |                  |                    |                    |          |
|---|--------------------|--------------------|--------------------|----------|----------------------|----------------------|--------------------|------------------|--------------------|--------------------|----------|
| Underground Assessment Fund             | \$2,590,272        | \$1,024,066        | -                  | -        | (\$1,068,583)        | (\$1,068,583)        | \$2,545,755        | -                | \$2,545,755        | \$2,545,755        | -        |
| Post-Employment Benefits Trust Fund     | 86,843             | 183,469            | (255,751)          | -        | -                    | (255,751)            | 14,561             | -                | 14,561             | 14,561             | -        |
| Pension Rate Stabilization Fund         | 1,750,000          | -                  | -                  | -        | -                    | -                    | 1,750,000          | 250,000          | 2,000,000          | 2,000,000          | -        |
| <b>Total Trust Agency Funds Balance</b> | <b>\$4,427,115</b> | <b>\$1,207,535</b> | <b>(\$255,751)</b> | <b>-</b> | <b>(\$1,068,583)</b> | <b>(\$1,324,335)</b> | <b>\$4,310,315</b> | <b>\$250,000</b> | <b>\$4,560,315</b> | <b>\$4,560,315</b> | <b>-</b> |

|                    |                     |                      |                        |                      |                      |                        |                     |          |                     |                     |                     |
|--------------------|---------------------|----------------------|------------------------|----------------------|----------------------|------------------------|---------------------|----------|---------------------|---------------------|---------------------|
| <b>Grand Total</b> | <b>\$44,770,784</b> | <b>\$135,450,114</b> | <b>(\$120,668,417)</b> | <b>(\$1,450,000)</b> | <b>(\$3,763,571)</b> | <b>(\$125,881,988)</b> | <b>\$54,338,909</b> | <b>-</b> | <b>\$54,338,909</b> | <b>\$36,230,059</b> | <b>\$18,108,850</b> |
|--------------------|---------------------|----------------------|------------------------|----------------------|----------------------|------------------------|---------------------|----------|---------------------|---------------------|---------------------|

\* Not meeting current Financial Reserve Policy.

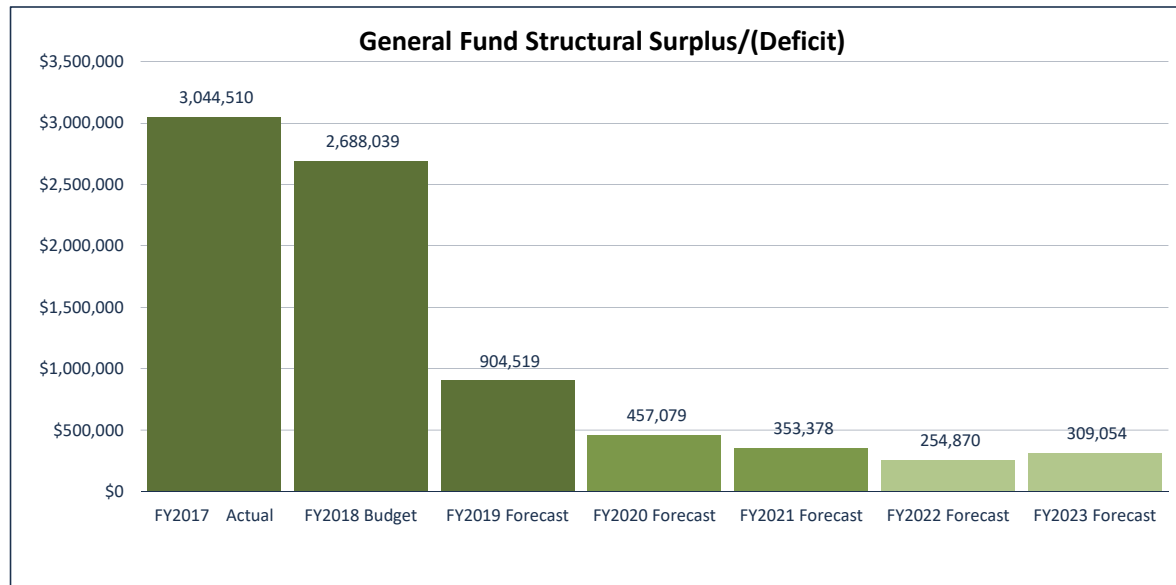
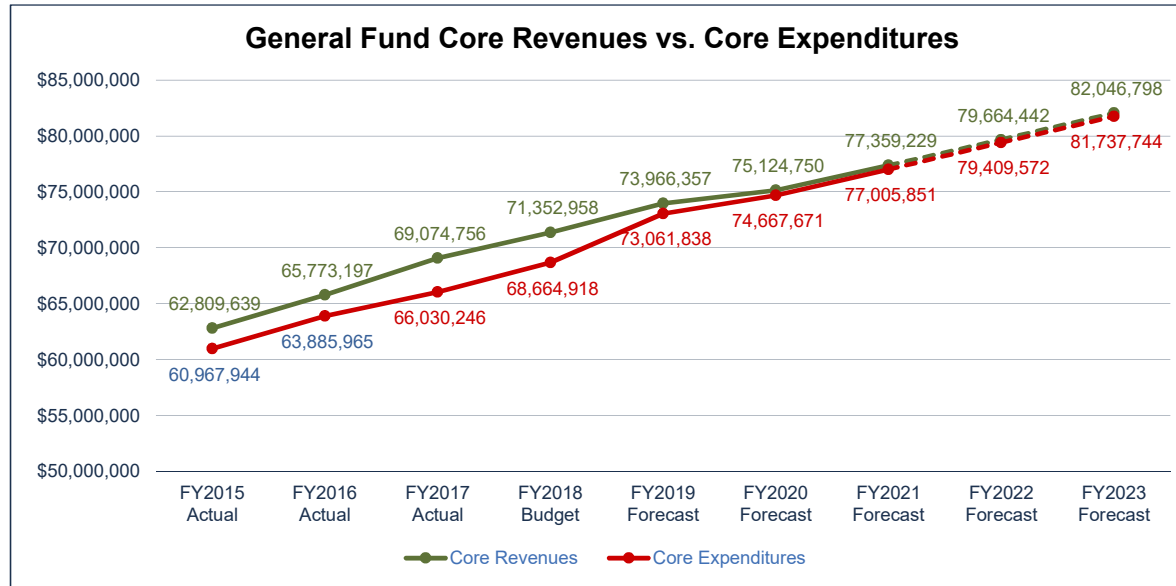
**General Fund Forecast**

|   | FY2015              | FY2016              | FY2017              | FY2018              | FY2019              | FY2020              | FY2021              | FY2022              | FY2023              |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|   | Actual              | Actual              | Actual              | Estimate            | Budget              | Budget              | Forecast            | Forecast            | Forecast            |
| <b>BEGINNING FUND BALANCE</b>                                     | 19,198,336          | 21,115,623          | 20,086,641          | 23,501,369          | 22,161,633          | 20,715,733          | 19,138,630          | 17,913,369          | 16,594,078          |
| 100   |                     |                     |                     |                     |                     |                     |                     |                     |                     |
| <b>Revenues</b>   |                     |                     |                     |                     |                     |                     |                     |                     |                     |
| <b>Core Revenues</b>  | <b>62,809,639</b>   | <b>65,773,197</b>   | <b>69,074,756</b>   | <b>71,352,958</b>   | <b>73,966,357</b>   | <b>75,124,750</b>   | <b>77,359,229</b>   | <b>79,664,442</b>   | <b>82,046,798</b>   |
| <b>Non-core Revenues (One-time &amp; Grants)<sup>1</sup></b>      | <b>185,715</b>      | <b>1,074,052</b>    | <b>2,503,002</b>    | <b>95,035</b>       | <b>1,538,760</b>    | <b>75,000</b>       | <b>75,750</b>       | <b>76,508</b>       | <b>77,273</b>       |
| <b>Total Revenues &amp; Other Inflows (A)</b>                     | <b>\$62,995,354</b> | <b>\$66,847,249</b> | <b>\$71,577,758</b> | <b>\$71,447,993</b> | <b>\$75,505,117</b> | <b>\$75,199,750</b> | <b>\$77,434,979</b> | <b>\$79,740,950</b> | <b>\$82,124,071</b> |
| <b>Expenditures</b>   |                     |                     |                     |                     |                     |                     |                     |                     |                     |
| <b>Core Expenditures</b>  | <b>60,967,944</b>   | <b>63,885,965</b>   | <b>66,030,246</b>   | <b>68,664,918</b>   | <b>73,061,838</b>   | <b>74,667,671</b>   | <b>77,005,851</b>   | <b>79,409,572</b>   | <b>81,737,744</b>   |
| <b>Non-core Expenditures (One-time &amp; Capital)<sup>2</sup></b> | <b>129,423</b>      | <b>2,464,364</b>    | <b>492,486</b>      | <b>1,074,947</b>    | <b>1,670,033</b>    | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>-</b>            |
| <b>Total Expenditures &amp; Other Outflows (B)</b>                | <b>61,097,367</b>   | <b>66,350,330</b>   | <b>66,542,225</b>   | <b>69,739,865</b>   | <b>74,731,871</b>   | <b>74,667,671</b>   | <b>77,005,851</b>   | <b>79,409,572</b>   | <b>81,737,744</b>   |
| Annual Structural (Core) Surplus/(Deficit)                        | 1,841,695           | 1,887,231           | 3,044,510           | 2,688,039           | 904,519             | 457,079             | 353,378             | 254,870             | 309,054             |
| Annual Surplus/(Deficit) Before Transfers                         | 1,897,988           | 496,919             | 5,035,533           | 1,708,127           | 773,246             | 532,079             | 429,128             | 331,377             | 386,326             |
| <b>Fund Equity Transfers (C)</b>                                  | <b>19,300</b>       | <b>(1,525,902)</b>  | <b>(1,620,805)</b>  | <b>(3,047,863)</b>  | <b>(2,219,146)</b>  | <b>(2,109,182)</b>  | <b>(1,654,390)</b>  | <b>(1,650,669)</b>  | <b>(987,970)</b>    |
| Annual Incr./((Decr.) in Fund Balance (=A-B+C)                    | 1,917,287           | (1,028,983)         | 3,414,728           | (1,339,736)         | (1,445,900)         | (1,577,103)         | (1,225,261)         | (1,319,291)         | (601,644)           |
| <b>ENDING FUND BALANCE</b>  | <b>\$21,115,623</b> | <b>\$20,086,641</b> | <b>\$23,501,369</b> | <b>\$22,161,633</b> | <b>\$20,715,733</b> | <b>\$19,138,630</b> | <b>\$17,913,369</b> | <b>\$16,594,078</b> | <b>\$15,992,434</b> |
| Financial Policy Designation <sup>3</sup>                         | 12,140,241          | 12,713,032          | 13,481,208          | 14,080,053          | 14,946,374          | 14,933,534          | 15,401,170          | 15,881,914          | 15,992,434          |
| Reserve for Economic Uncertainty                                  | 4,000,000           | 1,934,245           | 4,000,000           | 4,000,000           | 4,000,000           | 4,000,000           | 2,512,199           | 712,164             | -                   |
| Undesignated Fund Balance   | 4,975,382           | 5,439,364           | 6,020,161           | 4,081,580           | 1,769,359           | 205,096             | -                   | -                   | -                   |

<sup>1</sup> Includes City Manager loan repayments in FY 2016-17 and FY 2018-19.

<sup>2</sup> FY2019 Includes Public Safety and Public Works radios (\$1,189,793), Permitting Software Solution (\$380,240) and two net new Public Works vehicles (\$100,000).

<sup>3</sup> Not meeting Financial Policy Reserve Requirement in FY 2023.



## Growth Factors for FY 2019 to FY 2023 Projections

|  | FY2016         | FY2017        | FY2018        | FY2019         | FY2020         | FY2021      | FY2022      | FY2023      |
|--|----------------|---------------|---------------|----------------|----------------|-------------|-------------|-------------|
|  | Actual         | Actual        | Estimate      | Budget         | Budget         | Forecast    | Forecast    | Forecast    |
| <b>Core Revenues</b>                           |                |               |               |                |                |             |             |             |
| Property Tax                                   | 7.8%           | 7.1%          | 7.4%          | 4.5%           | 3.7%           | 4.0%        | 4.0%        | 4.0%        |
| Sales & Use Tax                                | 1.9%           | -4.1%         | 0.4%          | 1.7%           | 0.0%           | 2.0%        | 2.0%        | 2.0%        |
| Other Taxes & Assessments                      | -6.3%          | -8.7%         | -1.2%         | -4.5%          | 0.0%           | 2.0%        | 2.0%        | 2.0%        |
| Transient Occupancy Tax                        | 7.2%           | 0.4%          | -4.0%         | 5.9%           | 2.0%           | 3.0%        | 3.0%        | 3.0%        |
| Business License Tax                           | 3.0%           | 5.2%          | 1.1%          | 3.0%           | 3.0%           | 2.5%        | 2.5%        | 2.5%        |
| Charges for Services                           | 3.9%           | 11.2%         | 2.3%          | 3.6%           | -0.8%          | 3.0%        | 3.0%        | 3.0%        |
| Building Permits                               | 41.8%          | -4.5%         | 11.1%         | 5.0%           | -12.7%         | 2.5%        | 2.5%        | 2.5%        |
| Building Plan Check Fees                       | -24.6%         | 78.0%         | -4.9%         | 0.0%           | 0.0%           | 2.0%        | 2.0%        | 2.0%        |
| Licenses & Permits                             | 12.4%          | -1.5%         | 4.3%          | 3.7%           | -2.0%          | 2.5%        | 2.5%        | 2.5%        |
| Fines  | -0.1%          | -0.4%         | 1.7%          | 0.4%           | 0.0%           | 1.0%        | 1.0%        | 1.0%        |
| Interest Earnings                              | 47.0%          | 20.4%         | 34.6%         | 2.9%           | 4.8%           | 2.0%        | 2.0%        | 2.0%        |
| Rents & Leases                                 | 10.9%          | 9.5%          | -15.4%        | 10.3%          | 1.1%           | 2.0%        | 2.0%        | 2.0%        |
| Real Estate Transfer Tax                       | 10.0%          | -4.6%         | -7.4%         | 7.1%           | 2.0%           | 2.5%        | 2.0%        | 2.0%        |
| From Other Agencies                            | -47.9%         | -45.1%        | -6.2%         | 4.3%           | 1.5%           | 1.0%        | 1.0%        | 1.0%        |
| Miscellaneous                                  | -11.3%         | 37.1%         | -14.5%        | 3.5%           | 0.0%           | 1.0%        | 1.0%        | 1.0%        |
| Operating Transfers In                         | 2.9%           | 0.0%          | 18.1%         | 0.9%           | 0.6%           | 1.0%        | 1.0%        | 1.0%        |
| <b>Core Revenues</b>                           | <b>4.7%</b>    | <b>5.0%</b>   | <b>3.3%</b>   | <b>3.7%</b>    | <b>1.6%</b>    | <b>3.0%</b> | <b>3.0%</b> | <b>3.0%</b> |
| <b>Non-Core Revenues</b>                       |                |               |               |                |                |             |             |             |
| Unrealized Investment Gain/Loss                | 1989.1%        | -306.9%       | -100.0%       | 0.0%           | 0.0%           | 0.0%        | 0.0%        | 0.0%        |
| Grants   | -49.8%         | -13.5%        | 24.6%         | -21.1%         | 0.0%           | 1.0%        | 1.0%        | 1.0%        |
| Lease Purchase Proceeds                        | 0.0%           | 0.0%          | 0.0%          | 0.0%           | 0.0%           | 0.0%        | 0.0%        | 0.0%        |
| Property Transfer Fee                          | 0.0%           | -6.4%         | -100.0%       | 0.0%           | 0.0%           | 0.0%        | 0.0%        | 0.0%        |
| <b>Non-core Revenues</b>                       | <b>478.3%</b>  | <b>133.0%</b> | <b>-96.2%</b> | <b>1519.2%</b> | <b>-95.1%</b>  | <b>1.0%</b> | <b>1.0%</b> | <b>1.0%</b> |
| <b>Total Revenues &amp; Other Inflows</b>      | <b>6.1%</b>    | <b>7.1%</b>   | <b>-0.2%</b>  | <b>5.7%</b>    | <b>-0.4%</b>   | <b>3.0%</b> | <b>3.0%</b> | <b>3.0%</b> |
| <b>Core Expenditures</b>                       |                |               |               |                |                |             |             |             |
| Salary & Wages                                 | 4.4%           | 3.9%          | 2.8%          | 0.8%           | 1.6%           | 2.0%        | 2.0%        | 2.0%        |
| Employee Benefits                              | 10.5%          | 4.6%          | 4.9%          | 22.3%          | 7.1%           | 6.2%        | 6.0%        | 5.2%        |
| Contract & Professional Services               | 5.7%           | -2.3%         | 6.3%          | 12.9%          | -4.2%          | 3.0%        | 3.0%        | 3.0%        |
| Materials & Services                           | 3.2%           | -2.5%         | 6.6%          | 21.0%          | 0.6%           | 1.9%        | 1.9%        | 1.9%        |
| Utilities                                      | -1.7%          | 0.9%          | 1.1%          | 1.0%           | 3.0%           | 2.0%        | 2.0%        | 2.0%        |
| Internal Service Charges                       | 9.2%           | 7.8%          | 4.0%          | -8.3%          | 2.8%           | 2.0%        | 2.0%        | 2.0%        |
| Property Leases & Rentals                      | 0.0%           | 0.0%          | 0.0%          | 0.0%           | 0.0%           | 0.0%        | 0.0%        | 0.0%        |
| Bond Debt Service                              | -67.9%         | 23.9%         | 4.2%          | 4.7%           | 0.2%           | -0.9%       | -0.2%       | 0.0%        |
| Operating Transfers Out                        | 122.6%         | -59.1%        | -5.0%         | -10.4%         | 3.1%           | 2.0%        | 2.0%        | 2.0%        |
| <b>Core Expenditures</b>                       | <b>4.8%</b>    | <b>3.4%</b>   | <b>4.0%</b>   | <b>6.4%</b>    | <b>2.2%</b>    | <b>3.1%</b> | <b>3.1%</b> | <b>2.9%</b> |
| <b>Non-Core Expenditures</b>                   |                |               |               |                |                |             |             |             |
| City Manager Loan                              | 0.0%           | -94.8%        | -100.0%       | 0.0%           | 0.0%           | 0.0%        | 0.0%        | 0.0%        |
| Property & Equipment                           | 187.1%         | 3.4%          | 179.7%        | 55.4%          | -100.0%        | 0.0%        | 0.0%        | 0.0%        |
| Capital Improvement Projects                   | 0.0%           | 0.0%          | 0.0%          | 0.0%           | 0.0%           | 0.0%        | 0.0%        | 0.0%        |
| <b>Non-core Expenditures</b>                   | <b>1804.1%</b> | <b>-80.0%</b> | <b>118.3%</b> | <b>55.4%</b>   | <b>-100.0%</b> | <b>0.0%</b> | <b>0.0%</b> | <b>0.0%</b> |
| <b>Total Expenditures &amp; Other Outflows</b> | <b>8.6%</b>    | <b>0.3%</b>   | <b>4.8%</b>   | <b>7.2%</b>    | <b>-0.1%</b>   | <b>3.1%</b> | <b>3.1%</b> | <b>2.9%</b> |

# Capital Budget Summary

## SCHEDULE OF CAPITAL PROJECTS BY FUND

|                                    | Prior Year                 | Proposed 5-Year CIP |                     |                     |                     | TOTAL                |
|------------------------------------|----------------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
|                                    | Appropriation <sup>1</sup> | FY 2019             | FY 2020             | FY 2021             | FY 2022             | Five-Year            |
| <b>CIP Project Funding Summary</b> |                            |                     |                     |                     |                     |                      |
| Streets & Highways Fund            | 4,016,985                  | 1,750,000           | 1,250,000           | 1,290,000           | 1,250,000           | 10,236,985           |
| Prop C Fund                        | 20,936,435                 | 700,000             | 700,000             | 700,000             | 700,000             | 25,036,435           |
| Measure R Fund                     | 1,030,680                  | 450,000             | 420,000             | -                   | -                   | 2,150,680            |
| Measure M Fund                     | 180,000                    | -                   | 840,000             | 245,000             | -                   | 1,465,000            |
| CIP Fund                           | 7,968,653                  | 1,505,000           | 930,000             | 930,000             | 1,030,000           | 15,528,253           |
| Water Fund                         | 10,771,277                 | 25,750,000          | 1,500,000           | 1,800,000           | 1,500,000           | 45,491,277           |
| Stormwater Fund                    | 250,000                    | 710,000             | 1,210,000           | 710,000             | 710,000             | 4,050,000            |
| Wastewater Fund                    | 4,025,169                  | 3,500,000           | 3,250,000           | 3,000,000           | 2,800,000           | 20,025,169           |
| Refuse Fund                        | -                          | -                   | 150,000             | -                   | -                   | 150,000              |
| Parking Fund                       | 520,871                    | -                   | -                   | -                   | -                   | 1,020,871            |
| State Pier & Parking Lot Fund      | 319,592                    | -                   | -                   | 250,000             | 330,000             | 899,592              |
|                                    | <b>\$50,019,662</b>        | <b>\$34,365,000</b> | <b>\$10,250,000</b> | <b>\$8,925,000</b>  | <b>\$8,320,000</b>  | <b>\$126,054,262</b> |
| <b>Unfunded Projects</b>           |                            | <b>\$160,230</b>    | <b>\$615,000</b>    | <b>\$28,055,000</b> | <b>\$25,420,000</b> | <b>\$1,970,000</b>   |
|                                    |                            | <b>\$56,475,230</b> |                     |                     |                     |                      |

<sup>1</sup> Prior Year Appropriation column includes estimated carryover funding that will be expended as multi-year projects progress. Reported carryover funds reflect the amount of fund balance previously committed to projects in prior year adopted budgets, including FY 2018. In the Five Year Forecast, Opening Fund Balances include assumptions for Committed Capital Project expenditures and, where applicable, anticipated grant revenue.



## SCHEDULE OF CAPITAL PROJECTS BY FUND

|   | Prior Year                 | Proposed 5-Year CIP |                         |                    |                    | TOTAL<br>Five-Year  |
|---|----------------------------|---------------------|-------------------------|--------------------|--------------------|---------------------|
|   | Appropriation <sup>1</sup> | FY 2019             | FY 2020                 | FY 2021            | FY 2022            |                     |
| <b>Streets &amp; Highways Fund</b>  |                            |                     |                         |                    |                    |                     |
| <b>Streets-Concrete Repairs</b>   |                            |                     |                         |                    |                    |                     |
| Annual Curb, Gutter and Ramp Replacement  | 612,643                    | 365,000             | 365,000                 | 365,000            | 365,000            | 2,072,643           |
| Parkview Sidewalk Project   | COMPLETED                  | -                   | -                       | -                  | -                  | -                   |
| <b>Streets-Concrete Repairs Total</b>   | <b>\$612,643</b>           | <b>\$365,000</b>    | <b>\$365,000</b>        | <b>\$365,000</b>   | <b>\$365,000</b>   |                     |
| <b>Streets-Pavement Projects</b>  |                            |                     |                         |                    |                    |                     |
| Annual Slurry Seal Program  | 770,000                    | 385,000             | 385,000                 | 385,000            | 385,000            | 2,310,000           |
| Annual Residential Street Resurfacing Program                                     | -                          | 500,000             | 500,000                 | 500,000            | 500,000            | 2,000,000           |
| Street Resurfacing Project: Rosecrans Avenue                                      | 750,000                    | -                   | -                       | -                  | -                  | 830,000             |
| Street Resurfacing: Marine from Sepulveda to Aviation                             |                            |                     |                         |                    |                    |                     |
| Manhattan Ave/Highland Ave Improvement Project                                    | COMPLETED                  | -                   | -                       | -                  | -                  | -                   |
| Morningside Drive: 10th to MBB  | 74,480                     | 125,000             | -                       | -                  | -                  | 199,480             |
| Street Resurfacing: Blanche, Marine & 27th  |                            |                     | REAPPROPRIATE \$375,000 | -                  | -                  | -                   |
| Street Resurfacing : Liberty Village  |                            | 275,000             | -                       | -                  | -                  | -                   |
| Village Field ADA Access Design   |                            | 100,000             | -                       | -                  | -                  | -                   |
| Street Resurfacing: MB Blvd from Sepulveda to Aviation                            | COMPLETED                  | -                   | -                       | -                  | -                  | -                   |
| Street Resurfacing: Oak, Redondo & 11th   | COMPLETED                  | -                   | -                       | -                  | -                  | -                   |
| Triennial Pavement Management System Update                                       | COMPLETED                  | -                   | -                       | 40,000             | -                  | 40,000              |
| <b>Streets-Pavement Projects Total</b>  | <b>\$1,594,480</b>         | <b>\$1,385,000</b>  | <b>\$885,000</b>        | <b>\$925,000</b>   | <b>\$885,000</b>   |                     |
| <b>Streets-Capacity Improvements</b>  |                            |                     |                         |                    |                    |                     |
| Aviation at Artesia, SB to WB Right-Turn Lane (SBHP Grant)                        | 1,397,000                  | -                   | -                       | -                  | -                  | 1,397,000           |
| 22 Intersection Pedestrian Improvements (HSIP Grant-Cycle 5)                      | 206,561                    | -                   | -                       | -                  | -                  | 206,561             |
| Sepulveda & 8th St Intersection Improvements (HSIP Grant)                         | 206,301                    | -                   | -                       | -                  | -                  | 206,301             |
| <b>Streets-Capacity Improvements Total</b>  | <b>\$1,809,862</b>         | <b>-</b>            | <b>-</b>                | <b>-</b>           | <b>-</b>           |                     |
| <b>Streets &amp; Highways Total</b>   | <b>\$4,016,985</b>         | <b>\$1,750,000</b>  | <b>\$1,250,000</b>      | <b>\$1,290,000</b> | <b>\$1,250,000</b> | <b>\$10,236,985</b> |
| <b>Estimated Total Ending Fund Balance</b>  |                            |                     |                         |                    |                    |                     |
|   | <b>\$3,099,072</b>         | <b>\$308,862</b>    | <b>\$646,071</b>        | <b>\$959,456</b>   | <b>\$1,329,184</b> |                     |
| <i>*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves</i> |                            |                     |                         |                    |                    |                     |
| <b>Prop C Fund</b>  |                            |                     |                         |                    |                    |                     |
| <b>Streets-Pavement Projects</b>  |                            |                     |                         |                    |                    |                     |
| Street Resurfacing: Marine from Sepulveda to Aviation                             | 451,760                    | -                   | -                       | -                  | -                  | 851,760             |
| Street Resurfacing: Arterial & Collector Roadways                                 | -                          | 700,000             | 700,000                 | 700,000            | 700,000            | 2,800,000           |
| <b>Streets-Pavement Projects Total</b>  | <b>\$451,760</b>           | <b>\$700,000</b>    | <b>\$700,000</b>        | <b>\$700,000</b>   | <b>\$700,000</b>   |                     |
| <b>Streets-Capacity Improvements</b>  |                            |                     |                         |                    |                    |                     |
| Dual LT Lanes on MBB at Sepulveda (SBHP Grant)                                    | 1,290,497                  | -                   | -                       | -                  | -                  | 1,290,497           |
| Sepulveda Bridge (SBHP Grant)   | 8,774,236                  | -                   | -                       | -                  | -                  | 8,774,236           |
| Sepulveda Bridge Widening (MTA Call Grant)  | 6,813,325                  | -                   | -                       | -                  | -                  | 6,813,325           |
| Sepulveda Bridge Widening Prop C Local  | 2,621,177                  | -                   | -                       | -                  | -                  | 2,621,177           |
| Sepulveda Intersection Improvements   | 985,440                    | -                   | -                       | -                  | -                  | 1,885,440           |
| <b>Streets-Capacity Improvements Total</b>  | <b>\$20,484,675</b>        | <b>-</b>            | <b>-</b>                | <b>-</b>           | <b>-</b>           |                     |
| <b>Prop C Total</b>   | <b>\$20,936,435</b>        | <b>\$700,000</b>    | <b>\$700,000</b>        | <b>\$700,000</b>   | <b>\$700,000</b>   | <b>\$25,036,435</b> |
| <b>Estimated Total Ending Fund Balance</b>  |                            |                     |                         |                    |                    |                     |
|   | <b>\$3,805,246</b>         | <b>\$283,945</b>    | <b>\$184,615</b>        | <b>\$97,299</b>    | <b>\$22,236</b>    |                     |
| <i>*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves</i> |                            |                     |                         |                    |                    |                     |

## SCHEDULE OF CAPITAL PROJECTS BY FUND

|   | Prior Year<br>Appropriation <sup>1</sup> | Proposed 5-Year CIP |                  |                  |                    | TOTAL<br>Five-Year |
|---|--|---------------------|------------------|------------------|--------------------|--------------------|
|   |  | FY 2019             | FY 2020          | FY 2021          | FY 2022            |                    |
| <b>Measure R</b>  |  |                     |                  |                  |                    |                    |
| <b>Streets-Pavement Projects</b>  |  |                     |                  |                  |                    |                    |
| Street Resurfacing Project: 1100 Block of 3rd St                                  | COMPLETED                                | -                   | -                | -                | -                  | -                  |
| Street Resurfacing: Liberty Village   | 745,680                                  | -                   | -                | -                | -                  | 745,680            |
| <b>Streets-Pavement Projects Total</b>  | <b>\$745,680</b>                         | -                   | -                | -                | -                  |                    |
| <b>Streets-Capacity Improvements</b>  |  |                     |                  |                  |                    |                    |
| Protected LT Lanes: MBB at Peck Ave   | 285,000                                  | -                   | -                | -                | -                  | 535,000            |
| <b>Streets-Capacity Improvements Total</b>  | <b>\$285,000</b>                         | -                   | -                | -                | -                  |                    |
| <b>Streets-Pedestrian Improvements</b>  |  |                     |                  |                  |                    |                    |
| Highland & 38th Improvements  | COMPLETED                                | -                   | -                | -                | -                  | -                  |
| Raised Median Construction: MBB, West of Aviation                                 | COMPLETED                                | -                   | -                | -                | -                  | -                  |
| Signalized Crosswalk: MBB at Target Driveway                                      | COMPLETED                                | -                   | -                | -                | -                  | -                  |
| Ocean Drive Walkstreet Crossing   | -  | 450,000             | -                | -                | -                  | 450,000            |
| Aviation (West-side) and 33rd Sidewalk  | -  | -                   | 420,000          | -                | -                  | 420,000            |
| <b>Streets-Pedestrian Improvements Total</b>                                      | <b>-</b>                                 | <b>\$450,000</b>    | <b>\$420,000</b> | <b>-</b>         | <b>-</b>           |                    |
| <b>Measure R Total</b>  | <b>\$1,030,680</b>                       | <b>\$450,000</b>    | <b>\$420,000</b> | <b>-</b>         | <b>-</b>           | <b>\$2,150,680</b> |
| <b>Estimated Total Ending Fund Balance</b>  |  |                     |                  |                  |                    |                    |
|   | <b>\$1,265,858</b>                       | <b>\$66,625</b>     | <b>\$97,119</b>  | <b>\$556,623</b> | <b>\$1,025,317</b> |                    |
| <i>*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves</i> |  |                     |                  |                  |                    |                    |
| <b>Measure M</b>  |  |                     |                  |                  |                    |                    |
| ADA Transition Plan within Public Rights of Way                                   | 180,000                                  | -                   | -                | -                | -                  | 380,000            |
| Rowell Avenue Sidewalk Connection (Curtis & 1st St.)                              | -  | -                   | 840,000          | -                | -                  | 840,000            |
| Intersection Improvements at Laurel & 31st  | -  | -                   | -                | 245,000          | -                  | 245,000            |
| <b>Streets-Pedestrian Improvements Total</b>                                      | <b>\$180,000</b>                         | <b>-</b>            | <b>\$840,000</b> | <b>\$245,000</b> | <b>-</b>           |                    |
| <b>Measure M Total</b>  | <b>\$180,000</b>                         | <b>-</b>            | <b>\$840,000</b> | <b>\$245,000</b> | <b>-</b>           | <b>\$1,465,000</b> |
| <b>Estimated Total Ending Fund Balance</b>  |  |                     |                  |                  |                    |                    |
|   |  | <b>\$550,743</b>    | <b>\$91,113</b>  | <b>\$229,847</b> | <b>\$616,970</b>   |                    |
| <i>*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves</i> |  |                     |                  |                  |                    |                    |

## SCHEDULE OF CAPITAL PROJECTS BY FUND

|  | Prior Year<br>Appropriation <sup>1</sup> | Proposed 5-Year CIP |                  |                  |                    | TOTAL<br>Five-Year  |
|--|--|---------------------|------------------|------------------|--------------------|---------------------|
|  |  | FY 2019             | FY 2020          | FY 2021          | FY 2022            |                     |
| <b>CIP Fund</b>  |  |                     |                  |                  |                    |                     |
| <b>Facilities Projects</b>                                       |  |                     |                  |                  |                    |                     |
| Facility Improvements  | 1,233,311                                | 830,000             | 830,000          | 830,000          | 830,000            | 5,553,311           |
| Street Light Purchase and LED Retrofit                           | 1,226,927                                | -                   | -                | -                | -                  | 1,226,927           |
| City Hall 1st & 2nd Floor Restroom Remodel                       | 438,723                                  | -                   | -                | -                | -                  | 888,723             |
| Marine Ave Park Baseball Field Synthetic Turf                    | 480,002                                  | -                   | -                | -                | -                  | 826,572             |
| Miraposa Fitness Station   | 55,000                                   | 200,000             | -                | -                | -                  | 255,000             |
| Village Field Replacement Turf & Light Fixtures                  | 160,230                                  | -                   | -                | -                | -                  | 242,230             |
| Ceramics Studio Renovation                                       | 267,000                                  | -                   | -                | -                | -                  | 267,000             |
| Community Development Front Counter & Office Remodel             | 220,000                                  | -                   | -                | -                | -                  | 220,000             |
| Engineering Division Space Planning                              | 372,789                                  | -                   | -                | -                | -                  | 506,219             |
| Fiber Master Plan  | 99,888                                   | -                   | -                | -                | -                  | 99,888              |
| Field Netting at Dorsey, Live Oak and Manhattan Heights          | COMPLETED                                | -                   | -                | -                | -                  | -                   |
| Fire Station 2 Design Development                                | 243,000                                  | -                   | -                | -                | -                  | 810,600             |
| Fire Station Security Card Installation                          | COMPLETED                                | -                   | -                | -                | -                  | -                   |
| Human Resources Offices Reconfiguration & Improvements           | 132,000                                  | -                   | -                | -                | -                  | 132,000             |
| Park Master Plan   | 100,000                                  | -                   | -                | -                | -                  | 100,000             |
| Replacement/Upgrade Fire Station 1 Diesel Exhaust Removal System | 30,000                                   | -                   | -                | -                | -                  | 30,000              |
| Veterans Parkway Landscape/Hardscape                             | 375,065                                  | -                   | -                | -                | -                  | 375,065             |
| Wayfinding Sign Program  | COMPLETED                                | -                   | -                | -                | -                  | -                   |
| <b>Facilities Projects Total</b>                                 | <b>\$5,433,935</b>                       | <b>\$1,030,000</b>  | <b>\$830,000</b> | <b>\$830,000</b> | <b>\$830,000</b>   |                     |
| <b>Streets Projects</b>  |  |                     |                  |                  |                    |                     |
| Downtown Streetscape Improvements: Traffic Signal Pole Replacem  | 893,593                                  | -                   | -                | -                | -                  | 893,593             |
| Traffic Signal Battery Back-Up Installation                      | 100,000                                  | -                   | -                | -                | -                  | 100,000             |
| Traffic Signal Preemption Devices                                | COMPLETED                                | 75,000              | -                | -                | -                  | 150,000             |
| Sepulveda/Oak Neighborhood Intrusion Study                       | 40,000                                   | -                   | -                | -                | -                  | 40,000              |
| CDBG Access Ramp Construction (Village Field, Annual)            |  | 300,000             | -                | -                | 100,000            | 400,000             |
| Cycle 10 Safe Routes to School Program                           | 454,500                                  | -                   | -                | -                | -                  | 454,500             |
| Cycle 3 Safe Routes to School Program                            | 414,670                                  | -                   | -                | -                | -                  | 414,670             |
| Annual Non-Motorized Transportation Program                      | 272,715                                  | 100,000             | 100,000          | 100,000          | 100,000            | 852,715             |
| Non-Motorized Transportation Project: Rosecrans Ave Bike Lane    | 289,240                                  | -                   | -                | -                | -                  | 619,240             |
| Strand Bikeway Pier Undercrossing                                | REMOVED                                  | -                   | -                | -                | -                  | -                   |
| Strand Stairs - Construction                                     | COMPLETED                                | -                   | -                | -                | -                  | -                   |
| Veterans Parkway Pedestrian Access Master Plan                   | 70,000                                   | -                   | -                | -                | -                  | 70,000              |
| <b>Streets Projects Total</b>                                    | <b>\$2,534,718</b>                       | <b>\$475,000</b>    | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$200,000</b>   |                     |
| <b>CIP Fund Total</b>  | <b>\$7,968,653</b>                       | <b>\$1,505,000</b>  | <b>\$930,000</b> | <b>\$930,000</b> | <b>\$1,030,000</b> | <b>\$15,528,253</b> |
| <b>Estimated Total Ending Fund Balance</b>                       | <b>\$9,083,320</b>                       | <b>\$296,561</b>    | <b>\$70,927</b>  | <b>\$69,311</b>  | <b>\$113,467</b>   |                     |

*\*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves*

## SCHEDULE OF CAPITAL PROJECTS BY FUND

|  | Prior Year                 | Proposed 5-Year CIP |                    |                    |                    | TOTAL               |
|--|----------------------------|---------------------|--------------------|--------------------|--------------------|---------------------|
|  | Appropriation <sup>1</sup> | FY 2019             | FY 2020            | FY 2021            | FY 2022            | Five-Year           |
| <b>Water Fund</b>  |                            |                     |                    |                    |                    |                     |
| <b>Water Projects</b>  |                            |                     |                    |                    |                    |                     |
| Annual Pipe Replacement Program                              | 1,600,000                  | 1,500,000           | 1,500,000          | 1,500,000          | 1,500,000          | 9,100,000           |
| Water Meter Upgrade and Automation                           | 5,340,000                  | -                   | -                  | -                  | -                  | 8,010,000           |
| Pier Water Main Replacement                                  | -                          | -                   | -                  | -                  | -                  | -                   |
| Block 35 Ground Level Reservoir Replacement (Design Only)    | -                          | 1,200,000           | -                  | -                  | -                  | 1,200,000           |
| Chloramination System at Wells 11 & 15                       | 302,879                    | -                   | -                  | -                  | -                  | 302,879             |
| Larsson Street Booster Station Improvement                   | 745,500                    | -                   | -                  | -                  | -                  | 745,500             |
| Paint Block 35 Elevated Tank                                 | 848,744                    | -                   | -                  | -                  | -                  | 848,744             |
| Peck Ground Level Reservoir Replacement                      | 1,418,759                  | 22,000,000          | -                  | -                  | -                  | 23,418,759          |
| Redrill & Equip Well 15                                      | 300,000                    | 350,000             | -                  | -                  | -                  | 650,000             |
| Utility Radio Telemetry                                      | 215,395                    | -                   | -                  | -                  | -                  | 215,395             |
| Well Collection Line from Well 11A to Block 35 (Design Only) | -                          | 700,000             | -                  | -                  | -                  | 700,000             |
| Water Masterplan Update                                      | -                          | -                   | -                  | 300,000            | -                  | 300,000             |
| <b>Water Projects Total</b>                                  | <b>\$10,771,277</b>        | <b>\$25,750,000</b> | <b>\$1,500,000</b> | <b>\$1,800,000</b> | <b>\$1,500,000</b> |                     |
| <b>Water Total</b>   | <b>\$10,771,277</b>        | <b>\$25,750,000</b> | <b>\$1,500,000</b> | <b>\$1,800,000</b> | <b>\$1,500,000</b> | <b>\$45,491,277</b> |

|  |                     |                    |                    |                    |                    |
|--|---------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Estimated Total Ending Fund Balance</b> | <b>\$36,811,447</b> | <b>\$3,264,935</b> | <b>\$4,897,996</b> | <b>\$6,369,066</b> | <b>\$8,274,070</b> |
|--|---------------------|--------------------|--------------------|--------------------|--------------------|

*\*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves*

|  |           |                  |                  |                    |                  |                    |
|--|-----------|------------------|------------------|--------------------|------------------|--------------------|
| <b>Stormwater Fund</b>                     |           |                  |                  |                    |                  |                    |
| <b>Stormwater Projects</b>                 |           |                  |                  |                    |                  |                    |
| Storm Drain Debris Collection Devices      | COMPLETED | 210,000          | 210,000          | 210,000            | 210,000          | 1,050,000          |
| Storm Drain Repairs                        | COMPLETED | 500,000          | 500,000          | 500,000            | 500,000          | 2,000,000          |
| Stormwater Masterplan Update               |           | 250,000          | -                | -                  | -                | 500,000            |
| Joint Watershed Project: Hermosa Greenbelt |           | -                | 500,000          | -                  | -                | 500,000            |
| <b>Stormwater Projects Total</b>           |           | <b>\$250,000</b> | <b>\$710,000</b> | <b>\$1,210,000</b> | <b>\$710,000</b> | <b>\$710,000</b>   |
| <b>Stormwater Total</b>                    |           | <b>\$250,000</b> | <b>\$710,000</b> | <b>\$1,210,000</b> | <b>\$710,000</b> | <b>\$4,050,000</b> |

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| <b>Estimated Total Ending Fund Balance</b> | - | - | - | - | - |
|--|---|---|---|---|---|

*\*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves*

## SCHEDULE OF CAPITAL PROJECTS BY FUND

|   | Prior Year                 | Proposed 5-Year CIP |                    |                    |                    | TOTAL               |
|---|----------------------------|---------------------|--------------------|--------------------|--------------------|---------------------|
|   | Appropriation <sup>1</sup> | FY 2019             | FY 2020            | FY 2021            | FY 2022            | Five-Year           |
| <b>Wastewater Fund</b>  |                            |                     |                    |                    |                    |                     |
| <b>Wastewater Projects</b>  |                            |                     |                    |                    |                    |                     |
| Annual Rehabilitation of Gravity Sewer Mains                                      | 651,480                    | 1,100,000           | 1,100,000          | 1,100,000          | 1,100,000          | 5,501,480           |
| Poinsettia Sewage Lift Station and Force Main Replacement                         | 3,298,080                  | -                   | -                  | -                  | -                  | 6,298,080           |
| Pier Pump Station Force Main Replacement  | -                          | -                   | -                  | -                  | -                  | -                   |
| Pacific Lift Station Upgrade  | -                          | 2,400,000           | -                  | -                  | -                  | 2,400,000           |
| Utility Radio Telemetry   | 75,609                     | -                   | -                  | -                  | -                  | 75,609              |
| Voorhees Lift Station Upgrade   | -                          | -                   | 2,150,000          | -                  | -                  | 2,150,000           |
| Meadows Lift Station Upgrade  | -                          | -                   | -                  | 1,600,000          | -                  | 1,600,000           |
| Wastewater Master Plan Update   | -                          | -                   | -                  | 300,000            | -                  | 300,000             |
| Palm Lift Station Upgrade   | -                          | -                   | -                  | -                  | 1,700,000          | 1,700,000           |
| <b>Wastewater Projects Total</b>  | <b>\$4,025,169</b>         | <b>\$3,500,000</b>  | <b>\$3,250,000</b> | <b>\$3,000,000</b> | <b>\$2,800,000</b> |                     |
| <b>Wastewater Total</b>   | <b>\$4,025,169</b>         | <b>\$3,500,000</b>  | <b>\$3,250,000</b> | <b>\$3,000,000</b> | <b>\$2,800,000</b> | <b>\$20,025,169</b> |
| <b>Estimated Total Ending Fund Balance</b>  | <b>\$9,592,951</b>         | <b>\$3,486,099</b>  | <b>\$1,948,514</b> | <b>\$727,050</b>   | <b>\$68,304</b>    |                     |
| <i>*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves</i> |                            |                     |                    |                    |                    |                     |
| <b>Refuse Fund</b>  |                            |                     |                    |                    |                    |                     |
| <b>Facilities Projects</b>  |                            |                     |                    |                    |                    |                     |
| City-owned Refuse Enclosure Improvements Design                                   | -                          | -                   | 150,000            | -                  | -                  | 150,000             |
| <b>Facilities Projects Total</b>  | <b>-</b>                   | <b>-</b>            | <b>\$150,000</b>   | <b>-</b>           | <b>-</b>           | <b>\$150,000</b>    |
| <b>Refuse Total</b>   | <b>-</b>                   | <b>-</b>            | <b>\$150,000</b>   | <b>-</b>           | <b>-</b>           | <b>\$150,000</b>    |
| <b>Estimated Total Ending Fund Balance</b>  | <b>\$944,315</b>           | <b>\$1,100,437</b>  | <b>\$197,877</b>   | <b>\$252,913</b>   | <b>\$312,047</b>   |                     |
| <i>*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves</i> |                            |                     |                    |                    |                    |                     |

## SCHEDULE OF CAPITAL PROJECTS BY FUND

|   | Prior Year                 | Proposed 5-Year CIP |                  |                  |                  | TOTAL              |
|---|----------------------------|---------------------|------------------|------------------|------------------|--------------------|
|   | Appropriation <sup>1</sup> | FY 2019             | FY 2020          | FY 2021          | FY 2022          | Five-Year          |
| <b>Parking Fund (Includes NMBBID Reserve)</b>                                     |                            |                     |                  |                  |                  |                    |
| <b>Parking Projects</b>   |                            |                     |                  |                  |                  |                    |
| Lot 1 Retaining Wall (10th & Bayview)   | COMPLETED                  | -                   | -                | -                | -                | -                  |
| North MB Business Improvement District Streetscape                                | 20,871                     | -                   | -                | -                | -                | 20,871             |
| Parking Structure Structural Rehab Analysis (Lots 3 & 4)                          | 500,000                    | -                   | -                | -                | -                | 1,000,000          |
| <b>Parking Projects Total</b>   | <b>\$520,871</b>           | -                   | -                | -                | -                | -                  |
| <b>Parking Total</b>  | <b>\$520,871</b>           | -                   | -                | -                | -                | <b>\$1,020,871</b> |
| <hr/>   |                            |                     |                  |                  |                  |                    |
| <b>Estimated Total Ending Fund Balance</b>  | <b>\$1,074,944</b>         | <b>\$657,158</b>    | <b>\$745,514</b> | <b>\$803,307</b> | <b>\$815,208</b> |                    |
| <i>*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves</i> |                            |                     |                  |                  |                  |                    |
| <br>  |                            |                     |                  |                  |                  |                    |
| <b>State Pier &amp; Lot Fund</b>  |                            |                     |                  |                  |                  |                    |
| <b>Facilities Projects</b>  |                            |                     |                  |                  |                  |                    |
| Pier Improvements (Includes Roundhouse & Comfort Station)                         | COMPLETED                  | -                   | -                | -                | -                | -                  |
| Pier Roundhouse Aquarium (Design & Project Management)                            | 299,592                    | -                   | -                | -                | -                | 299,592            |
| <b>Facilities Projects Total</b>  | <b>\$299,592</b>           | -                   | -                | -                | -                | -                  |
| <b>Parking Projects</b>   |                            |                     |                  |                  |                  |                    |
| Pier Lot Safety Lighting  | 20,000                     | -                   | -                | -                | -                | 20,000             |
| Pier Deck Repairs   | -                          | -                   | -                | 250,000          | -                | 250,000            |
| Pier Railings   | -                          | -                   | -                | -                | 330,000          | 330,000            |
| <b>Parking Projects Total</b>   | <b>\$20,000</b>            | -                   | -                | <b>\$250,000</b> | <b>\$330,000</b> | -                  |
| <b>State Pier &amp; Lot Fund Total</b>  | <b>\$319,592</b>           | -                   | -                | <b>\$250,000</b> | <b>\$330,000</b> | <b>\$899,592</b>   |
| <hr/>   |                            |                     |                  |                  |                  |                    |
| <b>Estimated Total Ending Fund Balance</b>  | <b>\$957,588</b>           | <b>\$921,289</b>    | <b>\$889,652</b> | <b>\$591,979</b> | <b>\$127,881</b> |                    |
| <i>*See Five Year Forecast for Estimated Revenues, Expenditures, and Reserves</i> |                            |                     |                  |                  |                  |                    |

## SCHEDULE OF CAPITAL PROJECTS BY FUND

|   | Prior Year                 | Proposed 5-Year CIP |                     |                     |                    | TOTAL               |
|---|----------------------------|---------------------|---------------------|---------------------|--------------------|---------------------|
|   | Appropriation <sup>1</sup> | FY 2019             | FY 2020             | FY 2021             | FY 2022            | Five-Year           |
| <b>Unfunded Projects</b>  |                            |                     |                     |                     |                    |                     |
| <b>Facilities Projects</b>  |                            |                     |                     |                     |                    |                     |
| Begg Field Synthetic Turf & Light Fixture Replacement               | 1,250,000                  |                     |                     |                     |                    | 1,250,000           |
| Joslyn Center Raised Garden   | -                          | -                   | -                   | -                   | -                  | 75,000              |
| Joslyn Center OASIS Patio and Outside Deck Installation             | -                          | -                   | -                   | 150,000             | -                  | 150,000             |
| Repair, Upgrade, Standardize Picnic Pad at all parks                | -                          | 80,000              | 80,000              | 80,000              | 80,000             | 400,000             |
| Replace three pairs of Banner Poles across streets                  | -                          | 450,000             | -                   | -                   | -                  | 450,000             |
| Replace Mobile EOC Shelter Storage Container with trailer unit      | -                          | 60,000              | -                   | -                   | -                  | 60,000              |
| Begg Pool Remodel/Replacements                                      | -                          | -                   | 1,500,000           | 16,500,000          | -                  | 18,000,000          |
| Village Field Restroom Upgrades                                     | -                          | -                   | -                   | 400,000             | -                  | 400,000             |
| Security Cameras at Parks, Facilities, Fields and Skate Spot        | -                          | -                   | -                   | 90,000              | 90,000             | 180,000             |
| Sand Dune Park Building Improvements                                | -                          | -                   | -                   | 200,000             | 1,800,000          | 2,000,000           |
| <b>Facilities Projects Total</b>                                    | <b>\$1,250,000</b>         | <b>\$590,000</b>    | <b>\$1,580,000</b>  | <b>\$17,420,000</b> | <b>\$1,970,000</b> | <b>\$22,965,000</b> |
| <b>Water Projects</b>   |                            |                     |                     |                     |                    |                     |
| Block 35 Ground Level Reservoir Replacement (Construction)          | -                          | -                   | 7,500,000           | -                   | -                  | 7,500,000           |
| Well Collection Line from Well 11A to Block 35 (Construction)       | -                          | -                   | 5,750,000           | -                   | -                  | 5,750,000           |
| <b>Water Projects Total</b>   | <b>-</b>                   | <b>-</b>            | <b>\$13,250,000</b> | <b>-</b>            | <b>-</b>           | <b>\$13,250,000</b> |
| <b>Stormwater Projects</b>  |                            |                     |                     |                     |                    |                     |
| Joint Watershed Project: Beach Outfall                              | -                          | -                   | -                   | 8,000,000           | -                  | 8,000,000           |
| <b>Stormwater Projects Total</b>                                    | <b>-</b>                   | <b>-</b>            | <b>-</b>            | <b>\$8,000,000</b>  | <b>-</b>           | <b>\$8,000,000</b>  |
| <b>Parking Structure Projects</b>                                   |                            |                     |                     |                     |                    |                     |
| Downtown Parking Facility Capital Investment Plan                   | -                          | -                   | -                   | -                   | -                  | 100,000             |
| Intelligent Parking Occupancy System (Lots 2, 3, Metlox & Civic Cen | -                          | 25,000              | 225,000             | -                   | -                  | 250,000             |
| Parking Structure Rehab Projects Per Structural Analysis            | -                          | -                   | 13,000,000          | -                   | -                  | 13,000,000          |
| <b>Parking Structure Projects Total</b>                             | <b>-</b>                   | <b>\$25,000</b>     | <b>\$13,225,000</b> | <b>-</b>            | <b>-</b>           | <b>\$13,350,000</b> |
| <b>Unfunded Projects Total</b>                                      | <b>\$1,250,000</b>         | <b>\$615,000</b>    | <b>\$28,055,000</b> | <b>\$25,420,000</b> | <b>\$1,970,000</b> | <b>\$57,565,000</b> |

RED FONT: PROGRAM and/or BUDGET CHANGES

BLUE FONT: COMPLETED PROJECTS

Grant Funded



## FY 2019 SCHEDULE OF CAPITAL PURCHASES - EQUIPMENT & VEHICLES

| Department                                 | Description / Vehicle to Be Replaced       | Expenditure Type | Prior Year Carryforward | Proposed Expenditure | FY 2019 Proposed   |
|--|--|------------------|-------------------------|----------------------|--------------------|
| <b>EQUIPMENT (Objects 6141 &amp; 6142)</b> |  |                  |                         |                      |                    |
| Police Department                          | Motorola Radios                            | Replacement      |                         | \$1,014,814          | \$1,014,814        |
| Fire Department                            | Motorola Radios                            | Replacement      | \$80,000                | 45,788               | 125,788            |
| Community Development                      | Permitting Software                        | Replacement      | 143,013                 | 237,227              | 380,240            |
| Public Works                               | Motorola Radios                            | Replacement      |                         | 133,290              | 133,290            |
| Public Works                               | ERP - Utility Modules                      | Replacement      |                         | 118,593              | 118,593            |
| Public Works                               | Sewerline Push Camera                      | New              |                         | 40,000               | 40,000             |
| Information Technology                     | ERP - Finance/HR System <sup>1</sup>       | Replacement      |                         | 600,299              | 600,299            |
| Information Technology                     | Enterprise Storage Area Network (SAN)      | Replacement      |                         | 409,216              | 409,216            |
| Information Technology                     | Citywide Network Equipment Replacements    | Replacement      |                         | 37,719               | 37,719             |
| Information Technology                     | Scanner Hardware for OnBase Hyland Upgrade | New              |                         | 20,000               | 20,000             |
| <b>Total Equipment Purchases</b>           |  |                  | <b>\$223,013</b>        | <b>\$2,656,946</b>   | <b>\$2,879,959</b> |

<sup>1</sup> General Fund Carryforward budget amount of \$928,585 is greater than the revised project cost proposed in FY 2019.

### VEHICLES (Object 6131)

#### Replacement Vehicles for FY 2019

|                                |   |             |                 |                  |                  |
|--------------------------------|---|-------------|-----------------|------------------|------------------|
| Parks and Recreation           | Flatbed Golf Cart                           | New         |                 | \$13,500         | \$13,500         |
| Police Department              | F-250 SD Supercab XTL 4x4                   | Replacement |                 | 79,722           | 79,722           |
| Police Department              | Ford Explorer                               | Replacement |                 | 61,058           | 61,058           |
| Police Department              | PD Scooter                                  | Replacement | \$19,805        |                  | 19,805           |
| Police Department              | PD Scooter                                  | Replacement | 19,805          |                  | 19,805           |
| Public Works                   | Truck for reinstated Public Works Inspector | New         |                 | 50,000           | 50,000           |
| Public Works                   | Truck for reinstated Electrician            | New         |                 | 50,000           | 50,000           |
| Public Works                   | Tractor Skip Loader                         | Replacement |                 | 42,616           | 42,616           |
| Public Works                   | Ford Ranger                                 | Replacement |                 | 33,175           | 33,175           |
| Public Works                   | CCTV Vehicle                                | New         |                 | 30,000           | 30,000           |
| Public Works                   | Electric Vehicle                            | New         |                 | 30,000           | 30,000           |
| <b>Total Vehicle Purchases</b> |   |             | <b>\$39,610</b> | <b>\$390,071</b> | <b>\$429,681</b> |

|  |                  |                    |                    |
|--|------------------|--------------------|--------------------|
| <b>Total Funded Capital Purchases - Equipment &amp; Vehicles</b> | <b>\$262,623</b> | <b>\$3,047,017</b> | <b>\$3,309,640</b> |
|--|------------------|--------------------|--------------------|

#### TOTAL CAPITAL PURCHASES BY DEPARTMENT

|                        |                  |                    |                    |
|------------------------|------------------|--------------------|--------------------|
| Management Services    | -                | -                  | -                  |
| Finance                | -                | -                  | -                  |
| Human Resources        | -                | -                  | -                  |
| Parks and Recreation   | -                | 13,500             | 13,500             |
| Police Department      | 39,610           | 1,155,594          | 1,195,204          |
| Fire Department        | 80,000           | 45,788             | 125,788            |
| Community Development  | 143,013          | 237,227            | 380,240            |
| Public Works           | -                | 527,674            | 527,674            |
| Information Technology | -                | 1,067,234          | 1,067,234          |
| <b>Grand Total</b>     | <b>\$262,623</b> | <b>\$3,047,017</b> | <b>\$3,309,640</b> |

*Represents capital expenditures (units > \$5k) only.*

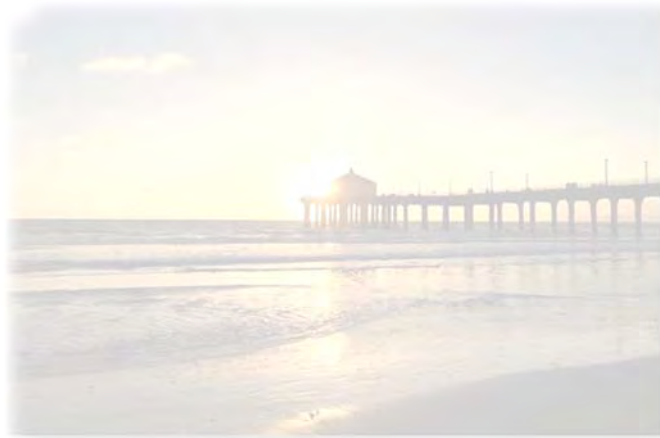
*A majority of the vehicles are purchased by Public Works through the Fleet Fund. A rental charge is then assessed to the respective departments for the estimated life of the vehicle.*

## FY 2020 SCHEDULE OF CAPITAL PURCHASES - EQUIPMENT & VEHICLES

| Department   | Description / Vehicle to Be Replaced    | Expenditure<br>Type | Prior Year<br>Carryforward | Proposed<br>Expenditure | FY 2020<br>Proposed |
|--|---|---------------------|----------------------------|-------------------------|---------------------|
| <b>EQUIPMENT (Objects 6141 &amp; 6142)</b>                       |   |                     |                            |                         |                     |
| Public Works   | CDS Trash Capture Device                | New                 |                            | \$800,000               | \$800,000           |
| Information Technology   | Citywide Network Equipment Replacements | Replacement         |                            | 57,719                  | 57,719              |
| <b>Total Equipment Purchases</b>                                 |   |                     | -                          | <b>\$857,719</b>        | <b>\$857,719</b>    |
| <b>VEHICLES (Object 6131)</b>                                    |   |                     |                            |                         |                     |
| <b>Replacement Vehicles for FY 2020</b>                          |   |                     |                            |                         |                     |
| Community Development  | Chevrolet Bolt                          | Replacement         |                            | \$71,917                | \$71,917            |
| Parks and Recreation   | Portable Bandstand                      | Replacement         |                            | 177,813                 | 177,813             |
| Parks and Recreation   | Chevrolet Bolt                          | Replacement         |                            | 26,937                  | 26,937              |
| Police Department  | Chevrolet Tahoe                         | Replacement         |                            | 60,683                  | 60,683              |
| Police Department  | Chevrolet Tahoe                         | Replacement         |                            | 60,420                  | 60,420              |
| Police Department  | Chevrolet Tahoe PPV Supervisor          | Replacement         |                            | 60,028                  | 60,028              |
| Public Works   | Freightliner FL-70 Aerial               | Replacement         |                            | 210,143                 | 210,143             |
| Public Works   | Ford F250 Valve Cycle Truck             | Replacement         |                            | 167,000                 | 167,000             |
| <b>Total Vehicle Purchases</b>                                   |   |                     | -                          | <b>\$834,941</b>        | <b>\$834,941</b>    |
| <b>Total Funded Capital Purchases - Equipment &amp; Vehicles</b> |   |                     | -                          | <b>\$1,692,660</b>      | <b>\$1,692,660</b>  |
| <b>TOTAL CAPITAL PURCHASES BY DEPARTMENT</b>                     |   |                     |                            |                         |                     |
| Management Services  |   |                     | -                          | -                       | -                   |
| Finance  |   |                     | -                          | -                       | -                   |
| Human Resources  |   |                     | -                          | -                       | -                   |
| Parks and Recreation   |   |                     | -                          | 204,750                 | 204,750             |
| Police Department  |   |                     | -                          | 181,131                 | 181,131             |
| Fire Department  |   |                     | -                          | -                       | -                   |
| Community Development  |   |                     | -                          | 71,917                  | 71,917              |
| Public Works   |   |                     | -                          | 1,177,143               | 1,177,143           |
| Information Technology   |   |                     | -                          | 57,719                  | 57,719              |
| <b>Grand Total</b>   |   |                     | -                          | <b>\$1,692,660</b>      | <b>\$1,692,660</b>  |

*Represents capital expenditures (units > \$5k) only.*

*A majority of the vehicles are purchased by Public Works through the Fleet Fund. A rental charge is then assessed to the respective departments for the estimated life of the vehicle.*



# **Strategic Plan & Performance Measures**

# City of Manhattan Beach Strategic Plan

The Manhattan Beach City Council approved a City-wide Strategic Plan in January 2016, after a significant process of input and engagement from City Council, staff and the community. The City uses its Strategic Plan to guide decision-making at all levels of the organization. It allows the City to focus on core functions and ensure that every department is working together towards common goals. Additionally, it is linked to each department's performances measures in order to align their processes and activities to the tenets outlined in the plan.

The City-wide Strategic Plan recognizes and seeks to encourage the Core Values of excellence, fiscal responsibility, ethical behavior, mutual respect, integrity, dedication to the community, professionalism and openness. It does so by establishing six Pillars of Success that were considered by the City Council as essential to the vibrant future of Manhattan Beach. They are:



Strong Governance that Values Meaningful Resident Engagement



Environmental Stewardship



Excellent Municipal Services Provided by an Aligned and Committed Workforce



Effective Physical Asset Management - Infrastructure, Facilities, Amenities



Financial Sustainability



Economic Vitality

Each of these pillars includes associated Governance Activities that offer more details on how the Pillars themselves can be incorporated into the City of Manhattan Beach on a day-to-day and long-term basis.

## Background

The City's previous Strategic Plan covered 2013-2015 and was updated every 6 months. In fall 2015, the City began a new Strategic Planning process, using a number of guiding documents to create core values and goals for the future. Those documents included:

- Goals established during the City Council Retreat in March 2015
- 2015 Manhattan Beach Resident Survey
- Community Priority Budget Meeting
- Urban Land Institute Visioning Report
- Downtown Specific Plan Community Input

## Community Engagement

The Strategic Planning process relied heavily on gathering input from residents of Manhattan Beach, as well as stakeholder groups, City Council and City employees. Through the process, stakeholders were invited to engage through a variety of methods, such as:

- Informational booths at multiple Manhattan Beach Farmer's Markets
- Community Input meetings that gathered feedback on core values and long-term planning priorities
- Open City Hall, the City's online engagement platform, offered residents the opportunity to weigh in on priorities outside of the regular meetings
- City Council Retreats where the pillars were discussed and finalized

## Future Long-term Planning

The City Council will use the Strategic Plan to inform its future long-term goals and objectives, including capital projects, infrastructure investment, program development and more. The six Pillars of Success have already been incorporated into the City's budget process through the tracking of Performance Measures for each department. In the following section, each Performance Measure is associated with a corresponding Pillar, indicating the commitment of each individual department to upholding this vision for the City.

## City of Manhattan Beach Performance Measures










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The City of Manhattan Beach is dedicated to providing excellent services to its community in a way that is efficient, responsive and transparent. To help the City achieve this, each department tracks key performance measures that help illustrate the progression towards these goals of both individual departments and the City as a whole.

These measures are not a comprehensive representation of all activities in the City; rather, they should be used as a gauge that indicates the progress of the City towards upholding the Pillars of Success outlined in the City-wide Strategic Plan. Each of these measures represents the outcomes of a specific activity or process that City departments consider illustrative of their efforts towards the collective goals of the City. The corresponding Pillar of Success to each performance measure is indicated on the left side. For more information about the City's Strategic Plan, visit the City's website: [www.citymb.info/2015strategicplan](http://www.citymb.info/2015strategicplan).



## Management Services

| Indicator   | Prior Year Actuals  |                     |                      |                       | Target              | Target              |
|---|---------------------|---------------------|----------------------|-----------------------|---------------------|---------------------|
|   | 2015-2016<br>Actual | 2016-2017<br>Actual | 2017-2018<br>Adopted | 2017-2018<br>Estimate | 2018-2019<br>Budget | 2019-2020<br>Budget |
|  % - Residents that agree Manhattan Beach is a "good" or "excellent" place to live <sup>0</sup>                                 | 97%                 | No Data             | 100%                 | No Data               | 100%                | 100%                |
|  % - Employees that feel "prepared" and "trained" to do their jobs <sup>1</sup>   | 60%                 | No Data             | 70%                  | No Data               | 70%                 | 75%                 |
|  % - Increase of citizens engaging with the City on average via new online engagement tools including social media <sup>2</sup> | 315%                | 59%                 | 20%                  | 25%                   | 20%                 | 25%                 |
|  % - City Council Agendas and Agenda Packets Posted within Mandated Timeframes  | 94%                 | 100%                | 100%                 | 100%                  | 100%                | 100%                |
|  % - Regular City Council Meeting Minutes Presented for Approval at Next Regular City Council Meeting <sup>4</sup>              | 74%                 | 71%                 | 95%                  | 95%                   | 100%                | 100%                |
|  % - Public Records Requests responded to within mandated timeframes <sup>5</sup>   | 99%                 | 98%                 | 100%                 | 99%                   | 100%                | 100%                |
|  % - Average annual portfolio yield   | 1.01%               | 1.23%               | 1.50%                | 1.55%                 | 1.50%               | 1.50%               |
|  Maintain sufficient liquidity to meet operating needs   | Yes                 | Yes                 | Yes                  | Yes                   | Yes                 | Yes                 |
|  Update and adopt Investment Policy annually  | Yes                 | Yes                 | Yes                  | Yes                   | Yes                 | Yes                 |

<sup>1</sup>The City conducted a Community Survey in 2015 which established a baseline of 97%. This Performance Measure will be measured biennially via the Community Survey. The next measurement will be taken in 2018.









<sup>2</sup>The City conducted an in-depth employee survey in the FY 2015-2016. This Performance Measure will be measured every two to three years. The next measurement will be taken in FY 2018-2019.

<sup>3</sup>Online citizen engagement is defined as the number of followers and subscribers on the City's social media sites, including Twitter, Facebook and Open City Hall.








<sup>4</sup>Per the City's Sunshine Policy, two Agendas and Agenda Packets were posted in five days due to City Hall closures for mandated City Holidays (Columbus Day and Veteran's Day). One Agenda and Agenda packet was posted seven days before required timeframe, exceeding the posting timeframe mandated by the City's Sunshine Policy.

<sup>5</sup>During FY 2014-2015, there was a significant increase in the overall number of City Council Meetings. In addition to the regularly scheduled 24 City Council Meetings, there was an additional 42 meetings bringing the total to 66 for the FY 2014-2015. The volume of meetings, coupled with staffing shortages, led to the low percentage of City Council Meeting Minutes being presented for adoption at the next Regular Meeting.















**Finance Department**

| Indicator  | Prior Year Actuals  |                     |                      |                       | Target              | Target              |
|--|---------------------|---------------------|----------------------|-----------------------|---------------------|---------------------|
|  | 2015-2016<br>Actual | 2016-2017<br>Actual | 2017-2018<br>Adopted | 2017-2018<br>Estimate | 2018-2019<br>Budget | 2019-2020<br>Budget |
|  Maintain AAA/Aaa GO Bond Rating   | Yes                 | Yes                 | Yes                  | Yes                   | Yes                 | Yes                 |
|  Attain an Unmodified audit opinion  | Yes                 | Yes                 | Yes                  | Yes                   | Yes                 | Yes                 |
|  Attain CSMFO and GFOA Annual Budget Awards  | Yes                 | Yes                 | Yes                  | Yes                   | Yes                 | Yes                 |
|  Attain GFOA Annual Financial Reporting Achievement  | Yes                 | Yes                 | Yes                  | Yes                   | Yes                 | Yes                 |
|  % - Monthly collection rate on residential utility bill   | 94%                 | 95%                 | 96%                  | 96%                   | 96%                 | 96%                 |
|  % - Bi-monthly auto debit utility payments processed through Electronic Bill Presentment Payment (EBPP) Program | 24%                 | 34%                 | 36%                  | 36%                   | 38%                 | 38%                 |
|  % - Bi-monthly Electronic Bill Presentment Payment (EBPP) Program paperless customers                           | 34%                 | 30%                 | 30%                  | 30%                   | 30%                 | 30%                 |
|  % - Process purchase requests (<\$20k) w/in 5 business days  | 82%                 | 93%                 | 85%                  | 85%                   | 85%                 | 85%                 |

## Human Resources Department

| Indicator   | Prior Year Actuals  |                     |                      |                       | Target              | Target              |
|---|---------------------|---------------------|----------------------|-----------------------|---------------------|---------------------|
|   | 2015-2016<br>Actual | 2016-2017<br>Actual | 2017-2018<br>Adopted | 2017-2018<br>Estimate | 2018-2019<br>Budget | 2019-2020<br>Budget |
|  # - Leadership Development Training per year         | 13                  | 12                  | 3                    | 11                    | 5                   | 5                   |
|  % - New Employee onboarding follow up                | 100%                | 100%                | 100%                 | 100%                  | 100%                | 100%                |
|  % - Complete recruitment process in 75 business days | 63%                 | 83%                 | 90%                  | 86%                   | 90%                 | 95%                 |
|  % - Employee Performance Reviews Completed           | n/a                 | 70%                 | 100%                 | 62%                   | 100%                | 100%                |
|  # - Workers' Comp Claims Days Lost                   | 1,712               | 1,058               | 1,100                | 1,928                 | 1,100               | 1,100               |
|  % - Wellness program participation                   | 38%                 | 63%                 | 40%                  | 63%                   | 50%                 | 50%                 |
|  # - Liability claims average days open               | 365                 | 318                 | 200                  | 282                   | 250                 | 250                 |













## Parks and Recreation Department

| Indicator   | Prior Year Actuals  |                     |                     |                       | Target              | Target              |
|---|---------------------|---------------------|---------------------|-----------------------|---------------------|---------------------|
|   | 2015-2016<br>Actual | 2016-2017<br>Actual | 2017-2018<br>Budget | 2017-2018<br>Estimate | 2018-2019<br>Budget | 2019-2020<br>Budget |
|  % - Favorable customer rating of registration process                                  | 95%                 | 92%                 | 100%                | 98%                   | 100%                | 100%                |
|  % - Residents satisfied with Recreation Department's special events <sup>1</sup>       | 89%                 | No Data             | 95%                 | No Data               | 100%                | 100%                |
|  % - Repeat customers   | 56%                 | 62%                 | 65%                 | 65%                   | 68%                 | 70%                 |
|  % - Returning students in ceramics and art education programs                          | 68%                 | 70%                 | 85%                 | 85%                   | 85%                 | 85%                 |
|  % - Parks and Recreation employees satisfied with their job <sup>2</sup>               | 84%                 | 90%                 | 100%                | No Data               | 100%                | 100%                |
|  % - Teen Center/REC programs and camps rated favorably                                 | 88%                 | 96%                 | 100%                | 100%                  | 100%                | 100%                |
|  % - Facility, Park and Field reservations rated favorably                              | 99%                 | 99%                 | 100%                | 97%                   | 100%                | 100%                |
|  % - Sports, fitness and aquatics classes/programs rated favorably                     | 91%                 | 93%                 | 100%                | 97%                   | 100%                | 100%                |
|  % - Satisfaction from City residents for providing services and programs for seniors | 61%                 | No Data             | 75%                 | 75%                   | 75%                 | 75%                 |
|  % - Patrons rating Dial-A-Ride drivers favorably                                     | 100%                | 100%                | 100%                | 100%                  | 100%                | 100%                |
| <b>Workload Trends</b>  |                     |                     |                     |                       |                     |                     |
|  # - Sports league and tournament teams   | 350                 | 331                 | 450                 | 295                   | 333                 | 352                 |
|  # - Hours donated by volunteers annually   | 23,410              | 19,200              | 20,000              | 20,000                | 20,000              | 20,000              |
|  \$ - Annual savings from use of volunteers   | \$546,233           | \$449,664           | \$468,400           | \$468,400             | \$468,400           | \$468,400           |
|  # - Manhattan Beach Arts Center participants   | 2,000               | 7,468               | 9,000               | 9,000                 | 8,500               | 9,000               |

1 - A City wide survey is done every two years, next survey to be done in 2018/2019

2 - Department wide survey completed in 2016

## Police Department









| Indicator  | Prior Year Actuals  |                     |                      |                       | Target              | Target              |
|--|---------------------|---------------------|----------------------|-----------------------|---------------------|---------------------|
|  | 2015-2016<br>Actual | 2016-2017<br>Actual | 2017-2018<br>Adopted | 2017-2018<br>Estimate | 2018-2019<br>Budget | 2019-2020<br>Budget |
|  % - Residents Feel Safe in Manhattan Beach <sup>1</sup>               | 95%                 | No Data             | 95%                  | No Data               | 95%                 | 95%                 |
|  % - Resident Satisfaction with Police Services <sup>1</sup>           | 89%                 | No Data             | 90%                  | No Data               | 90%                 | 90%                 |
|  # - Average response time to emergency calls (minutes)                | 1:51                | 1:58                | 1:59                 | 1:59                  | 1:59                | 1:59                |
|  %- Reduce Violent Crimes by 3%  | 0%                  | 0%                  | 3% Reduction         | 3% Reduction          | 3% Reduction        | 3% Reduction        |
|  %- Reduce Property Crime by 3%  | 0%                  | 0%                  | 3% Reduction         | 5% Reduction          | 3% Reduction        | 3% Reduction        |
|  %- Increase Social Media Subscribers/Followers by 15%                 | 55%                 | 68%                 | 15%                  | 30%                   | 15%                 | 15%                 |
|  % - Maintain Vacancy Factor below 5%                                  | 2%                  | 4%                  | <5%                  | 10%                   | <5%                 | <5%                 |
|  % - Provide Perishable Skills Training <sup>2</sup> In-House Annually | 100%                | 100%                | 100%                 | 100%                  | 100%                | 100%                |
|  % - Public records requests completed within 10 days                | 95%                 | 95%                 | 95%                  | 95%                   | 95%                 | 95%                 |
|  %- Increase DUI Enforcement Efforts by 5%                           | 10%                 | 10%                 | 5%                   | 15%                   | 5%                  | 5%                  |
|  % - Reduce Traffic Collisions by 5% <sup>3</sup>                    | 19% Increase        | 7% Increase         | 5% Reduction         | 5% Reduction          | 5% Reduction        | 5% Reduction        |
|  % - Maintain Compliance with all State/County jail inspections      | 100%                | 100%                | 100%                 | 100%                  | 100%                | 100%                |

<sup>1</sup>Baseline survey results from 2015 Community Survey. This performance measure will be measured via the 2018/2019 City-wide Community Survey.












<sup>2</sup>The Commission on Peace Officer Standards and Training (POST) requires that each sworn officer complete training on identified "perishable skills" once every two years; MBPD strives to provide each of these training courses on an annual basis to ensure that officers are trained to provide the highest level of service to our community and to reduce liability.

<sup>3</sup>Utilize traffic calming measures and proactive enforcement to ensure safe movement of vehicles and pedestrians; in partnership with the Traffic Engineer, analyze traffic patterns and work to minimize traffic problems through traffic calming measures.

## Fire Department

| Indicator   | Prior Year Actuals  |                     |                                     |                       | Target                              | Target                              |
|---|---------------------|---------------------|-------------------------------------|-----------------------|-------------------------------------|-------------------------------------|
|   | 2015-2016<br>Actual | 2016-2017<br>Actual | 2017-2018<br>Adopted                | 2017-2018<br>Estimate | 2018-2019<br>Budget                 | 2019-2020<br>Budget                 |
|  % - Total property loss (based on total property value) due to fire <sup>1</sup>   | 8%                  | 4%                  | <10% of total property value of all | 5%                    | <10% of total property value of all | <10% of total property value of all |
|  % - First-arriving paramedic within 5:00 min of an emergency call  | 73%                 | 71%                 | 90%                                 | 73%                   | 90%                                 | 90%                                 |
|  % - First-arriving unit to fire calls within 6:00 min  | 86%                 | 100%                | 90%                                 | 100%                  | 90%                                 | 90%                                 |
|  % - Businesses which offer services or have processes requiring an operational permit that are issued a fire permit <sup>3</sup>                             | No Data             | 33%                 | >95%                                | 37%                   | >95%                                | >95%                                |
|  % - Increase of citizens and community members that are trained as CERT or BERT (Community/Business Emergency Response Team) members <sup>4</sup>            | No Data             | 1.4%                | >1.4%                               | 1.5%                  | >1.4%                               | >1.4%                               |
|  # - Community members that were educated or trained about fire services through planned outreach activities <sup>5</sup>                                     | No Data             | 686*                | 1000                                | 936                   | 1000                                | 1000                                |
|  % - Plans returned to contractors and developers for residential fire sprinkler, fire alarm and solar installation in less than 4 business days <sup>6</sup> | 100%                | 100%                | 100%                                | 100%                  | 100%                                | 100%                                |
|  % - Businesses or occupancies required to have an annual inspection that are code compliant <sup>7</sup>  | 95%                 | 52%                 | >95%                                | 48%                   | >95%                                | >95%                                |

## Community Development

| Indicator   | Prior Year Actuals  |                     |                      |                       | Target              | Target              |
|---|---------------------|---------------------|----------------------|-----------------------|---------------------|---------------------|
|   | 2015-2016<br>Actual | 2016-2017<br>Actual | 2017-2018<br>Adopted | 2017-2018<br>Estimate | 2018-2019<br>Budget | 2019-2020<br>Budget |
|  % - Review of discretionary planning applications for initial completeness within 30 days (Effectiveness)* | 38%                 | 43%                 | 85%                  | 85%                   | 85%                 | 85%                 |
|  % - Building plan checks of large projects (>\$250k) completed in six weeks (Efficiency)                   | 93%                 | 97%                 | 90%                  | 85%                   | 90%                 | 90%                 |
|  % - Building plan checks completed over-the-counter (Efficiency)   | No Data             | 24%                 | 30%                  | 20%                   | 30%                 | 30%                 |
|  % - Code Enforcement cases with an initial response within two days (Efficiency)*                          | 75%                 | 56%                 | 90%                  | 50%                   | 90%                 | 90%                 |
|  % - Division level traffic and parking requests addressed within 10 days (Efficiency)*                     | No Data             | 52%                 | 95%                  | 65%                   | 90%                 | 95%                 |
| <b>Workload Trends</b>  |                     |                     |                      |                       |                     |                     |
|  # - Walk-in customers served at Permit Center <sup>1</sup>   | 20,410              | 21,117              | 22,600               | 15,000                | 15,000              | 15,000              |
|  # - Discretionary planning applications reviewed   | 101                 | 129                 | 120                  | 120                   | 120                 | 120                 |
|  # - Temporary encroachments issued (New)  | No Data             | No Data             | No Data              | 200                   | 300                 | 300                 |
|  # - Code Enforcement cases   | 381                 | 644                 | 394                  | 900                   | 900                 | 900                 |
|  # - Public Information and Civic Engagement Opportunities on Environmental Initiatives <sup>2</sup>      | 70                  | 48                  | 50                   | 50                    | 50                  | 55                  |
|  # - Individuals Reached with Education on Environmental Initiatives <sup>3</sup>                         | NA                  | NA                  | NA                   | NA                    | 2000                | 2150                |

\*Revised performance measures beginning FY 2019









<sup>1</sup> Community Development purchased new software to track counter traffic. Total numbers reported reduced due to an operational improvement for sign in procedures.

<sup>2</sup> Public Information and Civic Engagement Opportunities via community study sessions, Sustainability Task Force meetings, website announcements, citywide newsletter articles, community meetings, advertisements in the local papers, presentations to community groups, and staff reports on environmental initiatives. This public outreach effort serves to provide timely and relevant information to educate the





<sup>3</sup> This number only includes counts that can be made, such as individuals at presentations, meetings, tablings, events, etc. This number does NOT include web, newspaper, social media, and recordings/broadcasting outreach numbers.

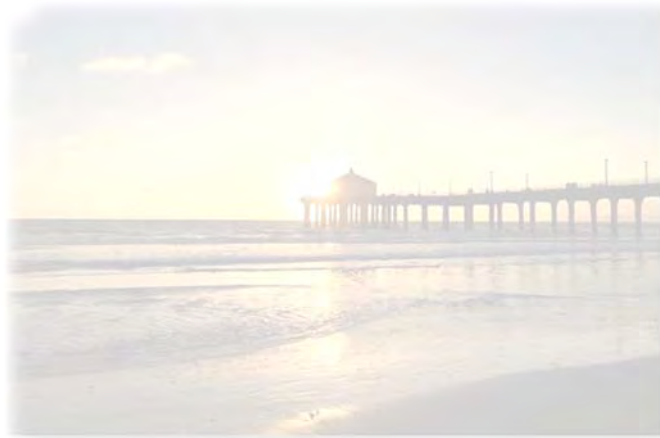


## Public Works

| Indicator  | Prior Year Actuals  |                      |                      |                       | Target              |
|--|---------------------|----------------------|----------------------|-----------------------|---------------------|
|  | 2015-2016<br>Actual | 2016-2017<br>Actuals | 2017-2018<br>Adopted | 2017-2018<br>Estimate | 2018-2019<br>Budget |
|  % - Project designs completed & contracts awarded   | 71%                 | 59%                  | 70%                  | 74%                   | 80%                 |
|  % - Potholes filled w/in 10 days of work order placement  | 98%                 | 95%                  | 95%                  | 95%                   | 95%                 |
|  % - Graffiti sites abated in one or less days   | 96%                 | 96%                  | 95%                  | 95%                   | 95%                 |
|  % - Facilities work orders responded to w/in 10 days  | 98%                 | 93%                  | 95%                  | 95%                   | 95%                 |
|  % - Imported water purchase reductions  | 7%                  | 10%                  | 22%                  | 11%                   | 15%                 |
|  % - Reduction of water use related to conservation, as compared to the baseline set in the 2010 Urban Water Management Plan | 33%                 | 32%                  | 35%                  | 27%                   | 35%                 |
|  % - Parking meters repaired w/in 2 days of work order  | 100%                | 100%                 | 100%                 | 100%                  | 100%                |
|  % - Law Enforcement Vehicles Ready for Duty   | 86%                 | 95%                  | 90%                  | 95%                   | 95%                 |

**Information Technology**

| Indicator   | Prior Year Actuals  |                     |                      |                       | Target              | Target              |
|---|---------------------|---------------------|----------------------|-----------------------|---------------------|---------------------|
|   | 2015-2016<br>Actual | 2016-2017<br>Actual | 2017-2018<br>Adopted | 2017-2018<br>Estimate | 2018-2019<br>Budget | 2019-2020<br>Budget |
|  # - City Meetings/Events Broadcasted/Recorded  | 68                  | 64                  | 67                   | 75                    | 68                  | 69                  |
|  # - Granicus internet viewers of City meetings | 15,987              | 18,184              | 12,600               | 12,600                | 12,600              | 12,600              |
|  # - Website e-Notification Subscribers         | 5,504               | 5,660               | 2,200                | 5,660                 | 5,700               | 5,800               |
|  \$ - I.T. Spending per Enterprise employee*    | \$3,670             | \$5,567             | <=\$7,060            | \$5,321               | <=\$7,060           | <=\$7,060           |



# Appendix

## FY 2019 SCHEDULE OF FULL-TIME POSITIONS

| Department             | FY 2016      | FY 2017      | FY 2018      | FY 2019      | Change     |
|------------------------|--------------|--------------|--------------|--------------|------------|
| Management Services    | 17.0         | 17.0         | 17.0         | 15.0         | (2.0)      |
| Finance                | 17.0         | 17.0         | 17.0         | 18.0         | 1.0        |
| Human Resources        | 8.0          | 8.0          | 8.0          | 8.0          | -          |
| Parks and Recreation   | 25.0         | 25.0         | 25.0         | 25.0         | -          |
| Police                 | 104.8        | 106.8        | 106.8        | 107.8        | 1.0        |
| Fire                   | 31.2         | 31.2         | 31.2         | 31.2         | -          |
| Community Development  | 24.0         | 24.0         | 28.0         | 30.0         | 2.0        |
| Public Works           | 56.0         | 56.0         | 60.0         | 62.0         | 2.0        |
| Information Technology | 9.0          | 9.0          | 9.0          | 9.0          | -          |
| <b>Total</b>           | <b>292.0</b> | <b>294.0</b> | <b>302.0</b> | <b>306.0</b> | <b>4.0</b> |

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

The Fiscal Year 2019 Budget includes 306 authorized full-time positions. The following staffing changes are introduced this budget cycle:

*Management Services:* Eliminated Assistant City Manager and Economic Vitality Manager positions; Upgraded Management Analyst to Senior Management Analyst.

*Finance:* Eliminated part-time Financial Analyst hours for the addition of a Management Analyst; Upgraded Financial Analyst to Senior Financial Analyst.

*Human Resources:* No changes.

*Parks and Recreation:* Eliminated one Recreation Services Manager; Upgraded one Recreation Manager to Senior Recreation Manager; Upgraded two Recreation Supervisor positions to Senior Recreation Supervisor; Added one Recreation Coordinator.

*Police:* Added Administrative Clerk I/II; Upgraded two Records Technicians to Lead Records Technicians.

*Fire:* No changes.

*Community Development:* Addition of Traffic Engineering Technician I/II; Eliminated part-time Administrative Clerk hours for the addition of a full-time Administrative Clerk I/II.

*Public Works:* Reinstatement of Public Works Inspector and Electrician positions; Downgrade one Maintenance Worker IV to Maintenance Worker III.

*Information Technology:* Eliminated IT Specialist for the addition of a Senior Management Analyst; Eliminated Network Administrator for the addition of an IT Analyst.

## FY 2019 FULL-TIME POSITION COUNT

| Department/Title                  | Department/Title                            | Department/Title                    | Department/Title |
|-----------------------------------|---|-------------------------------------|------------------|
| <b>Management Services</b>        | <b>Police</b>                               | <b>Public Works</b>                 |                  |
| Administrative Clerk I/II         | Administrative Clerk I/II                   | Building Repair Craftsperson        | 4.0              |
| City Clerk                        | Chief of Police                             | City Engineer                       | 1.0              |
| City Manager                      | Community Services Officer                  | Director                            | 1.0              |
| City Treasurer (Elected)          | Executive Secretary                         | Electrician                         | 2.0              |
| Councilmember (Elected)           | IS Specialist ( <i>shared with Fire</i> )   | Engineering Technician I/II/III     | 1.0              |
| Executive Assistant               | Lead Records Technician                     | Equipment Mechanic I/II             | 3.0              |
| Legal Secretary                   | Records Manager                             | Executive Secretary                 | 1.0              |
| Management Analyst                | Park Enforcement Officer                    | Public Works Inspector              | 2.0              |
| Receptionist Clerk                | Police Captain                              | Maint Worker I/II                   | 15.0             |
| Senior Deputy City Clerk          | Police Lieutenant                           | Maint Worker III                    | 4.0              |
| <b>Management Services Total</b>  | <b>Police Officer</b>                       | Maint Worker IV                     | 2.0              |
|                                   |   | Maintenance Superintendent          | 1.0              |
| <b>Finance</b>                    | Police Sergeant                             | Meter Repair Worker                 | 2.0              |
| Accountant                        | Police Services Officer                     | Principal Engineer                  | 1.0              |
| Account Services Rep I            | Records Technician                          | Secretary                           | 3.0              |
| Buyer                             | Secretary                                   | Sewer Maint Worker                  | 3.0              |
| Controller                        | Senior Management Analyst                   | Senior Civil Engineer               | 6.0              |
| Director                          | <b>Police Total</b>                         | Senior Management Analyst           | 2.0              |
| Executive Secretary               |   | Senior Plant Operator               | 1.0              |
| Management Analyst                | <b>Fire</b>                                 | Supervisor                          | 3.0              |
| Manager                           | Battalion Chief                             | Urban Forester                      | 1.0              |
| Purchasing Clerk                  | Executive Secretary                         | Utilities Manager                   | 1.0              |
| Revenue Services Specialist       | Fire Captain/Paramedic                      | Water Meter Reader                  | 1.0              |
| Senior Accountant                 | Fire Chief                                  | Water Plant Operator                | 1.0              |
| Senior Financial Analyst          | Fire Engineer/Paramedic                     | <b>Public Works Total</b>           | <b>62.0</b>      |
| <b>Finance Total</b>              | Fire Marshal/Captain                        |                                     |                  |
|                                   | Firefighter/Paramedic                       | <b>Information Technology</b>       |                  |
| <b>Human Resources</b>            | IS Specialist ( <i>shared with Police</i> ) | GIS Analyst                         | 1.0              |
| Director                          | <b>Fire Total</b>                           | GIS Tech                            | 1.0              |
| Executive Assistant               |   | Director                            | 1.0              |
| Human Resources Assistant         | <b>Community Development</b>                | IS Specialist                       | 2.0              |
| Human Resources Analyst           | Administrative Clerk I/II                   | IT Analyst                          | 1.0              |
| Hman Resources Manager            | Assistant Planner                           | Manager                             | 1.0              |
| Human Resources Technician        | Associate Planner                           | Network Administrator               | 1.0              |
| Risk Manager                      | Building Official                           | Senior Management Analyst           | 1.0              |
| <b>Human Resources Total</b>      | Building Services Analyst                   | <b>Information Technology Total</b> | <b>9.0</b>       |
|                                   | Code Enforcement Officer                    |                                     |                  |
| <b>Parks and Recreation</b>       | Director                                    | <b>Total City-Wide</b>              | <b>306.0</b>     |
| Director                          | Executive Secretary                         |                                     |                  |
| Secretary                         | Environmental Prog. Manager                 |                                     |                  |
| Graphic Artist                    | Inspector                                   |                                     |                  |
| Manager                           | Plan Check Engineer                         |                                     |                  |
| Management Analyst                | Planning Manager                            |                                     |                  |
| Recreation Supervisor             | Permits Technician                          |                                     |                  |
| Recreation Coordinator            | Principal Building Inspector                |                                     |                  |
| Reservation Clerk                 | Secretary                                   |                                     |                  |
| Senior Manager                    | Senior Building Inspector                   |                                     |                  |
| Senior Recreation Supervisor      | Senior Management Analyst                   |                                     |                  |
| Transportation Operator           | Senior Permits Technician                   |                                     |                  |
| <b>Parks and Recreation Total</b> | Senior Plan Check Engineer                  |                                     |                  |
|                                   | Traffic Engineer                            |                                     |                  |
|                                   | Traffic Engineering Tech I/II               |                                     |                  |
|                                   | <b>Community Development Total</b>          |                                     |                  |
|                                   |   |                                     |                  |

## FY 2020 SCHEDULE OF FULL-TIME POSITIONS

| Department             | FY 2017      | FY 2018      | FY 2019      | FY 2020      | Change   |
|------------------------|--------------|--------------|--------------|--------------|----------|
| Management Services    | 17.0         | 17.0         | 15.0         | 15.0         | -        |
| Finance                | 17.0         | 17.0         | 18.0         | 18.0         | -        |
| Human Resources        | 8.0          | 8.0          | 8.0          | 8.0          | -        |
| Parks and Recreation   | 25.0         | 25.0         | 25.0         | 25.0         | -        |
| Police                 | 106.8        | 106.8        | 107.8        | 107.8        | -        |
| Fire                   | 31.2         | 31.2         | 31.2         | 31.2         | -        |
| Community Development  | 24.0         | 28.0         | 30.0         | 30.0         | -        |
| Public Works           | 56.0         | 60.0         | 62.0         | 62.0         | -        |
| Information Technology | 9.0          | 9.0          | 9.0          | 9.0          | -        |
| <b>Total</b>           | <b>294.0</b> | <b>302.0</b> | <b>306.0</b> | <b>306.0</b> | <b>-</b> |

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

The Fiscal Year 2020 Budget includes 306 authorized full-time positions. The following staffing changes are introduced this budget cycle:

*Management Services:* No changes.

*Finance:* Upgrade Account Services Representatives I to I/II flex class.

*Human Resources:* No changes.

*Parks and Recreation:* No changes.

*Police:* No changes.

*Fire:* No changes.

*Community Development:* No changes.

*Public Works:* No changes.

*Information Technology:* No changes.

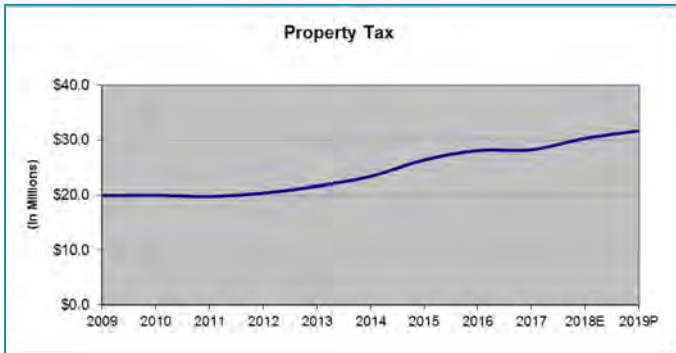


## FY 2020 FULL-TIME POSITION COUNT

| Department/Title                  | Department/Title                          | Department/Title                    | Department/Title |
|-----------------------------------|---|-------------------------------------|------------------|
| <b>Management Services</b>        | <b>Police</b>                             | <b>Public Works</b>                 |                  |
| Administrative Clerk I/II         | Administrative Clerk I/II                 | Building Repair Craftsperson        | 4.0              |
| City Clerk                        | Chief of Police                           | City Engineer                       | 1.0              |
| City Manager                      | Community Services Officer                | Director                            | 1.0              |
| City Treasurer (Elected)          | Executive Secretary                       | Electrician                         | 2.0              |
| Councilmember (Elected)           | IS Specialist <i>(shared with Fire)</i>   | Engineering Technician I/II/III     | 1.0              |
| Executive Assistant               | Lead Records Technician                   | Equipment Mechanic I/II             | 3.0              |
| Legal Secretary                   | Records Manager                           | Executive Secretary                 | 1.0              |
| Management Analyst                | Park Enforcement Officer                  | Public Works Inspector              | 2.0              |
| Receptionist Clerk                | Police Captain                            | Maint Worker I/II                   | 15.0             |
| Senior Deputy City Clerk          | Police Lieutenant                         | Maint Worker III                    | 4.0              |
| Senior Management Analyst         | Police Officer                            | Maint Worker IV                     | 2.0              |
| <b>Management Services Total</b>  | <b>15.0</b>                               | Maintenance Superintendent          | 1.0              |
|                                   |   | Meter Repair Worker                 | 2.0              |
| <b>Finance</b>                    |   | Principal Engineer                  | 1.0              |
| Accountant                        | Records Technician                        | Secretary                           | 3.0              |
| Account Services Rep I/II         | Secretary                                 | Sewer Maint Worker                  | 3.0              |
| Buyer                             | Senior Management Analyst                 | Senior Civil Engineer               | 6.0              |
| Controller                        | <b>Police Total</b>                       | Senior Management Analyst           | 2.0              |
| Director                          | <b>107.8</b>                              | Senior Plant Operator               | 1.0              |
| Executive Secretary               | <b>Fire</b>                               | Supervisor                          | 3.0              |
| Management Analyst                | Battalion Chief                           | Urban Forester                      | 1.0              |
| Manager                           | Executive Secretary                       | Utilities Manager                   | 1.0              |
| Purchasing Clerk                  | Fire Captain/Paramedic                    | Water Meter Reader                  | 1.0              |
| Revenue Services Specialist       | Fire Chief                                | Water Plant Operator                | 1.0              |
| Senior Accountant                 | Fire Engineer/Paramedic                   | <b>Public Works Total</b>           | <b>62.0</b>      |
| Senior Financial Analyst          | Fire Marshal/Captain                      |                                     |                  |
| <b>Finance Total</b>              | Firefighter/Paramedic                     | <b>Information Technology</b>       |                  |
| <b>18.0</b>                       | IS Specialist <i>(shared with Police)</i> | GIS Analyst                         | 1.0              |
|                                   | <b>Fire Total</b>                         | GIS Tech                            | 1.0              |
|                                   | <b>31.2</b>                               | Director                            | 1.0              |
| <b>Human Resources</b>            | <b>Community Development</b>              | IS Specialist                       | 2.0              |
| Director                          | Administrative Clerk I/II                 | IT Analyst                          | 1.0              |
| Executive Assistant               | Assistant Planner                         | Manager                             | 1.0              |
| Human Resources Assistant         | Associate Planner                         | Network Administrator               | 1.0              |
| Human Resources Analyst           | Building Official                         | Senior Management Analyst           | 1.0              |
| Human Resources Manager           | Building Services Analyst                 | <b>Information Technology Total</b> | <b>9.0</b>       |
| Human Resources Technician        | Code Enforcement Officer                  |                                     |                  |
| Risk Manager                      | Director                                  | <b>Total City-Wide</b>              | <b>306.0</b>     |
| <b>Human Resources Total</b>      | Executive Secretary                       |                                     |                  |
| <b>8.0</b>                        | Environmental Prog. Manager               |                                     |                  |
| <b>Parks and Recreation</b>       | Inspector                                 |                                     |                  |
| Director                          | Plan Check Engineer                       |                                     |                  |
| Secretary                         | Planning Manager                          |                                     |                  |
| Graphic Artist                    | Permits Technician                        |                                     |                  |
| Manager                           | Principal Building Inspector              |                                     |                  |
| Management Analyst                | Secretary                                 |                                     |                  |
| Recreation Supervisor             | Senior Building Inspector                 |                                     |                  |
| Recreation Coordinator            | Senior Management Analyst                 |                                     |                  |
| Reservation Clerk                 | Senior Permits Technician                 |                                     |                  |
| Senior Manager                    | Senior Plan Check Engineer                |                                     |                  |
| Senior Recreation Supervisor      | Traffic Engineer                          |                                     |                  |
| Transportation Operator           | Traffic Engineering Tech I/II             |                                     |                  |
| <b>Parks and Recreation Total</b> | <b>Community Development Total</b>        |                                     |                  |
| <b>25.0</b>                       | <b>30.0</b>                               |                                     |                  |

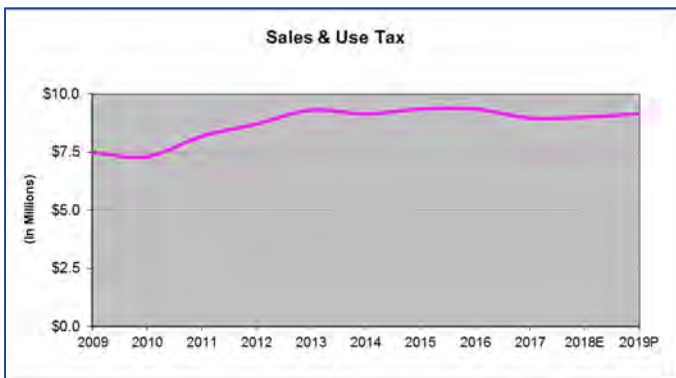
# Major Revenue Sources

The following are the major revenue sources and basis for estimates for the General Fund. These revenue sources comprise over 75% percent of the City’s General Fund revenues. Other revenues not detailed here are estimated based on local economic trends and historical data.



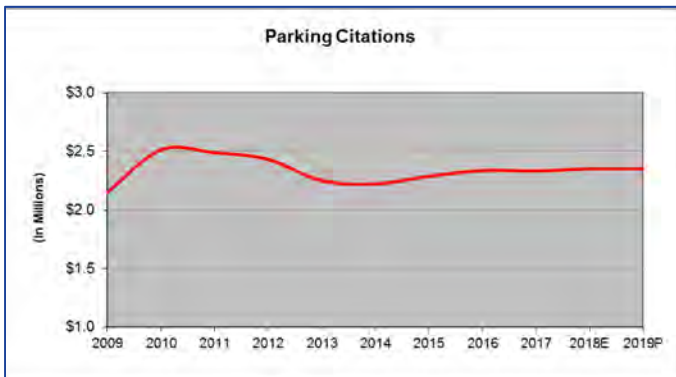
## Property Tax

Property Tax remains the largest component of General Fund revenues (44% of total), and is expected to increase by 4.5% from FY 2018. With a continued strong housing market, and residential construction and remodeling adding to the assessed valuation of properties, a measured continuation of steady growth is expected to continue. Property tax is estimated based on historical data, local economic trends, and independent third party analysis.



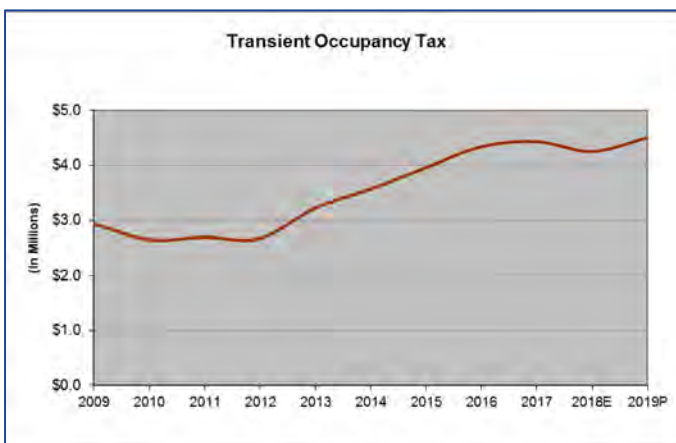
## Sales & Use Tax

The city’s second largest General Fund revenue source (12% of total revenue) is trending on par with the FY 2018 Budget. Staff is projecting that sales tax in 2019 will exceed the current year estimate by \$150,000 (1.7%). Industry groups performing positively within the City include Restaurants & Hotels and Food & Drugs. The Manhattan Village Mall revitalization project currently underway is expected to bolster the General Consumer Goods category.



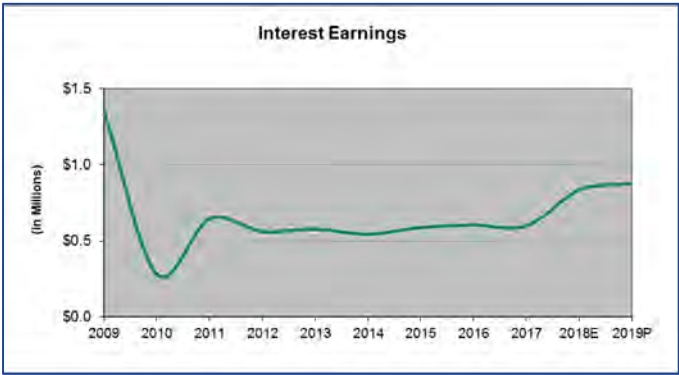
## Parking Citations

Parking Citation fees were increased in FY 2016 in an effort to offset losses in sales tax revenues. The new fine of \$53 for most cites is aligned with neighboring cities. A portion of parking citation revenues (\$4 of all citations except expired meter cites) is dedicated to the Capital Improvement Fund (not included in the figures here). Additionally, \$12.50 of each citations goes to the County and State Construction Trust Funds.



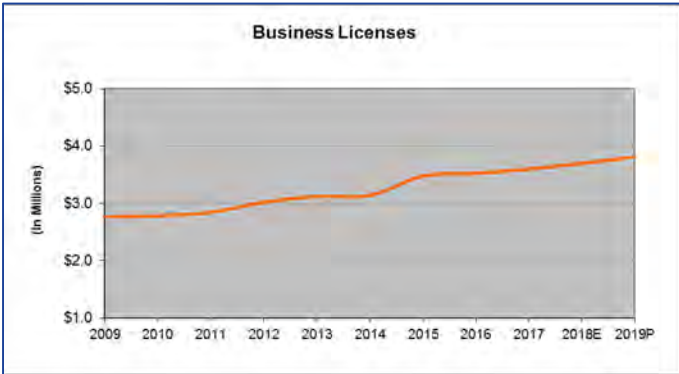
## Transient Occupancy Tax

This revenue is expected to generate approximately \$4.5 million in revenue in FY 2019, or \$250,000 (5.9%) over the current year estimate, which was negatively impacted when a significant TOT producer underwent a remodel in FY 2018. The loss of revenue due to the remodel and minimal growth at other hotels in FY 2018 resulted in the year-end estimate to be under budget by 6.1% or \$276,500. With the contemporary accommodations now completed, TOT revenues are expected to bounce back in FY 2019 and see modest growth in FY 2020. TOT revenue also affects the CIP Fund since 15% of the total TOT is dedicated to that fund.



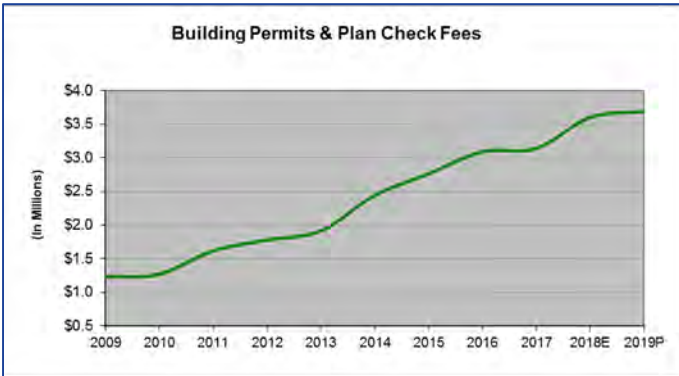
**Interest Earnings**

The City invests a portion of its reserved funds as authorized by the Investment Policy. These high-grade investments include Federal agency securities, medium-term notes, and certificates of deposit. Recent moves by the Fed have increased rates slightly, resulting in the City’s maturing investments to be reinvested at slightly higher rates. The portfolio was recently yielding 1.615% in January 2018, up from 1.236% one year prior. Additional interest rate increases are predicted in the near future.



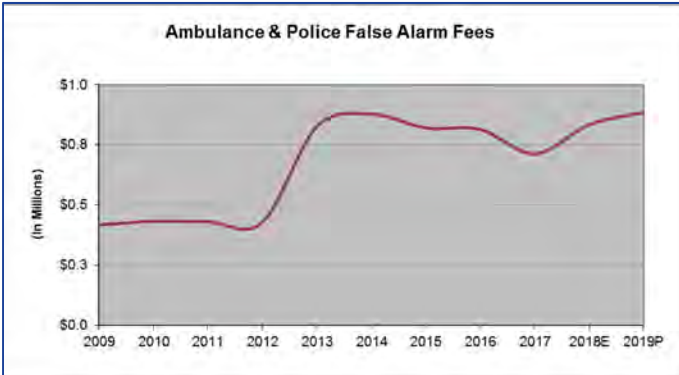
**Business License Tax**

The City issues approximately 5,000 business licenses annually, and revenue from this tax is based primarily on the type of business and gross receipts reported. This tax has been resilient in economic downturns and has remained consistent over the past few years. Revenue from Business Licenses is expected to grow 2.0% based on prior year trends. Business License Tax is anticipated to outperform budget by \$100,000 (2.78%) in FY 2018.



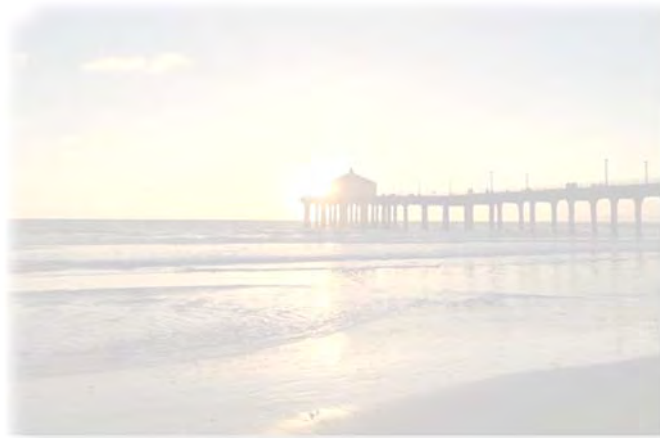
**Building Permits & Plan Check Fees**

Residential and Commercial building activity remains strong within the City. Building Permit and Plan Check fees are currently at all-time highs due to several large commercial projects, including the Manhattan Village Mall remodel. A new study will be conducted in FY 2019. At the current fee structure, fees from Building Permits and Plan Check Services are expected to increase by \$90,000 (2.5%) over year-end estimates in FY 2019.



**Ambulance and Police False Alarm Fees**

Since FY 2010-2011, ambulance service fees are matched to those of Los Angeles County, and the number of free police false alarms per 12-month period was reduced from two to one resulting in a jump in those fees that year. Since then, these fees have leveled off and are expected to remain steady in future years. Ambulance fees are based on the total number of Advanced Life Support (ALS) and Basic Life Support (BLS) transports.

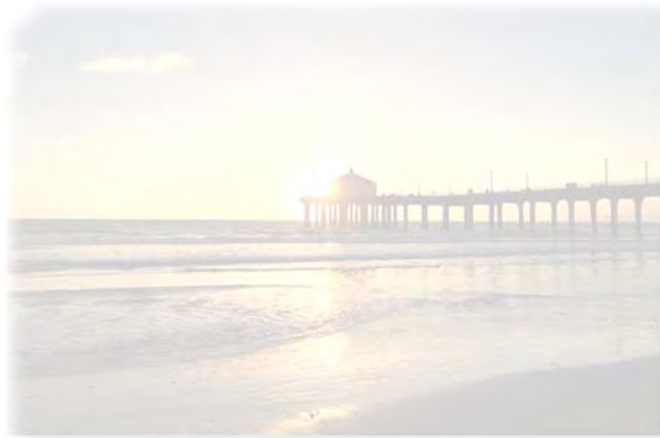


## SCHEDULE OF ADMINISTRATIVE SERVICE CHARGES

In Fiscal Year 2014-2015, the City retained the services of Matrix Consulting Group, a firm that specializes in municipal cost allocations. Based on their analysis, the following funds receive support from the General Fund in the form of salary and benefits of support staff, utilities, depreciation on buildings, and other indirect costs. A new study will be performed in FY 2019.

| Fund                             | General Fund Support Cost |                    |
|----------------------------------|---------------------------|--------------------|
|                                  | FY 2019                   | FY 2020            |
| Street Lighting & Landscape Fund | \$51,139                  | \$51,139           |
| AB 2766 Fund                     | 2,100                     | 2,100              |
| Water Fund                       | 1,643,157                 | 1,643,157          |
| Stormwater Fund                  | 161,191                   | 161,191            |
| Wastewater Fund                  | 430,226                   | 430,226            |
| Refuse Fund                      | 191,142                   | 191,142            |
| Parking Fund                     | 392,161                   | 392,161            |
| County Parking Lot Fund          | 34,551                    | 34,551             |
| State Pier & Parking Lot Fund    | 90,863                    | 90,863             |
| <b>Total</b>                     | <b>\$2,996,530</b>        | <b>\$2,996,530</b> |

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



## SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

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### **Marine Sports Fields Lease**

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

In Fiscal Year 2017, the City refunded the variable rate Certificates of Participation and issued fixed rate Certificates of Participation to secure lower interest rate payments through the maturity date of 2033. Debt service payments can be found in the Parks & Recreation administration budget.

### **Metlox Refunding Certificates of Participation**

In January 2003 the City issued Certificates of Participation to Finance public improvements at the Metlox site. These funds were used to construct a two-level underground parking garage as well as a 45,000 square foot town square open space to complement the retail developments. The amount of the bond was \$13,350,000. In July 2012, with the call date of January 2013 approaching, the City determined to take advantage of a substantially improved interest rate environment by issuing \$10,210,000 of Certificates of Participation to refund the 2003 Metlox Public Improvements Certificates of Participation. The refunding took place in January 2013.

### **Water/Wastewater Refunding Certificates of Participation**

In Fiscal Year 2013, the City was able to take advantage of the current interest rate market and refund existing debt that carried interest rates that were substantially higher than current rates. The existing debt, issued in 1996 was used to finance 1996 and 1997 water and wastewater projects. Since these bonds could be called without penalty, the City issued \$2,765,000 of Certificate of Participation refunding bonds in July 2012 (concurrent with the Metlox refunding bonds) and the 1996 issue was refunded in August 2012.

### **Police/Fire Facility Refunding Certificates of Participation**

In February 2013, the City issued \$10,510,000 of Certificates of Participation to advance refund the 2004 Police Fire Facility Certificates of Participation. This refunding mirrors that of the Metlox and Water/Wastewater refunding in that the City took advantage of the reduced interest rate environment. This advance refunding will reduce debt service payments over 19 years by \$3,608,790. The 2004 Certificates of Participation were redeemed in January 2014. The original certificates were issued to complete financing for the January 2007 construction of the Police/Fire/Civic Center.

### **Underground Utility Assessment Bonds**

In fiscal years 2005 and 2006 the City issued 1915 Act Underground Utility Assessment Bonds that financed the undergrounding of overhead appurtenances in five districts within the City. The two series were refinanced in FY 2018 to take advantage of lower interest rates. These bonds are not debt of the City, which acts a conduit between the property owners and the bond holders. Assessments are placed on the property tax bill in order to fund annual debt service.

### **Legal Debt Limit**

The City is subject to a legal general bonded debt limit equal to 3.75 percent of the total assessed value of property in Manhattan Beach. The City's total net taxable assessed property value is approximately \$16.4 billion, resulting in a legal general bonded debt limit of \$615,000,000. The City has no general bonded debt subject to the debt limit.



## FY 2019 SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

| Description                          | Fund                   | FY 2019<br>Principal | FY 2019<br>Interest | FY 2019<br>Lease | FY 2019<br>Total   | Principal<br>Remaining | Interest<br>Remaining | Total<br>Remaining  |
|--------------------------------------|------------------------|----------------------|---------------------|------------------|--------------------|------------------------|-----------------------|---------------------|
| Marine Avenue Sports Field Bonds     | General                | \$295,000            | \$185,975           |                  | \$480,975          | \$5,345,000            | \$1,319,675           | \$6,664,675         |
| Water/Wastewater Refunding Bonds     | Water/Wastewater       | 195,000              | 59,350              |                  | 254,350            | 1,610,000              | 209,225               | 1,819,225           |
| Metlox Refunding Bonds               | Parking                | 440,000              | 269,463             |                  | 709,463            | 7,430,000              | 1,861,494             | 9,291,494           |
| Police/Fire Facility Refunding Bonds | Capital Improvement    | 500,000              | 270,463             |                  | 770,463            | 7,680,000              | 1,757,150             | 9,437,150           |
| Utility Assessment Districts         | Spec Assess Redemption | -                    | 149,850             |                  | 149,850            | 4,995,000              | 556,275               | 5,551,275           |
| <b>Total Bonded Debt Service</b>     |                        | <b>\$1,430,000</b>   | <b>\$935,100</b>    |                  | <b>\$2,365,100</b> | <b>\$27,060,000</b>    | <b>\$5,703,819</b>    | <b>\$32,763,819</b> |
| Operating Leases - County Lots       | County Parking Lots    |                      |                     | \$440,000        | \$440,000          |                        |                       |                     |
| <b>Total Operating Lease</b>         |                        | <b>-</b>             | <b>-</b>            | <b>\$440,000</b> | <b>\$440,000</b>   | <b>-</b>               | <b>-</b>              | <b>-</b>            |
| <b>Total Lease Payments</b>          |                        | <b>-</b>             | <b>-</b>            | <b>\$440,000</b> | <b>\$440,000</b>   | <b>-</b>               | <b>-</b>              | <b>-</b>            |
| <b>Total</b>                         |                        | <b>\$1,430,000</b>   | <b>\$935,100</b>    | <b>\$440,000</b> | <b>\$2,805,100</b> | <b>\$27,060,000</b>    | <b>\$5,703,819</b>    | <b>\$32,763,819</b> |

*Excludes Administration Costs. Interest calculated on modified accrual basis.*

## FY 2020 SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

| Description                          | Fund                   | FY 2020<br>Principal | FY 2020<br>Interest | FY 2020<br>Lease | FY 2020<br>Total   | Principal<br>Remaining | Interest<br>Remaining | Total<br>Remaining  |
|--------------------------------------|------------------------|----------------------|---------------------|------------------|--------------------|------------------------|-----------------------|---------------------|
| Marine Avenue Sports Field Bonds     | General                | \$305,000            | \$176,975           |                  | \$481,975          | \$5,040,000            | \$1,142,700           | \$6,182,700         |
| Water/Wastewater Refunding Bonds     | Water/Wastewater       | 205,000              | 52,375              |                  | 257,375            | 1,405,000              | 156,850               | 1,561,850           |
| Metlox Refunding Bonds               | Parking                | 460,000              | 253,763             |                  | 713,763            | 6,970,000              | 1,607,731             | 8,577,731           |
| Police/Fire Facility Refunding Bonds | Capital Improvement    | 515,000              | 255,238             |                  | 770,238            | 7,165,000              | 1,501,913             | 8,666,913           |
| Utility Assessment Districts         | Spec Assess Redemption | 860,000              | 136,950             |                  | 996,950            | 4,135,000              | 419,325               | 4,554,325           |
| <b>Total Bonded Debt Service</b>     |                        | <b>\$2,345,000</b>   | <b>\$875,300</b>    |                  | <b>\$3,220,300</b> | <b>\$24,715,000</b>    | <b>\$4,828,519</b>    | <b>\$29,543,519</b> |
| Operating Leases - County Lots       | County Parking Lots    |                      |                     | \$440,000        | \$440,000          |                        |                       |                     |
| <b>Total Operating Lease</b>         |                        | -                    | -                   | <b>\$440,000</b> | <b>\$440,000</b>   | -                      | -                     | -                   |
| <b>Total Lease Payments</b>          |                        | -                    | -                   | <b>\$440,000</b> | <b>\$440,000</b>   | -                      | -                     | -                   |
| <b>Total</b>                         |                        | <b>\$2,345,000</b>   | <b>\$875,300</b>    | <b>\$440,000</b> | <b>\$3,660,300</b> | <b>\$24,715,000</b>    | <b>\$4,828,519</b>    | <b>\$29,543,519</b> |

*Excludes Administration Costs. Interest calculated on modified accrual basis.*

## SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

| Object Description                       | FY 2017<br>Actual   | FY 2018<br>Adopted  | FY 2018<br>Estimate | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|--|---------------------|---------------------|---------------------|---------------------|---------------|---------------------|---------------|
| 4101 Salaries & Allowances               | \$15,377,138        | \$16,532,511        | \$15,850,412        | \$16,945,246        | 11.4%         | \$17,240,594        | 13.6%         |
| 4102 Sworn Employee Salaries             | 13,674,592          | 13,120,543          | 13,350,867          | 13,117,842          | 8.8%          | 13,350,722          | 10.5%         |
| 4103 Part Time Employee Salaries         | 2,535,469           | 2,441,342           | 2,652,974           | 2,658,211           | 1.8%          | 2,664,157           | 2.1%          |
| 4111 Overtime Regular Employees          | 372,704             | 356,476             | 460,640             | 378,763             | 0.3%          | 391,898             | 0.3%          |
| 4112 Overtime Sworn Employees            | 3,328,091           | 3,114,500           | 3,461,440           | 3,464,398           | 2.3%          | 3,535,748           | 2.8%          |
| 4113 Overtime Mutual Aid                 | 1,000               | 161,280             | 260,000             | 165,312             | 0.1%          | 169,344             | 0.1%          |
| 4114 Overtime Special Events             | 273,476             | 251,376             | 433,533             | 299,288             | 0.2%          | 308,512             | 0.2%          |
| 4115 Cooperative Resources               | 54,561              | 173,976             | 81,500              | 72,384              | 0.0%          | 69,600              | 0.1%          |
| 4116 Overtime Training & Special Detail  | 224,725             | 219,000             | 181,321             | 224,400             | 0.2%          | 230,400             | 0.2%          |
| 4120 Supplemental Pension Plan           | 21,340              | 21,900              | 21,000              | 22,000              | 0.0%          | 23,000              | 0.0%          |
| 4121 Single Highest Year Plan            | 52,928              | 54,000              | 53,000              | 54,000              | 0.0%          | 56,000              | 0.0%          |
| 4123 Commuter Pay                        | 11,880              | 9,200               | 13,500              | 15,000              | 0.0%          | 15,000              | 0.0%          |
| 4124 Fire Retiree's Health Ins           | 23,816              | 28,000              | 24,000              | 25,000              | 0.0%          | 26,000              | 0.0%          |
| 4125 Police Retiree's Health Plan        | 84,239              | 87,000              | 84,000              | 84,000              | 0.1%          | 87,000              | 0.1%          |
| 4126 Miscellaneous Retirees Health Plan  | 49,716              | 53,000              | 46,000              | 47,000              | 0.0%          | 49,000              | 0.0%          |
| 4201 Group Medical Insurance             | 4,006,356           | 4,478,956           | 4,333,329           | 4,806,277           | 3.2%          | 4,984,886           | 3.9%          |
| 4202 Medicare                            | 482,847             | 453,967             | 501,189             | 457,397             | 0.3%          | 466,826             | 0.4%          |
| 4203 Unemployment                        | 34,920              | 34,920              | 34,920              | 25,020              | 0.0%          | 25,020              | 0.0%          |
| 4204 401A Plan City                      | 253,397             | 284,776             | 254,306             | 296,845             | 0.2%          | 298,712             | 0.2%          |
| 4205 Workers Compensation                | 3,699,780           | 3,858,840           | 3,858,840           | 4,933,680           | 3.3%          | 4,933,680           | 3.9%          |
| 4211 PERS Regular Contributions          | 2,138,730           | 2,500,196           | 2,175,931           | 1,581,133           | 1.1%          | 1,649,364           | 1.3%          |
| 4212 PERS Sworn Contributions            | 4,034,373           | 4,458,389           | 4,214,266           | 2,473,214           | 1.7%          | 2,517,941           | 2.0%          |
| 4218 PERS Regular Liability Contribution | -                   | -                   | -                   | 1,311,270           | 0.9%          | 1,630,999           | 1.3%          |
| 4219 PERS Sworn Liability Contribution   | -                   | -                   | -                   | 2,734,689           | 1.8%          | 3,418,800           | 2.7%          |
| 4220 Accrued Leave                       | 633                 | -                   | -                   | -                   | -             | -                   | -             |
| <b>Total Salaries &amp; Benefits</b>     | <b>\$50,736,711</b> | <b>\$52,694,148</b> | <b>\$52,346,968</b> | <b>\$56,192,369</b> | <b>37.7%</b>  | <b>\$58,143,203</b> | <b>45.9%</b>  |
| 5101 Contract Services                   | \$17,716,388        | \$18,181,325        | \$18,569,848        | \$20,154,665        | 13.5%         | \$20,673,119        | 16.3%         |
| 5103 Audit Services                      | 49,387              | 66,000              | 58,400              | 66,000              | 0.0%          | 96,000              | 0.1%          |
| 5104 Computer Contract Services          | 745,070             | 907,109             | 1,083,636           | 1,249,804           | 0.8%          | 1,131,365           | 0.9%          |
| 5105 Elections                           | 88,659              | 2,220               | 800                 | 129,192             | 0.1%          | 8,080               | 0.0%          |
| 5106 SBRPCA Communications               | 1,728,437           | 2,002,647           | 1,727,451           | 2,004,775           | 1.3%          | 1,783,374           | 1.4%          |
| 5107 Physical/Psychological Exams        | 40,213              | 55,690              | 50,840              | 50,590              | 0.0%          | 50,870              | 0.0%          |
| 5108 Legal Services                      | 756,436             | 495,000             | 705,000             | 813,000             | 0.5%          | 753,000             | 0.6%          |
| 5109 Background Investigations           | 6,789               | 32,584              | 18,164              | 7,584               | 0.0%          | 7,684               | 0.0%          |
| 5201 Office Supplies                     | 123,308             | 121,000             | 124,981             | 149,300             | 0.1%          | 151,600             | 0.1%          |
| 5202 Memberships & Dues                  | 104,833             | 117,415             | 123,166             | 137,276             | 0.1%          | 139,777             | 0.1%          |
| 5203 Reference Books & Periodicals       | 10,794              | 14,458              | 11,765              | 15,633              | 0.0%          | 23,469              | 0.0%          |
| 5204 Conferences & Meetings              | 217                 | -                   | -                   | -                   | -             | -                   | -             |
| 5205 Training, Conferences & Meetings    | 406,835             | 661,762             | 592,389             | 747,765             | 0.5%          | 757,065             | 0.6%          |
| 5206 Uniforms/Safety Equipment           | 238,844             | 233,694             | 233,248             | 271,967             | 0.2%          | 256,405             | 0.2%          |
| 5207 Advertising                         | 106,147             | 122,246             | 95,126              | 118,996             | 0.1%          | 119,664             | 0.1%          |
| 5208 Postage                             | 96,268              | 94,230              | 96,686              | 99,107              | 0.1%          | 99,107              | 0.1%          |
| 5209 Tools & Minor Equipment             | 4,351               | 6,895               | 13,726              | 9,300               | 0.0%          | 9,400               | 0.0%          |
| 5210 Computers, Supplies & Software      | 477,835             | 530,326             | 473,671             | 711,138             | 0.5%          | 647,784             | 0.5%          |
| 5211 Automotive Parts                    | 33,968              | 26,000              | 25,000              | 25,000              | 0.0%          | 25,000              | 0.0%          |
| 5212 Office Equipment Maintenance        | 395                 | 3,575               | 2,250               | 3,250               | 0.0%          | 3,350               | 0.0%          |
| 5213 Computer Maintenance & Repairs      | 12,185              | 23,340              | 12,142              | 24,434              | 0.0%          | 24,434              | 0.0%          |
| 5214 Employee Awards & Events            | 16,789              | 27,450              | 21,450              | 38,950              | 0.0%          | 39,000              | 0.0%          |
| 5215 Mileage Reimbursement               | 25                  | -                   | -                   | -                   | -             | -                   | -             |
| 5216 Tuition Reimbursement               | 23,064              | 27,000              | 23,000              | 32,000              | 0.0%          | 32,000              | 0.0%          |
| 5217 Departmental Supplies               | 1,785,931           | 2,125,224           | 2,096,692           | 2,240,088           | 1.5%          | 2,269,526           | 1.8%          |
| 5218 Recruitment Costs                   | 37,990              | 49,844              | 39,294              | 49,844              | 0.0%          | 49,844              | 0.0%          |
| 5219 STC Training                        | 3,850               | 2,950               | 3,200               | 3,850               | 0.0%          | 3,850               | 0.0%          |
| 5220 POST Training                       | 46,450              | 60,900              | 35,000              | 43,700              | 0.0%          | 43,700              | 0.0%          |
| 5221 Automotive Repair Services          | 64,653              | 70,035              | 70,035              | 72,100              | 0.0%          | 72,100              | 0.1%          |
| 5222 Warehouse Inventory Purchases       | 75,470              | 90,000              | 80,000              | 80,000              | 0.1%          | 80,000              | 0.1%          |
| 5223 Bus Pass Subsidies                  | 5,288               | 6,600               | 5,000               | 6,600               | 0.0%          | 6,600               | 0.0%          |
| 5224 Recreation Bus Trips                | 53,461              | 57,222              | 57,222              | 57,222              | 0.0%          | 59,225              | 0.0%          |
| 5225 Printing                            | 124,719             | 178,997             | 173,814             | 175,979             | 0.1%          | 181,473             | 0.1%          |
| 5226 Automotive Fuel                     | 244,869             | 402,110             | 400,000             | 398,500             | 0.3%          | 426,250             | 0.3%          |

## SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

| Object Description                                   | FY 2017<br>Actual    | FY 2018<br>Adopted   | FY 2018<br>Estimate  | FY 2019<br>Proposed  | % of<br>Total | FY 2020<br>Proposed  | % of<br>Total |
|--|----------------------|----------------------|----------------------|----------------------|---------------|----------------------|---------------|
| 5227 City Store Purchases                            | -                    | -                    | -                    | 10,000               | 0.0%          | 10,000               | 0.0%          |
| 5231 Bank Service Charge                             | 610,811              | 554,000              | 572,000              | 632,000              | 0.4%          | 647,000              | 0.5%          |
| 5240 Assessments & Taxes                             | 97,554               | 773,915              | 302,835              | 773,140              | 0.5%          | 793,960              | 0.6%          |
| 5250 Insurance Premiums                              | 1,710,109            | 965,099              | 713,326              | 809,293              | 0.5%          | 868,633              | 0.7%          |
| 5251 Claims Paid                                     | 4,445,872            | 4,300,000            | 4,969,276            | 4,300,000            | 2.9%          | 4,300,000            | 3.4%          |
| 5252 Claims Administration                           | 210,107              | 233,600              | 232,106              | 235,829              | 0.2%          | 242,658              | 0.2%          |
| 5253 Miscellaneous Bonds/Insurance                   | 3,861                | 3,450                | 3,450                | 8,450                | 0.0%          | 9,106                | 0.0%          |
| 5254 Unemployment Claims                             | 9,901                | 35,000               | 20,000               | 25,000               | 0.0%          | 25,000               | 0.0%          |
| 5255 Property Insurance                              | 240,607              | 246,571              | 164,805              | 240,000              | 0.2%          | 276,000              | 0.2%          |
| 5260 Council Contingencies                           | -                    | 100,000              | -                    | 100,000              | 0.1%          | 100,000              | 0.1%          |
| 5262 Public Service Events                           | 39,139               | 42,875               | 40,000               | 44,375               | 0.0%          | 44,375               | 0.0%          |
| 5263 City Funds Match                                | 2,394                | 10,500               | 5,000                | 6,000                | 0.0%          | 8,000                | 0.0%          |
| 5264 City Funds Exchange                             | -                    | -                    | -                    | 161,000              | 0.1%          | 161,000              | 0.1%          |
| 5265 Service Agency Contributions                    | 9,329                | 37,315               | 37,315               | 37,315               | 0.0%          | 37,315               | 0.0%          |
| 5266 DMBBPA Allocation                               | 111,484              | 108,000              | 109,525              | 110,000              | 0.1%          | 110,000              | 0.1%          |
| 5267 UAD Loan Program                                | 2,422                | -                    | 2,200                | -                    | -             | -                    | -             |
| 5269 M.B. School Support                             | -                    | -                    | 1,000,000            | -                    | -             | -                    | -             |
| 5270 City Manager Loan                               | 108,224              | -                    | -                    | -                    | -             | -                    | -             |
| 5501 Telephone                                       | 253,451              | 231,254              | 239,048              | 210,728              | 0.1%          | 217,049              | 0.2%          |
| 5502 Electricity                                     | 1,180,648            | 1,472,612            | 1,265,931            | 1,302,336            | 0.9%          | 1,341,409            | 1.1%          |
| 5503 Natural Gas                                     | 129,961              | 107,842              | 118,430              | 116,181              | 0.1%          | 119,666              | 0.1%          |
| 5504 Water   | 534,780              | 556,935              | 552,310              | 564,192              | 0.4%          | 581,117              | 0.5%          |
| 5601 Administrative Service Charge                   | 2,996,532            | 3,671,483            | 3,539,744            | 3,572,530            | 2.4%          | 3,594,530            | 2.8%          |
| <b>Total Materials &amp; Services</b>                | <b>\$37,927,098</b>  | <b>\$40,246,299</b>  | <b>\$40,910,297</b>  | <b>\$43,245,978</b>  | <b>29.0%</b>  | <b>\$43,510,933</b>  | <b>34.3%</b>  |
| 5611 Warehouse Purchases                             | \$82,560             | \$96,329             | \$100,241            | \$105,894            | 0.1%          | \$106,975            | 0.1%          |
| 5612 Garage Purchases                                | 28,929               | 25,000               | 25,000               | 25,000               | 0.0%          | 25,000               | 0.0%          |
| 5621 Information Systems Allocation                  | 2,293,140            | 2,283,337            | 2,283,337            | 2,718,124            | 1.8%          | 2,814,647            | 2.2%          |
| 5631 Insurance Allocation                            | 3,059,940            | 3,179,100            | 3,179,100            | 1,843,020            | 1.2%          | 1,843,020            | 1.5%          |
| 5641 Fleet Rental Allocation                         | 1,038,420            | 1,038,420            | 1,038,420            | 1,342,998            | 0.9%          | 1,363,488            | 1.1%          |
| 5642 Fleet Maintenance Allocation                    | 993,867              | 1,170,000            | 1,002,919            | 1,161,768            | 0.8%          | 1,199,607            | 0.9%          |
| 5651 Building & Operations Allocation                | 1,540,121            | 1,762,640            | 1,789,526            | 1,922,340            | 1.3%          | 1,951,560            | 1.5%          |
| <b>Total Internal Services</b>                       | <b>\$9,036,976</b>   | <b>\$9,554,826</b>   | <b>\$9,418,543</b>   | <b>\$9,119,144</b>   | <b>6.1%</b>   | <b>\$9,304,297</b>   | <b>7.3%</b>   |
| 9101 Transfers Out                                   | \$19,493             | \$18,007             | \$124,485            | \$60,091             | 0.0%          | \$17,112             | 0.0%          |
| <b>Total Transfers</b>                               | <b>\$19,493</b>      | <b>\$18,007</b>      | <b>\$124,485</b>     | <b>\$60,091</b>      | <b>0.0%</b>   | <b>\$17,112</b>      | <b>0.0%</b>   |
| <b>Total Operating Expenditures</b>                  | <b>\$97,720,279</b>  | <b>\$102,513,280</b> | <b>\$102,800,293</b> | <b>\$108,617,582</b> | <b>72.8%</b>  | <b>\$110,975,545</b> | <b>87.5%</b>  |
| 6111 Furniture & Fixtures                            | \$38,152             | -                    | \$0                  | -                    | -             | -                    | -             |
| 6121 Machinery & Equipment                           | 61,537               | \$45,000             | 28,595               | 40,000               | 0.0%          | 800,000              | 0.6%          |
| 6131 Vehicles  | 1,015,578            | 2,085,376            | 1,869,831            | 429,681              | 0.3%          | 834,941              | 0.7%          |
| 6141 Computer Equipment & Software                   | 596,774              | 2,022,294            | 236,919              | 2,121,067            | 1.4%          | 57,719               | 0.0%          |
| 6142 ERP Implementation                              | -                    | -                    | -                    | 718,892              | 0.5%          | 171,675              | 0.1%          |
| 6151 Land  | -                    | -                    | 551,340              | -                    | -             | -                    | -             |
| 6212 CIP Bldg & Facility - CYr                       | 1,580,531            | 5,960,000            | 2,189,259            | 24,960,000           | 16.7%         | 1,360,000            | 1.1%          |
| 6222 CIP Street Improvements - CYr                   | 1,966,539            | 3,035,000            | 3,460,132            | 3,375,000            | 2.3%          | 3,310,000            | 2.6%          |
| 6232 CIP Utility Improvements - CYr                  | 15,981               | 2,670,000            | -                    | -                    | -             | -                    | -             |
| 6242 CIP Line Improvements - CYr                     | 1,262,280            | 1,100,000            | 1,392,178            | 5,000,000            | 3.4%          | 4,750,000            | 3.7%          |
| 6252 CIP Landscape & Site - CYr                      | 2,241,679            | -                    | 35,958               | -                    | -             | -                    | -             |
| 6263 Infrastructure Improvements                     | 255,547              | 1,930,000            | 302,247              | 1,030,000            | 0.7%          | 830,000              | 0.7%          |
| <b>Total Capital Projects &amp; Equipment</b>        | <b>\$9,034,597</b>   | <b>\$18,847,670</b>  | <b>\$10,066,459</b>  | <b>\$37,674,640</b>  | <b>25.3%</b>  | <b>\$12,114,335</b>  | <b>9.6%</b>   |
| 7101 Bond Principal                                  | \$1,950,000          | \$1,980,000          | \$2,110,000          | \$1,434,000          | 1.0%          | \$2,345,000          | 1.8%          |
| 7102 Bond Interest                                   | 1,160,613            | 1,156,290            | 1,000,966            | 935,102              | 0.6%          | 875,301              | 0.7%          |
| 7103 Bond Administration Fee                         | 41,083               | 15,275               | 15,570               | 16,700               | 0.0%          | 17,700               | 0.0%          |
| 7301 Land Leases                                     | 391,107              | 436,000              | 420,000              | 440,000              | 0.3%          | 440,000              | 0.3%          |
| 7302 Property & Equipment Principal                  | 147,506              | 643,079              | 147,506              | -                    | -             | -                    | -             |
| 7303 Property & Equipment Interest                   | 4,141                | 69,445               | 1,095                | -                    | -             | -                    | -             |
| <b>Total Debt Service</b>                            | <b>\$3,694,450</b>   | <b>\$4,300,089</b>   | <b>\$3,695,137</b>   | <b>\$2,825,802</b>   | <b>1.9%</b>   | <b>\$3,678,001</b>   | <b>2.9%</b>   |
| <b>Total Capital Expenditures &amp; Debt Service</b> | <b>\$12,729,047</b>  | <b>\$23,147,759</b>  | <b>\$13,761,596</b>  | <b>\$40,500,442</b>  | <b>27.2%</b>  | <b>\$15,792,336</b>  | <b>12.5%</b>  |
| <b>Total City-Wide Expenditures</b>                  | <b>\$110,449,326</b> | <b>\$125,661,039</b> | <b>\$116,561,890</b> | <b>\$149,118,024</b> | <b>100.0%</b> | <b>\$126,767,881</b> | <b>100.0%</b> |

## SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

| Object                               | Description                         | FY 2017             | FY 2018             | FY 2018             | FY 2019             | % of         | FY 2020             | % of         |
|--------------------------------------|-------------------------------------|---------------------|---------------------|---------------------|---------------------|--------------|---------------------|--------------|
|                                      |                                     | Actual              | Adopted             | Estimate            | Proposed            | Total        | Proposed            | Total        |
| 4101                                 | Salaries & Allowances               | \$12,360,893        | \$13,264,417        | \$12,821,580        | \$13,583,361        | 18.2%        | \$13,787,436        | 18.5%        |
| 4102                                 | Sworn Employee Salaries             | 13,674,592          | 13,120,543          | 13,350,867          | 13,117,842          | 17.6%        | 13,350,722          | 17.9%        |
| 4103                                 | Part Time Employee Salaries         | 2,191,346           | 2,134,767           | 2,324,725           | 2,309,717           | 3.1%         | 2,310,616           | 3.1%         |
| 4111                                 | Overtime Regular Employees          | 237,388             | 255,294             | 342,136             | 266,766             | 0.4%         | 277,751             | 0.4%         |
| 4112                                 | Overtime Sworn Employees            | 3,291,546           | 3,080,660           | 3,427,940           | 3,429,198           | 4.6%         | 3,500,548           | 4.7%         |
| 4113                                 | Overtime Mutual Aid                 | 1,000               | 161,280             | 260,000             | 165,312             | 0.2%         | 169,344             | 0.2%         |
| 4114                                 | Overtime Special Events             | 270,796             | 250,376             | 431,233             | 297,288             | 0.4%         | 306,312             | 0.4%         |
| 4115                                 | Cooperative Resources               | 54,561              | 173,976             | 81,500              | 72,384              | 0.1%         | 69,600              | 0.1%         |
| 4116                                 | Overtime Training & Special Detail  | 224,725             | 219,000             | 181,321             | 224,400             | 0.3%         | 230,400             | 0.3%         |
| 4123                                 | Commuter Pay                        | -                   | -                   | -                   | 15,000              | 0.0%         | 15,000              | 0.0%         |
| 4201                                 | Group Medical Insurance             | 3,531,316           | 3,893,239           | 3,814,036           | 4,175,623           | 5.6%         | 4,330,766           | 5.8%         |
| 4202                                 | Medicare                            | 434,563             | 402,112             | 450,857             | 404,048             | 0.5%         | 412,157             | 0.6%         |
| 4203                                 | Unemployment                        | 34,920              | 34,920              | 34,920              | 25,020              | 0.0%         | 25,020              | 0.0%         |
| 4204                                 | 401A Plan City                      | 216,674             | 245,832             | 215,738             | 250,197             | 0.3%         | 250,920             | 0.3%         |
| 4205                                 | Workers Compensation                | 3,253,620           | 3,393,600           | 3,393,600           | 4,610,040           | 6.2%         | 4,610,040           | 6.2%         |
| 4211                                 | PERS Regular Contributions          | 1,708,002           | 1,985,235           | 1,738,954           | 1,238,074           | 1.7%         | 1,298,543           | 1.7%         |
| 4212                                 | PERS Sworn Contributions            | 4,034,373           | 4,458,389           | 4,214,266           | 2,473,214           | 3.3%         | 2,517,941           | 3.4%         |
| 4218                                 | PERS Regular Liability Contribution | -                   | -                   | -                   | 1,041,822           | 1.4%         | 1,295,849           | 1.7%         |
| 4219                                 | PERS Sworn Liability Contribution   | -                   | -                   | -                   | 2,734,689           | 3.7%         | 3,418,800           | 4.6%         |
| <b>Total Salaries &amp; Benefits</b> |                                     | <b>\$45,520,315</b> | <b>\$47,073,640</b> | <b>\$47,083,673</b> | <b>\$50,433,995</b> | <b>67.5%</b> | <b>\$52,177,765</b> | <b>69.9%</b> |
| 5101                                 | Contract Services                   | \$5,108,610         | \$5,583,884         | \$5,704,689         | \$6,213,090         | 8.3%         | \$6,248,619         | 8.4%         |
| 5103                                 | Audit Services                      | 49,387              | 66,000              | 58,400              | 66,000              | 0.1%         | 96,000              | 0.1%         |
| 5104                                 | Computer Contract Services          | 462,007             | 542,020             | 497,019             | 604,276             | 0.8%         | 528,717             | 0.7%         |
| 5105                                 | Elections                           | 88,659              | 2,220               | 800                 | 129,192             | 0.2%         | 8,080               | 0.0%         |
| 5106                                 | SBRPCA Communications               | 1,728,437           | 2,002,647           | 1,727,451           | 2,004,775           | 2.7%         | 1,783,374           | 2.4%         |
| 5107                                 | Physical/Psychological Exams        | 40,213              | 55,690              | 50,840              | 50,590              | 0.1%         | 50,870              | 0.1%         |
| 5108                                 | Legal Services                      | 756,436             | 495,000             | 705,000             | 813,000             | 1.1%         | 753,000             | 1.0%         |
| 5109                                 | Background Investigations           | 6,789               | 32,584              | 18,164              | 7,584               | 0.0%         | 7,684               | 0.0%         |
| 5201                                 | Office Supplies                     | 122,231             | 119,850             | 124,050             | 148,150             | 0.2%         | 150,450             | 0.2%         |
| 5202                                 | Memberships & Dues                  | 93,074              | 104,261             | 106,333             | 120,286             | 0.2%         | 122,042             | 0.2%         |
| 5203                                 | Reference Books & Periodicals       | 9,514               | 13,198              | 10,555              | 13,903              | 0.0%         | 21,739              | 0.0%         |
| 5204                                 | Conferences & Meetings              | 217                 | -                   | -                   | -                   | -            | -                   | -            |
| 5205                                 | Training, Conferences & Meetings    | 356,527             | 548,042             | 474,492             | 614,360             | 0.8%         | 622,460             | 0.8%         |
| 5206                                 | Uniforms/Safety Equipment           | 200,394             | 196,835             | 190,637             | 205,795             | 0.3%         | 204,318             | 0.3%         |
| 5207                                 | Advertising                         | 100,906             | 110,546             | 83,426              | 105,296             | 0.1%         | 102,964             | 0.1%         |
| 5208                                 | Postage                             | 94,557              | 92,580              | 92,606              | 97,730              | 0.1%         | 97,730              | 0.1%         |
| 5209                                 | Tools & Minor Equipment             | 160                 | 1,500               | 3,426               | 1,500               | 0.0%         | 1,500               | 0.0%         |
| 5210                                 | Computers, Supplies & Software      | 21,019              | 25,260              | 49,166              | 62,706              | 0.1%         | 39,391              | 0.1%         |
| 5212                                 | Office Equipment Maintenance        | 395                 | 3,575               | 2,250               | 3,250               | 0.0%         | 3,350               | 0.0%         |
| 5214                                 | Employee Awards & Events            | 16,789              | 22,450              | 21,450              | 33,950              | 0.0%         | 34,000              | 0.0%         |
| 5215                                 | Mileage Reimbursement               | 25                  | -                   | -                   | -                   | -            | -                   | -            |
| 5216                                 | Tuition Reimbursement               | 23,064              | 27,000              | 23,000              | 32,000              | 0.0%         | 32,000              | 0.0%         |
| 5217                                 | Departmental Supplies               | 1,078,578           | 1,009,322           | 1,046,620           | 1,079,418           | 1.4%         | 1,096,483           | 1.5%         |
| 5218                                 | Recruitment Costs                   | 37,990              | 49,844              | 39,294              | 49,844              | 0.1%         | 49,844              | 0.1%         |
| 5219                                 | STC Training                        | 3,850               | 2,950               | 3,200               | 3,850               | 0.0%         | 3,850               | 0.0%         |
| 5220                                 | POST Training                       | 46,450              | 60,900              | 35,000              | 43,700              | 0.1%         | 43,700              | 0.1%         |
| 5221                                 | Automotive Repair Services          | 63,246              | 70,035              | 70,035              | 72,100              | 0.1%         | 72,100              | 0.1%         |
| 5225                                 | Printing                            | 118,697             | 164,300             | 156,228             | 161,117             | 0.2%         | 165,561             | 0.2%         |
| 5227                                 | City Store Purchases                | -                   | -                   | -                   | 10,000              | 0.0%         | 10,000              | 0.0%         |
| 5231                                 | Bank Service Charge                 | 178,389             | 155,000             | 182,000             | 175,000             | 0.2%         | 178,000             | 0.2%         |
| 5240                                 | Assessments & Taxes                 | 2,736               | 3,575               | 2,835               | 2,800               | 0.0%         | 2,800               | 0.0%         |
| 5251                                 | Claims Paid                         | 5,000               | -                   | -                   | -                   | -            | -                   | -            |
| 5260                                 | Council Contingencies               | -                   | 100,000             | -                   | 100,000             | 0.1%         | 100,000             | 0.1%         |
| 5262                                 | Public Service Events               | 39,139              | 42,875              | 40,000              | 44,375              | 0.1%         | 44,375              | 0.1%         |
| 5263                                 | City Funds Match                    | 2,394               | 10,500              | 5,000               | 6,000               | 0.0%         | 8,000               | 0.0%         |
| 5264                                 | City Funds Exchange                 | -                   | -                   | -                   | 161,000             | 0.2%         | 161,000             | 0.2%         |
| 5265                                 | Service Agency Contributions        | 9,329               | 37,315              | 37,315              | 37,315              | 0.0%         | 37,315              | 0.0%         |
| 5269                                 | M.B. School Support                 | -                   | -                   | 1,000,000           | -                   | -            | -                   | -            |
| 5270                                 | City Manager Loan                   | 108,224             | -                   | -                   | -                   | -            | -                   | -            |

## SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

| Object Description                                   | FY 2017<br>Actual   | FY 2018<br>Adopted  | FY 2018<br>Estimate | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|--|---------------------|---------------------|---------------------|---------------------|---------------|---------------------|---------------|
| 5501 Telephone                                       | 152,939             | 136,914             | 131,917             | 117,556             | 0.2%          | 121,082             | 0.2%          |
| 5502 Electricity                                     | 525,275             | 639,017             | 545,484             | 563,850             | 0.8%          | 580,766             | 0.8%          |
| 5503 Natural Gas                                     | 28,427              | 27,209              | 23,898              | 23,444              | 0.0%          | 24,147              | 0.0%          |
| 5504 Water   | 432,075             | 465,503             | 450,194             | 458,401             | 0.6%          | 472,153             | 0.6%          |
| <b>Total Materials &amp; Services</b>                | <b>\$12,112,146</b> | <b>\$13,020,401</b> | <b>\$13,712,775</b> | <b>\$14,437,203</b> | <b>19.3%</b>  | <b>\$14,079,464</b> | <b>18.9%</b>  |
| 5611 Warehouse Purchases                             | \$32,500            | \$37,519            | \$35,713            | \$39,204            | 0.1%          | \$39,767            | 0.1%          |
| 5621 Information Systems Allocation                  | 2,117,460           | 2,108,351           | 2,108,351           | 2,360,722           | 3.2%          | 2,501,662           | 3.4%          |
| 5631 Insurance Allocation                            | 2,874,060           | 2,983,140           | 2,983,140           | 1,496,220           | 2.0%          | 1,496,220           | 2.0%          |
| 5641 Fleet Rental Allocation                         | 868,080             | 868,080             | 868,080             | 1,153,948           | 1.5%          | 1,174,438           | 1.6%          |
| 5642 Fleet Maintenance Allocation                    | 839,486             | 988,260             | 847,131             | 975,440             | 1.3%          | 1,006,348           | 1.3%          |
| 5651 Building & Operations Allocation                | 1,330,206           | 1,521,604           | 1,544,813           | 1,664,040           | 2.2%          | 1,689,420           | 2.3%          |
| <b>Total Internal Services</b>                       | <b>\$8,061,792</b>  | <b>\$8,506,954</b>  | <b>\$8,387,228</b>  | <b>\$7,689,574</b>  | <b>10.3%</b>  | <b>\$7,907,855</b>  | <b>10.6%</b>  |
| 9101 Transfers Out                                   | \$19,493            | \$18,007            | \$18,517            | \$16,591            | 0.0%          | \$17,112            | 0.0%          |
| <b>Total Transfers</b>                               | <b>\$19,493</b>     | <b>\$18,007</b>     | <b>\$18,517</b>     | <b>\$16,591</b>     | <b>0.0%</b>   | <b>\$17,112</b>     | <b>0.0%</b>   |
| <b>Total Operating Expenditures</b>                  | <b>\$65,713,747</b> | <b>\$68,619,002</b> | <b>\$69,202,193</b> | <b>\$72,577,363</b> | <b>97.1%</b>  | <b>\$74,182,196</b> | <b>99.3%</b>  |
| 6111 Furniture & Fixtures                            | \$11,933            | -                   | -                   | -                   | -             | -                   | -             |
| 6121 Machinery & Equipment                           | 32,727              | 45,000              | 28,595              | -                   | -             | -                   | -             |
| 6131 Vehicles  | -                   | -                   | -                   | 100,000             | 0.1%          | -                   | -             |
| 6141 Computer Equipment & Software                   | 339,601             | 1,118,585           | 46,352              | 1,570,033           | 2.1%          | -                   | -             |
| <b>Total Capital Projects &amp; Equipment</b>        | <b>\$384,262</b>    | <b>\$1,163,585</b>  | <b>\$74,947</b>     | <b>\$1,670,033</b>  | <b>2.2%</b>   | <b>-</b>            | <b>-</b>      |
| 7101 Bond Principal                                  | \$280,000           | \$265,000           | \$265,000           | \$295,000           | 0.4%          | \$305,000           | 0.4%          |
| 7102 Bond Interest                                   | 135,002             | 194,375             | 194,375             | 185,975             | 0.2%          | 176,975             | 0.2%          |
| 7103 Bond Administration Fee                         | 29,214              | 3,350               | 3,350               | 3,500               | 0.0%          | 3,500               | 0.0%          |
| 7302 Property & Equipment Principal                  | -                   | 134,103             | -                   | -                   | -             | -                   | -             |
| 7303 Property & Equipment Interest                   | -                   | 20,850              | -                   | -                   | -             | -                   | -             |
| <b>Total Debt Service</b>                            | <b>\$444,216</b>    | <b>\$617,678</b>    | <b>\$462,725</b>    | <b>\$484,475</b>    | <b>0.6%</b>   | <b>\$485,475</b>    | <b>0.7%</b>   |
| <b>Total Capital Expenditures &amp; Debt Service</b> | <b>\$828,478</b>    | <b>\$1,781,263</b>  | <b>\$537,672</b>    | <b>\$2,154,508</b>  | <b>2.9%</b>   | <b>\$485,475</b>    | <b>0.7%</b>   |
| <b>Total General Fund Expenditures</b>               | <b>\$66,542,225</b> | <b>\$70,400,265</b> | <b>\$69,739,865</b> | <b>\$74,731,871</b> | <b>100.0%</b> | <b>\$74,667,671</b> | <b>100.0%</b> |



## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Management Services

| Object  | Description                         | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
|   |                                     | Actual             | Adopted            | Estimate           | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | \$1,466,379        | \$1,307,528        | \$1,270,607        | \$1,128,104        | 28.4%         | \$1,018,039        | 27.1%         |
| 4103  | Part Time Employee Salaries         | 17,498             | 30,660             | 28,200             | 33,960             | 0.9%          | 33,960             | 0.9%          |
| 4111  | Overtime Regular Employees          | 4,777              | 18,112             | 1,100              | 5,000              | 0.1%          | 5,000              | 0.1%          |
| 4201  | Group Medical Insurance             | 252,801            | 254,162            | 229,561            | 206,454            | 5.2%          | 214,295            | 5.7%          |
| 4202  | Medicare                            | 20,975             | 21,573             | 17,915             | 14,488             | 0.4%          | 14,738             | 0.4%          |
| 4203  | Unemployment                        | 480                | 480                | 480                | 420                | 0.0%          | 420                | 0.0%          |
| 4204  | 401A Plan City                      | 51,539             | 52,371             | 43,301             | 39,247             | 1.0%          | 40,033             | 1.1%          |
| 4205  | Workers Compensation                | 1,860              | 1,920              | 1,920              | 59,820             | 1.5%          | 59,820             | 1.6%          |
| 4211  | PERS Regular Contribution           | 172,817            | 191,735            | 157,329            | 84,254             | 2.1%          | 85,738             | 2.3%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | 74,167             | 1.9%          | 92,252             | 2.5%          |
| <b>Total Salaries &amp; Benefits</b>          |                                     | <b>\$1,989,125</b> | <b>\$1,878,541</b> | <b>\$1,750,413</b> | <b>\$1,645,914</b> | <b>41.5%</b>  | <b>\$1,564,295</b> | <b>41.6%</b>  |
| 5101  | Contract Services                   | \$312,522          | \$338,844          | \$354,831          | \$356,840          | 9.0%          | \$326,840          | 8.7%          |
| 5104  | Computer Contract Services          | 49,616             | 100,150            | 86,692             | 94,360             | 2.4%          | 94,600             | 2.5%          |
| 5105  | Elections                           | 88,659             | 2,220              | 800                | 129,192            | 3.3%          | 8,080              | 0.2%          |
| 5108  | Legal Services                      | 618,052            | 390,000            | 600,000            | 625,000            | 15.7%         | 625,000            | 16.6%         |
| 5201  | Office Supplies                     | 8,113              | 8,500              | 11,500             | 12,000             | 0.3%          | 12,500             | 0.3%          |
| 5202  | Memberships & Dues                  | 54,165             | 58,775             | 59,675             | 62,375             | 1.6%          | 62,375             | 1.7%          |
| 5203  | Reference Books & Periodicals       | 309                | 1,600              | 440                | 1,600              | 0.0%          | 1,600              | 0.0%          |
| 5205  | Training, Conferences & Meetings    | 58,563             | 151,670            | 93,585             | 142,965            | 3.6%          | 142,665            | 3.8%          |
| 5207  | Advertising                         | 10,054             | 14,830             | 11,500             | 19,830             | 0.5%          | 20,330             | 0.5%          |
| 5208  | Postage                             | 861                | 830                | 822                | 401                | 0.0%          | 401                | 0.0%          |
| 5210  | Computers, Supplies & Software      | 7,742              | -                  | 900                | -                  | -             | -                  | -             |
| 5212  | Office Equipment Maintenance        | 395                | 250                | 250                | 250                | 0.0%          | 250                | 0.0%          |
| 5214  | Employee Awards & Events            | -                  | -                  | -                  | 11,500             | 0.3%          | 11,500             | 0.3%          |
| 5217  | Departmental Supplies               | 51,068             | 49,650             | 55,700             | 48,200             | 1.2%          | 48,300             | 1.3%          |
| 5225  | Printing                            | 711                | 1,450              | 600                | 1,450              | 0.0%          | 1,500              | 0.0%          |
| 5227  | City Store Purchases                | -                  | -                  | -                  | 10,000             | 0.3%          | 10,000             | 0.3%          |
| 5240  | Assessments & Taxes                 | 2,736              | 3,575              | 2,835              | 2,800              | 0.1%          | 2,800              | 0.1%          |
| 5251  | Claims Paid                         | 5,000              | -                  | -                  | -                  | -             | -                  | -             |
| 5260  | Council Contingencies               | -                  | 100,000            | -                  | 100,000            | 2.5%          | 100,000            | 2.7%          |
| 5262  | Public Service Events               | 39,139             | 42,875             | 40,000             | 44,375             | 1.1%          | 44,375             | 1.2%          |
| 5269  | M.B. School Support                 | -                  | -                  | 1,000,000          | -                  | -             | -                  | -             |
| 5270  | City Manager Loan                   | 108,224            | -                  | -                  | -                  | -             | -                  | -             |
| 5501  | Telephone                           | 4,749              | 3,714              | 3,983              | 5,502              | 0.1%          | 5,666              | 0.2%          |
| <b>Total Materials &amp; Services</b>         |                                     | <b>\$1,420,679</b> | <b>\$1,268,933</b> | <b>\$2,324,113</b> | <b>\$1,668,640</b> | <b>42.0%</b>  | <b>\$1,518,782</b> | <b>40.4%</b>  |
| 5611  | Warehouse Purchases                 | \$397              | \$250              | \$100              | \$250              | 0.0%          | \$250              | 0.0%          |
| 5621  | Information Technology Allocation   | 146,340            | 145,812            | 145,812            | 264,167            | 6.7%          | 279,939            | 7.4%          |
| 5631  | Insurance Allocation                | 733,080            | 759,120            | 759,120            | 224,400            | 5.7%          | 224,400            | 6.0%          |
| 5651  | Building & Operations Allocation    | 133,249            | 151,778            | 154,094            | 167,340            | 4.2%          | 169,980            | 4.5%          |
| <b>Total Internal Services</b>                |                                     | <b>\$1,013,066</b> | <b>\$1,056,960</b> | <b>\$1,059,126</b> | <b>\$656,157</b>   | <b>16.5%</b>  | <b>\$674,569</b>   | <b>18.0%</b>  |
| <b>Total Operating Expenditures</b>           |                                     | <b>\$4,422,869</b> | <b>\$4,204,434</b> | <b>\$5,133,652</b> | <b>\$3,970,711</b> | <b>100.0%</b> | <b>\$3,757,646</b> | <b>100.0%</b> |
| 6141  | Computer Equipment & Software       | \$34,212           | -                  | \$16,157           | -                  | -             | -                  | -             |
| 6212  | CIP Bldg & Facility - CYr           | \$14,202           | -                  | 50,000             | -                  | -             | -                  | -             |
| <b>Total Capital Projects &amp; Equipment</b> |                                     | <b>\$48,414</b>    | <b>-</b>           | <b>\$66,157</b>    | <b>-</b>           | <b>-</b>      | <b>-</b>           | <b>-</b>      |
| <b>Total Expenditures</b>                     |                                     | <b>\$4,471,283</b> | <b>\$4,204,434</b> | <b>\$5,199,809</b> | <b>\$3,970,711</b> | <b>100.0%</b> | <b>\$3,757,646</b> | <b>100.0%</b> |
| <b>Source of Funds</b>                        |                                     |                    |                    |                    |                    |               |                    |               |
| General Fund                                  |                                     | \$4,457,081        | \$4,204,434        | \$5,149,809        | \$3,970,711        | 100.0%        | \$3,757,646        | 100.0%        |
| Capital Improvement Fund                      |                                     | 14,202             | -                  | 50,000             | -                  | -             | -                  | -             |
| <b>Total Source of Funds</b>                  |                                     | <b>\$4,471,283</b> | <b>\$4,204,434</b> | <b>\$5,199,809</b> | <b>\$3,970,711</b> | <b>100.0%</b> | <b>\$3,757,646</b> | <b>100.0%</b> |



## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Finance

| Object                                | Description                         | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---------------------------------------|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
|                                       |                                     | Actual             | Adopted            | Estimate           | Proposed           | Total         | Proposed           | Total         |
| 4101                                  | Salaries & Allowances               | \$1,546,053        | \$1,489,214        | \$1,547,003        | \$1,574,106        | 39.8%         | \$1,615,417        | 40.7%         |
| 4103                                  | Part Time Employee Salaries         | 38,878             | 97,296             | 43,372             | 48,365             | 1.2%          | 48,365             | 1.2%          |
| 4111                                  | Overtime Regular Employees          | 3,006              | 7,128              | 2,067              | 12,602             | 0.3%          | 18,017             | 0.5%          |
| 4120                                  | Supplemental Pension Plan           | 21,340             | 21,900             | 21,000             | 22,000             | 0.6%          | 23,000             | 0.6%          |
| 4121                                  | Single Highest Year Plan            | 52,928             | 54,000             | 53,000             | 54,000             | 1.4%          | 56,000             | 1.4%          |
| 4124                                  | Fire Retiree's Health Insurance     | 23,816             | 28,000             | 24,000             | 25,000             | 0.6%          | 26,000             | 0.7%          |
| 4125                                  | Police Retiree's Health Plan        | 84,239             | 87,000             | 84,000             | 84,000             | 2.1%          | 87,000             | 2.2%          |
| 4126                                  | Miscellaneous Retirees Health Plan  | 49,716             | 53,000             | 46,000             | 47,000             | 1.2%          | 49,000             | 1.2%          |
| 4201                                  | Group Medical Insurance             | 240,268            | 262,408            | 246,856            | 261,038            | 6.6%          | 270,791            | 6.8%          |
| 4202                                  | Medicare                            | 19,914             | 20,204             | 20,150             | 21,267             | 0.5%          | 21,819             | 0.5%          |
| 4203                                  | Unemployment                        | 480                | 480                | 480                | 420                | 0.0%          | 420                | 0.0%          |
| 4204                                  | 401A Plan City                      | 29,978             | 29,722             | 30,049             | 41,424             | 1.0%          | 42,254             | 1.1%          |
| 4205                                  | Workers Compensation                | 50,280             | 52,500             | 52,500             | 44,520             | 1.1%          | 44,520             | 1.1%          |
| 4211                                  | PERS Regular Contribution           | 205,249            | 225,728            | 200,554            | 141,826            | 3.6%          | 145,342            | 3.7%          |
| 4218                                  | PERS Regular Liability Contribution | -                  | -                  | -                  | 116,016            | 2.9%          | 144,303            | 3.6%          |
| <b>Total Salaries &amp; Benefits</b>  |                                     | <b>\$2,366,147</b> | <b>\$2,428,581</b> | <b>\$2,371,031</b> | <b>\$2,493,584</b> | <b>63.0%</b>  | <b>\$2,592,248</b> | <b>65.3%</b>  |
| 5101                                  | Contract Services                   | \$299,864          | \$282,915          | \$344,497          | \$350,887          | 8.9%          | \$301,387          | 7.6%          |
| 5103                                  | Audit Services                      | 49,387             | 66,000             | 58,400             | 66,000             | 1.7%          | 96,000             | 2.4%          |
| 5104                                  | Computer Contract Services          | 182,981            | 223,357            | 184,181            | 213,271            | 5.4%          | 134,350            | 3.4%          |
| 5201                                  | Office Supplies                     | 8,275              | 13,400             | 8,500              | 10,500             | 0.3%          | 10,500             | 0.3%          |
| 5202                                  | Memberships & Dues                  | 2,080              | 2,515              | 2,560              | 2,825              | 0.1%          | 2,825              | 0.1%          |
| 5203                                  | Reference Books & Periodicals       | 1,490              | 1,300              | 333                | 1,100              | 0.0%          | 1,100              | 0.0%          |
| 5205                                  | Training, Conferences & Meetings    | 25,805             | 30,760             | 21,300             | 39,975             | 1.0%          | 38,700             | 1.0%          |
| 5206                                  | Uniforms/Safety Equipment           | 632                | 1,090              | 1,090              | 1,290              | 0.0%          | 1,290              | 0.0%          |
| 5207                                  | Advertising                         | 938                | 1,890              | 1,360              | 2,100              | 0.1%          | 1,950              | 0.0%          |
| 5208                                  | Postage                             | 40,389             | 40,750             | 40,730             | 44,870             | 1.1%          | 44,870             | 1.1%          |
| 5210                                  | Computer Supplies & Software        | 1,554              | -                  | -                  | 2,300              | 0.1%          | -                  | -             |
| 5211                                  | Automotive Parts                    | 33,968             | 26,000             | 25,000             | 25,000             | 0.6%          | 25,000             | 0.6%          |
| 5214                                  | Employee Awards & Events            | 603                | 600                | 250                | 600                | 0.0%          | 600                | 0.0%          |
| 5217                                  | Departmental Supplies               | 10,815             | 3,630              | 7,130              | 7,450              | 0.2%          | 7,450              | 0.2%          |
| 5218                                  | Recruitment Costs                   | -                  | -                  | 174                | -                  | -             | -                  | -             |
| 5222                                  | Warehouse Inventory Purchases       | 75,470             | 90,000             | 80,000             | 80,000             | 2.0%          | 80,000             | 2.0%          |
| 5225                                  | Printing                            | 10,392             | 15,300             | 8,495              | 13,337             | 0.3%          | 13,837             | 0.3%          |
| 5231                                  | Bank Service Charge                 | 178,389            | 155,000            | 182,000            | 175,000            | 4.4%          | 178,000            | 4.5%          |
| 5267                                  | UAD Loan Program                    | 2,422              | -                  | 2,200              | -                  | -             | -                  | -             |
| 5501                                  | Telephone                           | 12,837             | 10,503             | 11,266             | 6,274              | 0.2%          | 6,462              | 0.2%          |
| <b>Total Materials &amp; Services</b> |                                     | <b>\$938,289</b>   | <b>\$965,010</b>   | <b>\$979,465</b>   | <b>\$1,042,779</b> | <b>26.4%</b>  | <b>\$944,321</b>   | <b>23.8%</b>  |
| 5611                                  | Warehouse Purchases                 | \$8,346            | \$12,490           | \$11,333           | \$12,530           | 0.3%          | \$12,530           | 0.3%          |
| 5621                                  | Information Technology Allocation   | 195,180            | 194,420            | 194,420            | 156,849            | 4.0%          | 166,217            | 4.2%          |
| 5631                                  | Insurance Allocation                | 13,860             | 15,480             | 15,480             | 6,600              | 0.2%          | 6,600              | 0.2%          |
| 5641                                  | Fleet Rental Allocation             | 5,100              | 5,100              | 5,100              | 5,050              | 0.1%          | 5,050              | 0.1%          |
| 5642                                  | Fleet Maintenance Allocation        | 1,478              | 1,740              | 1,491              | 1,935              | 0.0%          | 2,001              | 0.1%          |
| 5651                                  | Building & Operations Allocation    | 188,770            | 214,959            | 218,238            | 237,000            | 6.0%          | 240,840            | 6.1%          |
| <b>Total Internal Services</b>        |                                     | <b>\$412,734</b>   | <b>\$444,189</b>   | <b>\$446,062</b>   | <b>\$419,964</b>   | <b>10.6%</b>  | <b>\$433,238</b>   | <b>10.9%</b>  |
| <b>Total Operating Expenditures</b>   |                                     | <b>\$3,717,169</b> | <b>\$3,837,780</b> | <b>\$3,796,558</b> | <b>\$3,956,327</b> | <b>100.0%</b> | <b>\$3,969,807</b> | <b>100.0%</b> |

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Finance

| Object   | Description                    | FY 2017<br>Actual  | FY 2018<br>Adopted | FY 2018<br>Estimate | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|--|--------------------------------|--------------------|--------------------|---------------------|---------------------|---------------|---------------------|---------------|
| 6141   | Computer Equipment & Software  | -                  | 828,585            | 6,846               | -                   | -             | -                   | -             |
| <b>Total Capital Projects &amp; Equipment</b>        |                                | -                  | <b>\$828,585</b>   | <b>\$6,846</b>      | -                   | -             | -                   | -             |
| 7302   | Property & Equipment Principal | -                  | \$118,122          | -                   | -                   | -             | -                   | -             |
| 7303   | Property & Equipment Interest  | -                  | \$18,750           | -                   | -                   | -             | -                   | -             |
| <b>Total Debt Service</b>                            |                                | -                  | <b>\$136,872</b>   | -                   | -                   | -             | -                   | -             |
| <b>Total Capital Expenditures &amp; Debt Service</b> |                                | -                  | <b>\$965,457</b>   | <b>\$6,846</b>      | -                   | -             | -                   | -             |
| <b>Total Expenditures</b>                            |                                | <b>\$3,717,169</b> | <b>\$4,803,237</b> | <b>\$3,803,405</b>  | <b>\$3,956,327</b>  | <b>100.0%</b> | <b>\$3,969,807</b>  | <b>100.0%</b> |
| <b>Source of Funds</b>                               |                                |                    |                    |                     |                     |               |                     |               |
| General Fund   |                                | \$3,252,810        | \$4,298,770        | \$3,325,818         | <b>\$3,476,840</b>  | 87.9%         | <b>\$3,481,320</b>  | 87.7%         |
| Capital Improvement Fund                             |                                | 2,422              | -                  | 2,200               | -                   | -             | -                   | -             |
| Building Maintenance & Operations Fund               |                                | 229,900            | 260,567            | 247,387             | <b>247,487</b>      | 6.3%          | <b>247,487</b>      | 6.2%          |
| Pension Trust Fund                                   |                                | 232,038            | 243,900            | 228,000             | <b>232,000</b>      | 5.9%          | <b>241,000</b>      | 6.1%          |
| <b>Total Source of Funds</b>                         |                                | <b>\$3,717,169</b> | <b>\$4,803,237</b> | <b>\$3,803,405</b>  | <b>\$3,956,327</b>  | <b>100.0%</b> | <b>\$3,969,807</b>  | <b>100.0%</b> |

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Human Resources

| Object  | Description                         | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
|   |                                     | Actual             | Adopted            | Estimate           | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | \$758,201          | \$830,281          | \$846,018          | \$817,150          | 10.6%         | \$833,179          | 10.7%         |
| 4103  | Part Time Employee Salaries         | 16,549             | -                  | 718                | -                  | -             | -                  | -             |
| 4111  | Overtime Regular Employees          | 437                | 2,500              | 625                | 2,500              | 0.0%          | 2,500              | 0.0%          |
| 4123  | Commuter Pay                        | -                  | -                  | -                  | 15,000             | 0.2%          | 15,000             | 0.2%          |
| 4201  | Group Medical Insurance             | 105,140            | 120,757            | 139,251            | 139,053            | 1.8%          | 144,290            | 1.8%          |
| 4202  | Medicare                            | 10,845             | 12,039             | 11,834             | 11,848             | 0.2%          | 12,081             | 0.2%          |
| 4203  | Unemployment                        | 480                | 480                | 480                | 420                | 0.0%          | 420                | 0.0%          |
| 4204  | 401A Plan City                      | 29,865             | 32,867             | 31,710             | 31,097             | 0.4%          | 31,716             | 0.4%          |
| 4205  | Workers Compensation                | 27,060             | 28,200             | 28,200             | 51,960             | 0.7%          | 51,960             | 0.7%          |
| 4211  | PERS Regular Contribution           | 100,322            | 121,847            | 107,666            | 68,158             | 0.9%          | 69,521             | 0.9%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | 64,977             | 0.8%          | 80,821             | 1.0%          |
| <b>Total Salaries &amp; Benefits</b>          |                                     | <b>\$1,048,899</b> | <b>\$1,148,971</b> | <b>\$1,166,502</b> | <b>\$1,202,163</b> | <b>15.5%</b>  | <b>\$1,241,488</b> | <b>15.9%</b>  |
| 5101  | Contract Services                   | \$104,441          | \$222,806          | \$207,543          | \$266,992          | 3.5%          | \$260,940          | 3.3%          |
| 5104  | Computer Contract Services          | 7,120              | 7,093              | 7,308              | 7,545              | 0.1%          | 1,767              | 0.0%          |
| 5107  | Physical/Psychological Exams        | 29,613             | 35,040             | 35,040             | 36,090             | 0.5%          | 36,090             | 0.5%          |
| 5108  | Legal Services                      | 116,485            | 90,000             | 100,000            | 180,000            | 2.3%          | 120,000            | 1.5%          |
| 5201  | Office Supplies                     | 2,787              | 3,050              | 3,050              | 8,450              | 0.1%          | 8,450              | 0.1%          |
| 5202  | Memberships & Dues                  | 2,648              | 2,914              | 2,798              | 2,859              | 0.0%          | 2,859              | 0.0%          |
| 5203  | Reference Books & Periodicals       | 238                | 1,180              | 1,180              | 930                | 0.0%          | 930                | 0.0%          |
| 5205  | Training, Conferences & Meetings    | 60,126             | 94,305             | 79,605             | 84,075             | 1.1%          | 88,575             | 1.1%          |
| 5208  | Postage                             | 2,800              | 2,700              | 2,665              | 887                | 0.0%          | 887                | 0.0%          |
| 5214  | Employee Awards & Events            | 9,100              | 18,500             | 13,500             | 18,500             | 0.2%          | 18,500             | 0.2%          |
| 5215  | Mileage Reimbursement               | 25                 | -                  | -                  | -                  | -             | -                  | -             |
| 5216  | Tuition Reimbursement               | 23,064             | 27,000             | 23,000             | 32,000             | 0.4%          | 32,000             | 0.4%          |
| 5217  | Departmental Supplies               | 316                | 1,500              | 1,500              | 1,500              | 0.0%          | 1,500              | 0.0%          |
| 5218  | Recruitment Costs                   | 33,185             | 44,300             | 34,300             | 44,300             | 0.6%          | 44,300             | 0.6%          |
| 5225  | Printing                            | 48                 | 150                | 100                | 150                | 0.0%          | 150                | 0.0%          |
| 5250  | Insurance Premiums                  | 1,710,109          | 965,099            | 713,326            | 809,293            | 10.5%         | 868,633            | 11.1%         |
| 5251  | Claims Paid                         | 4,440,872          | 4,300,000          | 4,969,276          | 4,300,000          | 55.6%         | 4,300,000          | 55.1%         |
| 5252  | Claims Administration               | 210,107            | 233,600            | 232,106            | 235,829            | 3.0%          | 242,658            | 3.1%          |
| 5253  | Miscellaneous Bonds/Insurance       | 3,861              | 3,450              | 3,450              | 8,450              | 0.1%          | 9,106              | 0.1%          |
| 5254  | Unemployment                        | 9,901              | 35,000             | 20,000             | 25,000             | 0.3%          | 25,000             | 0.3%          |
| 5255  | Property Insurance                  | 240,607            | 246,571            | 164,805            | 240,000            | 3.1%          | 276,000            | 3.5%          |
| 5501  | Telephone                           | 12,652             | 10,352             | 11,103             | 3,404              | 0.0%          | 3,506              | 0.0%          |
| <b>Total Materials &amp; Services</b>         |                                     | <b>\$7,020,104</b> | <b>\$6,344,610</b> | <b>\$6,625,655</b> | <b>\$6,306,254</b> | <b>81.5%</b>  | <b>\$6,341,851</b> | <b>81.2%</b>  |
| 5611  | Warehouse Purchases                 | \$26               | \$200              | \$200              | \$300              | 0.0%          | \$300              | 0.0%          |
| 5621  | Information Technology Allocation   | 87,780             | 87,405             | 87,405             | 120,572            | 1.6%          | 116,829            | 1.5%          |
| 5631  | Insurance Allocation                | 13,860             | 15,480             | 15,480             | 6,960              | 0.1%          | 6,960              | 0.1%          |
| 5651  | Building & Operations Allocation    | 77,729             | 88,537             | 89,888             | 97,620             | 1.3%          | 99,120             | 1.3%          |
| <b>Total Internal Services</b>                |                                     | <b>\$179,395</b>   | <b>\$191,622</b>   | <b>\$192,973</b>   | <b>\$225,452</b>   | <b>2.9%</b>   | <b>\$223,209</b>   | <b>2.9%</b>   |
| <b>Total Operating Expenditures</b>           |                                     | <b>\$8,248,397</b> | <b>\$7,685,203</b> | <b>\$7,985,129</b> | <b>\$7,733,869</b> | <b>100.0%</b> | <b>\$7,806,548</b> | <b>100.0%</b> |
| 6141  | Computer Equipment & Software       | -                  | \$100,000          | -                  | -                  | -             | -                  | -             |
| <b>Total Capital Projects &amp; Equipment</b> |                                     | <b>-</b>           | <b>\$100,000</b>   | <b>-</b>           | <b>-</b>           | <b>-</b>      | <b>-</b>           | <b>-</b>      |
| <b>Total Expenditures</b>                     |                                     | <b>\$8,248,397</b> | <b>\$7,785,203</b> | <b>\$7,985,129</b> | <b>\$7,733,869</b> | <b>100.0%</b> | <b>\$7,806,548</b> | <b>100.0%</b> |
| <b>Source of Funds</b>                        |                                     |                    |                    |                    |                    |               |                    |               |
| General Fund                                  |                                     | \$1,101,075        | \$1,270,836        | \$1,144,426        | \$1,299,170        | 16.8%         | \$1,245,190        | 16.0%         |
| Insurance Reserve                             |                                     | 7,147,323          | 6,514,367          | 6,840,704          | 6,434,699          | 83.2%         | 6,561,358          | 84.0%         |
| <b>Total Source of Funds</b>                  |                                     | <b>\$8,248,397</b> | <b>\$7,785,203</b> | <b>\$7,985,129</b> | <b>\$7,733,869</b> | <b>100.0%</b> | <b>\$7,806,548</b> | <b>100.0%</b> |

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Parks and Recreation

| Object                                | Description                         | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of         | FY 2020            | % of         |
|---------------------------------------|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------|--------------------|--------------|
|                                       |                                     | Actual             | Adopted            | Estimate           | Proposed           | Total        | Proposed           | Total        |
| 4101                                  | Salaries & Allowances               | \$1,783,485        | \$1,838,149        | \$1,818,077        | \$1,904,429        | 19.7%        | \$1,952,919        | 19.7%        |
| 4103                                  | Part Time Employee Salaries         | 1,725,851          | 1,638,528          | 1,726,604          | 1,762,698          | 18.2%        | 1,767,748          | 17.9%        |
| 4111                                  | Overtime Regular Employees          | 36,191             | 25,486             | 23,923             | 29,986             | 0.3%         | 29,989             | 0.3%         |
| 4201                                  | Group Medical Insurance             | 294,483            | 322,250            | 314,636            | 353,824            | 3.7%         | 366,885            | 3.7%         |
| 4202                                  | Medicare                            | 50,124             | 55,436             | 53,332             | 50,606             | 0.5%         | 51,450             | 0.5%         |
| 4203                                  | Unemployment                        | 11,280             | 11,280             | 11,280             | 8,100              | 0.1%         | 8,100              | 0.1%         |
| 4204                                  | 401A Plan City                      | 24,589             | 25,930             | 23,988             | 40,391             | 0.4%         | 36,913             | 0.4%         |
| 4205                                  | Workers Compensation                | 2,640              | 2,640              | 2,640              | 106,800            | 1.1%         | 106,800            | 1.1%         |
| 4211                                  | PERS Regular Contribution           | 340,011            | 358,409            | 342,448            | 283,196            | 2.9%         | 319,588            | 3.2%         |
| 4218                                  | PERS Regular Liability Contribution | -                  | -                  | -                  | 153,499            | 1.6%         | 190,928            | 1.9%         |
| <b>Total Salaries &amp; Benefits</b>  |                                     | <b>\$4,268,655</b> | <b>\$4,278,108</b> | <b>\$4,316,928</b> | <b>\$4,693,529</b> | <b>48.6%</b> | <b>\$4,831,320</b> | <b>48.8%</b> |
| 5101                                  | Contract Services                   | \$2,054,175        | \$2,179,762        | \$2,200,871        | \$2,181,565        | 22.6%        | \$2,222,666        | 22.5%        |
| 5104                                  | Computer Contract Services          | 19,135             | 15,982             | 15,982             | 17,745             | 0.2%         | 18,670             | 0.2%         |
| 5201                                  | Office Supplies                     | 44,250             | 37,500             | 37,500             | 37,500             | 0.4%         | 37,500             | 0.4%         |
| 5202                                  | Memberships & Dues                  | 8,667              | 11,837             | 11,609             | 15,398             | 0.2%         | 15,398             | 0.2%         |
| 5203                                  | Reference Books & Periodicals       | 1,492              | 1,393              | 2,006              | 1,738              | 0.0%         | 1,774              | 0.0%         |
| 5204                                  | Conferences & Meetings              | 217                | -                  | -                  | -                  | -            | -                  | -            |
| 5205                                  | Training, Conferences & Meetings    | 31,874             | 58,402             | 51,565             | 60,100             | 0.6%         | 60,100             | 0.6%         |
| 5206                                  | Uniforms/Safety Equipment           | 11,837             | 14,147             | 12,647             | 18,547             | 0.2%         | 14,345             | 0.1%         |
| 5207                                  | Advertising                         | 64,358             | 73,026             | 53,566             | 58,366             | 0.6%         | 58,534             | 0.6%         |
| 5208                                  | Postage                             | 34,926             | 33,650             | 33,925             | 32,016             | 0.3%         | 32,016             | 0.3%         |
| 5210                                  | Computer Supplies & Software        | 2,228              | 420                | 2,820              | 6,316              | 0.1%         | 5,316              | 0.1%         |
| 5217                                  | Departmental Supplies               | 395,643            | 334,802            | 339,036            | 347,638            | 3.6%         | 350,801            | 3.5%         |
| 5218                                  | Recruitment Costs                   | 4,805              | 5,544              | 4,820              | 5,544              | 0.1%         | 5,544              | 0.1%         |
| 5223                                  | Bus Pass Subsidies                  | 5,288              | 6,600              | 5,000              | 6,600              | 0.1%         | 6,600              | 0.1%         |
| 5224                                  | Recreation Bus Trips                | 53,461             | 57,222             | 57,222             | 57,222             | 0.6%         | 59,225             | 0.6%         |
| 5225                                  | Printing                            | 81,890             | 106,412            | 105,517            | 106,642            | 1.1%         | 109,726            | 1.1%         |
| 5264                                  | City Funds Exchange                 | -                  | -                  | -                  | 161,000            | 1.7%         | 161,000            | 1.6%         |
| 5265                                  | Service Agency Contributions        | 9,329              | 37,315             | 37,315             | 37,315             | 0.4%         | 37,315             | 0.4%         |
| 5501                                  | Telephone                           | 26,473             | 20,654             | 20,099             | 20,000             | 0.2%         | 20,600             | 0.2%         |
| 5502                                  | Electricity                         | 205,530            | 243,404            | 214,432            | 219,224            | 2.3%         | 225,801            | 2.3%         |
| 5503                                  | Natural Gas                         | 7,345              | 8,069              | 6,266              | 6,147              | 0.1%         | 6,331              | 0.1%         |
| <b>Total Materials &amp; Services</b> |                                     | <b>\$3,062,921</b> | <b>\$3,246,141</b> | <b>\$3,212,198</b> | <b>\$3,396,623</b> | <b>35.2%</b> | <b>\$3,449,262</b> | <b>34.9%</b> |
| 5611                                  | Warehouse Purchases                 | \$16,029           | \$17,734           | \$16,330           | \$17,984           | 0.2%         | \$18,465           | 0.2%         |
| 5621                                  | Information Technology Allocation   | 341,580            | 340,110            | 340,110            | 511,023            | 5.3%         | 541,533            | 5.5%         |
| 5631                                  | Insurance Allocation                | 713,280            | 740,160            | 740,160            | 279,360            | 2.9%         | 279,360            | 2.8%         |
| 5641                                  | Fleet Rental Allocation             | 46,620             | 46,620             | 46,620             | 40,600             | 0.4%         | 42,800             | 0.4%         |
| 5642                                  | Fleet Maintenance Allocation        | 58,817             | 69,240             | 59,353             | 69,129             | 0.7%         | 76,456             | 0.8%         |
| 5651                                  | Building & Operations Allocation    | 133,249            | 151,719            | 154,033            | 167,280            | 1.7%         | 169,980            | 1.7%         |
| <b>Total Internal Services</b>        |                                     | <b>\$1,309,575</b> | <b>\$1,365,583</b> | <b>\$1,356,606</b> | <b>\$1,085,376</b> | <b>11.2%</b> | <b>\$1,128,594</b> | <b>11.4%</b> |
| <b>Total Operating Expenditures</b>   |                                     | <b>\$8,641,151</b> | <b>\$8,889,831</b> | <b>\$8,885,732</b> | <b>\$9,175,528</b> | <b>95.0%</b> | <b>\$9,409,176</b> | <b>95.1%</b> |

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Parks and Recreation

| Object   | Description                   | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|--|-------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
|  |                               | Actual             | Adopted            | Estimate           | Proposed           | Total         | Proposed           | Total         |
| 6111   | Furniture & Fixtures          | \$400              | -                  | -                  | -                  | -             | -                  | -             |
| 6121   | Machinery & Equipment         | \$6,275            | 45,000             | -                  | -                  | -             | -                  | -             |
| 6141   | Computer Equipment & Software | \$8,707            | -                  | -                  | -                  | -             | -                  | -             |
| 6252   | CIP Landscape & Site - CYr    | 457,423            | -                  | -                  | -                  | -             | -                  | -             |
| <b>Total Capital Projects &amp; Equipment</b>        |                               | <b>\$472,805</b>   | <b>\$45,000</b>    | <b>\$44,826</b>    | <b>\$0</b>         | <b>-</b>      | <b>\$0</b>         | <b>-</b>      |
| 7101   | Bond Principal                | \$280,000          | \$265,000          | \$265,000          | <b>\$295,000</b>   | 3.1%          | <b>\$305,000</b>   | 3.1%          |
| 7102   | Bond Interest                 | 135,002            | 194,375            | 194,375            | <b>185,975</b>     | 1.9%          | <b>176,975</b>     | 1.8%          |
| 7103   | Bond Administration Fee       | 29,214             | 3,350              | 3,350              | <b>3,500</b>       | 0.0%          | <b>3,500</b>       | 0.0%          |
| <b>Total Debt Service</b>                            |                               | <b>\$444,216</b>   | <b>\$462,725</b>   | <b>\$462,725</b>   | <b>\$484,475</b>   | <b>5.0%</b>   | <b>\$485,475</b>   | <b>4.9%</b>   |
| <b>Total Capital Expenditures &amp; Debt Service</b> |                               | <b>\$917,022</b>   | <b>\$507,725</b>   | <b>\$507,551</b>   | <b>\$484,475</b>   | <b>5.0%</b>   | <b>\$485,475</b>   | <b>4.9%</b>   |
| <b>Total Expenditures</b>                            |                               | <b>\$9,558,173</b> | <b>\$9,397,556</b> | <b>\$9,393,283</b> | <b>\$9,660,003</b> | <b>100.0%</b> | <b>\$9,894,651</b> | <b>100.0%</b> |
| <b>Source of Funds</b>                               |                               |                    |                    |                    |                    |               |                    |               |
| General Fund   |                               | \$8,200,176        | \$8,501,515        | \$8,427,608        | <b>\$8,714,025</b> | 90.2%         | <b>\$8,924,663</b> | 90.2%         |
| Proposition A Fund                                   |                               | 900,573            | 896,041            | 920,849            | <b>945,978</b>     | 9.8%          | <b>969,988</b>     | 9.8%          |
| Capital Improvement Fund                             |                               | 457,423            | -                  | 44,826             | -                  | -             | -                  | -             |
| <b>Total Source of Funds</b>                         |                               | <b>\$9,558,173</b> | <b>\$9,397,556</b> | <b>\$9,393,283</b> | <b>\$9,660,003</b> | <b>100.0%</b> | <b>\$9,894,651</b> | <b>100.0%</b> |

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Police

| Object                                | Description                         | FY 2017             | FY 2018             | FY 2018             | FY 2019             | % of         | FY 2020             | % of         |
|---------------------------------------|-------------------------------------|---------------------|---------------------|---------------------|---------------------|--------------|---------------------|--------------|
|                                       |                                     | Actual              | Adopted             | Estimate            | Proposed            | Total        | Proposed            | Total        |
| 4101                                  | Salaries & Allowances               | \$2,616,034         | \$2,618,636         | \$2,672,745         | \$2,751,541         | 9.3%         | \$2,822,324         | 9.6%         |
| 4102                                  | Sworn Employee Salaries             | 8,875,278           | 8,421,236           | 8,415,036           | 8,282,102           | 28.1%        | 8,446,711           | 28.8%        |
| 4103                                  | Part Time Employee Salaries         | 332,151             | 230,905             | 366,000             | 372,628             | 1.3%         | 372,628             | 1.3%         |
| 4111                                  | Overtime Regular Employees          | 152,158             | 117,495             | 248,400             | 148,132             | 0.5%         | 161,949             | 0.6%         |
| 4112                                  | Overtime Sworn Employees            | 1,480,870           | 1,320,860           | 1,671,840           | 1,575,890           | 5.3%         | 1,608,986           | 5.5%         |
| 4113                                  | Overtime Mutual Aid                 | 451                 | -                   | -                   | -                   | -            | -                   | -            |
| 4114                                  | Overtime Special Events             | 229,692             | 200,326             | 380,000             | 239,150             | 0.8%         | 246,150             | 0.8%         |
| 4201                                  | Group Medical Insurance             | 1,438,261           | 1,505,504           | 1,519,523           | 1,677,923           | 5.7%         | 1,739,810           | 5.9%         |
| 4202                                  | Medicare                            | 180,564             | 158,877             | 184,189             | 160,200             | 0.5%         | 163,562             | 0.6%         |
| 4203                                  | Unemployment                        | 12,480              | 12,480              | 12,480              | 8,700               | 0.0%         | 8,700               | 0.0%         |
| 4204                                  | 401A Plan City                      | 11,166              | 11,629              | 12,027              | 11,597              | 0.0%         | 11,829              | 0.0%         |
| 4205                                  | Workers Compensation                | 2,108,760           | 2,199,600           | 2,199,600           | 2,697,660           | 9.1%         | 2,697,660           | 9.2%         |
| 4211                                  | PERS Regular Contribution           | 358,735             | 394,003             | 343,268             | 241,094             | 0.8%         | 247,113             | 0.8%         |
| 4212                                  | PERS Sworn Contributions            | 2,731,659           | 3,026,429           | 2,802,405           | 1,604,377           | 5.4%         | 1,636,621           | 5.6%         |
| 4218                                  | PERS Regular Liability Contribution | -                   | -                   | -                   | 217,575             | 0.7%         | 270,625             | 0.9%         |
| 4219                                  | PERS Sworn Liability Contribution   | -                   | -                   | -                   | 1,895,498           | 6.4%         | 2,354,801           | 8.0%         |
| <b>Total Salaries &amp; Benefits</b>  |                                     | <b>\$20,528,259</b> | <b>\$20,217,980</b> | <b>\$20,827,513</b> | <b>\$21,884,067</b> | <b>74.2%</b> | <b>\$22,789,469</b> | <b>77.7%</b> |
| 5101                                  | Contract Services                   | \$491,469           | \$555,609           | \$595,150           | \$677,690           | 2.3%         | \$723,790           | 2.5%         |
| 5104                                  | Computer Contract Services          | 108,042             | 99,350              | 99,400              | 173,450             | 0.6%         | 178,150             | 0.6%         |
| 5106                                  | SBRPCA Communications               | 1,297,692           | 1,501,985           | 1,295,588           | 1,499,207           | 5.1%         | 1,337,531           | 4.6%         |
| 5107                                  | Physical/Psychological Exams        | 7,975               | 13,450              | 13,500              | 13,700              | 0.0%         | 13,900              | 0.0%         |
| 5108                                  | Legal Services                      | 1,908               | 15,000              | 5,000               | 8,000               | 0.0%         | 8,000               | 0.0%         |
| 5109                                  | Background Investigations           | 3,789               | 8,520               | 7,500               | 6,720               | 0.0%         | 6,820               | 0.0%         |
| 5201                                  | Office Supplies                     | 35,010              | 32,200              | 36,000              | 48,200              | 0.2%         | 49,600              | 0.2%         |
| 5202                                  | Memberships & Dues                  | 7,659               | 8,755               | 8,185               | 8,755               | 0.0%         | 9,105               | 0.0%         |
| 5203                                  | Reference Books & Periodicals       | 1,138               | 1,330               | 1,100               | 1,140               | 0.0%         | 1,140               | 0.0%         |
| 5205                                  | Training, Conferences & Meetings    | 87,191              | 74,200              | 97,700              | 110,645             | 0.4%         | 112,395             | 0.4%         |
| 5206                                  | Uniforms/Safety Equipment           | 127,296             | 119,120             | 128,650             | 147,255             | 0.5%         | 137,355             | 0.5%         |
| 5207                                  | Advertising                         | 5,225               | 300                 | 3,000               | 6,000               | 0.0%         | 3,000               | 0.0%         |
| 5208                                  | Postage                             | 6,118               | 5,900               | 5,824               | 8,959               | 0.0%         | 8,959               | 0.0%         |
| 5210                                  | Computer Supplies & Software        | 6,972               | 18,500              | 9,500               | 24,500              | 0.1%         | 8,600               | 0.0%         |
| 5214                                  | Employee Awards & Events            | 2,314               | 2,850               | 2,700               | 2,850               | 0.0%         | 2,900               | 0.0%         |
| 5217                                  | Departmental Supplies               | 209,769             | 310,675             | 317,325             | 330,900             | 1.1%         | 334,500             | 1.1%         |
| 5219                                  | STC Training                        | 3,850               | 2,950               | 3,200               | 3,850               | 0.0%         | 3,850               | 0.0%         |
| 5220                                  | POST Training                       | 46,450              | 60,900              | 35,000              | 43,700              | 0.1%         | 43,700              | 0.1%         |
| 5225                                  | Printing                            | 14,361              | 24,600              | 23,650              | 17,800              | 0.1%         | 17,800              | 0.1%         |
| 5240                                  | Assessments & Taxes                 | -                   | -                   | -                   | -                   | -            | -                   | -            |
| 5263                                  | City Funds Match                    | 2,394               | 10,500              | 5,000               | 6,000               | 0.0%         | 8,000               | 0.0%         |
| 5501                                  | Telephone                           | 45,266              | 48,322              | 39,287              | 47,984              | 0.2%         | 49,424              | 0.2%         |
| 5502                                  | Electricity                         | 140,512             | 177,200             | 145,065             | 151,013             | 0.5%         | 155,543             | 0.5%         |
| 5503                                  | Natural Gas                         | 6,523               | 5,690               | 5,469               | 5,365               | 0.0%         | 5,526               | 0.0%         |
| 5504                                  | Water                               | 15,377              | 14,975              | 20,371              | 16,105              | 0.1%         | 16,588              | 0.1%         |
| <b>Total Materials &amp; Services</b> |                                     | <b>\$2,674,299</b>  | <b>\$3,112,881</b>  | <b>\$2,903,164</b>  | <b>\$3,359,788</b>  | <b>11.4%</b> | <b>\$3,236,176</b>  | <b>11.0%</b> |
| 5611                                  | Warehouse Purchases                 | \$1,685             | \$2,745             | \$2,450             | \$2,000             | 0.0%         | \$2,000             | 0.0%         |
| 5621                                  | Information Technology Allocation   | 741,540             | 738,277             | 738,277             | 646,037             | 2.2%         | 684,605             | 2.3%         |
| 5631                                  | Insurance Allocation                | 967,020             | 1,000,620           | 1,000,620           | 541,440             | 1.8%         | 541,440             | 1.8%         |
| 5641                                  | Fleet Rental Allocation             | 445,500             | 445,500             | 445,500             | 468,870             | 1.6%         | 479,300             | 1.6%         |
| 5642                                  | Fleet Maintenance Allocation        | 638,776             | 751,980             | 644,594             | 711,846             | 2.4%         | 736,471             | 2.5%         |
| 5651                                  | Building & Operations Allocation    | 385,987             | 444,538             | 451,319             | 478,680             | 1.6%         | 485,400             | 1.7%         |
| <b>Total Internal Services</b>        |                                     | <b>\$3,180,508</b>  | <b>\$3,383,660</b>  | <b>\$3,282,760</b>  | <b>\$2,848,873</b>  | <b>9.7%</b>  | <b>\$2,929,216</b>  | <b>10.0%</b> |
| <b>Total Operating Expenditures</b>   |                                     | <b>\$26,383,065</b> | <b>\$26,714,521</b> | <b>\$27,013,437</b> | <b>\$28,092,728</b> | <b>95.2%</b> | <b>\$28,954,861</b> | <b>98.7%</b> |

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Police

| Object   | Description                    | FY 2017             | FY 2018             | FY 2018             | FY 2019             | % of          | FY 2020             | % of          |
|--|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------------|---------------|
|  |                                | Actual              | Adopted             | Estimate            | Proposed            | Total         | Proposed            | Total         |
| 6111   | Furniture & Fixtures           | \$26,219            | -                   | -                   | -                   | -             | -                   | -             |
| 6141   | Computer Equipment & Software  | 307,321             | 800,000             | 15,264              | <b>1,014,814</b>    | 3.4%          | -                   | -             |
| <b>Total Capital Projects &amp; Equipment</b>        |                                | <b>\$333,539</b>    | <b>\$800,000</b>    | <b>\$15,264</b>     | <b>\$1,014,814</b>  | <b>3.4%</b>   | <b>\$0</b>          | <b>-</b>      |
| 7101   | Bond Principal                 | \$232,500           | \$240,000           | \$240,000           | <b>\$250,000</b>    | 0.8%          | <b>\$257,500</b>    | 0.9%          |
| 7102   | Bond Interest                  | 149,669             | 142,581             | 142,581             | <b>135,232</b>      | 0.5%          | <b>127,619</b>      | 0.4%          |
| 7103   | Bond Administration            | 825                 | 1,100               | 1,000               | <b>1,100</b>        | 0.0%          | <b>1,100</b>        | 0.0%          |
| 7302   | Property & Equipment Principal | -                   | 133,173             | -                   | -                   | -             | -                   | -             |
| 7303   | Property & Equipment Interest  | -                   | 17,500              | -                   | -                   | -             | -                   | -             |
| <b>Total Debt Service</b>                            |                                | <b>\$382,994</b>    | <b>\$383,681</b>    | <b>\$383,581</b>    | <b>\$386,332</b>    | <b>1.3%</b>   | <b>\$386,219</b>    | <b>1.3%</b>   |
| <b>Total Capital Expenditures &amp; Debt Service</b> |                                | <b>\$716,533</b>    | <b>\$1,334,354</b>  | <b>\$398,845</b>    | <b>\$1,401,146</b>  | <b>4.8%</b>   | <b>\$386,219</b>    | <b>1.3%</b>   |
| <b>Total Expenditures</b>                            |                                | <b>\$27,099,598</b> | <b>\$28,048,875</b> | <b>\$27,412,282</b> | <b>\$29,493,874</b> | <b>100.0%</b> | <b>\$29,341,080</b> | <b>100.0%</b> |
| <b>Source of Funds</b>                               |                                |                     |                     |                     |                     |               |                     |               |
| General Fund   |                                | \$26,479,483        | \$26,519,081        | \$26,692,433        | <b>\$28,803,042</b> | 97.7%         | <b>\$28,661,161</b> | 97.7%         |
| Asset Forfeiture                                     |                                | 153,479             | 1,041,113           | 231,268             | <b>164,500</b>      | 0.6%          | <b>153,700</b>      | 0.5%          |
| Police Safety Grants Fund                            |                                | 83,642              | 105,000             | 105,000             | <b>140,000</b>      | 0.5%          | <b>140,000</b>      | 0.5%          |
| Capital Improvement Fund                             |                                | 382,994             | 383,681             | 383,581             | <b>386,332</b>      | 1.3%          | <b>386,219</b>      | 1.3%          |
| <b>Total Source of Funds</b>                         |                                | <b>\$27,099,598</b> | <b>\$28,048,875</b> | <b>\$27,412,282</b> | <b>\$29,493,874</b> | <b>100.0%</b> | <b>\$29,341,080</b> | <b>100.0%</b> |



## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Fire

| Object                                | Description                         | FY 2017             | FY 2018             | FY 2018             | FY 2019             | % of         | FY 2020             | % of         |
|---------------------------------------|-------------------------------------|---------------------|---------------------|---------------------|---------------------|--------------|---------------------|--------------|
|                                       |                                     | Actual              | Adopted             | Estimate            | Proposed            | Total        | Proposed            | Total        |
| 4101                                  | Salaries & Allowances               | \$82,874            | \$86,314            | \$90,987            | \$90,715            | 0.6%         | \$92,055            | 0.6%         |
| 4102                                  | Sworn Employee Salaries             | 4,799,315           | 4,699,308           | 4,935,831           | 4,835,740           | 33.2%        | 4,904,011           | 33.1%        |
| 4103                                  | Part Time Employee Salaries         | 138,599             | 282,532             | 267,051             | 301,477             | 2.1%         | 301,477             | 2.0%         |
| 4111                                  | Overtime Regular Employees          | 11,821              | 46,080              | 25,248              | 25,000              | 0.2%         | 25,000              | 0.2%         |
| 4112                                  | Overtime Sworn Employees            | 1,847,221           | 1,793,640           | 1,789,600           | 1,888,508           | 13.0%        | 1,926,762           | 13.0%        |
| 4113                                  | Overtime Mutual Aid                 | 549                 | 161,280             | 260,000             | 165,312             | 1.1%         | 169,344             | 1.1%         |
| 4114                                  | Overtime Special Events             | 11,965              | 16,720              | 17,903              | 17,138              | 0.1%         | 17,412              | 0.1%         |
| 4115                                  | Cooperative Resources               | 54,561              | 173,976             | 81,500              | 72,384              | 0.5%         | 69,600              | 0.5%         |
| 4116                                  | Overtime Training & Special Detail  | 224,725             | 219,000             | 181,321             | 224,400             | 1.5%         | 230,400             | 1.6%         |
| 4201                                  | Group Medical Insurance             | 617,506             | 647,095             | 679,653             | 671,225             | 4.6%         | 696,047             | 4.7%         |
| 4202                                  | Medicare                            | 96,238              | 66,637              | 101,079             | 71,961              | 0.5%         | 72,924              | 0.5%         |
| 4203                                  | Unemployment                        | 1,260               | 1,260               | 1,260               | 420                 | 0.0%         | 420                 | 0.0%         |
| 4204                                  | 401A Plan City                      | 5,545               | 5,466               | 5,666               | 5,422               | 0.0%         | 5,531               | 0.0%         |
| 4205                                  | Workers Compensation                | 1,056,120           | 1,101,660           | 1,101,660           | 1,512,780           | 10.4%        | 1,512,780           | 10.2%        |
| 4211                                  | PERS Regular Contribution           | 14,703              | 17,154              | 17,083              | 19,789              | 0.1%         | 19,903              | 0.1%         |
| 4212                                  | PERS Sworn Contributions            | 1,302,714           | 1,431,960           | 1,411,861           | 868,837             | 6.0%         | 881,320             | 5.9%         |
| 4218                                  | PERS Regular Liability Contribution | -                   | -                   | -                   | 7,354               | 0.1%         | 9,148               | 0.1%         |
| 4219                                  | PERS Sworn Liability Contribution   | -                   | -                   | -                   | 839,191             | 5.8%         | 1,063,999           | 7.2%         |
| <b>Total Salaries &amp; Benefits</b>  |                                     | <b>\$10,265,716</b> | <b>\$10,750,081</b> | <b>\$10,967,703</b> | <b>\$11,617,653</b> | <b>79.7%</b> | <b>\$11,998,133</b> | <b>81.0%</b> |
| 5101                                  | Contract Services                   | \$208,899           | \$230,041           | \$220,292           | \$276,681           | 1.9%         | \$280,501           | 1.9%         |
| 5104                                  | Computer Contract Services          | 35,107              | 40,850              | 40,850              | 42,650              | 0.3%         | 48,850              | 0.3%         |
| 5106                                  | SBRPCA Communications               | 430,745             | 500,662             | 431,863             | 505,568             | 3.5%         | 445,843             | 3.0%         |
| 5107                                  | Physical/Psychological Exams        | 2,625               | 7,200               | 2,300               | 800                 | 0.0%         | 880                 | 0.0%         |
| 5109                                  | Background Investigations           | 3,000               | 24,064              | 10,664              | 864                 | 0.0%         | 864                 | 0.0%         |
| 5201                                  | Office Supplies                     | 4,856               | 7,000               | 6,500               | 6,400               | 0.0%         | 6,400               | 0.0%         |
| 5202                                  | Memberships & Dues                  | 3,938               | 4,724               | 4,325               | 5,724               | 0.0%         | 6,135               | 0.0%         |
| 5203                                  | Reference Books & Periodicals       | 1,176               | 3,650               | 3,100               | 3,650               | 0.0%         | 3,650               | 0.0%         |
| 5205                                  | Training, Conferences & Meetings    | 85,764              | 130,150             | 114,750             | 130,150             | 0.9%         | 131,800             | 0.9%         |
| 5206                                  | Uniforms/Safety Equipment           | 72,720              | 64,075              | 57,025              | 62,075              | 0.4%         | 62,165              | 0.4%         |
| 5207                                  | Advertising                         | 56                  | -                   | -                   | -                   | -            | -                   | -            |
| 5208                                  | Postage                             | 1,011               | 600                 | 593                 | 214                 | 0.0%         | 214                 | 0.0%         |
| 5209                                  | Tools & Minor Equipment             | 160                 | -                   | 283                 | -                   | -            | -                   | -            |
| 5214                                  | Employee Awards & Events            | 3,071               | 4,000               | 3,500               | 4,000               | 0.0%         | 4,000               | 0.0%         |
| 5217                                  | Departmental Supplies               | 185,473             | 205,170             | 205,000             | 212,100             | 1.5%         | 216,825             | 1.5%         |
| 5221                                  | Automotive Repair Services          | 63,246              | 70,035              | 70,035              | 72,100              | 0.5%         | 72,100              | 0.5%         |
| 5225                                  | Printing                            | 184                 | 2,650               | 1,900               | 2,350               | 0.0%         | 2,250               | 0.0%         |
| 5501                                  | Telephone                           | 31,450              | 26,533              | 28,703              | 18,079              | 0.1%         | 18,621              | 0.1%         |
| 5502                                  | Electricity                         | 72,560              | 91,585              | 75,304              | 78,392              | 0.5%         | 80,744              | 0.5%         |
| 5503                                  | Natural Gas                         | 6,732               | 6,439               | 5,320               | 5,219               | 0.0%         | 5,376               | 0.0%         |
| 5504                                  | Water                               | 9,012               | 7,307               | 10,427              | 7,802               | 0.1%         | 8,036               | 0.1%         |
| <b>Total Materials &amp; Services</b> |                                     | <b>\$1,221,786</b>  | <b>\$1,426,735</b>  | <b>\$1,292,734</b>  | <b>\$1,434,818</b>  | <b>9.8%</b>  | <b>\$1,395,254</b>  | <b>9.4%</b>  |
| 5611                                  | Warehouse Purchases                 | \$5,443             | \$6,700             | \$6,700             | \$6,500             | 0.0%         | \$6,500             | 0.0%         |
| 5621                                  | Information Technology Allocation   | 156,120             | 155,498             | 155,498             | 335,802             | 2.3%         | 355,846             | 2.4%         |
| 5631                                  | Insurance Allocation                | 64,500              | 67,740              | 67,740              | 48,600              | 0.3%         | 48,600              | 0.3%         |
| 5641                                  | Fleet Rental Allocation             | 212,760             | 212,760             | 212,760             | 371,880             | 2.6%         | 371,880             | 2.5%         |
| 5642                                  | Fleet Maintenance Allocation        | 41,793              | 49,200              | 42,173              | 65,415              | 0.4%         | 67,676              | 0.5%         |
| 5651                                  | Building & Operations Allocation    | 144,725             | 166,694             | 169,237             | 179,520             | 1.2%         | 182,040             | 1.2%         |
| <b>Total Internal Services</b>        |                                     | <b>\$625,342</b>    | <b>\$658,592</b>    | <b>\$654,108</b>    | <b>\$1,007,717</b>  | <b>6.9%</b>  | <b>\$1,032,542</b>  | <b>7.0%</b>  |
| <b>Total Operating Expenditures</b>   |                                     | <b>\$12,112,844</b> | <b>\$12,835,408</b> | <b>\$12,914,546</b> | <b>\$14,060,188</b> | <b>96.5%</b> | <b>\$14,425,929</b> | <b>97.4%</b> |

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Fire

| Object   | Description                    | FY 2017             | FY 2018             | FY 2018             | FY 2019             | % of          | FY 2020             | % of          |
|--|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------------|---------------|
|  |                                | Actual              | Adopted             | Estimate            | Proposed            | Total         | Proposed            | Total         |
| 6111   | Furniture & Fixtures           | \$11,533            | -                   | -                   | -                   | -             | -                   | -             |
| 6121   | Machinery & Equipment          | \$16,871            | -                   | 28,595              | -                   | -             | -                   | -             |
| 6141   | Computer Equipment & Software  | 5,989               | 80,000              | 8,085               | <b>125,788</b>      | 0.9%          | -                   | -             |
| 6212   | CIP Bldg & Facility - CYr      | 26,000              | -                   | 90,638              | -                   | -             | -                   | -             |
| <b>Total Capital Projects &amp; Equipment</b>        |                                | <b>\$48,860</b>     | <b>\$80,000</b>     | <b>\$127,318</b>    | <b>\$125,788</b>    | <b>0.9%</b>   | -                   | -             |
| 7101   | Bond Principal                 | \$232,500           | \$240,000           | \$240,000           | <b>\$250,000</b>    | 1.7%          | <b>\$257,500</b>    | 1.7%          |
| 7102   | Bond Interest                  | 149,669             | 142,581             | 142,581             | <b>135,232</b>      | 0.9%          | <b>127,619</b>      | 0.9%          |
| 7103   | Bond Administration            | 825                 | 1,100               | 1,000               | <b>1,100</b>        | 0.0%          | <b>1,100</b>        | 0.0%          |
| 7302   | Property & Equipment Principal | -                   | 15,981              | -                   | -                   | -             | -                   | -             |
| 7303   | Property & Equipment Interest  | -                   | 2,100               | -                   | -                   | -             | -                   | -             |
| <b>Total Debt Service</b>                            |                                | <b>\$382,994</b>    | <b>\$401,762</b>    | <b>\$383,581</b>    | <b>\$386,332</b>    | <b>2.7%</b>   | <b>\$386,219</b>    | <b>2.6%</b>   |
| <b>Total Capital Expenditures &amp; Debt Service</b> |                                | <b>\$443,388</b>    | <b>\$481,762</b>    | <b>\$510,899</b>    | <b>\$512,120</b>    | <b>3.5%</b>   | <b>\$386,219</b>    | <b>2.6%</b>   |
| <b>Total Expenditures</b>                            |                                | <b>\$12,556,231</b> | <b>\$13,317,170</b> | <b>\$13,425,445</b> | <b>\$14,572,308</b> | <b>100.0%</b> | <b>\$14,812,148</b> | <b>100.0%</b> |
| <b>Source of Funds</b>                               |                                |                     |                     |                     |                     |               |                     |               |
| General Fund   |                                | \$12,147,237        | \$12,933,489        | \$12,951,226        | <b>\$14,185,976</b> | 97.3%         | <b>\$14,425,929</b> | 97.4%         |
| Capital Improvement Fund                             |                                | 408,994             | 383,681             | 474,219             | <b>386,332</b>      | 2.7%          | <b>386,219</b>      | 2.6%          |
| <b>Total Source of Funds</b>                         |                                | <b>\$12,556,231</b> | <b>\$13,317,170</b> | <b>\$13,425,445</b> | <b>\$14,572,308</b> | <b>100.0%</b> | <b>\$14,812,148</b> | <b>100.0%</b> |

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Public Works

| Object                                | Description                         | FY 2017             | FY 2018             | FY 2018             | FY 2019             | % of         | FY 2020             | % of         |
|---------------------------------------|-------------------------------------|---------------------|---------------------|---------------------|---------------------|--------------|---------------------|--------------|
|                                       |                                     | Actual              | Adopted             | Estimate            | Proposed            | Total        | Proposed            | Total        |
| 4101                                  | Salaries & Allowances               | \$4,154,576         | \$4,926,334         | \$4,239,425         | \$4,965,690         | 7.2%         | \$5,097,441         | 10.7%        |
| 4103                                  | Part Time Employee Salaries         | 85,914              | 43,500              | 71,221              | 68,919              | 0.1%         | 68,919              | 0.1%         |
| 4111                                  | Overtime Regular Employees          | 103,091             | 77,176              | 105,920             | 96,878              | 0.1%         | 94,600              | 0.2%         |
| 4114                                  | Overtime Special Events             | 31,820              | 34,330              | 35,630              | 43,000              | 0.1%         | 44,950              | 0.1%         |
| 4123                                  | Commuter Pay                        | 11,880              | 9,200               | 13,500              | -                   | -            | -                   | -            |
| 4201                                  | Group Medical Insurance             | 650,526             | 867,720             | 707,765             | 919,969             | 1.3%         | 954,584             | 2.0%         |
| 4202                                  | Medicare                            | 59,002              | 68,475              | 61,671              | 72,004              | 0.1%         | 73,911              | 0.2%         |
| 4203                                  | Unemployment                        | 7,980               | 7,980               | 7,980               | 6,120               | 0.0%         | 6,120               | 0.0%         |
| 4204                                  | 401A Plan City                      | 60,186              | 71,937              | 60,788              | 69,234              | 0.1%         | 70,617              | 0.1%         |
| 4205                                  | Workers Compensation                | 447,480             | 466,560             | 466,560             | 348,780             | 0.5%         | 348,780             | 0.7%         |
| 4211                                  | PERS Regular Contribution           | 547,401             | 690,932             | 563,845             | 431,096             | 0.6%         | 442,299             | 0.9%         |
| 4218                                  | PERS Regular Liability Contribution | -                   | -                   | -                   | 388,895             | 0.6%         | 483,721             | 1.0%         |
| 4220                                  | Accrued Leave                       | 633                 | -                   | -                   | -                   | -            | -                   | -            |
| <b>Total Salaries &amp; Benefits</b>  |                                     | <b>\$6,160,489</b>  | <b>\$7,264,144</b>  | <b>\$6,334,305</b>  | <b>\$7,410,585</b>  | <b>10.7%</b> | <b>\$7,685,942</b>  | <b>16.1%</b> |
| 5101                                  | Contract Services                   | \$13,332,197        | \$13,300,513        | \$13,495,422        | \$14,581,165        | 21.0%        | \$15,080,675        | 31.5%        |
| 5104                                  | Computer Contract Services          | 40,307              | 29,445              | 49,683              | 59,610              | 0.1%         | 81,000              | 0.2%         |
| 5108                                  | Legal Services                      | 19,991              | -                   | -                   | -                   | -            | -                   | -            |
| 5201                                  | Office Supplies                     | 12,819              | 11,100              | 13,000              | 11,500              | 0.0%         | 11,500              | 0.0%         |
| 5202                                  | Memberships & Dues                  | 17,213              | 11,330              | 18,440              | 20,550              | 0.0%         | 21,350              | 0.0%         |
| 5203                                  | Reference Books & Periodicals       | 1,043               | 1,180               | 1,280               | 1,650               | 0.0%         | 4,250               | 0.0%         |
| 5205                                  | Training, Conferences & Meetings    | 30,468              | 33,470              | 44,575              | 81,000              | 0.1%         | 82,200              | 0.2%         |
| 5206                                  | Uniforms/Safety Equipment           | 23,100              | 29,262              | 27,614              | 35,900              | 0.1%         | 35,250              | 0.1%         |
| 5207                                  | Advertising                         | 20,907              | 12,200              | 12,200              | 14,200              | 0.0%         | 17,200              | 0.0%         |
| 5208                                  | Postage                             | 5,600               | 5,400               | 5,331               | 4,818               | 0.0%         | 4,818               | 0.0%         |
| 5209                                  | Tools & Minor Equipment             | 4,191               | 5,395               | 10,300              | 7,800               | 0.0%         | 7,900               | 0.0%         |
| 5210                                  | Computer Supplies & Software        | 4,134               | 18,500              | 39,760              | 58,150              | 0.1%         | 13,350              | 0.0%         |
| 5212                                  | Office Equipment Maintenance        | -                   | 2,000               | 2,000               | 2,000               | 0.0%         | 2,100               | 0.0%         |
| 5214                                  | Employee Awards & Events            | 1,385               | 1,000               | 1,000               | 1,000               | 0.0%         | 1,000               | 0.0%         |
| 5217                                  | Departmental Supplies               | 924,769             | 1,183,347           | 1,135,957           | 1,255,850           | 1.8%         | 1,273,700           | 2.7%         |
| 5221                                  | Automotive Repair Service           | 1,407               | -                   | -                   | -                   | -            | -                   | -            |
| 5225                                  | Printing                            | 5,301               | 14,985              | 17,000              | 14,900              | 0.0%         | 16,800              | 0.0%         |
| 5226                                  | Automotive Fuel                     | 244,869             | 402,110             | 400,000             | 398,500             | 0.6%         | 426,250             | 0.9%         |
| 5231                                  | Banking Service Fees                | 432,422             | 399,000             | 390,000             | 457,000             | 0.7%         | 469,000             | 1.0%         |
| 5240                                  | Assessments & Taxes                 | 94,818              | 770,340             | 300,000             | 770,340             | 1.1%         | 791,160             | 1.7%         |
| 5266                                  | DMBBPA Allocation                   | 111,484             | 108,000             | 109,525             | 110,000             | 0.2%         | 110,000             | 0.2%         |
| 5501                                  | Telephone                           | 105,904             | 98,762              | 112,036             | 95,079              | 0.1%         | 97,930              | 0.2%         |
| 5502                                  | Electricity                         | 762,046             | 960,423             | 831,130             | 853,707             | 1.2%         | 879,321             | 1.8%         |
| 5503                                  | Natural Gas                         | 109,360             | 87,644              | 101,375             | 99,450              | 0.1%         | 102,433             | 0.2%         |
| 5504                                  | Water                               | 510,391             | 534,653             | 521,512             | 540,285             | 0.8%         | 556,493             | 1.2%         |
| <b>Total Materials &amp; Services</b> |                                     | <b>\$16,816,125</b> | <b>\$18,020,059</b> | <b>\$17,639,140</b> | <b>\$19,474,454</b> | <b>28.1%</b> | <b>\$20,085,680</b> | <b>42.0%</b> |
| 5601                                  | Administrative Service Charge       | \$2,996,532         | \$3,671,483         | \$3,539,744         | \$3,572,530         | 5.2%         | \$3,594,530         | 7.5%         |
| 5611                                  | Warehouse Purchases                 | 49,357              | 54,610              | 60,465              | 63,530              | 0.1%         | 64,030              | 0.1%         |
| 5612                                  | Garage Purchases                    | 28,929              | 25,000              | 25,000              | 25,000              | 0.0%         | 25,000              | 0.1%         |
| 5621                                  | Information Technology Allocation   | 361,080             | 359,482             | 359,482             | 438,149             | 0.6%         | 1,209,495           | 2.5%         |
| 5631                                  | Insurance Allocation                | 526,620             | 549,540             | 549,540             | 665,700             | 1.0%         | 665,700             | 1.4%         |
| 5641                                  | Fleet Rental Allocation             | 319,920             | 319,920             | 319,920             | 382,380             | 0.6%         | 390,240             | 0.8%         |
| 5642                                  | Fleet Maintenance Allocation        | 239,140             | 281,520             | 241,319             | 298,998             | 0.4%         | 302,059             | 0.6%         |
| 5651                                  | Building & Operations Allocation    | \$221,019           | \$253,622           | \$257,490           | \$275,100           | 0.4%         | \$279,180           | 0.6%         |
| <b>Total Internal Services</b>        |                                     | <b>\$4,742,596</b>  | <b>\$5,515,177</b>  | <b>\$5,352,960</b>  | <b>\$5,721,387</b>  | <b>8.3%</b>  | <b>\$6,530,234</b>  | <b>13.6%</b> |

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Public Works

| Object   | Description                    | FY 2017<br>Actual   | FY 2018<br>Adopted  | FY 2018<br>Estimate | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|--|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------------|---------------|
| 9101   | Transfers Out                  | \$19,493            | \$18,007            | \$124,485           | \$60,091            | 0.1%          | \$17,112            | 0.0%          |
| <b>Total Transfers</b>                               |                                | <b>\$19,493</b>     | <b>\$18,007</b>     | <b>\$124,485</b>    | <b>\$60,091</b>     | <b>0.1%</b>   | <b>\$17,112</b>     | <b>0.0%</b>   |
| <b>Total Operating Expenditures</b>                  |                                | <b>\$27,738,704</b> | <b>\$30,817,387</b> | <b>\$29,450,890</b> | <b>\$32,666,517</b> | <b>47.1%</b>  | <b>\$34,318,968</b> | <b>71.7%</b>  |
| 6121   | Machinery & Equipment          | \$38,391            | -                   | -                   | \$40,000            | 0.1%          | -                   | -             |
| 6131   | Vehicles                       | 1,015,578           | 2,085,376           | 1,869,831           | 429,681             | 0.6%          | 834,941             | 1.7%          |
| 6141   | Computer Equipment & Software  | 2,786               | 100,000             | -                   | 133,290             | 0.2%          | -                   | -             |
| 6142   | ERP Implementation             | -                   | -                   | -                   | 118,593             | 0.2%          | 19,788              | 0.0%          |
| 6151   | Land                           | -                   | -                   | 551,340             | -                   | -             | -                   | -             |
| 6212   | CIP Bldg. & Facility - CYr     | 1,540,329           | 5,960,000           | 2,003,795           | 24,960,000          | 36.0%         | 1,360,000           | 2.8%          |
| 6222   | CIP Street Improvements - CYr  | 1,966,539           | 3,035,000           | 3,460,132           | 3,375,000           | 4.9%          | 3,310,000           | 6.9%          |
| 6232   | CIP Utility Improvements - CYr | 15,981              | 2,670,000           | -                   | -                   | -             | -                   | -             |
| 6242   | CIP Line Improvements - CYr    | 1,262,280           | 1,100,000           | 1,392,178           | 5,000,000           | 7.2%          | 4,750,000           | 9.9%          |
| 6252   | CIP Landscape & Site - CYr     | 1,784,255           | -                   | 35,958              | -                   | -             | -                   | -             |
| 6263   | Infrastructure Improvements    | 255,547             | 1,930,000           | 302,247             | 1,030,000           | 1.5%          | 830,000             | 1.7%          |
| <b>Total Capital Projects &amp; Equipment</b>        |                                | <b>\$7,881,686</b>  | <b>\$16,880,376</b> | <b>\$9,615,481</b>  | <b>\$35,086,564</b> | <b>50.6%</b>  | <b>\$11,104,729</b> | <b>23.2%</b>  |
| 7101   | Bond Principal                 | \$1,205,000         | \$1,235,000         | \$1,365,000         | \$639,000           | 0.9%          | \$1,525,000         | 3.2%          |
| 7102   | Bond Interest                  | 726,273             | 676,753             | 521,429             | 478,663             | 0.7%          | 443,088             | 0.9%          |
| 7103   | Bond Administration            | 10,219              | 9,725               | 10,220              | 11,000              | 0.0%          | 12,000              | 0.0%          |
| <b>Total Debt Service</b>                            |                                | <b>\$1,941,492</b>  | <b>\$1,921,478</b>  | <b>\$1,896,649</b>  | <b>\$1,128,663</b>  | <b>1.6%</b>   | <b>\$1,980,088</b>  | <b>4.1%</b>   |
| 7301   | Land Leases                    | \$391,107           | \$436,000           | \$420,000           | \$440,000           | 0.6%          | \$440,000           | 0.9%          |
| 7302   | Property & Equipment Principal | 147,506             | 375,803             | 147,506             | -                   | -             | -                   | -             |
| 7303   | Property & Equipment Interest  | 4,141               | 31,095              | 1,095               | -                   | -             | -                   | -             |
| <b>Total Property &amp; Equipment Leases</b>         |                                | <b>\$542,754</b>    | <b>\$842,898</b>    | <b>\$568,601</b>    | <b>\$440,000</b>    | <b>0.6%</b>   | <b>\$440,000</b>    | <b>0.9%</b>   |
| <b>Total Capital Expenditures &amp; Debt Service</b> |                                | <b>\$10,365,932</b> | <b>\$19,644,752</b> | <b>\$12,080,731</b> | <b>\$36,655,227</b> | <b>52.9%</b>  | <b>\$13,524,817</b> | <b>28.3%</b>  |
| <b>Total Expenditures</b>                            |                                | <b>\$38,104,636</b> | <b>\$50,462,139</b> | <b>\$41,531,621</b> | <b>\$69,321,744</b> | <b>100.0%</b> | <b>\$47,843,785</b> | <b>100.0%</b> |
| <b>Source of Funds</b>                               |                                |                     |                     |                     |                     |               |                     |               |
| General Fund   |                                | \$6,292,640         | \$7,296,448         | \$6,640,087         | \$7,602,578         | 11.0%         | \$7,684,214         | 16.1%         |
| Street Lighting & Landscape Fund                     |                                | 624,952             | 619,794             | 596,321             | 582,061             | 0.8%          | 597,930             | 1.2%          |
| Gas Tax  |                                | 611,831             | 532,060             | 1,708,541           | 1,777,000           | 2.6%          | 1,278,000           | 2.7%          |
| Proposition C Fund                                   |                                | 311,615             | 1,369,183           | 1,253,327           | 759,000             | 1.1%          | 761,000             | 1.6%          |
| AB 2766 Fund   |                                | 13,980              | 11,300              | 121,568             | 45,600              | 0.1%          | 2,100               | 0.0%          |
| Measure R  |                                | 168,821             | 275,311             | 538,810             | 472,000             | 0.7%          | 442,000             | 0.9%          |
| Measure M  |                                | -                   | 242,185             | 22,000              | 36,000              | 0.1%          | 877,000             | 1.8%          |
| Capital Improvement Fund                             |                                | 2,895,947           | 2,883,738           | 1,002,737           | 1,649,000           | 2.4%          | 1,080,000           | 2.3%          |
| Underground Assessment Districts                     |                                | -                   | -                   | -                   | -                   | -             | -                   | -             |
| Water Fund   |                                | 10,992,011          | 15,618,197          | 10,998,744          | 38,078,963          | 54.9%         | 14,013,603          | 29.3%         |
| Stormwater Fund                                      |                                | 1,130,095           | 1,336,655           | 1,800,568           | 1,615,767           | 2.3%          | 2,138,215           | 4.5%          |
| Wastewater Fund                                      |                                | 2,251,133           | 5,533,400           | 2,360,979           | 5,349,957           | 7.7%          | 5,062,073           | 10.6%         |
| Refuse Fund  |                                | 3,995,821           | 4,219,000           | 4,165,271           | 4,198,200           | 6.1%          | 5,257,552           | 11.0%         |
| Parking Fund   |                                | 2,713,419           | 3,151,239           | 2,755,033           | 2,494,513           | 3.6%          | 2,510,722           | 5.2%          |
| County Parking Lots Fund                             |                                | 539,801             | 619,319             | 603,024             | 626,714             | 0.9%          | 630,165             | 1.3%          |
| State Pier and Parking Lot Fund                      |                                | 1,018,080           | 477,439             | 1,345,386           | 633,283             | 0.9%          | 650,070             | 1.4%          |
| Fleet Management Fund                                |                                | 2,163,800           | 3,704,647           | 3,021,351           | 1,460,369           | 2.1%          | 2,033,468           | 4.3%          |
| Building Maintenance & Operations Fund               |                                | 1,436,025           | 1,624,783           | 1,672,855           | 1,781,889           | 2.6%          | 1,818,723           | 3.8%          |
| Special Assessment Redemption Fund                   |                                | 944,665             | 947,439             | 925,019             | 158,850             | 0.2%          | 1,006,950           | 2.1%          |
| <b>Total Source of Funds</b>                         |                                | <b>\$38,104,636</b> | <b>\$50,462,139</b> | <b>\$41,531,621</b> | <b>\$69,321,744</b> | <b>100.0%</b> | <b>\$47,843,785</b> | <b>100.0%</b> |

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Community Development

| Object  | Description                         | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
|   |                                     | Actual             | Adopted            | Estimate           | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | \$2,037,366        | \$2,483,707        | \$2,419,709        | \$2,713,783        | 42.7%         | \$2,784,236        | 45.2%         |
| 4103  | Part Time Employee Salaries         | 150,964            | 62,295             | 118,630            | 29,694             | 0.5%          | 30,590             | 0.5%          |
| 4111  | Overtime Regular Employees          | 8,627              | 30,470             | 17,450             | 21,867             | 0.3%          | 16,867             | 0.3%          |
| 4201  | Group Medical Insurance             | 290,373            | 367,516            | 365,414            | 433,373            | 6.8%          | 449,427            | 7.3%          |
| 4202  | Medicare                            | 30,796             | 36,001             | 35,833             | 39,682             | 0.6%          | 40,633             | 0.7%          |
| 4203  | Unemployment                        | 480                | 480                | 480                | 420                | 0.0%          | 420                | 0.0%          |
| 4204  | 401A Plan City                      | 22,398             | 36,701             | 28,381             | 32,282             | 0.5%          | 32,928             | 0.5%          |
| 4205  | Workers Compensation                | 4,260              | 4,440              | 4,440              | 48,960             | 0.8%          | 48,960             | 0.8%          |
| 4211  | PERS Regular Contribution           | 280,150            | 359,680            | 323,314            | 228,070            | 3.6%          | 234,061            | 3.8%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | 209,050            | 3.3%          | 260,022            | 4.2%          |
| <b>Total Salaries &amp; Benefits</b>          |                                     | <b>\$2,825,413</b> | <b>\$3,381,291</b> | <b>\$3,313,651</b> | <b>\$3,757,181</b> | <b>59.1%</b>  | <b>\$3,898,144</b> | <b>63.3%</b>  |
| 5101  | Contract Services                   | \$848,431          | \$966,638          | \$1,049,132        | \$1,346,348        | 21.2%         | \$1,359,823        | 22.1%         |
| 5201  | Office Supplies                     | 6,122              | 7,100              | 8,000              | 13,600             | 0.2%          | 14,000             | 0.2%          |
| 5202  | Memberships & Dues                  | 6,307              | 13,755             | 13,399             | 16,390             | 0.3%          | 17,330             | 0.3%          |
| 5203  | Reference Books & Periodicals       | 3,731              | 2,325              | 1,876              | 3,325              | 0.1%          | 8,525              | 0.1%          |
| 5205  | Training, Conferences & Meetings    | 13,441             | 39,450             | 41,850             | 47,700             | 0.8%          | 51,275             | 0.8%          |
| 5206  | Uniforms/Safety Equipment           | 3,259              | 6,000              | 6,222              | 6,900              | 0.1%          | 6,000              | 0.1%          |
| 5207  | Advertising                         | 4,609              | 20,000             | 13,500             | 18,500             | 0.3%          | 18,650             | 0.3%          |
| 5208  | Postage                             | 4,563              | 4,400              | 4,345              | 6,942              | 0.1%          | 6,942              | 0.1%          |
| 5209  | Tools & Minor Equipment             | -                  | 1,500              | 3,143              | 1,500              | 0.0%          | 1,500              | 0.0%          |
| 5210  | Computer Supplies & Software        | 3,021              | 7,540              | 14,726             | 14,990             | 0.2%          | 15,675             | 0.3%          |
| 5212  | Office Equipment Maintenance        | -                  | 325                | -                  | -                  | -             | -                  | -             |
| 5214  | Employee Awards & Events            | 316                | 500                | 500                | 500                | 0.0%          | 500                | 0.0%          |
| 5217  | Departmental Supplies               | 6,469              | 35,150             | 34,069             | 34,150             | 0.5%          | 34,150             | 0.6%          |
| 5225  | Printing                            | 11,652             | 12,650             | 14,450             | 18,550             | 0.3%          | 18,610             | 0.3%          |
| 5501  | Telephone                           | 11,049             | 9,901              | 9,876              | 9,163              | 0.1%          | 9,439              | 0.2%          |
| <b>Total Materials &amp; Services</b>         |                                     | <b>\$922,970</b>   | <b>\$1,127,234</b> | <b>\$1,215,088</b> | <b>\$1,538,558</b> | <b>24.2%</b>  | <b>\$1,562,419</b> | <b>25.4%</b>  |
| 5611  | Warehouse Purchases                 | \$868              | \$1,300            | \$2,000            | \$2,000            | 0.0%          | \$2,100            | 0.0%          |
| 5621  | Information Technology Allocation   | 263,520            | 262,333            | 262,333            | 245,525            | 3.9%          | 260,183            | 4.2%          |
| 5631  | Insurance Allocation                | 13,860             | 15,480             | 15,480             | 63,420             | 1.0%          | 63,420             | 1.0%          |
| 5641  | Fleet Rental Allocation             | 8,520              | 8,520              | 8,520              | 74,218             | 1.2%          | 74,218             | 1.2%          |
| 5642  | Fleet Maintenance Allocation        | 13,863             | 16,320             | 13,989             | 14,445             | 0.2%          | 14,944             | 0.2%          |
| 5651  | Building & Operations Allocation    | 222,082            | 252,845            | 256,700            | 278,880            | 4.4%          | 283,320            | 4.6%          |
| <b>Total Internal Services</b>                |                                     | <b>\$522,713</b>   | <b>\$556,798</b>   | <b>\$559,022</b>   | <b>\$678,488</b>   | <b>10.7%</b>  | <b>\$698,185</b>   | <b>11.3%</b>  |
| <b>Total Operating Expenditures</b>           |                                     | <b>\$4,271,096</b> | <b>\$5,065,323</b> | <b>\$5,087,761</b> | <b>\$5,974,227</b> | <b>94.0%</b>  | <b>\$6,158,748</b> | <b>100.0%</b> |
| 6141  | Computer Equipment & Software       | \$25,787           | -                  | -                  | \$380,240          | 6.0%          | -                  | -             |
| <b>Total Capital Projects &amp; Equipment</b> |                                     | <b>\$25,787</b>    | <b>-</b>           | <b>-</b>           | <b>\$380,240</b>   | <b>6.0%</b>   | <b>-</b>           | <b>-</b>      |
| <b>Total Expenditures</b>                     |                                     | <b>\$4,296,883</b> | <b>\$5,065,323</b> | <b>\$5,087,761</b> | <b>\$6,354,467</b> | <b>100.0%</b> | <b>\$6,158,748</b> | <b>100.0%</b> |
| <b>Source of Funds</b>                        |                                     |                    |                    |                    |                    |               |                    |               |
| General Fund                                  |                                     | \$4,296,883        | \$5,065,323        | \$5,087,761        | \$6,354,467        | 100.0%        | \$6,158,748        | 100.0%        |
| <b>Total Source of Funds</b>                  |                                     | <b>\$4,296,883</b> | <b>\$5,065,323</b> | <b>\$5,087,761</b> | <b>\$6,354,467</b> | <b>100.0%</b> | <b>\$6,158,748</b> | <b>100.0%</b> |

## SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

### Information Technology

| Object  | Description                         | FY 2017            | FY 2018            | FY 2018            | FY 2019            | % of          | FY 2020            | % of          |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------|
|   |                                     | Actual             | Adopted            | Estimate           | Proposed           | Total         | Proposed           | Total         |
| 4101  | Salaries & Allowances               | \$932,171          | \$952,349          | \$945,841          | \$999,728          | 24.7%         | \$1,024,984        | 32.2%         |
| 4103  | Part Time Employee Salaries         | 29,064             | 55,625             | 31,178             | 40,470             | 1.0%          | 40,470             | 1.3%          |
| 4111  | Overtime Regular Employees          | 52,596             | 32,029             | 35,907             | 36,798             | 0.9%          | 37,976             | 1.2%          |
| 4201  | Group Medical Insurance             | 116,997            | 131,543            | 130,670            | 143,418            | 3.5%          | 148,757            | 4.7%          |
| 4202  | Medicare                            | 14,388             | 14,724             | 15,186             | 15,341             | 0.4%          | 15,708             | 0.5%          |
| 4204  | 401A Plan City                      | 18,130             | 18,153             | 18,396             | 26,151             | 0.6%          | 26,891             | 0.8%          |
| 4205  | Workers Compensation                | 1,320              | 1,320              | 1,320              | 62,400             | 1.5%          | 62,400             | 2.0%          |
| 4211  | PERS Regular Contribution           | 119,343            | 140,709            | 120,424            | 83,650             | 2.1%          | 85,799             | 2.7%          |
| 4218  | PERS Regular Liability Contribution | -                  | -                  | -                  | 79,737             | 2.0%          | 99,179             | 3.1%          |
| <b>Total Salaries &amp; Benefits</b>          |                                     | <b>\$1,284,009</b> | <b>\$1,346,451</b> | <b>\$1,298,922</b> | <b>\$1,487,693</b> | <b>36.7%</b>  | <b>\$1,542,164</b> | <b>48.4%</b>  |
| 5101  | Contract Services                   | \$64,390           | \$104,197          | \$102,110          | \$116,497          | 2.9%          | \$116,497          | 3.7%          |
| 5104  | Computer Contract Services          | 302,761            | 390,882            | 599,541            | 641,173            | 15.8%         | 573,978            | 18.0%         |
| 5201  | Office Supplies                     | 1,076              | 1,150              | 931                | 1,150              | 0.0%          | 1,150              | 0.0%          |
| 5202  | Memberships & Dues                  | 2,156              | 2,810              | 2,175              | 2,400              | 0.1%          | 2,400              | 0.1%          |
| 5203  | Reference Books & Periodicals       | 178                | 500                | 450                | 500                | 0.0%          | 500                | 0.0%          |
| 5205  | Training, Conferences & Meetings    | 13,604             | 49,355             | 47,459             | 51,155             | 1.3%          | 49,355             | 1.6%          |
| 5208  | Postage                             | -                  | -                  | 2,451              | -                  | -             | -                  | -             |
| 5210  | Computer Supplies & Software        | 452,184            | 485,366            | 405,965            | 604,882            | 14.9%         | 604,843            | 19.0%         |
| 5212  | Office Equipment Maintenance        | -                  | 1,000              | -                  | 1,000              | 0.0%          | 1,000              | 0.0%          |
| 5213  | Computer Maintenance & Repair       | 12,185             | 23,340             | 12,142             | 24,434             | 0.6%          | 24,434             | 0.8%          |
| 5217  | Departmental Supplies               | 1,609              | 1,300              | 975                | 2,300              | 0.1%          | 2,300              | 0.1%          |
| 5225  | Printing                            | 180                | 800                | 2,102              | 800                | 0.0%          | 800                | 0.0%          |
| 5501  | Telephone                           | 3,071              | 2,513              | 2,695              | 5,243              | 0.1%          | 5,401              | 0.2%          |
| <b>Total Materials &amp; Services</b>         |                                     | <b>\$853,394</b>   | <b>\$1,063,213</b> | <b>\$1,178,996</b> | <b>\$1,451,534</b> | <b>35.8%</b>  | <b>\$1,382,658</b> | <b>43.4%</b>  |
| 5611  | Warehouse Purchases                 | \$409              | \$300              | \$663              | \$800              | 0.0%          | \$800              | 0.0%          |
| 5631  | Insurance Allocation                | 13,860             | 15,480             | 15,480             | 6,540              | 0.2%          | 6,540              | 0.2%          |
| 5651  | Building & Operations Allocation    | 33,312             | 37,948             | 38,527             | 40,920             | 1.0%          | 41,700             | 1.3%          |
| <b>Total Internal Services</b>                |                                     | <b>\$47,581</b>    | <b>\$53,728</b>    | <b>\$54,670</b>    | <b>\$48,260</b>    | <b>1.2%</b>   | <b>\$49,040</b>    | <b>1.5%</b>   |
| <b>Total Operating Expenditures</b>           |                                     | <b>\$2,184,984</b> | <b>\$2,463,392</b> | <b>\$2,532,588</b> | <b>\$2,987,487</b> | <b>73.7%</b>  | <b>\$2,973,862</b> | <b>93.4%</b>  |
| 6111  | Furniture & Fixtures                | -                  | -                  | -                  | -                  | -             | -                  | -             |
| 6121  | Machinery & Equipment               | -                  | -                  | -                  | -                  | -             | -                  | -             |
| 6141  | Computer Equipment & Software       | \$211,972          | \$113,709          | 190,567            | 466,935            | 11.5%         | 57,719             | 1.8%          |
| 6142  | ERP Implementation                  | -                  | -                  | -                  | 600,299            | 14.8%         | 151,887            | 4.8%          |
| <b>Total Capital Projects &amp; Equipment</b> |                                     | <b>\$211,972</b>   | <b>\$113,709</b>   | <b>\$190,567</b>   | <b>\$1,067,234</b> | <b>26.3%</b>  | <b>\$209,606</b>   | <b>6.6%</b>   |
| <b>Total Expenditures</b>                     |                                     | <b>\$2,396,956</b> | <b>\$2,577,101</b> | <b>\$2,723,155</b> | <b>\$4,054,721</b> | <b>100.0%</b> | <b>\$3,183,468</b> | <b>100.0%</b> |
| <b>Source of Funds</b>                        |                                     |                    |                    |                    |                    |               |                    |               |
| General Fund                                  |                                     | \$314,839          | \$310,369          | \$320,698          | \$325,062          | 0.0802        | \$328,800          | 0.1033        |
| Capital Improvement Fund                      |                                     | -                  | -                  | -                  | -                  | -             | -                  | -             |
| Information Systems Fund                      |                                     | 2,082,116          | 2,266,732          | 2,402,457          | 3,729,659          | 92.0%         | 2,854,668          | 89.7%         |
| <b>Total Source of Funds</b>                  |                                     | <b>\$2,396,956</b> | <b>\$2,577,101</b> | <b>\$2,723,155</b> | <b>\$4,054,721</b> | <b>100.0%</b> | <b>\$3,183,468</b> | <b>100.0%</b> |



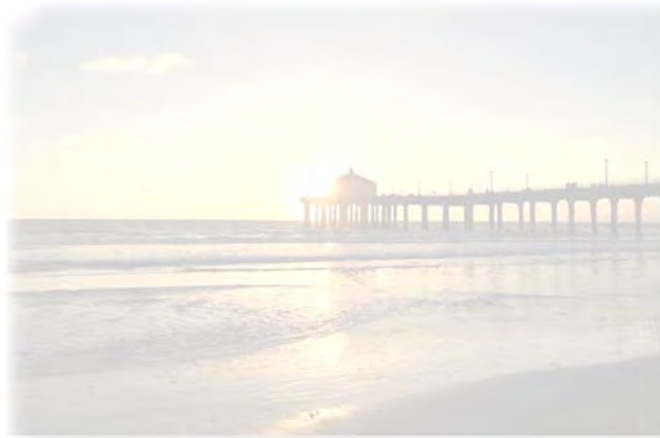
## SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

| Program                             | FY 2017<br>Actual   | FY 2018<br>Adopted  | FY 2018<br>Estimate | FY 2019<br>Proposed | % of<br>Total | FY 2020<br>Proposed | % of<br>Total |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------|---------------------|---------------|
| <b>Management Services</b>          |                     |                     |                     |                     |               |                     |               |
| City Council                        | \$397,466           | \$533,787           | \$1,385,381         | \$590,472           | 0.4%          | \$579,102           | 0.5%          |
| City Manager                        | 2,323,846           | 2,284,578           | 2,107,302           | 1,448,477           | 1.0%          | 1,352,155           | 1.1%          |
| City Treasurer                      | 35,582              | 44,111              | 36,054              | 44,385              | 0.0%          | 45,322              | 0.0%          |
| City Clerk                          | 721,889             | 691,744             | 700,170             | 896,416             | 0.6%          | 784,862             | 0.6%          |
| City Attorney                       | 992,500             | 650,214             | 970,902             | 990,961             | 0.7%          | 996,205             | 0.8%          |
| <b>Total Management Services</b>    | <b>\$4,471,283</b>  | <b>\$4,204,434</b>  | <b>\$5,199,809</b>  | <b>\$3,970,711</b>  | <b>2.7%</b>   | <b>\$3,757,646</b>  | <b>3.0%</b>   |
| <b>Finance</b>                      |                     |                     |                     |                     |               |                     |               |
| Administration                      | \$1,321,436         | \$2,315,685         | \$1,330,230         | \$1,394,705         | 0.9%          | \$1,380,312         | 1.1%          |
| Accounting                          | 706,169             | 698,955             | 688,536             | 733,897             | 0.5%          | 753,907             | 0.6%          |
| Revenue Services                    | 485,592             | 532,632             | 545,841             | 616,170             | 0.4%          | 613,476             | 0.5%          |
| Business Licensing                  | 120,942             | 122,435             | 126,208             | 106,655             | 0.1%          | 107,817             | 0.1%          |
| Parking Citations                   | 226,467             | 243,231             | 226,530             | 222,354             | 0.1%          | 230,127             | 0.2%          |
| Utility Billing                     | 192,048             | 194,263             | 199,711             | 197,533             | 0.1%          | 186,149             | 0.1%          |
| Purchasing                          | 434,616             | 435,469             | 438,961             | 437,526             | 0.3%          | 450,532             | 0.4%          |
| General Services                    | 229,900             | 260,567             | 247,387             | 247,487             | 0.2%          | 247,487             | 0.2%          |
| <b>Total Finance</b>                | <b>\$3,717,169</b>  | <b>\$4,803,237</b>  | <b>\$3,803,405</b>  | <b>\$3,956,327</b>  | <b>2.7%</b>   | <b>\$3,969,807</b>  | <b>3.1%</b>   |
| <b>Human Resources</b>              |                     |                     |                     |                     |               |                     |               |
| Administration                      | \$1,101,075         | \$1,270,836         | \$1,144,426         | \$1,299,170         | 0.9%          | \$1,245,190         | 1.0%          |
| Risk Management                     | 512,366             | 711,217             | 718,311             | 764,526             | 0.5%          | 796,220             | 0.6%          |
| Liability                           | 2,035,652           | 1,365,876           | 1,831,851           | 1,286,572           | 0.9%          | 1,350,965           | 1.1%          |
| Workers Compensation                | 4,599,305           | 4,437,274           | 4,290,542           | 4,383,601           | 2.9%          | 4,414,173           | 3.5%          |
| <b>Total Human Resources</b>        | <b>\$8,248,397</b>  | <b>\$7,785,203</b>  | <b>\$7,985,129</b>  | <b>\$7,733,869</b>  | <b>5.2%</b>   | <b>\$7,806,548</b>  | <b>6.2%</b>   |
| <b>Parks &amp; Recreation</b>       |                     |                     |                     |                     |               |                     |               |
| Administration                      | \$3,185,239         | \$3,024,853         | \$3,096,257         | \$2,937,215         | 2.0%          | \$3,004,678         | 2.4%          |
| Recreation Services                 | 1,135,373           | 1,164,584           | 1,044,250           | 1,121,904           | 0.8%          | 1,170,892           | 0.9%          |
| Teen Drop In Center                 | 116,880             | 123,596             | 104,708             | 181,505             | 0.1%          | 184,134             | 0.1%          |
| Special Activity Classes            | 313,575             | 347,232             | 323,010             | 140,085             | 0.1%          | 141,130             | 0.1%          |
| Special Events                      | 307,480             | 267,327             | 311,334             | 484,012             | 0.3%          | 489,664             | 0.4%          |
| Tennis Operations                   | 146,144             | 157,474             | 152,020             | 386,106             | 0.3%          | 388,642             | 0.3%          |
| Facility & Parks Reservations       | 392,187             | 367,797             | 304,633             | 429,924             | 0.3%          | 444,240             | 0.4%          |
| Cultural Arts                       | 441,368             | 410,044             | 400,135             | 498,566             | 0.3%          | 510,048             | 0.4%          |
| Art Classes                         | 389,338             | 413,538             | 314,810             | 253,697             | 0.2%          | 258,605             | 0.2%          |
| Concerts In The Park                | 107,457             | 75,646              | 101,374             | 69,805              | 0.0%          | 70,943              | 0.1%          |
| Sports Leagues & Tournaments        | 373,599             | 334,368             | 382,605             | 211,489             | 0.1%          | 215,657             | 0.2%          |
| Sports Classes                      | 460,766             | 476,567             | 502,939             | 539,307             | 0.4%          | 545,030             | 0.4%          |
| Swimming Activities                 | 478,961             | 546,760             | 507,689             | 543,422             | 0.4%          | 557,141             | 0.4%          |
| Sports & Aquatics Administration    | 190,794             | 183,743             | 199,101             | 191,947             | 0.1%          | 197,616             | 0.2%          |
| Volunteers                          | 173,862             | 156,338             | 180,755             | 194,797             | 0.1%          | 201,729             | 0.2%          |
| Older Adults Activities             | 134,557             | 113,486             | 141,594             | 153,088             | 0.1%          | 158,000             | 0.1%          |
| Senior Services                     | 310,019             | 338,164             | 405,220             | 377,156             | 0.3%          | 386,514             | 0.3%          |
| Transportation                      | 900,573             | 896,041             | 920,849             | 945,978             | 0.6%          | 969,988             | 0.8%          |
| <b>Total Parks &amp; Recreation</b> | <b>\$9,558,173</b>  | <b>\$9,397,556</b>  | <b>\$9,393,283</b>  | <b>\$9,660,003</b>  | <b>6.5%</b>   | <b>\$9,894,651</b>  | <b>7.8%</b>   |
| <b>Police Department</b>            |                     |                     |                     |                     |               |                     |               |
| Administration                      | \$6,450,068         | \$6,574,288         | \$6,773,424         | \$6,779,415         | 4.5%          | \$6,899,359         | 5.4%          |
| Patrol                              | 9,032,612           | 8,854,900           | 9,180,469           | 9,606,921           | 6.4%          | 10,088,885          | 8.0%          |
| Investigations                      | 2,950,681           | 3,049,053           | 2,799,432           | 2,770,838           | 1.9%          | 2,891,109           | 2.3%          |
| School Resource Officer             | 13,093              | 22,440              | 17,169              | 32,332              | 0.0%          | 32,547              | 0.0%          |
| Technical Support Services          | 1,593,985           | 1,467,475           | 1,291,561           | 2,574,310           | 1.7%          | 1,624,765           | 1.3%          |
| Communications                      | 1,298,273           | 1,502,739           | 1,311,400           | 1,499,757           | 1.0%          | 1,338,098           | 1.1%          |
| Crime Prevention                    | 487,127             | 534,733             | 607,230             | 584,110             | 0.4%          | 610,424             | 0.5%          |
| Traffic Safety                      | 2,170,868           | 2,120,946           | 2,195,477           | 2,284,331           | 1.5%          | 2,397,796           | 1.9%          |
| Jail Operations                     | 686,913             | 660,714             | 644,034             | 714,592             | 0.5%          | 737,240             | 0.6%          |
| Parking Enforcement                 | 1,813,053           | 1,818,255           | 1,870,689           | 2,042,818           | 1.4%          | 2,110,059           | 1.7%          |
| Animal Control                      | 365,803             | 297,219             | 385,129             | 299,950             | 0.2%          | 317,098             | 0.3%          |
| DOJ Regional                        | 153,479             | 1,041,113           | 231,268             | 164,500             | 0.1%          | 153,700             | 0.1%          |
| State SLES Grant                    | 83,642              | 105,000             | 105,000             | 140,000             | 0.1%          | 140,000             | 0.1%          |
| <b>Total Police Department</b>      | <b>\$27,099,598</b> | <b>\$28,048,875</b> | <b>\$27,412,282</b> | <b>\$29,493,874</b> | <b>19.8%</b>  | <b>\$29,341,080</b> | <b>23.1%</b>  |



## SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

| Program                             | FY 2017<br>Actual    | FY 2018<br>Adopted   | FY 2018<br>Estimate  | FY 2019<br>Proposed  | % of<br>Total | FY 2020<br>Proposed  | % of<br>Total |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|---------------|----------------------|---------------|
| <b>Fire Department</b>              |                      |                      |                      |                      |               |                      |               |
| Administration                      | \$2,825,062          | \$3,041,637          | \$2,984,230          | \$3,434,397          | 2.3%          | \$3,411,981          | 2.7%          |
| Prevention                          | 694,065              | 780,321              | 750,906              | 827,095              | 0.6%          | 853,373              | 0.7%          |
| Fire Investigation                  | 25,377               | 31,920               | 28,722               | 35,368               | 0.0%          | 35,368               | 0.0%          |
| Fire Operations                     | 6,464,878            | 6,676,711            | 6,911,027            | 7,217,436            | 4.8%          | 7,469,909            | 5.9%          |
| Emergency Medical Services          | 2,045,604            | 2,037,125            | 2,037,823            | 2,368,107            | 1.6%          | 2,457,889            | 1.9%          |
| Support Services                    | 315,290              | 333,957              | 359,260              | 319,935              | 0.2%          | 336,485              | 0.3%          |
| Emergency Preparedness              | 46,854               | 48,900               | 60,655               | 128,456              | 0.1%          | 129,011              | 0.1%          |
| Fire Reserves                       | 89,063               | 249,490              | 174,956              | -                    | 0.0%          | -                    | 0.0%          |
| CERT                                | 21,946               | 27,020               | 19,100               | 25,940               | 0.0%          | 26,520               | 0.0%          |
| Communications                      | 7,170                | 57,070               | 74,265               | 183,978              | 0.1%          | 59,730               | 0.0%          |
| Public Education                    | 20,921               | 33,020               | 24,500               | 31,596               | 0.0%          | 31,882               | 0.0%          |
| <b>Total Fire Department</b>        | <b>\$12,556,231</b>  | <b>\$13,317,170</b>  | <b>\$13,425,445</b>  | <b>\$14,572,308</b>  | <b>9.8%</b>   | <b>\$14,812,148</b>  | <b>11.7%</b>  |
| <b>Community Development</b>        |                      |                      |                      |                      |               |                      |               |
| Administration                      | \$700,611            | \$753,463            | \$734,896            | \$1,190,579          | 0.8%          | \$834,236            | 0.7%          |
| Current Planning                    | 490,672              | 781,303              | 634,959              | 1,302,654            | 0.9%          | 1,361,789            | 1.1%          |
| Advance Planning                    | 497,099              | 442,564              | 489,325              | -                    | 0.0%          | -                    | 0.0%          |
| Plan Check                          | 1,056,791            | 1,049,569            | 1,348,347            | 1,466,284            | 1.0%          | 1,445,694            | 1.1%          |
| Inspection                          | 863,900              | 1,072,243            | 968,274              | 1,124,240            | 0.8%          | 1,170,469            | 0.9%          |
| Code Enforcement                    | 387,140              | 407,254              | 407,397              | 439,245              | 0.3%          | 459,641              | 0.4%          |
| Traffic Engineering                 | 300,670              | 318,815              | 328,376              | 460,056              | 0.3%          | 510,497              | 0.4%          |
| Environmental Sustainability        | -                    | 240,112              | 176,187              | 371,409              | 0.2%          | 376,422              | 0.3%          |
| <b>Total Community Development</b>  | <b>\$4,296,883</b>   | <b>\$5,065,323</b>   | <b>\$5,087,761</b>   | <b>\$6,354,467</b>   | <b>4.3%</b>   | <b>\$6,158,748</b>   | <b>4.9%</b>   |
| <b>Public Works</b>                 |                      |                      |                      |                      |               |                      |               |
| Administration                      | \$1,205,328          | \$1,295,920          | \$1,177,050          | \$1,246,201          | 0.8%          | \$1,289,766          | 1.0%          |
| Civil Engineering                   | 4,581,041            | 6,544,818            | 4,266,113            | 4,314,816            | 2.9%          | 4,983,184            | 3.9%          |
| Street Repair                       | 3,690,712            | 3,809,627            | 4,705,386            | 4,685,708            | 3.1%          | 4,604,690            | 3.6%          |
| Sidewalk Repair                     | 62,115               | -                    | 126,947              | 365,000              | 0.2%          | 365,000              | 0.3%          |
| Traffic Control                     | 301,902              | 371,097              | 348,403              | 375,164              | 0.3%          | 387,378              | 0.3%          |
| Bldg & Grounds Maintenance          | 1,454,981            | 1,644,823            | 1,691,867            | 1,781,889            | 1.2%          | 1,818,723            | 1.4%          |
| Parks Maintenance                   | 943,733              | 1,171,235            | 1,089,002            | 1,170,327            | 0.8%          | 1,192,757            | 0.9%          |
| School District Maintenance         | 255,694              | 333,627              | 358,608              | 297,212              | 0.2%          | 306,389              | 0.2%          |
| Transportation                      | 13,980               | 11,300               | 121,568              | 45,600               | 0.0%          | 2,100                | 0.0%          |
| Street Lighting                     | 425,523              | 425,138              | 404,960              | 411,857              | 0.3%          | 422,454              | 0.3%          |
| Arbolado Tract Lighting             | 4,493                | 7,079                | 6,195                | 4,285                | 0.0%          | 4,354                | 0.0%          |
| Streetscape Maintenance             | 194,935              | 187,577              | 185,166              | 165,919              | 0.1%          | 171,122              | 0.1%          |
| Water Division                      | 10,992,011           | 15,618,197           | 10,998,744           | 38,078,963           | 25.5%         | 14,013,603           | 11.1%         |
| Storm Drain Maintenance             | 1,130,095            | 1,336,655            | 1,800,568            | 1,615,767            | 1.1%          | 2,138,215            | 1.7%          |
| Sewer Maintenance                   | 2,251,133            | 5,533,400            | 2,360,979            | 5,349,957            | 3.6%          | 5,062,073            | 4.0%          |
| Refuse Management                   | 3,995,821            | 4,219,000            | 4,165,271            | 4,198,200            | 2.8%          | 5,257,552            | 4.1%          |
| Environmental Programs              | 166,038              | -                    | -                    | -                    | 0.0%          | -                    | 0.0%          |
| Street Meters & City Lots           | 2,713,419            | 3,151,239            | 2,755,033            | 2,494,513            | 1.7%          | 2,510,722            | 2.0%          |
| State Lot A Pier                    | 1,018,080            | 477,439              | 1,345,386            | 633,283              | 0.4%          | 650,070              | 0.5%          |
| County Lot B - 26th St              | 128,233              | 172,644              | 175,553              | 176,965              | 0.1%          | 178,618              | 0.1%          |
| County Lot C - El Porto             | 411,568              | 446,676              | 427,471              | 449,749              | 0.3%          | 451,547              | 0.4%          |
| Fleet Maintenance                   | 993,867              | 1,212,373            | 1,002,919            | 1,160,688            | 0.8%          | 1,198,527            | 0.9%          |
| Fleet Replacement                   | 1,169,933            | 2,492,274            | 2,018,432            | 299,681              | 0.2%          | 834,941              | 0.7%          |
| <b>Total Public Works</b>           | <b>\$38,104,636</b>  | <b>\$50,462,139</b>  | <b>\$41,531,621</b>  | <b>\$69,321,744</b>  | <b>46.5%</b>  | <b>\$47,843,785</b>  | <b>37.7%</b>  |
| <b>Information Technology</b>       |                      |                      |                      |                      |               |                      |               |
| Information Technology              | 2,082,116            | 2,266,732            | 2,402,457            | 3,729,659            | 2.5%          | 2,854,668            | 2.3%          |
| Geographic Information Services     | 314,839              | 310,369              | 320,698              | 325,062              | 0.2%          | 328,800              | 0.3%          |
| <b>Total Information Technology</b> | <b>\$2,396,956</b>   | <b>\$2,577,101</b>   | <b>\$2,723,155</b>   | <b>\$4,054,721</b>   | <b>2.7%</b>   | <b>\$3,183,468</b>   | <b>2.5%</b>   |
| <b>Total</b>                        | <b>\$110,449,326</b> | <b>\$125,661,039</b> | <b>\$116,561,890</b> | <b>\$149,118,024</b> | <b>100.0%</b> | <b>\$126,767,881</b> | <b>100.0%</b> |



# ***City of Manhattan Beach***



## **Financial Policies**

Revised/Adopted by City Council June 21, 2011

## **Statement of Purpose**

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

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

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

## GENERAL POLICIES

The City will:

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

## ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

### **FINANCIAL INFORMATION**

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

### **ACCOUNTING STANDARDS**

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

### **ANNUAL AUDIT**

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

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

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

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

## FUND BALANCE POLICIES

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

### **GENERAL FUND**

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

### **CITY COUNCIL CONTINGENCY ACCOUNT**

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

### **ENTERPRISE FUNDS**

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

### **FLEET MANAGEMENT FUND**

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

### **INFORMATION SYSTEMS FUND**

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

## **RISK MANAGEMENT FUND**

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

## **TRUST AND AGENCY FUNDS**

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

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

## **DEBT POLICIES**

### **ISSUANCE OF DEBT**

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

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

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

### **CREDIT RATING**

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

### **LEASE-PURCHASE**

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



## REVENUE POLICIES

### **GENERAL FUND REVENUE**

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

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

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

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

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

### **GRANTS AND GIFTS**

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

### **ENTERPRISE FUND CHARGES**

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

### **PARKS AND RECREATION FEES**

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

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

## **USER SERVICE FEES**

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

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

## **CAPITAL IMPROVEMENT POLICIES**

### **DEDICATED CIP FUNDING SOURCES**

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

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

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

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

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

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

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

### **ENTERPRISE FUND CAPITAL IMPROVEMENTS**

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

## CAPITALIZATION & DEPRECIATION POLICIES

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

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

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

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

## CASH MANAGEMENT & INVESTMENT POLICIES

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

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

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

## OPERATING BUDGET POLICIES

### **BALANCED OPERATING BUDGET**

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

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

## **BUDGET DOCUMENT**

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

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

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

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

## **BUDGET CONTROL AND ACCOUNTABILITY**

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

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

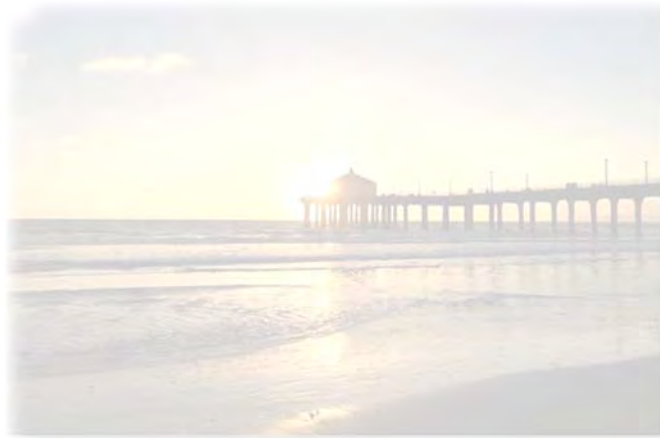
## **CAPITAL PLANT AND EQUIPMENT**

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

## **ENTERPRISE FUNDS**

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

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



### GENERAL BUDGET POLICY

The budget process consists of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets. The mission of the budget process is to help the City Council make informed choices about the provision of those services and capital assets, and to promote stakeholder participation in the process. According to the National Advisory Council on State and Local Budgeting, the budget process:

- Incorporates a long-term perspective;
- Establishes linkages to broad organizational goals;
- Focuses budget decisions on results and outcomes;
- Involves and promotes effective communication with stakeholders; and
- Provides incentives to government management and employees.

In addition to these key characteristics, the City has Financial Policies (located in the Appendix of the annual budget), and general Budget Policies which are the basis on which staff develops budget recommendations and establishes funding priorities within the limited revenues the City has available to provide municipal services. These Budget Policies are as follows:

- 1) Overall Budget Tenets
  - a. The budget shall be a performance, financing and spending plan approved by the City Council. It will contain information and data regarding expected revenues and expenditures, as well as goals and performance metrics.
  - b. The Finance Director shall prepare and present a budget preparation calendar to City Council by the end of January each year. The calendar will include review dates as well as City Council budget study session dates.
  - c. Biennially, prior to the first year of the biennial budget, the City Manager will prepare and refine written policies and goals to guide the preparation of performance, financing and spending plans for the City's two-year budget. Adopted budgets will comply with the adopted budget policies and City Council priorities.
  - d. The City's budget presentation shall display the City's plan in a Council Constituent-friendly format. The City will use a program budgeting format to convey the purposes and goals of the City operations. The City will also prepare and post on its website the line item detail for those who wish to review that information.
  - e. Decision making for capital improvements will be coordinated with the operating budget to make effective use of the City's limited resources for operating and maintaining facilities. Under the biennial budget format, the first year of the spending plan will focus on the operating budget, while the second year will emphasize the five year capital improvement plan.
  - f. The City Manager has primary responsibility for formulating budget proposals in line with City Council priority directions, and implementing those proposals once they are approved.
  - g. The budget will be developed with an understanding of what the City is required to do versus what it has chosen to do.

## Budget Policies – FY 2019 & FY 2020

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- h. Consideration shall be given to alternative service delivery options and opportunities to innovate.
- i. Staff will pursue streamlining of processes and reducing costs wherever possible.
- j. The City shall actively pursue federal, state and other grant opportunities when deemed appropriate.
- k. Total compensation will be considered when negotiating/setting employee salaries and benefits.
- l. Staffing will be set at a level appropriate to the service needs of the community vis-à-vis the City's other financial priorities.

### 2) Fiscal Integrity

- a. Ongoing operating expenditure budgets will not exceed the amount of ongoing revenue budgets. New program requests will identify either a new ongoing source of revenue or identify offsetting/ongoing expenditures to be eliminated.
- b. Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital projects and/or "one-time only" expenditures.
- c. The City will maintain the fiscal integrity of its operating and capital improvement budgets which provide services and maintain certain public facilities, streets and utilities. It is the City's intent to maximize the level of public goods and services while minimizing the level of debt.
- d. The City will maintain a structurally balanced operating budget which is defined as projected on-going (core) revenues equal to or in excess of planned expenditures, excluding approved one-time capital purchases.
  - a. Prior year budgetary savings resulting from vacant full-time positions ("vacancy savings") will be analyzed with each budget cycle. Vacancy savings may be included in the operating budget provided that:
    - i. The vacancy factor used to estimate savings is based on a three-year simple moving average of prior year trends.
    - ii. The vacancy factor does not exceed 4.0% of salaries in line with the City's conservative budgeting approach.
- e. Restricted funds and non-General Fund moneys shall be utilized first when appropriate.
- f. One time resources shall not be used for on-going expenses.
- g. Long term debt shall not be utilized to fund on-going operations.
- h. Adequate reserves shall be maintained and enhanced, and reviewed annually by the City Council through the budget process.

### 3) Revenues

- a. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
- b. Generally, revenue estimates shall not assume growth rates in excess of inflation and scheduled rate increases.



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

#### 4) Funding Non-Current Liabilities

- a. Maintenance and Replacement funding will be prioritized each year to ensure that capital facilities and equipment are sufficiently maintained to avoid service disruptions and minimize future costs. A schedule of equipment replacements will be maintained and included in the five year projections.
- b. The City obtains Valuation Reports containing actuarially determined contributions (ADC) for the purpose of funding the long-term costs of benefits provided to employees and annuitants through Pension and Other Post-Employment Benefits (OPEB) plans. The ADC includes the “Normal Cost” for current service and Amortization of any under-funded amount. The City will review all Valuation Reports to validate the completeness and accuracy of the member census data and the reasonableness of the actuarial assumptions.
  - i. Pension and OPEB costs will be budgeted no less than the full amount of the ADC, including the Normal Cost (as a percent of current payroll) and Amortization to collect any under-funded amount.
  - ii. The funding status of the City’s Pension and OPEB plans will be presented during annual budget presentations to assist the City Council in resource allocation decisions. In addition to the ADC, additional funds (e.g. budgetary surpluses or unanticipated one-time revenues) may also be allocated to the City’s Pension Rate Stabilization Trust Fund or OPEB Trust Fund to prefund future obligations.

#### 5) Internal Services Charges

The City will utilize Internal Service Funds to allocate costs incurred across multiple departments, including fleet, technology, insurance costs including workers compensation and liability, and building maintenance and operational costs.

- a. Fleet Management Fund
  - i. Through the use of the Fleet Management Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of the City’s vehicles. This fund is supported by charges to user departments which are adjusted annually based on the department’s proportionate share of estimated fleet management expenses. Sufficient working capital will be maintained in the fund to provide for the scheduled replacement of fleet vehicles at the end of their useful lives.
  - ii. In order to maintain an optimal working fleet and minimize repair costs, it is the City’s intent to follow the established vehicle replacement schedule.
- b. Information Technology Fund

## Budget Policies – FY 2019 & FY 2020

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- i. Through the use of the Information Technology Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of the City's technology infrastructure. This fund is supported by charges to user departments which are adjusted annually based on departments' proportionate share of estimated expenses. Such share may be determined based upon the departments' number of devices supported by the IT Department.
- c. Insurance Reserve Fund
  - i. The City maintains a self-insurance fund for the purpose of property, liability, and workers' compensation expenses. This fund pays insurance premiums, benefit and settlement payments, and administrative and operating expenses.
  - ii. The Insurance Reserve Fund is supported by charges to other City funds for the services it provides. These annual charges for service shall reflect historical experience and shall be established to approximately equal the annual expenses of the fund.
  - iii. Separate reserves shall be maintained for current and long term general liability and workers' compensation liability at a level which will adequately fund the City's potential loss exposure in each area as determined by historical loss data.
  - iv. The Insurance Reserve Fund shall maintain an annual working capital balance of \$2 million.

### 6) Reporting

- a. A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date.
- b. At mid-year, staff will produce a Budget Status Report reflecting financial performance and present the data to City Council.
- c. Annually, with the presentation of the proposed budget (or modifications for year 2), staff will provide revenue and expenditure projections for the next five years for all funds. Projections will include estimated operating costs for future capital improvements that are included in the capital budget (See the Capital Improvement Plan). This data will be presented to the City Council in a form to facilitate annual budget decisions, based on a multi-year strategic planning perspective.
- d. The City will also monitor progress toward citywide strategic objectives through performance measures. The measures will illustrate trends, targets, and other criteria by which the City's efforts on a given program can be evaluated on a periodic basis. This evaluation is intended to inform organizational learning and assist policymakers in decision-making.

### 7) Civic Engagement

- a. Citizen involvement during the budget process shall be encouraged through community meetings, public hearings, and study sessions.
- b. Social media, the City website, periodic resident surveys and other such tools shall be utilized.

- c. City Council budget study sessions shall be broadcast live to make available real-time information on the budget to those not able to attend in person.
- 8) Capital Budget – Fiscal Policies
- a. Capital project proposals shall include substantially complete, reliable and attainable cost estimates. Project cost estimates for the Capital Budget should be based upon a preliminary analysis of the project and are expected to be as reliable as the level of detail known about the project.
  - b. Proposals shall include a comprehensive project sheet. The project sheet shall include a detailed description of the scope of the project, approximate schedule, and proposed funding plan. The plan should indicate resources necessary to complete any given phase of the project, e.g., design, rights-of-way acquisition, construction, project management, contingency, etc.
  - c. All proposals for capital projects will be presented to the City Council within the framework of a Capital Budget (year 2 of the Biennial Budget). Consideration will be given to the commitment of capital funds outside the presentation of the annual capital budget review process for emergency capital projects, time sensitive projects, projects funded through grants or other non-city funding sources and for projects that present and answer the following questions for Council consideration: 1) Impacts to other projects, and 2) Funding sources.
  - d. Capital project proposals shall include all reasonably attainable cost estimates for operating and maintenance costs necessary for the life cycle of the asset.
  - e. Major changes in project cost must be presented to the City Council for review and approval. These changes are typically reviewed by City Council as part of the biennial CIP process or through specific recommended actions for individual projects.
  - f. Staff shall seek ways of ensuring administrative costs of implementing the Capital Budget are kept at appropriate levels.
  - g. The Capital Budget shall contain only those projects that can be reasonably expected to be accomplished during the budget period, unless the project is a multi-year funded project. The detail sheet for each project shall contain a project schedule with milestones indicated.
  - h. Capital projects that are not expensed during the budget period will be re-budgeted or carried over to the next fiscal period except as reported to the City Council for its approval. Multi-year projects with unexpended funds will be carried over to the next fiscal period.
  - i. A capital project will not be budgeted unless there is a reasonable expectation that funding is available.
  - j. Whenever feasible, practical and allowable, salaries and benefits for Public Works Engineers will be charged against enterprise, special revenue or grant funds utilized for the design and construction of capital projects.

*\*As Presented for Approval on January 3, 2018*

## Glossary of Terms & Abbreviations

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

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

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

**ARRA:** American Recovery and Reinvestment Act

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

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

**BIDs:** Business Improvement Districts

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

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

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

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

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

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

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

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

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

**Division:** A program, or activity, within a department, which furthers the objectives of the City Council by providing services, or a product.

**Encumbrances:** Financial commitments related to unperformed contracts for goods, or services, for which part of an appropriation is reserved. Encumbrances end when the obligations are paid, or otherwise terminated.

**Enterprise Funds:** Funds established to account for the total costs of those governmental facilities and services that are operated in a manner similar to private enterprise. These programs are entirely, or predominately, self-supporting.

**Expenditure:** The cost of goods received or services rendered for the government unit.

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## Glossary of Terms & Abbreviations

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**Fiscal Year:** A 12-month period of time to which an annual operating budget applies. The City of Manhattan Beach's fiscal year is July 1 through June 30.

**Fund:** A self-balancing set of accounts. Governmental accounting information is organized into funds, each with separate revenues, expenditures and fund balances. There are four major types of funds: General, Proprietary, Special Revenue, and Trust & Agency.

**Fund Balance:** The difference between a fund's assets and its liabilities. Portions of the fund balance may be reserved for various purposes, such as contingencies or encumbrances.

**GAAP:** Generally Accepted Accounting Principles

**GASB:** Governmental Accounting Standards Board

**General Fund:** The primary fund of the City, used to account for all revenues and expenditures of the City not legally required to be accounted for in another fund.

**GFOA:** Government Finance Officers Association

**Grant:** Contributions, or gifts of cash, or other assets from another entity. Grants are typically to be used, or expended for a specific purpose.

**HVAC:** Heating, Ventilation & Air Conditioning

**Infrastructure:** The underlying foundation or basic framework of a system or organization, such as the roads, sewers, and storm drains, etc.

**Internal Service Charge:** A charge to departments' budgets designed to provide the operation, maintenance and replacement of some shared City function. The City of Manhattan Beach uses internal service charges to provide for its City-wide computer network, operation and replacement of its vehicle fleet, allocation of insurance costs and the maintenance and operation of City facilities.

**Internal Service Fund:** The City of Manhattan Beach operates four internal service funds: Insurance Reserve; Information Systems; Fleet Management and Building Maintenance and Operation. Internal service funds provide for the operation, maintenance and replacement of some shared City functions.

**Line-item:** Refers to any individual expenditure object or appropriation detailed in the department's budget.

**Materials & Services:** This budget category accounts for all non-personnel, and non-capital expenses. Such expenditures include building maintenance, contract services, equipment maintenance, office supplies, and utility costs.

**MTA:** Metropolitan Transportation Authority

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

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

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

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

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

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

## Glossary of Terms & Abbreviations

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providing services or a product.

**RCC:** South Bay Regional Public Communications Authority (SBRPCA)

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

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

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

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

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

**TOT:** Transient Occupancy Tax

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

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

**UUT:** Utility User Tax



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City of  
**Manhattan Beach**

1400 Highland Avenue, Manhattan Beach, CA 90266  
[www.citymb.info](http://www.citymb.info)

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## City of Manhattan Beach Budgeted General Fund Expenditure History

(Full Time Employee Position Counts are across all Funds)

| Adopted Budget Year            | FY 2009             | FY 2010             | FY 2011             | FY 2012             | FY 2013             | FY 2014             | FY 2015             | FY 2016             | FY 2017             | FY 2018             | Proposed FY 2019    | FY 2009-2019 Change | % of Total   | Proposed FY 2020    | FY 2010-2020 Change | % of Total   |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------|---------------------|---------------------|--------------|
| <b>Management Services</b>     | <b>\$2,934,862</b>  | <b>\$3,354,023</b>  | <b>\$2,022,693</b>  | <b>\$1,828,101</b>  | <b>\$2,452,621</b>  | <b>\$2,745,140</b>  | <b>\$2,681,392</b>  | <b>\$3,931,754</b>  | <b>\$4,179,649</b>  | <b>\$4,204,434</b>  | <b>\$3,970,711</b>  | <b>\$1,035,849</b>  | <b>4.6%</b>  | <b>\$3,757,646</b>  | <b>\$403,623</b>    | <b>1.7%</b>  |
| Change from Prior Year         | 735,504             | 419,161             | (1,331,330)         | (194,592)           | 624,520             | 292,519             | (63,748)            | 1,250,362           | 247,895             | 24,785              | (233,723)           |                     |              | (213,065)           |                     |              |
| Yearly Change - %              | 33.4%               | 14.3%               | -39.7%              | -9.6%               | 34.2%               | 11.9%               | -2.3%               | 46.6%               | 6.3%                | 0.6%                | -5.6%               | 51.69%              |              | -5.4%               | 12.03%              |              |
| FTE Head Count                 | 14                  | 14                  | 14                  | 13                  | 12                  | 13                  | 13                  | 17                  | 17                  | 17                  | 15                  | 1                   |              | 15                  | 1                   |              |
| <b>Finance</b>                 | <b>\$2,942,931</b>  | <b>\$2,664,387</b>  | <b>\$2,696,658</b>  | <b>\$2,728,116</b>  | <b>\$2,670,558</b>  | <b>\$3,419,448</b>  | <b>\$3,684,973</b>  | <b>\$3,476,149</b>  | <b>\$3,872,776</b>  | <b>\$4,298,770</b>  | <b>\$3,476,840</b>  | <b>\$533,909</b>    | <b>2.4%</b>  | <b>\$3,481,320</b>  | <b>\$816,933</b>    | <b>3.4%</b>  |
| Change from Prior Year         | 113,885             | (278,544)           | 32,271              | 31,458              | (57,558)            | 748,890             | 265,525             | (208,824)           | 396,627             | 425,994             | (821,930)           |                     |              | 4,480               |                     |              |
| Yearly Change - %              | 4.0%                | -9.5%               | 1.2%                | 1.2%                | -2.1%               | 28.0%               | 7.8%                | -5.7%               | 11.4%               | 11.0%               | -19.1%              | 20.21%              |              | 0.1%                | 30.66%              |              |
| FTE Head Count                 | 21                  | 20                  | 20                  | 20                  | 20                  | 25                  | 25                  | 17                  | 17                  | 17                  | 18                  | (3)                 |              | 18                  | (2)                 |              |
| <b>Human Resources</b>         | <b>\$824,581</b>    | <b>\$866,786</b>    | <b>\$982,975</b>    | <b>\$897,946</b>    | <b>\$848,622</b>    | <b>\$963,253</b>    | <b>\$1,238,160</b>  | <b>\$1,296,275</b>  | <b>\$1,268,604</b>  | <b>\$1,270,836</b>  | <b>\$1,299,170</b>  | <b>\$474,589</b>    | <b>2.1%</b>  | <b>\$1,245,190</b>  | <b>\$378,404</b>    | <b>1.6%</b>  |
| Change from Prior Year         | (1,278)             | 42,205              | 116,189             | (85,029)            | (49,324)            | 114,631             | 274,907             | 58,115              | (27,671)            | 2,232               | 28,334              |                     |              | (53,980)            |                     |              |
| Yearly Change - %              | -0.2%               | 5.1%                | 13.4%               | -8.7%               | -5.5%               | 13.5%               | 28.5%               | 4.7%                | -2.1%               | 0.2%                | 2.2%                | 62.69%              |              | -4.2%               | 43.66%              |              |
| FTE Head Count                 | 7                   | 7                   | 7                   | 6                   | 6                   | 6                   | 6                   | 8                   | 8                   | 8                   | 8                   | 1                   |              | 8                   | 1                   |              |
| <b>Recreation</b>              | <b>\$5,776,491</b>  | <b>\$5,635,003</b>  | <b>\$5,778,177</b>  | <b>\$6,019,363</b>  | <b>\$5,995,395</b>  | <b>\$6,821,020</b>  | <b>\$7,586,963</b>  | <b>\$7,799,276</b>  | <b>\$8,210,903</b>  | <b>\$8,501,515</b>  | <b>\$8,714,025</b>  | <b>\$2,937,534</b>  | <b>13.1%</b> | <b>\$8,924,663</b>  | <b>\$3,289,660</b>  | <b>13.8%</b> |
| Change from Prior Year         | 341,976             | (141,488)           | 143,174             | 241,186             | (23,968)            | 825,625             | 765,943             | 212,313             | 411,627             | 290,612             | 212,510             |                     |              | 210,638             |                     |              |
| Yearly Change - %              | 6.3%                | -2.4%               | 2.5%                | 4.2%                | -0.4%               | 13.8%               | 11.2%               | 2.8%                | 5.3%                | 3.5%                | 2.5%                | 58.51%              |              | 2.4%                | 58.38%              |              |
| FTE Head Count                 | 20                  | 20                  | 20                  | 20                  | 20                  | 21                  | 23                  | 25                  | 25                  | 25                  | 25                  | 5                   |              | 25                  | 5                   |              |
| <b>Police</b>                  | <b>\$20,002,127</b> | <b>\$19,609,339</b> | <b>\$19,879,430</b> | <b>\$20,549,466</b> | <b>\$21,652,549</b> | <b>\$23,003,392</b> | <b>\$23,207,615</b> | <b>\$23,574,703</b> | <b>\$25,996,684</b> | <b>\$26,519,081</b> | <b>\$28,803,042</b> | <b>\$8,800,915</b>  | <b>39.3%</b> | <b>\$28,661,161</b> | <b>\$9,051,822</b>  | <b>38.1%</b> |
| Change from Prior Year         | 788,231             | (392,788)           | 270,091             | 670,036             | 1,103,083           | 1,350,843           | 204,223             | 367,088             | 2,421,981           | 522,397             | 2,283,961           |                     |              | (141,881)           |                     |              |
| Yearly Change - %              | 4.1%                | -2.0%               | 1.4%                | 3.4%                | 5.4%                | 6.2%                | 0.9%                | 1.6%                | 10.3%               | 2.0%                | 8.6%                | 49.20%              |              | -0.5%               | 46.16%              |              |
| FTE Head Count                 | 100                 | 98                  | 98                  | 97                  | 101                 | 105                 | 105                 | 105                 | 107                 | 107                 | 108                 | 8                   |              | 108                 | 10                  |              |
| <b>Fire</b>                    | <b>\$10,499,656</b> | <b>\$10,401,223</b> | <b>\$9,428,823</b>  | <b>\$9,852,662</b>  | <b>\$10,047,798</b> | <b>\$10,971,186</b> | <b>\$11,362,905</b> | <b>\$12,211,534</b> | <b>\$12,312,684</b> | <b>\$12,933,489</b> | <b>\$14,185,976</b> | <b>\$3,686,320</b>  | <b>16.4%</b> | <b>\$14,425,929</b> | <b>\$4,024,706</b>  | <b>16.9%</b> |
| Change from Prior Year         | 1,482,282           | (98,433)            | (972,400)           | 423,839             | 195,136             | 923,388             | 391,719             | 848,629             | 101,150             | 620,806             | 1,252,487           |                     |              | 239,953             |                     |              |
| Yearly Change - %              | 16.4%               | -0.9%               | -9.3%               | 4.5%                | 2.0%                | 9.2%                | 3.6%                | 7.5%                | 0.8%                | 5.0%                | 9.7%                | 43.58%              |              | 1.7%                | 38.69%              |              |
| FTE Head Count                 | 31                  | 31                  | 31                  | 31                  | 31                  | 31                  | 32                  | 31                  | 31                  | 31                  | 31                  | 0                   |              | 31                  | 0                   |              |
| <b>Community Development</b>   | <b>\$3,545,255</b>  | <b>\$3,092,360</b>  | <b>\$3,052,195</b>  | <b>\$3,043,945</b>  | <b>\$3,521,883</b>  | <b>\$3,921,372</b>  | <b>\$4,104,035</b>  | <b>\$4,630,723</b>  | <b>\$4,524,832</b>  | <b>\$5,065,323</b>  | <b>\$6,354,467</b>  | <b>\$2,809,212</b>  | <b>12.5%</b> | <b>\$6,158,748</b>  | <b>\$3,066,388</b>  | <b>12.9%</b> |
| Change from Prior Year         | 121,070             | (452,895)           | (40,165)            | (8,250)             | 477,938             | 399,489             | 182,663             | 526,688             | (105,891)           | 540,491             | 1,289,144           |                     |              | (195,719)           |                     |              |
| Yearly Change - %              | 3.5%                | -12.8%              | -1.3%               | -0.3%               | 15.7%               | 11.3%               | 4.7%                | 12.8%               | -2.3%               | 11.9%               | 25.5%               | 81.60%              |              | -3.1%               | 99.16%              |              |
| FTE Head Count                 | 22                  | 20                  | 20                  | 19                  | 20                  | 21                  | 22                  | 24                  | 24                  | 28                  | 30                  | 8                   |              | 30                  | 10                  |              |
| <b>Public Works</b>            | <b>\$5,795,580</b>  | <b>\$5,288,074</b>  | <b>\$5,413,275</b>  | <b>\$5,737,896</b>  | <b>\$5,804,831</b>  | <b>\$7,093,269</b>  | <b>\$6,835,162</b>  | <b>\$6,300,644</b>  | <b>\$6,679,390</b>  | <b>\$7,296,448</b>  | <b>\$7,602,578</b>  | <b>\$1,806,998</b>  | <b>8.1%</b>  | <b>\$7,684,214</b>  | <b>\$2,396,140</b>  | <b>10.1%</b> |
| Change from Prior Year         | 154,715             | (507,506)           | 125,201             | 324,621             | 66,935              | 1,288,438           | (258,107)           | (534,518)           | 378,746             | 617,058             | 306,130             |                     |              | 81,636              |                     |              |
| Yearly Change - %              | 2.7%                | -8.8%               | 2.4%                | 6.0%                | 1.2%                | 22.2%               | -3.6%               | -7.8%               | 6.0%                | 9.2%                | 4.2%                | 33.95%              |              | 1.1%                | 45.31%              |              |
| FTE Head Count                 | 63                  | 61                  | 60                  | 60                  | 58                  | 56                  | 56                  | 56                  | 56                  | 60                  | 62                  | (1)                 |              | 62                  | 1                   |              |
| <b>Information Technology*</b> |                     |                     |                     |                     |                     |                     |                     | <b>\$344,104</b>    | <b>\$360,519</b>    | <b>\$310,369</b>    | <b>\$325,062</b>    | <b>\$325,062</b>    | <b>1.5%</b>  | <b>\$328,800</b>    | <b>\$328,800</b>    | <b>1.4%</b>  |
| Change from Prior Year         |                     |                     |                     |                     |                     |                     |                     | 344,104             | 16,415              | (50,150)            | 14,693              |                     |              | 3,738               |                     |              |
| Yearly Change - %              |                     |                     |                     |                     |                     |                     |                     | -                   | -                   | -                   | -                   |                     |              | 1.1%                |                     |              |
| FTE Head Count                 |                     |                     |                     |                     |                     |                     |                     | 9                   | 9                   | 9                   | 9                   | 9                   |              | 9                   | 9                   |              |
| <b>Total General Fund</b>      | <b>\$52,321,483</b> | <b>\$50,911,195</b> | <b>\$49,254,226</b> | <b>\$50,657,495</b> | <b>\$52,994,257</b> | <b>\$58,938,080</b> | <b>\$60,701,205</b> | <b>\$63,565,162</b> | <b>\$67,406,040</b> | <b>\$70,400,265</b> | <b>\$74,731,871</b> | <b>\$22,410,388</b> |              | <b>\$74,667,671</b> | <b>\$23,756,476</b> |              |
| Change from Prior Year         | 3,736,385           | (1,410,288)         | (1,656,969)         | 1,403,269           | 2,336,762           | 5,943,823           | 1,763,125           | 2,863,957           | 3,840,878           | 2,994,225           | 4,331,606           |                     |              | (64,200)            |                     |              |
| Yearly Change - %              | 7.7%                | -2.7%               | -3.3%               | 2.8%                | 4.6%                | 11.2%               | 3.0%                | 4.7%                | 6.0%                | 4.4%                | 6.2%                | 42.8%               |              | -0.1%               | 46.7%               |              |
| FTE Head Count                 | 278                 | 271                 | 270                 | 266                 | 268                 | 278                 | 282                 | 292                 | 294                 | 302                 | 306                 | 28                  |              | 306                 | 35                  |              |
| Change in FTE                  | 4                   | (7)                 | (1)                 | (4)                 | 2                   | 10                  | 4                   | 10                  | 2                   | 8                   | 4                   |                     |              | -                   |                     |              |

\*Stand-alone Information Technology Department created in FY 2015-2016. Prior Year General Fund costs and FTE Head Count remain under Finance Department for purposes of this document.

### Salaries and Benefits as a Percentage of Total Budget (General Fund)

(Full Time Employee Position Counts are Across all Funds)

|                                 | FY 2010             | FY 2011             | FY 2012             | FY 2013             | FY 2014             | FY 2015             | FY 2016             | FY 2017             | FY 2018             | Proposed<br>FY 2019 | Proposed<br>FY 2020 |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Management Services</b>      |                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |
| <b>Salaries and Benefits</b>    | <b>\$1,456,288</b>  | <b>\$1,440,466</b>  | <b>\$1,319,050</b>  | <b>\$1,052,983</b>  | <b>\$1,244,201</b>  | <b>\$1,271,712</b>  | <b>\$1,813,509</b>  | <b>\$1,809,277</b>  | <b>\$1,878,541</b>  | <b>\$1,645,914</b>  | <b>\$1,564,295</b>  |
| Change From Prior Year          | 37,488              | (15,822)            | (121,416)           | (266,067)           | 191,218             | 27,511              | 541,797             | (4,232)             | 69,264              | (232,627)           | (81,619)            |
| Yearly Change - %               | 2.6%                | -1.1%               | -8.4%               | -20.2%              | 18.2%               | 2.2%                | 42.6%               | -0.2%               | 3.8%                | -12.4%              | -5.0%               |
| Total Dept. General Fund Budget | \$3,354,023         | \$2,022,693         | \$1,828,101         | \$2,452,621         | \$2,745,140         | \$2,681,392         | \$3,931,754         | \$4,179,649         | \$4,204,434         | \$3,970,711         | \$3,757,646         |
| Salaries/Benefits % of Total    | 43.4%               | 71.2%               | 72.2%               | 42.9%               | 45.3%               | 47.4%               | 46.1%               | 43.3%               | 44.7%               | 41.5%               | 41.6%               |
| FTE Head Count                  | 14                  | 14                  | 13                  | 12                  | 13                  | 13                  | 17                  | 17                  | 17                  | 15                  | 15                  |
| <b>Finance</b>                  |                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |
| <b>Salaries and Benefits</b>    | <b>\$1,683,384</b>  | <b>\$1,745,510</b>  | <b>\$1,733,183</b>  | <b>\$1,704,869</b>  | <b>\$2,022,060</b>  | <b>\$2,186,177</b>  | <b>\$2,011,099</b>  | <b>\$2,621,911</b>  | <b>\$2,184,681</b>  | <b>\$2,261,584</b>  | <b>\$2,351,248</b>  |
| Change From Prior Year          | (97,507)            | 62,126              | (12,327)            | (28,314)            | 317,191             | 164,117             | (175,078)           | 610,812             | (437,230)           | 76,903              | 89,664              |
| Yearly Change - %               | -5.5%               | 3.7%                | -0.7%               | -1.6%               | 18.6%               | 8.1%                | -8.0%               | 30.4%               | -16.7%              | 3.5%                | 4.0%                |
| Total Dept. General Fund Budget | \$2,664,387         | \$2,696,658         | \$2,728,116         | \$2,670,558         | \$3,419,448         | \$3,684,973         | \$3,476,149         | \$3,872,776         | \$4,298,770         | \$3,476,840         | \$3,481,320         |
| Salaries/Benefits % of Total    | 63.2%               | 64.7%               | 63.5%               | 63.8%               | 59.1%               | 59.3%               | 57.9%               | 67.7%               | 50.8%               | 65.0%               | 67.5%               |
| FTE Head Count                  | 20                  | 20                  | 20                  | 20                  | 25                  | 25                  | 17                  | 17                  | 17                  | 18                  | 18                  |
| <b>Human Resources</b>          |                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |
| <b>Salaries and Benefits</b>    | <b>\$593,418</b>    | <b>\$653,212</b>    | <b>\$634,033</b>    | <b>\$531,065</b>    | <b>\$618,816</b>    | <b>\$729,007</b>    | <b>\$668,428</b>    | <b>\$662,457</b>    | <b>\$683,614</b>    | <b>\$705,674</b>    | <b>\$727,836</b>    |
| Change From Prior Year          | 56,182              | 59,794              | (19,179)            | (102,968)           | 87,751              | 110,191             | (60,579)            | (5,970)             | 21,157              | 22,060              | 22,162              |
| Yearly Change - %               | 10.5%               | 10.1%               | -2.9%               | -16.2%              | 16.5%               | 17.8%               | -8.3%               | -0.9%               | 3.2%                | 3.2%                | 3.1%                |
| Total Dept. General Fund Budget | \$866,786           | \$982,975           | \$897,946           | \$848,622           | \$963,253           | \$1,238,160         | \$1,296,275         | \$1,268,604         | \$1,270,836         | \$1,299,170         | \$1,245,190         |
| Salaries/Benefits % of Total    | 68.5%               | 66.5%               | 70.6%               | 62.6%               | 64.2%               | 58.9%               | 51.6%               | 52.2%               | 53.8%               | 54.3%               | 58.5%               |
| FTE Head Count                  | 7                   | 7                   | 6                   | 6                   | 6                   | 6                   | 8                   | 8                   | 8                   | 8                   | 8                   |
| <b>Parks &amp; Recreation</b>   |                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |
| <b>Salaries and Benefits</b>    | <b>\$2,742,994</b>  | <b>\$2,899,021</b>  | <b>\$2,949,116</b>  | <b>\$2,890,732</b>  | <b>\$2,961,307</b>  | <b>\$3,246,276</b>  | <b>\$3,295,141</b>  | <b>\$3,558,152</b>  | <b>\$3,676,372</b>  | <b>\$4,006,011</b>  | <b>\$4,127,701</b>  |
| Change From Prior Year          | (2,816)             | 156,027             | 50,095              | (58,384)            | 70,575              | 284,969             | 48,865              | 263,011             | 118,220             | 329,639             | 121,690             |
| Yearly Change - %               | -0.1%               | 5.7%                | 1.7%                | -2.0%               | 2.4%                | 9.6%                | 1.5%                | 8.0%                | 3.3%                | 9.0%                | 3.0%                |
| Total Dept. General Fund Budget | \$5,635,003         | \$5,778,177         | \$6,019,363         | \$5,995,395         | \$6,821,020         | \$7,586,963         | \$7,799,276         | \$8,210,903         | \$8,501,515         | \$8,714,025         | \$8,924,663         |
| Salaries/Benefits % of Total    | 48.7%               | 50.2%               | 49.0%               | 48.2%               | 43.4%               | 42.8%               | 42.2%               | 43.3%               | 43.2%               | 46.0%               | 46.3%               |
| FTE Head Count                  | 20                  | 20                  | 20                  | 20                  | 21                  | 23                  | 25                  | 25                  | 25                  | 25                  | 25                  |
| <b>Police</b>                   |                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |                     |
| <b>Salaries and Benefits</b>    | <b>\$14,622,775</b> | <b>\$15,089,044</b> | <b>\$15,747,709</b> | <b>\$16,333,188</b> | <b>\$17,312,903</b> | <b>\$17,500,215</b> | <b>\$19,694,560</b> | <b>\$19,596,631</b> | <b>\$20,184,140</b> | <b>\$21,848,867</b> | <b>\$22,754,269</b> |
| Change From Prior Year          | 289,086             | 466,269             | 658,665             | 585,479             | 979,715             | 187,312             | 2,194,345           | (97,929)            | 587,509             | 1,664,727           | 905,402             |
| Yearly Change - %               | 2.0%                | 3.2%                | 4.4%                | 3.7%                | 6.0%                | 1.1%                | 12.5%               | -0.5%               | 3.0%                | 8.2%                | 4.1%                |
| Total Dept. General Fund Budget | \$19,609,339        | \$19,879,430        | \$20,549,466        | \$21,652,549        | \$23,003,392        | \$23,207,615        | \$23,574,703        | \$25,996,684        | \$26,519,081        | \$28,803,042        | \$28,661,161        |
| Salaries/Benefits % of Total    | 74.6%               | 75.9%               | 76.6%               | 75.4%               | 75.3%               | 75.4%               | 83.5%               | 75.4%               | 76.1%               | 75.9%               | 79.4%               |
| FTE Head Count                  | 98                  | 98                  | 97                  | 101                 | 105                 | 105                 | 105                 | 107                 | 107                 | 108                 | 108                 |

### Salaries and Benefits as a Percentage of Total Budget (General Fund)

(Full Time Employee Position Counts are Across all Funds)

|                                    | FY 2010              | FY 2011              | FY 2012              | FY 2013              | FY 2014              | FY 2015              | FY 2016              | FY 2017              | FY 2018              | Proposed<br>FY 2019  | Proposed<br>FY 2020  |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Fire</b>                        |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <b>Salaries and Benefits</b>       | <b>\$8,729,831</b>   | <b>\$7,630,636</b>   | <b>\$8,009,170</b>   | <b>\$8,110,917</b>   | <b>\$8,644,531</b>   | <b>\$9,006,111</b>   | <b>\$10,241,400</b>  | <b>\$10,254,764</b>  | <b>\$10,750,081</b>  | <b>\$11,617,653</b>  | <b>\$11,998,133</b>  |
| Change From Prior Year             | 187,427              | (1,099,195)          | 378,534              | 101,747              | 533,614              | 361,580              | 1,235,289            | 13,364               | 495,318              | 867,572              | 380,480              |
| Yearly Change - %                  | 2.2%                 | -12.6%               | 5.0%                 | 1.3%                 | 6.6%                 | 4.2%                 | 13.7%                | 0.1%                 | 4.8%                 | 8.1%                 | 3.3%                 |
| Total Dept. General Fund Budget    | \$10,401,223         | \$9,428,823          | \$9,852,662          | \$10,047,798         | \$10,971,186         | \$11,362,905         | \$12,211,534         | \$12,312,684         | \$12,933,489         | \$14,185,976         | \$14,425,929         |
| Salaries/Benefits % of Total       | 83.9%                | 80.9%                | 81.3%                | 80.7%                | 78.8%                | 79.3%                | 83.9%                | 83.3%                | 83.1%                | 81.9%                | 83.2%                |
| FTE Head Count                     | 31                   | 31                   | 31                   | 31                   | 31                   | 32                   | 31                   | 31                   | 31                   | 31                   | 31                   |
| <b>Community Development</b>       |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <b>Salaries and Benefits</b>       | <b>\$2,220,934</b>   | <b>\$2,312,644</b>   | <b>\$2,209,343</b>   | <b>\$2,433,823</b>   | <b>\$2,419,757</b>   | <b>\$2,672,542</b>   | <b>\$2,615,882</b>   | <b>\$3,003,474</b>   | <b>\$3,381,291</b>   | <b>\$3,757,181</b>   | <b>\$3,898,144</b>   |
| Change From Prior Year             | (105,645)            | 91,710               | (103,301)            | 224,480              | (14,066)             | 252,785              | (56,660)             | 387,592              | 377,817              | 375,890              | 140,963              |
| Yearly Change - %                  | -4.5%                | 4.1%                 | -4.5%                | 10.2%                | -0.6%                | 10.4%                | -2.1%                | 14.8%                | 12.6%                | 11.1%                | 3.8%                 |
| Total Dept. General Fund Budget    | \$3,092,360          | \$3,052,195          | \$3,043,945          | \$3,521,883          | \$3,921,372          | \$4,104,035          | \$4,630,723          | \$4,524,832          | \$5,065,323          | \$6,354,467          | \$6,158,748          |
| Salaries/Benefits % of Total       | 71.8%                | 75.8%                | 72.6%                | 69.1%                | 61.7%                | 65.1%                | 56.5%                | 66.4%                | 66.8%                | 59.1%                | 63.3%                |
| FTE Head Count                     | 20                   | 20                   | 19                   | 20                   | 21                   | 22                   | 24                   | 24                   | 28                   | 30                   | 30                   |
| <b>Public Works</b>                |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <b>Salaries and Benefits</b>       | <b>\$3,160,138</b>   | <b>\$3,174,489</b>   | <b>\$3,161,931</b>   | <b>\$3,262,727</b>   | <b>\$3,281,712</b>   | <b>\$3,479,118</b>   | <b>\$3,173,714</b>   | <b>\$3,486,639</b>   | <b>\$4,103,777</b>   | <b>\$4,348,428</b>   | <b>\$4,505,934</b>   |
| Change From Prior Year             | (17,066)             | 14,351               | (12,558)             | 100,796              | 18,985               | 197,406              | (305,404)            | 312,925              | 617,138              | 244,651              | 157,506              |
| Yearly Change - %                  | -0.5%                | 0.5%                 | -0.4%                | 3.2%                 | 0.6%                 | 6.0%                 | -8.8%                | 9.9%                 | 17.7%                | 6.0%                 | 3.6%                 |
| Total Dept. General Fund Budget    | \$5,288,074          | \$5,413,275          | \$5,737,896          | \$5,804,831          | \$7,093,269          | \$6,835,162          | \$6,300,644          | \$6,679,390          | \$7,296,448          | \$7,602,578          | \$7,684,214          |
| Salaries/Benefits % of Total       | 59.8%                | 58.6%                | 55.1%                | 56.2%                | 46.3%                | 50.9%                | 50.4%                | 52.2%                | 56.2%                | 57.2%                | 58.6%                |
| FTE Head Count                     | 61                   | 60                   | 60                   | 58                   | 56                   | 56                   | 56                   | 56                   | 60                   | 62                   | 62                   |
| <b>Information Technology*</b>     |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <b>Salaries and Benefits</b>       |                      |                      |                      |                      |                      |                      | <b>\$227,653</b>     | <b>\$226,158</b>     | <b>\$231,144</b>     | <b>\$242,683</b>     | <b>\$250,205</b>     |
| Change From Prior Year             |                      |                      |                      |                      |                      |                      | 227,653              | (1,495)              | 4,986                | 11,539               | 7,522                |
| Yearly Change - %                  |                      |                      |                      |                      |                      |                      | -                    | -0.7%                | 2.2%                 | 5.0%                 | 3.1%                 |
| Total Dept. General Fund Budget    |                      |                      |                      |                      |                      |                      | \$344,104            | \$360,519            | \$310,369            | \$325,062            | \$328,800            |
| Salaries/Benefits % of Total       |                      |                      |                      |                      |                      |                      | 66.2%                | 62.7%                | 74.5%                | 74.7%                | 76.1%                |
| FTE Head Count                     |                      |                      |                      |                      |                      |                      | 9                    | 9                    | 9                    | 9                    | 9                    |
| <b>Total General Fund</b>          |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <b>Total Salaries and Benefits</b> | <b>\$ 35,209,762</b> | <b>\$ 34,945,022</b> | <b>\$ 35,763,535</b> | <b>\$ 36,320,304</b> | <b>\$ 38,505,287</b> | <b>\$ 40,091,158</b> | <b>\$ 43,741,384</b> | <b>\$ 45,219,462</b> | <b>\$ 47,073,640</b> | <b>\$ 50,433,995</b> | <b>\$ 52,177,765</b> |
| Yearly Change Total                | 347,149              | (264,740)            | 818,513              | 556,769              | 2,184,983            | 1,585,871            | 3,650,226            | 1,478,078            | 1,854,179            | 3,360,355            | 1,743,770            |
| Yearly Change -%                   | 1.0%                 | -0.8%                | 2.3%                 | 1.6%                 | 6.0%                 | 4.1%                 | 9.1%                 | 3.4%                 | 4.1%                 | 7.1%                 | 3.5%                 |
| <b>Total General Fund Budget</b>   | <b>\$50,911,195</b>  | <b>\$49,254,226</b>  | <b>\$50,657,495</b>  | <b>\$52,994,257</b>  | <b>\$58,938,080</b>  | <b>\$60,701,205</b>  | <b>\$63,565,162</b>  | <b>\$67,406,040</b>  | <b>\$70,400,265</b>  | <b>\$74,731,871</b>  | <b>\$74,667,671</b>  |
| Salaries/Benefits % of Total       | 69.2%                | 70.9%                | 70.6%                | 68.5%                | 65.3%                | 66.0%                | 68.8%                | 67.1%                | 66.9%                | 67.5%                | 69.9%                |
| FTE Head Count                     | 271                  | 270                  | 266                  | 268                  | 278                  | 282                  | 292                  | 294                  | 302                  | 306                  | 306                  |

Salaries and benefits include: full and part time salaries, pension contributions, overtime, medical insurance, city-paid deferred compensation, workers' compensation, retiree medical contributions, medicare and unemployment.

\*Stand-alone Information Technology Department created in FY 2015-2016. Prior Year General Fund costs and FTE Head Count remain under Finance Department for purposes of this document.



**Parks and Recreation *PROPOSED* FY 2019 Projection for Self Sustaining Programs**

| 14-028 Facilities and Parks Reservations                | Revenues       | Expenditures   | Net            |
|---|----------------|----------------|----------------|
| Facility- Outdoor Picnic Rentals                        | 35,000         | 10,000         | 25,000         |
| Facility- Field Rentals                                 | 425,000        | 59,000         | 366,000        |
| Facility- Facility Rentals                              | 30,000         | 20,000         | 10,000         |
| Facility- Customer Banner Hanging                       | 10,000         |                | 10,000         |
| Facility- Sand Dune                                     | 15,000         | -              | 15,000         |
| Facility- Mira Costa Reservations (inc. 40% FT Rec Sup) | 120,000        | 100,000        | 20,000         |
| Subtotal  | 635,000        | 189,000        | 446,000        |
| Facility- Senior Recreation Supervisors (50%, 33%)      |                | 82,000         | (82,000)       |
| Facility- FT Sports Coordinator (50%)                   |                | 28,000         | (28,000)       |
| Facility- FT Facility Reservation Clerk                 |                | 65,000         | (65,000)       |
| <b>Total</b>  | <b>635,000</b> | <b>364,000</b> | <b>271,000</b> |

| 14-025 Special Classes                 | Revenues       | Expenditures   | Net             |
|--|----------------|----------------|-----------------|
| Sp Class- Bridge change to Board Games | 1,900          | 1,600          | 300             |
| Sp Class- Science changed to Education | 34,000         | 23,500         | 10,500          |
| Sp Class- Cooking                      | 5,850          | 5,000          | 850             |
| NEW-Art Fundamentals                   | 30,000         | 18,000         | 12,000          |
| Art Educ- Dance Instruction            | 13,000         | 6,500          | 6,500           |
| Art Educ- Music                        | 30,000         | 22,700         | 7,300           |
| Art Educ- Photography                  | 4,500          | 3,200          | 1,300           |
| Subtotal                               | 119,250        | 80,500         | 38,750          |
| Sp Class - Recreation Supervisor (50%) |                | 41,000         | (41,000)        |
| Sp Class- Admin Payroll                |                | 8,994          | (8,994)         |
| <b>Total</b>                           | <b>119,250</b> | <b>130,494</b> | <b>(11,244)</b> |

| 14-026 Special Events Changed to Youth/Teen          | Revenues       | Expenditures   | Net             |
|--|----------------|----------------|-----------------|
| Sp Event - REC Special Activities/Trip               | 20,000         | 20,000         | -               |
| Sp Event- Teen Ctr Summer Camp                       | 12,000         | 6,000          | 6,000           |
| Sp Event - Teen Ctr School Year                      | 2,500          | 2,500          | -               |
| Sp Event - Teen Ctr Special Activities               | 20,000         | 10,000         | 10,000          |
| Sp Event - Family Camp Out                           | 8,750          | 8,000          | 750             |
| Sp Event- Afterschool REC changed to REC Program     | 200,000        | 190,000        | 10,000          |
| Sp Class- REC Summer                                 | 175,000        | 125,000        | 50,000          |
| Subtotal   | 438,250        | 361,500        | 76,750          |
| Sp REC and Teen Program Recreation Coordinator (50%) |                | 26,500         | (26,500)        |
| Senior Recreation Supervisor (33%)                   |                | 38,700         | (38,700)        |
| Recreation Supervisor (25%)                          |                | 20,500         | (20,500)        |
| Sp Class- Admin Payroll                              |                | 41,461         | (41,461)        |
| <b>Total</b>   | <b>438,250</b> | <b>488,661</b> | <b>(50,411)</b> |

| 14-027 Tennis Operations   | Revenues       | Expenditures   | Net           |
|----------------------------|----------------|----------------|---------------|
| Tennis - Live Oak Tennis   | 135,000        | 113,398        | 21,602        |
| Tennis - Mira Costa Tennis | 35,000         | 41,367         | (6,367)       |
| Sp Event- Tennis Tourney   | 10,000         | 10,000         | -             |
| Sp Class- Tennis Lessons   | 170,000        | 110,500        | 59,500        |
| Sp Class - Tennis Camps    | 72,000         | 66,800         | 5,200         |
| Sp Class - Pickleball      | 19,000         | 32,350         | (13,350)      |
| Sp Class- Admin Payroll    |                | 14,386         | (14,386)      |
| <b>Total</b>               | <b>441,000</b> | <b>388,801</b> | <b>52,199</b> |

| 14-034 Ceramics         | Revenues | Expenditures | Net      |
|-------------------------|----------|--------------|----------|
| Art Educ- Ceramics      | 127,000  | 82,550       | 44,450   |
| NEW- 2D Art             | 42,000   | 27,300       | 14,700   |
| NEW- 3D Art             | 21,000   | 13,650       | 7,350    |
| New- Studio             | 43,000   | 30,000       | 13,000   |
| Subtotal                | 233,000  | 153,500      | 79,500   |
| Recreation Coordinator  |          | 53,000       | (53,000) |
| Art Educ- Admin Payroll |          | 13,854       | (13,854) |
| Total                   | 233,000  | 220,354      | 12,646   |

| 14-036 Concerts in the Park | Revenues | Expenditures | Net |
|-----------------------------|----------|--------------|-----|
| Concerts in the Park        | 70,000   | 69,800       | 200 |
| Total                       | 70,000   | 69,800       | 200 |

| 14-041 Sports Leagues & Tournaments            | Revenues | Expenditures | Net      |
|--|----------|--------------|----------|
| SPT- 6-Man CBVA *Does not include PD, inc. CSC | 46,000   | 60,000       | (14,000) |
| SPT- Manhattan Open VB Tourney                 | 75,000   | 75,000       | -        |
| SPT- Slo-Pitch Leagues                         | 30,000   | 27,000       | 3,000    |
| SPT- 7 on 7 Soccer                             | 65,000   | 43,000       | 22,000   |
| SPT- Summer Sunset Basketball League           | 45,000   | 35,000       | 10,000   |
| SPT-Kickball League                            | 20,000   | 15,000       | 5,000    |
| Subtotal                                       | 281,000  | 255,000      | 26,000   |
| SPT- Full Time Sports Coord. (50%)             |          | 28,000       | (28,000) |
| Total  | 281,000  | 283,000      | (2,000)  |

| 14-042 Sports & Fitness                    | Revenues | Expenditures | Net      |
|--|----------|--------------|----------|
| SPT- Aquatics                              | 200,000  | 80,000       | 120,000  |
| SPT- Surfing & Volleyball Camp             | 40,000   | 30,000       | 10,000   |
| SPT- Soccer- Brit West                     | 100,000  | 65,000       | 35,000   |
| SPT- Youth Volleyball                      | 42,000   | 20,000       | 22,000   |
| SPT- Golf                                  | 10,000   | 9,000        | 1,000    |
| SPT- Ice Sports                            | 7,000    | 5,500        | 1,500    |
| SPT- Adult Fitness                         | 25,000   | 20,000       | 5,000    |
| SPT-Youth Gymnastics                       | 40,000   | 32,000       | 8,000    |
| SPT-Running                                | 3,800    | 3,600        | 200      |
| SPT-Yoga                                   | 22,000   | 16,000       | 6,000    |
| Sp Class- Table Tennis                     | 1,500    | 1,000        | 500      |
| Sp Class-Extreme Sports                    | 20,000   | 17,000       | 3,000    |
| SPT- Adult Volleyball                      | 50,000   | 35,000       | 15,000   |
| SPT - Lacrosse                             | 25,000   | 18,000       | 7,000    |
| SPT - Baseball                             | 25,000   | 21,000       | 4,000    |
| NEW - Badminton                            | 4,000    | 3,200        | 800      |
| Subtotal                                   | 615,300  | 376,300      | 239,000  |
| SPT- FT Senior Recreation Supervisor (50%) |          | 60,374       | (60,374) |
| SPT- Admin Payroll                         |          | 61,803       | (61,803) |
| Total                                      | 615,300  | 498,477      | 116,823  |



| 14-043 Swimming Activities                  | Revenues       | Expenditures   | Net           |
|---|----------------|----------------|---------------|
| SPT- Aquatics Summer                        | 219,000        | 130,000        | 89,000        |
| SPT - Swim Special Events                   | 18,000         | 18,000         | -             |
| SPT- Swim Team                              | 150,000        | 70,000         | 80,000        |
| SPT- Swim Birthday Parties                  | 12,000         | 8,000          | 4,000         |
| SPT- Aquatics Fall                          | 43,000         | 30,000         | 13,000        |
| SPT- Aquatics-Spring                        | 50,000         | 35,000         | 15,000        |
| SPT- Aquatics - Winter                      | 40,000         | 30,000         | 10,000        |
| SPT- Pool Operations                        | 6,000          | 30,000         | (24,000)      |
| Subtotal                                    |                | 351,000        | (351,000)     |
| SPT - FT Senior Recreation Supervisor (33%) |                | 40,425         | (40,425)      |
| SPT - FT Aquatics Coordinator               |                | 72,000         | (72,000)      |
| SPT- Admin Payroll                          |                | 55,230         | (55,230)      |
| <b>Total</b>                                | <b>538,000</b> | <b>518,655</b> | <b>19,345</b> |

| 14-061 Older Adult Activities | Revenues       | Expenditures  | Net          |
|-------------------------------|----------------|---------------|--------------|
| OAA-Swing & Sway              | 6,000          | 5,500         | 500          |
| OAA-Sr Events                 | 20,000         | 35,482        | (15,482)     |
| OAA-Bus Excursions All        | 6,000          | 1,775         | 4,225        |
| OAA-Bus Excursions-OA only    | 35,000         | 22,451        | 12,549       |
| OAA-Community Programs        | 34,000         | 21,000        | 13,000       |
| Subtotal                      | 101,000        | 86,208        | 14,792       |
| OAA-Admin Payroll             |                | 13,734        |              |
| <b>Total</b>                  | <b>101,000</b> | <b>99,942</b> | <b>1,058</b> |

|              | Revenues         | Expenditures     | Net            |
|--------------|------------------|------------------|----------------|
| <b>Total</b> | <b>3,471,800</b> | <b>3,062,184</b> | <b>409,616</b> |

**Parks and Recreation *PROPOSED* FY 2020 Projection for Self Sustaining Programs**

| 14-028 Facilities and Parks Reservations                | Revenues       | Expenditures   | Net            |
|---|----------------|----------------|----------------|
| Facility- Outdoor Picnic Rentals                        | 35,000         | 10,000         | 25,000         |
| Facility- Field Rentals                                 | 425,000        | 59,000         | 366,000        |
| Facility- Facility Rentals                              | 30,000         | 22,000         | 8,000          |
| Facility- Customer Banner Hanging                       | 10,000         |                | 10,000         |
| Facility- Sand Dune                                     | 15,000         | -              | 15,000         |
| Facility- Mira Costa Reservations (inc. 40% FT Rec Sup) | 120,000        | 100,000        | 20,000         |
| Subtotal  | 635,000        | 191,000        | 444,000        |
| Facility- Senior Recreation Supervisors (50%, 33%)      |                | 82,000         | (82,000)       |
| Facility- FT Sports Coordinator (50%)                   |                | 28,000         | (28,000)       |
| Facility- FT Facility Reservation Clerk                 |                | 65,000         | (65,000)       |
| <b>Total</b>  | <b>635,000</b> | <b>366,000</b> | <b>269,000</b> |

| 14-025 Special Classes                 | Revenues       | Expenditures   | Net             |
|--|----------------|----------------|-----------------|
| Sp Class- Bridge change to Board Games | 1,900          | 1,600          | 300             |
| Sp Class- Science changed to Education | 34,000         | 23,500         | 10,500          |
| Sp Class- Cooking                      | 5,850          | 5,000          | 850             |
| NEW-Art Fundamentals                   | 30,000         | 18,000         | 12,000          |
| Art Educ- Dance Instruction            | 13,000         | 6,500          | 6,500           |
| Art Educ- Music                        | 30,000         | 22,700         | 7,300           |
| Art Educ- Photography                  | 4,500          | 3,200          | 1,300           |
| Subtotal                               | 119,250        | 80,500         | 38,750          |
| Sp Class - Recreation Supervisor (50%) |                | 41,000         | (41,000)        |
| Sp Class- Admin Payroll                |                | 8,994          | (8,994)         |
| <b>Total</b>                           | <b>119,250</b> | <b>130,494</b> | <b>(11,244)</b> |

| 14-026 Youth/Teen Programs                           | Revenues       | Expenditures   | Net             |
|--|----------------|----------------|-----------------|
| Sp Event - REC Special Activities/Trip               | 20,000         | 20,000         | -               |
| Sp Event- Teen Ctr Summer Camp                       | 12,000         | 6,000          | 6,000           |
| Sp Event - Teen Ctr School Year                      | 2,500          | 2,500          | -               |
| Sp Event - Teen Ctr Special Activities               | 20,000         | 10,000         | 10,000          |
| Sp Event - Family Camp Out                           | 8,750          | 8,000          | 750             |
| Sp Event- Afterschool REC changed to REC Program     | 200,000        | 190,000        | 10,000          |
| Sp Class- REC Summer                                 | 175,000        | 125,000        | 50,000          |
| Subtotal   | 438,250        | 361,500        | 76,750          |
| Sp REC and Teen Program Recreation Coordinator (50%) |                | 26,500         | (26,500)        |
| Senior Recreation Supervisor (33%)                   |                | 38,700         | (38,700)        |
| Recreation Supervisor (25%)                          |                | 20,500         | (20,500)        |
| Sp Class- Admin Payroll                              |                | 41,461         | (41,461)        |
| <b>Total</b>   | <b>438,250</b> | <b>488,661</b> | <b>(50,411)</b> |

| 14-027 Tennis Operations   | Revenues       | Expenditures   | Net           |
|----------------------------|----------------|----------------|---------------|
| Tennis - Live Oak Tennis   | 135,000        | 114,898        | 20,102        |
| Tennis - Mira Costa Tennis | 35,000         | 41,367         | (6,367)       |
| Sp Event- Tennis Tourney   | 10,000         | 10,000         | -             |
| Sp Class- Tennis Lessons   | 170,000        | 110,500        | 59,500        |
| Sp Class - Tennis Camps    | 72,000         | 66,800         | 5,200         |
| Sp Class - Pickleball      | 19,000         | 32,350         | (13,350)      |
| Sp Class- Admin Payroll    |                | 14,386         | (14,386)      |
| <b>Total</b>               | <b>441,000</b> | <b>390,301</b> | <b>50,699</b> |

| 14-034 Ceramics         | Revenues | Expenditures | Net      |
|-------------------------|----------|--------------|----------|
| Art Educ- Ceramics      | 142,000  | 82,550       | 59,450   |
| NEW- 2D Art             | 42,000   | 27,300       | 14,700   |
| NEW- 3D Art             | 21,000   | 13,650       | 7,350    |
| New- Studio             | 43,000   | 30,000       | 13,000   |
| Subtotal                | 248,000  | 153,500      | 94,500   |
| Recreation Coordinator  |          | 53,000       | (53,000) |
| Art Educ- Admin Payroll |          | 13,854       | (13,854) |
| Total                   | 248,000  | 220,354      | 27,646   |

| 14-036 Concerts in the Park | Revenues | Expenditures | Net     |
|-----------------------------|----------|--------------|---------|
| Concerts in the Park        | 65,000   | 69,800       | (4,800) |
| Total                       | 65,000   | 69,800       | (4,800) |

| 14-041 Sports Leagues & Tournaments            | Revenues | Expenditures | Net      |
|--|----------|--------------|----------|
| SPT- 6-Man CBVA *Does not include PD, inc. CSC | 47,000   | 60,000       | (13,000) |
| SPT- Manhattan Open VB Tourney                 | 75,000   | 75,000       | -        |
| SPT- Slo-Pitch Leagues                         | 30,700   | 27,000       | 3,700    |
| SPT- 7 on 7 Soccer                             | 65,000   | 43,000       | 22,000   |
| SPT- Summer Sunset Basketball League           | 45,300   | 35,000       | 10,300   |
| SPT-Kickball League                            | 20,350   | 15,000       | 5,350    |
| Subtotal                                       | 283,350  | 255,000      | 28,350   |
| SPT- Full Time Sports Coord. (50%)             |          | 28,000       | (28,000) |
| Total  | 283,350  | 283,000      | 350      |

| 14-042 Sports & Fitness                 | Revenues | Expenditures | Net      |
|---|----------|--------------|----------|
| SPT- Aquatics                           | 200,000  | 80,000       | 120,000  |
| SPT- Surfing & Volleyball Camp          | 40,000   | 30,000       | 10,000   |
| SPT- Soccer- Brit West                  | 100,000  | 65,000       | 35,000   |
| SPT- Youth Volleyball                   | 42,000   | 20,000       | 22,000   |
| SPT- Golf                               | 10,000   | 9,000        | 1,000    |
| SPT- Ice Sports                         | 7,000    | 5,500        | 1,500    |
| SPT- Adult Fitness                      | 25,000   | 20,000       | 5,000    |
| SPT-Youth Gymnastics                    | 40,000   | 32,000       | 8,000    |
| SPT-Running                             | 3,800    | 3,600        | 200      |
| SPT-Yoga                                | 22,000   | 16,000       | 6,000    |
| Sp Class- Table Tennis                  | 1,500    | 1,000        | 500      |
| Sp Class-Extreme Sports                 | 20,000   | 17,000       | 3,000    |
| SPT- Adult Volleyball                   | 50,000   | 35,000       | 15,000   |
| SPT - Lacrosse                          | 25,000   | 18,000       | 7,000    |
| SPT - Baseball                          | 25,000   | 21,000       | 4,000    |
| NEW - Badminton                         | 4,000    | 3,200        | 800      |
| Subtotal                                | 615,300  | 376,300      | 239,000  |
| SPT- Senior Recreation Supervisor (50%) |          | 60,374       | (60,374) |
| SPT- Admin Payroll                      |          | 61,803       | (61,803) |
| Total                                   | 615,300  | 498,477      | 116,823  |

| 14-043 Swimming Activities                  | Revenues       | Expenditures   | Net           |
|---|----------------|----------------|---------------|
| SPT- Aquatics Summer                        | 219,000        | 130,000        | 89,000        |
| SPT - Swim Special Events                   | 18,000         | 18,000         | -             |
| SPT- Swim Team                              | 150,000        | 70,000         | 80,000        |
| SPT- Swim Birthday Parties                  | 12,000         | 8,000          | 4,000         |
| SPT- Aquatics Fall                          | 43,000         | 30,000         | 13,000        |
| SPT- Aquatics-Spring                        | 50,000         | 35,000         | 15,000        |
| SPT- Aquatics - Winter                      | 40,000         | 30,000         | 10,000        |
| SPT- Pool Operations                        | 6,000          | 33,900         | (27,900)      |
| Subtotal                                    |                | 354,900        | (354,900)     |
| SPT - FT Senior Recreation Supervisor (33%) |                | 40,425         | (40,425)      |
| SPT - FT Aquatics Coord.                    |                | 72,000         | (72,000)      |
| SPT- Admin Payroll                          |                | 55,230         | (55,230)      |
| <b>Total</b>                                | <b>538,000</b> | <b>522,555</b> | <b>15,445</b> |

| 14-061 Older Adult Activities | Revenues       | Expenditures   | Net          |
|-------------------------------|----------------|----------------|--------------|
| OAA-Swing & Sway              | 6,000          | 5,500          | 500          |
| OAA-Sr Events                 | 20,000         | 35,482         | (15,482)     |
| OAA-Bus Excursions All        | 6,000          | 1,775          | 4,225        |
| OAA-Bus Excursions-OA only    | 35,000         | 22,451         | 12,549       |
| OAA-Community Programs        | 34,000         | 22,800         | 11,200       |
| Subtotal                      | 101,000        | 88,008         | 12,992       |
| OAA-Admin Payroll             |                | 13,734         |              |
| <b>Total</b>                  | <b>101,000</b> | <b>101,742</b> | <b>(742)</b> |

|              | Revenues         | Expenditures     | Net            |
|--------------|------------------|------------------|----------------|
| <b>Total</b> | <b>3,484,150</b> | <b>3,071,384</b> | <b>412,766</b> |