

## City Council Regular Meeting

**Regular Meeting**

**Tuesday, November 19, 2019**

**6:00 PM**

**City Council Chambers**



***Mayor Nancy Hersman***

***Mayor Pro Tem Richard Montgomery***

***Councilmember Suzanne Hadley***

***Councilmember Hildy Stern***

***Councilmember Steve Napolitano***

Executive Team

Bruce Moe, City Manager

Quinn Barrow, City Attorney

Derrick Abell, Police Chief

Steve Charelian, Finance Director

Daryn Drum, Fire Chief

Jeffery Gibson, Interim Community Development Director

Patrick Griffin, Interim Information Technology Director

Lisa Jenkins, Human Resources Director

Stephanie Katsouleas, Public Works Director

Mark Leyman, Parks and Recreation Director

Liza Tamura, City Clerk

### **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.**

**November 19, 2019**

**City Council Meeting Agenda Packet:**

**Agenda Item Nos. 1 -13**

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## 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 (Spectrum), Channel 35 (Frontier), 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). Notification 36 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting. 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, October 13, 2019, 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. THE RECOMMENDED COUNCIL ACTION IS LISTED IMMEDIATELY AFTER THE TITLE OF EACH ITEM IN BOLD CAPITAL LETTERS.**

### A. PLEDGE TO THE FLAG & NATIONAL ANTHEM

*Manhattan Beach Middle School Orchestra*

### B. ROLL CALL

### C. CEREMONIAL CALENDAR

1. Presentation of a Certificate of Recognition to Lyn Riley for Providing 22 Years of Service as Nurse Educator for the Manhattan Beach Fire Department. [19-0328](#)  
**PRESENT**
2. Recognition of the Homelessness Task Force. [19-0472](#)  
**PRESENT**

## D. APPROVAL OF AGENDA AND WAIVER OF FULL READING OF ORDINANCES

*This is the time for the City Council to: (a) notify the public of any changes to the agenda; (b) remove items from the consent calendar for individual consideration; or (c) rearrange the order of the agenda.*

**MOTION TO APPROVE AGENDA AND WAIVE FULL READING**

## E. CITY COUNCIL AND COMMUNITY ORGANIZATION ANNOUNCEMENTS OF UPCOMING EVENTS (1 MINUTE PER PERSON)

*City Councilmembers and community organization representatives may inform the public about upcoming events.*

## F. 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. This is also the time for speakers to comment on items on the consent calendar that have not been previously removed by the City Council during approval of the agenda for individual consideration. For public hearings, speakers are encouraged to speak during the public hearing, if they want their comments to be included in the record for the public hearing.*

*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.*

## G. CONSENT CALENDAR (APPROVE)

*Items on the Consent Calendar are routine and customary items and are enacted by a single motion with the exception of items previously removed by a member of the City Council during "Approval of the Agenda" for individual consideration. Any items removed shall be individually considered immediately after taking action on the Consent Calendar.*

### 3. City Council Minutes:

[19-0402](#)

This Item Contains Minutes of the Following City Council Meeting(s):

a) City Council Adjourned Regular Meeting Minutes (Closed Session) of November 5, 2019

b) City Council Regular Meeting Minutes of November 5, 2019  
(City Clerk Tamura).

**APPROVE**

**Attachments:** [City Council Adjourned Regular Meeting Minutes \(Closed Session\) of November 5, 2019](#)  
[City Council Regular Meeting Minutes of November 5, 2019](#)

### 4. Financial Report:

[19-0379](#)

Schedule of Demands: October 10, 2019 (Finance Director Charelian).

**ACCEPT REPORT AND DEMANDS**

**Attachments:** [Schedule of Demands for October 10, 2019](#)

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5. Consider Approving a Memorandum of Understanding Between the City of Manhattan Beach and Manhattan Beach Part-Time Employees Association (Human Resources Director Jenkins). [19-0446](#)  
**ADOPT RESOLUTION NO. 19-0105**  
**Attachments:** [Resolution No. 19-0105](#)  
[MBPTEA MOU \(Final Version\)](#)  
[MBPTEA MOU \(Strikethrough Version\)](#)
6. Consider the Parking and Public Improvements Commission Recommendation to Maintain Current Operation of Two Safe Routes to School Project Improvements on Blanche Road Near 29th Street (Interim Community Development Director Gibson). [19-0438](#)  
**APPROVE**  
**Attachments:** [PPIC Report with Exhibits – October 24, 3019](#)  
[Draft PPIC Minutes – October 24, 2019](#)  
[City Council Staff Report with Attachments -October 24, 2019](#)
7. Formally Accept as Complete the Liberty Village Pavement Rehabilitation and Improvement Project; Authorize Filing a Notice of Completion with the County Recorder; Release Retention for \$86,135; Approve a Contract Change Order No. 2 to Sequel Contractors, Inc. for \$226,857; Appropriate \$77,257 from the Proposition C Fund (Public Works Director Katsouleas). [19-0455](#)  
**a) ADOPT RESOLUTION NO. 19-0106**  
**b) APPROPRIATE FUNDS**  
**Attachments:** [Resolution No. 19-0106](#)  
[Change Order No. 2 - Sequel Contractors, Inc.](#)  
[Change Order No. 1 - Sequel Contractors, Inc.](#)  
[Location Map \(Liberty Village\)](#)
8. Formally Accept as Complete the Marine Avenue Improvement Project; Authorize Filing a Notice of Completion with the County Recorder; and Release Retention for \$66,924 (Public Works Director Katsouleas). [19-0456](#)  
**APPROVE**  
**Attachments:** [Location Map](#)

9. Consider Introducing an Ordinance Amending Manhattan Beach Municipal Code Chapter 7.28 - Undergrounding of Public Utility Facilities to Modify Required Notification of the Council's Designation of Undergrounding Districts and to Update Certain Procedural Requirements (Public Works Director Katsouleas). [19-0467](#)
- INTRODUCE ORDINANCE NO. 19-0017**

Attachments: [\(Draft\) Ordinance No. 19-0017](#)  
[MBMC 7.28 \(Redlined\)](#)

10. Consider a Request from the Friends of the Senior and Scout House Community Center to Hold a Fundraising Event with Beer and Wine at the Joslyn Community Center, and to Waive Associated City Fees (Parks and Recreation Director Leyman). [19-0452](#)
- APPROVE**

## H. ITEMS REMOVED FROM THE CONSENT CALENDAR

*Each speaker may speak for up to 2 minutes on each item pulled from the agenda.*

## I. PUBLIC HEARINGS

*At the discretion of the Mayor, each speaker may speak for up to 3 minutes on each public hearing item.*

11. Conduct Public Hearing and Consider Adoption of an Ordinance Adopting by Reference the 2019 Edition of the California Fire Code and Certain Amendments, Deletions and Additions, and Amending Title 3 of the Manhattan Beach Municipal Code; Resolution Setting Forth Findings for Local Amendments (Fire Chief Drum). [19-0442](#)
- a) **ADOPT ORDINANCE NO. 19-0014**
- b) **ADOPT RESOLUTION NO. 19-0094**

Attachments: [Resolution No. 19-0094](#)

12. Conduct Public Hearing and Consider Adopting an Ordinance Adopting the Most Recent California Building Standards Code and City Amendments to the Following Codes: 2019 California Building Code, 2019 California Residential Code, 2019 California Electrical Code, 2019 California Plumbing Code, 2019 California Mechanical Code, 2019 California Existing Building Code, 2019 California Green Building Standards Code, 2019 California Energy Code, 2019 California Administrative Code, 2019 California Historical Building Code, 2019 California Referenced Standards Code, and 1997 Uniform Code for the Abatement of Dangerous Buildings; Adopting Local Amendments to the Referenced Codes; Resolution Setting Forth Findings for Local Amendments; and Amending Titles 5 and 9 of the Manhattan Beach Municipal Code Related to Construction Activity and Post-Disaster Activities (Interim Community Development Director Gibson). [19-0439](#)
- a) **CONDUCT PUBLIC HEARING**  
b) **ADOPT ORDINANCE NO. 19-0015**  
c) **ADOPT RESOLUTION NO. 19-0095**

Attachments: [Resolution No. 19-0095](#)

13. Conduct Public Hearing to Consider Adopting a Resolution Regarding the Citywide User Fee Schedule and Cost Allocation Plan (Finance Director Charelian). [19-0460](#)
- a) **CONDUCT PUBLIC HEARING**  
b) **ADOPT RESOLUTION NO. 19-0107**

Attachments: [Resolution No. 19-0107](#)

[Fiscal Year 2020 Proposed Fee Schedule](#)

[Report on the Cost of Services Study \(User Fee\)](#)

[2019 Comprehensive Cost Allocation Plan](#)

## J. GENERAL BUSINESS

*Each speaker may speak for up to 2 minutes on each general business item.*

14. Consider Approving the Final City of Manhattan Beach Signage and Wayfinding Master Plan and Provide Direction on Implementation of Various Wayfinding Elements (Public Works Director Katsouleas). [19-0163](#)
- a) **APPROVE**  
b) **DISCUSS AND PROVIDE DIRECTION FOR IMPLEMENTATION**

Attachments: [Final Master Plan - Citywide Wayfinding Signage Program](#)

[PowerPoint Presentation](#)

15. Presentation of Underground Utility Assessment District 19-4 and Consideration of a Resolutions to Initiate District Formation Proceedings, Approve the Preliminary Engineer's Report, and Set a Date and Time for a Public Hearing (Public Works Director Katsouleas). [19-0466](#)

**ADOPT RESOLUTIONS NOS. 19-0103 AND 19-0104**

**Attachments:** [UUAD 19-4 Boundary Map](#)  
[Resolution No. 19-0103](#)  
[Resolution No. 19-0104](#)  
[Preliminary Engineer's Report](#)  
[Sample Ballot & Procedures](#)  
[Sample Notice of Proposed Assessment](#)  
[Notice of Public Hearing](#)  
[Certificate of Sufficiency](#)  
[PowerPoint Presentation](#)

16. Enterprise Project Implementation Quarterly Update of 1) Enterprise Resource Planning (ERP) and 2) Land Management System (LMS) Solutions (Interim Information Technology Director Griffin). [19-0304](#)

**RECEIVE REPORT**

**Attachments:** [PowerPoint Presentation](#)

**K. CITY COUNCIL REQUESTS AND REPORTS INCLUDING AB 1234 REPORTS**

*In addition to providing reports of meetings and conferences attended by Councilmembers in connection with their official duties at City expense as required by AB 1234, Councilmembers requested at a previous City Council meeting that the following item(s) be placed on the agenda for discussion.*

**L. FUTURE AGENDA ITEMS**

*Councilmembers may request that items be placed on a future agenda with the concurrence of one other Councilmember.*

17. Agenda Forecast (City Clerk Tamura). [19-0403](#)  
**DISCUSS AND PROVIDE DIRECTION**

**Attachments:** [November 13, 2019 Agenda Forecast](#)

**M. CITY MANAGER REPORT**

**N. CITY ATTORNEY REPORT**

**O. INFORMATIONAL ITEMS**

*This section is for items that do not require City Council action.*



18. Recent Planning Commission Quasi-Judicial Decisions: [19-0468](#)  
Use Permit and Vesting Tentative Parcel Map for 1446 12th Street, and  
Separate Use Permit and Vesting Tentative Parcel Map for 1450 12th  
Street (Interim Community Development Director Gibson).  
**INFORMATION ITEM ONLY**

## P. CLOSED SESSION

## Q. ADJOURNMENT

## R. FUTURE MEETINGS

### CITY COUNCIL MEETINGS

*December 3, 2019 - Tuesday -- 6:00 PM - City Council Meeting*  
*December 17, 2019 - Tuesday -- 6:00 PM - City Council Meeting*  
*January 6, 2020 - Monday -- 6:00 PM - Joint Meeting City Council/Parks and Recreation Commission, Cultural Arts Commission and Library Commission*  
*January 7, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*January 15, 2020 - Wednesday -- 6:00 PM - Joint Meeting City Council/Planning Commission and Parking and Public Improvements Commission*  
*January 21, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*February 4, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*February 18, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*March 3, 2020 - Tuesday -- 6:00 PM - City Council Meeting (Reorganization)*  
*March 17, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*April 7, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*April 21, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*May 5, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*May 19, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*June 2, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*June 16, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*July 7, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*July 21, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*August 4, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*August 18, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*September 1, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*September 15, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*October 6, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*October 20, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*November 5, 2020 - Wednesday -- 6:00 PM - City Council Meeting (General Municipal Elections)*  
*November 17, 2020 - Tuesday -- 6:00 PM - City Council Meeting*  
*December 1, 2020 - Tuesday -- 6:00 PM - City Council Meeting (Reorganization)*  
*December 15, 2020 - Tuesday -- 6:00 PM - City Council Meeting*

**BOARDS, COMMISSIONS AND COMMITTEE MEETINGS**

November 18, 2019 - Monday - 6:00 PM - Cultural Arts Commission Meeting  
November 25, 2019 - Monday - 6:00 PM - Parks and Recreation Commission Meeting  
November 27, 2019 - Wednesday - 6:00 PM - Planning Commission Meeting  
November 28, 2019 - Thursday - 6:00 PM - Parking and Public Improvements Commission  
December 5, 2019 - Thursday - 6:00 PM - Parking and Public Improvements Commission  
December 9, 2019 - Monday - 6:00 PM - Library Commission Meeting  
December 11, 2019 - Wednesday - 6:00 PM - Planning Commission Meeting  
December 16, 2019 - Monday - 6:00 PM - Cultural Arts Commission Meeting  
December 23, 2019 - Monday - 6:00 PM - Parks and Recreation Commission Meeting  
December 25, 2019 - Wednesday - 6:00 PM - Planning Commission Meeting  
January 8, 2019 - Wednesday - 6:00 PM - Planning Commission Meeting  
January 13, 2019 - Monday - 6:00 PM - Library Commission Meeting  
January 20, 2019 - Monday - 6:00 PM - Cultural Arts Commission Meeting  
January 22, 2019 - Wednesday - 6:00 PM - Planning Commission Meeting  
January 23, 2019 - Thursday - 6:00 PM - Parking and Public Improvements Commission  
January 27, 2019 - Monday - 6:00 PM - Parks and Recreation Commission Meeting  
February 10, 2020 - Monday - 6:00 PM - Library Commission Meeting  
February 12, 2020 - Wednesday - 6:00 PM - Planning Commission Meeting  
February 17, 2020 - Monday - 6:00 PM - Cultural Arts Commission Meeting  
February 24, 2020 - Monday - 6:00 PM - Parks and Recreation Commission Meeting  
February 26, 2020 - Wednesday - 6:00 PM - Planning Commission Meeting

**S. CITY OFFICES CLOSED****CITY HOLIDAYS:**

November 28-29, 2019 - Thursday & Friday - Thanksgiving Holiday  
December 25, 2019 - Wednesday - Christmas Day Observed  
January 1, 2020 - Wednesday - New Years Day Observed  
January 20, 2020 - Monday - Martin Luther King Day  
February 17, 2020 - Monday - Presidents Day  
May 25, 2020 - Monday - Memorial Day  
July 4, 2020 - Friday - Independence Day  
September 7, 2020 - Monday - Labor Day  
October 5, 2020 - Monday - Columbus Day  
November 11, 2020 - Tuesday - Veterans Day

**Agenda Date:** 11/19/2019

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**TO:**

Members of the City Council

**FROM:**

Mayor Hersman

**SUBJECT:**

Presentation of a Certificate of Recognition to Lyn Riley for Providing 22 Years of Service as Nurse Educator for the Manhattan Beach Fire Department.

**PRESENT**

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**The City Council of the City of Manhattan Beach  
Does Hereby Proudly Recognize  
Lyn Riley for  
22 Years of Service as  
Nurse Educator for the  
Manhattan Beach Fire Department**



**Agenda Date:** 11/19/2019

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**TO:**

Members of the City Council

**FROM:**

Mayor Hersman

**SUBJECT:**

Recognition of the Homelessness Task Force.

**PRESENT**

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**The City Council of the City of Manhattan Beach  
Does Hereby Proudly Recognize  
The Following  
For Their Participation as Members of the  
Homelessness Task Force**

**Lee Barr  
Ken Deemer  
Barbara Kubo  
Lucia La Rosa Ames  
Gita O'Neil  
Chris Davis Lee Phillips  
Michael Solis  
Liz Spear  
Kelly Stroman  
Diane Wallace**



**Agenda Date:** 11/19/2019

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Liza Tamura, City Clerk

Martha Alvarez, Senior Deputy City Clerk

**SUBJECT:**

City Council Minutes:

This Item Contains Minutes of the Following City Council Meeting(s):

- a) City Council Adjourned Regular Meeting Minutes (Closed Session) of November 5, 2019
- b) City Council Regular Meeting Minutes of November 5, 2019  
(City Clerk Tamura).

**APPROVE**

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**RECOMMENDATION:**

The attached minutes are for City Council approval:

Attachment(s):

- 1. City Council Adjourned Regular Meeting Minutes (Closed Session) of November 5, 2019
- 2. City Council Regular Meeting Minutes of November 5, 2019





# City of Manhattan Beach

1400 Highland Avenue  
Manhattan Beach, CA 90266



## Meeting Minutes - Draft

Tuesday, November 5, 2019

5:00 PM

Closed Session

City Council Chambers

## City Council Adjourned Regular Meeting

*Mayor Nancy Hersman*  
*Mayor Pro Tem Richard Montgomery*  
*Councilmember Suzanne Hadley*  
*Councilmember Hildy Stern*  
*Councilmember Steve Napolitano*

PLEASE NOTE THAT THE CITY ARCHIVES THE VIDEO RECORDINGS OF ALL REGULAR CITY COUNCIL MEETINGS AND THE VIDEO FOR THIS MEETING IS HEREBY INCORPORATED BY THIS REFERENCE. ALSO IN SUPPORT OF MORE TRANSPARENCY AND THE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE, THE CITY OFFERS CLOSED CAPTIONING FOR REGULAR CITY COUNCIL MEETINGS. FOR A COMPLETE RECORD OF THIS CITY COUNCIL MEETING, GO TO:

[www.citymb.info/departments/city-clerk/city-council-meetings-agendas-and-minutes](http://www.citymb.info/departments/city-clerk/city-council-meetings-agendas-and-minutes)

**A. CALL MEETING TO ORDER**

*At 5:00 PM, Mayor Hersman called the meeting to order.*

**B. PLEDGE TO THE FLAG**

*Management Services, Deputy City Clerk Patricia Matson led the Pledge of Allegiance.*

**C. ROLL CALL**

**Present** 5 - Mayor Hersman, Mayor Pro Tem Montgomery, Councilmember Hadley, Councilmember Stern and Councilmember Napolitano

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

*Mayor Hersman opened the floor to public comment.*

*Seeing no requests to speak, Mayor Hersman closed the floor to public comments.*

**E. ANNOUNCEMENT IN OPEN SESSION OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

*City Attorney Quinn Barrow announced the following Closed Session.*

**CONFERENCE WITH LEGAL COUNSEL (ANTICIPATED LITIGATION)  
(Government Code Section 54956.9(d)(4))**

**Based on existing facts and circumstances, the Manhattan Beach City Council is considering whether to initiate litigation.**

**Number of Cases: 1**

**F. RECESS INTO CLOSED SESSION**

*At 5:01 PM, Mayor Hersman announced that City Council would recess into Closed Session.*

**G. RECONVENE INTO OPEN SESSION**

*At 5:59 PM, the City Council reconvened into Open Session with all Councilmembers present.*

**H. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION**

*City Attorney Quinn Barrow announced that City Council gave direction to legal counsel but no reportable action was taken.*

**I. ADJOURNMENT**

*At 6:00 PM Mayor Hersman adjourned the meeting.*

\_\_\_\_\_  
**Martha Alvarez**  
**Recording Secretary**

\_\_\_\_\_  
**Nancy Hersman**  
**Mayor**

**ATTEST:**

\_\_\_\_\_  
**Liza Tamura**  
**City Clerk**



# City of Manhattan Beach

1400 Highland Avenue  
Manhattan Beach, CA 90266



## Meeting Minutes - Draft

Tuesday, November 5, 2019

6:00 PM

Regular Meeting

City Council Chambers

## City Council Regular Meeting

*Mayor Nancy Hersman*  
*Mayor Pro Tem Richard Montgomery*  
*Councilmember Suzanne Hadley*  
*Councilmember Hildy Stern*  
*Councilmember Steve Napolitano*

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[www.citymb.info/departments/city-clerk/city-council-meetings-agendas-and-minutes](http://www.citymb.info/departments/city-clerk/city-council-meetings-agendas-and-minutes)**

**A. PLEDGE TO THE FLAG & NATIONAL ANTHEM**

*Ben Winckler, from Meadows Elementary School, led the Pledge of Allegiance.*

*The Manhattan Beach Middle School Choir performed the National Anthem.*

**B. ROLL CALL**

**Present:** 5 - Mayor Hersman, Mayor Pro Tem Montgomery, Councilmember Hadley, Councilmember Stern and Councilmember Napolitano

**C. CEREMONIAL CALENDAR**

- 1. Presentation of a Proclamation Declaring November, 2019, as “National Family Caregivers Month.” [19-0398](#)  
**PRESENT**

*Mayor Hersman, on behalf of the City Council, presented a proclamation to Parks and Recreation Department, Older Adult Programs Supervisor Jan Buike declaring the Month of November 2019 as "National Family Caregivers Month."*

2. Presentation of Certificates to the Winners of the 2019 Fire Department Annual, "Home Escape Plan" Contest and Recognition of the Four Winners from the Inaugural Contest.

[19-0399](#)

**PRESENT**

*Mayor Hersman, on behalf of the City Council, along with Fire Department, Engineer/Paramedic Brian Yount, presented certificates of recognition to the winners of the 2019 Fire Department Annual "Home Escape Plan" Contest:*

*Molly Keane, American Martyrs Catholic School  
Kayla Hovivian, Grand View Elementary School  
Kylee CHase, Meadows Elementary School  
Lara Geida, Pacific Elementary School  
Ava Goldstone, Pennekamp Elementary School  
Kendall Meyer, Robinson Elementary School*

*Fire Engineer/Paramedic Yount also presented plaques to the four winners of the inaugural contest:*

*Lucy Konsmo  
Katelyn Lowry  
Vincent Real  
Kate Reilly*

**D. APPROVAL OF AGENDA AND WAIVER OF FULL READING OF ORDINANCES**

*Mayor Hersman requested to remove from the Consent Calendar, Agenda Item No. 8 - Approval of the South Bay Fiber Network Letter of Commitment.*

**A motion was made by Councilmember Hadley, seconded by Mayor Pro Tem Montgomery, to approve the agenda, waive the full reading of ordinances and remove from the Consent Calendar for individual consideration, Agenda Item No. 8. The motion carried by the following vote:**

**Aye:** 5 - Hersman, Montgomery, Hadley, Stern and Napolitano

**E. CITY COUNCIL AND COMMUNITY ORGANIZATION ANNOUNCEMENTS OF UPCOMING EVENTS (1 MINUTE PER PERSON)**

*Police Department, Sergeant Tim Zins announced Tip-A-Cop at the Tin Roof Bistro on November 14, 2019, from 5:00 PM – 9:00 PM and also announced that the public can follow the Manhattan Beach Police Department on social media through Facebook, Instagram and Nixle to receive updates on events.*

*Parks and Recreation Director Mark Leyman announced that the public can go online and complete the Master Park Plan Survey.*

*Mayor Pro Tem Montgomery thanked the Parks and Recreation Department staff for the successful Pumpkin Race event. He also announced that the Pier-to-Pier Friendship Walk was a success and further announced VetFest on Sunday, November 10, 2019, from 1:00 PM – 6:00 PM at Kinecta Bank in Manhattan Beach.*

**F. PUBLIC COMMENTS (3 MINUTES PER PERSON)**

*The following individuals spoke:*

- Paul Beswick*
- Julie McGinity*
- Alisa Pedersen*
- Matthew Kim*
- Heather Kim*
- Johana Stone*
- Unknown Speaker*
- Coreen Throll*
- Sheree Fahey*
- Martha Andreani*
- Paul Garceu*
- Betty Freitag*
- Unknown Speaker*
- Robert Kalouch*
- Tom Courtney*
- Jessica Centeno*
- Wil Arvizo*
- Steve Pacwood*
- Jim Burton*
- Wayne Powell*
- Kristy Jones*
- Ferris Adamo*
- Paul Beswick*
- Kathy Clark*

**G. CONSENT CALENDAR (APPROVE)**

**A motion was made by Mayor Pro Tem Montgomery, seconded by Councilmember Napolitano, to approve the Consent Calendar, with the exception of Agenda Item No. 8, which was individually considered under Section H. Items Removed from the Consent Calendar. The motion carried by the following vote:**

**Aye:** 5 - Hersman, Montgomery, Hadley, Stern and Napolitano

- 3.** City Council Minutes: [19-0400](#)  
 This Item Contains Minutes of the Following City Council Meeting(s):
  - a) City Council Adjourned Regular Meeting Minutes (Closed Session) of October 15, 2019
  - b) City Council Regular Meeting Minutes of October 15, 2019
  - c) City Council Adjourned Regular Meeting Minutes (Closed Session) of October 28, 2019
 (City Clerk Tamura).

**APPROVE**

**The recommendation for this item was approved on the Consent Calendar.**



4. Financial Reports: [19-0378](#)  
a) Schedule of Demands September 26, 2019  
b) Investment Portfolio for the Month Ending September 30, 2019  
c) Month End Report for September 30, 2019  
(Finance Director Charelian).

**ACCEPT REPORTS AND DEMANDS**

The recommendation for this item was approved on the Consent Calendar.

5. Consider Adopting a Resolution Revising the City's Ticket Distribution and Disclosure Policy (City Manager Moe and City Attorney Barrow). [19-0313](#)  
**ADOPT RESOLUTION NO. 19-0086**

The recommendation for this item was approved on the Consent Calendar.

6. Consider Awarding a Purchase Order to Vigilant Solutions for Three Grant Funded Mobile License Plate Reader Systems in an Amount Not-to-Exceed \$68,000 (Police Chief Abell). [19-0427](#)  
a) **WAIVE FORMAL BIDDING**  
b) **APPROVE**

The recommendation for this item was approved on the Consent Calendar.

7. Consider Adopting a Resolution Awarding a Three-Year Agreement with Esri for Enterprise-Wide Geographic Information Systems (GIS) Software Licensing with a Total Value of \$105,000 (Interim Information Technology Director Jenkins). [19-0392](#)  
a) **WAIVE FORMAL BIDDING**  
b) **ADOPT RESOLUTION NO. 19-0093**

The recommendation for this item was approved on the Consent Calendar.

8. Consider Approval of the South Bay Fiber Network Letter of Commitment (Interim Information Technology Director Jenkins). [19-0443](#)  
**APPROVE**

This item was removed from the Consent Calendar and heard under Section H  
- Items Removed from the Consent Calendar.

**H. ITEMS REMOVED FROM THE CONSENT CALENDAR**

- 8. Consider Approval of the South Bay Fiber Network Letter of Commitment (Interim Information Technology Director Jenkins). [19-0443](#)

**APPROVE**

*Interim Information Technology Director Lisa Jenkins responded to City Council questions.*

*Mayor Hersman opened the floor to public comment.*

*Seeing no requests to speak, Mayor Hersman closed the floor to public comments.*

**A motion was made by Councilmember Stern, seconded by Mayor Pro Tem Montgomery, to approve the South Bay Fiber Network letter of commitment. The motion carried by the following vote:**

**Aye:** 5 - Hersman, Montgomery, Hadley, Stern and Napolitano

**I. PUBLIC HEARINGS**

*None.*

**J. GENERAL BUSINESS**

- 9. Consider Proceeding with Next Steps of Los Angeles County Fire Department Feasibility Study (City Manager Moe). [19-0444](#)

**DISCUSS AND PROVIDE DIRECTION**

*Mayor Hersman provided a brief statement regarding the agenda item.*

*Mayor Hersman opened the floor to public comment. The following individual(s) spoke:*

- Jan Dennis*
- Paula Packwood*
- Martha Andreani*
- Paul Williams*
- Alita Rethmeyer*
- Steve Packwood*

*Seeing no further requests to speak, Mayor Hersman closed the floor to public comments.*

**A motion was made by Councilmember Napolitano, seconded by Mayor Pro Tem Montgomery, to suspend the Los Angeles County Fire Department Feasibility Study analysis. The motion carried by the following vote:**

**Aye:** 5 - Hersman, Montgomery, Hadley, Stern and Napolitano

*At 8:02 PM City Council recessed and reconvened at 8:16 PM with all Councilmembers present.*

*Mayor Hersman thanked all of the firefighters that have been assisting with the fires.*

- 10. Consider Adopting an Urgency Ordinance to Prohibit the Sale of Vape Products and Flavored Tobacco in the City (City Manager Moe and City Attorney Barrow).

[19-0424](#)

**ADOPT URGENCY ORDINANCE NO. 19-0016-U**

*Management Services, Management Analyst Alexandria Latragna provided the staff presentation and responded to City Council questions.*

*Mayor Hersman opened the floor to public comment. The following individual(s) spoke:*

- Jon Chaykowski*
- Jacqueline Sun*
- Brian Daniels*
- Craig Cadwallader*

*Seeing no further requests to speak, Mayor Hersman closed the floor to public comments.*

*City Attorney Quinn Barrow responded to City Council questions.*

*A motion was made by Councilmember Napolitano, seconded by Mayor Pro Tem Montgomery. The motion was withdrawn by Councilmember Napolitano.*

*A motion was made by Councilmember Hadley, to table the matter until the next discussion. Motion failed for lack of a second.*

*A motion was made by Mayor Hersman, to adopt Urgency Ordinance No. 19-0016-U, with the removal of the hardship extension. Motion failed for lack of a second.*

*City Attorney Barrow and City Manager Bruce Moe responded to City Council questions.*

*City Attorney Barrow read the title of Urgency Ordinance No. 19-0016-U:*

*AN URGENCY ORDINANCE OF THE CITY OF MANHATTAN BEACH AMENDING MANHATTAN BEACH MUNICIPAL CODE CHAPTER 4.118 TO PROHIBIT THE SALE OF ALL VAPE PRODUCTS, ELECTRONIC SMOKING DEVICES AND FLAVORED TOBACCO, DECLARING AN URGENCY THEREFOR, AND MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, AS AMENDED WITH REVISIONS TO SECTION 8.*

**A motion was made by Councilmember Stern, seconded by Mayor Hersman, to adopt Urgency Ordinance No. 19-0016-U, an urgency ordinance amending Manhattan Beach Municipal Code Chapter 4.118 to prohibit the sale of all vape products, electronic smoking devices and flavored tobacco, as amended to provide retailers 10 days from the mailing of notices to apply for a hardship extension. The motion carried by the following vote:**

**Aye:** 4 - Hersman, Montgomery, Stern and Napolitano

**Nay:** 1 - Hadley

11. Consider Relocating the *Dragon Tales* Sculpture Garden Art Piece (Parks and Recreation Director Leyman).

[19-0425](#)

**DISCUSS AND PROVIDE DIRECTON**

*Parks and Recreation Departmet, Cultural Arts Manager Martin Betz provided the staff presentation and responded to City Council questions.*

*Mayor Hersman opened the floor to public comment. The following individual(s) spoke:*

*Jon Chaykowski  
Gary McAulay*

*Seeing no further requests to speak, Mayor Hersman closed the floor to public comments.*

*Cultural Arts Manager Betz responded to City Council questions.*

**A motion was made by Councilmember Hadley, seconded by Councilmember Napolitano, to relocate the Dragon Tales Sculpture to the Manhattan Beach Art Center. The motion carried by the following vote:**

**Aye:** 3 - Montgomery, Hadley and Napolitano

**Nay:** 2 - Hersman and Stern

12. Consider Adopting Resolutions Approving Financing Documents and Authorizing the Execution and Delivery of Limited Obligation Improvement Bonds for Underground Utility Assessment Districts (UUAD) 19-12 and 19-14 and Approval to Sell Bonds for Districts 19-12 and 19-14 (Finance Director Charelian).

[19-0394](#)

**a) ADOPT RESOLUTION NOS. 19-0101 AND 19-0102**

**b) APPROVE SALE OF BONDS FOR UUAD 19-12 AND UUAD 19-14**

*Finance Director Steve Charelian provided the PowerPoint presentation.*

*Mayor Hersman opened the floor to public comment.*

*Seeing no requests to speak, Mayor Hersman closed the floor to public comments.*

**A motion was made by Mayor Pro Tem Montgomery, seconded by Councilmember Hadley, to adopt Resolution No. 19-0101, authorizing and providing for the issuance of bonds pursuant to the provisions of the Improvement Bond Act of 1915 for City of Manhattan Beach Assessment District No. 19-12 and approving certain documents and authorizing certain actions in connection therewith. The motion carried by the following vote:**

**Aye:** 5 - Hersman, Montgomery, Hadley, Stern and Napolitano

A motion was made by Councilmember Hadley, seconded by Mayor Pro Tem Montgomery, to adopt Resolution No. 19-0102, authorizing and providing for the issuance of bonds pursuant to the provisions of the Improvement Bond Act of 1915 for City of Manhattan Beach Assessment District No. 19-14 and approving certain documents and authorizing certain actions in connection therewith. The motion carried by the following vote:

**Aye:** 5 - Hersman, Montgomery, Hadley, Stern and Napolitano

A motion was made by Mayor Pro Tem Montgomery, seconded by Councilmember Hadley, to approve the sale of bonds for principal amounts not-to-exceed \$6,735,000 for Underground Utility Assessment District No. 19-12. The motion carried by the following vote:

**Aye:** 5 - Hersman, Montgomery, Hadley, Stern and Napolitano

A motion was made by Mayor Hersman, seconded by Mayor Pro Tem Montgomery, to approve the sale of bonds for principal amounts not-to-exceed \$6,810,000 for Underground Utility Assessment District No. 19-14. The motion carried by the following vote:

**Aye:** 5 - Hersman, Montgomery, Hadley, Stern and Napolitano

13. Consider Installing 29 Single-Space Parking Meters on Parkview Between Marriott Drive and Village Drive and Permit Parking on the North Side of Parkview Avenue, East of Market Place (Public Works Director Katsouleas and Finance Director Charelian).

[19-0346](#)

**DISCUSS AND PROVIDE DIRECTION**

*Public Works Department, Utilities Manager Shawn Igoe provided the PowerPoint presentation.*

*Utilities Manager Igoe, Public Works Director Stephanie Katsouleas and Finance Director Steve Charelian responded to City Council questions.*

*Mayor Hersman opened the floor to public comment.*

*Seeing no requests to speak, Mayor Hersman closed the floor to public comments.*

*Public Works Director Katsouleas and City Manager Bruce Moe responded to City Council questions.*

A motion was made by Mayor Pro Tem Montgomery, seconded by Councilmember Hadley, to approve; a) the implementation of a permit parking program for the north side of Parkview Avenue, east of Market Place, to accommodate Manhattan Beach Studio's overflow parking demand, b) the installation of 29 single-space parking meters on Parkview Avenue, between Marriott Drive and Village Drive with unlimited parking duration, and c) the installation of 26 single-space parking meters to be used as 2-hour meters on Parview Avenue and Village Drive. The motion carried by the following vote:

**Aye:** 5 - Hersman, Montgomery, Hadley, Stern and Napolitano

*At 10:14 PM Mayor Hersman requested a motion to extend the meeting.*

**A motion was made by Mayor Pro Tem Montgomery, seconded by Councilmember Hadley, to extend the meeting past 10:30 PM. The motion carried by the following vote:**

**Aye:** 5 - Hersman, Montgomery, Hadley, Stern and Napolitano

*At 10:14 PM City Council recessed and reconvened at 10:27 PM with all Councilmembers present.*

- 14. Consider Adopting a Resolution Awarding a Contract to IPS Group, Inc. [19-0345](#)  
 for the Purchase of 1,400 Single-Space Parking Meters, Up to 14 Multi-Space Parking Kiosks, and a License Plate Recognition (LPR) Trial for the Metlox Parking Lot in an Amount Not-to-Exceed \$1,470,981; and Authorize the City Manager to Enter into an Agreement with IPS Group, Inc. for Parking Meter Transaction Merchant Processing (Public Works Director Katsouleas and Finance Director Charelian).
  - a) **ADOPT RESOLUTION NO. 19-0099**
  - b) **WAIVE FORMAL BIDDING AND APPROVE**
  - c) **APPROPRIATE FUNDS**

*Public Works Department, Utilities Manager Shawn Igoe provided the PowerPoint presentation.*

*Utilities Manager Igoe, City Manager Bruce Moe and City Attorney Quinn Barrow responded to City Council questions.*

*Mayor Hersman opened the floor to public comment.*

*Seeing no requests to speak, Mayor Hersman closed the floor to public comments.*

*Utilities Manager Igoe and City manager Moe responded to City Council questions.*

**A motion was made by Mayor Pro Tem Montgomery, seconded by Mayor Hersman, to adopt Resolution No. 19-0099, approving an agreement with IPS Group, Inc. for the purchase of 1,400 single-space parking meters, up to 14 multi-space parking kiosks for Metlox and a license plate recognition 9LPR0 trial for a mobile and fixed system in the Metlox parking lot. The motion carried by the following vote:**

**Aye:** 5 - Hersman, Montgomery, Hadley, Stern and Napolitano

15. Consider Adopting a Resolution Appointing Patrick Griffin as Interim Information Technology Director and Approval of an Employment Agreement with Patrick Griffin (Human Resources Director Jenkins). [19-0434](#)  
**ADOPT RESOLUTION NO. 19-0100**

*City Manager Bruce Moe provided a brief statement regarding the agenda item, including the amount of compensation that the City will pay Patrick Griffin as Interim Information Technology Director.*

*Mayor Hersman opened the floor to public comment.*

*Seeing no requests to speak, Mayor Hersman closed the floor to public comments.*

**A motion was made by Councilmember Napolitano, seconded by Councilmember Hadley, to adopt Resolution No. 19-0100, approving an employment agreement with Patrick Griffin to serve as Interim Information Technology Director. The motion carried by the following vote:**

**Aye:** 5 - Hersman, Montgomery, Hadley, Stern and Napolitano

## **K. CITY COUNCIL REQUESTS AND REPORTS INCLUDING AB 1234 REPORTS**

16. **City Council Reports.**

*Mayor Pro Tem Montgomery, Mayor Hersman, Councilmember Napolitano and Councilmember Stern reported that they attended the, League of California Cities, "2019 Annual Conference & Expo," Long Beach from October 16, 2019 - October 18, 2019, and provided a brief report on the conference and sessions attended.*

*Councilmember Stern reported that at the last South Bay Cities Council of Governments meeting Manhattan Beach was awarded gold level designation by SolSmart for Energy Efficiency.*

17. Consider a Request by Councilmember Napolitano and Mayor Pro Tem Montgomery to Discuss Options for a Historical Museum Facility (Public Works Director Katsouleas and Parks and Recreation Director Leyman). [19-0432](#)  
**DISCUSS AND PROVIDE DIRECTION**

*Councilmember Napolitano provided a brief presentation regarding the item.*

*Public Works Director Stephanie Katsouleas and City Attorney Quinn Barrow responded to City Council questions.*

*Mayor Hersman opened the floor to public comment. The following individual(s) spoke:*

*Gary McAulay*

*Seeing no further requests to speak, Mayor Hersman closed the floor to public comments.*

*Mayor Pro Tem Montgomery and Mayor Hersman concurred, directing staff to return with an extensive report at a duly noticed future City Council meeting.*

- 18. Consider a Request by Councilmember Napolitano, Mayor Hersman and Mayor Pro Tem Montgomery to Consider Two Downtown Intersection Enhancements: All-Direction Crosswalks and String Lighting (Public Works Director Katsouleas). [19-0435](#)

**DISCUSS AND PROVIDE DIRECTION**

*Councilmember Napolitano provided a brief statement regarding the items.*

*City Manager Bruce Moe and City Attorney Quinn Barrow provided clarification.*

*Public Works Director Stephanie Katsouleas responded to City Council questions.*

*Mayor Hersman opened the floor to public comment.*

*Seeing no requests to speak, Mayor Hersman closed the floor to public comments.*

*Mayor Pro Tem Montgomery and Councilmember Hadley concurred with direction for staff to return with a staff report regarding intersection enhancements.*

*Mayor Pro Tem Montgomery and Councilmember Hadley concurred with direction for staff to return with a staff report regarding string lighting.*

*Both items will return with more extensive reports at a duly noticed future City Council meeting.*

**L. FUTURE AGENDA ITEMS**

- 19. Agenda Forecast (City Clerk Tamura). [19-0401](#)  
**DISCUSS AND PROVIDE DIRECTION**

*Mayor Hersman requested to discuss the street sweeping issues such as opting in and out for services, Councilmember Stern concurred.*

**M. CITY MANAGER REPORT**

*City Manager Bruce Moe announced that City Hall's Community Development Counter will be closed on Wednesday, November 6, 2019, due to staff attending the "All Hands Meeting," in the morning.*

**N. CITY ATTORNEY REPORT**

*None.*



**O. INFORMATIONAL ITEMS**

20. Recent Planning Commission Quasi-Judicial Decision: [19-0436](#)  
Resolution Approving a Use Permit to Allow an Office Use on the Ground Floor of a Building Previously Occupied by a Bank at 1419 Highland Avenue (Zebrowski) (Interim Community Development Director Gibson).  
**INFORMATION ITEM ONLY**

*Mayor Hersman and Mayor Pro Tem Montgomery requested for the item to return on a future agenda for discussion.*

*City Attorney Quinn Barrow provided clarification.*

21. Commission Minutes: [19-0451](#)  
This Item Contains Minutes of the following City Commission Meetings:  
a) Library Commission Meeting Minutes of September 9, 2019 (Parks and Recreation Director Leyman)  
b) Planning Commission Action Meeting Minutes (Cancelled) of September 11, 2019 (Interim Community Development Director Gibson)  
d) Cultural Arts Commission Meeting Minutes of September 16, 2019 (Parks and Recreation Director Leyman)  
e) Parks and Recreation Commission Meeting Minutes of September 16, 2019 (Parks and Recreation Director Leyman)  
f) Planning Commission Action Meeting Minutes of September 25, 2019 (Interim Community Development Director Gibson)  
g) Finance Subcommittee Meeting Minutes of September 26, 2019 (Finance Director Charelian)  
e) Planning Commission Action Meeting Minutes of October 9, 2019 (Interim Community Development Director Gibson).  
**INFORMATION ITEM ONLY**

**This item was received and filed by order of the Chair.**

**P. CLOSED SESSION**

*None.*

**Q. ADJOURNMENT**

*At 11:22 PM, Mayor Hersman adjourned the meeting in memory of City of Manhattan Beach Public Works Department employee, Chris Smith. The meeting was adjourned to an 8:00 AM, Closed Session meeting on Monday, November 18, 2019, in the City Council Chambers.*

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**Martha Alvarez**  
**Recording Secretary**

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**Nancy Hersman**  
**Mayor**

**ATTEST:**

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**Liza Tamura**  
**City Clerk**

**Agenda Date:** 11/19/2019

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Steve S. Charelian, Finance Director  
Henry Mitzner, Controller

**SUBJECT:**

Financial Report:  
Schedule of Demands: October 10, 2019 (Finance Director Charelian).

**ACCEPT REPORT AND DEMANDS**

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**RECOMMENDATION:**

Staff recommends that the City Council accept the attached report and demands.

**FISCAL IMPLICATIONS:**

The financial report included herein is designed to communicate fiscal activity based upon adopted and approved budget appropriations. No further action of a fiscal nature is requested as part of this report.

The total value of the warrant registers for October 10, 2019, is \$3,650,368.95.

**BACKGROUND:**

Finance staff prepares a variety of financial reports for City Council and the Finance Subcommittee. A brief discussion of the attached report follows.

**DISCUSSION:**

Schedule of Demands:

Every two weeks staff prepares a comprehensive listing of all disbursements with staff certification that the expenditure transactions listed have been reviewed and are within budgeted appropriations.

**PUBLIC OUTREACH:**

After analysis, staff determined that public outreach was not required for this issue.

**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.

**ATTACHMENT:**

1. Schedule of Demands for October 10, 2019

# City of Manhattan Beach



## Schedule of Demands October 10, 2019

**CITY OF MANHATTAN BEACH**  
WARRANT REGISTER

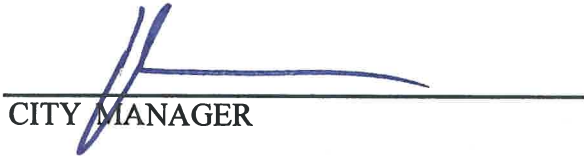
WARRANT(S) WR 8A & 8B  
DATED: 10/03/2019 & 10/10/2019

I HEREBY CERTIFY THAT THE CLAIMS OR DEMANDS COVERED BY THE ABOVE WARRANT(S) IN THE AMOUNT OF \$3,650,368.95 HAVE BEEN REVIEWED AND THAT SAID CLAIMS OR DEMANDS ARE ACCURATE, ARE IN CONFORMANCE WITH THE ADOPTED BUDGET, AND THAT THE FUNDS ARE AVAILABLE THEREOF



\_\_\_\_\_  
FINANCE DIRECTOR

THIS 19TH DAY OF NOVEMBER



\_\_\_\_\_  
CITY MANAGER

WARRANT REGISTER(S)	WR 8A & 8B	WARRANT(S)	8A	1,387,211.82
			8B	467,587.14
		PREPAID WIRES / MANUAL CKS	8A	867,038.63
			8B	0.00
		<b>SUBTOTAL WARRANTS</b>		<u>2,721,837.59</u>
		VOIDS	8B	0.00
		PAYROLL PE 09/27/2019	PY	928,531.36
		<b>TOTAL WARRANTS</b>		<u><u>3,650,368.95</u></u>

**CITY OF MANHATTAN BEACH  
 WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
910042019	10/4/2019	T	CA PUBLIC EMPLOYEES'	MEDICAL PREMIUMS	360,088.64
910072019	10/7/2019	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	240,060.40
910082019	10/8/2019	T	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	266,889.59
<b>SUBTOTAL</b>					<b>867,038.63</b>
539726	10/3/2019	N	ABBA TERMITE & PEST CONTROL	THREE-YEAR BEE REMOVAL & RELOCATION S	585.00
539727	10/3/2019	N	ADLERHORST INTERNATIONAL LLC	SOUTH BAY K-9 UPDATE/MAINTENANCE TRAI	700.00
539728	10/3/2019	N	ADMINISTRATIVE SERVICES COOP	DIAL A RIDE SUPPLEMENTAL CAB SERVICE	333.42
539729	10/3/2019	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES CONTRACT	17,503.20
539730	10/3/2019	N	ASPEN ENVIRONMENTAL GROUP	CONSTRUCTION MANAGEMENT FOR SKECHER	5,242.89
539731	10/3/2019	N	AT&T MOBILITY	CELLULAR CHARGES	553.63
539732	10/3/2019	N	AVANT GARDE INC	FUNDING ADMINISTATION	2,890.00
539733	10/3/2019	N	BARR COMMERCIAL DOOR REPAIR	THREE YEAR COMMERCIAL DOOR REPAIR SER	28,221.72
539734	10/3/2019	N	BIT PROS INC	LIQUID SPRING SUSPENSION SYS FOR RESCUE	14,650.16
539735	10/3/2019	N	CA NEWSPAPER PARTNERSHIP	ADVERTISING	1,559.00
539736	10/3/2019	N	CA WATER SERVICE COMPANY	MONTHLY WATER CHARGES	201.19
539737	10/3/2019	N	CCS LOS ANGELES JANITORIAL INC	THREE-YEAR JANITORIAL CONTRACT SERVICE	700.00
539738	10/3/2019	N	COMMLINE INC	COMMUNICATIONS EQUIPMENT	12,046.29
539739	10/3/2019	N	JESSE CONNER	VOLLEYBALL INSTRUCTOR	1,568.00
539740	10/3/2019	N	DOUGLAS DECASTRO	BANNERS, DECALS, SIGNAGE	107.31
539741	10/3/2019	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	30,265.25
539742	10/3/2019	N	DANIEL DOUBROFF	VOLLEYBALL INSTRUCTOR	786.00
539743	10/3/2019	N	FRONTIER CALIFORNIA INC	TELEPHONE SERVICE	16,496.44
539744	10/3/2019	N	CINDY GREBLIUNAS	VOLLEYBALL INSTRUCTOR	2,372.00

**CITY OF MANHATTAN BEACH  
 WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
539745	10/3/2019	N	MARK LEE GROH	HEARING OFFICER SERVICES	600.00
539746	10/3/2019	N	H F & H CONSULTANTS LLC	PROFESSIONAL SERVICES	1,025.00
539747	10/3/2019	N	HARRIS & ASSOCIATES INC	STREET LIGHTING/LANDSCAPE ASSESSMENT S	18,842.50
539748	10/3/2019	N	HONEYWELL INTERNATIONAL INC	TWO -YEAR HVAC ANNUAL SERVICE AGREEM	31,611.00
539749	10/3/2019	N	HUNTINGTON BCH MOTORSPORTS INC	MOTORCYCLE PARTS & SERVICE	2,300.59
539750	10/3/2019	N	ICMA RETIREMENT TRUST - 401	DEFERRED COMP 108075: PAYMENT	673.08
539751	10/3/2019	N	ICMA RETIREMENT TRUST - 401	LOAN REPAY 401 - 2.5%: PAYMENT	2,417.36
539752	10/3/2019	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	87,330.92
539753	10/3/2019	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	7,318.26
539754	10/3/2019	N	INCONTACT INC	LONG DISTANCE SERVICE	588.23
539755	10/3/2019	N	K-9 SERVICES LLC	K9- MAINTENANCE TRAINING	1,000.00
539756	10/3/2019	N	JENNIFER KALLOK	EARNINGS WITHHOLDING	184.62
539757	10/3/2019	N	KONICA MINOLTA BUSINESS SOLN	BIZHUB 2-YEAR LEASE	637.47
539758	10/3/2019	N	L A COUNTY DEPT OF P W	TRAFFIC SERVICES	752.88
539759	10/3/2019	N	L A COUNTY DEPT OF PUB HEALTH	HEALTH CERTIFICATE	808.00
539760	10/3/2019	N	ROSEMARY A LACKOW	MINUTES SECRETARY	343.00
539761	10/3/2019	N	ENRIQUEZ LOLLY	ANIMAL LICENSE REFUND	20.00
539762	10/3/2019	N	LOS ANGELES SUPERIOR COURT	BAIL PAYMENT	1,000.00
539763	10/3/2019	N	M B POLICE MGMT ASSC	DUES \$ (POL MGT ASSN): PAYMENT	390.00
539764	10/3/2019	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	6,832.52
539765	10/3/2019	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	72,167.16
539766	10/3/2019	N	MAIN STREET TOURS INC	CHARTER BUS SERVICES	11,380.00



**CITY OF MANHATTAN BEACH  
 WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
539767	10/3/2019	N	MIKE J MANCE	18-08999C PRESSURE WASHERS & CLEANING S'	530.26
539768	10/3/2019	N	MBPOA RETIREE	MD TRUST (MED TRUST): PAYMENT	2,175.00
539769	10/3/2019	N	VICTORIA HELEN MENDEZ	ARTHRITIS INSTRUCTOR	600.00
539770	10/3/2019	N	MYERS & SON HI WAY SAFETY	PARADE BARRICADE LEGS	10,692.68
539771	10/3/2019	N	NATALIES CATERING	MEALS FOR SENIOR SERVICES	1,839.60
539772	10/3/2019	N	RYAN R OLSON	VOLLEYBALL INSTRUCTOR	3,156.00
539773	10/3/2019	N	ONWARD ENGINEERING	MBB @ SEPULVEDA DUAL LEFT TURN LANES	1,165.93
539774	10/3/2019	N	KAMILA PAVLASKOVA	VOLLEYBALL INSTRUCTOR	1,578.00
539775	10/3/2019	N	RESCUE ROOTER	PLUMBING SERVICES	295.00
539776	10/3/2019	N	ANA RODRIGUEZ	HEALTH AND WELLNESS PROGRAMMING	1,464.00
539777	10/3/2019	N	SA ASSOCIATES	RFP# 1030-15, ON-CALL DESIGN SERVICES, T	1,400.00
539778	10/3/2019	N	SAFETY KLEEN CORP	GARAGE SUPPLIES	774.36
539779	10/3/2019	N	SAPPHOS ENVIRONMENTAL INC	HISTORIC PRESERVATION CONSULTING SERVI	2,896.27
539780	10/3/2019	N	SBRPCA	COMMUNICATIONS EQUIPMENT	426,169.43
539781	10/3/2019	N	SCHOCK CONTRACTING CORP	PARKING LOT #2 PUBLIC WORKS PROJECT	4,802.25
539782	10/3/2019	N	SELBERT PERKINS DESIGN INC	COMMUNITY ID & WAYFINDING SIGNAGE PRO	4,510.92
539783	10/3/2019	N	EDEN SERINA	SENIOR YOGA INSTRUCTOR	1,887.60
539784	10/3/2019	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	85.39
539785	10/3/2019	N	STANDARD INSURANCE COMPANY	SHORT TERM DISABILITY PREMIUMS	1,605.28
539786	10/3/2019	N	STANDARD INSURANCE COMPANY	LIFE AD&D LTD PREMIUMS	11,873.93
539787	10/3/2019	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	918.15
539788	10/3/2019	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	230.76

**CITY OF MANHATTAN BEACH  
 WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
539789	10/3/2019	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	92.30
539790	10/3/2019	N	STATE DISBURSEMENT UNIT	EARNINGS WITHHOLDING	20.53
539791	10/3/2019	N	SULLY MILLER CONTRACTING CO	ASPHALT/EMULSION	177.38
539792	10/3/2019	N	THE CODE GROUP INC	BUILDING PLAN CHECK & INSPECTIONS AND F	34,669.03
539793	10/3/2019	N	TERRELL LYNN THOMPSON	SENIOR YOGA INSTRUCTOR	1,372.80
539794	10/3/2019	N	TILLMAN FORENSIC INVEST LLC	FINGERPRINT IDENTIFICATION SERVICES	337.50
539795	10/3/2019	N	TIME WARNER CABLE INC	CABLE SERVICES	4,029.03
539796	10/3/2019	N	TOTAL ADMINISTRATION SVCS CORP	MONTHLY FEES	962.40
539797	10/3/2019	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	8,575.04
539798	10/3/2019	N	TRIBUNE PUBLISHING CO	NEWSPAPER RENEWAL	806.62
539799	10/3/2019	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	2,946.99
539800	10/3/2019	N	UNITED PARCEL SERVICE	DELIVERY SERVICE	87.00
539801	10/3/2019	N	UNITED SITE SVCS OF CA INC	FENCING	79.04
539802	10/3/2019	N	US BANCORP CARD SERVICES INC	P-CARD CHARGES	146,271.72
539803	10/3/2019	N	VANTAGEPOINT TRANSFER AGENTS	RETMNT HLTH SAVINGS CONTRIB: PAYMENT	1,248.43
539804	10/3/2019	N	ROBIN L VARGAS	EARNINGS WITHHOLDING	553.85
539805	10/3/2019	N	VERIZON CALIFORNIA INC	CONTRACT SERVICES	916.70
539806	10/3/2019	N	VISION SERVICE PLAN - (CA)	VISION PREMIUMS	4,057.34
539807	10/3/2019	N	WALTERS WHOLESALE ELECTRIC CO	ELECTRICAL SUPPLIES	3,001.18
539808	10/3/2019	N	WASTE MANAGEMENT INC	AUG 2019 REFUSE	303,088.26
539809	10/3/2019	N	WEST COAST ARBORISTS INC	TREE MAINTENANCE SERVICES - AMENDMEN1	4,941.00
539810	10/3/2019	N	WESTWOOD BUILDING MATERIALS	BLDG MATERIALS/CEMENT	264.20

CITY OF MANHATTAN BEACH  
WARRANT REGISTER

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
539811	10/3/2019	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	3,058.58
SUBTOTAL					1,387,211.82
COMBINED TOTAL					2,254,250.45

PAYMENT LEGEND:  
T = Wire Transfers  
N = System Printed Checks  
H = Hand Written Checks

**CITY OF MANHATTAN BEACH  
 WARRANT REGISTER  
 CHECKS EQUAL TO OR ABOVE  
 \$2,500.00**

WARRANT BATCH NUMBER: **wr 8a**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
910042019	10/4/2019	T	CA PUBLIC EMPLOYEES'	MEDICAL PREMIUMS	360,088.64
910072019	10/7/2019	T	UNION BANK	F.I.T./MEDICARE/S.I.T.	240,060.40
910082019	10/8/2019	T	PUBLIC EMPLOYEES'	PENSION SAFETY - CLASSIC: PAYMENT	266,889.59
<b>SUBTOTAL</b>					<b>867,038.63</b>
539729	10/3/2019	N	ALL CITY MANAGEMENT SVCS	CROSSING GUARD SERVICES CONTRACT	17,503.20
539730	10/3/2019	N	ASPEN ENVIRONMENTAL GROUP	CONSTRUCTION MANAGEMENT FOR SKECHER	5,242.89
539732	10/3/2019	N	AVANT GARDE INC	FUNDING ADMINISTRATION	2,890.00
539733	10/3/2019	N	BARR COMMERCIAL DOOR REPAIR	THREE YEAR COMMERCIAL DOOR REPAIR SER	28,221.72
539734	10/3/2019	N	BIT PROS INC	LIQUID SPRING SUSPENSION SYS FOR RESCUE	14,650.16
539738	10/3/2019	N	COMMLINE INC	COMMUNICATIONS EQUIPMENT	12,046.29
539741	10/3/2019	N	DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS	30,265.25
539743	10/3/2019	N	FRONTIER CALIFORNIA INC	TELEPHONE SERVICE	16,496.44
539747	10/3/2019	N	HARRIS & ASSOCIATES INC	STREET LIGHTING/LANDSCAPE ASSESSMENT S	18,842.50
539748	10/3/2019	N	HONEYWELL INTERNATIONAL INC	TWO -YEAR HVAC ANNUAL SERVICE AGREEM	31,611.00
539752	10/3/2019	N	ICMA RETIREMENT TRUST - 457	DEFERRED COMP AND LOAN REPAY 457	87,330.92
539753	10/3/2019	N	ICMA RETIREMENT TRUST 401	LOAN REPAY 401 - 4.5%: PAYMENT	7,318.26
539764	10/3/2019	N	M B POLICE OFFICERS ASSOCIA	DUES \$ (POLICE FIXED): PAYMENT	6,832.52
539765	10/3/2019	N	M B WATER DEPARTMENT	MONTHLY WATER CHARGES	72,167.16
539766	10/3/2019	N	MAIN STREET TOURS INC	CHARTER BUS SERVICES	11,380.00
539770	10/3/2019	N	MYERS & SON HI WAY SAFETY	PARADE BARRICADE LEGS	10,692.68
539772	10/3/2019	N	RYAN R OLSON	VOLLEYBALL INSTRUCTOR	3,156.00
539779	10/3/2019	N	SAPPHOS ENVIRONMENTAL INC	HISTORIC PRESERVATION CONSULTING SERVI	2,896.27
539780	10/3/2019	N	SBRPCA	COMMUNICATIONS EQUIPMENT	426,169.43

**CITY OF MANHATTAN BEACH  
 WARRANT REGISTER  
 CHECKS EQUAL TO OR ABOVE  
 \$2,500.00**

WARRANT BATCH NUMBER: **wr 8a**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
539781	10/3/2019	N	SCHOCK CONTRACTING CORP	PARKING LOT #2 PUBLIC WORKS PROJECT	4,802.25
539782	10/3/2019	N	SELBERT PERKINS DESIGN INC	COMMUNITY ID & WAYFINDING SIGNAGE PRO	4,510.92
539786	10/3/2019	N	STANDARD INSURANCE COMPANY	LIFE AD&D LTD PREMIUMS	11,873.93
539792	10/3/2019	N	THE CODE GROUP INC	BUILDING PLAN CHECK & INSPECTIONS AND F	34,669.03
539795	10/3/2019	N	TIME WARNER CABLE INC	CABLE SERVICES	4,029.03
539797	10/3/2019	N	TOTAL ADMINISTRATIVE SVCS CORP	CHILD125 (CHILD 125 PLAN): PAYMENT	8,575.04
539799	10/3/2019	N	U.S. BANK	P/T EMP RETIREMENT CONTRIB: PAYMENT	2,946.99
539802	10/3/2019	N	US BANCORP CARD SERVICES INC	P-CARD CHARGES	146,271.72
539806	10/3/2019	N	VISION SERVICE PLAN - (CA)	VISION PREMIUMS	4,057.34
539807	10/3/2019	N	WALTERS WHOLESALE ELECTRIC CO	ELECTRICAL SUPPLIES	3,001.18
539808	10/3/2019	N	WASTE MANAGEMENT INC	AUG 2019 REFUSE	303,088.26
539809	10/3/2019	N	WEST COAST ARBORISTS INC	TREE MAINTENANCE SERVICES - AMENDMENT	4,941.00
539811	10/3/2019	N	XEROX CORPORATION	MULTI MACHINES LEASE & BASE BUSINESS PR	3,058.58
<b>SUBTOTAL</b>					<b>1,341,537.96</b>
<b>COMBINED TOTAL</b>					<b>2,208,576.59</b>

**PAYMENT LEGEND:**  
 T = Wire Transfers  
 N = System Printed Checks  
 H = Hand Written Checks

**Report of Warrant Disbursements  
wr 8a**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
200	General	1,811,282.19
201	Street Light	4,000.00
205	Streets & Highways	280.00
230	Prop A	11,713.42
231	Prop C	1,165.93
232	Ab2766	635.50
401	Capital Improvements	4,510.92
501	Water	9,780.07
502	Storm	14,997.66
503	Waste Water	1,469.03
510	Refuse	304,113.26
520	Parking	5,091.04
522	State Pier Lots	3,988.62
605	Information Services	8,387.47
610	Vehicle Fleet	3,424.38
615	Building Maintenance	69,410.96
wr 8a		<u>2,254,250.45</u>
		<u>2,254,250.45</u>

**CITY OF MANHATTAN BEACH PAYROLL**  
**PAY PERIOD: 09/14/19 TO 09/27/19**  
**PAY DATE: 10/04/19**

**NET PAY 928,531.36**

9/14/2019

9/27/2019

CITY OF MANHATTAN BEACH PAYROLL REPORT

PAYROLL PERIOD ENDING DATE 9/27/2019

FUND

	<u>DESCRIPTION</u>	<u>AMOUNT</u>
100	General Fund	1,235,625.79
210	Asset Forfeiture Fund	1,446.65
230	Prop. A Fund	22,024.10
501	Water Fund	30,808.35
502	Stormwater Fund	2,353.48
503	Wastewater Fund	11,043.68
510	Refuse Fund	3,411.34
520	Parking Fund	3,503.55
521	County Parking Lots Fund	982.80
522	State Pier and Parking Lot Fund	982.80
601	Insurance Reserve Fund	11,734.86
605	Information Technology Fund	25,968.87
610	Fleet Management Fund	11,642.13
615	Building Maintenance & Operations Fund	15,667.15
801	Pension Trust Fund	9,179.93
		<hr/>
	Gross Pay	1,386,375.48
	Deductions	457,844.12
		<hr/>
	Net Pay	<u>928,531.36</u>



**CITY OF MANHATTAN BEACH  
 WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
539812	10/10/2019	N	DERRICK ABELL	REIMBURSEMENT-TRAVEL EXPENSE	45.00
539813	10/10/2019	N	ANDERSONPENNA PARTNERS INC	DESIGN SERVICES AGREEMENT - PARKING LO	11,135.60
539814	10/10/2019	N	ARIAS HOME IMPROVEMENT INC	BUSINESS LICENSE REFUND	190.46
539815	10/10/2019	N	NISHA BHATIA	PARKS & RECREATION REFUND	50.00
539816	10/10/2019	N	DANIEL A CAPEN	ANIMAL LICENSE OVERPAYMENT	20.00
539817	10/10/2019	N	CELLCO PARTNERSHIP	CARDIAC MONITOR DATA LINES	350.27
539818	10/10/2019	N	FADI CHEHADE	REFUND TREE DEPOSIT	1,600.00
539819	10/10/2019	N	BRIAN COBIAN	REIMBURSEMENT-TRAVEL EXPENSE	325.00
539820	10/10/2019	N	JULIE DAHLGREN	REIMBURSEMENT-TRAVEL EXPENSE	62.00
539821	10/10/2019	N	DER KINDER GARDEN PRESCHOOL	BUSINESS LICENSE REFUND	3,551.41
539822	10/10/2019	N	DYNTEK SERVICES INC	STORAGE AREA NETWORK SOLUTION	20,673.30
539823	10/10/2019	N	JAMES FALLS	REIMBURSEMENT-TRAVEL EXPENSE	622.70
539824	10/10/2019	N	FEDERAL EXPRESS CORPORATION	DELIVERY SERVICE	102.39
539825	10/10/2019	N	FRONTIER CALIFORNIA INC	CABLE SERVICE	251.96
539826	10/10/2019	N	JASON GORDON	REIMBURSEMENT-TRAVEL EXPENSE	225.00
539827	10/10/2019	N	PETER GROSSMAN	ANIMAL LICENSE OVERPAYMENT	52.00
539828	10/10/2019	N	HAZEN AND SAWYER	WATER INFRASTRUCTURE IMPROVEMENT PRC	18,855.00
539829	10/10/2019	N	IDDO CONSTRUCTION INC	BUSINESS LICENSE REFUND	299.80
539830	10/10/2019	N	INFOSEND INC	THREE-YEAR ELECTRONIC BILL PRESENTMEN	11,136.78
539831	10/10/2019	N	JAYCOX CONSTRUCTION CNG	BUSINESS LICENSE REFUND	159.36
539832	10/10/2019	N	JOAN STEIN JENKINS ESQUIRE PC	MUNICIPAL CODE PROSECUTION SERVICES	16,081.00
539833	10/10/2019	N	KIDWISEMAN LLC	MB MURAL ARTIST	5,000.00

**CITY OF MANHATTAN BEACH  
 WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
539834	10/10/2019	N	KREATION JUICERY	BUSINESS LICENSE REFUND	3,218.95
539835	10/10/2019	N	L A COUNTY TAX COLLECTOR	PROPERTY TAX-WELL #11	444.56
539836	10/10/2019	N	LA COUNTY CLERK/RECORDER	NOTICE OF EXEMPTION	300.00
539837	10/10/2019	N	LUNSFORD LAVERTY	REFUND CITY TOW ADMIN FEES	118.00
539838	10/10/2019	N	MARK LEYMAN	REIMBURSEMENT-TRAVEL EXPENSE	321.82
539839	10/10/2019	N	LI YOU TRUST	REFUND RIGHT OF WAY DEPOSIT	496.00
539840	10/10/2019	N	MOFFATT & NICHOL	DESIGN SVCS AGRMNT - PIER RAILING	30,728.10
539841	10/10/2019	N	VERDESIAH NASRALLA	REIMBURSEMENT-TRAVEL EXPENSE	62.00
539842	10/10/2019	N	NEXTEL OF CALIFORNIA INC	CONTRACT SERVICES	156.21
539843	10/10/2019	N	NTH GENERATION COMPUTING INC	ENTERPRISE BACKUP SOLUTION	168,024.00
539844	10/10/2019	N	CAROLYN PAULSEN	ANIMAL LICENSE OVERPAYMENT	62.00
539845	10/10/2019	N	TIMOTHY POWERS	RIGHT OF WAY DEPOSIT REFUND	496.00
539846	10/10/2019	N	PUBLIC AGENCY SAFETY	REGISTRATION-PUBLIC SAFETY MGMT ASSOC	298.00
539847	10/10/2019	N	RAMEY ROOFING	BUSINESS LICENSE REFUND	151.81
539848	10/10/2019	N	JESUS SANDOVAL JR	REIMBURSEMENT-TRAVEL EXPENSE	253.50
539849	10/10/2019	N	SCHAEFERS PARKING LOT SERVICE	BUSINESS LICENSE REFUND	182.61
539850	10/10/2019	N	ARCHIE SHERMAN	REIMBURSEMENT-TRAVEL EXPENSE	264.60
539851	10/10/2019	N	SOUTHERN CALIFORNIA EDISON	STREET LIGHTING CHARGES	6,469.97
539852	10/10/2019	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	64,381.73
539853	10/10/2019	N	SOUTHERN CALIFORNIA GAS CO	MONTHLY GAS CHARGES	4,856.68
539854	10/10/2019	N	SPRINT SOLUTIONS INC	MOBILE COMMUNICATIONS	37.99
539855	10/10/2019	N	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE	50,705.70

**CITY OF MANHATTAN BEACH  
 WARRANT REGISTER**

WARRANT BATCH NUMBER:

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
539856	10/10/2019	N	SURFACE PREP SYSTEMS INC	BUSINESS LICENSE REFUND	56.73
539857	10/10/2019	N	T MOBILE USA	MOBILE CONNECTION	92.73
539858	10/10/2019	N	ERICA TARASEN	RIGHT OF WAY DEPOSIT REFUND	496.00
539859	10/10/2019	N	TIME WARNER CABLE INC	CABLE SERVICES	118.69
539860	10/10/2019	N	TURBO DATA SYSTEMS INC	PARKING CITATION PROCESSING CONTRACT	8,844.51
539861	10/10/2019	N	UNITED PARCEL SERVICE	DELIVERY SERVICE	58.00
539862	10/10/2019	N	JIM VAN ZANTEN	REFUND VARIANCE APPLICATION	6,379.00
539863	10/10/2019	N	VERIZON CALIFORNIA INC	SCADA COMMUNICATION	6,951.73
539864	10/10/2019	N	JESSICA VINCENT	REIMBURSEMENT-TRAVEL EXPENSE	340.10
539865	10/10/2019	N	VPLS SOLUTIONS LLC	19-00156C SUPPORT EXTENSION	694.51
539866	10/10/2019	N	DENISE WHEELER	REFUND OVERPAYMENT CSO-FILMING	346.48
539867	10/10/2019	N	WILSON CONSTRUCTION	REFUND PERMIT FEE	758.40
539868	10/10/2019	N	WOLFF LANG CHRISTOPHER	FIRE STATION 2 DESIGN DEVELOPMENT DESIG	18,936.00
539869	10/10/2019	N	DON ZISS	REFUND TEMPORARY USE PERMIT	695.00

**SUBTOTAL** **467,587.14**

**COMBINED TOTAL** **467,587.14**

**PAYMENT LEGEND:**  
 T = Wire Transfers  
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 H = Hand Written Checks

**CITY OF MANHATTAN BEACH  
 WARRANT REGISTER  
 CHECKS EQUAL TO OR ABOVE  
 \$2,500.00**

WARRANT BATCH NUMBER: **wr 8b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
539813	10/10/2019	N	ANDERSONPENNA PARTNERS INC	DESIGN SERVICES AGREEMENT - PARKING LO'	11,135.60
539821	10/10/2019	N	DER KINDER GARDEN PRESCHOOL	BUSINESS LICENSE REFUND	3,551.41
539822	10/10/2019	N	DYNTEK SERVICES INC	STORAGE AREA NETWORK SOLUTION	20,673.30
539828	10/10/2019	N	HAZEN AND SAWYER	WATER INFRASTRUCTURE IMPROVEMENT PRC	18,855.00
539830	10/10/2019	N	INFOSEND INC	THREE-YEAR ELECTRONIC BILL PRESENTMEN'	11,136.78
539832	10/10/2019	N	JOAN STEIN JENKINS ESQUIRE PC	MUNICIPAL CODE PROSECUTION SERVICES	16,081.00
539833	10/10/2019	N	KIDWISEMAN LLC	MB MURAL ARTIST	5,000.00
539834	10/10/2019	N	KREATION JUICERY	BUSINESS LICENSE REFUND	3,218.95
539840	10/10/2019	N	MOFFATT & NICHOL	DESIGN SVCS AGRMNT - PIER RAILING	30,728.10
539843	10/10/2019	N	NTH GENERATION COMPUTING INC	ENTERPRISE BACKUP SOLUTION	168,024.00
539851	10/10/2019	N	SOUTHERN CALIFORNIA EDISON	STREET LIGHTING CHARGES	6,469.97
539852	10/10/2019	N	SOUTHERN CALIFORNIA EDISON	MONTHLY ELECTRIC CHARGES	64,381.73
539853	10/10/2019	N	SOUTHERN CALIFORNIA GAS CO	MONTHLY GAS CHARGES	4,856.68
539855	10/10/2019	N	SUPERIOR COURT OF CA-CO OF LA	CITATION SURCHARGE	50,705.70
539860	10/10/2019	N	TURBO DATA SYSTEMS INC	PARKING CITATION PROCESSING CONTRACT	8,844.51
539862	10/10/2019	N	JIM VAN ZANTEN	REFUND VARIANCE APPLICATION	6,379.00
539863	10/10/2019	N	VERIZON CALIFORNIA INC	SCADA COMMUNICATION	6,951.73
539868	10/10/2019	N	WOLFF LANG CHRISTOPHER	FIRE STATION 2 DESIGN DEVELOPMENT DESIG	18,936.00
<b>SUBTOTAL</b>					<b>455,929.46</b>

CITY OF MANHATTAN BEACH  
WARRANT REGISTER  
CHECKS EQUAL TO OR ABOVE  
\$2,500.00

WARRANT BATCH NUMBER: **wr 8b**

CHECK NO.	DATE	TYPE	PAYEE NAME	PAYMENT DESCRIPTION	CHECK AMOUNT
COMBINED TOTAL					<b>455,929.46</b>

**PAYMENT LEGEND:**  
T = Wire Transfers  
N = System Printed Checks  
H = Hand Written Checks

**Report of Warrant Disbursements  
wr 8b**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
200	General	143,337.42
201	Street Light	22,703.22
205	Streets & Highways	75.00
210	Asset Forfeiture	315.15
231	Prop C	11,210.60
401	Capital Improvements	19,011.00
501	Water	28,383.84
502	Storm	1,909.62
503	Waste Water	5,658.94
510	Refuse	252.00
520	Parking	1,961.45
521	County Parking Lot	45.40
522	State Pier Lots	32,457.75
605	Information Services	189,484.54
610	Vehicle Fleet	181.00
615	Building Maintenance	5,600.21
802	Trust Deposit	5,000.00
wr 8b		<u>467,587.14</u>
		<u>467,587.14</u>

**Report of P-Card Transactions**

Account Date	Department Management Services	Amount
100-11-011-5205	Training, Conferences & Meetings	
09/25/2019	AMERICAN AIR0010656664006	70.04
09/25/2019	THE LEAGUE OF CALIFORNIA	600.00
100-11-011-5205	Training, Conferences & Meetings	<u>670.04</u>
100-11-011-5217	Departmental Supplies	
09/25/2019	5905 EL POLLO LOCO	230.62
09/25/2019	COSTCO WHSE #0671	131.06
09/25/2019	GRUBHUBBEACHPIZZA	216.16
09/25/2019	RALPHS #0166	11.37
09/25/2019	RALPHS #0166	14.95
100-11-011-5217	Departmental Supplies	<u>604.16</u>
100-11-021-5201	Office Supplies	
09/25/2019	OFFICE DEPOT #5125	164.95
100-11-021-5201	Office Supplies	<u>164.95</u>
100-11-021-5203	Reference Books & Periodicals	
09/25/2019	TORRANCE DAILY BREEZE	10.00
100-11-021-5203	Reference Books & Periodicals	<u>10.00</u>
100-11-021-5205	Training, Conferences & Meetings	
09/25/2019	ALASKA AIR 0272141342555	287.30
09/25/2019	DELTA AIR 0062389449053	227.30
09/25/2019	MUNICIPAL MANAGEMENT ASSO	430.00
09/25/2019	THE LEAGUE OF CALIFORNIA	600.00
09/25/2019	THE LEAGUE OF CALIFORNIA	600.00
09/25/2019	THE LEAGUE OF CALIFORNIA	725.00
100-11-021-5205	Training, Conferences & Meetings	<u>2,869.60</u>
100-11-021-5217	Departmental Supplies	
09/25/2019	AMZN MKTP US*D887L9XQ3	35.96
09/25/2019	DOLLAR TREE	26.58
100-11-021-5217	Departmental Supplies	<u>62.54</u>
100-11-041-5105	Elections	
09/25/2019	DRI*NEXTDAYFLYERS	100.27
100-11-041-5105	Elections	<u>100.27</u>
100-11-041-5205	Training, Conferences & Meetings	

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 8a, dated 10/03/2019; Check number 539802.

**Report of P-Card Transactions**

Account Date	Department Management Services	Amount
09/25/2019	COURTYARD RIVERSIDE	517.30
09/25/2019	CPP FDN KW S4	110.88
09/25/2019	CPP FDN KW S4	110.88
09/25/2019	THE LEAGUE OF CALIFORNIA	500.00
09/25/2019	THE LEAGUE OF CALIFORNIA	500.00
09/25/2019	THE LEAGUE OF CALIFORNIA	500.00
100-11-041-5205	Training, Conferences & Meetings	<hr/> 2,239.06
100-11-041-5210	Computers, Supplies & Software	
09/25/2019	SOUTHERN COMPUTER WAREHO	200.65
09/25/2019	SOUTHERN COMPUTER WAREHO	395.62
100-11-041-5210	Computers, Supplies & Software	<hr/> 596.27
11	Management Services	<hr/> <hr/> 7,316.89

*To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 8a, dated 10/03/2019; Check number 539802.*



**Report of P-Card Transactions**

Account Date	Department Finance	Amount
100-12-011-5201	Office Supplies	
09/25/2019	OFFICE DEPOT #2740	16.60
09/25/2019	OFFICE DEPOT #5125	12.42
09/25/2019	OFFICE DEPOT #5125	1,519.03
09/25/2019	OFFICE DEPOT #5125	61.62
09/25/2019	OFFICE DEPOT #5125	93.46
100-12-011-5201	Office Supplies	<hr/> 1,703.13
100-12-011-5205	Training, Conferences & Meetings	
09/25/2019	DLR RESORT RES CRO	285.48
09/25/2019	FOOD4LESS #0313	19.77
09/25/2019	PANDA EXPRESS #356	231.26
09/25/2019	PARTY CITY 0164	19.98
09/25/2019	THE LEAGUE OF CALIFORNIA	400.00
09/25/2019	THE LEAGUE OF CALIFORNIA	-600.00
09/25/2019	THE LEAGUE OF CALIFORNIA	600.00
09/25/2019	VONS #2275	4.70
100-12-011-5205	Training, Conferences & Meetings	<hr/> 961.19
100-12-011-5217	Departmental Supplies	
09/25/2019	MUNICIPAL MANAGEMENT ASSO	85.00
100-12-011-5217	Departmental Supplies	<hr/> 85.00
100-12-021-5205	Training, Conferences & Meetings	
09/25/2019	DLR RESORT RES CRO	285.48
100-12-021-5205	Training, Conferences & Meetings	<hr/> 285.48
100-12-031-5205	Training, Conferences & Meetings	
09/25/2019	CALIFORNIA MUNICIPAL REVE	400.00
100-12-031-5205	Training, Conferences & Meetings	<hr/> 400.00
100-12-031-5217	Departmental Supplies	
09/25/2019	ALAMO RENT-A-CAR	-420.62
09/25/2019	ALAMO RENT-A-CAR	420.62
100-12-031-5217	Departmental Supplies	<hr/> 0.00
100-12-041-5205	Training, Conferences & Meetings	
09/25/2019	MODERN PARKING LOC 982	15.00
100-12-041-5205	Training, Conferences & Meetings	<hr/> 15.00

*To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 8a, dated 10/03/2019; Check number 539802.*

**Report of P-Card Transactions**

Account Date	Department Finance	Amount
615-12-042-5101	Contract Services	
09/25/2019	DS SERVICES STANDARD COFF	791.74
09/25/2019	G2 REVOLUTION LLC	359.85
09/25/2019	GOURMET COFFEE78413101	286.96
09/25/2019	GOURMET COFFEE78413101	375.60
09/25/2019	GOURMET COFFEE78413101	380.18
09/25/2019	GOURMET COFFEE78413101	519.83
615-12-042-5101	Contract Services	<hr/> 2,714.16
615-12-042-5211	Automotive Parts	
09/25/2019	COMPLETES PLUS CPL	108.53
09/25/2019	COMPLETES PLUS CPL	296.84
615-12-042-5211	Automotive Parts	<hr/> 405.37
615-12-042-5222	Warehouse Inventory Purchases	
09/25/2019	GRAINGER	426.45
09/25/2019	MORTON SAFETY CO	681.00
09/25/2019	SANDLER BROS.	505.90
09/25/2019	THE HOME DEPOT PRO	1,044.43
09/25/2019	WAXIE SANITARY SUPPLY	103.57
09/25/2019	WAXIE SANITARY SUPPLY	213.00
09/25/2019	WAXIE SANITARY SUPPLY	254.39
09/25/2019	WAXIE SANITARY SUPPLY	65.98
615-12-042-5222	Warehouse Inventory Purchases	<hr/> 3,294.72
12	Finance	<hr/> <hr/> 9,864.05

*To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 8a, dated 10/03/2019; Check number 539802.*

**Report of P-Card Transactions**

Account Date	Department Human Resources	Amount
100-13-011-5201	Office Supplies	
09/25/2019	AMAZON.COM*HE6CG5KD3 AMZN	44.08
09/25/2019	OFFICE DEPOT #5125	165.54
09/25/2019	OFFICE DEPOT #5125	55.62
100-13-011-5201	Office Supplies	<u>265.24</u>
100-13-011-5202	Memberships & Dues	
09/25/2019	HOMEGOODS #0564	65.68
100-13-011-5202	Memberships & Dues	<u>65.68</u>
100-13-011-5205	Training, Conferences & Meetings	
09/25/2019	LIEBERTCASS	1,190.00
09/25/2019	LIEBERTCASS	75.00
09/25/2019	SMART AND FINAL 921	18.67
09/25/2019	SOUTHWES 5262123100376	133.95
09/25/2019	SOUTHWES 5262123115956	-147.96
09/25/2019	SOUTHWES 5262123115956	147.96
100-13-011-5205	Training, Conferences & Meetings	<u>1,417.62</u>
100-13-011-5214	Employee Awards & Events	
09/25/2019	AWARDS NETWORK	27.38
09/25/2019	AWARDS NETWORK	54.76
09/25/2019	AWARDS NETWORK	547.50
09/25/2019	AWARDS NETWORK	574.88
09/25/2019	COSTCO WHSE #0671	183.41
09/25/2019	SMART AND FINAL 938	43.97
09/25/2019	TARGET 00001990	15.66
09/25/2019	VONS #2275	13.07
100-13-011-5214	Employee Awards & Events	<u>1,460.63</u>
100-13-011-5217	Departmental Supplies	
09/25/2019	AMZN MKTP US AMZN.COM/BIL	-65.87
09/25/2019	AMZN MKTP US*4L11719M3	93.73
09/25/2019	AMZN MKTP US*C06143DD3	25.17
09/25/2019	AMZN MKTP US	-18.43
100-13-011-5217	Departmental Supplies	<u>34.60</u>
100-13-011-5218	Recruitment Costs	
09/25/2019	AMERICAN PUBLIC WORKS	325.00
09/25/2019	DONNOE & ASSOCIATES INC	280.00
09/25/2019	NOAH'S BAGELS #2546	9.95

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**Report of P-Card Transactions**

<b>Account Date</b>	<b>Department Human Resources</b>	<b>Amount</b>
09/25/2019	THE KETTLE RESTAURANT	45.83
100-13-011-5218	Recruitment Costs	<u>660.78</u>
601-13-021-5101	Contract Services	
09/25/2019	IN *EMPLOYMENT TAX SERVIC	375.00
601-13-021-5101	Contract Services	<u>375.00</u>
13	<b>Human Resources</b>	<u>4,279.55</u>

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**Report of P-Card Transactions**

<b>Account Date</b>	<b>Department Recreation</b>	<b>Amount</b>
100-14-031-5101	Contract Services	
09/25/2019	SQ *B & M CUSTOM GL	2,500.00
100-14-031-5101	Contract Services	<u>2,500.00</u>
14	Recreation	<u>2,500.00</u>

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**Report of P-Card Transactions**

Account Date	Department Police	Amount
100-15-011-5201	Office Supplies	
09/25/2019	OFFICE DEPOT #5125	110.01
09/25/2019	OFFICE DEPOT #5125	117.37
09/25/2019	OFFICE DEPOT #5125	212.84
09/25/2019	OFFICE DEPOT #5125	223.84
09/25/2019	OFFICE DEPOT #5125	252.99
09/25/2019	OFFICE DEPOT #5125	73.34
09/25/2019	OFFICE DEPOT #5125	82.76
100-15-011-5201	Office Supplies	<hr/> 1,073.15
100-15-011-5205	Training, Conferences & Meetings	
09/25/2019	MARRIOTT SANTA CLARA	361.03
100-15-011-5205	Training, Conferences & Meetings	<hr/> 361.03
100-15-011-5206	Uniforms/Safety Equipment	
09/25/2019	5.11 TACTICAL.COM ECOMM	131.39
09/25/2019	NATIONAL EMBLEM	568.32
09/25/2019	PROFORCE LAW ENFORCEME	1,530.26
100-15-011-5206	Uniforms/Safety Equipment	<hr/> 2,229.97
100-15-011-5214	Employee Awards & Events	
09/25/2019	PARADISE AWARDS AND CRAZY	110.05
100-15-011-5214	Employee Awards & Events	<hr/> 110.05
100-15-011-5217	Departmental Supplies	
09/25/2019	OFFICE DEPOT #5125	356.01
09/25/2019	OFFICE DEPOT #5125	514.91
09/25/2019	VARIDESK* 1800 207 2587	-432.53
09/25/2019	VARIDESK* 1800 207 2587	432.53
09/25/2019	VARIDESK* 1800 207 2587	542.03
100-15-011-5217	Departmental Supplies	<hr/> 1,412.95
100-15-021-5101	Contract Services	
09/25/2019	ANIMAL FRIENDS PET HOTEL	230.00
09/25/2019	COMMUNITY VETERINARY HOS	228.50
09/25/2019	COMMUNITY VETERINARY HOS	436.75
09/25/2019	VCA CENTRAL #430	65.11
100-15-021-5101	Contract Services	<hr/> 960.36
100-15-021-5205	Training, Conferences & Meetings	

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**Report of P-Card Transactions**

Account Date	Department Police	Amount
09/25/2019	HYATT REGENCY NEWPORT BC	569.91
100-15-021-5205	Training, Conferences & Meetings	<u>569.91</u>
100-15-021-5217	Departmental Supplies	
09/25/2019	HARBOR FREIGHT TOOLS 425	19.74
09/25/2019	PET FOODS MARKET	57.72
09/25/2019	PET FOODS MARKET	65.42
09/25/2019	PETSMART # 2267	72.85
09/25/2019	WALGREENS #9685	14.63
09/25/2019	WALGREENS #9685	9.30
100-15-021-5217	Departmental Supplies	<u>239.66</u>
100-15-041-5210	Computers, Supplies & Software	
09/25/2019	APL*ITUNES.COM/BILL	0.99
100-15-041-5210	Computers, Supplies & Software	<u>0.99</u>
100-15-041-5217	Departmental Supplies	
09/25/2019	AMZN MKTP US*MO4CS3110	45.24
09/25/2019	PARTY CITY 0164	36.28
09/25/2019	RALPHS #0166	81.04
09/25/2019	WWW COSTCO COM	109.49
09/25/2019	WWW COSTCO COM	985.41
100-15-041-5217	Departmental Supplies	<u>1,257.46</u>
100-15-041-5225	Printing	
09/25/2019	SMART SOURCE CALIFORNIA	28.47
09/25/2019	SMART SOURCE CALIFORNIA	330.03
100-15-041-5225	Printing	<u>358.50</u>
100-15-051-5217	Departmental Supplies	
09/25/2019	IN *GUNS AND HOSES GEAR,	552.98
09/25/2019	AMZN MKTP US*M04AP82K3	8.75
09/25/2019	AMZN MKTP US*OY3OT3UV3	46.27
09/25/2019	PROMOTIONS NOW	630.00
09/25/2019	RALPHS #0166	31.68
09/25/2019	RALPHS #0166	35.94
09/25/2019	TARGET 00001990	32.14
09/25/2019	TLF*DEEP ROOTS GARDEN CEN	344.93
09/25/2019	TLF*DEEP ROOTS GARDEN CEN	76.65
100-15-051-5217	Departmental Supplies	<u>1,759.34</u>

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**Report of P-Card Transactions**

Account Date	Department Police	Amount
100-15-061-5217	Departmental Supplies	
09/25/2019	EL SOMBRERO	197.49
09/25/2019	SHELLBACK TAVERN	380.80
09/25/2019	SHELLBACK TAVERN	98.50
09/25/2019	SQ *BECKERS BAKERY	255.00
09/25/2019	VALENTINOS PIZZA	112.18
09/25/2019	VALENTINOS PIZZA	62.20
100-15-061-5217	Departmental Supplies	1,106.17
15	Police	11,439.54

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**Report of P-Card Transactions**

<b>Account Date</b>	<b>Department Fire</b>	<b>Amount</b>
100-16-011-5205	Training, Conferences & Meetings	
09/25/2019	THE LEAGUE OF CALIFORNIA	350.00
09/25/2019	WPY*LOS ANGELES AREA FIRE	750.00
100-16-011-5205	Training, Conferences & Meetings	<u>1,100.00</u>
100-16-011-5217	Departmental Supplies	
09/25/2019	NOAH'S BAGELS #2546	15.75
09/25/2019	WEBELONG	600.00
100-16-011-5217	Departmental Supplies	<u>615.75</u>
100-16-021-5217	Departmental Supplies	
09/25/2019	BOUND TREE MEDICAL LLC	416.09
100-16-021-5217	Departmental Supplies	<u>416.09</u>
100-16-031-5202	Memberships & Dues	
09/25/2019	INT'L ASSOC OF FIRE CH	193.00
100-16-031-5202	Memberships & Dues	<u>193.00</u>
100-16-031-5205	Training, Conferences & Meetings	
09/25/2019	THE LEAGUE OF CALIFORNIA	350.00
100-16-031-5205	Training, Conferences & Meetings	<u>350.00</u>
100-16-031-5206	Uniforms/Safety Equipment	
09/25/2019	FIREFIGHTERS' SAFETY INC	328.19
09/25/2019	WPSG- INC	811.98
100-16-031-5206	Uniforms/Safety Equipment	<u>1,140.17</u>
100-16-031-5217	Departmental Supplies	
09/25/2019	AMAZON.COM*VG7SJ9223	71.47
09/25/2019	APL* ITUNES.COM/BILL	9.99
09/25/2019	CHICKEN MAISON	152.97
09/25/2019	CHICKEN MAISON	197.19
09/25/2019	FORESTRY SUPPLIERS INC	92.95
09/25/2019	NOAH'S BAGELS #2546	31.50
09/25/2019	NOAH'S BAGELS #2546	31.50
09/25/2019	PEET'S #03903	33.55
09/25/2019	PEET'S #03903	35.90
09/25/2019	PEET'S #03903	40.35
09/25/2019	SEARS ROEBUCK 1278	350.39
09/25/2019	SHELLBACK TAVERN	199.06

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**Report of P-Card Transactions**

Account Date	Department Fire	Amount
09/25/2019	TARGET 00001990	258.19
09/25/2019	TOMBOY'S	38.91
100-16-031-5217	Departmental Supplies	<u>1,543.92</u>
100-16-041-5210	Computers, Supplies & Software	
09/25/2019	INLAND FINANCE	600.00
100-16-041-5210	Computers, Supplies & Software	<u>600.00</u>
100-16-041-5217	Departmental Supplies	
09/25/2019	AMAZON.COM*4W05R3YN3	30.10
09/25/2019	AMAZON.COM*U28NC5SH3 AMZN	165.53
09/25/2019	AT&T S849 5708	30.66
09/25/2019	BOUND TREE MEDICAL LLC	1,704.11
09/25/2019	BOUND TREE MEDICAL LLC	171.47
09/25/2019	BOUND TREE MEDICAL LLC	211.99
09/25/2019	BOUND TREE MEDICAL LLC	30.44
09/25/2019	BOUND TREE MEDICAL LLC	382.79
09/25/2019	BOUND TREE MEDICAL LLC	391.42
09/25/2019	BOUND TREE MEDICAL LLC	547.07
09/25/2019	USPS PO 0535960452	7.35
09/25/2019	ZOLL MEDICAL CORP	1,086.87
100-16-041-5217	Departmental Supplies	<u>4,759.80</u>
100-16-051-5202	Memberships & Dues	
09/25/2019	AMAZON PRIME	14.22
100-16-051-5202	Memberships & Dues	<u>14.22</u>
100-16-054-5217	Departmental Supplies	
09/25/2019	MORE PREPARED LLC	3,049.96
100-16-054-5217	Departmental Supplies	<u>3,049.96</u>
100-16-055-5217	Departmental Supplies	
09/25/2019	ORVAC ELECTRONICS INC	31.61
100-16-055-5217	Departmental Supplies	<u>31.61</u>
100-16-056-5217	Departmental Supplies	
09/25/2019	ALERT ALL CORP	1,228.60
09/25/2019	ALERT ALL CORP	3,517.14
09/25/2019	FIV*RINALDIS MANHATTAN	224.55
100-16-056-5217	Departmental Supplies	<u>4,970.29</u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 8a, dated 10/03/2019; Check number 539802.

## Report of P-Card Transactions

Account Date	Department Fire	Amount
16	Fire	<u>18,784.81</u>

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**Report of P-Card Transactions**

Account Date	Department Community Development	Amount
100-17-011-5205	Training, Conferences & Meetings	
09/25/2019	WWW.LORMAN.COM	219.00
09/25/2019	WWW.LORMAN.COM	88.65
100-17-011-5205	Training, Conferences & Meetings	<u>307.65</u>
100-17-011-5206	Uniforms/Safety Equipment	
09/25/2019	IN *MANHATTAN STITCHING C	247.10
100-17-011-5206	Uniforms/Safety Equipment	<u>247.10</u>
100-17-011-5217	Departmental Supplies	
09/25/2019	LEMONADE MANHATTAN BEACH	160.30
09/25/2019	SQ *BECKERS BAKERY	13.35
09/25/2019	VONS #2275	24.98
100-17-011-5217	Departmental Supplies	<u>198.63</u>
100-17-021-5205	Training, Conferences & Meetings	
09/25/2019	PACIFIC CREST SANTA BARB	766.95
09/25/2019	PACIFIC CREST SANTA BARB	766.95
100-17-021-5205	Training, Conferences & Meetings	<u>1,533.90</u>
100-17-041-5210	Computers, Supplies & Software	
09/25/2019	PAYPAL *COMCATE	500.00
100-17-041-5210	Computers, Supplies & Software	<u>500.00</u>
100-17-051-5205	Training, Conferences & Meetings	
09/25/2019	EB ITE SOUTHERN CALIF	25.00
100-17-051-5205	Training, Conferences & Meetings	<u>25.00</u>
100-17-051-5217	Departmental Supplies	
09/25/2019	HARBOR VIEW INN	-10.88
09/25/2019	HARBOR VIEW INN	10.88
100-17-051-5217	Departmental Supplies	<u>0.00</u>
100-17-413-5205	Training, Conferences & Meetings	
09/25/2019	HARBOR VIEW INN	100.00
100-17-413-5205	Training, Conferences & Meetings	<u>100.00</u>
100-17-413-5217	Departmental Supplies	
09/25/2019	IDEASTAGE PROMOTION	1,332.50

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**Report of P-Card Transactions**

<b>Account Date</b>	<b>Department Community Development</b>	<b>Amount</b>
09/25/2019	IDEASTAGE PROMOTION	4,450.31
09/25/2019	QUALITY LOGO PRODUCTS	4,962.29
100-17-413-5217	Departmental Supplies	<u>10,745.10</u>
17	<b>Community Development</b>	<u><u>13,657.38</u></u>

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**Report of P-Card Transactions**

Account Date	Department Public Works	Amount
100-18-011-5201	Office Supplies	
09/25/2019	AMAZON.COM*2B4SS7T93 AMZN	39.42
09/25/2019	AMZN MKTP US*529XQ2YV3	166.36
09/25/2019	AMZN MKTP US*637US98C3	26.06
09/25/2019	AMZN MKTP US*OX2GL2LO3	19.69
09/25/2019	AMZN MKTP US*TD1EZ2NI3 AM	483.54
09/25/2019	AMZN MKTP US*WN55H49U3	231.83
09/25/2019	CUSTOMENVELOPE.COM	45.73
09/25/2019	ENGINEERS BD	115.00
09/25/2019	OFFICE DEPOT #2740	36.08
09/25/2019	OFFICE DEPOT #2740	4.11
09/25/2019	OFFICE DEPOT #5125	105.63
09/25/2019	OFFICE DEPOT #5125	130.80
09/25/2019	OFFICE DEPOT #5125	135.88
09/25/2019	OFFICE DEPOT #5125	16.90
09/25/2019	OFFICE DEPOT #5125	177.00
09/25/2019	OFFICE DEPOT #5125	250.41
09/25/2019	OFFICE DEPOT #5125	32.28
09/25/2019	OFFICE DEPOT #5125	7.44
09/25/2019	OPC CA ENGINEERS BOARD	1.00
09/25/2019	TONER BUZZ	548.00
100-18-011-5201	Office Supplies	<hr/> 2,573.16
100-18-011-5205	Training, Conferences & Meetings	
09/25/2019	FREDPRYOR CAREERTRACK	348.00
09/25/2019	HYATT AT OLIVE 8	1,113.12
100-18-011-5205	Training, Conferences & Meetings	<hr/> 1,461.12
100-18-011-5210	Computers, Supplies & Software	
09/25/2019	APL*ITUNES.COM/BILL	2.99
09/25/2019	DMI* DELL HLTHCR/PTR	36.21
09/25/2019	DMI* DELL HLTHCR/PTR	527.46
100-18-011-5210	Computers, Supplies & Software	<hr/> 566.66
100-18-011-5217	Departmental Supplies	
09/25/2019	BEAU BUREAUX INTERIORS	278.75
09/25/2019	IN *MANHATTAN STITCHING C	60.23
09/25/2019	TARGET 00001990	21.76
100-18-011-5217	Departmental Supplies	<hr/> 360.74
100-18-021-5201	Office Supplies	

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 8a, dated 10/03/2019; Check number 539802.

**Report of P-Card Transactions**

Account Date	Department Public Works	Amount
09/25/2019	OFFICE DEPOT #5125	21.89
09/25/2019	OFFICE DEPOT #5125	55.25
100-18-021-5201	Office Supplies	<u>77.14</u>
100-18-021-5205	Training, Conferences & Meetings	
09/25/2019	BEACH PIZZA (MANHATTAN BE	105.40
100-18-021-5205	Training, Conferences & Meetings	<u>105.40</u>
100-18-021-5206	Uniforms/Safety Equipment	
09/25/2019	AMZN MKTP US*211PE86U3	16.73
09/25/2019	IN *MANHATTAN STITCHING C	427.05
100-18-021-5206	Uniforms/Safety Equipment	<u>443.78</u>
100-18-021-5217	Departmental Supplies	
09/25/2019	AMAZON.COM*IK1N03D03 AMZN	9.84
09/25/2019	AMAZON.COM*X98EJ92W3 AMZN	45.97
09/25/2019	AMZN MKTP US*721939FH3	17.47
09/25/2019	AMZN MKTP US*BR6T287O3	38.31
09/25/2019	AMZN MKTP US*GE5AA4VK3	35.28
09/25/2019	AMZN MKTP US*MO33T0671	200.58
09/25/2019	AMZN MKTP US*MO4395Q70	83.11
09/25/2019	AMZN MKTP US*MO9BU75Z0	23.97
09/25/2019	AMZN MKTP US*TD1EZ2NI3 AM	27.31
09/25/2019	AMZN MKTP US	-24.49
09/25/2019	AMZN MKTP US	-29.99
09/25/2019	AMZN MKTP US	-64.61
09/25/2019	AMZN MKTP US	-7.96
09/25/2019	ENNIS PAINT INC	737.54
09/25/2019	NAMEBADGE.COM	68.26
100-18-021-5217	Departmental Supplies	<u>1,160.59</u>
100-18-032-5101	Contract Services	
09/25/2019	GLOBAL ENVIRONMENTAL	671.63
09/25/2019	SPOK INC	2.10
100-18-032-5101	Contract Services	<u>673.73</u>
100-18-032-5206	Uniforms/Safety Equipment	
09/25/2019	IN *MANHATTAN STITCHING C	114.97
100-18-032-5206	Uniforms/Safety Equipment	<u>114.97</u>
100-18-032-5217	Departmental Supplies	

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**Report of P-Card Transactions**

<b>Account</b>	<b>Department</b>	
<b>Date</b>	<b>Public Works</b>	<b>Amount</b>
09/25/2019	HD SUPPLY WHITE CAP #019	653.41
09/25/2019	LEARNED LUMBER	221.95
09/25/2019	MATHESON - BN6	306.20
09/25/2019	MELROY COMPANY INC	625.00
09/25/2019	STEAMX LLC	-530.26
09/25/2019	STEAMX LLC	530.26
09/25/2019	THE HOME DEPOT 620	623.87
09/25/2019	THE HOME DEPOT 6611	422.30
100-18-032-5217	Departmental Supplies	<u>2,852.73</u>
100-18-034-5101	Contract Services	
09/25/2019	GLOBAL ENVIRONMENTAL	155.00
100-18-034-5101	Contract Services	<u>155.00</u>
100-18-034-5217	Departmental Supplies	
09/25/2019	MANERI SIGN COMPANY INC	16.16
09/25/2019	MANERI SIGN COMPANY INC	161.63
09/25/2019	MANERI SIGN COMPANY INC	188.42
09/25/2019	MANERI SIGN COMPANY INC	39.09
09/25/2019	ZAP MANUFACTURING INC	196.02
100-18-034-5217	Departmental Supplies	<u>601.32</u>
100-18-042-5101	Contract Services	
09/25/2019	GLOBAL ENVIRONMENTAL	361.66
100-18-042-5101	Contract Services	<u>361.66</u>
100-18-042-5217	Departmental Supplies	
09/25/2019	AQUA-FLO SUPPLY INC #107	1,828.03
09/25/2019	CALIFORNIA FENCE COMPANY	118.31
09/25/2019	CALIFORNIA FENCE COMPANY	37.23
09/25/2019	CALIFORNIA FENCE COMPANY	44.02
09/25/2019	CALIFORNIA FENCE COMPANY	744.60
09/25/2019	COLLINS COMPANY	381.48
09/25/2019	HARBOR FREIGHT TOOLS 577	180.19
09/25/2019	LOMITA MOWER AND SAW SHOP	1,089.61
09/25/2019	LOMITA MOWER AND SAW SHOP	32.84
09/25/2019	SQ *GAIL MATERIALS	1,331.43
09/25/2019	THE HOME DEPOT #0620	115.24
09/25/2019	THE HOME DEPOT #0620	2,225.95
09/25/2019	THE HOME DEPOT 620	259.29
09/25/2019	THE HOME DEPOT 620	314.43
09/25/2019	THE HOME DEPOT 620	334.37

*To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 8a, dated 10/03/2019; Check number 539802.*



**Report of P-Card Transactions**

Account Date	Department Public Works	Amount
09/25/2019	THE HOME DEPOT 620	84.00
100-18-042-5217	Departmental Supplies	<u>9,121.02</u>
501-18-231-5101	Contract Services	
09/25/2019	GLOBAL ENVIRONMENTAL	271.28
09/25/2019	SPOK INC	5.22
501-18-231-5101	Contract Services	<u>276.50</u>
501-18-231-5217	Departmental Supplies	
09/25/2019	GRAINGER	206.96
501-18-231-5217	Departmental Supplies	<u>206.96</u>
501-18-241-5217	Departmental Supplies	
09/25/2019	WATERLINE TECHNOLOGIES	1,575.05
09/25/2019	WATERLINE TECHNOLOGIES	849.98
501-18-241-5217	Departmental Supplies	<u>2,425.03</u>
501-18-251-5101	Contract Services	
09/25/2019	GLOBAL ENVIRONMENTAL	581.28
09/25/2019	SPOK INC	2.09
501-18-251-5101	Contract Services	<u>583.37</u>
501-18-251-5206	Uniforms/Safety Equipment	
09/25/2019	IN *MANHATTAN STITCHING C	175.20
501-18-251-5206	Uniforms/Safety Equipment	<u>175.20</u>
501-18-251-5209	Tools & Minor Equipment	
09/25/2019	THE HOME DEPOT #0620	186.07
501-18-251-5209	Tools & Minor Equipment	<u>186.07</u>
501-18-251-5217	Departmental Supplies	
09/25/2019	BEST BUY MHT 00010116	49.24
09/25/2019	CROWDER SUPPLY CO	128.53
09/25/2019	S AND J SUPPLY CO SFS	1,519.27
09/25/2019	SO CAL COMPTON PIPE SUPPL	1,307.73
09/25/2019	SO CAL COMPTON PIPE SUPPL	2,596.30
09/25/2019	SO CAL COMPTON PIPE SUPPL	267.25
09/25/2019	WESTERN WATER WORKS SUPP	720.29
501-18-251-5217	Departmental Supplies	<u>6,588.61</u>

To enable prompt payment, these PCard expenditures were paid to US Bancorp on Warrant Register wr 8a, dated 10/03/2019; Check number 539802.

**Report of P-Card Transactions**

Account Date	Department Public Works	Amount
502-18-311-5217	Departmental Supplies	
09/25/2019	THE HOME DEPOT #0620	165.33
502-18-311-5217	Departmental Supplies	165.33
503-18-321-5101	Contract Services	
09/25/2019	GLOBAL ENVIRONMENTAL	335.83
09/25/2019	SPOK INC	4.18
503-18-321-5101	Contract Services	340.01
503-18-321-5206	Uniforms/Safety Equipment	
09/25/2019	IN *MANHATTAN STITCHING C	54.75
503-18-321-5206	Uniforms/Safety Equipment	54.75
503-18-321-5217	Departmental Supplies	
09/25/2019	PACIFIC COAST BREAKER INC	189.02
09/25/2019	PACIFIC COAST BREAKER INC	63.40
09/25/2019	SOUTH BAY GARDENS	19.69
09/25/2019	THE HOME DEPOT #0620	48.35
09/25/2019	THE HOME DEPOT 620	233.78
503-18-321-5217	Departmental Supplies	554.24
510-18-411-5206	Uniforms/Safety Equipment	
09/25/2019	IN *MANHATTAN STITCHING C	27.38
510-18-411-5206	Uniforms/Safety Equipment	27.38
520-18-511-5101	Contract Services	
09/25/2019	SPOK INC	2.09
520-18-511-5101	Contract Services	2.09
520-18-511-5205	Training, Conferences & Meetings	
09/25/2019	CITYMB-PKG-IPS	2.75
520-18-511-5205	Training, Conferences & Meetings	2.75
520-18-511-5217	Departmental Supplies	
09/25/2019	GRAINGER	246.31
520-18-511-5217	Departmental Supplies	246.31
521-18-513-5217	Departmental Supplies	
09/25/2019	CVS/PHARMACY #09496	27.63

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**Report of P-Card Transactions**

Account Date	Department Public Works	Amount
521-18-513-5217	Departmental Supplies	<u>27.63</u>
522-18-512-5217	Departmental Supplies	
09/25/2019	MONTGOMERY HARDWARE CO	2,551.95
09/25/2019	TODD PIPE AND SUPPLY HAWT	274.39
522-18-512-5217	Departmental Supplies	<u>2,826.34</u>
522-18-512-5501	Telephone	
09/25/2019	PTS	70.00
522-18-512-5501	Telephone	<u>70.00</u>
610-18-611-5101	Contract Services	
09/25/2019	AUTO CHEK CENTERS INC	39.95
09/25/2019	AUTO CHEK CENTERS INC	39.95
09/25/2019	AUTO CHEK CENTERS INC	39.95
09/25/2019	AUTO CHEK CENTERS INC	59.95
09/25/2019	FLEMING ENVIRONMENTAL INC	1,229.83
09/25/2019	GLOBAL ENVIRONMENTAL	439.16
09/25/2019	MARTIN CHEVROLET	796.64
09/25/2019	MATHESON-308	86.12
09/25/2019	MATHESON-308	86.12
09/25/2019	S BAY TRUCK CENTER SRV	642.09
09/25/2019	TRANS-1 TRANSMISSION P	2,500.00
610-18-611-5101	Contract Services	<u>5,959.76</u>
610-18-611-5205	Training, Conferences & Meetings	
09/25/2019	COMPLETES PLUS CPL	-99.00
610-18-611-5205	Training, Conferences & Meetings	<u>-99.00</u>
610-18-611-5206	Uniforms/Safety Equipment	
09/25/2019	IN *MANHATTAN STITCHING C	32.85
610-18-611-5206	Uniforms/Safety Equipment	<u>32.85</u>
610-18-611-5217	Departmental Supplies	
09/25/2019	MOMAR, INC	930.48
09/25/2019	SQ *STEVE'S LOCK, S	12.05
09/25/2019	SQ *STEVE'S LOCK, S	6.02
09/25/2019	SUSPA, INC	225.66
09/25/2019	A Z BUS SALES	1,153.33
09/25/2019	A Z BUS SALES	84.63
09/25/2019	AIS SPECIALTY PRODUCTS	212.61

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**Report of P-Card Transactions**

<b>Account Date</b>	<b>Department Public Works</b>	<b>Amount</b>
09/25/2019	COMPLETES PLUS CPL	13.56
09/25/2019	COMPLETES PLUS CPL	13.92
09/25/2019	COMPLETES PLUS CPL	137.28
09/25/2019	COMPLETES PLUS CPL	14.15
09/25/2019	COMPLETES PLUS CPL	14.96
09/25/2019	COMPLETES PLUS CPL	152.54
09/25/2019	COMPLETES PLUS CPL	20.32
09/25/2019	COMPLETES PLUS CPL	20.80
09/25/2019	COMPLETES PLUS CPL	21.74
09/25/2019	COMPLETES PLUS CPL	210.79
09/25/2019	COMPLETES PLUS CPL	23.91
09/25/2019	COMPLETES PLUS CPL	24.53
09/25/2019	COMPLETES PLUS CPL	263.25
09/25/2019	COMPLETES PLUS CPL	266.46
09/25/2019	COMPLETES PLUS CPL	29.09
09/25/2019	COMPLETES PLUS CPL	3.16
09/25/2019	COMPLETES PLUS CPL	30.10
09/25/2019	COMPLETES PLUS CPL	30.96
09/25/2019	COMPLETES PLUS CPL	-315.67
09/25/2019	COMPLETES PLUS CPL	33.30
09/25/2019	COMPLETES PLUS CPL	4.26
09/25/2019	COMPLETES PLUS CPL	4.29
09/25/2019	COMPLETES PLUS CPL	4.55
09/25/2019	COMPLETES PLUS CPL	42.13
09/25/2019	COMPLETES PLUS CPL	42.23
09/25/2019	COMPLETES PLUS CPL	46.07
09/25/2019	COMPLETES PLUS CPL	-5.25
09/25/2019	COMPLETES PLUS CPL	5.25
09/25/2019	COMPLETES PLUS CPL	5.67
09/25/2019	COMPLETES PLUS CPL	50.21
09/25/2019	COMPLETES PLUS CPL	56.35
09/25/2019	COMPLETES PLUS CPL	6.14
09/25/2019	COMPLETES PLUS CPL	6.39
09/25/2019	COMPLETES PLUS CPL	62.99
09/25/2019	COMPLETES PLUS CPL	66.09
09/25/2019	COMPLETES PLUS CPL	7.92
09/25/2019	COMPLETES PLUS CPL	80.99
09/25/2019	COMPLETES PLUS CPL	93.65
09/25/2019	COMPLETES PLUS CPL	-99.00
09/25/2019	COMPLETES PLUS CPL	-99.00
09/25/2019	EDDINGS 0026741	118.76
09/25/2019	EDDINGS 0026741	150.71
09/25/2019	EDDINGS 0026741	156.51

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## Report of P-Card Transactions

Account Date	Department Public Works	Amount
09/25/2019	EDDINGS 0026741	-18.00
09/25/2019	EDDINGS 0026741	21.76
09/25/2019	EDDINGS 0026741	299.71
09/25/2019	EDDINGS 0026741	33.08
09/25/2019	EDDINGS 0026741	39.92
09/25/2019	EDDINGS 0026741	433.14
09/25/2019	EDDINGS 0026741	46.27
09/25/2019	EDDINGS 0026741	58.56
09/25/2019	EDDINGS 0026741	6.21
09/25/2019	EDDINGS 0026741	61.16
09/25/2019	EDDINGS 0026741	82.62
09/25/2019	EDDINGS 0026741	83.42
09/25/2019	EDDINGS 0026741	-89.51
09/25/2019	PAYPAL *ICARSOFTINC	281.95
09/25/2019	SCOTT ROBINSON CHRYSLER D	53.87
09/25/2019	SOUTH BAY FORD	204.63
09/25/2019	SOUTH BAY FORD	212.95
09/25/2019	SOUTH BAY FORD	32.86
09/25/2019	SOUTH BAY FORD	406.89
09/25/2019	STOTZ EQUIP MONTCLAIR 010	254.71
09/25/2019	WIN CHEVROLET INC	28.77
610-18-611-5217	Departmental Supplies	6,976.81
615-18-041-5101	Contract Services	
09/25/2019	GLOBAL ENVIRONMENTAL	439.16
09/25/2019	IN *JLM ENVIRONMENTAL	669.50
09/25/2019	MAACO AUTO PAINT & COLL.	499.98
09/25/2019	MAACO AUTO PAINT & COLL.	500.00
09/25/2019	MAACO AUTO PAINT & COLL.	500.00
09/25/2019	MAACO AUTO PAINT & COLL.	750.36
615-18-041-5101	Contract Services	3,359.00
615-18-041-5206	Uniforms/Safety Equipment	
09/25/2019	IN *MANHATTAN STITCHING C	32.85
615-18-041-5206	Uniforms/Safety Equipment	32.85
615-18-041-5217	Departmental Supplies	
09/25/2019	SQ *STEVE'S LOCK, S	13.69
09/25/2019	SQ *STEVE'S LOCK, S	601.14
09/25/2019	BIRD BARRIER AMERICA	1,258.59
09/25/2019	CATALINA PAINTS	22.23
09/25/2019	CATALINA PAINTS	33.23

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**Report of P-Card Transactions**

Account Date	Department Public Works	Amount
09/25/2019	DUNN-EDWARDS # 167	100.85
09/25/2019	DUNN-EDWARDS # 167	50.29
09/25/2019	GIH*GLOBALINDUSTRIALEQ	894.63
09/25/2019	KULLY SUPPLY	102.70
09/25/2019	MCMASTER-CARR	105.87
09/25/2019	MCMASTER-CARR	115.96
09/25/2019	MCMASTER-CARR	154.40
09/25/2019	MCMASTER-CARR	180.27
09/25/2019	MCMASTER-CARR	438.99
09/25/2019	MCMASTER-CARR	60.82
09/25/2019	MCMASTER-CARR	715.30
09/25/2019	MCMASTER-CARR	94.26
09/25/2019	MONTGOMERY HARDWARE CO	1,830.29
09/25/2019	PRO LINE INDUSTRIAL PRODU	2,499.91
09/25/2019	SMARDAN SUPPLY CO	86.23
09/25/2019	THE HOME DEPOT #0620	14.31
09/25/2019	THE HOME DEPOT #0620	174.62
09/25/2019	THE HOME DEPOT #0620	185.67
09/25/2019	THE HOME DEPOT #0620	197.64
09/25/2019	THE HOME DEPOT #0620	26.42
09/25/2019	THE HOME DEPOT #0620	32.91
09/25/2019	THE HOME DEPOT #0620	53.93
09/25/2019	THE HOME DEPOT #0620	67.76
09/25/2019	THE HOME DEPOT #0620	7.81
09/25/2019	THE HOME DEPOT #0620	8.79
09/25/2019	THE HOME DEPOT 620	283.86
09/25/2019	THE HOME DEPOT 620	80.03
09/25/2019	TODD PIPE AND SUPPLY HAWT	185.27
09/25/2019	TODD PIPE AND SUPPLY HAWT	275.85
09/25/2019	TODD PIPE AND SUPPLY HAWT	388.77
09/25/2019	TODD PIPE AND SUPPLY HAWT	441.47
615-18-041-5217	Departmental Supplies	11,784.76
18	Public Works	63,434.62

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**Report of P-Card Transactions**

Account Date	Department Information Technology	Amount
100-19-052-5104	Computer Contract Services	
09/25/2019	AMAZON WEB SERVICES	472.49
100-19-052-5104	Computer Contract Services	<hr/> 472.49
605-19-051-5104	Computer Contract Services	
09/25/2019	FACEBK *FACEBK CNXFUL6W82	333.00
09/25/2019	IN *ARCHIVESOCIAL INC	4,788.00
605-19-051-5104	Computer Contract Services	<hr/> 5,121.00
605-19-051-5201	Office Supplies	
09/25/2019	COSTCO WHSE #0671	65.55
605-19-051-5201	Office Supplies	<hr/> 65.55
605-19-051-5202	Memberships & Dues	
09/25/2019	MISAC	130.00
605-19-051-5202	Memberships & Dues	<hr/> 130.00
605-19-051-5205	Training, Conferences & Meetings	
09/25/2019	ABM PARKING LA DOWNTOWN H	15.00
09/25/2019	ABM PARKING LA DOWNTOWN H	15.00
09/25/2019	AMERICAN AIR0012375930803	566.01
09/25/2019	COSTCO WHSE #0671	58.59
09/25/2019	EB ADVANCED INSTAGRAM	107.72
09/25/2019	FUSION SUSHI	90.03
09/25/2019	LYFT *RIDE FRI 1PM	15.23
09/25/2019	LYFT *RIDE SAT 5PM	24.24
09/25/2019	MARRIOTT CLEVELAND KEY	1,391.04
09/25/2019	NEW HORIZONS LEARNING GRO	990.00
09/25/2019	NOAH'S BAGELS #2546	15.75
09/25/2019	NOAH'S BAGELS #2546	15.75
09/25/2019	NOAH'S BAGELS #2546	15.75
09/25/2019	SAMS CLUB #6628	132.85
09/25/2019	TRAVEL INSURANCE POLICY	36.79
09/25/2019	UNITED 0161534448005	30.00
09/25/2019	UNITED 0162472350592	233.30
09/25/2019	WARFIELD HOTEL SAN FRA	774.24
605-19-051-5205	Training, Conferences & Meetings	<hr/> 4,527.29
605-19-051-5210	Computers, Supplies & Software	
09/25/2019	ADOBE *CREATIVE CLOUD	29.99
09/25/2019	AMAZON.COM*O489425V3 AMZN	65.64

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**Report of P-Card Transactions**

Account Date	Department Information Technology	Amount
09/25/2019	AMZN MKTP US*9W98863Y3	115.20
09/25/2019	AMZN MKTP US*MN75X1LE3	39.80
09/25/2019	APL*ITUNES.COM/BILL	0.99
09/25/2019	APL*ITUNES.COM/BILL	2.99
09/25/2019	APL*ITUNES.COM/BILL	9.99
09/25/2019	DMI* DELL HLTHCR/PTR	2,494.81
09/25/2019	DMI* DELL HLTHCR/PTR	65.69
09/25/2019	DYN*DYN.COM/CHARGE	240.00
09/25/2019	DYN*DYN.COM/CHARGE	35.00
605-19-051-5210	Computers, Supplies & Software	<u>3,100.10</u>
605-19-051-5213	Computer Maintenance & Repairs	
09/25/2019	AMAZON.COM*058K004H3 AMZN	94.93
09/25/2019	AMAZON.COM*WV31T10Z3 AMZN	1,483.52
605-19-051-5213	Computer Maintenance & Repairs	<u>1,578.45</u>
19	Information Technology	<u>14,994.88</u>
	<b>Report Totals</b>	<u><u>146,271.72</u></u>

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**Report of D-Card Transactions**

Account Date	Department Management Services	Amount
100-11-021-5214	Employee Awards & Events	
09/10/2019	TICKETS* LA DODGERS	40.00
09/10/2019	TICKETS* LA DODGERS	40.00
100-11-021-5214	Employee Awards & Events	80.00
100-11-041-5101	Contract Services	
09/10/2019	FILE KEEPERS	16.17
100-11-041-5101	Contract Services	16.17
100-11-041-5227	City Store Purchases	
09/10/2019	REALTHREAD	29.00
09/10/2019	TECHSTYLE SPORTSWEAR	1,132.47
09/10/2019	TECHSTYLE SPORTSWEAR	66.50
09/10/2019	YESTERDAYS SPORTSWEAR	696.65
09/10/2019	YETI COOLERS	2,735.04
100-11-041-5227	City Store Purchases	4,659.66
11	<b>Management Services</b>	4,755.83

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**Report of D-Card Transactions**

<b>Account Date</b>	<b>Department Finance</b>	<b>Amount</b>
100-12-011-5101	Contract Services	
09/10/2019	FILE KEEPERS	13.48
100-12-011-5101	Contract Services	<u>13.48</u>
615-12-042-5222	Warehouse Inventory Purchases	
09/10/2019	THE HOME DEPOT PRO	1,612.06
615-12-042-5222	Warehouse Inventory Purchases	<u>1,612.06</u>
12	<b>Finance</b>	<u><u>1,625.54</u></u>

*To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 7a, dated 9/19/2019; Check number 539615.*

**Report of D-Card Transactions**

Account Date	Department <b>Human Resources</b>	Amount
100-13-011-5101	Contract Services	
09/10/2019	FILE KEEPERS	16.17
100-13-011-5101	Contract Services	<u>16.17</u>
13	<b>Human Resources</b>	<u>16.17</u>

*To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 7a, dated 9/19/2019; Check number 539615.*

**Report of D-Card Transactions**

Account Date	Department Recreation	Amount
100-14-011-5101	Contract Services	
09/10/2019	ENPLUG, INC.	99.56
100-14-011-5101	Contract Services	99.56
100-14-011-5201	Office Supplies	
09/10/2019	CDW GOVT #TNK4062	87.09
09/10/2019	CDW GOVT #TSL5533	245.35
09/10/2019	CDW GOVT #TSW0422	86.74
09/10/2019	CDW GOVT #TTG4730	245.35
09/10/2019	CDW GOVT #TTR9721	245.35
09/10/2019	CDW GOVT #TVB4069	1,348.87
09/10/2019	OFFICE DEPOT 1135	5.25
09/10/2019	OFFICE DEPOT #5125	14.65
09/10/2019	OFFICE DEPOT #5125	152.96
09/10/2019	OFFICE DEPOT #5125	272.04
09/10/2019	OFFICE DEPOT #5125	49.21
09/10/2019	OFFICE DEPOT #5125	509.76
09/10/2019	OFFICE DEPOT #5125	59.43
09/10/2019	OFFICE DEPOT #5125	60.75
09/10/2019	OFFICE DEPOT #5125	66.19
09/10/2019	OFFICE DEPOT #5125	66.36
09/10/2019	OFFICE DEPOT #5125	74.43
09/10/2019	OFFICE DEPOT #5125	-85.74
09/10/2019	OFFICE DEPOT #5125	90.38
100-14-011-5201	Office Supplies	3,594.42
100-14-011-5207	Advertising	
09/10/2019	FACEBK 9ZCR7NEDY2	130.44
100-14-011-5207	Advertising	130.44
100-14-011-5217	Departmental Supplies	
09/10/2019	AAA FLAG AND BANNER LA	288.51
09/10/2019	AMERICAN SOLUTIONS4 BUS	1,196.01
09/10/2019	AMZN MKTP US*2D9TM4PJ3	1.10
09/10/2019	AMZN MKTP US*MO6DX4BP0	32.99
09/10/2019	STICKER MULE	20.81
09/10/2019	TIFFANY CLEANERS	10.00
100-14-011-5217	Departmental Supplies	1,549.42
100-14-011-5225	Printing	
09/10/2019	SMART SOURCE CALIFORNIA	28.47

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## Report of D-Card Transactions

Account Date	Department Recreation	Amount
09/10/2019	SMART SOURCE CALIFORNIA	78.69
100-14-011-5225	Printing	107.16
100-14-021-5217	Departmental Supplies	
09/10/2019	AMAZON MKTPL*MO9V56J31	6.56
09/10/2019	AMAZON.COM*MA09H5U40 AMZN	207.00
09/10/2019	AMAZON.COM*MO55J4BI1 AMZN	50.28
09/10/2019	AMAZON.COM*MO59Q0M30	10.92
09/10/2019	AMAZON.COM*W239S4313	150.52
09/10/2019	AMZN MKTP US*MO4UU4JE1	50.00
09/10/2019	THE HOME DEPOT 620	73.37
100-14-021-5217	Departmental Supplies	548.65
100-14-024-5217	Departmental Supplies	
09/10/2019	AGR*GARDENER SUPPLY CO	115.92
09/10/2019	AMZN MKTP US*MO5Y81XO1	15.93
09/10/2019	AMZN MKTP US*MO7VW5P12	22.44
09/10/2019	SMART AND FINAL 529	172.78
09/10/2019	SMART AND FINAL 529	28.12
09/10/2019	SMART AND FINAL 529	48.53
100-14-024-5217	Departmental Supplies	403.72
100-14-026-5207	Advertising	
09/10/2019	FACEBK 9ZCR7NEDY2	223.03
100-14-026-5207	Advertising	223.03
100-14-026-5217	Departmental Supplies	
09/10/2019	S&S WORLDWIDE, INC.	1,143.44
09/10/2019	AMAZON.COM*MO1NA4XA1 AMZN	25.72
09/10/2019	AMZN MKTP US*MO0JW6582	56.76
09/10/2019	AMZN MKTP US*MO0R54L90	46.77
09/10/2019	AMZN MKTP US*MO5Y935N2	179.45
09/10/2019	AMZN MKTP US*MO6AU9N60	111.59
09/10/2019	AMZN MKTP US*MO7VW5P12	41.68
09/10/2019	AMZN MKTP US*MO9HY7ZW0	21.89
09/10/2019	DRI*NEXTDAYFLYERS	43.75
09/10/2019	FIVE BELOW 1311	187.23
09/10/2019	HANGSAFEHOOKS.COM	1,203.02
09/10/2019	HOBBY-LOBBY #850	46.88
09/10/2019	KNOTT'S BERRY FARM CONSIG	2,025.00
09/10/2019	MAGIC JUMP RENTALS	560.40
09/10/2019	MICHAELS STORES 3048	21.33

To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 7a, dated 9/19/2019; Check number 539615.

## Report of D-Card Transactions

Account Date	Department Recreation	Amount
09/10/2019	PARTY CITY 0164	119.07
09/10/2019	RALPHS #0166	25.76
09/10/2019	SMART AND FINAL 529	173.91
09/10/2019	SMART AND FINAL 529	21.60
09/10/2019	SMART AND FINAL 529	4.87
09/10/2019	SMART AND FINAL 529	51.07
09/10/2019	SMART AND FINAL 529	89.09
09/10/2019	TARGET 00001990	84.29
09/10/2019	TARGET 00019802	242.38
09/10/2019	THE HOME DEPOT 620	171.20
09/10/2019	THE HOME DEPOT 620	403.44
09/10/2019	THE HOME DEPOT 6670	83.09
09/10/2019	WAL-MART #5874	229.82
09/10/2019	WM SUPERCENTER #5874	319.98
09/10/2019	WM SUPERCENTER #5874	5.99
100-14-026-5217	Departmental Supplies	7,740.47
100-14-028-5207	Advertising	
09/10/2019	ENPLUG, INC.	99.87
100-14-028-5207	Advertising	99.87
100-14-028-5217	Departmental Supplies	
09/10/2019	SQ *STEVE'S LOCK, S	5.48
09/10/2019	AMZN MKTP US*4L4GT15P3	258.23
09/10/2019	AMZN MKTP US*MO6809QI2	544.84
09/10/2019	YELPINC*855 380 9357	90.00
100-14-028-5217	Departmental Supplies	898.55
100-14-031-5207	Advertising	
09/10/2019	ENPLUG, INC.	99.57
100-14-031-5207	Advertising	99.57
100-14-031-5217	Departmental Supplies	
09/10/2019	LOS ANGELES COUNTY MUSEUM	49.28
09/10/2019	MUSEUM OF CONTEMPORARY AR	71.73
09/10/2019	SYSTEMATIC ART	358.06
09/10/2019	TRADER JOE'S #034 QPS	34.97
100-14-031-5217	Departmental Supplies	514.04
100-14-034-5203	Reference Books & Periodicals	
09/10/2019	AMAZON.COM*MO1FM8ZP1	60.21

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## Report of D-Card Transactions

Account Date	Department Recreation	Amount
100-14-034-5203	Reference Books & Periodicals	60.21
100-14-034-5207	Advertising	
09/10/2019	CRAIGSLIST.ORG	10.00
09/10/2019	CRAIGSLIST.ORG	10.00
100-14-034-5207	Advertising	20.00
100-14-034-5217	Departmental Supplies	
09/10/2019	IN *MANHATTAN STITCHING C	536.55
09/10/2019	PLAQUEMAKER	142.23
09/10/2019	SUBWAY 00999912	-104.85
09/10/2019	THE HOME DEPOT #0620	17.63
100-14-034-5217	Departmental Supplies	591.56
100-14-034-5225	Printing	
09/10/2019	DRI*NEXTDAYFLYERS	72.12
100-14-034-5225	Printing	72.12
100-14-036-5217	Departmental Supplies	
09/10/2019	FRESH BROTHERS MANHATTA	322.54
09/10/2019	FRESH BROTHERS MANHATTA	322.54
09/10/2019	FRESH BROTHERS MANHATTA	404.04
09/10/2019	FRESH BROTHERS MANHATTA	404.04
09/10/2019	GELSON'S MARKETS MOBILE	6.00
09/10/2019	SUBWAY 00029413	104.85
09/10/2019	SUBWAY 00999912	139.80
09/10/2019	SUBWAY 00999912	83.88
09/10/2019	TRADER JOE'S #034 QPS	107.38
09/10/2019	TRADER JOE'S #034 QPS	128.52
100-14-036-5217	Departmental Supplies	2,023.59
100-14-041-5207	Advertising	
09/10/2019	FACEBK 9ZCR7NEDY2	4.53
09/10/2019	FACEBK 9ZCR7NEDY2	66.11
100-14-041-5207	Advertising	70.64
100-14-041-5217	Departmental Supplies	
09/10/2019	BEST BUY MHT 00010116	27.34
09/10/2019	BEST BUY MHT 00010116	27.34
09/10/2019	BSN SPORTS LLC	4,771.73
09/10/2019	GROWING WILD	810.30

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**Report of D-Card Transactions**

Account Date	Department Recreation	Amount
09/10/2019	IN *MANHATTAN STITCHING C	312.08
09/10/2019	PARADISE AWARDS AND CRAZY	68.99
09/10/2019	POWER TRIP RENTALS LLC	2,966.60
09/10/2019	THE HOME DEPOT #0620	74.24
09/10/2019	WPY*COMPLETELY IT	699.00
100-14-041-5217	Departmental Supplies	<u>9,757.62</u>
100-14-043-5101	Contract Services	
09/10/2019	DS SERVICES STANDARD COFF	74.39
09/10/2019	IN *GEMINI TIMING	2,350.00
09/10/2019	WATERLINE TECHNOLOGIES	179.36
09/10/2019	WATERLINE TECHNOLOGIES	235.43
09/10/2019	WATERLINE TECHNOLOGIES	469.49
100-14-043-5101	Contract Services	<u>3,308.67</u>
100-14-043-5202	Memberships & Dues	
09/10/2019	SPORTSENGINE	99.95
100-14-043-5202	Memberships & Dues	<u>99.95</u>
100-14-043-5205	Training, Conferences & Meetings	
09/10/2019	AMERICAN RED CROSS	25.00
09/10/2019	VALENTINOS PIZZA	76.60
100-14-043-5205	Training, Conferences & Meetings	<u>101.60</u>
100-14-043-5217	Departmental Supplies	
09/10/2019	B. D. WHITE TOP SOIL C	212.13
09/10/2019	BEARCOM RENTALS	110.03
09/10/2019	COSTCO WHSE #0671	263.44
09/10/2019	COSTCO WHSE #0671	331.51
09/10/2019	FERGUSON ENT #1112	314.07
09/10/2019	HASTY AWARDS	21.92
09/10/2019	HASTY AWARDS	980.32
09/10/2019	HOBBY-LOBBY #850	154.34
09/10/2019	HOBBY-LOBBY #850	39.62
09/10/2019	IN *MANHATTAN STITCHING C	3,016.73
09/10/2019	KRISPY KREME #984	292.27
09/10/2019	KRISPY KREME #984	64.95
09/10/2019	PARADISE AWARDS AND CRAZY	54.75
09/10/2019	PARTY CITY 0164	87.96
09/10/2019	SION MEXICAN RESTAURANT	1,684.64
09/10/2019	THE HOME DEPOT #0620	181.44
09/10/2019	THE HOME DEPOT #0620	46.13

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**Report of D-Card Transactions**

Account Date	Department Recreation	Amount
09/10/2019	THE HOME DEPOT #0620	71.40
09/10/2019	THE HOME DEPOT 620	406.66
09/10/2019	WHITTIER NARROWS FEED	503.50
100-14-043-5217	Departmental Supplies	<hr/> 8,837.81
100-14-043-5225	Printing	
09/10/2019	DRI*NEXTDAYFLYERS	24.04
100-14-043-5225	Printing	<hr/> 24.04
100-14-061-5217	Departmental Supplies	
09/10/2019	AMAZON.COM*MO36D7HO0 AMZN	12.59
09/10/2019	AMZN MKTP US*B10328OX3	59.95
09/10/2019	AMZN MKTP US*MA7073UA0	211.23
09/10/2019	AMZN MKTP US*MO2GO3A02	298.12
09/10/2019	AMZN MKTP US*MO4VW5Q82	12.98
09/10/2019	ARCLIGHT CINEMAS BEACH CI	120.00
09/10/2019	ARCLIGHT CINEMAS BEACH CI	84.00
09/10/2019	CALI PIZZA KITC INC #326	340.88
09/10/2019	JERSEY MIKES 20033	13.25
09/10/2019	JERSEY MIKES 20033	159.00
09/10/2019	RALPHS #0166	270.55
09/10/2019	SMART AND FINAL 529	33.98
09/10/2019	SMART AND FINAL 529	9.76
100-14-061-5217	Departmental Supplies	<hr/> 1,626.29
100-14-062-5101	Contract Services	
09/10/2019	NETFLIX.COM	12.99
09/10/2019	NETFLIX.COM	13.13
09/10/2019	TWC*TIME WARNER CABLE	90.53
100-14-062-5101	Contract Services	<hr/> 116.65
100-14-062-5217	Departmental Supplies	
09/10/2019	APL*ITUNES.COM/BILL	0.99
09/10/2019	APL*ITUNES.COM/BILL	0.99
09/10/2019	OFFICE DEPOT #5125	610.12
09/10/2019	RALPHS #0166	270.62
09/10/2019	RALPHS #0166	4.69
09/10/2019	SMART AND FINAL 529	46.14
09/10/2019	SMART AND FINAL 921	17.57
09/10/2019	THE HOME DEPOT #0620	-26.32
09/10/2019	THE HOME DEPOT #0620	26.32

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**Report of D-Card Transactions**

<b>Account Date</b>	<b>Department Recreation</b>	<b>Amount</b>
100-14-062-5217	Departmental Supplies	<u>951.12</u>
14	<b>Recreation</b>	<u>43,670.77</u>

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## Report of D-Card Transactions

Account Date	Department Police	Amount
100-15-011-5101	Contract Services	
09/10/2019	DTV*DIRECTV SERVICE	267.97
09/10/2019	METRO EXPRESS LANES	40.00
100-15-011-5101	Contract Services	307.97
100-15-011-5109	Background Investigations	
09/10/2019	EXPERIAN	77.94
100-15-011-5109	Background Investigations	77.94
100-15-011-5205	Training, Conferences & Meetings	
09/10/2019	CA BCKGRND INVSTGTRS A	325.00
09/10/2019	CA BCKGRND INVSTGTRS A	325.00
09/10/2019	CA BCKGRND INVSTGTRS A	325.00
09/10/2019	CA BCKGRND INVSTGTRS A	325.00
09/10/2019	EB WELLNESS ON THE FR	470.00
09/10/2019	LIEBERTCASS	550.00
09/10/2019	NOAH'S-ONLINE CATERING	176.97
100-15-011-5205	Training, Conferences & Meetings	2,496.97
100-15-011-5206	Uniforms/Safety Equipment	
09/10/2019	ADAMSON POLICE PRODUCTS	108.23
09/10/2019	PROFORCE LAW ENFORCEME	98.52
09/10/2019	WORLDPOINT ECC INCORPORAT	90.92
100-15-011-5206	Uniforms/Safety Equipment	297.67
100-15-011-5214	Employee Awards & Events	
09/10/2019	CHICKEN MAISON	292.09
100-15-011-5214	Employee Awards & Events	292.09
100-15-011-5217	Departmental Supplies	
09/10/2019	4IMPRINT	659.56
09/10/2019	BESTBUYCOM805637242497	875.95
09/10/2019	DOOLEY ENTERPRISES INC	4,964.53
09/10/2019	DRI*NEXTDAYFLYERS	128.06
09/10/2019	RESCUE ESSENTIALS	-1,617.49
09/10/2019	THE HOME DEPOT #0620	220.13
100-15-011-5217	Departmental Supplies	5,230.74
100-15-011-5220	POST Training	
09/10/2019	BLUE LANTERN INN	230.32

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## Report of D-Card Transactions

Account Date	Department Police	Amount
09/10/2019	SHERATON GARDEN GROVE	140.90
100-15-011-5220	POST Training	371.22
100-15-021-5101	Contract Services	
09/10/2019	COMMUNITY VETERINARY HOS	465.50
100-15-021-5101	Contract Services	465.50
100-15-021-5205	Training, Conferences & Meetings	
09/10/2019	AMERICAN AIR0010270706785	30.00
09/10/2019	AMERICAN AIR0010271045920	30.00
09/10/2019	CALIBRE PRESS	229.00
09/10/2019	HYATT REGENCY SEATTLE	928.16
09/10/2019	STREET CRIMES	-300.00
100-15-021-5205	Training, Conferences & Meetings	917.16
100-15-021-5206	Uniforms/Safety Equipment	
09/10/2019	ADAMSON POLICE PRODUCTS	448.96
09/10/2019	LA UNIFORMS AND TAILORIN	21.85
09/10/2019	LA UNIFORMS AND TAILORIN	21.85
09/10/2019	MIDWAYUSA COM	154.38
100-15-021-5206	Uniforms/Safety Equipment	647.04
100-15-021-5217	Departmental Supplies	
09/10/2019	PETSMART # 2267	83.72
09/10/2019	TARGET 00001990	21.66
100-15-021-5217	Departmental Supplies	105.38
100-15-031-5101	Contract Services	
09/10/2019	CALLYO	924.00
100-15-031-5101	Contract Services	924.00
100-15-031-5205	Training, Conferences & Meetings	
09/10/2019	INSTRUQ	40.00
100-15-031-5205	Training, Conferences & Meetings	40.00
100-15-031-5217	Departmental Supplies	
09/10/2019	AMAZON.COM*MO7CB2T41	28.45
100-15-031-5217	Departmental Supplies	28.45
100-15-032-5205	Training, Conferences & Meetings	

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**Report of D-Card Transactions**

<b>Account Date</b>	<b>Department Police</b>	<b>Amount</b>
09/10/2019	NASRO	495.00
100-15-032-5205	Training, Conferences & Meetings	<u>495.00</u>
100-15-041-5101	Contract Services	
09/10/2019	FILE KEEPERS	70.07
100-15-041-5101	Contract Services	<u>70.07</u>
100-15-041-5206	Uniforms/Safety Equipment	
09/10/2019	LA UNIFORMS AND TAILORIN	153.25
100-15-041-5206	Uniforms/Safety Equipment	<u>153.25</u>
100-15-041-5217	Departmental Supplies	
09/10/2019	MERCHANT	393.87
100-15-041-5217	Departmental Supplies	<u>393.87</u>
100-15-051-5205	Training, Conferences & Meetings	
09/10/2019	SKILLPATH / NATIONAL	199.00
100-15-051-5205	Training, Conferences & Meetings	<u>199.00</u>
100-15-061-5205	Training, Conferences & Meetings	
09/10/2019	CALIBRE PRESS	249.00
09/10/2019	CALIBRE PRESS	249.00
09/10/2019	EB LEADERSHIP-FEATURI	-6.00
09/10/2019	EB LEADERSHIP-FEATURI	8.00
100-15-061-5205	Training, Conferences & Meetings	<u>500.00</u>
100-15-061-5217	Departmental Supplies	
09/10/2019	HARBOR FREIGHT TOOLS 425	218.99
09/10/2019	HARBOR FREIGHT TOOLS 425	74.41
100-15-061-5217	Departmental Supplies	<u>293.40</u>
100-15-071-5101	Contract Services	
09/10/2019	MISSION LINEN	581.97
100-15-071-5101	Contract Services	<u>581.97</u>
100-15-071-5217	Departmental Supplies	
09/10/2019	INTOXIMETERS INC	168.64
09/10/2019	MERCHANT	225.18
100-15-071-5217	Departmental Supplies	<u>393.82</u>

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**Report of D-Card Transactions**

Account Date	Department Police	Amount
100-15-081-5206	Uniforms/Safety Equipment	
09/10/2019	LA UNIFORMS AND TAILORIN	153.25
09/10/2019	LA UNIFORMS AND TAILORIN	153.25
100-15-081-5206	Uniforms/Safety Equipment	<u>306.50</u>
100-15-091-5101	Contract Services	
09/10/2019	ANDREW M STREIBER DVM INC	27.00
100-15-091-5101	Contract Services	<u>27.00</u>
100-15-091-5206	Uniforms/Safety Equipment	
09/10/2019	LA UNIFORMS AND TAILORIN	328.28
09/10/2019	LA UNIFORMS AND TAILORIN	470.58
100-15-091-5206	Uniforms/Safety Equipment	<u>798.86</u>
15	Police	<u><u>16,414.87</u></u>

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## Report of D-Card Transactions

Account Date	Department Fire	Amount
100-16-011-5101	Contract Services	
09/10/2019	DIRECTV*NOW	50.00
09/10/2019	FILE KEEPERS	16.17
100-16-011-5101	Contract Services	66.17
100-16-011-5201	Office Supplies	
09/10/2019	OFFICE DEPOT #5125	118.39
09/10/2019	OFFICE DEPOT #5125	252.67
100-16-011-5201	Office Supplies	371.06
100-16-011-5205	Training, Conferences & Meetings	
09/10/2019	LIEBERTCASS	595.00
09/10/2019	THE ORIGINAL RINALDI S	145.71
100-16-011-5205	Training, Conferences & Meetings	740.71
100-16-021-5205	Training, Conferences & Meetings	
09/10/2019	ELITE COMMAND TRAINING	325.00
100-16-021-5205	Training, Conferences & Meetings	325.00
100-16-031-5205	Training, Conferences & Meetings	
09/10/2019	EB ADVANCED INSTAGRAM	187.29
09/10/2019	EXPEDIA 7471655150195	597.75
100-16-031-5205	Training, Conferences & Meetings	785.04
100-16-031-5217	Departmental Supplies	
09/10/2019	COMPLETES PLUS CPL	167.76
100-16-031-5217	Departmental Supplies	167.76
100-16-041-5217	Departmental Supplies	
09/10/2019	AIR SOURCE INDUSTRIES	225.30
100-16-041-5217	Departmental Supplies	225.30
100-16-052-5217	Departmental Supplies	
09/10/2019	OFFICE DEPOT 1135	39.31
09/10/2019	OFFICE DEPOT #5125	65.58
09/10/2019	OFFICE DEPOT #5125	76.54
09/10/2019	OFFICE DEPOT #5125	88.06
100-16-052-5217	Departmental Supplies	269.49

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## Report of D-Card Transactions

Account Date	Department Fire	Amount
16	Fire	<u>2,950.53</u>

*To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 7a, dated 9/19/2019; Check number 539615.*



**Report of D-Card Transactions**

Account Date	Department Community Development	Amount
100-17-011-5201	Office Supplies	
09/10/2019	ALL-STATE LEGAL	115.85
09/10/2019	AMAZON.COM*MA84L5DD0 AMZN	61.78
09/10/2019	AMZN MKTP US*KF4Z79LN3	82.97
09/10/2019	AMZN MKTP US*MO0GS70B0	32.86
09/10/2019	OFFICE DEPOT #5125	63.56
100-17-011-5201	Office Supplies	<hr/> 357.02
100-17-011-5210	Computers, Supplies & Software	
09/10/2019	CANON SOLUTIONS AMER I	17.51
100-17-011-5210	Computers, Supplies & Software	<hr/> 17.51
100-17-011-5225	Printing	
09/10/2019	SMART SOURCE CALIFORNIA	484.22
100-17-011-5225	Printing	<hr/> 484.22
100-17-032-5217	Departmental Supplies	
09/10/2019	DT *DULUTH TRADING CO	167.40
100-17-032-5217	Departmental Supplies	<hr/> 167.40
100-17-032-5225	Printing	
09/10/2019	SMART SOURCE CALIFORNIA	449.26
100-17-032-5225	Printing	<hr/> 449.26
100-17-041-5217	Departmental Supplies	
09/10/2019	DT *DULUTH TRADING CO	111.60
100-17-041-5217	Departmental Supplies	<hr/> 111.60
17	<b>Community Development</b>	<hr/> <hr/> 1,587.01

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**Report of D-Card Transactions**

<b>Account Date</b>	<b>Department Public Works</b>	<b>Amount</b>
100-18-021-5217	Departmental Supplies	
09/10/2019	BESTBUYCOM805640073777	3,995.94
09/10/2019	BESTBUYCOM805640073777	492.73
09/10/2019	BESTBUYCOM805640073777	719.33
100-18-021-5217	Departmental Supplies	<u>5,208.00</u>
100-18-032-5217	Departmental Supplies	
09/10/2019	TLF*DEEP ROOTS GARDEN CEN	144.41
09/10/2019	TLF*DEEP ROOTS GARDEN CEN	180.51
100-18-032-5217	Departmental Supplies	<u>324.92</u>
18	<b>Public Works</b>	<u><u>5,532.92</u></u>

*To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 7a, dated 9/19/2019; Check number 539615.*

## Report of D-Card Transactions

Account Date	Department	Amount
100-21727	Pumpkin Race	
09/10/2019	AMZN MKTP US*GP9YO4LT3	73.28
09/10/2019	DRI*NEXTDAYFLYERS	98.50
09/10/2019	SMART SOURCE CALIFORNIA	102.76
09/10/2019	SMART SOURCE CALIFORNIA	513.81
100-21727	Pumpkin Race	788.35
21727		788.35

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## Report of D-Card Transactions

<b>Account Date</b>	<b>Department</b>	<b>Amount</b>
100-21728	Mayor's Youth Council Trust	
09/10/2019	TOCAYA EL SEGUNDO	665.49
09/10/2019	VONS #2275	10.38
100-21728	Mayor's Youth Council Trust	<hr/> 675.87
21728		<hr/> <hr/> 675.87

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## Report of D-Card Transactions

Account Date	Department	Amount
802-21907	Public Art Development Fees	
09/10/2019	AMAZON.COM*MO2BJ55W2	43.84
802-21907	Public Art Development Fees	<u>43.84</u>
21907		<u>43.84</u>
	<b>Report Totals</b>	<b><u><u>78,061.70</u></u></b>

*To enable prompt payment, these DCard expenditures were paid to US Bancorp on Warrant Register wr 7a, dated 9/19/2019; Check number 539615.*



**Agenda Date:** 11/19/2019

---

**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Lisa Jenkins, Human Resources Director

**SUBJECT:**

Consider Approving a Memorandum of Understanding Between the City of Manhattan Beach and Manhattan Beach Part-Time Employees Association (Human Resources Director Jenkins).

**ADOPT RESOLUTION NO. 19-0105**

---

**RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution No. 19-0105 approving the Memorandum of Understanding (MOU) between the City of Manhattan Beach and Manhattan Beach Part-Time Employees Association (MBPTEA).

**FISCAL IMPLICATIONS:**

The cost of the MBPTEA MOU is \$624,639 over the 2-year and one month term, which includes a total increase of \$26,660. The MOU represents an approximately 5.4% increase over the term of the 2-year and one month MOU.

**BACKGROUND:**

Manhattan Beach Part-Time Employees Association (MBPTEA) represents part-time employees in the City of Manhattan Beach in the classification of Transportation Services Operator (Dial-a-Ride Drivers).

**DISCUSSION:**

The last Memorandum of Understanding (MOU) between the City and the MBPTEA was a one-year agreement that will expire on December 31, 2019. Representatives of the Association and the City, having met and conferred in good faith on October 7, 2019, and October 29, 2019, have agreed to the terms found in the attached MOU.

The following summarizes significant terms of the negotiated MOU's recommended for City

Council approval:

1. Term of Agreement

- November 23, 2019 - December 31, 2021

2. Salary

- Effective beginning of the pay period following that the terms of the MOU are ratified by MBPTEA (November 23, 2019): 2%
- Effective the beginning of the pay period following January 1, 2020: 1.56%
- Effective the beginning of the pay period following January 1, 2021: 1.72%

In compliance with the Myers-Milias-Brown Act (MMBA), the City has provided authority and direction to its negotiators who have met and conferred with representatives from the MBPTEA in reaching the terms of this agreement. There are no policy alternatives to meeting and conferring with the designated employee representatives. The proposed action is consistent with direction provided to staff.

**PUBLIC OUTREACH:**

After analysis, staff determined that public outreach was not required for this issue.

**LEGAL REVIEW:**

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

Special Counsel has approved the MOU as to form.

**ATTACHMENTS:**

1. Resolution No. 19-0105
2. MBPTEA MOU (Final Version)
3. MBPTEA MOU (Strikethrough Version)



RESOLUTION NO. 19-0105

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL ADOPTING THE MEMORANDA BETWEEN THE CITY OF MANHATTAN BEACH AND THE MANHATTAN BEACH PART-TIME EMPLOYEES ASSOCIATION

WHEREAS, the Manhattan Beach City Council provided parameters for the negotiation of compensation, benefits and other matters within the scope of representation;

WHEREAS, the City Council authorized its negotiators to negotiate within those set of parameters, and met periodically with their negotiators to review their bargaining position;

WHEREAS, the negotiators and the Manhattan Beach Part-Time Employees Association (“MBPTEA”) have met and conferred in good faith, and the MBPTEA ratified their new Memorandum of Understanding (“MOU”).

**NOW THEREFORE, THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES:**

SECTION 1. The City Council hereby approves and adopts:

A. The MOU between the City and the MBPTEA for the period of November 23, 2019 through December 31, 2021.

SECTION 2. The City Manager or his designee shall administer the terms of the MOU on behalf of the City.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution.

ADOPTED on November 19, 2019.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

\_\_\_\_\_  
NANCY HERSMAN  
Mayor

\_\_\_\_\_  
LIZA TAMURA

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**CITY OF MANHATTAN BEACH**  
**AND**  
**Manhattan Beach Part-Time Employees Association**

**November 23, 2019 – December 31, 2021**

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## **ARTICLE 1: PREAMBLE**

This Memorandum of Understanding (“MOU” or “Agreement”) is prepared between representatives of the City Manager of the City of Manhattan Beach and the Manhattan Beach Part-Time Employees Association (MBPTEA) or (Association). Pursuant to the provisions of Section 3505.1 of the Government Code of the State of California the parties have met and conferred in good faith and hereby agree to this MOU.

## **ARTICLE 2: RECOGNITION AND TERM**

This MOU shall become effective November 23, 2019 and will continue in effect through December 31, 2021. The MBPTEA is the exclusive representative of all employees in the part-time classification of Transportation Services Operator. This MOU represents the full and complete understanding between the parties.

## **ARTICLE 3: SAVINGS CLAUSE**

If any provision of this MOU is for any reason held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portions of this MOU.

## **ARTICLE 4: MANAGEMENT'S RIGHTS RESERVED**

The City need not meet with the representatives of any recognized employee organization to consider:

- a) Issues of public policy;
- b) The merits, necessity, or organization of any department, service or activity provided by the City pursuant to law or ordinance;
- c) Matters which relate to the management of the City or the direction of its work force, including the right to direct employees, to hire, promote, transfer, assign, or retain employees, or suspend, demote, discharge, or take other proper disciplinary action against employees, maintain the efficiency of the operation of the City Government, and take any actions necessary to meet conditions of an emergency nature, subject to the rules and regulations of the City. All terms and conditions of employment not covered by this Agreement which have been at the City’s discretion and control shall continue to be subject to the City's discretion and control.

## **ARTICLE 5: NON-DISCRIMINATION**

It is agreed that neither the Association nor the City shall discriminate against any employee because of membership in any protected class identified by law.

## **ARTICLE 6: RELEASE TIME**

When bargaining sessions or Labor Management Committee Meetings occur during the scheduled work hours of a bargaining unit member, the City will provide paid release time for two (2) bargaining unit members to participate in negotiations. When bargaining sessions are scheduled during non-work hours, no compensation is provided to employees who attend those meetings.

## **ARTICLE 7: AT-WILL STATUS**

Employees in the part-time classification of Transportation Services Operator serve in an at-will appointment and are not part of the City's classified service. Individuals may be appointed and/or separated from employment at any time with or without cause. There are no appeal rights for at-will employees separated from employment unless provided for by law.

## **ARTICLE 8: CLASSIFICATION CHANGES**

If the City wishes to modify the job description for Transportation Services Operator, it may do so. However, the Association shall have the right (within 10 business days of receiving notice sent to the MBPTEA President and City Employees Associates, of the change of the job description) to request to meet and confer over any terms and conditions of employment related to the change.

## **ARTICLE 9: WAGES**

Salaries will be paid in accordance with the Salary Schedule attached to the MOU as Exhibit A.

Effective November 23, 2019,, employees shall receive two percent (2%) increase to base salary.

Effective first day of the pay period following January 1, 2020, employees shall receive a one and fifty-six one hundredths percent (1.56%) increase to base salary.

Effective first day of the pay period following January 1, 2021, employees shall receive a one and seventy-two one hundredths percent (1.72%) increase to base salary.

## **ARTICLE 10: SALARY PLACEMENT AND MOVEMENT THROUGH THE STEP SCHEDULE**

New employees are usually hired at the A Step and remain in that step for six (6) months. Appointment at a step other than A Step may be recommended by the supervisor and approved by the Department Head. After six (6) months at A Step, with a minimum of 300 hours worked, if an employee has received a satisfactory or better performance evaluation, the supervisor shall

recommend that the employee be advanced to B Step. Following twelve (12) months at B Step, with a minimum of 300 hours worked, and a satisfactory or above performance evaluation, an employee shall be recommended to advance to the C Step.

#### **ARTICLE 11: WORK SCHEDULES**

Work schedules for part-time employees are assigned at the sole discretion of the department. The department will strive to ensure anticipated hours for each part-time position have been scheduled prior to assigning additional shifts to employees.

#### **ARTICLE 12: STANDBY PAY**

To assist the department in ensuring the availability of a part-time Transportation Services Operator to respond to a call in to work, the department may assign a part-time Transportation Services Operator to daily stand-by for a 24-hour period. Standby time is not considered time worked. Employees assigned to daily standby will be compensated at the daily rate of standby pay as \$35.71 per day.

Daily standby is a consecutive 24-hour period that aligns with a calendar day. Daily standby is only assigned on weekends. If an employee is called in to work from standby, the employee shall be paid from the time they get the call to the time they leave the City following the completion of the work requiring them to be called back.

The Department Director, who determines that daily standby duty is necessary, shall first seek "standby" individuals by means of a voluntary sign up list. If an insufficient number of employees volunteer for standby duty, then the Department Director shall assign the appropriate number of employees to such status. Such assignment shall be on an equitable rotation basis.

Employees on "standby" status shall be required, at all times, to carry a functioning cell phone and be able to respond to the City work location within thirty (30) minutes of being called. Employees must be able to perform their job functions while on standby and refrain from drinking alcohol or taking any substance that would inhibit their ability to drive in a safe and legal manner. The Department may establish additional guidelines for employees on standby.

#### **ARTICLE 13: OVERTIME**

Overtime shall mean that time an employee is required to work in excess of forty (40) hours per defined 7-day workweek. Computation of the 40-hour week shall not include any leave time. All approval for overtime must be authorized prior to working said overtime, except in emergency situations. Employees required to work more than forty (40) hours in a workweek shall receive overtime pay at one and one-half (1-1/2) times their regular rate of pay.

#### **ARTICLE 14: UNIFORMS**

The Department will provide work shirts/t-shirts for part-time Transportation Services Operators upon hire and will supplement/replace shirts as-needed. The Department may provide a jacket and/or cap for employees to wear while on-duty.

#### **ARTICLE 15: SICK LEAVE**

The City will provide sick leave and permit use of sick leave as required by law.

#### **ARTICLE 16: HEALTH INSURANCE**

The City will offer medical insurance coverage as required by law.

#### **ARTICLE 17: RETIREMENT**

Employees are enrolled in the PARS defined contribution retirement program. Employees contribute seven percent (7%) toward their retirement fund.

For Employees who qualify for enrollment in CalPERS, the following applies:

For unit members hired prior to January 1, 2013 as well as employees hired after January 1, 2013 who are not “new members” as defined by the Pension Reform Act of 2013 (i.e., they are classic members), they are responsible for paying the seven percent (7%) employee contribution to the 2% @ age 55 benefit which the City contracts for with CalPERS through a payroll deduction.

For unit members defined as “new members” under the Pension Reform Act of 2013 hired after January 1, 2013, such employees will pay the higher of seven percent (7%) or one half of the normal cost as identified annually with the CalPERS valuation provided to the City as their employee retirement contribution. If one half the normal cost rate is below seven percent (7%), the remaining contribution up to seven percent (7%) is made per Government Code section 20516(f).

The City contracts with CalPERS for the One-Year Final Compensation option (Government Code Section 20042). For unit members defined as “new members” under the Pension Reform Act of 2013 hired after January 1, 2013, such employees’ final compensation will be based on the highest annual average pensionable compensation during the three (3) consecutive years of employment immediately preceding the effective date of his or her retirement or any other three (3) consecutive year period chosen by the employee per Government Code section 7522.32(a).

The retirement formula provided to employees hired before January 1, 2013 as well as those employees hired after January 1, 2013 who are not defined as “new members” per the Pension Reform Act of 2013 is the 2% @ age 55 benefit. For unit members defined as “new members” under the Pension Reform Act of 2013 hired after January 1, 2013, such employees’ are provided the 2% @ age 62 benefit provided for in the Public Employees’ Retirement Law per Government Code section 7522.20(a).

#### **ARTICLE 18: GRIEVANCE PROCEDURE**

1. The purpose of Grievance Procedures:
  - (a) To promote Employer-Employee relations by establishing procedures on grievance matters.
  - (b) To provide that grievances shall be settled as near as possible to the point of origin.
  - (c) To provide that the grievance procedures shall be as informal as possible.
2. A "grievance" raised by the MBPTEA or employee must pertain to one of the following:
  - (a) Any matter involving the interpretation of any provision of this MOU; or
  - (b) Any matter involving the violations of any provision or intent of this MOU; or
  - (c) Any matter involving the interpretation or application of the Personnel Rules and Regulations of the City.
3. Grievances must be submitted within the proper time frames in order to be considered.
4. There shall be an earnest effort on the part of both parties to settle grievances promptly through the steps listed below:

**Step 1:** An employee's grievance must be submitted orally or in writing to his/her Department Head within fourteen (14) calendar days after the event giving rise to the grievance. The Department Head will give his/her answer to the employee by the end of the seventh (7th) calendar day following the presentation of the grievance and the giving of such answer will terminate Step 1.

**Step 2:** If the grievance is not resolved at Step 1, the grievance will be reduced to writing, fully stating the facts surrounding the grievance and detailing the specific provisions of this MOU and/or Personnel Rules and Regulations alleged to have been violated, signed, and dated by the employee or MBPTEA Representative and presented to the Human Resources Director or designee



within five (5) working days after termination of Step 1. A meeting with the employee, MBPTEA Representative (if the employee chooses) and the Human Resources Director or designee shall be arranged at the request of the employee. The meeting will be held at a mutually agreeable location and time to review and discuss the grievance. Such meeting will take place within ten (10) working days after the request is made for a meeting following the termination of Step 1. The Human Resources Director or designee may invite other members of Management to be present at such meetings. A written reply shall be given to the employee and/or MBPTEA by the end of the seventh (7th) working day from the date of such meeting. The Human Resources Director's decision is final and concludes the grievance procedure.

5. Time limits as set forth above may be extended by mutual agreement between the parties, but neither party shall be required to so agree.
6. It is not intended that the grievance procedure be used to effect changes to compensation and/or benefits.
7. An employee, during his/her working hours, may participate in meetings to resolve grievances without the loss of compensation. When meetings are held outside of the employees scheduled work hours, no additional compensation will be provided to the employee. An employee must notify his/her supervisor at least three (3) work days prior to any meeting so that coverage for the time away from the shift can be covered. Should shift coverage not be available, the parties agree to reschedule the meeting to a time when shift coverage can be accommodated.
8. The grievance procedure is the sole and exclusive method to challenge an alleged violation of the MOU and/or Personnel Rules and Regulations.

#### **ARTICLE 19: MAINTENANCE OF MEMBERSHIP AND DUES DEDUCTION**

Any employee in this unit who has authorized Association dues deductions on the effective date of this MOU or at any time subsequent to the effective date of this MOU shall continue to have such dues deductions made by the City during the term of this MOU: provided however, that any employee in the unit may terminate such Association dues during the first ten (10) days of January by notifying the Association in writing of his/her termination of Association dues deduction. Such notification shall be delivered in person or by U.S. mail and should be in the form of a letter containing the following information: employee name, employee number, job classification, department name and name of the association from which dues deductions are to be canceled. The Association will provide the City's Human Resources Department with the

appropriate documentation to process these dues cancellations within ten (10) business days after the close of the withdrawal period.

The Association shall provide full protection to the City by indemnifying, defending and holding the City harmless from and against all claims and liabilities as a result of deducting dues from employees who have authorized the deduction.

**ARTICLE 20: DIRECT DEPOSIT**

Employees shall receive their bi-weekly compensation through the City's direct deposit program.

**ARTICLE 21: CITY GYM**

Employees who complete the City provided waiver and comply with City rules regarding the use of the City gym, may use the City gym.

**ARTICLE 22: DEFERRED COMPENSATION (457 PLAN)**

Employees may voluntarily elect to participate in the City's 457 deferred compensation plan at their own expense. No City contribution will be made for voluntary participation.

**ARTICLE 23: LABOR MANAGEMENT COMMITTEE**

The parties agree that regular meetings to explore mutual problems and issues will be beneficial to the relationship between the City and Association. The parties agree to meet on an as needed basis but not more often than quarterly. The purpose of the meetings is to exchange information and to solve problems. The parties agree that such meetings shall not be negotiations and therefore the results of the meetings shall not be binding on the parties unless they develop and execute a document that memorializes their results or reach agreements they wish to memorialize.

This MOU was ratified by the Manhattan Beach Part-Time Employees Association and then approved by the City Council of the City of Manhattan Beach on November 19, 2019.

MBPTEA

CITY OF MANHATTAN BEACH

BY: \_\_\_\_\_  
Eddie Ramos  
President, MBPTEA  
MBPTEA Bargaining Committee Member

BY: \_\_\_\_\_  
Lisa Jenkins  
Human Resources Director

BY: \_\_\_\_\_  
Vicky Baker  
Chief Negotiator, MBPTEA  
City Employees Association

BY: \_\_\_\_\_  
Bruce Moe  
City Manager

BY: \_\_\_\_\_  
Peter Brown  
Chief Negotiator  
Liebert Cassidy Whitmore

**EXHIBIT A – SALARY SCHEDULE**

**MPTEA – Hourly (Effective November 23, 2019)**

	<b>A</b>	<b>B</b>	<b>C</b>
Transportation Services Operator	24.10	26.58	27.90

**MPTEA – Hourly (Effective January 4, 2020)**

	<b>A</b>	<b>B</b>	<b>C</b>
Transportation Services Operator	24.48	26.99	28.34

**MPTEA – Hourly (Effective January 2, 2021)**

	<b>A</b>	<b>B</b>	<b>C</b>
Transportation Services Operator	24.90	27.45	28.83

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**CITY OF MANHATTAN BEACH**  
**AND**  
**Manhattan Beach Part-Time Employees Association**

**November 23, 2019 – November 6, 2018 –**  
**December 31, 202119**

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## **ARTICLE 1: PREAMBLE/TERM**

This Memorandum of Understanding (“MOU” or “Agreement”) is prepared between representatives of the City Manager of the City of Manhattan Beach and the Manhattan Beach Part-Time Employees Association (MBPTEA) or (Association). Pursuant to the provisions of Section 3505.1 of the Government Code of the State of California the parties have met and conferred in good faith and hereby agree to this MOU, ~~effective November 6, 2018—December 31, 2019.~~

## **ARTICLE 2: RECOGNITION AND TERM**

This MOU shall become effective ~~November 6, 2018~~ November 23, 2019 following City Council approval on ~~November 6, 2018~~ and will continue in effect through December 31, 2021~~19~~. The MBPTEA is the exclusive representative of all employees in the part-time classification of Transportation Services Operator. This MOU represents the full and complete understanding between the parties.

## **ARTICLE 3: SAVINGS CLAUSE**

If any provision of this MOU is for any reason held to be illegal or unconstitutional, such decision shall not affect the validity of the remaining portions of this MOU.

## **ARTICLE 4: MANAGEMENT'S RIGHTS RESERVED**

The City need not meet with the representatives of any recognized employee organization to consider:

- a) Issues of public policy;
- b) The merits, necessity, or organization of any department, service or activity provided by the City pursuant to law or ordinance;
- c) Matters which relate to the management of the City or the direction of its work force, including the right to direct employees, to hire, promote, transfer, assign, or retain employees, or suspend, demote, discharge, or take other proper disciplinary action against employees, maintain the efficiency of the operation of the City Government, and take any actions necessary to meet conditions of an emergency nature, subject to the rules and regulations of the City. All terms and conditions of employment not covered by this Agreement which have been at the City's discretion and control shall continue to be subject to the City's discretion and control.

## **ARTICLE 5: NON-DISCRIMINATION**



It is agreed that neither the Association nor the City shall discriminate against any employee because of membership in any protected class identified by law.

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When bargaining sessions or Labor Management Committee Meetings occur during the scheduled work hours of a bargaining unit member, the City will provide paid release time for two (2) bargaining unit members to participate in negotiations. When bargaining sessions are scheduled during non-work hours, no compensation is provided to employees who attend those meetings.

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Employees in the part-time classification of Transportation Services Operator serve in an at-will appointment and are not part of the City’s classified service. Individuals may be appointed and/or separated from employment at any time with or without cause. There are no appeal rights for at-will employees separated from employment unless provided for by law.

**ARTICLE 8: CLASSIFICATION CHANGES**

If the City wishes to modify the job description for Transportation Services Operator, it may do so. However, the Association shall have the right (within 10 business days of receiving notice sent to the MBPTEA President and City Employees Associates, of the change of the job description) to request to meet and confer over any terms and conditions of employment related to the change.

**ARTICLE 9: WAGES**

Salaries will be paid in accordance with the Salary Schedule attached to the MOU as Exhibit A.

Effective ~~November 23, 2019~~, the beginning of the pay period that the terms of the MOU are ratified by MBPTEA, employees shall receive two percent (2%) increase to base salary. the salary schedule (listed at hourly rates of pay) for part-time Transportation Services Operator will be as follows:

<del>Step A</del>	<del>\$243.1063</del>
<del>Step B</del>	<del>\$26.5806</del>
<del>Step C</del>	<del>\$27.9035</del>

Effective first day of the pay period following January 1, 2020, employees shall receive a one and fifty-six one hundredths percent (1.56%) increase to base salary.

Effective first day of the pay period following January 1, 2021, employees shall receive a one and seventy-two one hundredths percent (1.72%) increase to base salary.

#### **ARTICLE 10: SALARY PLACEMENT AND MOVEMENT THROUGH THE STEP SCHEDULE**

New employees are usually hired at the A Step and remain in that step for six (6) months. Appointment at a step other than A Step may be recommended by the supervisor and approved by the Department Head. After six (6) months at A Step, with a minimum of ~~three hundred~~300 hours worked, ~~they are evaluated and if an~~the employee has received demonstrated a satisfactory or better performance evaluation, the supervisor shall recommend that the employee be advanced to B Step. Following twelve (12) months at B Step, with a minimum of ~~three hundred~~300 hours worked, and a satisfactory or above performance evaluation ~~with demonstrated satisfactory performance~~, an employee shall be recommended to advance to the C Step.

#### **ARTICLE 11: WORK SCHEDULES**

Work schedules for part-time employees are assigned at the sole discretion of the department. ~~Employees in part-time Transportation Services Operator positions are allocated in the City's budget by anticipated hours of work scheduled each week.~~The department will strive to ensure anticipated hours for each part-time position are met for each part-time employee have been scheduled prior to assigning additional shifts to employees.

#### **ARTICLE 12: STANDBY PAY**

To assist the department in ensuring the availability of a part-time Transportation Services Operator to respond to a call in to work, the department may assign a part-time Transportation Services Operator to daily stand-by for a ~~twenty four~~24-hour period. Standby time is not considered time worked. Employees assigned to daily standby will be compensated at the daily rate of standby pay as \$35.71 per day.

Daily standby is a consecutive 24-hour period that aligns with a calendar day. Daily standby is only assigned on weekends. If an employee is called in to work from standby, the employee shall be paid from the time they get the call to the time they leave the City following the completion of the work requiring them to be called back.

The Department Director, who determines that daily standby duty is necessary, shall first seek "standby" individuals by means of a voluntary sign up list. If an insufficient number of employees volunteer for standby duty, then the Department Director shall assign the appropriate number of employees to such status. Such assignment shall be on an equitable rotation basis.

Employees on “standby” status shall be required, at all times, to carry a functioning cell phone and be able to respond to the City work location within thirty (30) minutes of being called. Employees must be able to perform their job functions while on standby and refrain from drinking alcohol or taking any substance that would inhibit their ability to drive in a safe and legal manner. The Department may establish additional guidelines for employees on standby.

#### **ARTICLE 13: OVERTIME**

Overtime shall mean that time an employee is required to work in excess of forty (40) hours per defined ~~seven~~7-day workweek. Computation of the ~~forty~~40-hour week shall not include any leave time. All approval for overtime must be authorized prior to working said overtime, except in emergency situations. Employees required to work more than forty (40) hours in a workweek shall receive overtime pay at one and one-half (1-1/2) times their regular rate of pay.

#### **ARTICLE 14: UNIFORMS**

The Department will provide work shirts/t-shirts for part-time Transportation Services Operators upon hire and will supplement/replace shirts as-needed. The Department may provide a jacket and/or cap for employees to wear while on-duty.

#### **ARTICLE 15: SICK LEAVE**

The City will provide sick leave and permit use of sick leave as required by law.

#### **ARTICLE 16: HEALTH INSURANCE**

The City will offer medical insurance coverage as required by law.

#### **ARTICLE 17: RETIREMENT**

~~EmployeesPart Time Transportation Services Operators~~ are enrolled in the PARS defined contribution retirement program. Employees contribute seven percent (7%) toward their retirement fund.

For ~~EmployeesPart Time Transportation Services Operators~~ who qualify for enrollment in CalPERS, the following applies:

For unit members hired prior to January 1, 2013 as well as employees hired after January 1, 2013 who are not “new members” as defined by the Pension Reform Act of 2013 (i.e., they are classic members), they are responsible for paying the seven percent (7%)

employee contribution to the 2% @ age 55 retirement benefit which the City contracts for with CalPERS through a payroll deduction.

For unit members defined as “new members” under the Pension Reform Act of 2013 hired after January 1, 2013, such employees will pay the higher of seven percent (7%) or one half of the normal cost as identified annually with the CalPERS valuation provided to the City as their employee retirement contribution. If one half the normal cost rate is below seven percent (7%), the remaining contribution up to seven percent (7%) is made per Government Code section 20516(f).

The City contracts with CalPERS for the One-Year Final Compensation option (Government Code Section 20042). For unit members defined as “new members” under the Pension Reform Act of 2013 hired after January 1, 2013, such employees’ final compensation will be based on the highest annual average pensionable compensation during the three (3) consecutive years of employment immediately preceding the effective date of his or her retirement or any other three (3) consecutive year period chosen by the employee per Government Code section 7522.32(a).

The retirement formula provided to employees hired before January 1, 2013 as well as those employees hired after January 1, 2013 who are not defined as “new members” per the Pension Reform Act of 2013 is the 2% @ age 55 benefit. For unit members defined as “new members” under the Pension Reform Act of 2013 hired after January 1, 2013, such employees’ are provided the 2% @ age 62 benefit provided for in the Public Employees’ Retirement Law per Government Code section 7522.20(a).

## **ARTICLE 18: GRIEVANCE PROCEDURE**

1. The purpose of Grievance Procedures:
  - (a) To promote Employer-Employee relations by establishing procedures on grievance matters.
  - (b) To provide that grievances shall be settled as near as possible to the point of origin.
  - (c) To provide that the grievance procedures shall be as informal as possible.
  
2. A "grievance" ~~shall be defined as a controversy between the City and the MBPTEA, or the City and an employee. Such controversy raised by the MBPTEA or employee~~ must pertain to one of the following:
  - (a) Any matter involving the interpretation of any provision of this MOU; or
  - (b) Any matter involving the violations of any provision or intent of this MOU; or

(c) Any matter involving the interpretation or application of the Personnel Rules ~~or~~ and Regulations of the City.

3. Grievances must be submitted within the proper time frames in order to be considered.
4. There shall be an earnest effort on the part of both parties to settle grievances promptly through the steps listed below:

**Step 1:** An employee's grievance must be submitted orally or in writing to his/her Department Head within fourteen (14) calendar days after the event giving rise to the grievance. The Department Head will give his/her answer to the employee by the end of the seventh (7th) calendar day following the presentation of the grievance and the giving of such answer will terminate Step 1.

**Step 2:** If the grievance is not resolved at Step 1, the grievance will be reduced to writing, fully stating the facts surrounding the grievance and detailing the specific provisions of this MOU and/or Personnel Rules and Regulations alleged to have been violated, signed, and dated by the employee or MBPTEA Representative and presented to the Human Resources Director or designee within five (5) working days after termination of Step 1. A meeting with the employee, MBPTEA Representative (if the employee chooses) and the Human Resources Director or designee shall be arranged at the request of the employee. The meeting will be held at a mutually agreeable location and time to review and discuss the grievance. Such meeting will take place within ten (10) working days after the request is made for a meeting following the termination of Step 1. The Human Resources Director or designee may invite other members of Management to be present at such meetings. A written reply shall be given to the employee and/or MBPTEA by the end of the seventh (7th) working day from the date of such meeting. The Human Resources Director's decision is final and concludes the grievance procedure.

5. Time limits as set forth above may be extended by mutual agreement between the parties, but neither party shall be required to so agree.
6. It is not intended that the grievance procedure be used to effect changes to compensation and/or benefits.
7. An employee, during his/her working hours, may participate in meetings to resolve grievances without the loss of compensation. When meetings are held outside of the employees scheduled work hours, no additional compensation will be provided to the

employee. An employee must notify his/her supervisor at least three (3) work days prior to any meeting so that coverage for the time away from the shift can be covered. Should shift coverage not be available, the parties agree to reschedule the meeting to a time when shift coverage can be accommodated.

8. The grievance procedure is the sole and exclusive method to challenge an alleged violation of the MOU and/or Personnel Rules and Regulations.

#### **ARTICLE 19: MAINTENANCE OF MEMBERSHIP AND DUES DEDUCTION**

Any employee in this unit who has authorized Association dues deductions on the effective date of this MOU or at any time subsequent to the effective date of this MOU shall continue to have such dues deductions made by the City during the term of this MOU: provided however, that any employee in the unit may terminate such Association dues during the first ten (10) days of January by notifying the Association in writing of his/her termination of Association dues deduction. Such notification shall be delivered in person or by U.S. mail and should be in the form of a letter containing the following information: employee name, employee number, job classification, department name and name of the association from which dues deductions are to be canceled. The Association will provide the City's Human Resources Department with the appropriate documentation to process these dues cancellations within ten (10) business days after the close of the withdrawal period.

The Association shall provide full protection to the City by indemnifying, defending and holding the City harmless from and against all claims and liabilities as a result of deducting dues from employees who have authorized the deduction.

#### **ARTICLE 20: DIRECT DEPOSIT**

Employees shall receive their bi-weekly compensation through the City's direct deposit program.

#### **ARTICLE 21: CITY GYM**

~~Employees Part-time Transportation Services Operators~~ who complete the City provided waiver and comply with City rules regarding the use of the City gym, may use the City gym.

#### **ARTICLE 22: DEFERRED COMPENSATION (457 PLAN)**

~~Employees Part-time Transportation Services Operators~~ may voluntarily elect to participate in the City's 457 deferred compensation plan at their own expense. No City contribution will be made for voluntary participation.

**ARTICLE 23: LABOR MANAGEMENT COMMITTEE**

The parties agree that regular meetings to explore mutual problems and issues will be beneficial to the relationship between the City and Association. The parties agree to meet on an as needed basis but not more often than quarterly. The purpose of the meetings is to exchange information and to solve problems. The parties agree that such meetings shall not be negotiations and therefore the results of the meetings shall not be binding on the parties unless they develop and execute a document that memorializes their results or reach agreements they wish to memorialize.

This MOU was ratified by the Manhattan Beach Part-Time Employees Association and then approved by the City Council of the City of Manhattan Beach on November ~~6~~19, 2018~~2019~~.

MBPTEA

CITY OF MANHATTAN BEACH

BY: \_\_\_\_\_

Eddie Ramos  
President, MBPTEA  
MBPTEA Bargaining Committee Member

BY: \_\_\_\_\_

~~Christine Tomikawa~~ Lisa Jenkins  
~~Interim~~ Human Resources Director

BY: \_\_\_\_\_

Vicky Baker  
Chief Negotiator, MBPTEA  
City Employees Association

BY: \_\_\_\_\_

Bruce Moe  
City Manager

BY: \_\_\_\_\_

~~Kristi Rechia~~ Peter Brown  
Chief Negotiator  
Liebert Cassidy Whitmore

**EXHIBIT A – SALARY SCHEDULE**

**MPTEA – Hourly (Effective November 23, 2019)**

	<u>A</u>	<u>B</u>	<u>C</u>
<u>Transportation Services Operator</u>	<u>24.10</u>	<u>26.58</u>	<u>27.90</u>

**MPTEA – Hourly (Effective January 4, 2020)**

	<u>A</u>	<u>B</u>	<u>C</u>
<u>Transportation Services Operator</u>	<u>24.48</u>	<u>26.99</u>	<u>28.34</u>

**MPTEA – Hourly (Effective January 2, 2021)**

	<u>A</u>	<u>B</u>	<u>C</u>
<u>Transportation Services Operator</u>	<u>24.90</u>	<u>27.45</u>	<u>28.83</u>



**Agenda Date:** 11/19/2019

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Jeff Gibson, Interim Community Development Director  
Erik Zandvliet, T.E., City Traffic Engineer

**SUBJECT:**

Consider the Parking and Public Improvements Commission Recommendation to Maintain Current Operation of Two Safe Routes to School Project Improvements on Blanche Road Near 29th Street (Interim Community Development Director Gibson).

**APPROVE**

---

**RECOMMENDATION:**

Staff recommends that the City Council approve the Parking and Public Improvements Commission (PPIC) recommendation to maintain current operation of two Safe Routes to School Project improvements on Blanche Road near 29th Street.

**FISCAL IMPLICATIONS:**

There are no fiscal implications associated with the recommended action.

**BACKGROUND:**

Beginning in 2011, the City of Manhattan Beach applied for and received three state and federal grants to construct pedestrian facilities, access, and safety related improvements throughout the City. These grants included:

- Federal Cycle 3 Safe Routes to Schools (SRTS) grant (October 2011).
- Federal Cycle 5 Highway Safety Improvement Program (HSIP) grant (October 2011).
- State \$447,700 Cycle 10 Safe Routes to Schools (SR2S) grant (June 2012).

The majority of the proposed pedestrian improvements funded by these grants are located next to schools or along pedestrian routes to those schools. All of the pedestrian enhancements identified in the design specifications are proven safety countermeasures and conform to

industry standards as identified in the Manual on Traffic Control Devices (MUTCD) issued by the Federal Highway Administration (FHWA). All three grant applications were prepared in cooperation with representatives of the Manhattan Beach Unified School District and Manhattan Beach Police Department. The City conducted meetings with school administration and key school stakeholders to identify problem locations, high crossing locations, and potential solutions prior to submitting the applications. Additionally, several meetings regarding the proposed improvements were held with Grandview Elementary personnel and parents, the Parking and Public Improvements Commission, and City Council.

On September 19, 2018, and November 20, 2018, City Council awarded bids to two contractors for the Cycle 10 and Cycle 3 pedestrian improvements, respectively. In January 2019, prior to the start of work, residents located within 500 feet of each location were notified of the upcoming construction projects.

On February 19, 2019, in response to residents' concerns regarding the flashing beacon system and speed awareness sign on Blanche Road near 29th Street, the City Council requested that these SRTS proposed improvements be brought back for a staff report and further discussion. At the March 6, 2019, meeting, the City Council discussed the attached staff report, heard public testimony from four residents, directed staff to proceed with construction, and agenda'd the item for review in six months after construction was complete. This report provides an update on this subject and an opportunity to discuss the post-construction operating conditions with the adjacent residents.

On October 24, 2019, the PPIC held a public meeting to discuss the modifications made to the operation of the two SRTS improvements. After hearing public testimony from four residents, the PPIC recommended that the City Council approve the current operation of the two SRTS project improvements on Blanche Road near 29th Street and to consider the relocation of the speed awareness sign and flashing beacons to a more justified location in the future if feasible, including direction to staff to include speed data from the speed awareness sign in the City Council staff report to show its efficacy.

#### **DISCUSSION:**

As part of the Cycle 3 and Cycle 10 Safe Routes to School Grant projects, two safety measures were approved in the Grandview Elementary School area on Blanche Road at or near 29th Street:

1. A rapid flashing beacon/in-roadway warning light system and high visibility crosswalk on the south leg of Blanche Road at 29th Street, and
2. An electronic speed feedback sign on the west side of Blanche Road north of 29th Street.

When construction began, residents raised concerns about the appearance, justification, and appropriateness of the new traffic measures adjacent to their homes. These comments and concerns have been attached to this report. One of their main objections was the brightness of the flashing beacons at night. Pursuant to City Council direction, Engineering staff worked with the residents to modify the original design to alleviate these concerns. The modifications included the following:

1. Installation of shields around the beacons to reduce light glare;
2. Installation of a dawn/dusk switch to prevent the beacons from operating at night;
3. Removal of the audible features to eliminate noise impacts;
4. Relocation of the speed feedback sign next to the rear property lines to reduce visual impact from adjacent private properties; and
5. Programming the speed feedback signs to reduce brightness with ambient light conditions.

The rapid flashing beacons and in-roadway lights are only activated when the controller is pushed, and flash for a short duration while pedestrians cross the street. It should be noted that both the rapid flashing beacons and in-roadway warning lights operate during the day for maximum visibility when children and others are crossing, while only the in-roadway warning lights are activated at night to minimize light glare but raise driver awareness when pedestrians cross at night.

It is the Traffic Engineer's professional opinion that all of the design elements are needed during the daytime in order to work together as a complete crossing system. First, the high-visibility crosswalk markings designate the proper crossing path for pedestrians and helps alerts drivers via roadway markings. Next, rectangular rapid flashing beacons have the highest driver compliance rate of any flashing beacon type, pursuant to documented studies, during daytime conditions. They are mounted at eye-level to catch the motorist's attention. Lastly, the in-pavement flashing crosswalk lights provide enhanced driver awareness of a pedestrian in the crosswalk, especially at night, or in foggy/inclement conditions.

Pursuant to the Commission's request, speed data has been collected near the speed awareness sign. A sample of 160 vehicles was analyzed on November 12, 2019, which was a typical school day. The average approach speed in the southbound direction was 27 mph, and the 85th percentile (critical) speed was 31 mph. This data indicates that the average and critical speeds on Blanche Road are the same as before the sign was installed.

**PUBLIC OUTREACH:**

Adjacent residents within 500 feet of the new traffic devices and others who have voiced their concerns about the Safe Routes to School project improvements on Blanche Road near 29th Street have been notified of the City Council meeting.

**ENVIRONMENTAL REVIEW:**

The City has reviewed the proposed project for compliance with the California Environmental Quality Act (CEQA) and has determined that there is no possibility that the activity may have a significant effect on the environment, therefore, pursuant to Section 15061(b)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no further environmental review is necessary.

**LEGAL REVIEW:**

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

**CONCLUSION:**

Staff believes that the modifications to the two Safe Routes to School project improvements on Blanche Road near 29th Street made in response to resident concerns have minimized adverse resident impacts while still meeting the pedestrian safety goals of the grants. In the future, it may be appropriate to relocate the existing equipment to a different school crossing location when Grandview Elementary School is modernized and new school routes are established pursuant to a school area traffic study.

**ATTACHMENTS:**

1. PPIC Report with Exhibits - October 24, 2019
2. Draft PPIC Minutes - October 24, 2019
3. City Council Staff Report with Attachments -October 24, 2019

**CITY OF MANHATTAN BEACH  
DEPARTMENT OF COMMUNITY DEVELOPMENT**

**TO:** Parking and Public Improvements Commission

**FROM:** Erik Zandvliet, T.E., City Traffic Engineer

**DATE:** October 24, 2019

**SUBJECT:** Review of Two Safe Routes to School Project Improvements on Blanche Road near 29<sup>th</sup> Street

**RECOMMENDATION:**

That the Commission hear public testimony and recommend that the City Council receive and file this staff report.

**BACKGROUND:**

Beginning in 2011, the City of Manhattan Beach applied for and received three State and federal grants to construct pedestrian facilities, access and safety related improvements throughout the City. These grants included:

- Federal Cycle 3 Safe Routes to Schools (SRTS) grant (October 2011).
- Federal Cycle 5 Highway Safety Improvement Program (HSIP) grant (October 2011).
- State \$447,700 Cycle 10 Safe Routes to Schools (SR2S) grant (June 2012).

The majority of the proposed pedestrian improvements funded by these grants are located next to schools or along pedestrian routes to those schools. All of the pedestrian enhancements identified in the design specifications are proven safety countermeasures and conform to industry standards as identified in the Manual on Traffic Control Devices (MUTCD) issued by the Federal Highway Administration (FHWA). All three grant applications were prepared in cooperation with representatives of the Manhattan Beach Unified School District and Manhattan Beach Police Department. The City conducted meetings with school administration and key school stakeholders to identify problem locations, high crossing locations, and potential solutions prior to submitting the applications. Additionally, several meetings regarding the proposed improvements were held with Grandview Elementary personnel and parents, the Parking and Public Improvements Commission and City Council.

On September 19, 2018, and November 20, 2018, City Council awarded bids to two contractors for the Cycle 10 and Cycle 3 pedestrian improvements, respectively. In January 2019, prior to the start of work, residents located within 500 feet of each location were notified of the upcoming construction projects.

On February 19, 2019, in response to residents' concerns regarding the flashing beacon system and speed awareness sign on Blanche Road near 29<sup>th</sup> Street, the City Council requested that these SRTS proposed improvements be brought back for a staff report and further discussion. At the March 6 meeting, the City Council discussed the staff report (Exhibit 1), heard public testimony from four residents, directed staff to proceed with construction, and agendized the

item for review in six months after construction was complete. This report provides an update on this subject and an opportunity to discuss the post-construction operating conditions with the adjacent residents.

### **DISCUSSION:**

As part of the Cycle 3 and Cycle 10 Safe Routes to School Grant projects, two safety measures were approved in the Grandview Elementary School area on Blanche Road at or near 29<sup>th</sup> Street:

1. A rapid flashing beacon/in-roadway warning light system and high visibility crosswalk on the south leg of Blanche Road at 29<sup>th</sup> Street, and
2. An electronic speed feedback sign on the west side of Blanche Road north of 29<sup>th</sup> Street.

When construction began, residents raised concerns about the appearance, justification, and appropriateness of the new traffic measures adjacent to their homes. (See Exhibit 2) One of their main objections was the brightness of the flashing beacons at night. Pursuant to City Council direction, Engineering staff worked with the residents to modify the original design to alleviate these concerns. The modifications included the following:

1. Installation of shields around the beacons to reduce light glare,
2. Installation of a dawn/dusk switch to prevent the beacons from operating at night,
3. Removal of the audible features to eliminate noise impacts.
4. Relocation of the speed feedback sign next to the rear property lines to reduce visual impact from adjacent private properties.
5. Programming the speed feedback signs to reduce brightness with ambient light conditions.

The rapid flashing beacons and in-roadway lights are only activated when the controller is pushed, and flash for a short duration while pedestrians cross the street. It should be noted that both the rapid flashing beacons and in-roadway warning lights operate during the day for maximum visibility when children and others are crossing, while only the in-roadway warning lights are activated at night to minimize light glare but raise driver awareness when pedestrians cross at night.

It is the Traffic Engineer's professional opinion that all of the design elements are needed during the daytime in order to work together as a complete crossing system. First, the high-visibility crosswalk markings designate the proper crossing path for pedestrians and helps alerts drivers via roadway markings. Next, rectangular rapid flashing beacons have the highest driver compliance rate of any flashing beacon type, pursuant to documented studies, during daytime conditions. They are mounted at eye-level to catch the motorist's attention. Lastly, the in-pavement flashing crosswalk lights provide enhanced driver awareness of a pedestrian in the crosswalk, especially at night, or in foggy/inclement conditions.

### **PUBLIC OUTREACH/INTEREST:**

Adjacent residents and others who have voiced their concerns about the Safe Routes to School project improvements on Blanche Road near 29<sup>th</sup> Street have been notified of the PPIC meeting and have been invited to attend.

**Agenda Date:** 11/19/2019

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Stephanie Katsouleas, Public Works Director

Prem Kumar, City Engineer

Mamerto Estepa Jr., Senior Civil Engineer

**SUBJECT:**

Formally Accept as Complete the Marine Avenue Improvement Project; Authorize Filing a Notice of Completion with the County Recorder; and Release Retention for \$66,924 (Public Works Director Katsouleas).

**APPROVE**

---

**RECOMMENDATION:**

Staff recommends that the City Council:

1. Formally accept as complete the Marine Avenue Improvement Project constructed by EBS General Engineering, Inc.;
2. Authorize filing of the appropriate Notice of Completion with the County Recorder's Office;
3. Approve the release of retention for \$66,924 to EBS General Engineering, Inc.; and
4. Release the project balance back to Prop C Local Return Fund.

**FISCAL IMPLICATIONS:**

The original construction award for the Marine Avenue Improvement Project was for \$1,294,521, with an authorized construction contingency amount of \$129,452, for a total construction budget of \$1,423,973. The required work was completed for a total of \$1,338,475, leaving an unspent project balance of \$85,498. This balance will become available for future projects in the Prop C Local Return Fund.

**BACKGROUND:**

On November 20, 2018, City Council awarded a \$1,294,521 construction contract for the

Marine Avenue Improvement Project to EBS General Engineering Contractors, Inc. and authorized an additional contingency of \$129,452. The work included upgrading existing concrete curb ramps to meet existing Americans with Disabilities Act (ADA) standards; reconstructing damaged cross gutters; cold milling; cold in-place recycling (CIPR); and overlaying Marine Avenue with rubberized asphalt between Sepulveda Boulevard and Aviation Boulevard. In addition, new bike route markings and signage were installed in the westbound direction.

**DISCUSSION:**

Construction began on January 28, 2019, and was completed on July 12, 2019. The City processed seven change orders: four for additional concrete related work, one for street resurfacing following repair of a sinkhole, one for additional pavement milling, and one to reconcile the final quantities with the bid quantities. The total value of the change orders was \$43,954, which increased the total cost of construction to \$1,338,475. Below is a summary of budget and expenditures.

\$1,294,521.00	Total Construction Budget
<u>\$129,452.00</u>	<u>Available Contingency</u>
<b>\$1,423,973.00</b>	<b>Total Budget</b>
\$1,294,521.00	Marine Avenue Improvement Project Construction Costs
\$3,475.59	Change Order # 1 - Concrete Work
\$4,629.92	Change Order # 2 - Concrete Work
\$2,352.50	Change Order # 3 - Support for Sinkhole Repair
\$32,355.97	Change Order # 4 - Concrete Work
\$3,045.75	Change Order # 5 - Cold Milling
\$39,105.18	Change Order # 6 - Concrete Work
<u>(\$41,011.01)</u>	<u>Change Order # 7 - Reconcile Final Quantities</u>
<b>\$1,338,474.90</b>	<b>Total Expenditures</b>
<b>\$85,498.10</b>	<b>Returned to Prop C Local Return Fund (Fund 231)</b>

The contractor has completed all work for a total construction cost of \$1,338,475 and is now requesting formal acceptance of the project. The five percent retention amount of \$66,924 will be released 35 days after recordation of the Notice of Completion with the County Recorder. All work inspected by the Public Works Department has been found to be in conformance with the plans and specifications and of good quality.

**PUBLIC OUTREACH:**

Staff distributed construction notices to area residents, and maintained regular communication with the property owners to keep them abreast of the project schedule and impacts during construction.

**ENVIRONMENTAL REVIEW:**

The City has reviewed the project for compliance with the California Environmental Quality Act (CEQA) and determined that the project qualified for a Class 1(c) categorical exemption



pursuant to Section 15301 (Existing Facilities) of the State CEQA Guidelines, since the project focused on the repair and maintenance of existing public facilities, involving negligible or no expansion for use. A Notice of Exemption was filed with the Los Angeles County Clerk's Office for the Project.

**LEGAL REVIEW:**

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

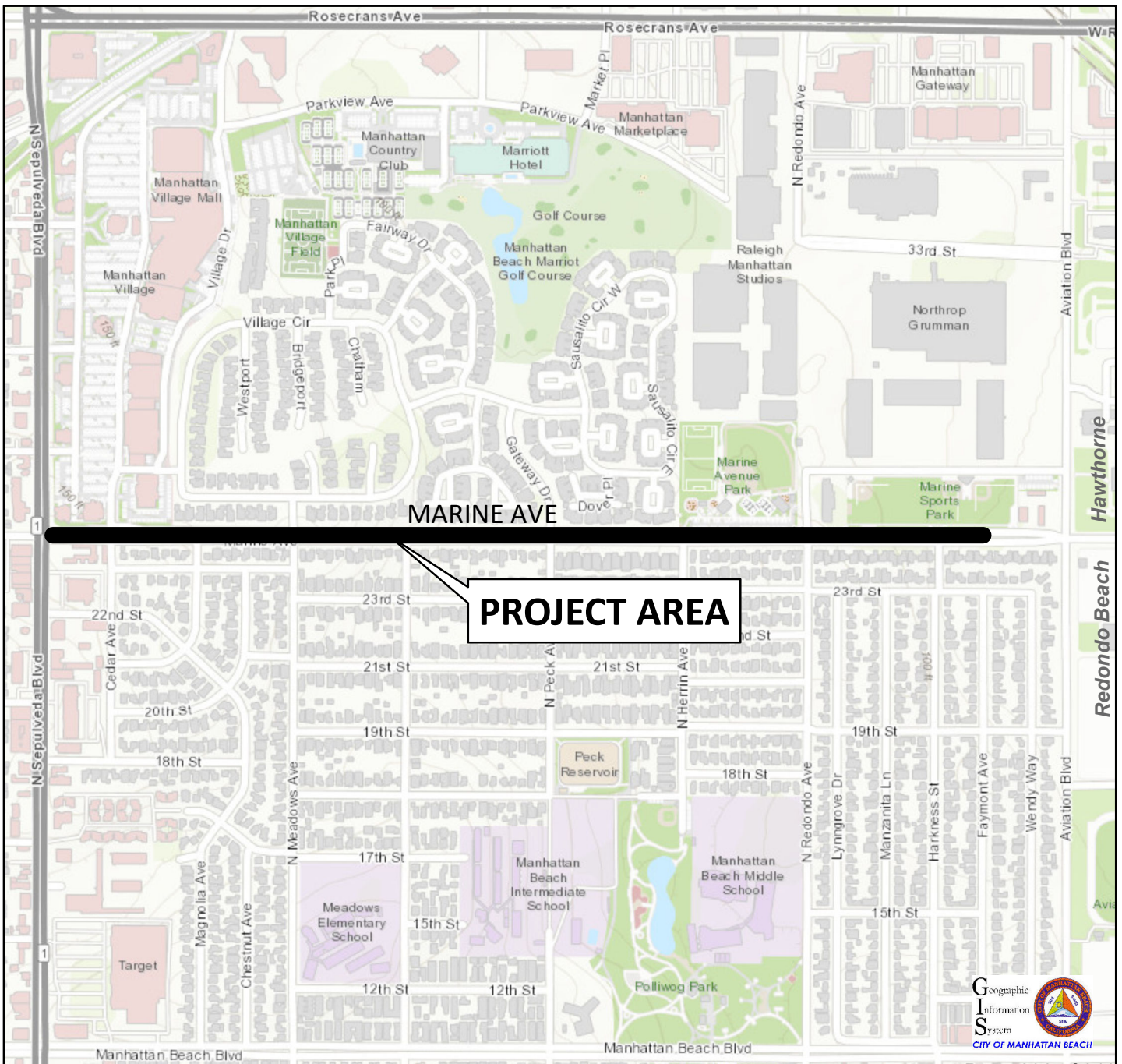
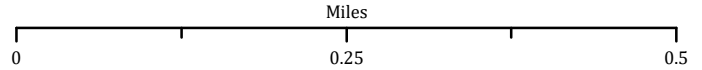
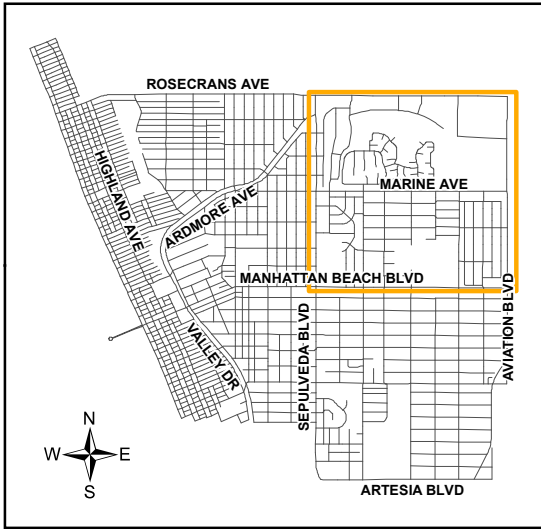
**ATTACHMENT:**

1. Location Map

# Street Resurfacing Project Marine Ave

Figure 1

September 2019



**Agenda Date:** 11/19/2019

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Stephanie Katsouleas, Public Works Director

**SUBJECT:**

Consider Introducing an Ordinance Amending Manhattan Beach Municipal Code Chapter 7.28 - Undergrounding of Public Utility Facilities to Modify Required Notification of the Council's Designation of Undergrounding Districts and to Update Certain Procedural Requirements (Public Works Director Katsouleas).

**INTRODUCE ORDINANCE NO. 19-0017**

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**RECOMMENDATION:**

Staff recommends that City Council introduce Ordinance No. 19-0017 amending Manhattan Beach Municipal Code (MBMC) Chapter 7.28 - Undergrounding of Public Utility Facilities.

**FISCAL IMPLICATIONS:**

Should City Council approve the proposed amendments to MBMC Chapter 7.28, the City, and ultimately residents, will save approximately \$200-\$400 plus up to 10 hours of staff time for each Underground Utility Assessment District (UUAD or District) formed following a Proposition 218 ballot protest procedure.

**BACKGROUND:**

Manhattan Beach Municipal Code, Chapter 7.28, specifies the criteria and guidelines for UUAD formation, including the responsibilities of the City, utility companies and property owners. Among other things, the City is responsible for administering the overall district formation process, including completing an Assessment Engineer's report and conducting a Proposition 218 protest procedure for all property owners in a proposed district. If a district passes and is approved by City Council, then the utility companies (electric and telecommunication) are responsible for providing the conduits, conductors, wires, and associated equipment necessary to complete construction and energizing of the underground system. Property owners are responsible for ensuring that their homes are "underground ready" by installing conduits from

their electrical and telecom service panels to the underground system stub-outs in the public right-of-way. Once all three entities have completed their individual responsibilities and the utilities have energized their complete systems, then the overhead wires can ultimately be removed.

**DISCUSSION:**

Per MBMC Section 7.28.080, within ten days after City Council conducts a public hearing to count all Proposition 218 protest ballots and adopts a resolution officially forming a district, the City Clerk's office is required to "notify all affected utilities and all persons owning real property within the District created by said resolution of the adoption thereof." More specifically, Section 7.28.080 requires that a complete copy of the adopted resolution and the entire MBMC Chapter 7.28 be mailed to each property owner in the approved District. Combined, these two documents are eight pages in length. Together with the cover letter sent by the City notifying property owners of the formation of the district, there is a total of five double-sided pages mailed to each parcel. The extra weight of this mailing roughly doubles the stamp cost. It also significantly increases the staff time needed to prepare the materials because the automated machine used for preparing this mailing cannot accept five pages per envelope, and thus they must be manually prepared by staff.

Staff proposes that a few key changes be made to MBMC 7.28, several of which are procedural in nature, as follows:

1. In Section 7.28.010, add "City Engineer" to the definitions section to read as follows: "City Engineer" shall mean the City Engineer and his or her designee.
2. In Section 7.28.020, change the reference from City Clerk to City Engineer.
3. In Section 7.28.080, change the reference from City Clerk to City Engineer as to who most notifies the public.
4. In Section 7.28.080, amend the code to simply require that notification of the adoption of the resolution be provided to homeowners in lieu of mailing a hard copy of the resolution itself, along with a reference to this chapter. The revised notification would provide: 1) a web address to the City's UUAD page where the resolution and a copy of this chapter could be easily downloaded and saved electronically; and 2) instructions on how to obtain a hard copy should the property owner wish to have the documents mailed instead. This approach is more efficient, less wasteful of paper and staff time, less expensive, and provides property owners the ability to retrieve and save a permanent digital copy, which is likely easier for them to keep and reference at a later date.
5. In Section 7.28.100 (D), amend the Code to change the City Engineer reference from "he" to simply City Engineer.

It is worth noting that this approach is not uncommon and is used by several other cities that provide resident-driven UUAD programs, as confirmed by the City's Bond Counsel. Should City Council approve the proposed modifications to MBMC 7.28, a second reading will be included on the December 3, 2019, agenda. The code change would take effect on January 3, 2020, which is before the January 7, 2020, City Council meeting where staff anticipates that a Public Hearing will be conducted to count Proposition 218 protest ballots for UUAD 4.

When construction nears completion and residents begin preparing their properties for underground utility services, they will again receive information about the requirements of MBMC 7.28, as well as additional information about how to get ready for the upcoming overhead to underground utility conversion. As was the case in the mid-2000s, City staff will provide a wealth of information and resources and help to property owners when it is time to begin connecting to the underground system.

**PUBLIC OUTREACH:**

After analysis, staff determined that public outreach was not required for this issue.

**ENVIROMENTAL 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 approved the ordinance as to form.

**ATTACHMENTS:**

1. Proposed Ordinance No. 19-0017
2. Legislative Digest: Manhattan Beach Municipal Code Proposed Amendments (redlined)

ORDINANCE NO. 19-0017

AN ORDINANCE OF THE CITY OF MANHATTAN BEACH  
AMENDING CHAPTER 7.28 "UNDERGROUNDING OF  
PUBLIC UTILITY FACILITIES" OF THE MANHATTAN  
BEACH MUNICIPAL CODE TO REVISE THE PROCESS  
FOR PROVIDING AFFECTED PERSONS WITH NOTICE  
REGARDING THE DESIGNATION OF AN  
UNDERGROUND UTILITY DISTRICT

**THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH DOES HEREBY  
ORDAIN AS FOLLOWS:**

**SECTION 1.** The City Council hereby amends Section 7.28.010 of Chapter 7.28 of the  
Municipal Code to read as follows:

**"7.28.010 - Definitions.**

Whenever in this chapter the words or phrases hereinafter in this section defined are  
used, they shall have the respective meanings assigned to them in the following  
definitions:

- A. "Commission" shall mean the Public Utilities Commission of the State of California.
- B. "Underground Utility District" or "District" shall mean that area in the City within  
which poles, overhead wires, and associated overhead structures are prohibited  
as such area is described in Section 7.28.040 of this chapter.
- C. "City Engineer" shall mean the City Engineer or his or her designee.
- D. "Person" shall mean and include individuals, firms, corporations, partnerships, and  
their agents and employees.
- E. "Poles, overhead wires, and associated overhead structures" shall mean poles,  
towers, supports, wires, conductors, guys, stubs, platforms, crossarms, braces,  
transformers, insulators, cutouts, switches, communication circuits, appliances,  
attachments, and appurtenances located aboveground within a District and used  
or useful in supplying electric, communication, or similar or associated service.
- F. "Utility" shall include all persons or entities supplying electric, communication, or  
similar or associated service by means of electrical materials or devices.

**SECTION 2.** The City Council hereby amends Section 7.28.020 of Chapter 7.28 of  
the Municipal Code to read as follows:

### **7.28.020 - Public hearing by Council.**

The Council may from time to time call public hearings to ascertain whether the public necessity, health, safety or welfare requires the removal of poles, overhead wires and associated overhead structures within designated areas of the City and the underground installation of wires and facilities for supplying electric, communication, or similar or associated service. The City Engineer shall notify all affected property owners as shown on the last equalized assessment roll and utilities concerned by mail of the time and place of such hearings at least ten (10) days prior to the date thereof. Each such hearing shall be open to the public and may be continued from time to time. At each such hearing all persons interested shall be given an opportunity to be heard. The decision of Council will be final and conclusive.

**SECTION 3.** The City Council hereby amends Section 7.28.080 of Chapter 7.28 of the Municipal Code to read as follows:

### **7.28.080 - Notice to property owners and utility companies.**

Within ten (10) days after the effective date of a resolution adopted pursuant to Section 7.28.040 hereof, the City Engineer shall notify all affected utilities and all persons owning real property within the District created by said resolution of the adoption thereof. The City Engineer shall further notify such affected property owners of the necessity that, if they or any person occupying such property desire to continue to receive electric, communication, or similar or associated service, they or such occupant shall provide all necessary facility changes on their premises so as to receive such service from the lines of the supplying utility or utilities at a new location, subject to the applicable rules, regulations and tariffs of the respective utility or utilities on file with the Commission.

Notification by the City Engineer shall be made by a mailing to the affected utilities and affected property owners, as such are shown on the last equalized assessment roll, stating that the resolution was adopted by the City Council pursuant to Section 7.28.040 hereof, and providing instructions on how to access the text of the resolution and this chapter online.

**SECTION 4.** The City Council hereby amends paragraph D of Section 7.28.100 of Chapter 7.28 of the Municipal Code to read as follows:

“D. If, upon the expiration of the thirty (30) day period, the said required underground facilities have not been provided, the City Engineer shall forthwith proceed to do the work; provided, however, if such premises are unoccupied and no electric or communications services are being furnished thereto, the City Engineer shall in lieu of providing the required underground facilities, have the authority to authorize the disconnection and removal of any and all overhead service wires and associated facilities supplying utility service to said property. Upon completion of the work by the City Engineer, the City Engineer shall file a written report with the City Council setting

forth the fact that the required underground facilities have been provided and the cost thereof, together with a legal description of the property against which such cost is to be assessed. The Council shall thereupon fix a time and place for hearing protests against the assessment of the cost of such work upon such premises, which said time shall not be less than ten (10) days thereafter.”

**SECTION 5. Internal Consistency.** Any provisions of the Municipal Code, or any other resolution or ordinance of the City, to the extent that they are inconsistent with this Ordinance are hereby repealed, and the City Clerk shall make any necessary changes to the Municipal Code for internal consistency.

**SECTION 6. Severability.** If any section, subsection, sentence, clause, phrase, or word of this Ordinance is, for any reason, deemed or held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, or preempted by legislative enactment, such decision or legislation shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Manhattan Beach hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or word thereof, regardless of the fact that any one or more sections, subsections, clauses, phrases, or word might subsequently be declared invalid or unconstitutional or preempted by subsequent legislation.

**SECTION 4. Effective Date.** The City Clerk is directed to certify to the enactment of this Ordinance and to cause this ordinance to be published and/or posted as required by law.

ADOPTED November 5, 2019.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
NANCY HERSMAN  
Mayor

ATTEST:

\_\_\_\_\_  
LIZA TAMURA  
City Clerk

APPROVED AS TO FORM

\_\_\_\_\_  
QUINN M. BARROW  
City Attorney



## Chapter 7.28 - UNDERGROUNDING OF PUBLIC UTILITY FACILITIES

### 7.28.010 - Definitions.

Whenever in this chapter the words or phrases hereinafter in this section defined are used, they shall have the respective meanings assigned to them in the following definitions:

- A. "Commission" shall mean the Public Utilities Commission of the State of California.
- B. "Underground Utility District" or "District" shall mean that area in the City within which poles, overhead wires, and associated overhead structures are prohibited as such area is described in Section 7.28.040 of this chapter.
- C. "City Engineer" shall mean the City Engineer and his or her designee.
- ~~C.D.~~ "Person" shall mean and include individuals, firms, corporations, partnerships, and their agents and employees.
- ~~D.E.~~ "Poles, overhead wires, and associated overhead structures" shall mean poles, towers, supports, wires, conductors, guys, stubs, platforms, crossarms, braces, transformers, insulators, cutouts, switches, communication circuits, appliances, attachments, and appurtenances located aboveground within a District and used or useful in supplying electric, communication, or similar or associated service.
- ~~E.F.~~ "Utility" shall include all persons or entities supplying electric, communication, or similar or associated service by means of electrical materials or devices. (§ 1, Ord. 1109, eff. June 6, 1968)

### 7.28.020 - Public hearing by Council.

The Council may from time to time call public hearings to ascertain whether the public necessity, health, safety or welfare requires the removal of poles, overhead wires and associated overhead structures within designated areas of the City and the underground installation of wires and facilities for supplying electric, communication, or similar or associated service. The City ~~Clerk-Engineer~~ shall notify all affected property owners as shown on the last equalized assessment roll and utilities concerned by mail of the time and place of such hearings at least ten (10) days prior to the date thereof. Each such hearing shall be open to the public and may be continued from time to time. At each such hearing all persons interested shall be given an opportunity to be heard. The decision of Council will be final and conclusive. (~~§ 1, Ord. 1109, eff. June 6, 1968~~)

### 7.28.030 - Report by City Engineer.

Prior to holding such public hearing, the City Engineer shall consult all affected utilities and shall prepare a report for submission at such hearing containing, among other information, the extent of such utilities' participation and estimates of the total costs to the City and affected property owners. Such report shall also contain an estimate of the time required to complete such underground installation and removal of overhead facilities. (§ 1, Ord. 1109, eff. June 6, 1968)

### 7.28.040 - Council may designate Underground Utility Districts by resolution.

If, after any such public hearing, the Council finds that the public necessity, health, safety or welfare requires such removal and such underground installation within a designated area, the Council shall, by resolution, declare such designated area an Underground Utility District and order such removal and underground installation. Such resolution shall include a description of the area comprising such district and

shall fix the time within which such removal and underground installation shall be accomplished and within which affected property owners must be ready to receive underground service. A reasonable time shall be allowed for such removal and, underground installation, having due regard for the availability of labor, materials and equipment necessary for such removal and for the installation of such underground facilities as may be occasioned thereby. (§ 1, Ord. 1109, eff. June 6, 1968)

**7.28.050 - Unlawful acts.**

Whenever the Council creates an Underground Utility District and orders the removal of poles, overhead wires and associated overhead structures therein as provided in Section 7.28.040 hereof, it shall be unlawful for any person or utility to erect, construct, place, keep, maintain, continue, employ or operate poles, overhead wires and associated overhead structures in the District after the date when said overhead facilities are required to be removed by such resolution, except as said overhead facilities may be required to furnish service to an owner or occupant of property prior to the performance by such owner or occupant of the underground work necessary for such owner or occupant to continue to receive utility service as provided in Section 7.28.040 hereof, and for such reasonable time require to remove said facilities after said work has been performed, and except as otherwise provided in this chapter. (§ 1, Ord. 1109, eff. June 6, 1968)

**7.28.060 - Exception, emergency or unusual circumstances.**

Notwithstanding the provisions of this chapter, overhead facilities may be installed and maintained for a period not to exceed thirty (30) days without authority of the City Engineer in order to provide emergency service. The City Engineer may grant special permission on such terms as the City Engineer may deem appropriate, in cases of unusual circumstances, without discrimination as to any person or utility, to erect, construct, install, maintain, use or operate poles, overhead wires and associated overhead structures. (§ 1, Ord. 1109, eff. June 6, 1968)

**7.28.070 - Other exceptions.**

This chapter and any resolution adopted pursuant to Section 7.28.040 hereof shall, unless otherwise provided in such resolution, not apply to the following types of facilities:

- A. Any municipal facilities or equipment installed under the supervision and to the satisfaction of the City Engineer.
- B. Poles, or electroliers used exclusively for street lighting.
- C. Overhead wires (exclusive of supporting structures) crossing any portion of a District within which overhead wires have been prohibited, or connecting to buildings on the perimeter of a District, when such wires originate in an area from which poles, overhead wires and associated overhead structures are not prohibited.
- D. Poles, overhead wires and associated overhead structures used for the transmission of electric energy at nominal voltage in excess of 34,500 volts.
- E. Overhead wires attached to the exterior surface of a building by means of a bracket or other fixture and extending from one location on the building to another location on the same building or to an adjacent building without crossing any public street.
- F. Antennae, associated equipment and supporting structures used by a utility for furnishing communication services.

- G. Equipment appurtenant to underground facilities, such as surface-mounted transformers, pedestal-mounted terminal boxes and meter cabinets, and concealed ducts.
- H. Temporary poles, overhead wires and associated overhead structures used or to be used in conjunction with construction projects. (§ 1, Ord. 1109, eff. June 6, 1968)

#### **7.28.080 - Notice to property owners and utility companies.**

Within ten (10) days after the effective date of a resolution adopted pursuant to Section 7.28.040 hereof, the City ~~Clerk-Engineer~~ shall notify all affected utilities and all persons owning real property within the District created by said resolution of the adoption thereof. ~~Said-The~~ City ~~Clerk-Engineer~~ shall further notify such affected property owners of the necessity that, if they or any person occupying such property desire to continue to receive electric, communication, or similar or associated service, they or such occupant shall provide all necessary facility changes on their premises so as to receive such service from the lines of the supplying utility or utilities at a new location, subject to the applicable rules, regulations and tariffs of the respective utility or utilities on file with the Commission.

Notification by the City ~~Clerk-Engineer~~ shall be made by a mailing to the affected utilities and of a copy of the resolution adopted pursuant to hereof, together with a copy of this chapter, to affected property owners, as such are shown on the last equalized assessment roll, ~~and the affected utilities, stating that the resolution was adopted by the City Council pursuant to Section 7.28.040 hereof, and providing instructions on how to access the text of the resolution and this chapter online.~~ ~~(§ 1, Ord. 1109, eff. June 6, 1968)~~

#### **7.28.090 - Responsibility of utility companies.**

If underground construction is necessary to provide utility service within a District created by any resolution adopted pursuant to Section 7.28.040 hereof, the supplying utility shall furnish that portion of the conduits, conductors and associated equipment required to be furnished by it under its applicable rules, regulations and tariffs on file with the Commission. (§ 1, Ord. 1109, eff. June 6, 1968)

#### **7.28.100 - Responsibility of property owner.**

- A. Every person owning, operating, leasing, occupying or renting a building or structure within a District shall construct and provide that portion of the service connection on his property between the facilities referred to in Section 7.28.090 hereof and the termination facility on or within said building or structure being served, all in accordance with the applicable rules, regulations and tariffs of the respective utility or utilities on file with the Commission. If the above is not accomplished by any person within the time provided for in the resolution enacted pursuant to Section 7.28.040 hereof, the City Engineer shall give notice in writing to the person in possession of such premises, and a notice in writing to the owner thereof as shown on the last equalized assessment roll, to provide the required underground facilities within ten (10) days after the receipt of such notice.
- B. The notice to provide the required underground facilities may be given either by personal service or by mail. In case of service by mail on either of such persons, the notice must be deposited in the United States Mail in a sealed envelope with postage prepaid, addressed to the person in possession of such premises at such premises, and the notice must be addressed to the owner

thereof as such owner's name appears, and must be addressed to such owner's last known address as the same appears on the last equalized assessment roll, and when no address appears, to General Delivery. City of Manhattan Beach, California. If notice is given by mail, such notice shall be deemed to have been received by the person to whom it has been sent within forty-eight (48) hours after the mailing thereof. If notice is given by mail to either the owner or occupant of such premises, the City Engineer shall, within forty-eight (48) hours after the mailing thereof, cause a copy thereof, printed on a card not less than eight (8") inches by ten (10") inches in size, to be posted in a conspicuous place on said premises.

- C. The notice given by the City Engineer to provide the required underground facilities shall particularly specify what work is required to be done and shall state that if said work is not completed within thirty (30) days after receipt of such notice, the City Engineer will provide such required underground facilities, in which case the cost and expense thereof will be assessed against the property benefited and become a lien upon such property.
- D. If, upon the expiration of the thirty (30) day period, the said required underground facilities have not been provided, the City Engineer shall forthwith proceed to do the work; provided, however, if such premises are unoccupied and no electric or communications services are being furnished thereto, the City Engineer shall in lieu of providing the required underground facilities, have the authority to authorize the disconnection and removal of any and all overhead service wires and associated facilities supplying utility service to said property. Upon completion of the work by the City Engineer, ~~the~~ the City Engineer shall file a written report with the City Council setting forth the fact that the required underground facilities have been provided and the cost thereof, together with a legal description of the property against which such cost is to be assessed. The Council shall thereupon fix a time and place for hearing protests against the assessment of the cost of such work upon such premises, which said time shall not be less than ten (10) days thereafter.
- E. The City Engineer shall forthwith, upon the time for hearing such protests having been fixed, give a notice in writing to the person in possession of such premises, and a notice in writing thereof to the owner thereof, in the manner hereinabove provided for the giving of the notice to provide the required underground facilities, of the time and place that the Council will pass upon such report and will hear protests against such assessment. Such notice shall also set forth the amount of the proposed assessment.
- F. Upon the date and hour set for the hearing of protests, the Council shall hear and consider the report and all protests, if there be any, and then proceed to affirm, modify or reject the assessment.
- G. If any assessment is not paid within five (5) days after its confirmation by the Council, the amount of the assessment shall become a lien upon the property against which the assessment is made by the City Engineer, and the City Engineer is directed to turn over to the Assessor and Tax Collector a notice of lien on each of said properties on which the assessment has not been paid, and said Assessor and Tax Collector shall add the amount of said assessment to the next regular bill for taxes levied against the premises upon which said assessment was not paid. Said assessment shall be due and payable at the same time as said property taxes are due and payable, and if not paid when due and payable, shall bear interest at the rate of six percent (6%) per annum. (§ 1, Ord. 1109, eff. June 6, 1968)

**7.28.110 - Responsibility of City.**

The City shall remove at its own expense all City-owned equipment from all poles required to be removed hereunder in ample time to enable the owner or user of such poles to remove the same within the time specified in the resolution enacted pursuant to Section 7.28.040 hereof. (§ 1, Ord. 1109, eff. June 6, 1968)

**7.28.120 - Extension of time.**

In the event that any act required by this chapter or by a resolution adopted pursuant to Section 7.28.040 hereof cannot be performed within the time provided on account of shortage of materials, war, restraint by public authorities, strikes, labor disturbances, civil disobedience, or any other circumstances beyond the control of the actor, then the time within which such act will be accomplished shall be extended for a period equivalent to the time of such limitation. (§ 1, Ord. 1109, eff. June 6, 1968)



**Agenda Date:** 11/19/2019

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Mark Leyman, Parks and Recreation Director  
Jan Buike, Older Adult Program Supervisor

**SUBJECT:**

Consider a Request from the Friends of the Senior and Scout House Community Center to Hold a Fundraising Event with Beer and Wine at the Joslyn Community Center, and to Waive Associated City Fees (Parks and Recreation Director Leyman).

**APPROVE**

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**RECOMMENDATION:**

Staff recommends that the City Council approve the request from the Friends of the Senior and Scout Community Center for a fundraising event with beer and wine at the Joslyn Community Center, and waive fees totaling \$590.

**FISCAL IMPLICATIONS:**

The City would typically collect fees for this event, including a \$270 rental fee and \$320 for one Community Services Officer. The Friends of the Senior and Scouts are requesting that the City waive all fees, as all proceeds go directly to funding the Senior and Scout Community Center, to which the City has already committed \$1 million.

**BACKGROUND:**

On January 15, 2013, City Council approved the Memorandum of Understanding with the Friends of Senior and Scout House. The Friends of Senior and Scout House is a nonprofit organization consisting of members from the Boy Scouts, Girl Scouts, and Manhattan Beach older adults/seniors.

The City has committed \$1.0 million towards the project, as long as the remaining balance for the construction is acquired through fundraising. The Scout House was built in 1952 by volunteers and is at the end of its useful life. To meet their fundraising goals, an eight-member

committee was formed to create a fundraising event for the Senior and Scout Center. The members are from the Senior Advisory Committee, the two Senior Clubs and Friends of Senior & Scout Community Center. The committee is proposing an art auction and benefit. Many seniors who are talented artists have wanted to participate in helping to raise the funds and offered to donate artwork and other items. The Committee will also solicit other donated artwork and items from the community.

Based on this type of event, the Committee is requesting permission to serve beer, wine, and hors d'oeuvres. The committee developed this concept to be in line with events such as City of Manhattan Beach Art Openings, which serve beer and wine. Initially, the intent was to hold the event at the Manhattan Beach Art Center, as alcohol could be served during art openings. However, it was decided that the priority was to be near the current Scout House to enable tours of the facility.

**DISCUSSION:**

In an effort to meet their fundraising goal, the art auction and benefit will be held on March 21, 2020, at the Joslyn Community Center from 4:00 PM to 7:00 PM. The expected attendance is 150. The Friends of Senior and Scout House plan to have a third party serving beer and wine and will follow the laws of the California Department of Alcoholic Beverage Control (ABC). An identification system will be developed to ensure that alcohol is served only to those 21 years old and over. Event tickets will range from \$15 to \$30 for general admission including one drink ticket. Additional drink tickets will be sold separately. The Committee hopes to partner with a local restaurant to donate and serve the beer and wine.

The event will include a silent auction of both artwork and donated items, and possibly a live auction depending on the donations received. Publicity will include a press release to local papers, flyers, letters sent through the scouting community and senior network, and advertisement utilizing the Chamber of Commerce's network.

**PUBLIC OUTREACH:**

The event was discussed at the Senior Advisory Committee meeting on October 8, 2019. The Senior Advisory Committee are in support of providing this fundraising event.

**LEGAL REVIEW**

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



**Agenda Date:** 11/19/2019

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Daryn Drum, Fire Chief

James Muth, Fire Captain/Fire Marshal

Walberto Martin, Senior Management Analyst

**SUBJECT:**

Conduct Public Hearing and Consider Adoption of an Ordinance Adopting by Reference the 2019 Edition of the California Fire Code and Certain Amendments, Deletions and Additions, and Amending Title 3 of the Manhattan Beach Municipal Code; Resolution Setting Forth Findings for Local Amendments (Fire Chief Drum).

- a) **ADOPT ORDINANCE NO. 19-0014**
  - b) **ADOPT RESOLUTION NO. 19-0094**
- 

**RECOMMENDATION:**

Staff recommends that City Council adopt Ordinance No. 19-0014 adopting by reference, the 2019 California Fire Code, as amended, and adopt Resolution No. 19-0094 setting forth findings for local amendments.

**FISCAL IMPLICATIONS:**

There are no fiscal implications associated with the recommended action.

**BACKGROUND:**

Every three years, the State adopts new model codes, known collectively as the California Building Standards Code, to establish uniform standards for the construction and maintenance of buildings.

California Health and Safety Code Section 13143.5 allows the City by ordinance to change, make alterations, or modifications to the fire code that are more stringent than the requirements published in the California Building Standards Code relating to fire and public safety and the other associated regulations.

**DISCUSSION:**

The State of California has adopted the California Fire Code that must in turn be adopted or utilized by each city or county. Cities may establish more restrictive building standards reasonably necessary because of local climatic, geological, or topographical conditions. Findings of the local conditions and the adopted local building standards must be filed with the California Building Standards Commission. Manhattan Beach Municipal Code (MBMC) Section 3.16 contains local building standards that must be repealed and reenacted with the 2019 California Fire Code.

Staff is proposing amendments consistent with the City’s existing regulations, past practice, and consistency with surrounding communities. The majority of the proposed local amendments are being carried over from our current municipal code, along with some proposed modifications that will provide consistent language with surrounding cities’ existing amendments. Staff recommends proposed language to address developing issues within the community. For example, photovoltaic (solar panel) systems and roof access pathways already exist in the fire code, but carry forward under a new chapter and code number.

The California Health and Safety Code Sections 17958, 17985.7, and 17958.5 provide for certain amendments to the California Building Standard Codes provided findings of necessity can be made.

Staff is proposing amendments to all codes consistent with the current Manhattan Beach Codes and past practice. Ordinance No. 19-0014 can be found at the following link: <https://www.citymb.info/Home/ShowDocument?id=41061>. The most significant amendments are:

Delete the following Manhattan Beach amendments to the 2016 Fire Code, as the 2019 Fire Code adequately addresses these issues:

- 1. 104.10 Fire Investigations.** The Fire Department is authorized to promptly investigate the cause, origin and circumstances of each and every fire, explosion, unauthorized release of hazardous materials, or any other hazardous condition within the City. If it appears to the Bureau of Fire Prevention that such fire is suspicious in origin, it is authorized to take immediate charge of all physical evidence relating to the cause of fire and to pursue investigation to its conclusion.
- 2. 910.2 Where Required.** Where required by this Code or otherwise installed, smoke and heat vents or mechanical smoke exhaust systems and draft curtains must conform to the requirements of this section.

Exceptions:

1. Frozen food warehouses used solely for storage of Class I and II commodities where protected by an approved automatic sprinkler system.
2. Where areas of buildings are equipped with early suppression fast-response

(ESFR) sprinklers, smoke and heat venting must be provided by mechanical smoke exhaust systems in accordance with Section 910.4 within these areas.

Amend the 2019 Fire Code as follows:

1. **105.6.1. Additional Permits.** Section Nos. 4 and 5 of Additional Permits have been added to read as follows
  4. Battery systems. An operational permit to install or operate stationary storage battery systems having a liquid capacity of more than 50 gallons (189 L) for flooded lead acid, nickel cadmium (NiCad) and valve- regulated lead acid (VRLA), or 1,000 pounds (454 kg) for lithium-ion, used for facility standby power, emergency power or uninterruptible power supplies. See Section 608 for additional stationary storage battery system requirements.
  5. Woodworking. An operational permit shall be required to operate a business which conducts woodworking, or operates as a cabinet shop or other similar purposes
2. **Adopt section 503**
3. **503.1.1 Buildings and Facilities.** Approved fire apparatus access roads must be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45,720 mm) of all portions of the facility and all portions of the exterior walls of the of the first story of the building as measured by an approved route around the exterior of the building or facility. The fire code official has the authority to designate fire apparatus access roads on private property.
4. **1204.2.1.1 Pathways to Ridge.** Panels and modules installed on Group R-3 buildings with hip roof layouts shall be located in a manner that provides a minimum 3-foot-wide (968 mm) clear perimeter around the edges of the roof. The access pathway shall be capable of supporting the firefighters accessing the roof.
5. **1204.2.1.2 Setbacks at Ridge.** Panels and modules installed on Group R-3 buildings with single ridge roof layouts shall be located in a manner that provides a minimum 3-foot-wide (968 mm) clear perimeter around the edges of the roof. The access pathway shall be capable of supporting the firefighters accessing the roof.
6. **1204.2.1.2.1 Flat and Alternative Roofs.** Panels and modules shall be located in a manner that provides a minimum 3-foot-wide (968mm) clear perimeter around the edges of the roof. The panels and modules shall be installed in a way that Smoke Ventilation areas are created over common hallways and corridors or in an area approved by the Fire Code Official.

7. **1204.2.1.5 Allowance For Smoke Ventilation Operations.** Panels/modules installed on Group R-3 buildings shall be located not less than 1 foot from the ridgeline, and shall be located on only one side of any ridge to allow for smoke ventilation operations on the opposing side.

EXCEPTIONS:

1. Where solar panels are located a minimum of 5 feet from the ridge on the opposing side
2. Where alternative means of allowance for smoke ventilation operations have been approved by the fire chief

To adopt the 2019 California Fire Code, the procedure is as follows: Introduce the ordinance, publish notification for two successive weeks, and conduct a public hearing and adopt the ordinance. The Council can schedule the public hearing for November 19, 2019.

Once the adoption is completed, the findings of local condition(s) and the adopted local building standard(s) will be filed with the California Building Standards Commission.

**ENVIRONMENTAL REVIEW**

The City has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that there is no possibility that the activity may have a significant effect on the environment; therefore, pursuant to Section 15061(b)(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 the ordinance and approved as to form.

**ATTACHMENT:**

1. Resolution No. 19-0094

RESOLUTION NO. 19-0094

RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL MAKING EXPRESS FINDINGS AND DETERMINATIONS THAT MODIFICATIONS TO THE 2019 CALIFORNIA FIRE CODE, AS ADOPTED BY THE CITY OF MANHATTAN BEACH, ARE REASONABLY NECESSARY BECAUSE OF LOCAL CLIMATIC, GEOLOGICAL OR TOPOGRAPHICAL CONDITIONS

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1. Certain model and uniform codes, including the 2019 California Fire Code, located within Title 24 of the California Code of Regulations and including building standards therein, are adopted and amended by the State of California in the 2019 California Building Standards Code. On January 1, 2020, the 2019 California Building Standards Code will become applicable in the City, subject to amendments made by the City pursuant to state law.

SECTION 2. Health and Safety Code Sections 17958.5 and 18941.5 permit local amendments to building standards adopted by the State, based upon express findings that such amendments are reasonably necessary due to local climatic, geological, or topographical conditions. These amendments must be expressly marked and identified as to which each finding refers. Local amendments must be more restrictive than the building standards adopted by the State.

SECTION 3. The City Council finds that certain local climatic, geological, or topographical conditions exist as follows:

A. Climatic. The City experiences periods of extremely high temperatures accompanied by low humidity and high winds each year. These conditions could create an environment in which the Fire Department may be unable to control fires occurring in vegetation as well as structures not having built in fire protection.

B. Geological. The City is located in a seismically active area. A significant earthquake could render the Fire Department incapable of providing adequate fire protection. In that instance, built-in fire protection would be relied upon for controlling most structural fires.

C. Topographical. The City is located in a densely populated coastal area in Los Angeles County that is more prone to high winds,

earthquakes and fire, making it more difficult for Fire personnel to access than many other areas in California.

After due consideration, the City Council finds and determines that due to these local climatic, geological, and topographical conditions, that amendments, additions and deletions to the 2019 California Fire Code are reasonably necessary to provide sufficient and effective levels of fire safety for the protection of life, health, and property. Specifically, the local conditions described above justify and require the following amendments:

[See table on next page]

<b>2019 California Fire Code Section</b>	<b>Title/Subject</b>	<b>Findings (Section 3)</b>
104.10.2	Technical assistance	Administrative
104.11.4	Financial responsibility	Administrative
105.6.5.1	Additional permits	Administrative
107.2.1	Inspection requests	Administrative
202	General Definitions	Administrative
503.1.1	Buildings and facilities	3-A, 3-B, 3-C
503.2.1	Dimensions	3-A, 3-B, 3-C
503.2.1.1	Access roads with vehicle parking	3-A, 3-B, 3-C
503.2.4	Turning radius	3-A, 3-B, 3-C
503.3	Fire Lane Marking/Signage	3-A, 3-B, 3-C
505.1	Address identification	3-A, 3-B, 3-C
505.1.1	Directory	3-A, 3-B, 3-C
901.4.7	Partial fire sprinkler systems	3-A, 3-B, 3-C
901.11	Problematic systems	3-A, 3-B, 3-C
903.2	Where required (automatic sprinkler systems)	3-A, 3-B, 3-C
903.2.12	All Occupancies not including Group R Residential Division 3 and Group U	3-A, 3-B, 3-C
903.2.8.2	Group R Residential, Division 3 Occupancies and Group U (automatic sprinkler systems)	3-A, 3-B, 3-C
903.2.3	Group E (automatic sprinkler systems)	3-A, 3-B, 3-C
903.3	Installation requirements (automatic sprinkler systems)	3-A, 3-B, 3-C
903.3.9	Floor control valves	3-A, 3-B, 3-C
1204.2.1.1	Pathways to Ridge	3-C
1204.2.1.2	Setbacks at Ridge	3-C
1204.2.1.2.1	Flat and Alternative Roofs	3-C
1204.2.1.5	Allowance for smoke ventilation operations	3-A, 3-B, 3-C
3304.8	Fire Retardant Plastic Sheeting and Tarpaulins	3-A, 3-B, 3-C
5601.1.3	Fireworks	3-A, 3-B, 3-C
5601.7	Seizure of fireworks	3-A, 3-B, 3-C

SECTION 4. Severability. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portions of this Resolution. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof, irrespective of the fact that nay one or more sections, subsections, subdivision, paragraphs, sentences, clauses or phrases be declared invalid.

SECTION 5. The City Clerk shall certify to the adoption of this Resolution.

ADOPTED on November 19, 2019.

Ayes:  
Noes:  
Absent:  
Abstain:

---

NANCY HERSMAN  
Mayor

Attest:

---

LIZA TAMURA  
City Clerk



**Agenda Date:** 11/19/2019

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Jeff Gibson, Interim Community Development Director  
Ryan Heise, Building Official  
Susan Yuzuki, Plan Check Engineer

**SUBJECT:**

Conduct Public Hearing and Consider Adopting an Ordinance Adopting the Most Recent California Building Standards Code and City Amendments to the Following Codes: 2019 California Building Code, 2019 California Residential Code, 2019 California Electrical Code, 2019 California Plumbing Code, 2019 California Mechanical Code, 2019 California Existing Building Code, 2019 California Green Building Standards Code, 2019 California Energy Code, 2019 California Administrative Code, 2019 California Historical Building Code, 2019 California Referenced Standards Code, and 1997 Uniform Code for the Abatement of Dangerous Buildings; Adopting Local Amendments to the Referenced Codes; Resolution Setting Forth Findings for Local Amendments; and Amending Titles 5 and 9 of the Manhattan Beach Municipal Code Related to Construction Activity and Post-Disaster Activities (Interim Community Development Director Gibson).

- a) **CONDUCT PUBLIC HEARING**
  - b) **ADOPT ORDINANCE NO. 19-0015**
  - c) **ADOPT RESOLUTION NO. 19-0095**
- 

**RECOMMENDATION:**

Staff recommends that the City Council adopt Ordinance No. 19-0015 (Building Codes) and adopt Resolution No. 19-0095.

**FISCAL IMPLICATIONS:**

There are no fiscal implications associated with the recommended action.

**BACKGROUND:**

The California Building Standards Commission published the most recent edition of Title 24 of

the California Code of Regulations known as the California Building Standards Code on July 1, 2019, to become effective on January 1, 2020. The Triennial Code Adoption Cycle is a routine rule-making process that occurs every three years in which various State agencies adopt building standards based on national model codes. State law requires local governments to enforce the California Building Standards Code; most cities adopt the published Title 24 by reference. The City must adopt these codes with any local amendments before the January 1, 2020, date. These Building Standards Codes include the 2019 California Administrative, Building, Residential, Electrical, Mechanical, Plumbing, Energy, Historical, Existing, Green Building, and Referenced Standards Codes. The last complete set of building codes was adopted by the State in 2016 and became effective on January 1, 2017. Based upon express findings, the City amended certain provisions due to the unique climatic, geological and topographical conditions prevailing within the City pursuant to California Health and Safety Code Sections 17958.5 and 18941.5.

In addition, the Ordinance also adopts Applied Technology Council ATC-20 Procedures for Post-earthquake Safety Evaluation of Buildings and companion field manual for post-earthquake and post-disaster safety evaluations of buildings and structures. Rules for construction activity regarding cleanup of debris and vehicular activity are also amended by the Ordinance.

On October 15, 2019, the City Council introduced the ordinance and set a public hearing for November 19, 2019. At this time, the Mayor should open the public hearing and receive comments. After the public hearing is closed, the Council should adopt the ordinance and the resolution.

#### **DISCUSSION:**

The State of California has adopted the 2019 California Building Standard Codes which must in turn be adopted or utilized by each city or county. The City is able to amend certain provisions as reasonably necessary because of the unique climatic, geological or topographical conditions prevailing within the City. California Health and Safety Code Sections 17958.5 and 18941.5 permit amendments to the California Building Standard Codes provided that findings of necessity can be made. Resolution No. 19-0095 contains those findings. In addition, staff has proposed amendments to the Municipal Code which consolidate construction rules for code enforcement purposes and which update obsolete code chapters. The proposed amendments are consistent with the current Manhattan Beach Municipal Codes and past practice.

Ordinance No. 19-0015 can be found at the following link:

<https://www.citymb.info/Home/ShowDocument?id=41063>. The most significant current amendments to the Building Standards Codes proposed at this time are:

1. Continue to limit the maximum duration of construction permits to four years for construction projects, instead of the State provision which has no definite limit, in order to minimize neighborhood construction impacts and to ensure that new construction is consistent with the most current Codes.
2. Continue to prohibit new roof or re-roof covering material of wood shakes and wood shingles due to fire safety concerns.
3. Continue the current requirements for undergrounding or stubbing out of utilities for major remodels and new construction to accommodate possible future utility

- undergrounding.
4. Continue to disallow aluminum conductors because of our unique moist beach climate conditions, which can cause arcing and sparking from aluminum conductors.
  5. Require an increase in the number of electric vehicle charging spaces and service equipment for multi-residential, hotel, motel, and non-residential projects.
  6. Continue to require sustainable building measures regarding water conservation, material conservation, waste management diversion, and air quality improvements.

A majority of the amendments clarify and update the structural requirements due to potential hazards specific to our community. These amendments are part of the joint effort by 89 jurisdictions within Los Angeles County to develop the Los Angeles Regional Uniform Code Program. The amendments include additional structural engineering design-related provisions for earthquake, wind, and other geologic, topographic, or climatic concerns. Under the proposed energy efficiency standards, buildings will use 30 - 50% less energy than those built under the current standards, which will reduce greenhouse gas emissions by 700,000 metric tons statewide over three years.

According to California Health and Safety Code Section 17958.7, the Council must find specific, local needs to support amendments which must be more restrictive than the State-adopted model codes. These findings are included in Resolution No. 19-0095. If the City Council adopts the ordinance and resolution, both documents will be filed with the California Building Standards Commission.

The California Building Standards Code that will become effective statewide is the 2019 edition. Each of these state construction codes is based on national model codes as adopted or amended by the California Building Standards Commission. These model codes are published by various professional organizations including the International Code Council, the International Association of Plumbing and Mechanical Officials and the National Fire Protection Association.

In addition, the Ordinance replaces outdated Manhattan Beach Municipal Code provisions by adopting Applied Technology Council ATC-20 Procedures for Post-earthquake Safety Evaluation of Buildings and companion field manual for post-earthquake and post-disaster safety evaluations of buildings and structures. Rules for construction activity regarding cleanup of construction debris on adjacent properties were updated and relocated to the Construction Rules section of the Manhattan Beach Municipal Code. Rules regarding vehicular activity associated with construction were amended by the Ordinance to be consistent with rules for construction activity.

**PUBLIC OUTREACH:**

An email notice was distributed to the City's Construction Community Distribution List notifying the recipients of this item and the City Council meeting date. Notice of this public hearing was published for two successive weeks in The Beach Reporter.

**ENVIRONMENTAL REVIEW:**

The City Council hereby finds that it can be seen with certainty that there is no possibility that the adoption of this Ordinance, and the prohibitions established hereby, and the Resolution, may have a significant effect on the environment, because the Ordinance will impose limitations on activities in the City, and will thereby serve to eliminate potentially significant adverse environmental impacts. The Resolution simply contains findings to support local amendments. It is therefore not subject to the California Environmental Quality Act review pursuant to Title 14, Chapter 3, Section 15061(b)(3) of the California Code of Regulations. A Notice of Exemption will be prepared.

**LEGAL REVIEW:**

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

**ATTACHMENT:**

1. Resolution No. 19-0095

RESOLUTION NO. 19-0095

RESOLUTION OF THE CITY OF MANHATTAN BEACH CITY COUNCIL MAKING EXPRESS FINDINGS AND DETERMINATIONS THAT MODIFICATIONS TO THE 2019 CALIFORNIA BUILDING CODE, CALIFORNIA RESIDENTIAL CODE, CALIFORNIA ELECTRICAL CODE, CALIFORNIA PLUMBING CODE, CALIFORNIA MECHANICAL CODE, CALIFORNIA EXISTING BUILDING CODE AND CALIFORNIA GREEN BUILDING STANDARDS CODE; ADOPTING LOCAL AMENDMENTS TO THE REFERENCED CODES; ARE REASONABLY NECESSARY BECAUSE OF LOCAL CLIMATIC, GEOLOGICAL OR TOPOGRAPHICAL CONDITIONS

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1. Certain model and uniform codes, including the 2019 California Building, Residential, Electrical, Plumbing, Mechanical, Existing, Green Building Standards, Energy, Administrative, Historical, and Referenced Standards Code located within Title 24 of the California Code of Regulations and including building standards therein, are adopted and amended by the State of California in the 2019 California Building Standards Code. On January 1, 2020, the 2019 California Building Standards Code will become applicable in the City, subject to amendments made by the City pursuant to state law.

SECTION 2. Health and Safety Code Sections 17958.5 and 18941.5 permit local amendments to building standards adopted by the State, based upon express findings that such amendments are reasonably necessary due to local climatic, geological and/or topographical conditions. These amendments must be expressly marked and identified as to which each finding refers. Local amendments must be more restrictive than the building standards adopted by the State.

SECTION 3. The City Council finds that certain local climatic, geological, or topographical conditions exist as follows:

A. Climatic. The City experiences periods of extremely high temperatures accompanied by low humidity and high winds each year. These conditions create an environment in which there is an increased risk of fire.

B. Geological. Manhattan Beach is prone to seismic activity due to the existence of active earthquake faults in the Southern California area. Due to the high geologic activities in the Southern California area, amendments are required to address and clarify special needs for buildings constructed in a seismically active area.

C. Climatic. Precautionary steps are necessary to reduce or eliminate potential problems that may result from using timber footings in Manhattan Beach, as timber footings experience relatively rapid decay due to the fact that the region does not experience temperatures cold enough to destroy or retard the growth and proliferation of wood-destroying organisms.

D. Climatic and Topographical. Environmental resources in the city of Manhattan Beach are scarce due to varying, and occasionally immoderate, temperatures and weather conditions. Expanding the scope of the mandatory requirements of this Code will achieve a greater reduction in greenhouse gases, higher efficiencies of energy, water, and material usage and improved environmental air quality.

E. Topographical. The City is located in a densely populated coastal area in Los Angeles County that is more prone to high winds, earthquakes and fire, making it more difficult for Fire personnel to access than many other areas in California.

F. Climatic. The City experiences periods of moist salt air which create an environment in which there is an increased rate of corrosion.

G. Topographical. The City is located in a densely populated coastal area in Los Angeles County with small lot dimensions, amendments are necessary to maintain the integrity of public or private property.

After due consideration, the City Council finds and determines that due to these local climatic, geological and topographical conditions, that amendments, additions and deletions to the 2019 California Building Standards Code are reasonably necessary to provide sufficient and effective levels of fire safety for the protection of life, health and property. Specifically, the local conditions described above justify and require the following amendments:

<b>2019 California Building Code Section</b>	<b>Title / Subject</b>	<b>Findings (Section 3)</b>
[A] 101.4	Referenced codes	Administrative
[A] 105.2	Work exempt from permit	Administrative
[A] 105.3.2	Expiration of plan review	Administrative
[A] 105.5	Permit expiration	Administrative
[A] 109.2	Schedule of permit fees	Administrative
[A] 109.4	Work commencing before permit issuance	Administrative
[A] 114.4	Violation penalties	Administrative
202	Definitions	Administrative, 3-B, 3-D
1505.1 & Table 1505.1	General roofing and re-roofing	3-A
1505.4	Class C roof assemblies	3-A
1505.5	Nonclassified roofing	3-A
1505.6	Fire-retardant-treated wood shingles and shakes	3-A
1507.1	Roofing and re-roofing	3-A

1507.3.1	Deck requirements	3-B
1507.8	Wood shingles	3-A
1507.9	Wood shakes	3-A
1511.1	General Roofing and re-roofing	3-A
1613.5 – 1613.5.3	Amendments to ASCE 7	3-B
1613.6 – 1613.6.4.4	Suspended ceilings	3-B
1704.6	Structural observations	3-B
1704.6.2	Structural observations for seismic resistance	3-B
1705.3	Concrete construction	3-B
1705.12	Special inspections for seismic resistance	3-B
1807.1.4	Permanent wood foundation systems	3-B, 3-C
1807.1.6	Prescriptive design of concrete and masonry foundation walls	3-B
1807.2	Retaining walls	3-B, 3-C
1807.3.1	Limitations	3-B, 3-C
1809.3 & Figure 1809.3	Stepped footings	3-B
1809.7 & Table 1809.7	Prescriptive footings for light-frame construction	3-B
1809.12	Timber footings	3-B, 3-C
1810.3.2.4	Timber	3-B, 3-C
1905.1	General	3-B
1905.1.7	ACI 318, Section 14.1.4	3-B
1905.1.9, 1905.1.10 & 1905.1.11	ACI 318	3-B
2304.10.1 & Table 2304.10.1	Fastener requirements	3-B
2304.10.2.1	Quality of nails	3-B
2304.12.5	Wood used in retaining walls and cribs	3-B, 3-C
2305.4	Hold-down connectors	3-B
2306.2	Wood-frame diaphragms	3-B
2306.3	Wood-frame shear walls	3-B
2307.2	Wood-frame shear walls	3-B
Table 2308.6.1	Wall bracing requirements	3-B
2308.6.5 – 2308.6.5.1 & Figure 2308.6.5.1	Alternate braced wall	3-B
2308.6.5.2 & Figure 2308.6.5.2	Portal frame with hold-downs	3-B
2308.6.8.1	Foundation requirements	3-B
2308.6.9	Attachment of sheathing	3-B
3101.1	Scope	Administrative
3114 – 3114.8.5.3, Table 3114.8.5.3, Figure 3114.8.5.3(1) – 3114.8.5.3(4)	Intermodal Shipping Containers	3-B, 3-D

Chapter 35	Referenced Standards for Intermodal Shipping Containers	3-B, 3-D
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<b>2019 California Residential Code Section</b>	<b>Title / Subject</b>	<b>Findings (Section 3)</b>
R105.2	Work exempt from permit	Administrative
R105.3.2	Expiration of plan review	Administrative
R105.5	Permit expiration	Administrative
R108.2	Schedule of permit fees	Administrative
R108.6	Work commencing before permit issuance	Administrative
R113.4	Violation penalties	Administrative
R202	Definitions	Administrative
R301.1.3.2	Woodframe structures greater than two-stories	3-B
R301.2.2.6	Irregular buildings	3-B
R301.2.2.11	Anchorage of mechanical, electrical, or plumbing components and equipment	3-B
R401.1	Application	3-B, 3-C
R403.1.2	Continuous footing in Seismic Design Categories D <sub>0</sub> , D <sub>1</sub> , and D <sub>2</sub> .	3-B
R403.1.3.6	Isolated concrete footings	3-B
R403.1.5 & Figure R403.1.5	Slope	3-B
R404.2	Wood Foundation Walls	3-B, 3-C
R501.1	Application	3-B
R503.2.4 & Figure R503.2.4	Openings in horizontal diaphragms	3-B
R602.3.2 & Table R602.3.2	Single Top-plate splice connections details	3-B
Table R602.3(1)	Fastening Schedule	3-B
Table R602.3(2)	Alternate Attachments	3-B
R602.10.2.3	Minimum number of braced wall panels	3-B
Table R602.10.3(3)	Bracing requirements based on seismic design category	3-B
Table R602.10.4	Bracing methods	3-B
Table R602.10.5	Minimum length of braced wall panels	3-B
Figure R602.10.6.1	Method ABW: Alternate braced wall panel	3-B
Figure R602.10.6.2	Method PFH: Portal Frame with hold-downs	3-B
Figure R602.10.6.4	Method CS-PF: Continuously sheathed portal frame panel construction	3-B
R606.4.4	Parapet walls	3-B
R606.12.2.2.3	Reinforcement requirements for masonry elements	3-B
R803.2.4	Openings in horizontal diaphragms	3-B



R905.3.1	Deck requirements	3-B
R1001.3.1	Vertical Reinforcing	3-B

<b>2019 California Electrical Code Section</b>	<b>Title / Subject</b>	<b>Findings (Section 3)</b>
89.108.4.2	Fees	Administrative
89.108.4.3	Plan review and time limitations	Administrative
89.108.3.2.5	Violation penalties	Administrative
230-30 (A)	Services undergrounding	3-E
230-62	Service equipment – enclosed or guarded	3-F
310.106(B)	Conductor material	3-F
Tables 310.15(B)(16)– 310.15 (B)(21)	Ampacities of various conductors	3-F

<b>2019 California Plumbing Code Section</b>	<b>Title / Subject</b>	<b>Findings (Section 3)</b>
106.3	Violation penalties	Administrative
Table 104.5	Plumbing permit fees	Administrative
104.5.1	Work commencing before permit issuance	Administrative
104.5.2	Investigation fee	Administrative

<b>2019 California Green Building Standards Code Section</b>	<b>Title / Subject</b>	<b>Findings (Section 3)</b>
4.106.4.2	New multifamily dwellings	3-D
4.106.4.3 – 4.106.4.3.1 and Table 4.106.4.3.1	New hotels and motels	3-D
5.106.5.3.3 and Table 5.106.5.3.3	EV charging space and charging station calculation	3-D

<b>2019 California Mechanical Code Section</b>	<b>Title / Subject</b>	<b>Findings (Section 3)</b>
106.1	General	Administrative
104.5	Fees	Administrative
Table 104.5	Mechanical permit fees	Administrative
104.5.1	Work commencing before permit issuance	Administrative
104.5.2	Investigation fee	Administrative

<b>2019 California Existing Building Code Section</b>	<b>Title / Subject</b>	<b>Findings (Section 3)</b>
[A] 105.3.2	Time limitation of application	Administrative
[A] 105.5	Expiration	Administrative
[A] 108.2	Schedule of permit fees	Administrative
[A] 108.4	Work commencing before permit issuance	Administrative
[A] 113.4	Violation penalties	Administrative
302.7-302.7.3	Parapets and appendages	3-B
302.8	Existing glass	Administrative
[BS] A401.2	Scope	3-B
[BS] A404.1	Limitation	3-B
[BS] A407.1	Structural observation, testing and inspection	3-B

**SECTION 4.** Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portions of this Resolution. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, subdivision, paragraphs, sentences, clauses or phrases be declared invalid.

**SECTION 5.** The City Clerk shall certify to the adoption of this Resolution.

ADOPTED November 5, 2019.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
NANCY HERSMAN  
Mayor

ATTEST:

\_\_\_\_\_  
LIZA TAMURA  
City Clerk

**Agenda Date:** 11/19/2019

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Steve S. Charelian, Finance Director

Henry Mitzner, Controller

Cynthia F. Mickschl, Revenue Services Manager

**SUBJECT:**

Conduct Public Hearing to Consider Adopting a Resolution Regarding the Citywide User Fee Schedule and Cost Allocation Plan (Finance Director Charelian).

a) **CONDUCT PUBLIC HEARING**

b) **ADOPT RESOLUTION NO. 19-0107**

---

**RECOMMENDATION:**

Staff recommends that the City Council conduct a public hearing to consider adopting resolution 19-0107 regarding the Citywide User Fee Schedule and Cost Allocation Plan.

**FISCAL IMPLICATIONS:**

Results of the current City User Fee Study and Cost Allocation Plan (CAP) indicate the City will receive an estimated \$579,000 in additional revenue (cost recovery) annually using the new rates. It is important to note that the proposed fee rates represent the costs for services that are discretionary on the part of the user. To the extent the City does not fully recover its costs for these services, General Fund taxes will subsidize the activity. Tax subsidies for discretionary services reduce General Fund surpluses and correspondingly the Fund's ability to support activities such as long-term capital improvements.

**BACKGROUND:**

In 2014, the City conducted its last Comprehensive Cost Allocation Plan and User Fee Study, which identified costs associated with providing each non tax-supported service, and assigned 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 cost allocation plan is to ensure that the City includes overhead costs to determine the true cost of providing various City services, as

well as indirect costs attributable to enterprise and other chargeable funds.

Over the past five years, the cost of service has increased due to increases in salaries, benefits, staffing changes, and other operational costs. The current fees charged by the City have increased incrementally based on the known Memorandum of Understanding (MOU) salary rate increases for each employee class, but did not increase with other operational costs since they were not known at the time the user fees were adopted.

In June 2018, the City contracted with Matrix Consulting Group to conduct a comprehensive Cost Allocation Plan and User Fee Study. The purpose of the study is to identify areas where tax dollars may be subsidizing “personal choice” services, and to ensure the fees charged do not exceed the cost of providing the service since any excess may be considered a tax. Under State law, public agencies are entitled to recover the costs associated with providing certain services that are considered “personal choice.”

A “personal choice” service is defined as a service where the customer is identifiable and the service is directly provided to that customer alone. Examples of “personal choice” services include: building permits, block party permits, alarm permits, and building plan checks. The fees associated with these types of services are provided directly to the customer at the request of, and for benefit to, that customer. The City fully recovers its costs, where appropriate, using the analysis provided by Matrix Consulting Group, which is derived from extensive interviews with staff to determine the true scope and cost of providing these types of services.

A “user fee” is a charge for service provided by a governmental agency to the public. Several laws such as Propositions 13, 4, 218, and 26 set parameters under which the user fees can be established and administered by local government. User fees charged by local agencies may not exceed the estimated reasonable cost of providing the service for which the fee is charged. Local governments have broad authority to implement user fees that reasonably recover the costs of their operations.

#### How Fees are Developed:

The primary objective of a full Cost Allocation Plan is to spread costs from central support departments, generally called “Central Service Departments,” to those departments, divisions, cost centers, and funds that receive services in support of conducting their operations. Central Services include support departments Management Services, Finance, and Human Resources. In addition, management and external support within a service department such as Community Development or Public Works are captured in the full-cost of providing a service. In doing so, an organization can both better understand its full cost of providing specific services to the community, and also generate organizational awareness regarding indirect (overhead) costs associated with operations. This plan was compiled in accordance with Generally Accepted Accounting Principles, and is also based on many of the methods of indirect cost allocation defined by the federal Office of Management and Budget’s (OMB) Title 2 Code of Federal Regulation (CFR) 200.

Determining the cost of providing services is complex. Matrix Consulting Group, recognized with

over 17 years of providing financial and management analytical services to local governments, held numerous meetings with City staff to conduct interviews and confirm the actual amount of staff time spent to provide each specific service listed. They also developed schedules that identified the costs for labor benefits, overhead and materials in order to calculate a true cost of service. Cost recovery fees are designed to recover the City’s costs for providing services without a “profit.” Therefore, not all fees automatically increase; some fees may adjust lower. The work accomplished by the Matrix Consulting Group in the analysis of the proposed fees for services involved the following steps: First, divisional staff interviews in which the project team interviewed staff to obtain a general understanding of the structure of the City’s existing fee schedule. Second, data was collected for each service, including labor time estimates and current or potential volume for each service. Concurrently, all budgeted costs and staffing levels for Fiscal Year 2019-2020 were entered into the consultant’s analytical software to produce a model for the allocation of Citywide overhead. Finally, the full cost of providing each service included in the fee schedule was established and sent to Departmental staff for a final review for reasonability.

An example of how a fee is developed is illustrated below. This sample for a “Use Permit” shows a total cost recovery fee of \$8,393.38.

The total cost is based on the number of hours it takes staff to process the permit:

<b>Division:</b>	Planning					
<b>Category/Fee Title:</b>	Use Permit					
<b>Range:</b>	Use Permit					
<b>Process Step Details:</b>	<b>Dept.</b>	<b>Division</b>	<b>Position</b>	<b>Time to Complete</b>	<b>Fully</b>	<b>Burdened Rate Total</b>
Intake / Routing	CD	Current Planning	Asst. / Assoc. Planner		0.25	
\$ 135.82	\$ 33.95					
Intake / Routing	CD	Current Planning	Admin Clerk II		0.75	
\$ 95.10	\$ 71.33					
Review	Fire	Prevention	Fire Marshal	0.50	\$ 279.94	\$ 139.97
Review	PW	Admin	Mgmt. Analyst	0.25	\$ 117.80	\$ 29.45
Review	CD	Plan Check	Plan Check Engineer	0.50		\$ 161.87
\$ 80.93						
Review	PW	Civil Engineering	Principal Engineer			1.50
\$ 159.15	\$ 238.72					
Review	PW	Civil Engineering	Public Works Inspector			0.25
\$ 109.79	\$ 27.45					
Review	CD	Current Planning	Asst. / Assoc. Planner			13.00
\$ 135.82	\$ 1,765.61					
Resubmittal	CD	Current Planning	Asst. / Assoc. Planner			8.00
\$ 135.82	\$ 1,086.53					
Resubmittal	CD	Current Planning	Planning Mgr.			3.00
\$ 175.15	\$ 525.45					

Planning Commission	CD		Current Planning	Admin Clerk II	
3.00	\$	95.10	\$ 285.30		
Planning Commission	CD		Current Planning	Asst. / Assoc. Planner	
12.00	\$	135.82	\$ 1,629.79		
Planning Commission	CD		Admin	Comm. Dev. Director	2.00
\$ 194.14	\$	388.28			
Planning Commission	CD		Current Planning	Planning Mgr.	
6.00	\$	175.15	\$ 1,050.90		
PC Follow-Up & City Council			CD	Current Planning	Admin Clerk II
4.50	\$	95.10	\$ 427.95		
PC Follow-Up & City Council			CD	Current Planning	Asst. / Assoc.
Planner			\$ 339.54		
2.50	\$	135.82			
PC Follow-Up & City Council			CD	Admin	Comm. Dev. Director
0.50	\$	194.14	\$ 97.07		
PC Follow-Up & City Council			CD	Current Planning	Planning Mgr.
1.00	\$	175.15	\$ 175.15		
<b>FEE @ 100% COST RECOVERY</b>					<b>\$ 8,393.38</b>

The hourly rates used for each position is “fully burdened” meaning that it includes not only the employee’s salary and benefits, but a proportionate share of operating expenses, overhead, and replacement costs for assets involved in the delivery of service. Worksheets evaluating the time and staff positions used to provide each of the services on the fee schedule have been created as support for each of the recommended fees.

**DISCUSSION:**

In 2006, the City Council adopted a policy to periodically review and update its user fees. To perform the most recent comprehensive cost allocation plan and user fee study, the City hired the Matrix Consulting Group. Staff provided updated salary and benefit data as well as detailed budget information to the consultants who have now provided an updated Cost Allocation Plan (Attachment) and Report of the Cost of Services (User Fee) Study (Attachment). The attached Schedule of Fees (Attachment) provides detailed information for each fee including the current fee, total cost of providing the service, net dollar change, proposed fee, any special conditions related to the fee, and estimated annual volume. The proposed fees are based on current salaries and benefits. Throughout the fee schedule, you will see indicators in the “Special Consideration” column that reference fees staff will be introducing for the first time, fees which have previously been set by City Council policy, fees set by statute, and finally those which have been charged in the past, but will be modified in structure during this study.

During the past five years, the City has seen many changes including the addition of new staff positions and modifications to our processes. For example, some processes previously only completed by the City Traffic Engineer will now be handled by the new Traffic Engineering Technician. Changes to Federal and State regulations has also impacted fees. New regulations pertaining to telecommunication infrastructure and HVAC systems have created the need for staff to spend additional time during reviews and inspections to ensure compliance with these regulations, which in turn affects fees for these services. Changes to key positions with the hiring

of a new Fire Chief, Building Official, City Engineer, and Utilities Manager brought additional experience and expertise, which was essential to enhancing and restructuring some of the City's processes. For example, there is a new fee in the Fire Department that should be highlighted: The multi-family unit annual inspection fee. There are approximately 300 apartment buildings or multi-family unit buildings within the City that require this inspection, and per the State Fire code, these types of inspections are fully recoverable by the agency that provides them.

One of the objectives of a User Fee Study is to evaluate the current fee schedule and gauge the defensibility behind the methodology we use to calculate our fees. In the area of Building Permits, it was determined that an approach based on a non-subjective factor, square footage, would be more equitable and defensible than the valuation based model in place today. While the City has utilized the valuation based method in the past, we differ from other jurisdictions because we do not simply take the value given to us by the applicant. We also calculate the square footage of the project and utilize standard industry tables to verify the reasonability of the applicant's valuation. It is because of this that the increase or decrease between methods is not as extreme as other jurisdictions have experienced when changing from a valuation methodology to a square footage methodology.

Right-of-Way permitting was also carefully reviewed. There were many interdepartmental meetings with the primary staff members who work on these types of permits and the structure presented in this study was brought forth as the most appropriate way to charge for this service. A variety of structure was added in order to accurately reflect what types of projects are taking place in the Right-of-Way. Similarly, staff created more structure for other types of fees such as the special events application.

During the next several years the City will continue to see technology improvements. Implementation of a new permitting solution, Tyler Energov, will take place in January 2020, and over the next 12-24 months, Tyler Munis will replace the City's current Enterprise Resource Planning (ERP) solution. In order to mitigate the cost to taxpayers for the permitting solution that is primarily used for non-tax supported services, an account will be created that will receive the technology fee revenue and be used to pay for the cost of the software purchase, maintenance and 50% of the Building Services Analyst salary that provides direct software support for the Department. The account will be funded by adding a three percent technology fee to all permits. Additionally, the Fire Department anticipates implementing a technology fee to mitigate the costs of a Fire Records Management System (RMS) software that will be utilized for the scheduling and permitting of Fire user fee permits. The calculated cost of this fee will be an additional five percent. Technology fees are a common practice among municipalities and typically range between four and 12 percent, making our rates among the lowest for this type of fee. Given that this type of fee is created for a very specific use, it can only be used for technology support services in these Departments.

The majority of changes to the current study were based on changes in processes and structure. There are a few "new" fees and the overall increase in revenue is not as substantial as in the prior study, indicating we effectively capture recoverable revenue.

At the October 24, 2019, Finance Subcommittee meeting, Matrix Consulting Group presented

an overview of the Study and provided the Subcommittee with the detail surrounding the proposed fees, followed by questions and answers. The Subcommittee voted to recommend presentation of the Comprehensive Cost Allocation Plan and User Fee Study at a public hearing at the November 19th, 2019, City Council meeting. The Subcommittee also requested Staff provide options for appeals, such as only waiving the fee if the applicant wins, and no subsidies for third parties. All fees will be updated for the next three fiscal years (fiscal years 2020-2021, 2021-2022, and 2022-2023) using MOU pay rate increases that are known at this time.

If approved, fees will go into effect on December 19, 2019 (excluding Community Development related fees). All other fees not defined in the study are based on Direct Costs or Fully Burdened Rates and are executed at the discretion of the City Manager.

**PUBLIC OUTREACH:**

Study results were presented at a public meeting of the Manhattan Beach Finance Subcommittee held at City Hall on October 24, 2019.

On September 19, 2019, the City notified the Building Industry Association of Southern California (BIASC), The Gas Company, and Southern California Edison (SCE) of the City's intent to modify its user fees in compliance with California Government Code Section 66016.

The public hearing was properly noticed in the November 7, 2019, and November 14, 2019, legal notices section of The Beach Reporter. Related documents were posted on the City website November 1, 2019 and made available at City Hall for in-person review.

Finally, an email was sent on November 12, 2019, to the Community Development Department email list that includes contractors and other important stakeholders.

**ENVIRONMENTAL REVIEW:**

The City reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and determined 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. Resolution No. 19-0107
2. Fiscal Year 2020 Proposed Schedule of Fees
3. Report on the Cost of Services Study (User Fee)
4. 2019 Comprehensive Cost Allocation Plan



RESOLUTION NO. 19-0107

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL ESTABLISHING NEW FEES AND CHARGES FOR GOODS, SERVICES AND FACILITIES PROVIDED BY THE CITY OF MANHATTAN BEACH AND AMENDING AND RESTATING THE CITY'S COMPREHENSIVE FEE SCHEDULE

THE MANHATTAN BEACH CITY COUNCIL DOES HEREBY DECLARE, FIND, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The City of Manhattan Beach ("City") is empowered to impose reasonable fees, rates, and charges for municipal services. California Government Code Section 66000 et seq. authorizes the City to adopt fees for municipal services, provided such fees do not exceed the cost to the City for providing the services. Periodically, the City Council determines that fees, rates, and charges should cover the costs reasonably borne or a substantial portion of the actual costs of the goods and services provided by the City.

SECTION 2. The City has conducted an extensive analysis of its services, the costs reasonably borne by the City in providing its services, the beneficiaries of such services, and the revenues produced by those paying fees and charges for such services. The City retained an independent consultant, Matrix Consulting Group ("Matrix"), to conduct the analysis of the City's services and related costs. Matrix collected data and interviewed City personnel as part of that analysis. City departments have reviewed the fee schedule and made certain recommendations. Matrix completed that certain Full Cost Allocation Plan dated November 2019 and that Cost of Services (User Fee) Study Final Report dated September 7, 2019 (collectively "Studies"). The Studies are on file with the City Finance Department and are incorporated by this reference. The Studies set forth a mechanism to ensure that fees adopted by the City do not exceed the reasonable estimated cost for providing the services for which the fees are charged.

SECTION 3. The adoption of this Resolution approves and sets forth a procedure for increasing reasonable costs, fines and penalties for the purpose of meeting increased operating expenses of City departments and is, therefore, exempt from the California Environmental Quality Act (Public Resources Code Sections 21080 et seq.) pursuant to Public Resources Code Section 21080(b)(8)(A).

SECTION 4. After conducting a duly noticed public hearing on November 19, 2019 and satisfying all applicable provisions of California Government Code Sections 66016 and 66018, the City Council hereby determines that the fees, rates, and charges should cover the costs reasonably borne or a substantial portion of the actual costs of the goods and services provided by the City and that certain fees, rates, and charges identified on the Proposed User Fee Table FY2020 ("Table") attached hereto as Attachment A and incorporated by this reference, do not cover the actual costs under the current fee schedules.

SECTION 5. Based upon the foregoing, the City Council hereby establishes, adjusts and increases the fees, rates, and charges for the items identified in the Table. The City Council hereby finds that, where applicable, the fees, rates and charges will not exceed the cost to the City of providing the service to which such fees apply. The fees adopted hereunder are based upon the actual cost to the City of providing the service or facility for which the fee is charged. Calculation of the fees is based upon the Studies conducted by Matrix.

SECTION 6. The State of California requires cities to charge state-established fees, rates, and charges, which are paid to the State. The City Council hereby directs the City Clerk to incorporate such State-imposed fees, rates and charges into the Table, and every year hereafter.

SECTION 7. The restatement in the attached Table of existing rates and amounts for previously imposed taxes, fees, and charges is for the purpose of administrative convenience and is not intended, and shall not be construed, as the imposition, extension, or increase of any such tax, fee, or charge.

SECTION 8. The City Manager, or his/her designee, shall have the authority to interpret the provisions of this Resolution and the attached table for purposes of resolving ambiguities. The City Manager, shall have the authority to authorize and require reasonable compensation for the temporary use of City property or receipt of City services not otherwise provided for in this Resolution or other applicable resolutions or ordinances. Such compensation shall be based upon the City's fully burdened hourly rates or costs as described in the Studies.

SECTION 9. Any increase or decrease in the fees listed on the Table shall take effect December 19, 2019 except those related to Community Development which will take effect January 19, 2020. Fees will subsequently increase or decrease on July 1st, annually, based on salary increase/decreases per current Memoranda of Understanding with City Employee bargaining groups for all fees not set by law.

SECTION 10. The City Clerk shall certify to the passage and adoption of this Resolution.

ADOPTED November 19, 2019.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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NANCY HERSMAN  
Mayor

ATTEST:

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LIZA TAMURA  
City Clerk

FISCAL 2020 PROPOSED FEE SCHEDULE

City Council Meeting  
November 19, 2019

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume
<b>CITY CLERK</b>									
20-001	Initiative Petition Processing	A formal notice of intent to circulate an initiative petition for a municipal measure. <b>[California Election Code Section - 9202(b)]</b>		\$200	\$388	(\$188)	\$200	Set by Statute	1
20-002	Candidate Processing	Process a candidate for office in the City not to exceed \$25. <b>[California Election Code Section - 10228]</b>		\$25	\$167	(\$142)	\$25	Set by Statute	4
20-003	Candidate Statement	Process a candidate statement for publication electronically or in voter guide per <b>[California Election Code Section 13307]</b>	Bi-Annual (10 or less)	Actual Cost	Actual Cost	\$0	Actual Cost	Set by Statute	
20-004	Reproduction Service	Making a copy of a City document upon request. <b>[Per Resolution 6302]</b>	Regular Copies	\$0.10	\$1.03	(\$0.93)	\$0.10	Set by Resolution	2692
20-005			Election Documents	\$0.10	\$3.03	(\$2.93)	\$0.10	Set by Resolution	0
20-006	Archive Retrieval	Based upon request, retrieve an archived document per box pickup, delivery, and re-file in storage. Direct cost to cover contractor costs		Actual Cost	\$68	\$0	Actual Cost		0
20-007	Copy Service	Making a copy of an audiotape, CD, DVD, or PDF file.	Tape / CD / DVD / PDF	\$7	\$8	(\$1)	\$8		14
20-008	Lobbyist Registration	Process registration for lobbyist.		\$14	\$30	(\$16)	\$30		3
<b>FINANCE FEES</b>									
20-009	Return Check & Insufficient Funds Fee	Re-processing of checks or other payments due to insufficient funds. <b>[California Civil Code Section 1719]</b>	First Check	\$53	\$25	\$28	\$25	Set by Statute	77
20-010			Subsequent Check	\$53	\$35	\$18	\$35	Set by Statute	0
20-011	Business License Identification Decal	Issue a decal in conjunction with a business license for vehicles used by that business. (Required for Gardeners - others upon request)		\$4	\$5	(\$1)	\$5		1425
20-012	Custom License Listing Request	Providing a unique listing of customized business and animal licensing information.	Custom	\$40	\$40	\$0	\$40		0
20-013			Existing	\$20	\$25	(\$5)	\$25		12
20-014	Dog Licenses	Licensing of animals within the City Limits. - 50% discount for seniors 62+ with income under \$10,000.  - No Charge for handicapped, disabled or seeing eye dogs.  - Late Penalty of 20% per month not to exceed 100%.	Spayed / Neutered	\$20	\$21	(\$1)	\$21		2428
20-016			All Others	\$52	\$48	\$4	\$48		154
20-017			Duplicate Tag	\$4	\$4	\$0	\$4		14

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Note: All other fees not defined in this table are based on Direct Costs or Fully Burdened Rates and are executed at the discretion of the City Manager

FISCAL 2020 PROPOSED FEE SCHEDULE

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume
<b>PARKS AND RECREATION FEES (NON-PROGRAM / ACTIVITY RELATED)</b>									
20-018	Banner Installation	Hanging a banner across the public right-of-way at the request of a private party.	Sepulveda Boulevard	\$300	\$372	(\$72)	\$372	Modified Structure	0
20-019			All Other	\$277	\$325	(\$48)	\$325		15
20-020	Special Events Application	Processing a request for a special event within the City.	Pass-through (City access only - no support)	\$809	\$662	\$147	\$662		3
20-021			Repeat or Legacy (with no major changes)	\$809	\$977	(\$168)	\$977		15
20-022			New (or with major changes)	\$809	\$1,417	(\$608)	\$1,417		4
20-023	Film Permits - Application	Review an application for a motion picture or still photography, which takes place in the City.	Motion Picture	\$489	\$528	(\$39)	\$528		35
20-024			Still Photography	\$178	\$208	(\$30)	\$208		13
<b>POLICE FEES</b>									
20-025	Amplified Sound Permit	Reviewing a Request to use amplified sound in a non-commercial area.		\$227	\$183	\$44	\$183	Set by Council Policy	46
20-026	Retail Firearm Permit	Review of a request to sell firearms within the City	New	\$1,012	\$944	\$68	\$944		0
20-027		Renewal of a request to sell firearms within the City.	Renewal	\$234	\$242	(\$8)	\$242		1
20-028	Block Party Permit	Review an application for a block party.		\$50	\$159	(\$109)	\$50		37
20-029	Weapons Discharge Permit	Review an application for a weapons discharge permit within the City.		\$601	\$603	(\$2)	\$603		0
<b>COMMUNITY AFFAIRS</b>									
20-030	Alarm System Permit	Registration of new property alarms within the City.	New	\$55	\$57	(\$2)	\$57		318
20-031		Annual renewal of Alarm System Permits already registered within the City.	Renewal	\$25	\$29	(\$4)	\$29		2491
20-032	Alarm School	As-needed class providing education and best practices for alarm system users who have had "false alarm" incidents. Completion forgives one invoice per year - Does not apply to false panic alarms		\$64	\$91	(\$27)	\$91		21

FISCAL 2020 PROPOSED FEE SCHEDULE

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume
<b>TECHNICAL SUPPORT</b>									
20-033	Fingerprint Card / Live Scan	Fingerprint a person on a card or process a live scan fingerprint. This fee is in addition to any DOJ fees.		\$19	\$23	(\$4)	\$23		140
20-034	Digital Reproduction	Providing a Police audio recording upon request.	Audio	\$58	\$96	(\$38)	\$96		1
20-035		Providing a police video recording upon request.	Video	\$131	\$213	(\$82)	\$213		1
20-036	Police Record Clearance Letter	Research and prepare clearance letter for individuals requesting the service.		\$43	\$56	(\$13)	\$56		16
20-037	Police Photos - Film & Digital	Providing copies of police photographs on request.	Per Photo / Page	\$5	\$6	(\$1)	\$6		30
20-038		Providing copies of police photographs on a CD upon request.	Per CD	\$9	\$13	(\$4)	\$13		4
20-039	Data Research and Release	Research and compilation of data in police records upon request.		\$105	\$119	(\$14)	\$119		2
20-040	Special Business - DOJ Check	Processing an individual who is involved in the operation of certain special businesses, which involves checking that individual against the DOJ's records.		\$913	\$1,159	(\$246)	\$1,159		0
20-041	Police Reports	Producing a copy of a police report upon request. <i>[Per City Resolution 6302]</i>	Per Page	\$0.10	\$0.10	\$0	\$0.10	Set by Resolution	50
<b>JAIL OPERATIONS</b>									
20-042	Booking Fee	Process an individual under arrest for booking. <b>*County Fees are additional</b>		\$259	\$266	(\$7)	\$266		68
<b>PARKING</b>									
20-043	Impound Vehicle Release	Collection and release of vehicles impounded by the City.	Lot Release (at tow-yard)	\$118	\$137	(\$19)	\$137		650
20-044		Collection and field release of vehicles impounded by the City.	Field Release (on-street)	\$47	\$54	(\$7)	\$54		17
20-045	Vehicle Inspection / Correction	Inspect vehicle and sign-off citation for correctable violation.		\$26	\$27	(\$1)	\$27		19
20-046	Boot Removal	Installation and removal of a parking boot, due to non-payment of 5 or more parking citations.		\$109	\$183	(\$74)	\$183		56
20-047	Handicap Violation Waiver - Admin Fee	Processing of repeated handicap violation waivers for citations issued to individuals with a handicapped placard. <b>No charge for the first waiver.</b>		\$25	\$32	(\$7)	\$32		2
<b>ANIMAL SERVICES</b>									
20-048	Animal Relinquishment	Pick up of dead animals for relinquishment on request.	Dead	\$107	\$118	(\$11)	\$118		3
20-049		Pick up of live animals for relinquishment on request.	Live Animal	\$213	\$236	(\$23)	\$236		1
20-050	Animal Quarantine Inspection	Inspection of a home and re-checks when an animal is required to be quarantined.		\$267	\$295	(\$28)	\$295		0

FISCAL 2020 PROPOSED FEE SCHEDULE

City Council Meeting  
November 19, 2019

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume		
<b>FIRE</b>											
20-051	<b>Fire Code Annual Permit / State Mandated Fire Inspections</b>	Review, issue and inspect a reoccurring annual Fire Department permit under the most recent version of the California Fire Code adopted by Council. As well as providing an annual fire and life safety inspection of day care or public institutions as listed in the State Fire Code.	<b>Single-Family Units</b>								
20-052			0-2,000 SF	\$223	\$232	(\$9)	\$232	84			
20-053			2,000-10,000 SF	\$223	\$349	(\$126)	\$349	29			
20-054			10,000+ SF	\$223	\$465	(\$242)	\$465	2			
			Complex Building	Actual Cost	Actual Cost	Actual Cost	Actual Cost	2			
			<b>Multi-Family Units</b>								
20-055			3-10 units	\$0	\$232		\$232	240			
20-056	11-20 units	\$0	\$349		\$349	54					
20-057	20+ units	\$0	\$465		\$465	6					
20-058	<b>Fire Code Permit</b>	Issue a fire code permit for a facility or event involving a minor review and inspection under Section 105 of the Uniform Fire Code.	Minor Event	\$279	\$290	(\$11)	\$290	New Fee New Fee New Fee	174		
20-059		Review, issue and inspect a Fire Department permit for a major event.	Major Event	Actual Cost	Actual Cost	0	Actual Cost		6		
20-060		Staffing by the Fire Department for a major event	City Staff support Costs at Fully Burdened Rate/hour	Actual Cost	Actual Cost		Actual Cost		20		
20-061		Annual Fire Code Permit Soundstage	Issue a fire code permit for a soundstage involving a major review and inspection. (Per Soundstage) <b>[Current fees collected by agreement. ]</b>		\$6,667	\$16,110	(\$9,443)		\$6,667	Set by Agreement	15
20-062	Fire Code Permit Re-Inspection	Issuing a fire code permit, which requires a re-inspection. <b>**Fee is per hour, no charge for first two inspections.</b>		\$223	\$232	(\$9)	\$232		10		
20-063	High Rise Structure - Annual Inspection	Annual review of a high-rise structure to ensure that it complies with code requirements.		\$782	\$813	(\$31)	\$813		3		
20-064	<b>Annual Business Fire Inspection</b>	Providing an annual fire and life safety inspection of a business with the City. <b>**No Charge for first two inspections</b>	0-2,000 SF	\$276	\$347	(\$71)	\$347	50			
20-065			2,000-10,000 SF	\$404	\$511	(\$107)	\$511	6			
20-066			10,000+ SF	\$828	\$1,041	(\$213)	\$1,041	3			
20-067			Complex Building	Actual Cost	Actual Cost		Actual Cost				
20-068	<b>Residential Fire Sprinkler</b>	Review a plan and inspect a residential fire sprinkler system for conformity with fire code requirements.	Plan Check	\$164	\$482	(\$318)	\$482	106			
20-069			Inspection	\$220	\$307	(\$87)	\$307	147			
20-070	<b>Commercial Fire Sprinkler</b>	Review a plan and inspect a commercial fire sprinkler system for conformity with fire code requirements.	Plan Check	\$288	\$482	(\$194)	\$482	28			
			<b>Inspection:</b>								
20-071			1-50 heads	\$276	\$365	(\$89)	\$365	13			
20-072			51-100 heads	\$499	\$597	(\$98)	\$597	6			
20-073		101+ heads	\$723	\$829	(\$106)	\$829	11				

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FISCAL 2020 PROPOSED FEE SCHEDULE

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume
20-074	Fire Alarm System	Review a plan and inspect a fire alarm system for conformity with fire code requirements.	Plan Check	\$220	\$482	(\$262)	\$482		20
<b>Inspection:</b>									
20-075			0-2,000 SF	\$220	\$307	(\$87)	\$307		44
20-076			2,000-10,000 SF	\$332	\$423	(\$91)	\$423		11
20-077			10,000+ SF	\$555	\$655	(\$100)	\$655	7	
20-078	Fire Protection System	Review a plan and inspect a fire protection system for conformity with fire code requirements, including items such as Hood / Suppression, Medical Gas System, Underground Fire Service Line, Underground Storage Tank, Above Ground Storage Tank, Private Fire Hydrant, etc.	Plan Check	\$276	\$504	(\$228)	\$504		5
20-079			Inspection	\$443	\$539	(\$96)	\$539		9
20-080	Fire Solar System - Variance Review	Review of solar system for variance from fire code. Variance may not be granted. Cost applies regardless of outcome	Per review request	0	\$140		\$140	New Fee	5
20-081	Fire Expedited Review	Request to process plan check in an expedited manner ( <i>includes 2 rechecks</i> ).	Per request	0	\$687		\$687	New Fee	2
20-082	Fire Revision	Revision after a permit has been issued.	Revision - per revision	Actual Cost	Actual Cost	Actual Cost	Actual Cost	New Fee	5
20-083	Ambulance Transport	Ambulance transport with advanced life support. <i>[Per Resolution 6262]</i>	ALS	Current LA County Rate				Set by Resolution	134
20-084		Ambulance transport with basic life support. <i>[Per Resolution 6262]</i>	BLS (Service provided by McCormick Ambulance)	Current LA County Rate				Set by Resolution	926
<b>PLANNING FEES</b>									
20-085	Use Permit	<b>Use Permits:</b> Review an application for use permit for conformity with code requirements.	Use Permit	\$6,396	\$8,393	(\$1,997)	\$8,393		3
<b>Master Use Permits:</b>									
20-086		Review an application for a master use permit for conformity with code requirements.	Master	\$9,875	\$10,908	(\$1,033)	\$10,908		1
20-087		Review an application to amend a master use permit for conformity with code requirements	Amendment	\$5,126	\$7,414	(\$2,288)	\$7,414		1
20-088		Review an application for a conversion to a master use permit from a use permit for conformity with code requirements.	Conversion	\$4,704	\$5,035	(\$331)	\$5,035		3



FISCAL 2020 PROPOSED FEE SCHEDULE

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume
20-089	Planned Development	Review an application for a Commercial Planned Development for conformity with code requirements.	Commercial	\$9,342	\$7,864	\$1,478	\$7,864		1
20-090		Review an application for a Residential Planned Development for conformity with code requirements.	Residential	\$6,244	\$8,393	(\$2,149)	\$8,393		0
20-091		Review an application for a Sr. Citizen Residential Planned Development for conformity with code requirements.	Sr. Citizen Residential	\$6,244	\$8,393	(\$2,149)	\$8,393		0
20-092	Coastal Development Permit	Review an application for a coastal development that involves a public hearing in an appealable area or an administrative permit, or a request to transfer an ownership of a coastal development permit.	Administrative	\$1,324	\$1,509	(\$185)	\$1,509		28
20-093			Hearing	\$4,871	\$3,948	\$923	\$3,948		3
20-094			Hearing w / another discretionary application	\$2,142	\$1,940	\$202	\$1,940		8
20-095			Transfer	\$165	\$155	\$10	\$155		0
20-096	Variance	Review an application for a variance from the terms of the Zoning Code.		\$6,184	\$8,421	(\$2,237)	\$8,421		1
20-097	Minor Exception	Review a proposed minor exception from the terms of the Zoning Code.	Without Notice - Small Project or Revision	\$1,477	\$353	\$1,124	\$353		12
20-098			With Notice or larger project or 3,000+ sq. ft.	\$1,985	\$1,575	\$410	\$1,575		27
20-099	Sign Exception	Review a proposed sign exception from the terms of the Zoning Code.		\$4,082	\$3,125	\$957	\$3,125		0
20-100	Environmental Assessment Neg Dec	Reviewing circumstances and preparing an initial study and declaring whether or not a proposed project will have an adverse impact on the environment in accordance with CEQA requirements (Same as Negative Declaration Review).		\$3,133	\$3,156	(\$23)	\$3,156		1
20-101	Tentative Parcel Map Review	Reviewing a tentative parcel (4 or fewer lots / units) map to identify any special conditions and determine extent to which it complies with appropriate code and State Subdivision Map Act Requirements.	Administrative	\$1,333	\$1,397	(\$64)	\$1,397		5
20-102			Hearing	\$3,622	\$3,546	\$76	\$3,546		1
20-103			Hearing w / another discretionary application	\$1,402	\$1,301	\$101	\$1,301		3
20-104	Tentative Tract Map Review	Reviewing a tentative tract map (more than 4 lots or units) to identify any special conditions and determine extent to which it complies with appropriate code and State Subdivision Map Act Requirements.	Hearing	\$4,134	\$4,074	\$60	\$4,074		0
20-105			Hearing w / another discretionary application	\$1,338	\$1,493	(\$155)	\$1,493		0

FISCAL 2020 PROPOSED FEE SCHEDULE

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume
20-106	Lot Line Adjustment	Reviewing the proposed change to the property boundary into the same or fewer lots and issuing a certificate of compliance.		\$1,153	\$1,184	(\$31)	\$1,184		5
20-107	Certificate of Compliance	Review of records in order to determine compliance with the Subdivision Map Act.		\$1,653	\$1,652	\$1	\$1,652		1
20-108	Development Permit Amendment	Review an application for amending a Use Permit, Variance, Development Agreement and Residential, Commercial, or Senior Citizen Residential Planned Development.		\$4,949	\$5,035	(\$86)	\$5,035		2
20-109	Telecomm. Antenna Permit	Review an application for a Telecommunications Antenna Permit in order to ensure that it conforms to code requirements.	New - Private Property (Macro, Tower or other that is NOT a Small Cell or eligible facility)	\$2,746	\$2,428	\$318	\$2,428	New Fee	1
20-110			Amendment - Private property (Macro, Tower or other that is NOT a Small Cell or eligible facility)	\$1,172	\$1,706	(\$534)	\$1,706		2
20-111			New in Public R-O-W (Tower or similar)	\$3,118	\$2,951	\$167	\$2,951		12
20-112			New Amendment - Public ROW (Small Cell or eligible facility only) OR Amendment Public ROW - (Tower only or similar)	\$1,358	\$2,307	(\$949)	\$2,307		10
20-113			New or Amendment antenna on City property	\$0	\$4,120		\$4,120		2
20-114			Appeal of Directors decision for public ROW to Hearing officer	Hearing Officer Rate	Hearing Officer Rate	\$0	Hearing Officer Rate		0
20-115			Add on fee for all Telecom Permits as needed for consultants	Actual Cost	Actual Cost	\$0	Actual Cost		0
20-116			Small Day Care Center Permit	Review of a small day care center to ensure that it complies with code requirements		\$329	\$334		(\$5)
20-117	Large Family Day Care Home Permit	Review an application for a permit for a large family day care home to ensure that it complies with code requirements, as well as inspecting the site.		\$1,225	\$1,224	\$1	\$1,224		0
20-118	Group Entertainment Permit	Review an initial application for Class I (on-going) permit or a Class II (one-occasion) which allows for entertainment either incidental with the business being conducted or for which admission is being charged.	Class I	\$607	\$612	(\$5)	\$612		0
20-119			Class II	\$662	\$670	(\$8)	\$670		0
20-120			Renewal	\$424	\$418	\$6	\$418		0

Note: All other fees not defined in this table are based on Direct Costs or Fully Burdened Rates and are executed at the discretion of the City Manager 7

FISCAL 2020 PROPOSED FEE SCHEDULE

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume
20-121	Alcohol License Public Determination	Review of a public determination of convenience and necessity of a proposed alcohol license		\$1,828	\$950	\$878	\$950		0
20-122	Alcohol / Live Music	Add-on to specific development permits with alcohol or live music.		\$110	\$108	\$2	\$108		5
20-123	Bodywork (Massage)	Review an application for an owner of bodywork (massage) business for compliance with City codes and standards.	Application - Owner	\$399	\$411	(\$12)	\$411		0
20-124		Review an application to change a business location for a bodywork operation.	Business Location Change	\$346	\$358	(\$12)	\$358		0
20-125		Review documentation of a bodywork (massage) application which is associated with another special type of business and meets certain criteria.	Exemption	\$346	\$199	\$147	\$199		0
20-126	Sign Permit	Review an application for a permanent sign for conformity with code requirements.	Single Tenant	\$325	\$361	(\$36)	\$361		15
20-127			Multi Tenant	\$489	\$510	(\$21)	\$510		19
20-128			Face Change	\$129	\$139	(\$10)	\$139		8
20-129	Sign Permit	Review an application for a temporary sign for conformity with code requirements. <b>**Performance Bond also required.</b>	Temporary	\$227	\$247	(\$20)	\$247		9
20-130									
20-131	Sign Program	Administrative review of an application for a sign program for conformity with code requirements.		\$797	\$830	(\$33)	\$830		2
20-132	Temporary Use Permit	Review an application for an administrative permit for a temporary use permit.	Standard	\$787	\$816	(\$29)	\$816		2
20-133			Major	\$787	\$1,193	(\$406)	\$1,193		0
20-134	Home Occupation Permit	Review an application for a home occupation business use for conformity with zoning regulations.		\$65	\$68	(\$3)	\$68		63
20-135	Appeals	Process an appeal to the Planning Commission of an administrative decision.	Appeal to PC - Admin	\$500	\$3,039	(\$2,539)	\$500	Set by Council Policy	6
20-136		Appeal an administrative decision to the City Council.	Appeal to CC - Admin	\$500	\$3,039	(\$2,539)	\$500	Set by Council Policy	1
20-137		Process an appeal to the City Council of the PPIC - related to traffic.	Appeal to CC - PPIC (Traffic)	\$500	\$1,578	(\$1,078)	\$500	Set by Council Policy	2
20-138		Process an appeal to the City Council of the PPIC - related to encroachment.	Appeal to CC - PPIC (Encroachment)	\$500	\$1,947	(\$1,447)	\$500	Set by Council Policy	2
20-139		Process an appeal to the City Council of a Planning Commission Decision.	Appeal to CC - PC	\$500	\$1,993	(\$1,493)	\$500	Set by Council Policy	1

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FISCAL 2020 PROPOSED FEE SCHEDULE

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume
20-140	Continuance	Review of a request by the applicant to continue the review of a development application to a future meeting prior to the meeting.	Standard	\$460	\$455	\$5	\$455		4
20-141			Extra Meeting	\$2,892	\$1,482	\$1,410	\$1,482		1
20-142	Time Extension Plan Review	Review administratively a request for an extension of time to complete a planning entitlement.	Administrative	\$327	\$334	(\$7)	\$334		0
20-143		Review an application for a time extension for completing a planning entitlement based upon the discretion of the Planning Commission.	Discretionary	\$2,334	\$2,332	\$2	\$2,332		0
20-144	Encroachment Permit	Review a permit for a right-of-way (permanent) private encroachment.	R-O-W Development	\$1,624	\$1,770	(\$146)	\$1,770		33
20-145		Review a permit for transfer, revision, or minor permanent private encroachment.	Transfer / Revision / Minor	\$758	\$767	(\$9)	\$767		36
20-146	City Fence Agreement	Review of a proposed non-standard fence which abuts the public right-of-way		\$319	\$353	(\$34)	\$353		1
20-147	New / Change Building Address Process	Processing a request to number or re-number a building lot.	Minor	\$339	\$348	(\$9)	\$348		15
20-148			Major	\$899	\$954	(\$55)	\$954		15
20-149	Planning Extra Plan Check	An hourly fee for plan checks over the standard number of plan checks within the Planning Dept.		\$151	\$136	\$15	\$136		5
20-150	Zoning Business Review	Review of a new business for conformance with Zoning Codes.		\$68	\$68	\$0	\$68		104
20-151	Outdoor Display Permit	Review an application to issue a permit for an outdoor display of merchandise in order to ensure conformity with code requirement.		\$160	\$159	\$1	\$159		2
20-152	Temporary Encroachment Permit (Sidewalk Dining Permit)	Review an application to issue a permit for a sidewalk dining permit in order to ensure conformity with code requirements.		\$283	\$192	\$91	\$192		2
20-153	Zoning Report	Providing written report on the zoning regulations for a particular property.		\$535	\$553	(\$18)	\$553		2
20-154	Zoning Code Interpretation	Reviewing a request for an interpretation of the Municipal Code regarding zoning and issuing a report on it.		\$463	\$466	(\$3)	\$466		2
20-155	Final Parcel Map Review	Reviewing final parcel map to determine extent to which it complies with appropriate code requirements. <b>**Map Copy Deposit of \$500</b>		\$539	\$601	(\$62)	\$601		7
20-156	Plan Check / Inspection - Landscape & Irrigation	Review an application for landscape and irrigation to conform to code requirements.	SFR 0 - 7,500 Sq. Ft.	\$595	\$503	\$92	\$503		3
20-157			MFR / Comm. / SFR > 7,500 Sq. Ft.	\$1,122	\$916	\$206	\$916		2

FISCAL 2020 PROPOSED FEE SCHEDULE

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume
20-158	Reasonable Accommodation Process	Review a request to receive a reasonable accommodation for disabled persons		0	\$343		\$343	New Fee	3
20-159	Precise Development Plan - Affordable Housing	Reviewing a precise development plan specific to affordable housing requirements.		0	\$4,077		\$4,077	New Fee	1
20-160	Site Development Plan	Review a site development plan for Multi-Family Housing developments of 6 or more units.		0	\$6,388		\$6,388	New Fee	1
20-161	Emergency Shelters - PS and IP zones only	Review of emergency shelters for conformance with Zoning Code.		0	\$2,583		\$2,583	New Fee	1
20-162	Mills Act Contract	Contract Maintenance is an ongoing Annual Fee, starting one year after final approval of the Contract and annually thereafter for the life of the Mills Act contract. If done separately from Landmark Designation, then the following fees shall apply. If done the same time as designation - add on fee of \$1000 will apply		0	\$7,455		\$7,455	New Fee	1
20-163	Historic Preservation Designation	Review of applications for historic preservation designation.	Landmark	0	\$8,015		\$8,015	New Fee	1
20-164			Historic District	0	\$8,015		\$8,015	New Fee	1
20-165			Conservation District	0	\$4,160		\$4,160	New Fee	1
20-166			Amendment or Recession	0	\$6,681		\$6,681	New Fee	1
20-167	Historic Preservation Certificate of Appropriateness	Review of Historic Preservation Certificate of appropriateness.	Administrative	0	\$2,146		\$2,146	New Fee	1
20-168			Commission	0	\$8,633		\$8,633	New Fee	1
20-169			Economic Hardship	0	\$4,838		\$4,838	New Fee	1
20-170	Noticing Fees	Support associated with conducting noticing on planning applications.	Coastal Permit - 100ft radius	72	\$182	(\$110)	\$182	New Fee	30
20-171			Large Family Day Care - 100 ft radius	72	\$56	\$16	\$56	New Fee	1
20-172			Minor Exception - 300 ft radius	72	\$129	(\$57)	\$129	New Fee	3
20-173			Other Permits - 300-500 ft radius	72	\$263	(\$191)	\$263	New Fee	45
20-174			Code, General Plan, or Zoning Amendments	72	\$588	(\$516)	\$588	New Fee	1

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FISCAL 2020 PROPOSED FEE SCHEDULE

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume	
<b>TRAFFIC ENGINEERING</b>										
20-175	Development (Parking) Traffic Review	Review of parking / traffic conditions for development permits, including environmental assessment and amendment to development permits.	Development Permits	\$1,149	\$879	\$270	\$879	Set by Council Policy	15	
20-176			Environmental Assessment / Amendment to Dev. Permits	\$711	\$1,516	(\$805)	\$1,516		1	
20-177	Reserved Parking	Reserve parking per vehicle or moving van permit.	Per Parking Space	\$80	\$76	\$4	\$76		304	
20-178	Parking Request	Administrative Review of a parking-related issue, such as a request for a red zone or disabled parking space.		\$100	\$460	(\$360)	\$100		25	
20-179	Traffic Request	Administrative Review of a limited scale traffic-related issue, such as a request for installation of a crosswalk or traffic calming measure.		\$100	\$460	(\$360)	\$100		5	
20-180	Stop Sign Request (2nd Request)	Processing a request to install a stop sign following initial denial / approval.		\$500	\$2,128	(\$1,628)	\$500		0	
20-181	Appeal to PPIC	Appeal an administrative decision to the Parking & Public Improvement Commission.	Traffic	\$500	\$3,098	(\$2,598)	\$500		0	
20-182			Encroachment	\$500	\$3,778	(\$3,278)	\$500		0	
20-183	Construction Management and Parking Plan Review Fee	Supplemental traffic and parking review of remodels or minor projects.	Per Location		\$102		\$102		New Fee	36
<b>BUILDING DIVISION FEES - FLAT AND MISCELLANEOUS</b>										
20-184	Building / Trades Permit Extension	Extension of building, mechanical, electrical, or plumbing permit prior to building permit expiration	Permit Extension	\$108	\$76	\$32	\$76		50	
20-185	Building / Trades Permit Reinstatement	Reinstatement of an expired building, mechanical, electrical, or plumbing permit. <i>[Per MBMC 9.01.050]</i>	Permit Reinstatement	\$0	\$148		\$148		20	
20-186	Building / Trades Plan Check Extension	Extension of building, mechanical, electrical, or plumbing plan check prior to plan check expiration	Plan Check Extension	\$108	\$76	\$32	\$76	New Fee	50	
20-187	Building / Trades Plan Check Reinstatement	Reinstatement of expired plan check associated with building, mechanical, electrical, or plumbing permits.	Plan Check Reinstatement	\$0	\$114		\$114	New Fee	20	
20-188	Building / Trades Extra Plan Check	Plan Checks over the standard number of plan checks or for non-standard applications.	Processing Fee	\$53	\$65	(\$12)	\$65		169	
20-189			Hourly Rate	\$149	\$161	(\$12)	\$161		122	
20-190	Re-Inspection / Extra Inspection	Request for a reinspection or extra inspection over the standard number of inspections (3) of a building site. (1-hr minimum)	Processing Fee	\$35	\$65	(\$30)	\$65		8	
20-191			Hourly Rate	\$125	\$138	(\$13)	\$138		24	

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FISCAL 2020 PROPOSED FEE SCHEDULE

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume
20-192	Custom Building Inspection	Inspection requested on a non-inspector working day. (4-hr min.)	Base Fee (4hrs)	\$535	\$582	(\$47)	\$582	Modified Structure	5
20-193			Each Addl. Hour	\$125	\$138	(\$13)	\$138		2
20-194	Construction Operation After Hours Application	Reviewing an application for construction operation for work done after hours.	Request for Interior Commercial	\$186	\$149	\$37	\$149		12
20-195			Request for Exterior Commercial	\$186	\$733	(\$547)	\$733		2
20-196	Building Demolition	Review and inspection of a building demolition to ensure compliance with City Codes.	Partial	\$544	\$620	(\$76)	\$620		146
20-197			Full	\$544	\$423	121	\$423		50
20-198	Moving a Building	Review an application for moving a building within the City.		\$3,353	Actual Cost	0	Actual Cost		0
20-199	Construction Site Sign Production	Processing and production of contractor information signs for construction sites.	Base Fee	\$26	\$32	(\$6)	\$32		100
20-200			Per Sign	\$30	\$30	\$0	\$30		100
20-201	Building Permit Transfer	Transfer the ownership of a permit.		\$53	\$65	(\$12)	\$65		10
20-202	Residential Bldg Records Report	Provide a building records report on an address.	Per Application	\$309	\$294	\$15	\$294		450
20-203			Duplicate	\$53	\$43	\$10	\$43		40
20-204	Staging Residential	Review request for staging for residential properties.		\$761	\$295	\$466	\$295	40	
20-205	Temporary Certificate of Occupancy	Review request for a temporary Certificate of Occupancy to allow for occupancy before the final certificate is issued.	Certificate	\$1,760	\$666	\$1,094	\$666	40	
20-206			Extension	\$237	\$302	(\$65)	\$302	0	
20-207	Board of Building Appeals	Processing an appeal of a Building Administrative Decision to the Board of Building Appeals.		\$488	\$938	(\$450)	\$938	0	
20-208	Comm Dev Refund Processing	Processing a refund of a Community Development fee due to the actions of the applicant.		\$92	\$112	(\$20)	\$112	50	
20-209	Comm Dev Record Retention	Retaining a permanent copy of records in Community Development.	Base Fee	\$35	\$43	(\$8)	\$43	1400	
20-210			Digital Copy	\$53	\$65	(\$12)	\$65	10	
20-211			Data Extraction:	\$67	\$83	(\$16)	\$83	2	
20-212	Garage Sale Permit	Review an application for a garage and yard sale permit. The municipal code allows 3 permits per household per year.		\$8	\$11	(\$3)	\$11	37	

FISCAL 2020 PROPOSED FEE SCHEDULE

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume
<b>Building Permits (Combination)</b>									
20-213	Kitchen / Bathroom Remodel	Review and inspection of residential kitchen / bathroom remodels	Up to 500 sq ft	0	\$825		\$825	Modified Structure	70
20-214			501-1,000 sq ft	0	\$1,100		\$1,100	Modified Structure	15
20-215			1,000+ sq ft	0	\$1,375		\$1,375	Modified Structure	3
20-216			Each addl 500 sq. ft.	0	\$287		\$287	Modified Structure	1
20-217	New Pool / Spa	Review and inspection of new pool or spa being installed.	Residential	\$259	\$978	(\$719)	\$978	Modified Structure	64
20-218			Commercial	\$259	\$1,423	(\$1,164)	\$1,423	Modified Structure	1
20-219	New Pool / Spa with Vault	Review and inspection of new pool or spa with a vault	Residential	\$259	\$1,560	(\$1,301)	\$1,560	Modified Structure	2
20-220			Commercial	\$259	\$2,037	(\$1,778)	\$2,037	Modified Structure	1
<b>Building Permits (Miscellaneous)</b>									
20-221	Grading Fees - Plan Check	Review of application associated with reviewing different grading categories	51-1,000 CY	\$220	\$1,002	(\$782)	\$1,002	Set by Council Policy Set by Council Policy Set by Council Policy	20
20-222			1,001-10,000 CY	\$220	\$1,245	(\$1,025)	\$1,245		29
20-223			10,001-100,000 CY	\$343	\$1,487	(\$1,144)	\$1,487		4
20-224	Shoring Plan Check and Inspection	Reviewing and inspection of shoring requirements	500 sq. ft.	\$780	\$1,189	(\$409)	\$1,189		5
20-225			1,000 sq. ft.	\$1,201	\$1,622	(\$421)	\$1,622		30
20-226			3,000 sq. ft.	\$3,713	\$1,812	\$1,901	\$1,812		15
20-227			5,000 sq. ft.	\$4,501	\$2,330	\$2,171	\$2,330		3
20-228	Solar Permit Plan Check and Inspection	Review and inspect Solar / PV Permits for building and fire codes <i>[Plan Check and Inspection are set by council at \$50 each and both are required for permit issuance]</i>	Residential	\$100	\$703	(\$603)	\$100		65
20-229			Commercial up to 50 kw	\$100	\$1,577	(\$1,477)	\$1,577		42
20-230			Commercial 51-250 kw	\$100	\$1,835	(\$1,735)	\$1,835		1
20-231	Summary of Accessibility Upgrades for Commercial Projects	Review of accessibility upgrade hardship application.	Existing Buildings Valued less than LA County Accessibility Code	\$286	\$1,132	(\$846)	\$1,132	10	
20-232			Existing Buildings Valued more than LA County Accessibility Code	\$286	\$1,512	(\$1,226)	\$1,512	2	

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FISCAL 2020 PROPOSED FEE SCHEDULE

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume
20-233	Remodel Residential Pool / Spa	Review and inspection of residential pool and spa remodels for each discipline reviewed (electrical, plumbing, mechanical)	Remodel - per discipline	\$259	\$655	(\$396)	\$655		5
20-234	Tenant Improvement Commercial Pool / Spa	Review and inspection of commercial pool and spa remodels for each discipline reviewed (electrical, plumbing, mechanical)	TI - per discipline	\$259	\$1,043	(\$784)	\$1,043		1
20-235	Residential Room Addition / Remodel	Review and inspection of residential room addition and / or remodel.	Up to 500 sq. ft.		\$954		\$954	Modified Structure	103
20-236			501-1,000 sq. ft.		\$1,553		\$1,553	Modified Structure	18
20-237			1,000+ sq. ft.		\$1,877		\$1,877	Modified Structure	35
20-238			Each addl 500 sq. ft. above 1,000 sq. ft.		\$287		\$287	Modified Structure	20
20-239	Windows / Doors	Review and inspection of window / door permits per City standard form.	Up to 5		\$550		\$550	Modified Structure	23
20-240			Greater than 5		\$687		\$687	Modified Structure	30
20-241	Tent Permit (Building)	Review and inspection of temporary tents	Up to 400 sq. ft.		\$1,208		\$1,208	Modified Structure	1
20-242			401-1,500 sq. ft.		\$1,831		\$1,831	Modified Structure	4
20-243			1,500+ sq. ft.		\$3,009		\$3,009	Modified Structure	1
20-244	Decks / Porches / Patios / Pergolas / Gazebos	Review and inspection of standalone decks / porches / patios / pergolas. Gazebos	Up to 500 sq. ft.		\$2,312		\$2,312	Modified Structure	3
20-245			Greater than 500 sq. ft.		\$3,243		\$3,243	Modified Structure	2
20-246			Addl 500 sq. ft.		\$368		\$368	Modified Structure	1
20-247	Fences (greater than 6')	Review and inspection of standalone fences greater than 6"	All Others		\$768		\$768	Modified Structure	10
20-248			ROW Adjacent		\$946		\$946	Modified Structure	2
20-249	Retaining Wall	Review and inspection of retaining walls and block walls.	Retaining Wall		\$1,362		\$1,362	Modified Structure	50
20-250	Block Walls		Block Wall		\$917		\$917	Modified Structure	10

FISCAL 2020 PROPOSED FEE SCHEDULE

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume
20-251	Re-Roof	Review and inspection of re-roofing projects for residential and commercial projects  Note: Does not include reroof with solar. Separate permit required for solar panels.	Residential		\$542		\$542	Modified Structure	233
20-252			Commercial - Up to 1,500 sq. ft.		\$542		\$542	Modified Structure	185
20-253			Commercial - 1,501-5,000 sq. ft.		\$610		\$610	Modified Structure	5
20-254			Commercial - Greater than 5,000 sq. ft.		\$679		\$679	Modified Structure	1
20-255			Commercial - Each Addl. 1,000 sq.ft. above 5,000 sq.. ft.		\$103		\$103	Modified Structure	0
20-256	Re-Stuccoing / Siding / Façade	Review and inspection of standalone re-stucco / siding / façade projects.			\$687		\$687	Modified Structure	10
<b>Mechanical, Electrical, and Plumbing Permits</b>									
<b>Electrical</b>									
20-257	Miscellaneous Electrical Permit	Review and inspection of standard and standalone over the counter electrical projects.		\$68	\$315	(\$247)	\$315		54
20-258	Temporary Power Pole	Review and inspection for each temporary power pole or piggy-back pole.		\$112	\$315	(\$203)	\$315		31
20-259	EV Charging Station	Review and inspection of EV Charging Stations	Residential	0	\$422		\$422	New Fee	12
20-260			Commercial	0	\$529		\$529	New Fee	4
20-261	Battery Backup	Review, inspect and issue permit for battery backups.		0	\$422		\$422	New Fee	43
20-262	Residential Remodel / Addition	Electrical upgrades to residential additions or remodel projects	per sq. ft.	0	\$0.74		\$0.74	Modified Structure	120
20-263	Commercial Tenant Improvement	Electrical upgrades, additions, or improvement to commercial / non-residential projects	per sq. ft.	0	\$0.58		\$0.58	Modified Structure	60
<b>Mechanical</b>									
20-264	Miscellaneous Mechanical Permit	Review and inspection of standard and standalone over the counter mechanical permits.		\$68	\$283	(\$215)	\$283		1
20-265	HVAC Permit	Review and inspection of HVAC permits	New / Relocate	\$68	\$670	(\$602)	\$670		36
20-266			Replacement / Change-Out	\$68	\$464	(\$396)	\$464		28

FISCAL 2020 PROPOSED FEE SCHEDULE

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume
20-267	Residential Remodel / Addition	Mechanical upgrades to residential additions or remodel projects	per sq. ft.	0	\$0.65		\$0.65	Modified Structure	60
20-268	Commercial Tenant Improvement	Mechanical upgrades, additions, or improvement to commercial / non-residential projects	per sq. ft.	0	\$0.56		\$0.56	Modified Structure	20
<b>Plumbing</b>									
20-269	Miscellaneous Plumbing Permit	Review and inspection of standard and standalone over the counter plumbing permits.		\$68	\$315	(\$247)	\$315		46
20-270	Water Heater Permit	Review and inspection of water heater permit		\$92	\$283	(\$191)	\$283		20
20-271	Cesspool Removal Fee	Review and inspection for cesspool removal		0	\$335		\$335	New Fee	0
20-272	Residential Remodel / Addition	Plumbing upgrades to residential additions or remodel projects	per sq. ft.	0	\$0.65		\$0.65	New Fee	40
20-273	Commercial Tenant Improvement	Plumbing upgrades, additions, or improvement to commercial / non-residential projects	per sq. ft.	0	\$0.56		\$0.56	New Fee	20
<b>Code Enforcement Fees</b>									
20-274	Violation Inspection Fee	Per hour violation inspection fee for code enforcement violations (2-hr min.)		0	\$232		\$232	New Fee	500
20-275	Non-Compliance Fee	Per Hour fee for non-compliance related inspections (6-hr min)		0	\$697		\$697	New Fee	200
<b>RIGHT-OF-WAY (ROW) FEES</b>									
20-276	Temporary Encroachment Permit - In ROW for Extended Period of Time	Review, process and inspect the extended placement of temporary structures in the public ROW.	Pedestrian Canopy	\$247	\$310	(\$63)	\$310		1
20-277			Temp Fencing	\$247	\$310	(\$63)	\$310		1
20-278			Scaffolding	\$247	\$310	(\$63)	\$310		2
20-279			Extend	\$0	\$60		\$60	New Fee	0
20-280			Reinstate	\$0	\$60		\$60	New Fee	0
20-281	Street Use Permit - Temporary Use of Street Affecting Traffic	Review, process and inspect the temporary use or placement of equipment or materials in the public ROW.	POD/ Roll-Off Bin or Lowboy	\$130	\$398	(\$268)	\$398		16
20-282			Crane	\$247	\$290	(\$43)	\$290		18
20-283			Concrete Pour	\$247	\$290	(\$43)	\$290		4
20-284			Delivery/Hauling of Materials	\$247	\$290	(\$43)	\$290		8
20-285			Storage of Materials	\$247	\$290	(\$43)	\$290		1
20-286			Equipment / Material Staging	\$247	\$290	(\$43)	\$290		0
20-287			Deposit for POD / Roll-Off Bin	\$465	\$465	\$0	\$465		25
20-288			Add-Ons	\$0	\$53		\$53	New Fee	0
20-289			Extend	\$0	\$53		\$53	New Fee	0

FISCAL 2020 PROPOSED FEE SCHEDULE

City Council Meeting  
November 19, 2019

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume				
20-290	Public Works Permit - Generally Requires Special Rules or Review	Review, process and inspect special regulated activities in the public ROW, including sandblasting, over-quantitative discharge, well monitoring and operating a vehicle on the Strand or walkstreet.	Sandblasting	\$247	\$227	\$20	\$227		1				
20-291			Vehicle on Strand or Walk Street	\$340	\$447	(\$107)	\$447		60				
20-292			Over Quantitative Discharge	\$240	\$227	\$13	\$227		0				
20-293			Well Monitoring	\$0	\$227		\$227	New Fee	0				
20-294			Add-Ons	\$0	\$60		\$60	New Fee	0				
20-295			Extend	\$0	\$60		\$60	New Fee	0				
			<b>Non-Utility Excavation</b>										
20-296	Excavation Permit - Involves Breaking Ground/Infrastructure	Review, process and inspect the excavation and/or construction of public facilities or utilities in the public ROW by contractors and utility companies.	Curb & Gutter	\$231	\$337	(\$106)	\$557		140				
20-297			Sidewalk	\$231	\$337	(\$106)	\$557		9				
20-298			Driveway Approach	\$231	\$337	(\$106)	\$557		11				
20-299			Add-Ons	\$0	\$60		\$60	New Fee	0				
20-300			Extend	\$0	\$60		\$60	New Fee	0				
			<b>Utility Excavation</b>										
20-301					Sewer Line	\$393	\$474	(\$81)	\$557		8		
20-302					Water Line	\$393	\$474	(\$81)	\$557		6		
20-303					Undergrounding	\$393	\$474	(\$81)	\$557		3		
20-304					Sewer/Water Line Combo	\$393	\$474	(\$81)	\$557		46		
20-305					Add-Ons	\$0	\$60		\$60	New Fee	0		
20-306					Extend	\$0	\$60		\$60	New Fee	0		
					<b>Utility Company Excavation</b>								
20-307							0-200 l.f.	\$393	\$641	(\$248)	\$641		150
20-308	200+ l.f.	\$1,038					\$1,128	(\$90)	\$1,128		1		
20-309	100+ l.f. - per l.f.	\$2					\$2	\$0	\$2		0		
20-310	Extra Inspections - per hr	\$0	\$110				\$110	New Fee	0				
20-311	Extend	\$0	\$60				\$60	New Fee	0				
20-312	Lane Closure - Secondary Permit Only	Supplemental permit to review, process and inspect a lane or street closure associated with a temporary encroachment or excavation permit.	Simple	\$247	\$106	\$141	\$106		239				
20-313			Complex / Custom (incl. 1-hr of inspection)	\$931	\$453	\$478	\$453		163				
20-314			Extra Inspections - per hr	\$0	\$110		\$110	New Fee	0				
20-315			Add-Ons	\$0	\$25		\$25	New Fee	0				
20-316			Extend	\$0	\$25		\$25	New Fee	0				
20-317	Oversize Permit	Review and process an oversize transportation permit for the transport of oversize vehicles or loads with a origin or destination within the City.	Individual	\$16	\$106	(\$90)	\$106		120				
20-318			Annual	\$90	\$85	\$5	\$85		2				
20-319			Extend	\$0	\$25		\$25	New Fee	0				

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FISCAL 2020 PROPOSED FEE SCHEDULE

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume
<b>PUBLIC WORKS FEES</b>									
<b>ADMINISTRATIVE</b>									
20-320	Barricade Rental	Assist residents with the daily rental of barricades without and with flasher, 8ft. In length, delineators, 18 inch cones and temporary no parking cardboard signs for block parties. This permit includes two 8' Street Closure Barricades.	Block Party Package	\$26	\$36	(\$10)	\$36		37
20-321		Assist residents with the daily rental of delineators, 18 inch cones and temporary no parking cardboard signs for moving purposes.	Moving Package - Standard	\$30	\$40	(\$10)	\$40		126
20-322		*Includes the price of the delineators and signs.	Moving Package - Deluxe	\$45	\$51	(\$6)	\$51		51
<b>CIVIL ENGINEERING</b>									
20-323	Final Tract Map Review	Reviewing the final tract map to determine extent to which it complies with appropriate code requirements. <b>**Map Copy Deposit of \$500</b>	Application	\$748	\$852	(\$104)	\$852		1
20-324	New / Relocate Utility Pole	Review a request for a new or relocated utility pole.	Standard	\$2,091	\$2,397	(\$306)	\$2,397		0
20-325		Review a request for a new or relocated utility pole requiring PPIC review.	PPIC Review	\$2,614	\$3,001	(\$387)	\$3,001		0
20-326	Online Bid and Proposal Service Fee	Service fee associated with setting up, loading digital plans, specifications and other bidding documents on-line to facilitate bid submittal online by contractors.	Simple Projects (Under \$100k)	\$0	\$60		\$60	New Fee	0
20-327			Moderately Complex Projects (\$100k-\$500k)	\$0	\$81		\$81	New Fee	0
20-328			Complex Projects (Greater than \$500k)	\$0	\$100		\$100	New Fee	0
20-329			Service fee associated with uploading the electronic RFP and Vendor Quotation sheets to enable submission of informal quotes online.	\$0	\$20		\$20	New Fee	0
<b>TREES</b>									
20-330	Tree Permit - Private Property	Remove, replace, or protect a tree on private property under the terms of the Tree Ordinance.	Dead / Dying Tree	\$322	\$420	(\$98)	\$420		9
20-331			Removal / Replacement	\$481	\$664	(\$183)	\$664		9
20-332			Protection	\$352	\$790	(\$438)	\$790		6
20-333			Removal in Public Right-of-Way	\$210	\$285	(\$75)	\$285		37
20-334	Tree Trimming Permit	Review and inspect tree trimming request.	Private Property	\$65	\$83	(\$18)	\$83		1
20-335			In Public ROW	\$65	\$138	(\$73)	\$138		1

Note: All other fees not defined in this table are based on Direct Costs or Fully Burdened Rates and are executed at the discretion of the City Manager 18

FISCAL 2020 PROPOSED FEE SCHEDULE

Reference Number	Category	Description	Additional Information	Current Fee	Total Cost	Net change	Proposed Fee	Special Condition	Estimated Annual Volume
<b>UTILITIES</b>									
20-336	Commercial SUSMP Review	Review of a commercial stormwater mitigation plan for compliance with national and local stormwater standards.		\$776	\$846	(\$70)	\$846		5
20-337	Temporary Water Meter Rental	Install or move a temporary 3" fire hydrant meter at a construction site. <b>**Meter deposit of \$1,500 required.</b>	Installation	\$97	\$241	(\$144)	\$241		10
20-338			Move	\$77	\$145	(\$68)	\$145		5
20-339	Water Meter Test	Field or bench calibration of a water meter upon a request by a resident or business. <b>**Charges are refundable if meter is found to be damaged.</b>	5/8' - 1" meter	\$250	\$355	(\$105)	\$355		0
20-340			1.5"+ meter	\$327	\$433	(\$106)	\$433		0
20-341	Water Service Turn-On	Turning on water service after water service has been turned off to a residence or business for contractor to work on water system or for non-payment of water bill. <b>**\$15 collection for payment in the field.</b>	Monday - Thursday 8:00 am - 4:30 pm	\$47	\$154	(\$107)	\$154		80
20-342			Afterhours, weekends, or holidays	\$218	\$369	(\$151)	\$369		30
20-343	Water Meter Installation Inspection	Installation of new water meter upon request <b>**Material costs not included</b>	3/4" - 1" meter	\$71	\$96	(\$25)	\$96		60
20-344			1" - 2" meter	\$122	\$164	(\$42)	\$164		0
20-345			Greater than 2" meter	Actual Cost	Actual Cost	0	Actual Cost		0
20-346	F.O.G. & Clean Bay Restaurant Inspections	Annual inspection of kitchen equipment/fixtures and Best Management Practices for compliance with stormwater and wastewater regulation compliance.	Initial Inspection	\$200	\$193	\$7	\$193		107
20-347			Follow-up Inspection	\$109	\$139	(\$30)	\$139		2
20-348	Clean Bay Restaurant Inspection for Stormwater Permit Compliance	Annual inspection of kitchen equipment / fixtures and best management practices for compliance with stormwater regulation compliance. <b>**Plus additional County Fees</b>		\$204	\$221	(\$17)	\$221		177
20-349	Waste Management Plan	Review & processing of the plan and weight tickets for any demolition or remodel over \$100,000 in value for its waste management impact.		\$252	\$280	(\$28)	\$280		352

# FEEES

# SET BY COUNCIL

Category	Description	Range	Current Fee	Total Cost	Net change	Proposed Fee	Special Consideration	Estimated Annual Volume
<b>POLICE FEES</b>								
Block Party Permit	Review an application for a block party. <i>Set by Council policy</i>		\$50	\$159	(\$109)	\$50	Set by Council Policy	37
<b>PLANNING FEES</b>								
Appeals	Process an appeal to the Planning Commission of an administrative decision. <i>This fee is set by Council Policy.</i>	Appeal to PC - Admin	\$500	\$3,039	(\$2,539)	\$500	Set by Council Policy	6
	Appeal an administrative decision to the City Council. <i>This fee is set by Council Policy.</i>	Appeal to CC - Admin	\$500	\$3,039	(\$2,539)	\$500	Set by Council Policy	1
	Process an appeal to the City Council of the PPIC - related to traffic. <i>This fee is set by Council Policy.</i>	Appeal to CC - PPIC (Traffic)	\$500	\$1,578	(\$1,078)	\$500	Set by Council Policy	2
	Process an appeal to the City Council of the PPIC - related to encroachment. <i>This fee is set by Council Policy.</i>	Appeal to CC - PPIC (Encroachment)	\$500	\$1,947	(\$1,447)	\$500	Set by Council Policy	2
	Process an appeal to the City Council of a Planning Commission Decision. <i>This fee is set by Council Policy.</i>	Appeal to CC - PC	\$500	\$1,993	(\$1,493)	\$500	Set by Council Policy	1
<b>TRAFFIC ENGINEERING</b>								
Parking Request	Administrative Review of a parking-related issue, such as a request for a red zone or disabled parking space. <i>This fee is set by Council Policy</i>		\$100	\$460	(\$360)	\$100	Set by Council Policy	25
Traffic Request	Administrative Review of a limited scale traffic-related issue, such as a request for installation of a crosswalk or traffic calming measure. <i>This fee is set by Council Policy</i>		\$100	\$460	(\$360)	\$100	Set by Council Policy	5
Stop Sign Request (2nd Request)	Processing a request to install a stop sign following initial denial / approval. <i>This fee is set by Council Policy</i>		\$500	\$2,128	(\$1,628)	\$500	Set by Council Policy	0
Appeal to PPIC	Appeal an administrative decision to the Parking & Public Improvement Commission. <i>This fee is set by Council Policy</i>	Traffic	\$500	\$3,098	(\$2,598)	\$500	Set by Council Policy	0
		Encroachment	\$500	\$3,778	(\$3,278)	\$500	Set by Council Policy	0



Category	Description	Range	Current Fee	Total Cost	Net change	Proposed Fee	Special Consideration	Estimated Annual Volume
<b>BUILDING DIVISION FEES - FLAT AND MISCELLANEOUS</b>								
<b>Building Permits (Miscellaneous)</b>								
Solar Permit Plan Check and Inspection	Review and inspect Solar / PV Permits for building and fire codes <i>[Plan Check and Inspection are set by council at \$50 each and both are required for permit issuance]</i>	Residential	\$100	\$703	(\$603)	\$100	Set by Council Policy Set by Council Policy Set by Council Policy	65
		Commercial up to 50 kw	\$100	\$1,577	(\$1,477)	\$1,577		42
		Commercial 51-250 kw	\$100	\$1,835	(\$1,735)	\$1,835		1

# NEW FEES

Category	Description	Range	Current Fee	Total Cost	Net change	Proposed Fee	Special Consideration	Estimated Annual Volume
<b>FIRE</b>								
<b>Fire Code Annual Permit / State Mandated Fire Inspections</b>	Review, issue and inspect a reoccurring annual Fire Department permit under the most recent version of the California Fire Code adopted by Council. As well as providing an annual fire and life safety inspection of day care or public institutions as listed in the State Fire Code.	<b>Multi-Family Units</b>						
		3-10 units	\$0	\$232		\$232	New Fee	240
		11-20 units	\$0	\$349		\$349	New Fee	54
		20+ units	\$0	\$465		\$465	New Fee	6
<b>Fire Solar System - Variance Review</b>	Review of solar system for variance from fire code. Variance may not be granted. Cost applies regardless of outcome	Per review request	0	\$140		\$140	New Fee	5
<b>Fire Expedited Review</b>	Request to process plan check in an expedited manner (includes 2 rechecks).	Per request	0	\$687		\$687	New Fee	2
<b>Fire Revision</b>	Revision after a permit has been issued.	Revision - per revision	Actual Cost	Actual Cost		Actual Cost	New Fee	5
<b>PLANNING FEES</b>								
<b>Reasonable Accommodation Process</b>	Review a request to receive a reasonable accommodation for disabled persons		0	\$343		\$343	New Fee	3
<b>Precise Development Plan - Affordable Housing</b>	Reviewing a precise development plan specific to affordable housing requirements.		0	\$4,077		\$4,077	New Fee	1
<b>Site Development Plan</b>	Review a site development plan for Multi-Family Housing developments of 6 or more units.		0	\$6,388		\$6,388	New Fee	1
<b>Emergency Shelters - PS and IP zones only</b>	Review of emergency shelters for conformance with Zoning Code.		0	\$2,583		\$2,583	New Fee	1
<b>Mills Act Contract</b>	Contract Maintenance is an ongoing Annual Fee, starting one year after final approval of the Contract and annually thereafter for the life of the Mills Act contract. If done separately from Landmark Designation, then the following fees shall apply. If done the same time as designation - add on fee of \$1000 will apply		0	\$7,455		\$7,455	New Fee	1
<b>Historic Preservation Designation</b>	Review of applications for historic preservation designation.	Landmark	0	\$8,015		\$8,015	New Fee	1
		Historic District	0	\$8,015		\$8,015	New Fee	1
		Conservation District	0	\$4,160		\$4,160	New Fee	1
		Amendment or Recession	0	\$6,681		\$6,681	New Fee	1

Category	Description	Range	Current Fee	Total Cost	Net change	Proposed Fee	Special Consideration	Estimated Annual Volume
Historic Preservation Certificate of Appropriateness	Review of Historic Preservation Certificate of appropriateness.	Administrative	0	\$2,146		\$2,146	New Fee	1
		Commission	0	\$8,633		\$8,633	New Fee	1
		Economic Hardship	0	\$4,838		\$4,838	New Fee	1
Noticing Fees	Support associated with conducting noticing on planning applications.	Coastal Permit - 100ft radius	0	\$182		\$182	New Fee	30
		Large Family Day Care - 100 ft radius	0	\$56		\$56	New Fee	1
		Minor Exception - 300 ft radius	0	\$129		\$129	New Fee	3
		Other Permits - 300-500 ft radius	0	\$263		\$263	New Fee	45
		Code, General Plan, or Zoning Amendments	0	\$588		\$588	New Fee	1
<b>TRAFFIC ENGINEERING</b>								
Construction Management and Parking Plan Review Fee	Supplemental traffic and parking review of remodels or minor projects.	Per Location		\$102		\$102	New Fee	36
<b>BUILDING DIVISION FEES - FLAT AND MISCELLANEOUS</b>								
Building / Trades Plan Check Extension	Extension of building, mechanical, electrical, or plumbing plan check prior to plan check expiration	Plan Check Extension	\$108	\$76	\$32	\$76	New Fee	50
Building / Trades Plan Check Reinstatement	Reinstatement of expired plan check associated with building, mechanical, electrical, or plumbing permits.	Plan Check Reinstatement	\$0	\$114		\$114	New Fee	20
<b>Mechanical, Electrical, and Plumbing Permits</b>								
<b>Electrical</b>								
EV Charging Station	Review and inspection of EV Charging Stations	Residential	0	\$422		\$422	New Fee	12
		Commercial	0	\$529		\$529	New Fee	4
Battery Backup	Review, inspect and issue permit for battery backups.		0	\$422		\$422	New Fee	43
<b>Plumbing</b>								
Cesspool Removal Fee	Review and inspection for cesspool removal		0	\$335		\$335	New Fee	0
Residential Remodel / Addition	Plumbing upgrades to residential additions or remodel projects	per sq. ft.	0	\$0.65		\$0.65	New Fee	40
Commercial Tenant Improvement	Plumbing upgrades, additions, or improvement to commercial / non-residential projects	per sq. ft.	0	\$0.56		\$0.56	New Fee	20

Category	Description	Range	Current Fee	Total Cost	Net change	Proposed Fee	Special Consideration	Estimated Annual Volume
<b>Code Enforcement Fees</b>								
Violation Inspection Fee	Per hour violation inspection fee for code enforcement violations (2-hr min.)		0	\$232		\$232	New Fee	500
Non-Compliance Fee	Per Hour fee for non-compliance related inspections (6-hr min)		0	\$697		\$697	New Fee	200
<b>RIGHT-OF-WAY (ROW) FEES</b>								
Temporary Encroachment Permit - In ROW for Extended Period of Time	Extend		\$0	\$60		\$60	New Fee	0
	Reinstate		\$0	\$60		\$60	New Fee	0
Street Use Permit - Temporary Use of Street Affecting Traffic	Add-Ons		\$0	\$53		\$53	New Fee	0
	Extend		\$0	\$53		\$53	New Fee	0
Public Works Permit - Generally Requires Special Rules or Review	Well Monitoring		\$0	\$227		\$227	New Fee	0
	Add-Ons		\$0	\$60		\$60	New Fee	0
	Extend		\$0	\$60		\$60	New Fee	0
Excavation Permit - Involves Breaking Ground/Infrastructure	<b>Non-Utility Excavation</b>							
	Add-Ons		\$0	\$60		\$60	New Fee	0
	Extend		\$0	\$60		\$60	New Fee	0
	<b>Utility Excavation</b>							
	Add-Ons		\$0	\$60		\$60	New Fee	0
	Extend		\$0	\$60		\$60	New Fee	0
	<b>Utility Company Excavation</b>							
	Extra Inspections - per hr		\$0	\$110		\$110	New Fee	0
Extend		\$0	\$60		\$60	New Fee	0	
Lane Closure - Secondary Permit Only	Extra Inspections - per hr		\$0	\$110		\$110	New Fee	0
	Add-Ons		\$0	\$25		\$25	New Fee	0
	Extend		\$0	\$25		\$25	New Fee	0
Oversize Permit		Extend	\$0	\$25		\$25	New Fee	0
<b>CIVIL ENGINEERING</b>								
Online Bid and Proposal Service Fee	Service fee associated with setting up, loading digital plans, specifications and other bidding documents online to facilitate bid submittal online by contractors.	Simple Projects (Under \$100k)	\$0	\$60		\$60	New Fee	0
		Moderately Complex Projects (\$100k-\$500k)	\$0	\$81		\$81	New Fee	0
		Complex Projects (Greater than \$500k)	\$0	\$100		\$100	New Fee	0
	Service fee associated with uploading the electronic RFP and Vendor Quotation sheets to enable submission of informal quotes online.		\$0	\$20		\$20	New Fee	0

# DEPOSIT FEES

Category	Description	Range	Current Fee	Total Cost	Net change	Proposed Fee	Special Consideration	Estimated Annual Volume
<b>CITY CLERK</b>								
<b>Development Agreement</b>	Review an application for a development agreement to determine special conditions on a project and provide for future improvements with City Council approval. Minimum Deposit - Actual Cost		\$20,000	N/A	\$0	\$20,000	Actual cost of providing the service includes time and material (fully burdened rates).	1
<b>Specific Plan</b>	Review an application for a specific plan, and make comments and revisions as necessary for a development project. Minimum Deposit - Actual Cost		\$20,000	N/A	\$0	\$20,000	Actual cost of providing the service includes time and material (fully burdened rates).	1
<b>Specific Plan Amendment</b>	Reviewing an application and making recommendations regarding proposed amendments to a specific plan for consideration by the Planning Commission and City Council. Minimum Deposit - Actual Cost		\$20,000	N/A	\$0	\$20,000	Actual cost of providing the service includes time and material (fully burdened rates).	0
<b>General Plan Amendment</b>	Reviewing an application and making recommendations regarding proposed amendments to the City's comprehensive general plan to the Planning Commission and City Council. Minimum Deposit - Actual Cost		\$20,000	N/A	\$0	\$20,000	Actual cost of providing the service includes time and material (fully burdened rates).	1
<b>Zoning Text Amendment</b>	Review an application to amend the text of the municipal code involving zoning. Minimum Deposit		\$20,000	N/A	\$0	\$20,000	Actual cost of providing the service includes time and material (fully burdened rates).	0
<b>Zoning Map Amendment</b>	Review a request to change the regulations established by zoning maps. Minimum Deposit - Actual Cost		\$20,000	N/A	\$0	\$20,000	Actual cost of providing the service includes time and material (fully burdened rates).	1
<b>Environmental Impact Report Review</b>	Review of an Environmental Impact Report of a proposed development. Minimum Deposit - Actual Cost		\$20,000	N/A	\$0	\$20,000	Actual cost of providing the service includes time and material (fully burdened rates).	1
<b>Neighborhood Overlay District</b>	Review an application for new development standards for a specific neighborhood at the request of all the property owners in the affected area. Minimum Deposit - Actual Cost		\$20,000	N/A	\$0	\$20,000	Actual cost of providing the service includes time and material (fully burdened rates).	0
<b>Street Name Processing</b>	Processing a request to name a street. Minimum Deposit - Actual Cost		\$20,000	N/A	\$0	\$20,000	Actual cost of providing the service includes time and material (fully burdened rates).	0

\* Note: The proposed deposits are the minimum amount and may be increased pursuant to an agreement approved by the City Manager or City Attorney

Any Deposits required but not listed in this table will be set at the discretion of the City Manager.

# VARIABLE RATE FEES



## VARIABLE RATE SERVICE

Category	Description	Range	Current Fee	Total Cost	Net change	Proposed Fee	Special Consideration	Estimated Annual Volume
<b>PUBLIC WORKS</b>								
<b>Street Vacation Proceedings</b>	Process an application to vacate a public street or right-of-way. Actual Costs		VARIABLE	N/A	\$0	VARIABLE	Actual cost of providing the service includes time and material (fully burdened rates)	Varies
<b>Damage to City Property</b>	Repairing damage to City property by a third party. Actual Cost		VARIABLE	N/A	\$0	VARIABLE	Actual cost of providing the service includes time and material (fully burdened rates)	Varies
<b>Spilled Load Clean-up</b>	Clean spilled loads on public right-of-ways. Actual Costs		VARIABLE	N/A	\$0	VARIABLE	Actual cost of providing the service includes time and material (fully burdened rates)	Varies
<b>Hazardous Materials / Sewer Spill Clean Up</b>	Clean up a toxic (hazardous) spill or sewer spill on the public right-of-way. Actual Costs		VARIABLE	N/A	\$0	VARIABLE	Actual cost of providing the service includes time and material (fully burdened rates)	Varies
<b>Nuisance Abatement</b>	Inspecting, notifying and removing various nuisances and safety hazards from private property. Actual Costs		VARIABLE	N/A	\$0	VARIABLE	Actual cost of providing the service includes time and material (fully burdened rates)	Varies
<b>NPDES Sandbag Placement</b>	The placement of sandbags for NPDES Storm water purposes due to the property owner not placing the required sandbags during construction. Actual Costs		VARIABLE	N/A	\$0	VARIABLE	Actual cost of providing the service includes time and material (fully burdened rates)	Varies
<b>Concrete Repair</b>	Construct and remove concrete upon request. Actual Costs		VARIABLE	N/A	\$0	VARIABLE	Actual cost of providing the service includes time and material (fully burdened rates)	Varies
<b>Asphalt Repair</b>	Remove, replace, and clean-up asphalt upon request. Actual Costs		VARIABLE	N/A	\$0	VARIABLE	Actual cost of providing the service includes time and material (fully burdened rates)	Varies

# MARKET DRIVEN FEES

Category	Description	Range	Current Fee	Total Cost	Net change	Proposed Fee	Special Consideration	Estimated Annual Volume
<b>PLANNING</b>								
Long Term Rental (City Property)	Long Term commercial use of City Property - per sq. ft. per month.		\$3	N/A	\$0	\$3	Market Driven	5
<b>PARKS AND RECREATION FEES (NON-PROGRAM / ACTIVITY RELATED)</b>								
Film Permits Reference: LA Film Office 30 mile zone fee schedule	City Use Fee Per Day - Motion Picture (Major and Minor Impacts are based on cast and crew):	Major Impact Motion Picture (Per Day)	\$2,500	N/A	\$0	\$2,500	Market Driven	15
		Minor Impact Motion Picture (Per Day)	\$1,500	N/A	\$0	\$1,500	Market Driven	30
	City Use Fee Per Day - Still Photography (Major and Minor Impacts are based on cast and crew):	Major Impact Still Photography (Per Day)	\$500	N/A	\$0	\$500	Market Driven	10
		Minor Impact Still Photography (Per Day)	\$300	N/A	\$0	\$300	Market Driven	20
Recreation Classes	Classes offered and run through the Parks & Recreation Department		Varies	N/A	\$0	Varies	Market Driven	

# COMBO PERMIT SQUARE FOOTAGE TABLE

## Combination Permits: New Construction and Tenant Improvements (includes Building, Mechanical, Electrical, and Plumbing)

Occupancy Type	Description	Sq Ft	Total Plan Check Cost		Total Inspection Cost		Total Cost Per Unit	
			Permit Fee	Per 100 Sq Ft	Permit Fee	Per 100 Sq Ft	Permit Fee	Per 100 Sq Ft
<b>A - New (Other than A2)</b>	Assembly such as arenas, theaters, amphiteaters	500	\$3,957.79	\$106.78	\$3,603.90	\$97.23	\$7,561.68	\$204.01
		5,000	\$8,762.73	\$41.87	\$7,979.20	\$38.12	\$16,741.92	\$79.99
		50,000	\$27,602.59	\$55.21	\$25,134.47	\$50.27	\$52,737.06	\$105.47
<b>A2 - New</b>	Restaurant	500	\$4,816.83	\$129.95	\$4,557.58	\$122.96	\$9,374.41	\$252.91
		5,000	\$10,664.69	\$50.95	\$10,090.71	\$48.21	\$20,755.40	\$99.16
		50,000	\$33,593.78	\$67.19	\$31,785.74	\$63.57	\$65,379.52	\$130.76
<b>B or M - New</b>	Business or Retail	1,500	\$6,238.73	\$83.42	\$8,272.27	\$187.07	\$14,511.01	\$270.49
		5,000	\$9,158.57	\$196.91	\$14,819.56	\$318.62	\$23,978.13	\$515.53
		15,000	\$28,849.49	\$192.33	\$46,681.62	\$311.21	\$75,531.11	\$503.54
<b>E - New</b>	Educational Centers (i.e. Daycares)	500	\$3,647.99	\$98.42	\$5,091.09	\$137.35	\$8,739.08	\$235.77
		5,000	\$8,076.83	\$38.59	\$11,271.92	\$53.85	\$19,348.75	\$92.44
		50,000	\$25,442.01	\$50.88	\$35,506.56	\$71.01	\$60,948.57	\$121.90
<b>F-1, F-2 - New</b>	Factory	500	\$2,995.85	\$80.82	\$7,935.62	\$214.09	\$10,931.47	\$294.92
		5,000	\$6,632.95	\$31.69	\$17,569.84	\$83.94	\$24,202.79	\$115.64
		50,000	\$20,893.79	\$41.79	\$55,345.00	\$110.69	\$76,238.79	\$152.48
<b>H1-H5 - New</b>	Hazardous Occupancies (above the threshold specified by Building Code)	500	\$3,326.11	\$89.73	\$7,853.26	\$211.87	\$11,179.37	\$301.61
		5,000	\$7,364.16	\$35.18	\$17,387.49	\$83.07	\$24,751.65	\$118.26
		50,000	\$23,197.11	\$46.39	\$54,770.59	\$109.54	\$77,967.70	\$155.94
<b>I - New</b>	Institutions	500	\$4,133.71	\$111.52	\$5,091.09	\$137.35	\$9,224.80	\$248.87
		5,000	\$9,152.23	\$43.73	\$11,271.92	\$53.85	\$20,424.16	\$97.58
		50,000	\$28,829.54	\$57.66	\$35,506.56	\$71.01	\$64,336.10	\$128.67
<b>L - New</b>	Labrotaries	500	\$3,387.45	\$91.39	\$6,643.84	\$179.24	\$10,031.29	\$270.63
		5,000	\$7,499.98	\$35.83	\$14,709.77	\$70.28	\$22,209.75	\$106.11
		50,000	\$23,624.94	\$47.25	\$46,335.78	\$92.67	\$69,960.72	\$139.92
<b>R-1 - New</b>	Hotels / Motels	1,000	\$4,246.18	\$141.54	\$6,499.92	\$216.66	\$10,746.10	\$358.20
		10,000	\$16,984.72	\$40.57	\$25,999.66	\$62.11	\$42,984.39	\$102.68
		100,000	\$53,501.88	\$53.50	\$81,898.94	\$81.90	\$135,400.83	\$135.40
<b>R-2 - New</b>	Multi-Family / Apartment Housing	1,000	\$2,774.84	\$92.49	\$7,387.34	\$246.24	\$10,162.18	\$338.74
		10,000	\$11,099.35	\$26.52	\$29,549.37	\$70.59	\$40,648.72	\$97.11
		100,000	\$34,962.95	\$34.96	\$93,080.52	\$93.08	\$128,043.47	\$128.04

Note: All other fees not defined in this table are based on Direct Costs or Fully Burdened Rates and are executed at the discretion of the City Manager

## Combination Permits: New Construction and Tenant Improvements (includes Building, Mechanical, Electrical, and Plumbing)

Occupancy Type	Description	Sq Ft	Total Plan Check Cost		Total Inspection Cost		Total Cost Per Unit	
			Permit Fee	Per 100 Sq Ft	Permit Fee	Per 100 Sq Ft	Permit Fee	Per 100 Sq Ft
<b>R-3 - New*</b>	Custom Single-Family Home	1,000	\$3,116.22	\$118.79	\$4,183.18	\$182.03	\$7,299.39	\$300.83
		3,000	\$5,492.10	\$94.99	\$7,823.82	\$228.91	\$13,315.92	\$323.91
		6,000	\$8,341.85	\$139.03	\$14,691.25	\$244.85	\$23,033.10	\$383.88
<b>S-1 - New</b>	Low Hazard Warehouse / Parking Garage	500	\$2,402.78	\$64.82	\$4,722.98	\$127.42	\$7,125.75	\$192.24
		5,000	\$5,319.86	\$25.42	\$10,456.90	\$49.96	\$15,776.76	\$75.38
		50,000	\$16,757.57	\$33.52	\$32,939.23	\$65.88	\$49,696.80	\$99.39
<b>S-2 - New</b>	Moderate Hazard Warehouse / Parking Garage	500	\$2,267.75	\$61.18	\$5,535.03	\$149.33	\$7,802.78	\$210.51
		5,000	\$5,020.91	\$23.99	\$12,254.83	\$58.55	\$17,275.73	\$82.54
		50,000	\$15,815.86	\$31.63	\$38,602.70	\$77.21	\$54,418.56	\$108.84
<b>U - New</b>	Utility / Miscellaneous Structure	50	\$435.06	\$117.37	\$301.28	\$81.28	\$736.33	\$198.65
		500	\$963.24	\$64.22	\$667.04	\$44.47	\$1,630.27	\$108.68
		5,000	\$3,852.94	\$77.06	\$2,668.15	\$53.36	\$6,521.09	\$130.42
<b>Shell (Cold) - New</b>	Shell Building consisting only of foundation and empty structure.	500	\$3,188.31	\$86.02	\$4,461.30	\$120.36	\$7,649.60	\$206.38
		5,000	\$7,059.07	\$33.73	\$9,877.52	\$47.19	\$16,936.59	\$80.92
		50,000	\$22,236.06	\$44.47	\$31,114.20	\$62.23	\$53,350.26	\$106.70
<b>A (Other than A-2) - TI</b>	Tenant Improvement / Addition to a Religious Institution, Arena, Theater, etc.	300	\$3,560.38	\$160.09	\$1,912.45	\$85.99	\$5,472.83	\$246.08
		3,000	\$7,882.86	\$62.77	\$4,234.25	\$33.72	\$12,117.10	\$96.49
		30,000	\$24,830.99	\$82.77	\$13,337.88	\$44.46	\$38,168.88	\$127.23
<b>A-2 - TI</b>	Tenant Improvement / Addition to a Restaurant	150	\$2,733.22	\$245.80	\$1,347.66	\$121.19	\$4,080.88	\$366.99
		1,500	\$6,051.49	\$96.38	\$2,983.78	\$47.52	\$9,035.26	\$143.89
		15,000	\$19,062.19	\$127.08	\$9,398.89	\$62.66	\$28,461.08	\$189.74
<b>TI - All Others</b>	Tenant Improvement / Addition to any type of occupancy that does not qualify as an arena, theater, institution or restaurant.	150	\$3,031.23	\$272.60	\$1,070.09	\$96.23	\$4,101.32	\$368.83
		1,500	\$6,711.29	\$106.88	\$2,369.23	\$37.73	\$9,080.53	\$144.62
		15,000	\$21,140.58	\$140.94	\$7,463.09	\$49.75	\$28,603.66	\$190.69

**Note: Building Official and Community Development Director have the discretion to charge time and materials for any project considered outside the scope of the projects listed above.**

\*Production Homes are charged full fee for initial plan, and 25% of plan check fee for additional plans. Inspection fees are not discounted.

\*\*Foundation only is charged as 10% of the building permit fee.

# Report on the Cost of Services (User Fee) Study

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CITY OF MANHATTAN BEACH,  
CALIFORNIA

**FINAL REPORT**



**November 2019**

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# 1. Introduction and Executive Summary

The report, which follows, presents the results of the Cost of Services (User Fee) Study conducted by the Matrix Consulting Group for the City of Manhattan Beach.

## 1 PROJECT BACKGROUND AND SCOPE OF WORK

The Matrix Consulting Group worked with the City of Manhattan Beach to analyze the cost of service relationships that exist between fees for service activities in the following departments: Building, City Clerk, Finance, Fire, Parks and Recreation, Planning, Police, Public Works, ROW, Traffic Engineering, and Utilities.

The City of Manhattan Beach in compliance with best management practices conducts a comprehensive fee analysis every 3-5 years. The City last conducted a comprehensive analysis in 2014, with an interim update in 2016. The purpose of a fee study is to understand the gap between the City’s current fee amount and the cost of service. The results of this Study provide a tool for understanding current service levels, the cost and demand for those services, and what fees for service can and should be charged.

## 2 GENERAL PROJECT APPROACH AND METHODOLOGY

The methodology employed by the Matrix Consulting Group is a widely accepted “bottom up” approach to cost analysis, where time spent per unit of fee activity is determined for each position within a Department or Division. Once time spent for a fee activity is determined, all applicable City costs are then considered in the calculation of the “full” cost of providing each service. The following table provides an overview of the cost components used to establish the “full” cost of providing services included in this Study:

**Table 1: Cost Components Overview**

Cost Component	Description
<b>Direct</b>	Fiscal Year 2019/20 Budgeted salaries, benefits and allowable expenditures.
<b>Indirect</b>	Division, departmental administration / management and clerical support. Citywide overhead costs were also included from the City’s most recent version of the Cost Allocation Plan.

Together, the cost components in the table above comprise the calculation of the total “full” cost of providing any particular service, regardless of whether a fee for that service is charged.

The work accomplished by the Matrix Consulting Group in the analysis of the proposed fees for service involved the following steps:

- **Staff Interviews:** The project team interviewed City staff from the different departments regarding their need for clarification to the structure of existing fee items, for addition of new fee items, or removal of outdated items.
- **Data Collection:** Data was collected for each permit / service, including time estimates. In addition, all budgeted costs and staffing levels for Fiscal Year 19/20 were entered into the Matrix Consulting Group’s analytical software model.
- **Cost Analysis:** The full cost of providing each service included in the analysis was established.
- **Review and Approval of Results with City Staff:** Department and City management have reviewed and approved these documented results.

A more detailed description of user fee methodology, as well as legal and policy considerations are provided in subsequent chapters of this report.

### 3 SUMMARY OF RESULTS

When comparing FY20 fee-related budgeted expenditures with fee-related revenue generated the City is under-recovering its costs by approximately \$922,000 and recovering about 89% of its fee-related costs annually. The following table outlines these results on a departmental basis:

**Table 2: Departmental / Divisional Cost Recovery Based on Fee-Related Revenue & Expenditures**

Department	Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)
Building	\$5,844,963	\$6,248,099	(\$403,136)
City Clerk	\$709	\$9,415	(\$8,706)
Finance	\$66,645	\$67,269	(\$624)
Fire	\$300,141	\$618,644	(\$318,503)
Parks & Recreation	\$30,865	\$48,379	(\$17,514)
Planning	\$438,022	\$556,899	(\$118,877)
Police	\$199,874	\$230,680	(\$30,806)
PW	\$21,136	\$34,908	(\$13,772)
Right-of-Way	\$366,080	\$336,948	\$29,132
Traffic Engineering	\$45,266	\$55,376	(\$10,110)
Utilities	\$166,225	\$194,932	(\$28,707)
<b>TOTAL</b>	<b>\$7,479,926</b>	<b>\$8,401,549</b>	<b>(\$921,623)</b>

If the City were able to charge full cost for all of its services it would be able to recover approximately \$922,000 in additional revenue. However, there are certain State set fees and council policies that limit the City’s ability to recover the \$922,000. The following table shows the projected cost recovery based upon those state mandated fees, and policies.

**Table 3: Departmental / Divisional Cost Recovery Based on Fee-Related Revenue & Expenditures including Council Policies and State set fees**

Department	Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)
Building	\$5,844,963	\$6,184,349	(\$339,386)
City Clerk	\$709	\$764	(\$55)
Finance	\$66,645	\$67,269	(\$624)
Fire	\$300,141	\$399,628	(\$99,487)
Parks & Recreation	\$30,865	\$35,676	(\$4,811)
Planning	\$438,022	\$541,663	(\$103,641)
Police	\$199,874	\$228,629	(\$28,755)
PW	\$21,136	\$34,908	(\$13,772)
Right-of-Way	\$366,080	\$326,152	\$39,928
Traffic Engineering	\$45,266	\$44,579	\$687
Utilities	\$166,225	\$194,932	(\$28,707)
<b>TOTAL</b>	<b>\$7,479,926</b>	<b>\$8,058,549</b>	<b>(\$578,623)</b>

Based upon the results of this table, the City has the potential to generate additional revenue of \$579,000 if all fees were raised to full cost recovery and there were similar levels of workload from the previous year to the current year. The largest proportion of this deficit is still related to building fees at approximately \$339,000. This deficit is primarily due to fees related to residential room additions and remodels that are being charged on valuation and fixture count, rather than a flat fee.

The detailed documentation of the Study will show an over-collection for certain fees (on a per unit basis), and an undercharge for others. Overall, the City is providing an annual subsidy to fee payers for fee-related services included in this analysis.

The display of the cost recovery figures shown in this report are meant to provide a basis for policy development discussions among Council members and City staff, and do not represent a recommendation for where or how the Council should act. The setting of the “rate” or “price” for services, whether at 100 percent full cost recovery or lower, is a policy decision to be made only by the Council, often with input from City staff and the community.

**4 CONSIDERATIONS FOR COST RECOVERY POLICY AND UPDATES**

The Matrix Consulting Group recommends that the City use the information contained in this report to discuss, adopt, and implement a formal Cost Recovery Policy, and a mechanism for the annual update of fees for service.

## **1 Adopt a Formal Cost Recovery Policy**

The Matrix Consulting Group strongly recommends that the Council adopt a formalized, individual cost recovery policy for each department included in this Study. Whenever a cost recovery policy is established at less than 100% of the full cost of providing services, a known gap in funding is recognized and may then potentially be recovered through other revenue sources. The Matrix Consulting Group considers a formalized cost recovery policy for various fees for service an industry Best Management Practice.

## **2 Adopt an Annual Fee Update / Increase Mechanism**

The purpose of a comprehensive update is to completely revisit the analytical structure, service level estimates and assumptions applied in previous studies, and to account for any major shifts in cost components or organizational structures. The Matrix Consulting Group believes it is a best management practice to perform a complete update of a Fee Assessment every 3 to 5 years. As discussed in the introduction, the City last conducted a fee study 5 years ago, and keeping in line with best practices is updating the study to be reflective of current practices.

In between comprehensive updates, the City could utilize published industry economic factors such as CPI or other regional factors to update the cost calculations established in the Study on an annual basis. The City could also consider the use of its own anticipated labor cost increases such as step increases, benefit enhancements, or cost of living raises. Utilizing an annual increase mechanism would ensure that the City receives appropriate fee and revenue increases that reflect growth in costs. The City of Manhattan Beach currently utilizes annual labor increases as the basis for annual fee increases, and it should continue to follow that practice.

## 2. Legal Framework and Policy Considerations

A “user fee” is a charge for service provided by a governmental agency to a public citizen or group. In California, several constitutional laws such as Propositions 13, 4, and 218, State Government Codes 66014 and 66016, and more recently Prop 26 and the Attorney General’s Opinion 92-506 set the parameters under which the user fees typically administered by local government are established and administered. Specifically, California State Law, Government Code 66014(a), stipulates that user fees charged by local agencies “...may not exceed the estimated reasonable cost of providing the service for which the fee is charged”.

### 1 GENERAL PRINCIPLES AND PHILOSOPHIES REGARDING USER FEES

Local governments are providers of many types of general services to their communities. While all services provided by local government are beneficial to constituents, some services can be classified as globally beneficial to all citizens, while others provide more of a direct benefit to a specific group or individual. The following table provides examples of services provided by local government within a continuum of the degree of community benefit received:

**Table 4: Services in Relation to Benefit Received**

“Global” Community Benefit	“Global” Benefit and an Individual or Group Benefit	Individual or Group Benefit
<ul style="list-style-type: none"> <li>• Police</li> <li>• Park Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Recreation / Community Services</li> <li>• Fire Suppression / Prevention</li> </ul>	<ul style="list-style-type: none"> <li>• Building Permits</li> <li>• Planning and Zoning Approval</li> <li>• Site Plan Review</li> <li>• CUPA</li> <li>• Facility Rentals</li> </ul>

Funding for local government is obtained from a myriad of revenue sources such as taxes, fines, grants, special charges, user fees, etc. In recent years, alternative tax revenues, which typically offset subsidies for services provided to the community, have become increasingly limited. These limitations have caused increased attention on user fee activities as a revenue source that can offset costs otherwise subsidized (usually) by the general fund. In Table 4, services in the “global benefit” section tend to be funded primarily through voter approved tax revenues. In the middle of the table, one typically finds a mixture of taxes, user fee, and other funding sources. Finally, in the “individual / group benefit” section of the table, lie the services provided by local government that are typically funded almost entirely by user fee revenue.

The following are two central concepts regarding the establishment of user fees:

- **Fees should be assessed according to the degree of individual or private benefit gained from services.** For example, the processing and approval of a land use or building permit will generally result in monetary gain to the applicant, whereas Police services and Fire Suppression are examples of services that are essential to the safety of the community at large.
- **A profit-making objective should not be included in the assessment of user fees.** In fact, California laws require that the charges for service be in direct proportion to the costs associated with providing those services. Once a charge for service is assessed at a level higher than the actual cost of providing a service, the term “user fee” no longer applies. The charge then becomes a tax subject to voter approval.

Therefore, it is commonly accepted that user fees are established at a level that will recover up to, and not more than, the cost of providing a particular service.

## 2 GENERAL POLICY CONSIDERATIONS REGARDING USER FEES

Undoubtedly, there are programs, circumstances, and services that justify a subsidy from a tax based or alternative revenue source. However, it is essential that jurisdictions prioritize the use of revenue sources for the provision of services based on the continuum of benefit received.

Within the services that are typically funded by user fees, the Matrix Consulting Group recognizes several reasons why City staff may not advocate the full cost recovery of services. The following factors are key policy considerations in setting fees at less than 100 percent of cost recovery:

- **Limitations posed by an external agency.** The State or an outside agency will occasionally set a maximum, minimum, or limit the jurisdiction’s ability to charge a fee at all. Examples include State Public Records Requests for charging for time spent copying and retrieving public documents in the City’s Administrative office.
- **Encouragement of desired behaviors.** Keeping fees for certain services below full cost recovery may provide better compliance from the community. For example, if the cost of a permit for water heater permits is higher than the actual cost of purchasing a water heater, it might discourage residents from pulling permits.

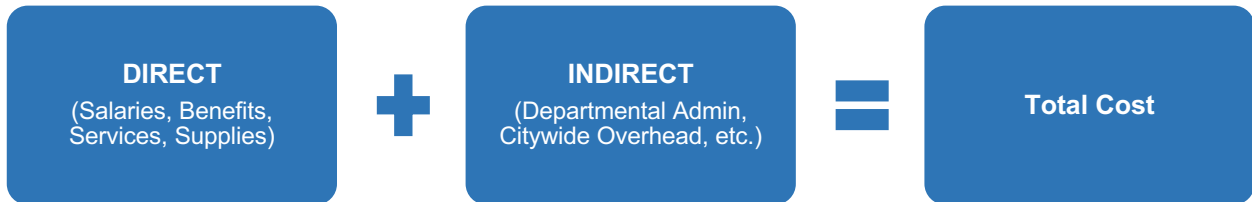
- **Effect on demand for a particular service.** Sometimes raising the “price” charged for services might reduce the number of participants in a program. This is largely the case in relation to Parks and Recreation programs, and does not typically impact the fees included in this analysis.
- **Benefit received by user of the service and the community at large is mutual.** Many services that directly benefit a group or individual equally benefit the community as a whole. Examples include block party permits.

The Matrix Consulting Group recognizes the need for policies that intentionally subsidize certain activities. The primary goals of a User Fee Study are to provide a fair and equitable basis for determining the costs of providing services, and assure that the City complies with State law.

Once the full cost of providing services is known, the next step is to determine the “rate” or “price” for services at a level which is up to, and not more than the full cost amount. The Board is responsible for this decision, which often becomes a question of balancing service levels and funding sources. The placement of a service or activity within the continuum of benefit received may require extensive discussion and at times fall into a “grey area”. However, with the resulting cost of services information from a User Fee Study, the Board can be assured that the adopted fee for service is reasonable, fair, and legal.

### 3. User Fee Study Methodology

The Matrix Consulting Group utilizes a cost allocation methodology commonly known and accepted as the “bottom-up” approach to establishing User Fees. The term means that several cost components are calculated for each fee or service. These components then build upon each other to comprise the total cost for providing the service. The following chart describes the components of a full cost calculation:



The general steps utilized by the project team to determine allocations of cost components to a particular fee or service are:

- Calculate fully burdened hourly rates by position, including direct & indirect costs;
- Develop time estimates for each service included in the study;
- Distribute the appropriate amount of other cost components to each fee or service based on the staff time allocation basis, or another reasonable basis.

The results of these allocations provide detailed documentation for the reasonable estimate of the actual cost of providing each service. The following sections highlight critical points about the use of time estimates and the validity of the analytical model.

#### 1 TIME ESTIMATES ARE A MEASURE OF SERVICE LEVELS REQUIRED TO PERFORM A PARTICULAR SERVICE

One of the key study assumptions utilized in the “bottom up” approach is the use of time estimates for the provision of each fee related service. Utilization of time estimates is a reasonable and defensible approach, especially since experienced staff members who understand service levels and processes unique to the City developed these estimates.

The project team worked closely with City staff in developing time estimates with the following criteria:

- Estimates are representative of average times for providing services. Estimates for extremely difficult or abnormally simple projects are not factored into this analysis.



- Estimates reflect the time associated with the position or positions that typically perform a service.
- Estimates provided by staff are reviewed and approved by the division / department, and often involve multiple iterations before a Study is finalized.
- Estimates are reviewed by the project team for “reasonableness” against their experience with other agencies.
- Estimates were not based on time in motion studies, as they are not practical for the scope of services and time frame for this project.

The Matrix Consulting Group agrees that while the use of time estimates is not perfect, it is the best alternative available for setting a standard level of service for which to base a jurisdiction’s fees for service, and meets the requirements of California law.

The alternative to time estimating is actual time tracking, often referred to billing on a “time and materials” basis. Except in the case of anomalous or sometimes very large and complex projects, the Matrix Consulting Group believes this approach to not be cost effective or reasonable for the following reasons:

- Accuracy in time tracking is compromised by the additional administrative burden required to track, bill, and collect for services in this manner.
- Additional costs are associated with administrative staff’s billing, refunding, and monitoring deposit accounts.
- Customers often prefer to know the fees for services in advance of applying for permits or participating in programs.
- Applicants may request assignment of less expensive personnel to their project.
- Departments can better predict revenue streams and staff needs using standardized time estimates and anticipated permit volumes.

Situations arise where the size and complexity of a given project warrants time tracking and billing on a “time and materials” basis. The Matrix Consulting Group has recommended taking a deposit and charging Actual Costs for such fees as appropriate and these will be discussed further in the Deposit-Based fees chapter.

## **2 CROSS CHECKS ENSURE THE VALIDITY OF OUR ANALYTICAL MODEL**

In addition to the collection of time estimate data for each fee or service included in the User Fee Study, annual volume of activity data assumptions are also a critical component.

By collecting data on the estimated volume of activity for each fee or service, a number of analyses are performed which not only provide useful information regarding allocation of staff resources, but also provide valuable cross checks that ensure the validity of each model. This includes assurance that 100% of staff resources are accounted for and allocated to a fee for service, or “other non-fee” related categories. Since there are no objectives to make a profit in establishing user fees, it is very important to ensure that services are not estimated at a level that exceeds budgeted resource capacity. By accounting for not more than 100% of staff resources, no more than 100% of costs will be allocated through the Study.

## 4. Results Overview

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The motivation behind a cost of services (User Fee) analysis is for the City Council and Departmental staff to maintain services at a level that is both accepted and effective for the community, and also to maintain control over the policy and management of these services.

It should be noted that the results presented in this report are not a precise measurement. In general, a cost of service analysis takes a “snapshot in time”, where a fiscal year of adopted budgeted cost information is compared to the same fiscal year of revenue, and workload data available. Changes to the structure of fee names, along with the use of time estimates allow only for a reasonable projection of subsidies and revenue. Consequently, the Council and Department staff should rely conservatively upon these estimates to gauge the impact of implementation going forward.

Discussion of results in the following chapters is intended as a summary of extensive and voluminous cost allocation documentation produced during the Study. Each chapter will include detailed cost calculation results for each major permit category including the following:

- **Modifications or Issues:** discussions regarding any revisions to the current fee schedule, including elimination or addition of fees.
- **“Per Unit” Results:** comparison of the full cost of providing each unit of service to the current fee for each unit of service (where applicable).
- **Annualized Results:** utilizing volume of activity estimates annual subsidies and revenue impacts were projected.
- **Jurisdictional Comparison:** a brief comparison of current permits and services with other local jurisdictions.

The full analytical results were provided to City staff under separate cover from this summary report.

## 5. Building

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The City of Manhattan Beach provides plan check and inspection services in-house and supplements it with contractor plan checkers and inspectors. The purpose of the building division is to review all construction projects in compliance with the California Building Code and its rules and regulations. The following subsections discuss modifications made to the Building fee schedules, the detailed per unit analysis results, the potential annual revenue impacts, and a comparison of certain fees to other jurisdictions.

### 1 FEE SCHEDULE MODIFICATIONS

The Building fee schedule consists of both flat fees and valuation based fees. Both sets of fees were studied. The project team worked with the Building Division to streamline the current fee schedule by altering names and removing outdated fees. The following points highlight some of these changes:

- Mechanical, Electrical, and Plumbing fees were streamlined to identify key specific permits and all other fees were grouped into miscellaneous permits. These categories included both permit processing and inspection services.
- Combo permits for Kitchen and Bathroom Remodels and New Pools and Spas were added.
- Fees for Special Request Inspections, Sewer Caps, Water Service Determination, Restamping of Approved Plans, and Garage Sale Permits were removed as the division no longer assesses fees for these services.
- Plan Check and Inspection fees for Construction Projects that were previously calculated based on valuation have been changed to a per square footage schedule.
- All new construction and tenant improvement fees were set up as combo permits to include Mechanical, Electrical, and Plumbing, streamlining the fees for the developers and the City, as there is one total fee that needs to be paid for plan check and for inspection services.
- New fees were added to account for new services the division provides. These fees include: Residential Room Addition / Remodel, Windows / Doors, Tent Permit, Decks / Patios / Porches / Pergolas / Gazebos, Fences, Retaining Walls, and Re-Roofs.
- Solar Permits were moved from the Fire Prevention fee schedule to the Building fee schedule.

Identifying and implementing these changes to the Building fee schedule have helped to clarify the fee schedule as well as ensure all services being provided by the Building Division are reflected on the fee schedule.

## 2 DETAILED RESULTS – MISCELLANEOUS BUILDING PER UNIT

The Building Division currently assesses a variety of permits for plan check and inspection. The following table details the current fees associated with Miscellaneous Building Permits, the full cost associated with Building to provide these services, and the surplus / deficit. It is important to note that a variety of fees that have no current fee are because those fees are currently assessed based upon project valuation.

**Table 5: Miscellaneous Building Flat Fees – Per Unit**

Category	Description	Range	Current Fee	Building Cost Per Unit	Surplus / (Deficit) per Unit
<b>Building / Trade Permit Extension</b>	Extension of building, mechanical, electrical, or plumbing permit prior to building permit expiration	Permit Extension	\$108	\$76	\$32
<b>Building / Trade Permit Reinstatement</b>	Reinstatement of an expired building, mechanical, electrical, or plumbing permit.	Permit Reinstatement	\$0	\$148	(\$148)
<b>Building / Trade Plan Check Extension</b>	Extension of building, mechanical, electrical, or plumbing plan check prior to plan check expiration	Plan Check Extension	\$108	\$76	\$32
<b>Building / Trade Plan Check Reinstatement</b>	Reinstatement of building, mechanical, electrical, or plumbing plan check of expired plans.	Plan Check Reinstatement	\$0	\$114	(\$114)
<b>Extra Plan Check</b>	Plan checks over the standard number of plan checks or for non-standard applications.	Processing Fee	\$53	\$65	(\$12)
		Hourly Rate	\$149	\$161	(\$12)
<b>Re-Inspection / Extra Inspection</b>	Request for a reinspection or extra inspection over the standard number of inspections (3) of a building site. (1-hr minimum)	Processing Fee	\$35	\$65	(\$30)
		Hourly Rate	\$125	\$138	(\$13)
<b>Custom Building Inspection</b>	Inspection requested on a non-inspector working day. (4-hr min.)	Base Fee	\$535	\$582	(\$47)
		Each Addl. Hour	\$125	\$138	(\$13)
<b>Construction Operation After Hours Application</b>	Reviewing an application for construction operation for work done after hours.	Request for Interior Commercial	\$186	\$149	\$37
		Request for Exterior Commercial	\$186	\$733	(\$547)
		Partial	\$544	\$620	(\$76)

Category	Description	Range	Current Fee	Building Cost Per Unit	Surplus / (Deficit) per Unit
<b>Building Demolition</b>	Review and inspection of a building demolition to ensure compliance with City Codes.	Full	\$544	\$423	\$121
<b>Moving a Building</b>	Review an application for moving a building within the City.		\$3,353	Actual Cost	
<b>Construction Site Sign Production</b>	Processing and production of contractor information signs for construction sites.	Base Fee	\$26	\$32	(\$6)
		Per Sign	\$30	\$30	\$0
<b>Building Permit Transfer</b>	Transfer the ownership of a permit.		\$53	\$65	(\$12)
<b>Residential Bldg Records Report</b>	Provide a building records report on an address.	Per Application	\$309	\$294	\$15
		Duplicate	\$53	\$43	\$10
<b>Staging Residential</b>	Review request for staging for residential properties.		\$761	\$295	\$466
<b>Temporary Certificate of Occupancy</b>	Review request for a temporary Certificate of Occupancy to allow for occupancy before the final certificate is issued.	Certificate	\$1,760	\$666	\$1,094
		Extension	\$237	\$302	(\$65)
<b>Board of Building Appeals</b>	Processing an appeal of a Building Administrative Decision to the Board of Building Appeals.		\$488	\$938	(\$450)
<b>Comm Dev Refund Processing</b>	Processing a refund of a Community Development fee due to the actions of the applicant.		\$92	\$112	(\$20)
<b>Comm Dev Record Retention</b>	Retaining a permanent copy of records in Community Development.	Base Fee	\$35	\$43	(\$8)
		Digital Copy	\$53	\$65	(\$12)
		Data Extraction:	\$67	\$83	(\$16)
<b>Garage Sale Permit</b>	Review an application for a garage and yard sale permit. The municipal code allows 3 permits per household per year.		\$8	\$11	(\$3)
<b>Combo Permits</b>					
		Up to 500 sq. ft.		\$825	
<b>Kitchen / Bathroom Remodel</b>	Review and inspection of residential kitchen / bathroom remodels	501-1,000 sq. ft.		\$1,100	
		1,000+ sq. ft		\$1,375	
		Each addl 500 sq. ft.		\$287	
<b>New Pool / Spa</b>	Review and inspection of new pool or spa being installed.	Residential	\$259	\$978	(\$719)
		Commercial	\$259	\$1,423	(\$1,164)
<b>New Pool / Spa with Vault</b>	Review and inspection of new pool or spa with a vault	Residential	\$259	\$1,560	(\$1,301)
		Commercial	\$259	\$2,037	(\$1,778)
<b>Miscellaneous Fees</b>					
		51-1,000 CY	\$220	\$1,277	(\$782)
<b>Grading Fees – Plan Check</b>	Review of application associated with reviewing different grading categories.	1,001-10,000 CY	\$220	\$1,245	(\$1,025)
		10,001-100,000 CY	\$343	\$1,487	(\$1,144)
		500 sq. ft.	\$780	\$1,189	(\$409)

Category	Description	Range	Current Fee	Building Cost Per Unit	Surplus / (Deficit) per Unit
<b>Shoring Plan Check and Inspection</b>	Reviewing and inspecting shoring requirements	1,000 sq. ft.	\$1,201	\$1,622	(\$420)
		3,000 sq. ft.	\$3,713	\$1,812	\$1,902
		5,000 sq. ft.	\$4,501	\$2,330	\$2,171
<b>Solar Permit Plan Check and Inspection</b>	Review and inspect Solar / PV permits for building and fire codes	Residential	\$100	\$703	(\$603)
		Commercial up to 50 kw	\$100	\$1,577	(\$1,477)
		Commercial 51-250 kw	\$100	\$1,835	(\$1,735)
<b>Summary of Accessibility Upgrades for Commercial Projects</b>	Review of accessibility upgrade hardship application.	Existing Buildings Valued less than LA County Accessibility Code	\$286	\$1,132	(\$846)
		Existing Buildings Valued more than LA County Accessibility Code	\$286	\$1,512	(\$1,226)
<b>Remodel Residential Pool / Spa</b>	Review and inspection of residential pool and spa remodels for each discipline reviewed (electrical, plumbing, mechanical)	Remodel - per discipline	\$259	\$655	(\$396)
<b>TI Commercial Pool / Spa</b>	Review and inspection of commercial pool and spa remodels for each discipline reviewed (electrical, plumbing, mechanical)	TI - per discipline	\$259	\$1,043	(\$784)
<b>Residential Room Addition / Remodel</b>	Review and inspection of residential room addition and / or remodel.	Up to 500 sq. ft.		\$954	
		501-1,000 sq. ft.		\$1,553	
		1,000+ sq. ft.		\$1,877	
		Each addl 500 sq. ft. above 1,000 sq. ft.		\$287	
<b>Windows / Doors</b>	Review and inspection of window / door permits per City standard form.	Up to 5		\$550	
		Greater than 5		\$687	
<b>Tent Permit (Building)</b>	Review and inspection of temporary tents	Up to 400 sq. ft.		\$1,208	
		401-1,500 sq. ft.		\$1,831	
		1,500+ sq. ft.		\$3,009	
<b>Decks / Porches / Patios / Pergolas / Gazebos</b>	Review and inspection of standalone decks / porches / patios / pergolas / gazebos	Up to 500 sq. ft.		\$2,312	
		Greater than 500 sq. ft.		\$3,243	
		Addl 500 sq. ft.		\$368	
<b>Fences (greater than 6')</b>	Review and inspection of standalone fences greater than 6'.	All Others		\$768	
		ROW Adjacent		\$946	

Category	Description	Range	Current Fee	Building Cost Per Unit	Surplus / (Deficit) per Unit
<b>Retaining Wall Block Walls</b>	Review and inspection of retaining walls and block walls.	Retaining Wall		\$1,362	
		Block Wall		\$917	
<b>Re-Roof</b>	Review and inspection of re-roofing projects for residential and commercial projects  Note: Does not include reroof with solar. Separate permit required for solar panels.	Residential		\$542	
		Commercial - Up to 1,500 sq. ft.		\$542	
		Commercial - 1,501-5,000 sq. ft.		\$610	
		Commercial - Greater than 5,000 sq. ft		\$679	
		Commercial - Each Addl. 1,000 sq.ft. above 5,000 sq. ft.		\$103	
<b>Re-Stuccoing / Siding / Façade</b>	Review and inspection of standalone re-stucco / siding / façade permits.			\$687	
<b>MEP's</b>					
<b>Electrical</b>					
<b>Miscellaneous Electrical Permit</b>	Review and inspection of standard and standalone over the counter electrical permits.		\$68	\$315	(\$247)
<b>Temporary Power Pole</b>	Review and inspection for each temporary power pole or piggy-back pole.		\$112	\$315	(\$203)
<b>EV Charging Station</b>	Review and inspection of EV Charging Stations	Residential		\$422	
		Commercial		\$529	
<b>Battery Backup</b>	Review and inspect for battery backups.			\$422	
<b>Residential Addition / Remodel</b>	Electrical upgrades to residential additions or remodel projects	per sq. ft.		\$0.74	
<b>Commercial Tenant Improvement</b>	Electrical upgrades, additions, or improvement to commercial / non-residential projects	per sq. ft.		\$0.58	
<b>Mechanical</b>					
<b>Miscellaneous Mechanical Permit</b>	Review and inspection of standard and standalone over the counter mechanical permits.		\$68	\$283	(\$215)
<b>HVAC Permit</b>	Review and inspection of HVAC permits	New / Relocate	\$68	\$670	(\$602)
		Replacement / Change-Out	\$68	\$464	(\$396)
<b>Residential Addition / Remodel</b>	Mechanical upgrades to residential additions or remodel projects	per sq. ft.		\$0.65	
<b>Commercial Tenant Improvement</b>	Mechanical upgrades, additions, or improvement to commercial / non-residential projects	per sq. ft.		\$0.56	
<b>Plumbing</b>					



Category	Description	Range	Current Fee	Building Cost Per Unit	Surplus / (Deficit) per Unit
<b>Miscellaneous Plumbing Permit</b>	Review and inspection of standard and standalone over the counter plumbing permits.		\$68	\$315	(\$247)
<b>Water Heater Permit</b>	Review and inspection of water heater permit		\$92	\$283	(\$191)
<b>Cesspool Removal Fee</b>	Review and inspection for cesspool removal			\$335	
<b>Residential Addition / Remodel</b>	Plumbing upgrades to residential additions or remodel projects	per sq. ft.		\$0.65	
<b>Commercial Tenant Improvement</b>	Plumbing upgrades, additions, or improvement to commercial / non-residential projects	per sq. ft.		\$0.56	
<b>Code Enforcement Fees</b>					
<b>Violation Inspection Fee</b>	Per hour violation inspection fee for code enforcement violations (2-hr min.)			\$232	
<b>Non-Compliance Fee</b>	Per hour fee for non-compliance related inspections (6-hr min)			\$697	

When comparing the current fees for Miscellaneous Building Permits with the total cost associated with Building services, the City of Manhattan Beach is showing a per unit cost recovery level of 71%. This indicates that for the majority of its flat fee services it is showing an under-recovery.

### 3 DETAILED RESULTS – BUILDING SQUARE FOOTAGE PER UNIT

The City of Manhattan Beach currently uses a valuation table to establish permit and plan check fees for all Construction Projects that is based on the value of construction costs. In discussion with Building staff it was determined that in order to calculate the valuation, the City collects the square footage and valuation information. As such, instead of taking the additional step of calculating valuation, staff would be able to calculate the fee based upon the square footage and occupancy directly. Additionally, during discussion it was determined that the size and type of project was a better indicator of the level of effort provided as more expensive materials does not require additional time to plan check or inspect. The following table shows, by square footage and type of project, the full cost associated with plan check and inspection.

**Table 6: Total Cost Per Unit Results – Plan Check and Inspection**

Occupancy Type	Sq. Ft	Total Plan Check Cost		Total Inspection Cost		Total Cost Per Unit	
		Permit Fee	Per 100 Sq. Ft	Permit Fee	Per 100 Sq. Ft	Permit Fee	Per 100 Sq. Ft
<b>A - New</b>	500	\$3,957.79	\$106.78	\$3,603.90	\$97.23	\$7,561.68	\$204.01
<b>(Other than A2)</b>	5,000	\$8,762.73	\$41.87	\$7,979.20	\$38.12	\$16,741.92	\$79.99
	50,000	\$27,602.59	\$55.21	\$25,134.47	\$50.27	\$52,737.06	\$105.47

Occupancy Type	Sq. Ft	Total Plan Check Cost		Total Inspection Cost		Total Cost Per Unit	
		Permit Fee	Per 100 Sq. Ft	Permit Fee	Per 100 Sq. Ft	Permit Fee	Per 100 Sq. Ft
<b>A2 - New</b>	500	\$4,816.83	\$129.95	\$4,557.58	\$122.96	\$9,374.41	\$252.91
	5,000	\$10,664.69	\$50.95	\$10,090.71	\$48.21	\$20,755.40	\$99.16
	50,000	\$33,593.78	\$67.19	\$31,785.74	\$63.57	\$65,379.52	\$130.76
<b>B or M - New</b>	1,500	\$6,238.73	\$83.42	\$8,272.27	\$187.07	\$14,511.01	\$270.49
	5,000	\$9,158.57	\$196.91	\$14,819.56	\$318.62	\$23,978.13	\$515.53
	15,000	\$28,849.49	\$192.33	\$46,681.62	\$311.21	\$75,531.11	\$503.54
<b>E - New</b>	500	\$3,647.99	\$98.42	\$5,091.09	\$137.35	\$8,739.08	\$235.77
	5,000	\$8,076.83	\$38.59	\$11,271.92	\$53.85	\$19,348.75	\$92.44
	50,000	\$25,442.01	\$50.88	\$35,506.56	\$71.01	\$60,948.57	\$121.90
<b>F-1, F-2 - New</b>	500	\$2,995.85	\$80.82	\$7,935.62	\$214.09	\$10,931.47	\$294.92
	5,000	\$6,632.95	\$31.69	\$17,569.84	\$83.94	\$24,202.79	\$115.64
	50,000	\$20,893.79	\$41.79	\$55,345.00	\$110.69	\$76,238.79	\$152.48
<b>H - New</b>	500	\$3,326.11	\$89.73	\$7,853.26	\$211.87	\$11,179.37	\$301.61
	5,000	\$7,364.16	\$35.18	\$17,387.49	\$83.07	\$24,751.65	\$118.26
	50,000	\$23,197.11	\$46.39	\$54,770.59	\$109.54	\$77,967.70	\$155.94
<b>I - New</b>	500	\$4,133.71	\$111.52	\$5,091.09	\$137.35	\$9,224.80	\$248.87
	5,000	\$9,152.23	\$43.73	\$11,271.92	\$53.85	\$20,424.16	\$97.58
	50,000	\$28,829.54	\$57.66	\$35,506.56	\$71.01	\$64,336.10	\$128.67
<b>L - New</b>	500	\$3,387.45	\$91.39	\$6,643.84	\$179.24	\$10,031.29	\$270.63
	5,000	\$7,499.98	\$35.83	\$14,709.77	\$70.28	\$22,209.75	\$106.11
	50,000	\$23,624.94	\$47.25	\$46,335.78	\$92.67	\$69,960.72	\$139.92
<b>R-1 - New</b>	1,000	\$6,259.23	\$56.22	\$19,319.72	\$173.54	\$25,578.94	\$229.76
	10,000	\$11,319.28	\$3.94	\$34,938.07	\$12.16	\$46,257.35	\$16.10
	100,000	\$14,865.31	\$14.87	\$45,883.22	\$45.88	\$60,748.53	\$60.75
<b>R-2 - New</b>	1,000	\$4,259.42	\$38.26	\$17,738.18	\$159.33	\$21,997.61	\$197.59
	10,000	\$7,702.81	\$2.68	\$32,078.00	\$11.17	\$39,780.81	\$13.85
	100,000	\$10,115.89	\$10.12	\$42,127.17	\$42.13	\$52,243.06	\$52.24
<b>R-3 - New</b>	1,000	\$3,983.21	\$133.99	\$6,081.68	\$272.84	\$10,064.89	\$406.83
	3,000	\$6,663.01	\$77.00	\$11,538.49	\$113.07	\$18,201.50	\$190.07
	6,000	\$8,972.97	\$149.55	\$14,930.57	\$248.84	\$23,903.53	\$398.39
<b>S-1 - New</b>	500	\$2,402.78	\$64.82	\$4,722.98	\$127.42	\$7,125.75	\$192.24
	5,000	\$5,319.86	\$25.42	\$10,456.90	\$49.96	\$15,776.76	\$75.38
	50,000	\$16,757.57	\$33.52	\$32,939.23	\$65.88	\$49,696.80	\$99.39
<b>S-2 - New</b>	500	\$2,267.75	\$61.18	\$5,535.03	\$149.33	\$7,802.78	\$210.51
	5,000	\$5,020.91	\$23.99	\$12,254.83	\$58.55	\$17,275.73	\$82.54
	50,000	\$15,815.86	\$31.63	\$38,602.70	\$77.21	\$54,418.56	\$108.84
<b>U - New</b>	50	\$435.06	\$117.37	\$301.28	\$81.28	\$736.33	\$198.65
	500	\$963.24	\$64.22	\$667.04	\$44.47	\$1,630.27	\$108.68
	5,000	\$3,852.94	\$77.06	\$2,668.15	\$53.36	\$6,521.09	\$130.42
<b>Shell (Cold) - New</b>	500	\$3,188.31	\$86.02	\$4,461.30	\$120.36	\$7,649.60	\$206.38
	5,000	\$7,059.07	\$33.73	\$9,877.52	\$47.19	\$16,936.59	\$80.92
	50,000	\$22,236.06	\$44.47	\$31,114.20	\$62.23	\$53,350.26	\$106.70
<b>A (Other than A-2) - TI</b>	300	\$3,560.38	\$160.09	\$1,912.45	\$85.99	\$5,472.83	\$246.08
	3,000	\$7,882.86	\$62.77	\$4,234.25	\$33.72	\$12,117.10	\$96.49
	30,000	\$24,830.99	\$82.77	\$13,337.88	\$44.46	\$38,168.88	\$127.23
<b>A-2 - TI</b>	150	\$2,733.22	\$245.80	\$1,347.66	\$121.19	\$4,080.88	\$366.99
	1,500	\$6,051.49	\$96.38	\$2,983.78	\$47.52	\$9,035.26	\$143.89
	15,000	\$19,062.19	\$127.08	\$9,398.89	\$62.66	\$28,461.08	\$189.74

Occupancy Type	Sq. Ft	Total Plan Check Cost		Total Inspection Cost		Total Cost Per Unit	
		Permit Fee	Per 100 Sq. Ft	Permit Fee	Per 100 Sq. Ft	Permit Fee	Per 100 Sq. Ft
<b>TI - All</b>	150	\$3,031.23	\$272.60	\$1,070.09	\$96.23	\$4,101.32	\$368.83
<b>Others</b>	1,500	\$6,711.29	\$106.88	\$2,369.23	\$37.73	\$9,080.53	\$144.62
	15,000	\$21,140.58	\$140.94	\$7,463.09	\$49.75	\$28,603.66	\$190.69

Due to the conversion from valuation-based fees to square-footage based fees, it is difficult to conduct a comparison between current and proposed fees. The proposed fees based on square footage have a stronger nexus to the services being provided. Converting from a valuation-based fee schedule to a square-footage based fee schedule provides the Division with a stable, more defensible methodology for calculation fees and is much more reflective of actual staff services and costs.

It is important to note that while some of the costs may seem steep in the previous table they are reflective of total city staff time associated with processing plan check and permit and as such include more than just building division staff. Including all city staff time in a singular fee is a streamlined way of depicting the full cost to the city for a building plan check and permit, rather than including it as separate fees on different fee schedules throughout the City. This ensures consistent capturing of those services, as well as consistent application of fees.

#### 4 ANNUAL RESULTS

The Building Division has two main categories of fees that were evaluated by the project team: Flat Fees and Square Footage Based Construction Projects. Due to the major modifications made to the Building Division fee schedule, the project team conducted an analysis of the overall revenue and expenses associated with the Building Division. The following table shows the Division’s revenue at current fees, the total annual cost calculated through this study, and the resulting surplus / (deficit).

**Table 7: Annual Revenue Analysis – Building**

Revenue at Current Fee	Total Annual Cost	Annual Surplus / (Deficit)
\$5,844,963	\$6,274,432	(\$429,469)

As the table indicates, the Division is under-recovering its costs by approximately \$429,000. This under-recovery represents a cost recovery level of 94%.

#### 5 COMPARATIVE SURVEY

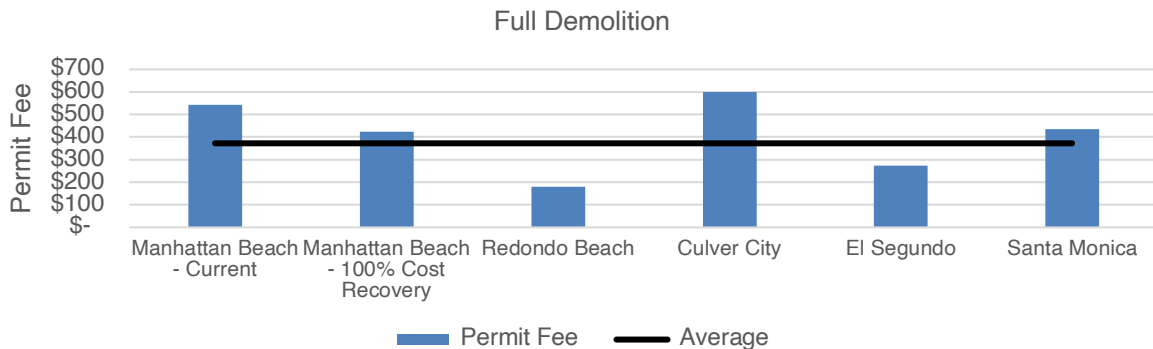
As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. It is important to note that the project team surveyed approximately eight local jurisdictions; if the jurisdiction

did not assess a fee for the service, it was left off of the comparative graph. This allows the City to clearly review the graph without the cluttering of additional information that is not relevant to the comparative analysis being conducted.

Due to the nature of comparative surveys and the inability to always provide the most comparable information, the project team worked with City staff to develop building fee scenarios. Where appropriate, information was captured regarding other types of fees and services that would be captured in the plan check and permit phase such as Mechanical, Electrical, and Plumbing permits, Fire Plan Check and Inspection Support, Planning Plan Check and Inspection, and Public Works Plan Check and Inspection support. The following subsections provide a comparative look at four Building Flat Fees and seven Building Construction Scenarios.

### 1 Full Building Demolition

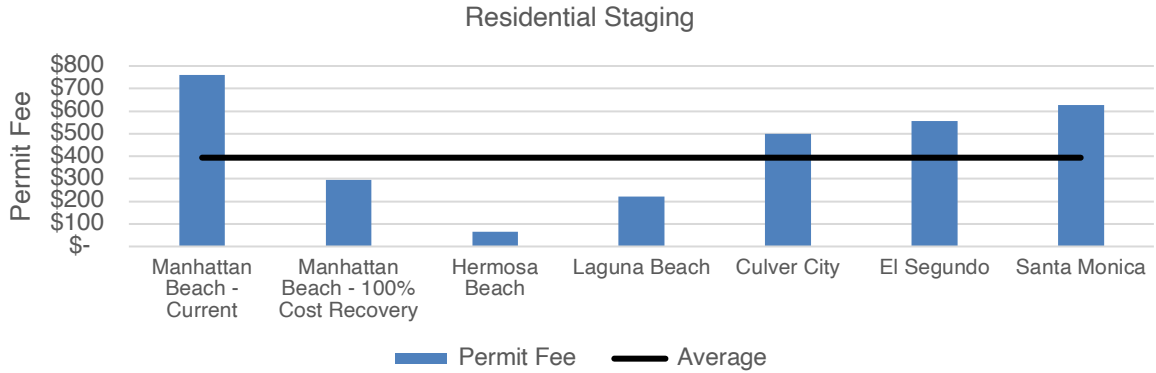
The City of Manhattan Beach currently assesses a fee for a Full Building Demolition at \$544 and the project team calculated the full cost of providing this service at \$423. The following graph shows how the Division’s current fee and total cost compare to other local jurisdictions.



As the chart above indicates, both Manhattan Beach’s current fee and full cost are above the jurisdictional average of \$373. The full cost calculated falls in line with the City of Santa Monica’s fee of \$435.

### 2 Residential Staging

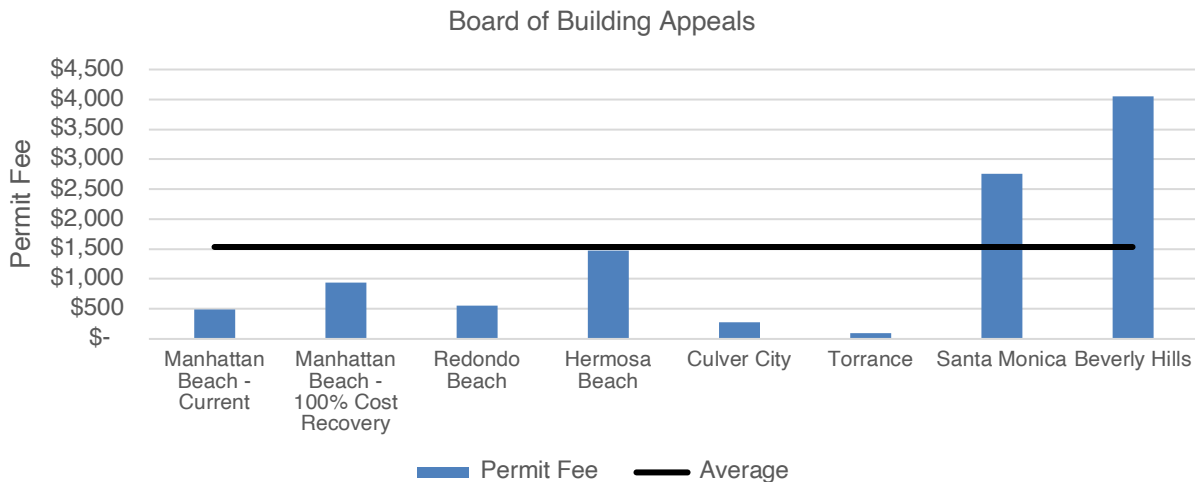
The City of Manhattan Beach currently charges a fee for Residential Staging of \$761 and the project team calculated the full cost of providing this service at \$295. The following graph shows how the Division’s current fee and total cost compare to other local jurisdictions.



As the chart shows, Manhattan Beach’s current fee is significantly higher than other local jurisdictions and the average of \$394. The full cost calculated with lower than the average charged by other local jurisdictions and only Hermosa Beach and Laguna Beach charge less.

### 3 Board of Building Appeals

The City of Manhattan Beach currently assesses a fee for an Appeal to the Board of Building Appeals at \$488 and the project team calculated the full cost of providing this service at \$938. The following graph shows how the Division’s current fee and total cost compare to other local jurisdictions.

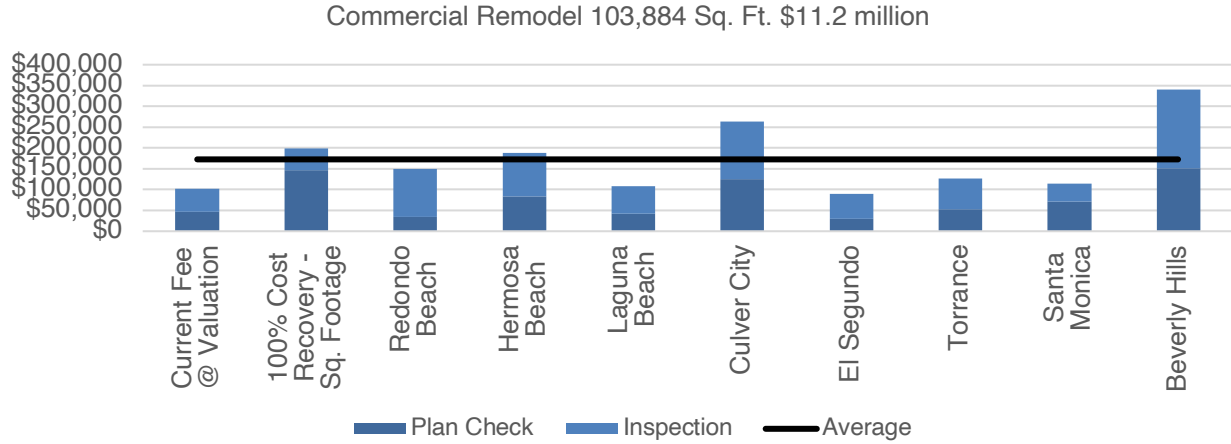


Both Manhattan Beach’s current fee and full cost are well below the jurisdictional average of \$1,536. Santa Monica and Beverly Hills charge significantly higher fees for the same service.

### 4 Remodeling of Guestrooms in a Hotel – 103,884 sq. ft. - \$11,185,720 Valuation

The City currently assess fees for Commercial Remodels based upon project valuation. The current fee for plan check and inspection for a \$11,185,720 project is \$102,467. The

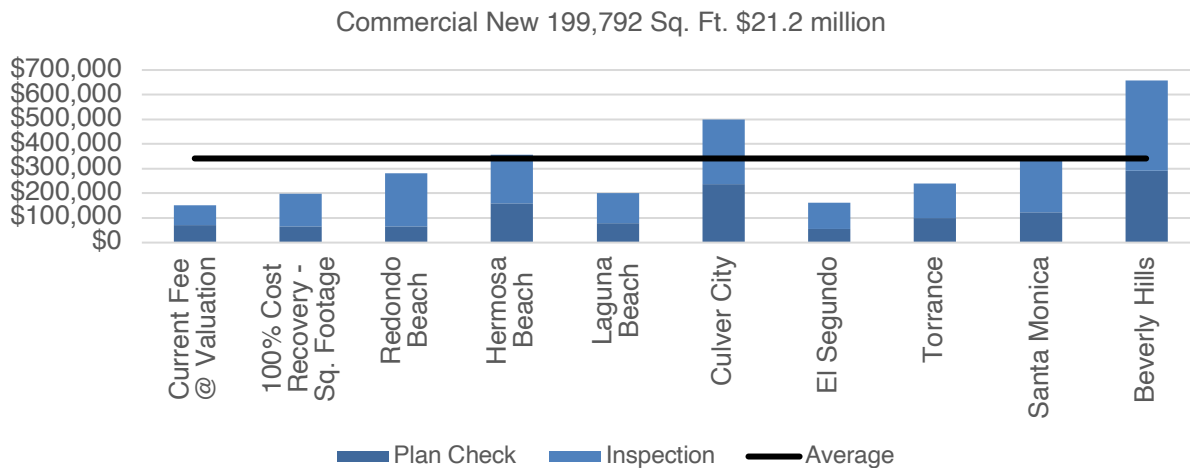
project team calculated the full cost based on the square footage at \$198,098. The following graph shows how the Division’s current fee and total cost compare to other local jurisdictions.



Manhattan Beach’s current fee is below the jurisdictional average of \$172,563, while the full cost is just above the average. Hermosa Beach, Culver City, and Beverly Hills are above the average fee.

**5 New Parking Garage – 199,792 sq. ft - \$21,221,906 Valuation**

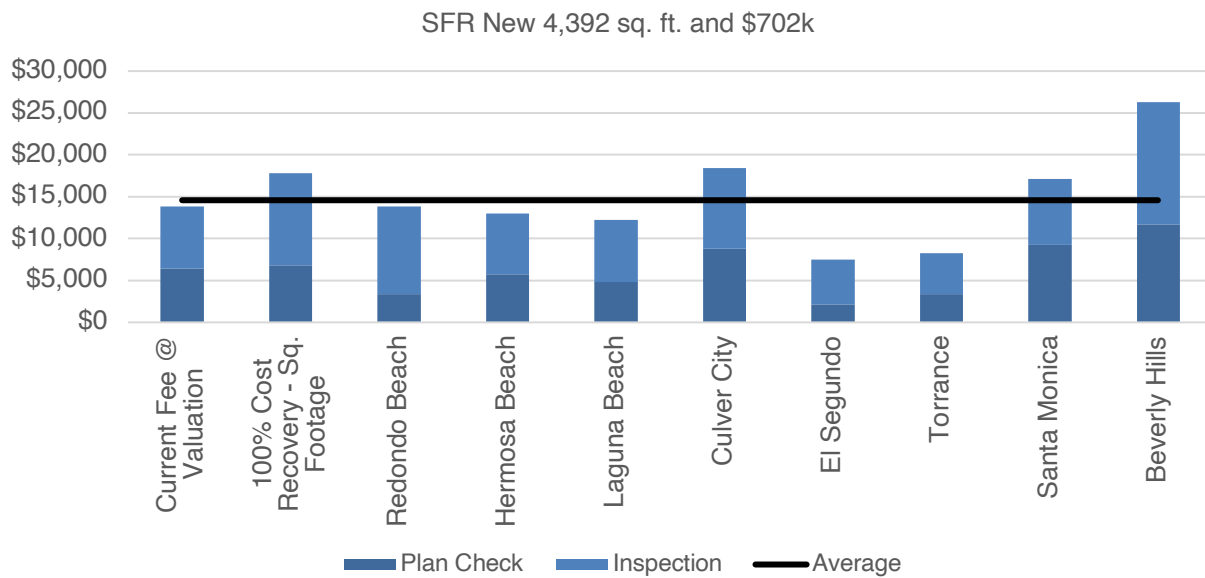
The City currently assess fees for New Commercial projects based upon project valuation. The current fee for plan check and inspection for a \$21,221,906 valuation project is \$151,343. The project team calculated the full cost based on the square footage at \$198,590. The full cost calculated, unlike the current fee accounts for not only structural plan check and inspection services, but includes all other fees associated with mechanical, electrical, and plumbing support; as well as other citywide services (planning, engineering, and fire). The following graph shows how the Division’s current fee and total cost compare to other local jurisdictions.



As the graph above shows, both Manhattan Beach’s current fee and full cost are below the average fee that other local jurisdictions charge of \$341,192. The full cost calculated falls in line with the fees charged by Laguna Beach, El Segundo, and Torrance.

**6 New Single-Family Residence – 4,392 sq. ft - \$702,720 Valuation**

The City currently assesses fees for New Residential projects based upon project valuation. The current fee for plan check and inspection for a \$702,720 home is \$13,798. The project team calculated the full cost based on the square footage at \$17,825. The following graph shows how the department’s current fee and total cost compare to other local jurisdictions.



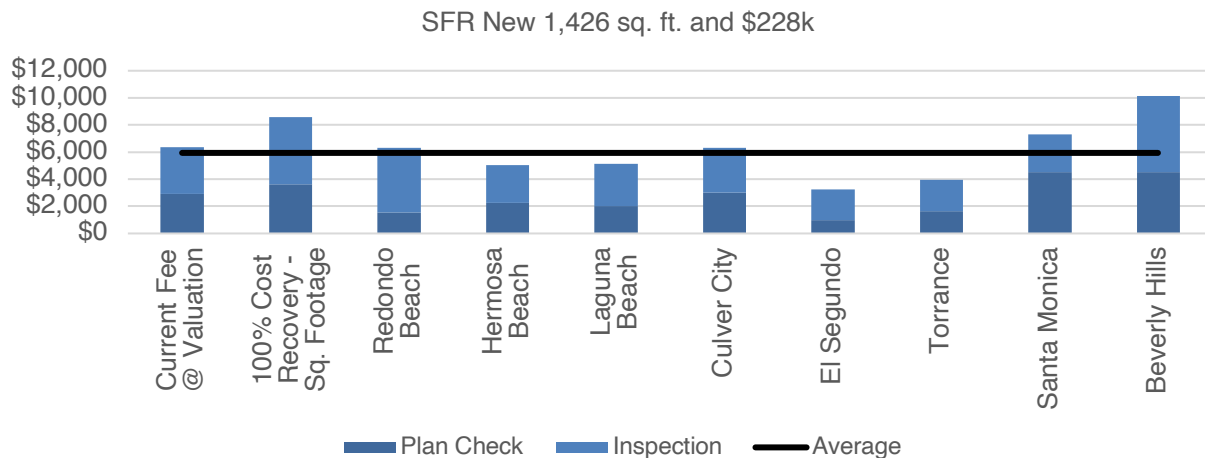
The current fee charged by Manhattan Beach for New Single Family Homes is only slightly lower than the jurisdictional average of \$14,581. Beverly Hills is the only jurisdiction that charges similar to Manhattan Beach’s full cost for the same sized project. It is important to note that the City’s current fee of less than \$14,000 is only reflective of structural plan check and inspection and does not include mechanical, electrical, and plumbing permits, which would increase the City’s current fee between \$6,000-\$8,000, bringing it much closer in line to the full cost fee.

Additionally, the City’s current fee and the fees for other jurisdictions, which are valuation-based, are calculated based upon the City’s current methodology of calculating cost per square foot. The City utilizes the International Code Council (ICC) cost per square foot table, which is a national average, to calculate the cost per square foot of construction. For a new single family home, the cost per square foot used by the City is \$160 per square foot. Other jurisdictions who utilize valuation-based fee schedules, may add some sort of regional modifier or have other methods of utilizing a market rate for calculating the valuation-based fee. The current average market rate for a new single family home is much closer to \$280-\$300 per square foot in Los Angeles County and in Manhattan Beach

area, which would significantly increase the valuation being used by other jurisdictions. If the project team were to increase the valuation being used by Manhattan Beach and other jurisdictions to the market rate, the City’s current fee and full cost fee would be much closer in cost, as well as the fees charged by the other jurisdictions. For these types of reasons, where there is greater ambiguity and inability to utilize a specific regional modifier or factor, utilizing square footage can be a simpler, more streamlined methodology, will less variability.

**7 New Single-Family Residence – 1,426 Sq. ft - \$228,160 Valuation**

The City currently assess fees for New Residential projects based upon project valuation. The current fee for plan check and inspection for a 1,426 sq. ft. home is \$6,355. The project team calculated the full cost based on the square footage at \$8,581. The following graph shows how the Division’s current fee and total cost compare to other local jurisdictions.



As the chart indicates, while both the current and full cost fee are higher than the average, the current fee of \$6,355 is only barely above the average fee of \$5,800 charged by surrounding jurisdictions. The full cost calculated for Manhattan Beach is higher than all other jurisdictions with Beverly Hills being the closest in cost at a fee of \$10,500. However, as discussed in the previous section, the current fee is only accounting for structural plan check and inspection costs, it is not accounting for the trade permits (mechanical, electrical, and plumbing), which are accounted for in the full cost fee. Similarly, for other jurisdictions, who charge those items on a fixture basis such as Hermosa Beach or Laguna Beach, those fees were not included in the comparative survey. Typically, these fees can add several additional \$1,000s of dollars to a plan check and permit fee, which would bring the other jurisdictions and the City’s current fee in line with its full cost.

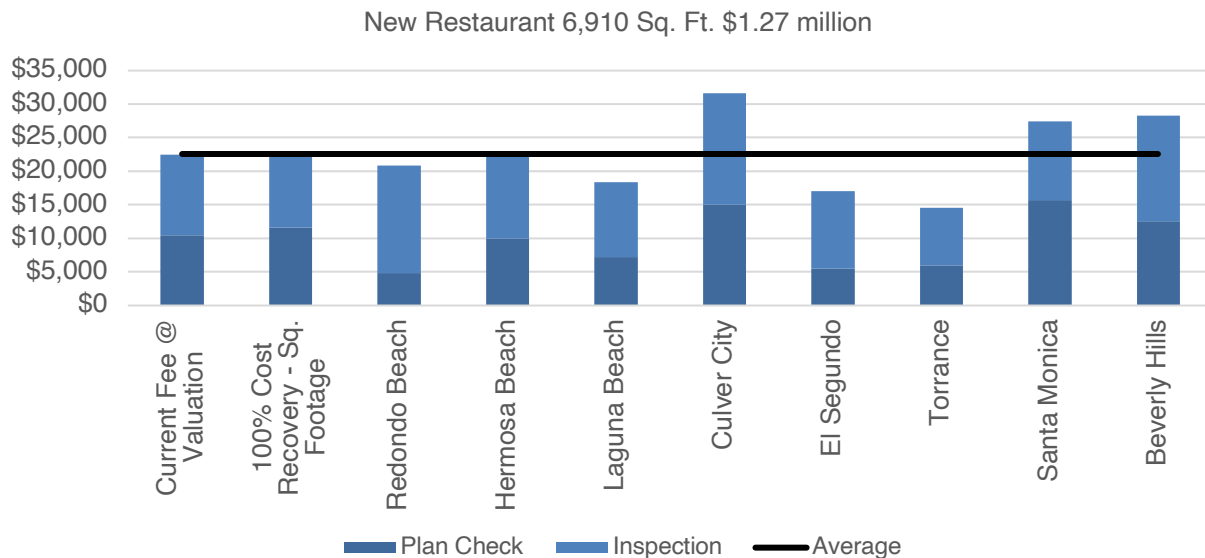
Additionally, the City is currently calculating its valuation, upon which the current fee is calculated by utilizing the International Code Council (ICC) table cost per square foot. This cost per square foot is a national average and does not take into account the current



market rate for cost per square foot in a city like Manhattan Beach. Due to a lack of standardized and defensible regional modifier, the City is unable to calculate the valuation based upon the more typical cost of this type of region of \$280-\$300 per square foot. If the valuation for purposes of fee calculation for the current fee and other jurisdictions was modified to match this cost per square foot, the full cost fee would be similar to the fees being currently charged and by other jurisdictions. By converting to a square footage model, the City is eliminating the need for ensuring that the cost per square foot must be in alignment with the market, as the level of plan check and inspection is primarily dependent upon the size and type of the project.

**8 New Restaurant – 6,910 sq. ft - \$1,265,705 Valuation**

The City currently assess fees for New Commercial projects based upon project valuation. The current fee for plan check and inspection for a \$1,265,705 restaurant is \$22,485. The project team calculated the full cost based on the square footage at \$22,649. The following graph shows how the Division’s current fee and total cost compare to other local jurisdictions.

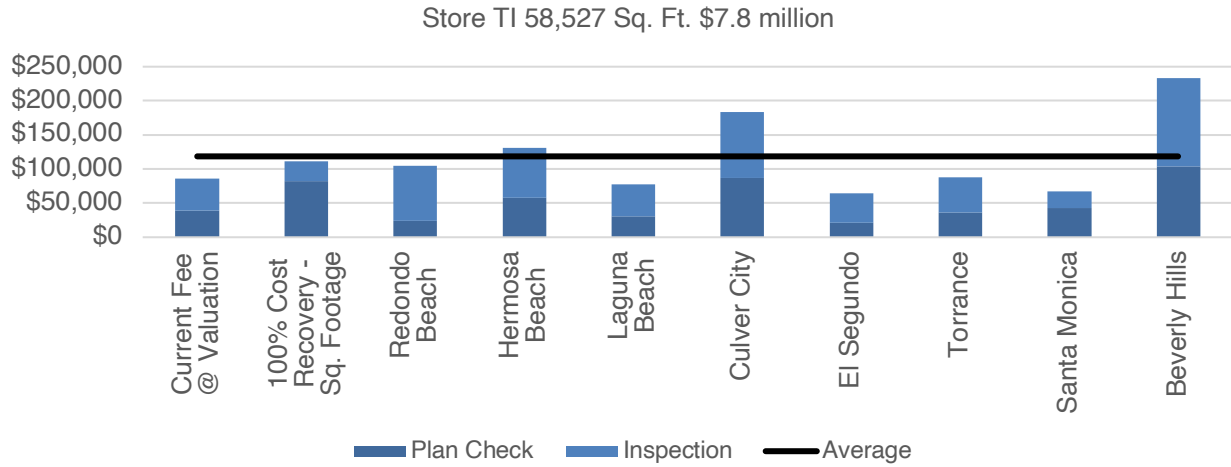


Both the current fee and full cost fall right below with the jurisdictional average of \$22,573 with the current fee being just slightly below the average and the full cost being just slightly higher than the average. Culver City, Santa Monica, and Beverly Hills rates are much higher than the average. It is important to note that the full cost in this example, includes the trade permits, mechanical, electrical, and plumbing, and as such, the full cost fee would actually represent a reduction from the current fee for the City.

**9 Retail Tenant Improvement – 58,527 sq. ft - \$9,819,153 Valuation**

The City currently assess fees for Commercial Tenant Improvements based upon project valuation. The current fee for plan check and inspection for a \$7,757,754 store TI is

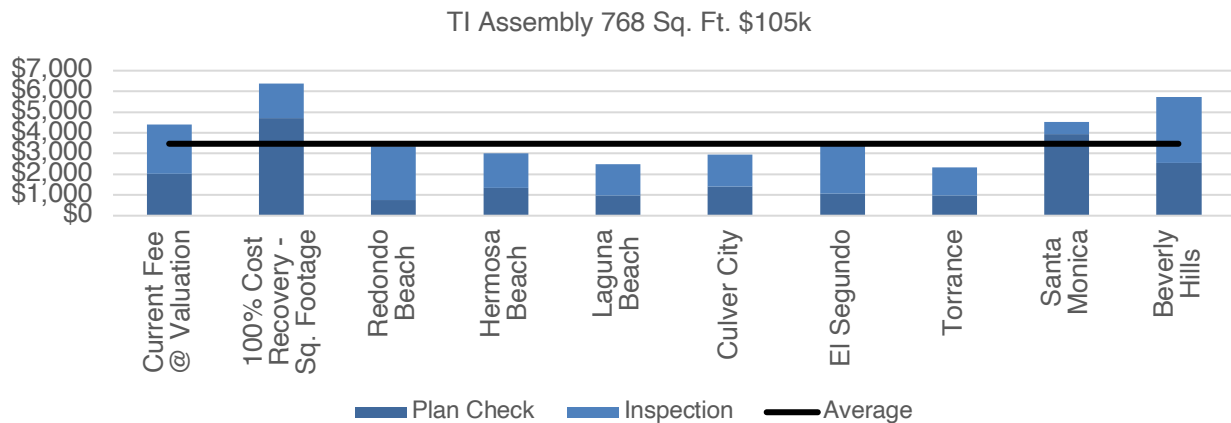
\$85,773. The project team calculated the full cost based on the square footage at \$111,605. The following graph shows how the Division’s current fee and total cost compare to other local jurisdictions.



Manhattan Beach’s full cost calculated falls just slightly higher than the jurisdictional average of \$118,540 and is very close to the fee charged by Redondo Beach. Manhattan Beach’s current fee falls in line with Laguna Beach, El Segundo, and Torrance’s rates.

**10 Fitness Center Tenant Improvement – 768 sq. ft - \$105,285 Valuation**

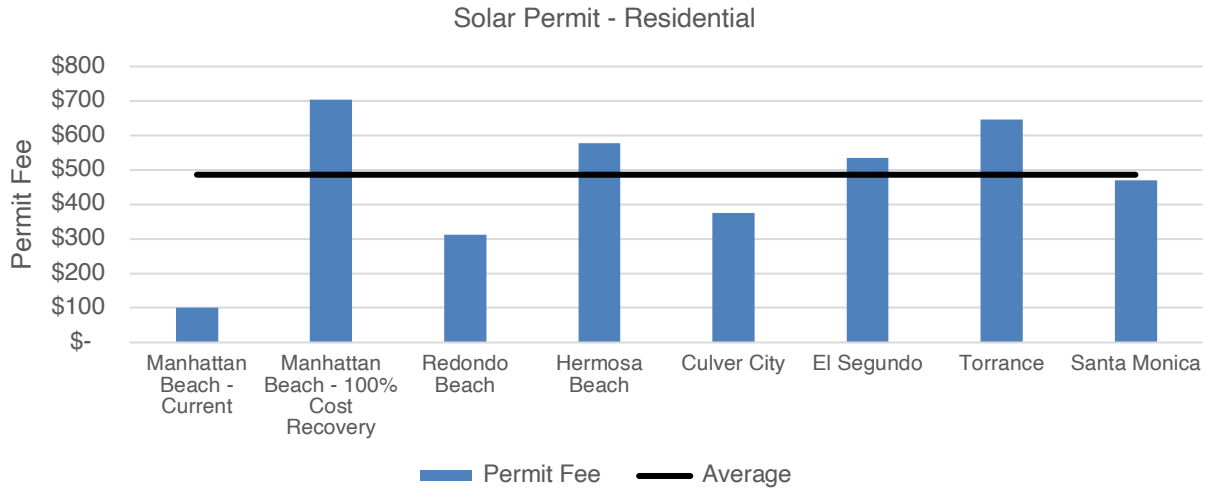
The City currently assesses fees for Commercial Tenant Improvements based upon project valuation. The current fee for plan check and inspection for a \$105,285 fitness center TI is \$4,405. The project team calculated the full cost based on the square footage at \$6,381. The following graph shows how the Division’s current fee and total cost compare to other local jurisdictions.



Both the current fee charged by Manhattan Beach and the full cost calculated are higher than the jurisdictional average of \$3,472 charged by other local jurisdictions. The full cost calculated is higher than all other jurisdictions rates with Beverly Hills being the closest rate at \$5,727.

### 11 Solar Permit – Residential

The City currently assesses fees for Residential Solar Permits based upon a council policy of \$100. The full cost calculated through the study is \$703. The following graph shows how the Division’s current fee and total cost compare to other local jurisdictions.



As the graph indicates, the City’s current fee is significantly below the average fee of \$486 charged by surrounding jurisdiction. Additionally, the state currently regulates the Solar Permit fees at \$500 for residential projects to ensure incentivization for solar permits in communities; however, a higher fee can be charged if it can be justified. The city should review its current policy on solar permit fees and where appropriate consider implementing amounts closer to the state set subsidy.

## 6. City Clerk

The City Clerk primarily serves as the Clerk of the Council and provides support to City Council through Legislative Services, administering elections on behalf of the City, and maintaining all public records. The fees examined within the study relate to typical City Clerk services such as initiative processing, reproduction services, and lobbying registration. The following subsections provide an overview of modifications made to the City Clerk’s fee schedules, the detailed per unit analysis results, the potential annual revenue impacts, and a comparison of certain fees to other jurisdictions.

### 1 FEE SCHEDULE MODIFICATIONS

In discussion with the City Clerk staff there was several modification made to the current fee schedule. The following points discuss these modifications:

- Removal of the new electronic file fee calculation for copies of records, as this service is no longer provided by the Clerk’s office.
- Recategorization of the reproduction fees from election documents and certified copies to election documents and regular copies. The city is already charging all regular copies the same as certified copies, and this is just a renaming of the fee.
- Creation of a Candidate Statement fee for processing a candidate statement for publication either electronically or in the local voter guide.

These modifications help to ensure that all services being provided by City Clerk’s staff are reflected on the current fee schedule.

### 2 PER UNIT ANALYSIS

The City Clerk collects fees related to Copy services and Elections Filings. The total cost calculated for each service includes direct staff costs, Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and surplus or deficit associated with each time-based City Clerk fee.

**Table 8: Per Unit Results – City Clerk**

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Initiative Petition Processing</b>	A formal notice of intent to circulate an initiative petition for a municipal measure. [California Election Code Section - 9202(b)]		\$200	\$388	(\$188)

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Candidate Processing</b>	Process a candidate for office in the City not to exceed \$25. [California Election Code Section - 10228]		\$25	\$167	(\$142)
<b>Candidate Statement</b>	Process a candidate statement for publication electronically or in voter guide per California Election Code Section 13307.			Actual Cost	
<b>Reproduction Service</b>	Making a copy of a City document upon request. [Per City Resolution]	Election Documents	\$0.10	\$1.03	(\$0.93)
		Regular Copies	\$0.10	\$3.03	(\$2.93)
<b>Archive Retrieval</b>	Based upon request, retrieve an archived document per box pickup, delivery, and re-file in storage. Direct cost to cover contractor costs		Actual Cost	\$68	
<b>Copy Service</b>	Making a copy of an audiotape, CD, DVD, or PDF file.	Tape / CD / DVD / PDF	\$7	\$8	(\$1)
<b>Lobbyist Registration</b>	Process registration for lobbyist.		\$14	\$30	(\$16)

The City Clerk is under-recovering on all of its fees, with the largest deficit (\$188) relating to Initiative Petition Processing Fees. It is important to note that both the filing fees for Candidate Nominations and Initiative Petitions are set by the State, per California Election Code Section 10228 for the Candidate Filing Fee and 9202b for the Initiative Petition Filing Fee. Therefore, even if it costs the City more to process these filing fees, the City is limited per State Guidelines to not charge more than \$25 for Candidate Nominations and \$200 for Initiative Petition Fees.

### 3 ANNUAL RESULTS

The City Clerk’s Department is currently under-recovering its time-based fees by approximately \$3,322. The following table shows the annual workload volume, projected revenue at current fee, total annual cost, and the associated surplus or deficit.

**Table 9: Annual Results – City Clerk**

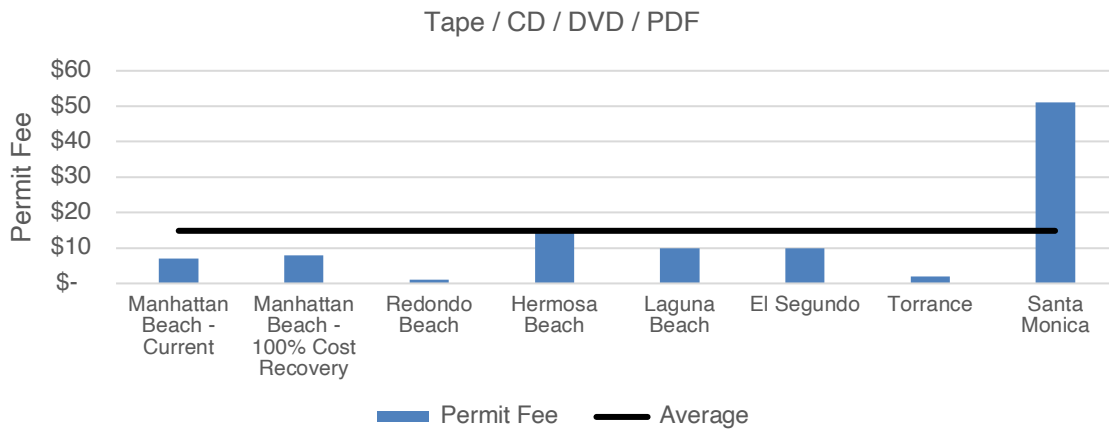
Fee Name	Range	Annual Volume	Revenue at Current Fee	Annual Cost	Annual Surplus / (Deficit)
<b>Initiative Petition Processing</b>		1	\$200	\$388	(\$188)
<b>Candidate Processing</b>		4	\$100	\$669	(\$569)
<b>Reproduction Service</b>	Regular Copies	2692	\$269	\$8,163	(\$7,894)
<b>Copy Service</b>	Tape / CD / DVD / PDF	14	\$98	\$106	(\$8)
<b>Lobbyist Registration</b>		3	\$42	\$89	(\$47)
		<b>TOTAL</b>	<b>\$709</b>	<b>\$9,415</b>	<b>(\$8,705)</b>

Overall, the City Clerk’s Department is recovering approximately 8% of its fee-related costs. The deficit is related primarily to making copies of record requests. While Initiative Petition Processing and Candidate Processing are under-recovering, the state sets these fees at \$200 for Initiative Petitions and \$25 for Candidate Processing.

#### 4 COMPARATIVE SURVEY

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. It is important to note that the project team surveyed approximately 8 local jurisdictions; if the jurisdiction did not assess a fee for the service, it was left off of the comparative graph. This allows the City to clearly review the graph without the cluttering of additional information that is not relevant to the comparative analysis being conducted. As the majority of the fees are set by the state, the project team only ended up comparing one of the fees – Copy Service for Tape / CD / DVD.

The City of Manhattan Beach currently assesses Copy Services at \$7 per tape, cd, DVD, or pdf; through this study the project team calculated the full cost at \$8. The following graph shows how the Department’s current fee and total cost compare to other local jurisdictions.



As the chart above indicates, the City of Manhattan Beach’s current and full cost are below the average of \$15 charges by other local jurisdictions. Redondo Beach and Torrance are the only jurisdictions that charge less than Manhattan Beach.

## 7. Finance

The Finance Department administers the Business Licensing program and Dog Licenses. The following subsections provide an overview of modifications made to the Finance Department’s fee schedule, the detailed per unit analysis results, the potential annual revenue impacts, and a comparison of certain fees to other jurisdictions.

### 1 FEE SCHEDULE MODIFICATIONS

In discussion with staff in the Finance Department, there were only minor modifications made to the fee schedule. These modifications included the relocation of Film Permit fees from Finance to Parks and Recreation and the addition of Dog Licensing fees, which were moved from Police services. The dog license fees are processed by Finance staff and as such should be on the Finance fee schedule.

### 2 PER UNIT ANALYSIS

The Finance Department collects fees related to Returned Checks, Business Licenses, and Dog Licenses. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), facility and improvement costs, Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and surplus or deficit associated with each time-based Finance Department fee.

**Table 10: Per Unit Results – Finance**

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Return Check &amp; Insufficient Funds Fee</b>	Re-processing of checks or other payments due to insufficient funds. Set Per California Civil Code Section 1719.	First Check	\$53	\$25	\$28
		Subsequent Check	\$53	\$35	\$18
<b>Business License Identification Decal</b>	Issue a decal when a business license requires the use of a vehicle on request.		\$4	\$5	(\$1)
<b>Custom License Listing Request</b>	Providing a unique listing of customized business and animal licensing information.	Custom	\$40	\$40	(\$0)
		Existing	\$20	\$25	(\$5)

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
Dog Licenses	Control and licensing of animals within the City Limits.	Spayed / Neutered	\$20	\$21	(\$1)
		All Others	\$52	\$48	\$4
	- 50% discount for seniors 62+ with income under \$10,000.				
	- No Charge for handicapped, disabled or seeing eye dogs.	Duplicate Tag			
	- Late Penalty of 20% per month not to exceed 100%.		\$4	\$4	\$0

A majority of the Finance Department fees evaluated through this study are shown to be under-recovering, with the largest deficit related to existing Business License listing at \$5. There are three fees showing a surplus – the Returned Checks and Insufficient Funds Fee and the All Others types of licenses. This over-recovery is due to the state set fee of \$25 and Returned Checks and \$32 for Insufficient Funds Fee, per California Civil Code Section 1719. For all other types of animal licenses, the process has been streamlined resulting in the reduction of time associated with processing those types of licenses. The average per unit cost recovery for the Finance Department is approximately 117%.

### 3 ANNUAL RESULTS

The Finance Department is currently under-recovering its costs by approximately \$20,000. The following table shows the annual workload volume, projected revenue at current fee, total annual cost, and the associated surplus or deficit.

**Table 11: Annual Results – Finance**

Category	Range	Annual Volume	Revenue at Current Fee	Annual Cost	Annual Surplus / (Deficit)
<b>Return Check &amp; Insufficient Funds Fee</b>	First Check	77	\$4,081	\$1,925	\$2,156
	Subsequent Check		\$0	\$0	\$0
<b>Business License Identification Decal</b>		1,425	\$5,700	\$6,604	(\$904)
<b>Custom License Listing Request</b>	Existing	12	\$240	\$300	(\$60)
	Spayed / Neutered	2,428	\$48,560	\$50,988	(\$2,428)
<b>Dog Licenses</b>	All Others	154	\$8,008	\$7,396	(\$612)
	Duplicate Tag	14	\$56	\$56	\$0
<b>TOTAL</b>			<b>\$66,645</b>	<b>\$67,269</b>	<b>(\$624)</b>

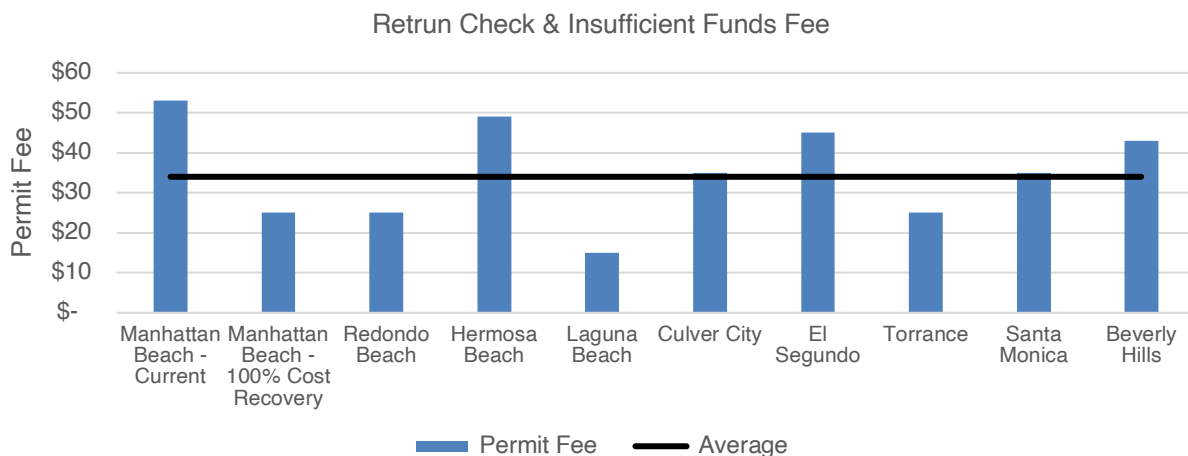


Overall, the Finance Department is recovering approximately 99% of the cost associated with its time-based services. The largest source of deficit for the Department relates to the spayed / neutered licenses, which while only a \$1 deficit on a per unit basis is magnified due to the sheer volume of dog licenses issued.

#### 4 COMPARATIVE SURVEY

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. It is important to note that the project team surveyed approximately 8 local jurisdictions; if the jurisdiction did not assess a fee for the service, it was left off of the comparative graph. This allows the City to clearly review the graph without the cluttering of additional information that is not relevant to the comparative analysis being conducted. Due to jurisdictions charging different fees for different services, the project team was only able to compare one fee for the finance department – returned check.

The City of Manhattan Beach currently assesses a fee of \$53 for Returned Check and the state set fee for this service is \$25. The following graph shows how the Department’s current fee and total cost compare to other local jurisdictions.



As the chart above indicates, the City of Manhattan Beach is not the only jurisdiction that currently charges above the state set fee of \$25. However, the current fee of \$53 is the highest charged among local jurisdictions and is much higher than the \$34 average.

## 8. Fire

The Fire Department is responsible for preventing or minimizing risk of fire and medical emergencies. The fees examined within this study include Plan Checks, Inspections, Permits, Reports, and other Fire related fees. The following subsections provide an overview of modifications made to the Fire Department’s fee schedule, the detailed per unit analysis results, the potential annual revenue impacts, and a comparison of certain fees to other jurisdictions.

### 1 FEE SCHEDULE MODIFICATIONS

In discussions with staff in the Fire Department, there were only minor modifications made to the fee schedule. These modifications included the removal of the Fire Inspection Special fee as this service is covered by other fees and the Solar System permits as this service is now provided by Building.

The Annual Fire Code Permit has been expanded from a single category to one based upon the square footage of the businesses, to better reflect the level of effort spent by fire prevention inspectors. Additionally, through this study, the project team worked with City staff to identify new fees to recover the costs associated with state mandated inspections of multi-family units complexes with more than 3 residential units).

### 2 PER UNIT ANALYSIS

The Fire Department collects fees related to plan checks, inspections, permits, and other Fire related fees. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), facility and improvement costs, Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and surplus or deficit associated with each time-based Fire Department fee.

**Table 12: Per Unit Results – Fire**

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Fire Code Annual Permit / State Mandated Fire Inspections</b>	Review, issue and inspect a reoccurring annual Fire Department permit under the most recent version of the California Fire Code adopted by Council. As well as providing an annual fire and life safety inspection of day care or public institutions as listed in the State Fire Code.	0-2,000 SF	\$223	\$232	(\$9)
		2,000-10,000 SF	\$223	\$349	(\$126)
		10,000+ SF	\$223	\$465	(\$242)
		<b>Complex Building</b>	<b>Actual Cost</b>		
		<b>Multi-Family Units</b>			
		3-10 units	\$0	\$232	(\$232)
		11-20 units	\$0	\$349	(\$349)
		20+ units	\$0	\$465	(\$465)

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Fire Code Permit</b>	Issue a fire code permit for a facility or event involving a minor review and inspection under Section 105 of the California Fire Code.	Minor Event	\$279	\$290	(\$11)
	Review, issue and inspect a Fire Department permit for a major event.	Major Event	Actual Cost	\$560	
	Staffing by the Fire Department for a major event	Staffing Fee		Actual Cost	
<b>Annual Fire Code Permit Soundstage</b>	Issue a fire code permit for a soundstage involving a major review and inspection. (Per soundstage) **Current fees collected by agreement.		\$6,667	\$16,110	(\$9,443)
<b>Fire Code Permit Re-Inspection</b>	Issuing a fire code permit, which requires a re-inspection. **Per hour; no charge for first two inspections		\$223	\$232	(\$9)
<b>High Rise Structure - Annual Inspection</b>	Annual review of a high-rise structure to ensure that it complies with code requirements.		\$782	\$813	(\$31)
<b>Annual Business Fire Inspection</b>	Providing an annual fire and life safety inspection of a business with the City. **No Charge for first two inspections	0-2,000 SF	\$276	\$347	(\$71)
		2,000-10,000 SF	\$404	\$511	(\$107)
		10,000+ SF	\$828	\$1,041	(\$213)
		Complex Building		Actual Cost	
<b>Residential Fire Sprinkler</b>	Review a plan and inspect a residential fire sprinkler system for conformity with fire code requirements.	Plan Check	\$164	\$482	(\$318)
		Inspection	\$220	\$307	(\$87)
<b>Commercial Fire Sprinkler</b>	Review a plan and inspect a commercial fire sprinkler system for conformity with fire code requirements.	Plan Check	\$288	\$482	(\$194)
		<b>Inspection:</b>			
		1-50 heads	\$276	\$365	(\$89)
		51-100 heads	\$499	\$597	(\$98)
		101+ heads	\$723	\$829	(\$106)
<b>Fire Alarm System</b>	Review a plan and inspect a fire alarm system for conformity with fire code requirements.	Plan Check	\$220	\$482	(\$262)
		<b>Inspection:</b>			
		0-2,000 SF	\$220	\$307	(\$87)
		2,000-10,000 SF	\$332	\$423	(\$91)
<b>Fire Protection System</b>	Review a plan and inspect a fire protection system for conformity with fire code requirements, including items such as Hood / Suppression, Medical Gas System, Underground Fire Service Line, Underground Storage Tank, Above Ground Storage Tank, Private Fire Hydrant, etc.	10,000+ SF	\$555	\$655	(\$100)
		Plan Check	\$276	\$504	(\$228)
		Inspection	\$443	\$539	(\$96)
<b>Fire Solar System - Variance Review</b>	Review for variance from fire code regarding solar permits. Variance may not be granted.	Per review request		\$140	

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Fire Expedited Review</b>	Request to process plan check in an expedited manner (includes 2 rechecks).	Per Request	\$0	\$687	(\$687)
<b>Fire Revision</b>	Revision after a permit has been issued.	Revision - per revision		Actual Cost	
<b>Ambulance Transport</b>	Ambulance transport with basic life support.	ALS <sup>1</sup>		Per LA Cty	
	Ambulance transport with advanced life support.	BLS		Per LA Cty	
	Treating on-site but no transportation	Treat No Transport	\$0	\$189	(\$189)

All of the Fire Department fees evaluated by the study are shown to be under-recovering, with the largest deficit (\$9,443) relating to Annual Fire Code Permit Soundstage and (\$318) Residential Fire Sprinkler Plan Check. The average per unit cost recovery for the department is 73%.

### 3 ANNUAL RESULTS

The Fire Department is annually under-recovering its fees by approximately \$298,000. The following table shows the annual workload volume, projected revenue at current fee, total annual cost, and the associated surplus or deficit.

**Table 13: Annual Results – Fire**

Category	Range	Annual Volume	Revenue at Current Fee	Annual Cost	Annual Surplus / (Deficit)	
<b>Fire Code Annual Permit / State Mandated Fire Inspections</b>	0-2,000 SF	84	\$18,732	\$19,517	(\$785)	
	2,000-10,000 SF	29	\$6,467	\$10,107	(\$3,640)	
	10,000+ SF	2	\$446	\$929	(\$483)	
	<b>Multi-Family Units:</b>					
	3-10 units			\$55,764	(\$55,764)	
	11-20 units			\$18,820	(\$18,820)	
<b>Fire Code Permit</b>	20+ units			\$2,788	(\$2,788)	
	Minor Event	174	\$48,546	\$50,536	(\$1,990)	
	Major Event	6	\$3,539	\$3,539	\$0	
<b>Annual Fire Code Permit Soundstage</b>		15	\$100,000	\$241,644	(\$141,644)	
<b>Fire Code Permit Re-Inspection</b>		10	\$2,230	\$2,323	(\$93)	
<b>High Rise Structure - Annual Inspection</b>		3	\$2,346	\$2,440	(\$94)	

<sup>1</sup> Current and future rates are based off of LA County Ambulance Rates per Council policy direction.

Category	Range	Annual Volume	Revenue at Current Fee	Annual Cost	Annual Surplus / (Deficit)
<b>Annual Business Fire Inspection</b>	0-2,000 SF	50	\$13,800	\$17,344	(\$3,544)
	2,000-10,000 SF	6	\$2,424	\$3,054	(\$640)
	10,000+ SF	3	\$2,484	\$3,122	(\$638)
<b>Residential Fire Sprinkler</b>	Plan Check	106	\$17,384	\$51,121	(\$33,737)
	Inspection	147	\$32,340	\$45,060	(\$12,720)
	Plan Check	28	\$8,064	\$13,504	(\$5,440)
<b>Commercial Fire Sprinkler</b>	<b>Inspection:</b>				
	1-50 heads	13	\$3,588	\$4,740	(\$1,152)
	51-100 heads	6	\$2,994	\$3,582	(\$588)
	101+ heads	11	\$7,953	\$9,123	(\$1,170)
<b>Fire Alarm System</b>	Plan Check	20	\$4,400	\$9,645	(\$5,245)
	<b>Inspection:</b>				
	0-2,000 SF	44	\$9,680	\$13,487	(\$3,807)
	2,000-10,000 SF	11	\$3,652	\$4,650	(\$998)
<b>Fire Protection System</b>	10,000+ SF	7	\$3,885	\$4,585	(\$700)
	Plan Check	5	\$1,380	\$2,521	(\$1,141)
	Inspection	5	\$3,987	\$4,850	(\$863)
<b>Fire Solar System Variance Review</b>		5		\$700	
<b>Fire Expedited Review</b>		2		\$1,375	
<b>Treat No Transport</b>		95		\$17,943	
<b>TOTAL</b>			<b>\$300,141</b>	<b>\$618,644</b>	<b>(\$298,485)</b>

Overall, the Fire Department is recovering approximately 49% of its fee-related costs. The largest source of the deficit (\$142,000 of the \$217,000), is related to the Annual Fire Sound Stage Permits, which is limited due to an existing contract with the studios. Following that, the next highest source of the deficit is residential sprinklers at \$47,000.

#### 4 COMPARATIVE SURVEY

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. The following subsections provide a comparative look at three time-based services evaluated by the project team related to Fire fees.

##### 1 Residential Fire Sprinklers Plan Check

The City of Manhattan Beach Fire Department charges a \$164 fee for Plan Checks for Residential Fire Sprinkler Systems and the project team calculated the full cost of providing the service at \$482. The following points outline how the Department’s current fee and total cost compare to other local jurisdictions.

- Torrance is the only jurisdictions that, like Manhattan Beach, has a flat fee for Residential Fire Sprinkler Plan Checks. This fee is \$601.

- Redondo Beach charges based on valuation.
- Laguna Beach does not have a fee for Sprinklers and requires all Fire Sprinkler Plan Checks to go through a third party. Hermosa Beach also does not have a fee for this service because they contract with LA County.
- Culver City charge 65% of the permit fee. The permit fee is based on the number of heads in the system.
- El Segundo charges 10% of the Building Plan Check fee that is based on valuation.
- Santa Monica and Beverly Hills charge a fee per head; however, their fees are for plan check and inspection combined. Santa Monica charges \$586 for the first 25 heads and \$5.38 for each head thereafter. Beverly Hills charges \$471 for up to 20 heads and \$407 for over 20 heads plus an additional fee of \$20 for each head over 20.

Because of the differing methods of charging for this service, it is difficult to compare Manhattan Beach's current and full cost with surrounding jurisdictions.

## **2 Commercial Fire Sprinkler Inspection 1 – 50 heads**

The City of Manhattan Beach Fire Department charges a \$276 fee for Inspections for Commercial Fire Sprinkler Systems with 1 to 50 heads and the project team calculated the full cost of providing the service at \$365. The following points outline how the Department's current fee and total cost compare to other local jurisdictions.

- Laguna Beach does not have a fee for Sprinklers and requires all Fire Sprinkler Inspections to go through a third party. Hermosa Beach also does not have a fee for this service because they contract with LA County.
- Redondo Beach and Torrance charge based on valuation.
- Culver City charges \$94 for 1 – 10 heads, \$119 for 11 - 25 heads, and \$200 for 26 – 50 heads.
- El Segundo charges 10% of the Building Inspection fee that is based on valuation.
- Santa Monica charges in square foot ranges for commercial fire sprinklers. The fee is for both plan check and inspection combined. Santa Monica charges \$667 for up to 10,000 sq. ft and \$829 for over 10,000 sq. ft.

- Beverly Hills charges a fee per head; however, their fees are for plan check and inspection combined. Beverly Hills charges \$471 for up to 20 heads and \$407 for greater than 20 heads plus \$20 for each head over 20.

Due to the differing methods of charging for this service, it is difficult to compare Manhattan Beach's current and full cost with surrounding jurisdictions.

### **3 Fire Alarm System Inspection 1 – 2,000 square feet**

The City of Manhattan Beach Fire Department charges a \$220 fee for Inspections for Fire Alarm Systems under 2,000 square feet and the project team calculated the full cost of providing the service at \$307. The following points outline how the Department's current fee and total cost compare to other local jurisdictions.

- Laguna Beach does not have a fee for Alarms and requires all Fire Alarm Inspections to go through a third party. Hermosa Beach also does not have a fee for this service because they contract with LA County.
- Redondo Beach and Torrance charge based on valuation.
- Culver City charges a flat fee for all Fire Alarm Inspections of \$166.
- El Segundo charges 25% of the Building Inspection fee that is based on valuation.
- Santa Monica and Beverly Hills charge a fee based on the number of devices, however, their fees are for plan check and inspection combined. Santa Monica charges \$1,293 for the first 24 devices and \$10.78 for each device thereafter. Beverly Hills charges \$341 for up to 24 devices and \$16 for each device thereafter.

Again, Because of the differing methods of charging for this service, it is difficult to compare Manhattan Beach's current and full cost with surrounding jurisdictions.

## 9. Parks and Recreation

The Parks and Recreation Department provides a variety of fee-related services including classes, camps, sports, and art programs; however the fees examined in this study relate to Banner Installations, Special Events, and Film Permits. The following subsections provide an overview of modifications made to the Parks and Recreation fee schedule, the detailed per unit analysis results, the potential annual revenue impacts, and a comparison of certain fees to other jurisdictions.

### 1 FEE SCHEDULE MODIFICATIONS

The Parks and Recreation Department collects fees for both city parks and recreation programs and permit related services. The City already has a process in place to reevaluate program related fees annually. The only fees examined in this study were permit related fees.

In discussion with staff from the Parks and Recreation Department, there were only two modifications made to the permit related fee schedule. Special Event Permits were previously one category and were split out into pass through events, repeat events with no changes, and new events or repeat events with major changes. The purpose of this modification was to capture the support associated . The only other modification made to the schedule was the addition of Film Permits. Film permits were moved from Finance to Parks and Recreation.

### 2 PER UNIT ANALYSIS

The Parks and Recreation Department collects fees related to Banner Installation, Special Events, and Film Permits. The total cost calculated for each service includes direct staff costs, Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and surplus or deficit associated with each Parks and Recreation Department fee.

**Table 14: Per Unit Results – Parks and Recreation**

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Banner Installation</b>	Hanging a banner across the public right-of-way at the request of a private party.	Sepulveda Blvd.	\$300	\$372	(\$72)
		All Other	\$277	\$325	(\$48)



Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Special Events Application</b>	Processing a request for a special event within the City.	Pass Through Events	\$809	\$662	\$147
		Repeat Events with No Major Changes	\$809	\$977	(\$168)
		New Events / Events with Major Changes	\$809	\$1,417	(\$608)
<b>Film Permits - Application</b>	Review an application for a motion picture or still photography, which takes place in the City.	Motion Picture	\$489	\$528	(\$39)
		Still Photography	\$178	\$208	(\$30)

The majority of the Parks and Recreation Department fees evaluated by the study are shown to be under-recovering, with the largest deficit of a current fee (\$608) relating to Special Events – New Events. The average per unit cost recovery for the Division is 87%.

### 3 ANNUAL RESULTS

The Parks and Recreation Department is annually under-recovering its permit related fees by approximately \$18,000. The following table shows the annual workload volume, projected revenue at current fee, total annual cost, and the associated surplus or deficit.

**Table 15: Annual Results – Parks and Recreation**

Category	Range	Annual Volume	Revenue at Current Fee	Annual Cost	Annual Surplus / (Deficit)
<b>Banner Installation</b>	All Other	15	\$4,155	\$4,878	(\$723)
<b>Special Events Application</b>	Pass Through	3	\$2,427	\$1,987	\$440
	Repeat Events	15	\$1,618	\$14,658	(\$13,040)
	New Events	4	\$3,236	\$5,667	(\$2,431)
<b>Film Permits - Application</b>	Motion Picture	35	\$17,115	\$18,481	(\$1,366)
	Still Photography	13	\$2,314	\$2,710	(\$396)
<b>TOTAL</b>			<b>\$30,865</b>	<b>\$48,379</b>	<b>(\$17,514)</b>

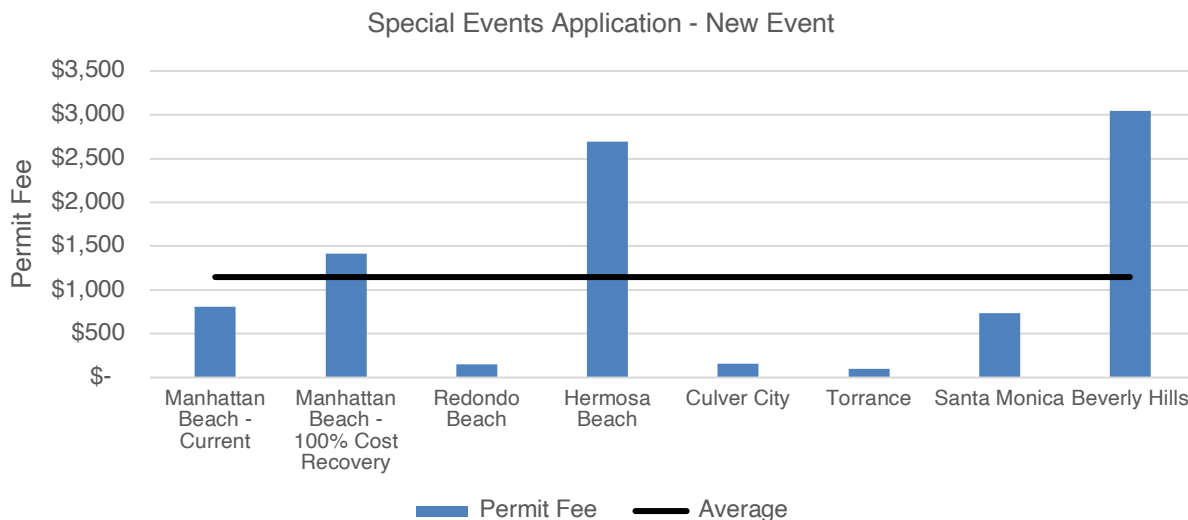
Overall, the Parks and Recreation Department is recovering approximately 64% of its fee-related costs. It is important to note that while the department shows a minor deficit on a per unit basis for repeat events, because 13 out of the 15 event fees were waived, the City is actually incurring a deficit of approximately \$13,000 on an annual basis. This is the largest source of deficit for the department.

## 4 COMPARATIVE SURVEY

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. It is important to note that the project team surveyed approximately 8 local jurisdictions; if the jurisdiction did not assess a fee for the service, it was left off of the comparative graph. This allows the City to clearly review the graph without the cluttering of additional information that is not relevant to the comparative analysis being conducted. The following subsections provide a comparative look at the services evaluated by the project team related to Parks and Recreation fees.

### 1 Special Event Applications – New Event

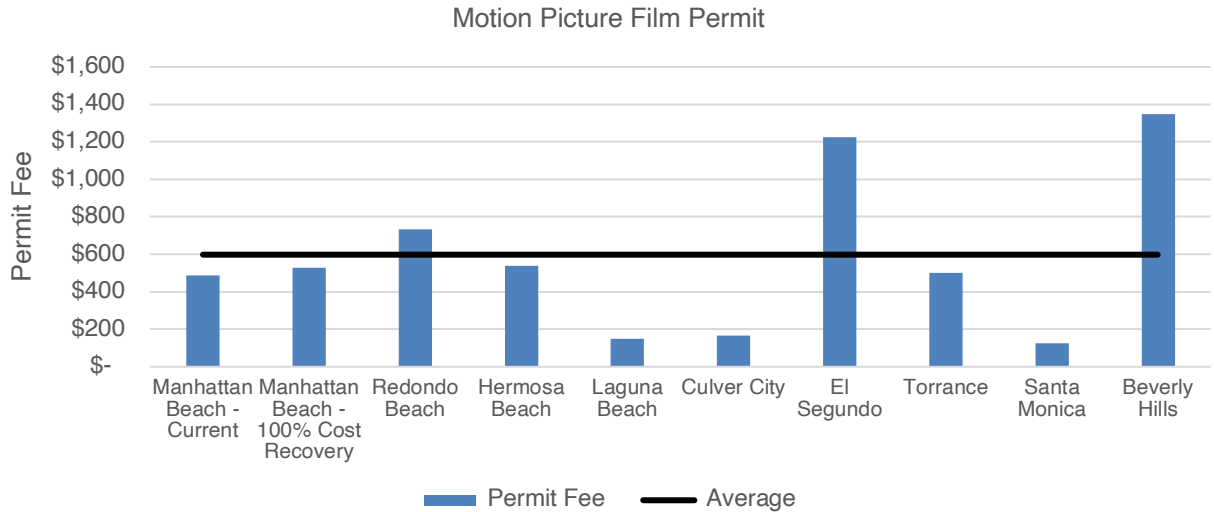
The City currently charges \$809 for all Special Event Permit Applications and the project team calculated the full cost of providing the service at \$1,417. The following graph shows how the Department’s current fee and total cost compare to other local jurisdictions.



As the chart indicates, the City of Manhattan Beach’s current fee is just below the average of \$1,148, while the full cost is just above the average charged by other local jurisdictions. Hermosa Beach and Beverly Hills costs are for an event and do not pull out the application fee separately. None of the fees in the chart above include Police or Fire time to staff events.

## 2 Motion Picture Film Application

The City currently charges a fee of \$489 for motion picture film permit application and the project team calculated the full cost of providing the service at \$528. The following graph shows how the Department’s current fee and total cost compare to other local jurisdictions.



As the chart above indicates, the City of Manhattan Beach at both its currently fee and the full cost calculated is charging below the average of \$598 based on comparable jurisdictions. However, the full cost falls in line with Hermosa Beach and Torrance.

## 10. Planning

The Planning Division is responsible for managing the land use and development priorities in the General Plan, zoning ordinances, and coastal programs. The fees examined within this study relate to Planning functions, including: Use Permits, Maps, Environmental, Historical Preservation procedures, Appeals, and other Planning applications and fees. The following subsections provide an overview of modifications made to the Planning Department's fee schedule, the detailed per unit analysis results, the potential annual revenue impacts, and a comparison of certain fees to other jurisdictions.

### 1 FEE SCHEDULE MODIFICATIONS

In discussion with Planning Division staff, there were several modifications to be made to the fee schedule. These modifications are outlined in the points below:

- Temporary Use Permit was split into two categories: Standard and Major.
- Plan Check / Inspection – Landscape & Irrigation was moved to Planning from Building.
- New fees were added for Reasonable Accommodation Process, Precise Development Plan – Affordable Housing, Site Development Plan, Emergency Shelters, and Historic Preservation related fees.
- Telecomm Permits were recategorized and renamed to reflect changing processes within the City in relation to issuance and processing of these types of permits.
- Material costs associated with noticing were broken out by types of noticing requirements.

The addition of these new fees will help ensure all services that are being provided to the community by the Planning Division are reflected in the fee schedule.

### 2 PER UNIT ANALYSIS

The Planning Division collects fees related to Use Permits, Maps, Environmental Review, Appeals, and other Planning Applications. The total cost calculated for each service includes direct staff costs, direct material costs (where applicable), Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and surplus or deficit associated with each time-based Planning Division fee.

**Table 16: Per Unit Results – Planning**

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
	<b>Use Permits:</b>				
	Review an application for use permit for conformity with code requirements.	Use Permit	\$6,396	\$8,393	(\$1,997)
	<b>Master Use Permits:</b>				
Use Permit	Review an application for a master use permit for conformity with code requirements.	Master	\$9,875	\$10,908	(\$1,033)
	Review an application to amend a master use permit for conformity with code requirements	Amendment	\$5,126	\$7,414	(\$2,288)
	Review an application for a conversion to a master use permit from a use permit for conformity with code requirements.	Conversion	\$4,704	\$5,035	(\$331)
Planned Development	Review an application for a Commercial Planned Development for conformity with code requirements.	Commercial	\$9,342	\$7,864	\$1,478
	Review an application for a Residential Planned Development for conformity with code requirements.	Residential	\$6,244	\$8,393	(\$2,149)
	Review an application for a Sr. Citizen Residential Planned Development for conformity with code requirements.	Sr. Citizen Residential	\$6,244	\$8,393	(\$2,194)
Coastal Development Permit	Review an application for a coastal development that involves a public hearing in an appealable area or an administrative permit, or a request to transfer an ownership of a coastal development permit.	Administrative Hearing	\$1,324	\$1,509	(\$185)
		Hearing w / another discretionary application	\$4,871	\$3,948	\$923
		Transfer	\$2,142	\$1,940	\$202
Variance	Review an application for a variance from the terms of the Zoning Code.		\$165	\$155	\$10
			\$6,184	\$8,421	(\$2,237)

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Minor Exception</b>	Review a proposed minor exception from the terms of the Zoning Code.	Without Notice or Small Project or Revision	\$1,477	\$353	\$1,124
		Larger Project or W / Notice or 3,000+ sq. ft.	\$1,985	\$1,575	\$410
<b>Sign Exception</b>	Review a proposed sign exception from the terms of the Zoning Code.		\$4,082	\$3,125	\$957
<b>Environmental Assessment Neg Dec</b>	Reviewing circumstances and preparing an initial study and declaring whether or not a proposed project will have an adverse impact on the environment in accordance with CEQA requirements (Same as Negative Declaration Review).		\$3,133	\$3,156	(\$23)
<b>Tentative Parcel Map Review</b>	Reviewing a tentative parcel (4 or fewer lots / units) map to identify any special conditions and determine extent to which it complies with appropriate code and State Subdivision Map Act Requirements.	Administrative Hearing	\$1,333	\$1,397	(\$64)
		Hearing w / another discretionary application	\$3,622	\$3,546	\$76
<b>Tentative Tract Map Review</b>	Reviewing a tentative tract map (more than 4 lots or units) to identify any special conditions and determine extent to which it complies with appropriate code and State Subdivision Map Act Requirements.	Hearing w / another discretionary application	\$1,402	\$1,301	\$101
		Hearing	\$4,134	\$4,074	\$60
<b>Lot Line Adjustment</b>	Reviewing the proposed change to the property boundary into the same or fewer lots and issuing a certificate of compliance.		\$1,153	\$1,184	(\$31)
<b>Certificate of Compliance</b>	Review of records in order to determine compliance with the Subdivision Map Act.		\$1,653	\$1,652	\$1
<b>Development Permit Amendment</b>	Review an application for amending a Use Permit, Variance, Development Agreement, and Residential, Commercial, or Senior Citizen Residential Planned Development.		\$4,949	\$5,035	(\$86)

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Telecomm. Antenna Permit</b>	Review an application for a Telecommunications Antenna Permit in order to ensure that it conforms to code requirements.	New – Private Property (Macro Tower or other that is NOT a Small Cell or eligible facility).	\$2,746	\$2,428	\$318
		New - Public R-O-W (Tower or Similar)	\$3,118	\$2,951	\$167
		Amendment – Private Property – (Macro, Tower or other that is NOT a Small Cell or eligible facility)	\$1,172	\$1,706	(\$534)
		New or Amendment - Public R-O-W (Small Cell or Eligible Facility only) or Amendment Public ROW – (Tower or similar only)	\$1,358	\$2,307	(\$949)
		New or Amendment - Any Antenna on City Property		\$4,120	
		Appeal of Director’s Decision for Public ROW to Hearing Officer Add On Fee for All Telecomm Permits			Hearing Officer Actual Consultant Costs
<b>Small Day Care Center Permit</b>	Review of a small day care center to ensure that it complies with code requirements		\$329	\$334	(\$5)
<b>Large Family Day Care Home Permit</b>	Review an application for a permit for a large family day care home to ensure that it complies with code requirements, as well as inspecting the site.		\$1,225	\$1,224	\$1

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Group Entertainment Permit</b>	Review an initial application for Class I (on-going) permit or a Class II (one-occasion) which allows for entertainment either incidental with the business being conducted or for which admission is being charged.	Class I	\$607	\$612	(\$5)
		Class II	\$662	\$670	(\$8)
	Review an application for renewing an ongoing Class I Group Entertainment Permit.	Renewal	\$424	\$418	\$6
<b>Alcohol License Public Determination</b>	Review of a public determination of convenience and necessity of a proposed alcohol license		\$1,828	\$950	\$878
<b>Alcohol / Live Music</b>	Add-on to specific development permits with alcohol or live music.		\$110	\$108	\$2
<b>Bodywork (Massage)</b>	Review an application for an owner of bodywork (massage) business for compliance with City codes and standards.	Application - Owner	\$399	\$411	(\$12)
	Review an application to change a business location for a bodywork operation.	Business Location Change	\$346	\$358	(\$12)
	Review documentation of a bodywork (massage) application which is associated with another special type of business and meets certain criteria.	Exemption	\$346	\$199	\$147
<b>Sign Permit</b>	Review an application for a permanent sign for conformity with code requirements.	Single Tenant	\$325	\$361	(\$36)
		Multi-Tenant	\$489	\$510	(\$21)
	Review an application for a temporary sign for conformity with code requirements. **Performance Bond also required.	Face Change	\$129	\$139	(\$10)
<b>Sign Program</b>	Administrative review of an application for a sign program for conformity with code requirements.	Temporary	\$227	\$247	(\$20)
			\$797	\$830	(\$33)
<b>Temporary Use Permit</b>	Review an application for an administrative permit for a temporary use permit.	Standard	\$787	\$816	(\$29)
		Major	\$787	\$1,193	(\$406)
<b>Home Occupation Permit</b>	Review an application for a home occupation business use for conformity with zoning regulations.		\$65	\$68	(\$3)



Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Appeals (Set by Council Policy)</b>	Process an appeal to the Planning Commission of an administrative decision.	Appeal to PC - Admin	\$500	\$3,039	(\$2,539)
	Appeal an administrative decision to the City Council.	Appeal to CC - Admin	\$500	\$3,039	(\$2,539)
	Process an appeal to the City Council of the PPIC - related to traffic	Appeal to CC - PPIC (Traffic)	\$500	\$1,578	(\$1,078)
	Process an appeal to the City Council of the PPIC - related to encroachment.	Appeal to CC - PPIC (Encroachment)	\$500	\$1,947	(\$1,447)
	Process an appeal to the City Council of a Planning Commission Decision.	Appeal to CC - PC	\$500	\$1,993	(\$1,493)
<b>Continuance</b>	Review of a request by the applicant to continue the review of a development application to a future meeting prior to the meeting.	Standard	\$460	\$455	\$5
		Extra Meeting	\$2,892	\$1,482	\$1,410
<b>Time Extension Plan Review</b>	Review administratively a request for an extension of time to complete a planning entitlement.	Administrative	\$327	\$334	(\$7)
	Review an application for a time extension for completing a planning entitlement based upon the discretion of the Planning Commission.	Discretionary	\$2,334	\$2,332	\$2
<b>Encroachment Permit - Private</b>	Review a permit for a right-of-way (permanent) private encroachment.	R-O-W Development	\$1,624	\$1,770	(\$146)
	Review a permit for transfer, revision, or minor permanent encroachment.	Transfer / Revision / Minor	\$758	\$767	(\$9)
<b>City Fence Agreement</b>	Review of a proposed non-standard fence which abuts the public right-of-way		\$319	\$353	(\$34)
<b>New / Change Building Address Process</b>	Processing a request to number or re-number a building lot.	Minor	\$339	\$348	(\$9)
		Major	\$899	\$954	(\$55)
<b>Planning Extra Plan Check</b>	An hourly fee for plan checks over the standard number of plan checks within the Planning Dept.		\$151	\$136	\$15
<b>Zoning Business Review</b>	Review of a new business for conformance with Zoning Codes.		\$68	\$68	\$0
<b>Outdoor Display Permit</b>	Review an application to issue a permit for an outdoor display of merchandise in order to ensure conformity with code requirement.		\$160	\$159	\$1

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Temporary Encroachment Permit (Sidewalk Dining Permit)</b>	Review an application to issue a permit for a sidewalk dining permit in order to ensure conformity with code requirements.		\$283	\$192	\$91
<b>Zoning Report</b>	Providing written report on the zoning regulations for a particular property.		\$535	\$553	(\$18)
<b>Zoning Code Interpretation</b>	Reviewing a request for an interpretation of the Municipal Code regarding zoning and issuing a report on it.		\$463	\$466	(\$3)
<b>Final Parcel Map Review</b>	Reviewing final parcel map to determine extent to which it complies with appropriate code requirements. **Map Copy Deposit of \$500		\$539	\$601	(\$62)
<b>Plan Check / Inspection - Landscape &amp; Irrigation</b>	Review an application for landscape and irrigation to conform to code requirements.	SFR 0 - 7,500 Sq. Ft.	\$595	\$503	\$92
		MFR / Comm. / SFR > 7,500 Sq. Ft.	\$1,122	\$916	\$206
<b>Reasonable Accommodation Process</b>	Review a request to receive a reasonable accommodation for disabled persons.			\$343	
<b>Precise Development Plan - Affordable Housing</b>	Reviewing a precise development plan specific to affordable housing requirements.			\$4,077	
<b>Site Development Plan</b>	Review a site development plan for Multi-Family Housing developments of 6 or more units.			\$6,388	
<b>Emergency Shelters - PS and IP zones only</b>	Review of emergency shelters for conformance with Zoning Code.			\$2,583	
<b>Mills Act Contract</b>	Contract Maintenance is an ongoing Annual Fee, starting one year after final approval of the Contract and annually thereafter for the life of the Mills Act contract. If done separately from Landmark Designation, then the following fees shall apply. If done the same time as designation, then add on fee of \$1,000.			\$7,455	
		Landmark	\$2,661	\$8,015	(\$5,354)
<b>Historic Preservation Designation</b>	Review of applications for historic preservation designation.	Historic District		\$8,015	
		Conservation District		\$4,160	
		Amendment or Recession		\$6,681	
<b>Historic Preservation</b>	Review of Historic Preservation Certificate of	Administrative		\$2,146	
		Commission		\$8,633	

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Certificate of Appropriateness</b>	appropriateness.	Economic Hardship		\$4,838	
<b>Noticing Fees</b>	Support associated with conducting noticing on planning applications.	Coastal Permit - 100ft radius	\$72	\$182	(\$110)
		Large Family Day Care - 100 ft radius	\$72	\$56	\$16
		Minor Exception - 300 ft radius	\$72	\$224	(\$152)
		Other Permits - 300-500 ft radius	\$72	\$405	(\$333)
		Code, General Plan, or Zoning Amendments	\$72	\$588	(\$516)

A majority of the Planning Division fees evaluated through this study are shown to be under-recovering, with the largest deficit of \$5,354 relating to Landmark Designation. The largest surplus is \$4,307 and relates to Commercial Planned Developments. The average per unit cost recovery for Planning services is 98%.

### 3 ANNUAL RESULTS

The Planning Division is currently under-recovering its fees by approximately \$119,000. The following table shows the annual workload volume, projected revenue at current fee, total annual cost, and the associated surplus or deficit.

**Table 17: Annual Results – Planning**

Category	Range	Annual Volume	Revenue at Current Fee - Annual	Total Cost - Annual	Surplus / (Deficit) - Annual
<b>Use Permit</b>	<b>Use Permits:</b>				
	Use Permit	3	\$19,188	\$25,180	(\$5,992)
	<b>Master Use Permits:</b>				
	Master Amendment	1	\$9,875	\$10,908	(\$1,033)
	Conversion	3	\$5,126	\$7,414	(\$2,288)
			\$14,112	\$15,104	(\$992)
<b>Planned Development</b>	Commercial	1	\$9,342	\$5,035	\$4,307
<b>Coastal Development</b>	Administrative	28	\$37,072	\$42,245	(\$5,173)
	Hearing	3	\$14,613	\$11,844	\$2,769

Category	Range	Annual Volume	Revenue at Current Fee - Annual	Total Cost - Annual	Surplus / (Deficit) - Annual
<b>Permit</b>	Hearing w / another discretionary application	8	\$17,136	\$15,521	\$1,615
<b>Variance</b>		1	\$6,184	\$8,421	(\$2,237)
<b>Minor Exception</b>	Without Notice - Small Project or Revision	12	\$17,724	\$4,238	\$13,486
	W / Notice or 3,000+ sq. ft.	27	\$53,595	\$42,524	\$11,071
<b>Environmental Assessment Neg Dec</b>		1	\$3,133	\$3,156	(\$23)
<b>Tentative Parcel Map Review</b>	Administrative	5	\$6,665	\$6,984	(\$319)
	Hearing	1	\$3,622	\$3,546	\$76
	Hearing w / another discretionary application	3	\$4,206	\$3,903	\$303
<b>Lot Line Adjustment</b>		5	\$5,765	\$5,922	(\$157)
<b>Certificate of Compliance</b>		1	\$1,653	\$1,652	\$1
<b>Development Permit Amendment</b>		2	\$9,898	\$10,070	(\$172)
<b>Telecomm. Antenna Permit</b>	New – Private Property (Macro Tower or other that is NOT a Small Cell or eligible facility).	1	\$2,746	\$2,428	\$318
	New - Public R-O-W (Tower or Similar)	2	\$6,236	\$5,902	\$334
	Amendment – Private Property – (Macro, Tower or other that is NOT a Small Cell or eligible facility)	12	\$14,064	\$20,470	(\$6,406)
	New or Amendment - Public R-O-W (Small Cell or Eligible Facility only) or Amendment Public ROW – (Tower or similar only)	10	\$13,580	\$23,072	(\$9,942)

Category	Range	Annual Volume	Revenue at Current Fee - Annual	Total Cost - Annual	Surplus / (Deficit) - Annual
	New or Amendment -Any Antenna on City Property	2		\$8,240	(\$8,240)
<b>Alcohol / Live Music</b>		5	\$550	\$542	\$8
<b>Sign Permit</b>	Single Tenant	15	\$4,875	\$5,422	(\$547)
	Multi-Tenant	19	\$9,291	\$9,690	(\$399)
	Face Change	8	\$1,032	\$1,110	(\$78)
	Temporary	9	\$2,043	\$2,224	(\$181)
<b>Sign Program</b>		2	\$1,594	\$1,660	(\$66)
<b>Temporary Use Permit</b>	Standard	2	\$1,574	\$1,632	(\$58)
<b>Home Occupation Permit</b>		63	\$4,095	\$4,278	(\$183)
<b>Appeals (Set by Council Policy)</b>	Appeal to PC - Admin	6	\$3,000	\$18,236	(\$15,236)
	Appeal to CC – Admin	1	\$500	\$3,039	(\$2,539)
	Appeal to CC – PPIC (Traffic)	2	\$1,000	\$3,157	(\$2,157)
	Appeal to CC – PPIC (Encroachment)	2	\$1,000	\$3,894	(\$2,894)
	Appeal to CC - PC	1	\$500	\$1,993	(\$1,493)
<b>Continuance</b>	Standard	4	\$1,840	\$1,821	\$19
	Extra Meeting	1	\$2,892	\$1,482	\$1,410
<b>Encroachment Permit</b>	R-O-W Development	33	\$53,592	\$58,410	(\$4,818)
	Transfer / Revision / Minor	36	\$27,288	\$27,604	(\$316)
<b>City Fence Agreement</b>		1	\$319	\$353	(\$34)
<b>New / Change Building Address Process</b>	Minor	15	\$5,085	\$5,214	(\$129)
	Major	15	\$13,485	\$14,310	(\$825)
<b>Zoning Business Review</b>		104	\$7,072	\$7,062	\$10
<b>Outdoor Display Permit</b>		2	\$320	\$319	\$1
<b>Temporary Encroachment Permit (Sidewalk Dining Permit)</b>		2	\$566	\$383	\$183
<b>Zoning Report</b>		2	\$1,070	\$1,106	(\$36)
<b>Zoning Code Interpretation</b>		2	\$926	\$932	(\$6)

Category	Range	Annual Volume	Revenue at Current Fee - Annual	Total Cost - Annual	Surplus / (Deficit) - Annual
<b>Final Parcel Map Review</b>		7	\$3,773	\$4,205	(\$432)
<b>Plan Check / Inspection - Landscape &amp; Irrigation</b>	SFR 0 - 7,500 Sq. Ft.	3	\$1,785	\$1,508	\$277
	MFR / Comm. / SFR > 7,500 Sq. Ft.	2	\$2,244	\$1,833	\$411
<b>Reasonable Accommodation Process</b>		3		\$1,029	(\$1,029)
<b>Precise Development Plan - Affordable Housing</b>		1		\$4,077	(\$4,077)
<b>Site Development Plan</b>		1		\$6,388	(\$6,388)
<b>Emergency Shelters - PS and IP zones only</b>		1		\$2,583	(\$2,583)
<b>Mills Act Contract</b>		1		\$7,455	(\$7,455)
<b>Historic Preservation Designation</b>	Landmark	1	\$2,661	\$8,015	(\$5,354)
	Historic District	1		\$8,015	(\$8,015)
	Conservation District	1		\$4,160	(\$4,160)
	Amendment or Recession	1		\$6,681	(\$6,681)
<b>Historic Preservation Certificate of Appropriateness</b>	Administrative	1		\$2,146	(\$2,146)
	Commission	1		\$8,633	(\$8,633)
<b>Noticing Fees</b>	Economic Hardship	1		\$4,838	(\$4,838)
	Coastal Permit - 100ft radius	30	\$2,160	\$5,453	(\$3,293)
	Large Family Day Care - 100 ft radius	1	\$72	\$56	\$16
	Minor Exception - 300 ft radius	3	\$216	\$671	(\$455)
	Other Permits - 300-500 ft radius	45	\$3,240	\$18,236	(\$14,996)
	Code, General Plan, or Zoning Amendments	1	\$72	\$558	(\$516)
	<b>TOTAL</b>			<b>\$438,022</b>	<b>\$556,899</b>

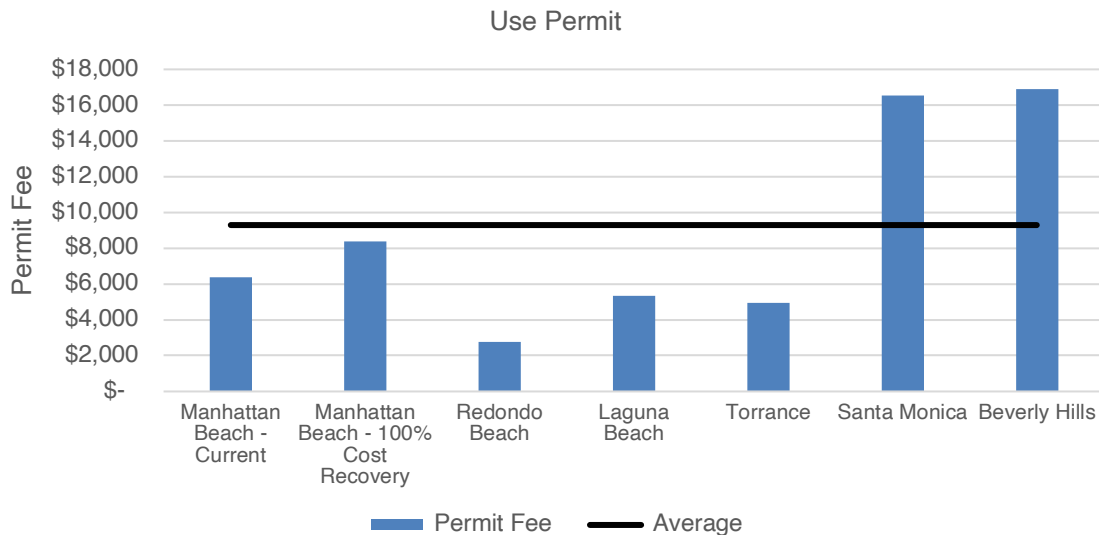
Overall, the Planning Division is recovering approximately 79% of its annual total cost associated with fee related services. The largest deficit relates to historic preservation fees at \$61,000; whereas the largest surplus is associated with minor exceptions.

## 5 COMPARATIVE SURVEY

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. It is important to note that the project team surveyed approximately 8 local jurisdictions; if the jurisdiction did not assess a fee for the service, it was left off of the comparative graph. This allows the City to clearly review the graph without the cluttering of additional information that is not relevant to the comparative analysis being conducted. The following subsections provide a comparative look at services evaluated by the project team related to Planning fees.

### 1 Use Permit

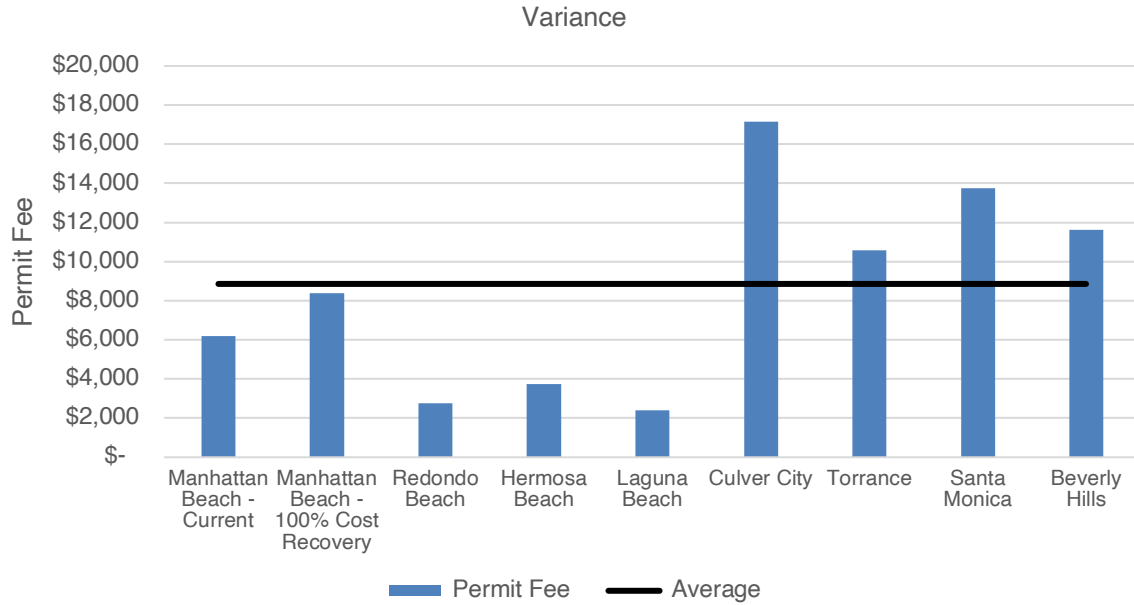
The City’s Planning Department charges \$6,396 for a Use Permit and the project team calculated the full cost of providing the service at \$8,393. The following graph shows how the Department’s current fee and total cost compare to other local jurisdictions.



As the chart above indicates, the City of Manhattan Beach’s current fee and full cost are both below the average of \$9,298 based on the fee from surrounding jurisdictions. However, the current and full cost are just slightly higher and are more in line with Redondo Beach, Laguna Beach, and Torrance.

### 2 Variance

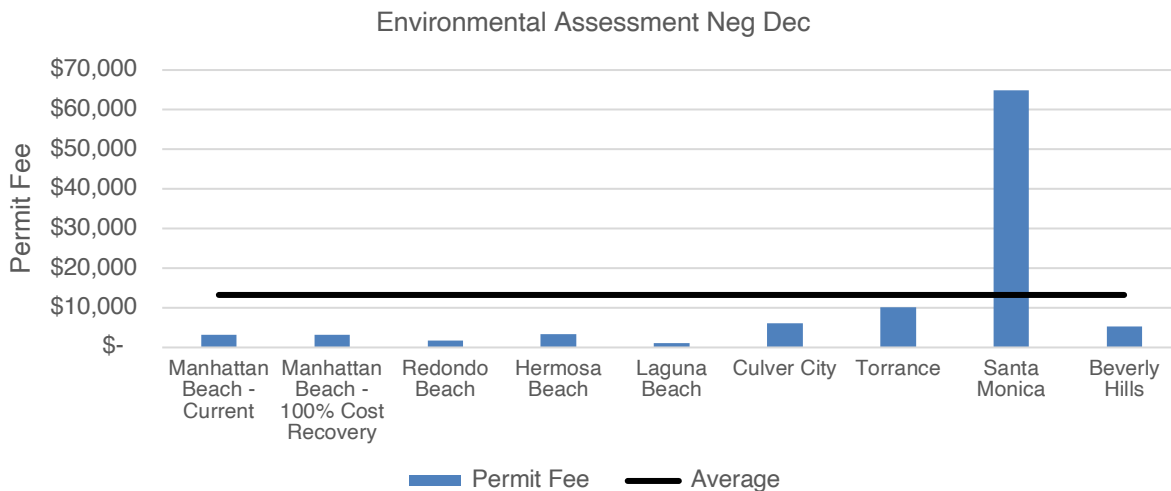
The City currently charges \$6,184 for Variance’s and the project team calculated the full cost of providing the service at \$8,399. The following graph shows how the Department’s current fee and total cost compare to other local jurisdictions.



As the chart indicates, the City of Manhattan Beach’s current fee and full cost for a Variance are less than the average fee of \$8,861 based on fees from surrounding jurisdictions. While still lower, the full cost falls in line with Torrance and Beverly Hills.

### 3 Environmental Assessment Negative Declaration

The City currently charges \$3,133 for an Environmental Assessment Negative Declaration and the project team calculated the full cost at \$3,156. The following graph shows how the Department’s total cost compares to other local jurisdictions.



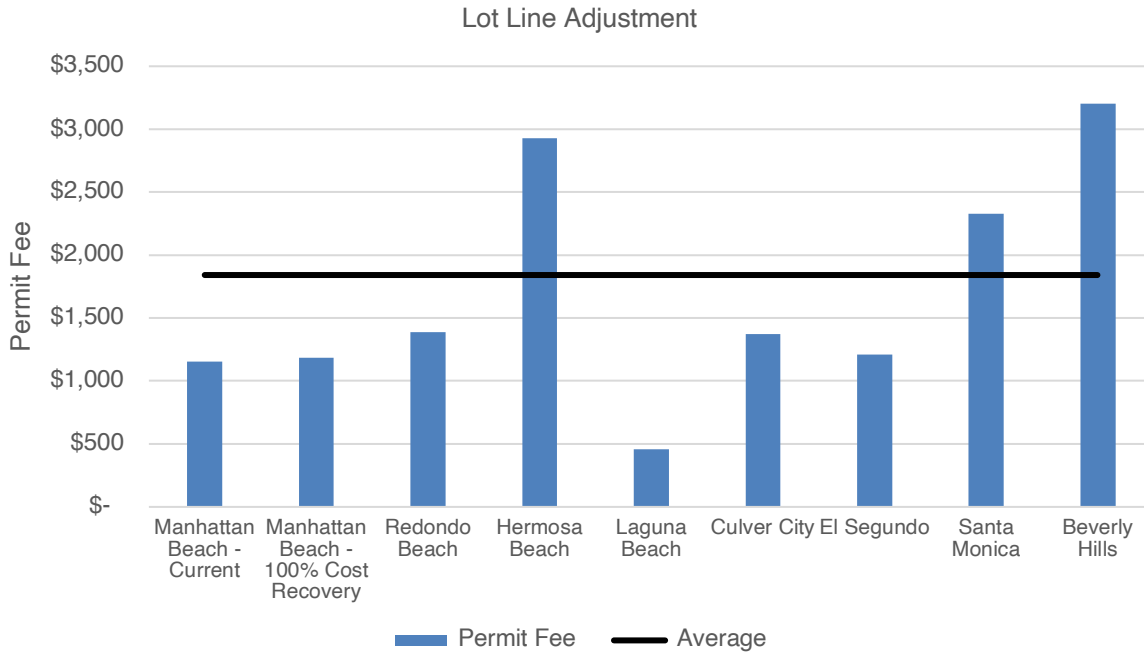
As the chart indicates, the City of Manhattan Beach’s current fee and full cost are well below the jurisdictional average of \$13,250. While Redondo Beach and Laguna Beach have the lowest fee shown, both jurisdictions charge the low base fee and charge



additional actual costs of providing the service. Manhattan Beach’s full cost falls in line with Hermosa Beach and Beverly Hills.

#### 4 Lot Line Adjustment

The City currently charges \$1,153 for Lot Line Adjustments. The project team calculated the full cost of providing the service at \$1,184. The following graph shows how the Department’s current fee and total cost compare to other local jurisdictions.



As the chart indicates, the City of Manhattan Beach’s current fee and full cost are below the jurisdictional average of \$1,842. The only jurisdiction that charges less than Manhattan Beach is Laguna Beach. While Manhattan Beach’s costs are lower than most jurisdictions, their cost falls in line with Redondo Beach, Culver City, and El Segundo.

# 11. Police

The Police Department is responsible for law enforcement and to ensure safety within the Manhattan Beach community. The fees examined within this study relate to Event Permits, Firearm Permits, Alarm Permits, Fingerprinting, Police Reports, Parking Violations, Animal Services and other Police related fees. The following subsections provide an overview of modifications made to the Police Department’s fee schedule, the detailed per unit analysis results, the potential annual revenue impacts, and a comparison of certain fees to other jurisdictions.

## 1 FEE SCHEDULE MODIFICATIONS

After discussion with Police Department staff, there were only a few minor modifications to the fee schedule. These modifications include the removal of two fees: Bingo Permits and Animal Pickup. Bingo Permit fees are typically waived or not charged and Animal Pickup service is no longer provided. Additionally, fees related to dog licensing were transferred to the Finance Department as it administers the licensing program.

## 2 PER UNIT ANALYSIS

The Police Department collects fees related to Events, Firearms, Alarms, Fingerprinting, Police Reports, Parking Violations, and Animal Services. The total cost calculated for each service includes direct staff costs, Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and surplus or deficit associated with each time-based Police Department fee.

**Table 18: Per Unit Results – Police**

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Amplified Sound Permit</b>	Reviewing a Request to use amplified sound in a non-commercial area.		\$227	\$183	\$44
<b>Retail Firearm Permit</b>	Review of a request to sell firearms within the City	New	\$1,012	\$944	\$68
	Renewal of a request to sell firearms within the City.	Renewal	\$234	\$242	(\$8)
<b>Block Party Permit</b>	Review an application for a block party. This fee is set by Council Policy.		\$50	\$159	(\$109)
<b>Weapons Discharge Permit</b>	Review an application for a weapons discharge permit within the City.		\$601	\$603	(\$2)

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>COMMUNITY AFFAIRS</b>					
<b>Alarm System Permit</b>	Registration of new property alarms within the City.	New	\$55	\$57	(\$2)
	Annual renewal of Alarm System Permits already registered within the City.	Renewal	\$25	\$29	(\$4)
<b>Alarm School</b>	An as-needed class providing education and information associated with registration of alarm permits within the City.		\$64	\$91	(\$27)
<b>TECHNICAL SUPPORT SERVICES</b>					
<b>Fingerprint Card / Live Scan</b>	Fingerprint a person on a card or process a live scan fingerprint. This is the City's charge in addition to any DOJ fees.		\$19	\$23	(\$4)
<b>Digital Reproduction</b>	Providing a Police audio recording upon request.	Audio	\$58	\$96	(\$38)
	Providing a police video recording upon request.	Video	\$131	\$213	(\$82)
<b>Police Record Clearance Letter</b>	Research and prepare clearance letter for individuals requesting the service.		\$43	\$56	(\$13)
<b>Police Photos - Film &amp; Digital</b>	Providing copies of police photographs on request.	Per Photo / Page	\$5	\$6	(\$1)
	Providing copies of police photographs on a CD upon request.	Per CD	\$9	\$13	(\$4)
<b>Data Research and Release</b>	Research and compilation of data in police records upon request.		\$105	\$119	(\$14)
<b>Special Business - DOJ Check</b>	Processing an individual who is involved in the operation of certain special businesses, which involves checking that individual against the DOJ's records.		\$913	\$1,159	(\$246)
<b>Police Reports</b>	Producing a copy of a police report upon request.	Per Page	\$0.10	\$0.10	\$0
<b>JAIL OPERATIONS</b>					
<b>Booking Fee</b>	Process an individual under arrest for booking. *Plus additional County Fees		\$259	\$266	(\$7)
<b>PARKING</b>					
<b>Impound Vehicle Release</b>	Collection and release of vehicles impounded by the City.	Lot Release	\$118	\$137	(\$19)
	Collection and field release of vehicles impounded by the City.	Field Release	\$47	\$54	(\$7)
<b>Vehicle Inspection / Correction</b>	Inspect and sign-off correction required citations.		\$26	\$27	(\$1)
<b>Boot Removal</b>	Installation and removal of a parking boot, due to non-payment of 5 or more parking citations.		\$109	\$183	(\$74)
<b>Handicap Violation Waiver – Admin Fee</b>	Processing of repeated handicap violation waivers for citations issued to individuals with a handicapped placard. No charge for the first waiver. Set per California Vehicle Code Section 40226.		\$25	\$32	(\$7)
<b>ANIMAL SERVICES</b>					
<b>Animal Relinquishment</b>	Pick up of dead animals for relinquishment on request.	Dead	\$107	\$118	(\$11)
	Pick up of live animals for relinquishment on request.	Live Animal	\$213	\$236	(\$23)

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Animal Quarantine Inspection</b>	Inspection of a home and re-checks when an animal is required to be quarantined.		\$267	\$295	(\$28)

A majority of the Police Department fees evaluated by the study are shown to be under-recovering, with the largest deficit associated with block party permit at \$109. The largest over-recovery is \$44 related to Amplified Sound Permits. The average per unit cost recovery for the Police Department is 84%.

### 3 ANNUAL RESULTS

The Police Department is currently under-recovering its fees by approximately \$31,000. The following table shows the annual workload volume, projected revenue at current fee, total annual cost, and the associated surplus or deficit.

**Table 19: Annual Results – Police**

Category	Range	Annual Volume	Revenue at Current Fee – Annual	Total Cost – Annual	Surplus / (Deficit) – Annual
<b>POLICE</b>					
<b>Amplified Sound Permit</b>		46	\$10,442	\$8,405	\$2,037
<b>Retail Firearm Permit</b>	Renewal	1	\$234	\$242	(\$8)
<b>Block Party Permit</b>		37	\$1,850	\$5,888	(\$4,038)
<b>COMMUNITY AFFAIRS</b>					
<b>Alarm System Permit</b>	New	318	\$17,490	\$18,269	(\$779)
	Renewal	2,491	\$62,275	\$71,554	(\$9,279)
<b>Alarm School</b>		21	\$1,344	\$1,909	(\$565)
<b>TECHNICAL SUPPORT SERVICES</b>					
<b>Fingerprint Card / Live Scan</b>		140	\$2,660	\$3,220	(\$560)
<b>Digital Reproduction</b>	Audio	1	\$58	\$96	(\$38)
	Video	1	\$131	\$213	(\$82)
<b>Police Record Clearance Letter</b>		16	\$688	\$900	(\$212)
<b>Police Photos – Film &amp; Digital</b>	Per Photo / Page	30	\$158	\$178	(\$20)
	Per CD	4	\$36	\$52	(\$16)
<b>Data Research and Release</b>		2	\$210	\$238	(\$28)
<b>Police Reports</b>	Per Page	50	\$5	\$5	\$0
<b>JAIL OPERATIONS</b>					
<b>Booking Fee</b>		68	\$17,612	\$18,088	(\$476)

Category	Range	Annual Volume	Revenue at Current Fee – Annual	Total Cost – Annual	Surplus / (Deficit) – Annual
<b>PARKING</b>					
Impound Vehicle Release	Lot Release	650	\$76,700	\$89,101	(\$12,401)
	Field Release	17	\$799	\$916	(\$117)
Vehicle Inspection / Correction		19	\$494	\$512	(\$18)
Boot Removal		56	\$6,104	\$10,242	(\$4,136)
Handicap Violation Waiver – Admin Fee		2	\$50	\$63	(\$13)
<b>ANIMAL SERVICES</b>					
Animal Relinquishment	Dead	3	\$321	\$354	(\$33)
	Live Animal	1	\$213	\$236	(\$23)
<b>TOTAL</b>			<b>\$199,874</b>	<b>\$230,680</b>	<b>(\$30,806)</b>

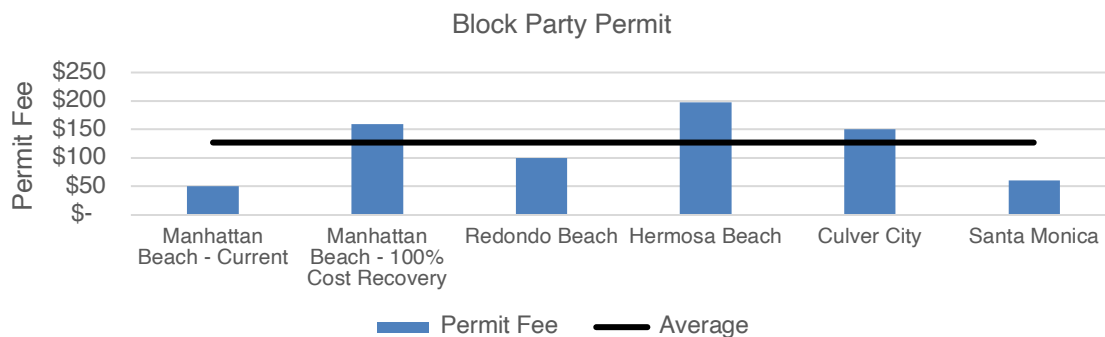
Overall, the Police Department is recovering approximately 87% of its annual cost for user fee services. The largest deficit is related to vehicle lot releases at \$12,000.

#### 4 COMPARATIVE SURVEY

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. It is important to note that the project team surveyed approximately 8 local jurisdictions; if the jurisdiction did not assess a fee for the service, it was left off of the comparative graph. This allows the City to clearly review the graph without the cluttering of additional information that is not relevant to the comparative analysis being conducted. The following subsections provide a comparative look at the services evaluated by the project team related to Police fees.

##### 1 Block Party Permit

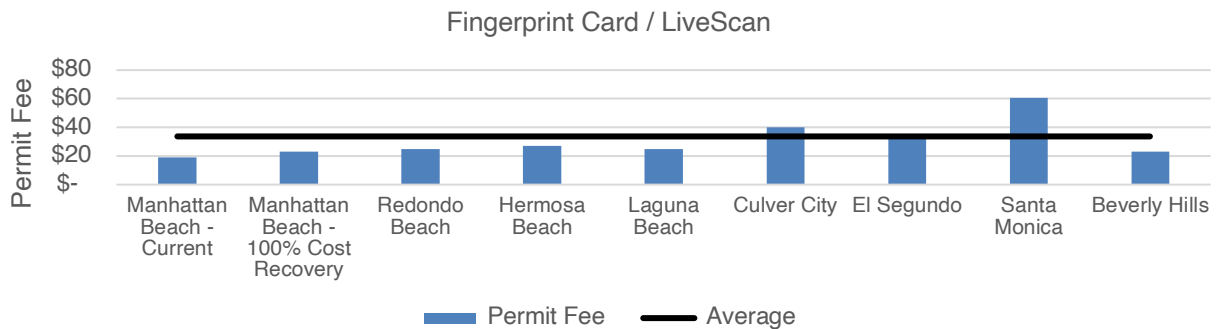
The City’s Police Department currently charges a Block Party Permit Fee at \$50. The project team calculated the full cost of providing booking services at \$159. The following graph shows how the Department’s full cost compares to other local jurisdictions who charge for this service.



As the chart indicates, the current fee is well below the average but the full cost is slightly higher than the \$127 average based on the fee from comparable jurisdictions. However, the \$154 fee is similar to Culver City that charges \$150 for Block Party Permits.

## 2 Fingerprinting Card / Livescan

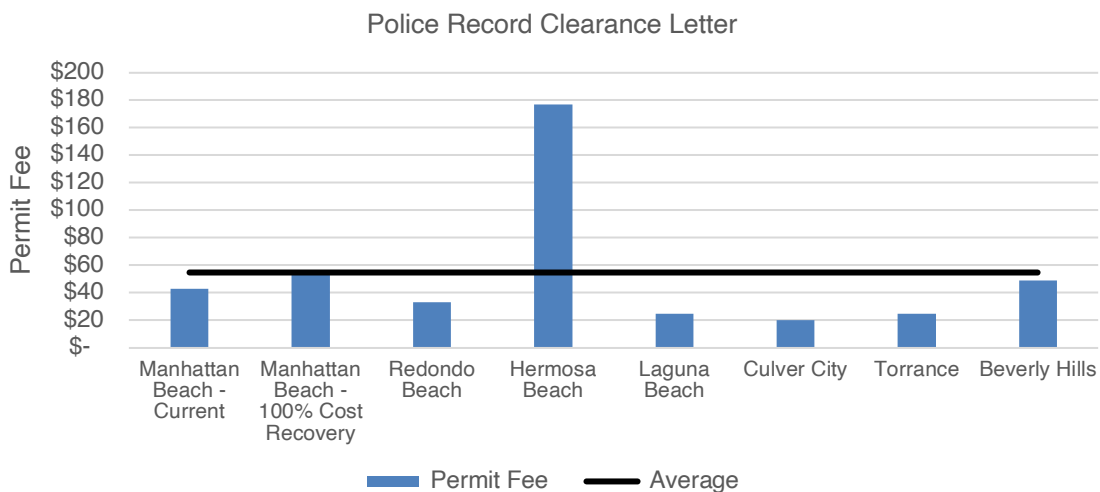
The City Police Department currently charges \$19 for a Fingerprinting Card or Livescan fingerprinting in addition to the DOJ fees and the project team calculated the full cost of providing the service at \$23. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions who provide fingerprinting services.



As the chart above indicates, the City of Manhattan Beach at its current fee and full cost rate for fingerprinting services is below the \$34 average fee from comparable jurisdictions. Both the current fee and full cost are the lowest charged among other local comparable jurisdictions

## 3 Police Records Clearance Letter

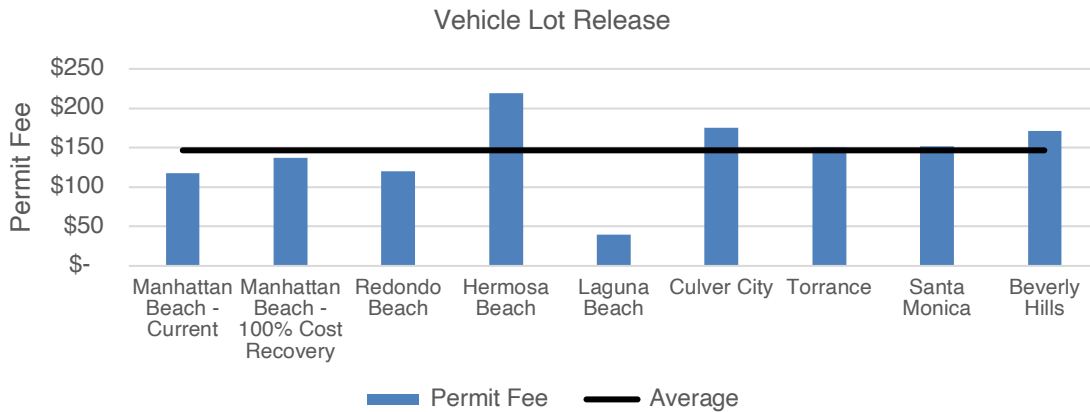
The City Police Department currently charges \$43 for Records Clearance Letters. Through this study, a full cost was calculated at \$56. The following graph shows how the Department's current fee and total cost compare to other local jurisdictions.



As the chart indicates, the City’s current fee is below the average fee of \$55 charged by local jurisdictions; while its full cost fee at \$56 is only \$1 above the average fee. However, there only two jurisdictions that charge more than Manhattan Beach: Hermosa Beach (\$177) and Beverly Hills (\$49).

**4 Vehicle Lot Release**

The City Police Department currently charges \$118 for Vehicle Lot Releases. Through this study, a full cost was calculated at \$137. The following graph shows how the Department’s current fee and total cost compare to other local jurisdictions.



As the chart indicates, both the City’s current fee and full cost are below the average fee of \$147 charged by local jurisdictions. Manhattan Beach’s full cost falls in line with the fees charged by Redondo Beach, Torrance, and Santa Monica.

## 12. Public Works

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The Public Works Department is responsible for the design, construction, operation, and maintenance in the public right-of-way. The fees examined within this section of the study relate to Barricade Rentals, Civil Engineering Reviews, and Tree Permits provided by Public Works. The following subsections provide an overview of modifications made to the Public Works Department's fee schedule, the detailed per unit analysis results, the potential annual revenue impacts, and a comparison of certain fees to other jurisdictions.

### 1 FEE SCHEDULE MODIFICATIONS

In discussion with Public Works Department staff, it was determined that there were no modifications to the Public Works Administrative section.

For the Civil Engineering section, the fees associated with right-of-way were broken out from Civil Engineering and a separate right-of-way (ROW) fees section was created. This separate section was developed as there are multiple departments involved in the ROW process and it is better reflected as a separate category on the fee schedule.

In addition to these items, the Civil Engineering section identified four new fees related to online bidding of construction projects. These fees are in relation to provision of staff time and cost associated with online provision of bidding information to allow for an easier and more efficient submission process for contractors.

The tree-related fees were consolidated from Planning and Maintenance into a singular tree fees category to ensure that all fees were represented in one section of the fee schedule.

### 2 PER UNIT ANALYSIS

The Public Works Department collects fees related to Barricade Rentals, Civil Engineering Reviews, and Trees. The total cost calculated for each service includes direct staff costs, Departmental and Citywide overhead, as well as any material costs (if applicable). The following table details the fee name, current fee, total cost, and surplus or deficit associated with each Public Works Fee.



**Table 20: Per Unit Results – Public Works**

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>ADMINISTRATIVE</b>					
<b>Barricade Rental</b>	Assist residents with the daily rental of barricades without and with flasher, 8ft. In length, delineators, 18 inch cones and temporary no parking cardboard signs for block parties. This permit includes two 8' Street Closure Barricades.	Block Party Package	\$26	\$36	(\$10)
	Assist residents with the daily rental of delineators, 18 inch cones and temporary no parking cardboard signs for moving purposes. *Includes price of the delineators and signs.	Moving Package - Standard	\$30	\$40	(\$10)
		Moving Package - Deluxe	\$45	\$51	(\$6)
<b>CIVIL ENGINEERING</b>					
<b>Final Tract Map Review</b>	Reviewing the final tract map to determine extent to which it complies with appropriate code requirements. **Map Copy Deposit of \$500	Application	\$748	\$852	(\$104)
<b>New / Relocate Utility Pole</b>	Review a request for a new or relocated utility pole.	Standard	\$2,091	\$2,397	(\$306)
	Review a request for a new or relocated utility pole requiring PPIC review.	PPIC Review	\$2,614	\$3,001	(\$387)
<b>Online Bid and Proposal Service Fee</b>	Service fee associated with setting up, loading digital plans, specifications and other bidding documents online to facilitate bid submittal online by contractors.	Simple Projects (Under \$100k)		\$60	
		Moderately Complex Projects (\$100k-\$500k)		\$81	
		Complex Projects (\$500k+)		\$100	
		Service fee associated with uploading the electronic RFP and Vendor Quotation sheets to enable submission of informal quotes online.			\$20
<b>TREES</b>					
<b>Tree Permit - Private Property</b>	Remove, replace, or protect a tree on private property under the terms of the Tree Ordinance.	Dead / Dying Tree Removal /	\$322	\$420	(\$98)
		Replacement	\$481	\$664	(\$183)
		Protection	\$352	\$790	(\$438)
		Public ROW	\$210	\$285	(\$75)
<b>Tree Trimming Permit</b>	Review and inspect tree trimming request.	Private Property	\$65	\$83	(\$18)
		In Public ROW	\$65	\$138	(\$73)

All of the Public Works Department fees evaluated through this study are shown to be under-recovering, with the largest deficit (\$438) relating to Tree Permits for the Protection of the tree. The average per unit cost recovery for the Public Works Department is 74%.

### 3 ANNUAL RESULTS

The Public Works Department is currently under-recovering its fee-related costs by approximately \$14,000. The following table shows the annual workload volume, projected revenue at current fee, total annual cost, and the associated surplus or deficit.

**Table 21: Per Unit Results – Public Works**

Category	Range	Annual Volume	Revenue at Current Fee – Annual	Total Cost – Annual	Surplus / (Deficit) - Annual
<b>ADMINISTRATIVE</b>					
<b>Barricade Rental</b>	Block Party Package	37	\$962	\$1,335	(\$373)
	Moving Package - Standard	126	\$3,780	\$5,034	(\$1,254)
	Moving Package - Deluxe	51	\$2,295	\$2,599	(\$304)
<b>CIVIL ENGINEERING</b>					
	Final Tract Map Review	1	\$748	\$852	(\$104)
<b>TREES</b>					
<b>Tree Permit – Private Property</b>	Removal / Replacement	9	\$2,439	\$4,494	(\$2,055)
	Protection	6	\$2,112	\$4,737	(\$2,625)
	Removal in Public ROW	37	\$7,770	\$10,563	(\$2,793)
<b>Tree Trimming Permit</b>	Private Property	1	\$65	\$83	(\$18)
	In Public ROW	1	\$65	\$138	(\$73)
<b>TOTAL</b>			<b>\$21,136</b>	<b>\$34,908</b>	<b>(\$13,772)</b>

Overall, the Public Works Department is recovering approximately 61% of its annual total cost in fees. The largest deficit of \$11,000 relates to tree permits.

### 4 COMPARATIVE SURVEY

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. It is important to note that the project team surveyed approximately 8 local jurisdictions; if the jurisdiction did not assess a fee for the service, it was left out of the comparison. This allows the City to clearly review the information without the cluttering of additional information that is not

relevant to the comparative analysis being conducted. The following subsections provide a comparative look at services evaluated by the project team related to Public Works fees.

## **1 Barricade Rentals**

The City Public Works Department charges \$26 for Block Party Barricade Rentals, \$30 for Standard Rentals, and \$45 for Deluxe Rentals. The project team calculated the full cost of providing these services at \$36 for Block Parties, \$40 for Standard Rentals, and \$51 for Deluxe Rentals. The following points outline how other jurisdictions charge for Barricade Rentals.

- The Cities of Redondo Beach and Santa Monica have a fee for block parties that include costs for street closure instead of listing out the Barricade Rental separately. Redondo Beach charges \$100 for Block Party Barbeque Use Fee and Santa Monica charges \$60.42 for Block Parties/Events/Street Closure.
- The City of Redondo Beach charges \$2 per hour for each standard barricade and \$3 per hour for each deluxe barricade.
- Culver City charges \$100 for each unreturned barricade but does not have a fee listed for the rental of a barricade.
- Beverly Hills has a fee of \$5 for each barricade.

As the points above indicate, each jurisdiction that charges a fee for Barricade rentals charges in a different manner than Manhattan Beach.

## **2 Final Tract Map Application**

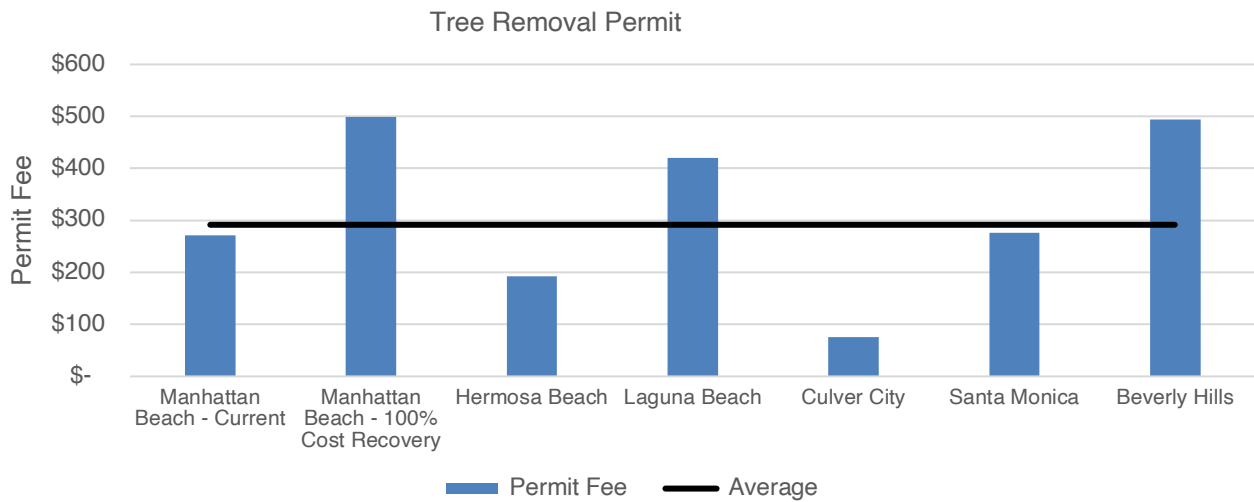
The City Public Works Department currently charges a \$748 fee for a Final Tract Map Review and the full cost for this service was calculated at \$852. The following points outline how other local jurisdictions charge for Final Tract Maps.

- Redondo Beach charges an application fee of \$714 plus an additional \$5,000 deposit for Final Tract Map Reviews.
- Culver City charges fees for Final Tract Maps based on the number of lots with the lowest fee at \$2,560 for 1-5 lots and the highest at \$9,761 for greater than 150 lots.
- Torrance charges \$1,173 per sheet for Final Tract Maps.
- Beverly Hills charges a flat fee of \$6,620 for 0-4 lots and \$324 for each additional lot.

As the points above indicate, each jurisdiction charges differently for the Final Tract Maps, however, Manhattan Beach seems to be charging the least among other local jurisdictions.

### 3 Tree Removal Permit

Based upon the City’s current fee structure a tree removal permit would be \$271 and the full cost calculated through this study is \$499. The following graph shows how the city’s current fee and full cost fee compares to the other surrounding jurisdictions.



As the graph indicates, the City’s current fee of \$271 is below the average fee of \$292 charged by surrounding jurisdictions. While the full cost fee of \$499 is high it is in line with fees of \$420 charged by Laguna Beach and \$494 in Beverly Hills.

## 13. Right-of-Way

The City of Manhattan Beach is responsible for conducting reviews and inspections related to public and private improvements in the public right-of-way. These fees span multiple Departments and Divisions such as Building, Engineering, Planning, and Traffic Engineering. The fees examined within this section of the study relate to Encroachments, Street Use, Excavations and other miscellaneous services provided by Public Works and Community Development Departments. The following subsections provide an overview of modifications made to the Public Works Right-Of-Way fee schedule, the detailed per unit analysis results, the potential annual revenue impacts, and a comparison of certain fees to other jurisdictions.

### 1 FEE SCHEDULE MODIFICATIONS

In discussion with staff, the current right-of-way fees were eliminated and replaced with an updated Right-Of-Way fee schedule. The following points outline the modifications that were made to right-of-way fees:

- Temporary Encroachment Permits were broken out into multiple categories: Pedestrian Canopy, Temp Fencing, and Scaffolding. Additional fees were also added to extend and reinstate a Temporary Encroachment Permit.
- A new category called Street Use Permits was added and broken out into ranges for POD, Crane, Concrete Pour, Delivery/Hauling of Materials, Equipment / Material Staging, and Deposit for PODs. Additional fees were also added to Add-On to a permit or Extend a permit.
- Sandblasting, Vehicle on Strand or Walk Street, and Over Quantitative Discharge Permits were combined into a Public Works Permits category. Additional fees were added to this category for Well Monitoring, Add-Ons, and Extensions.
- Non-Utility Excavation Permits were broken out into categories for Curb and Gutter, Sidewalk, and Driveway Approach. New fees were added for Add-Ons and Extensions.
- Utility Excavation Permits were broken out into categories for Sewer Line, Water Line, Under-grounding, and Sewer/Water Line Combo. Add-Ons and Extensions were also added as new fees to this category.
- In addition to the Utility Excavation Permits, a category was added for Utility Company Excavations and is charged by ranges of linear feet. Additional fees were added for Extra Inspections and Extensions.

- Lane closure permits were reclassified as a secondary permit and additional fees for extra inspections, add-ons, and extensions were created.

Adjusting the fee schedule in the ways noted above will allow the City’s schedule to be reflective of the services they provide. There are three new types of services also being included in the Right-of-Way Fee analysis – Add-Ons, Extensions, and Reinstatements. The following points provide a brief definition of those services:

- **Add-Ons:** An additional event added onto an issued permit, each event equals one add-on. Where it is allowed, there is a maximum of two add-ons.
- **Extensions:** A written request submitted prior to the permit expiration date for an extension to the permit expiration.
- **Reinstatements:** A written request to reinstate an expired right-of-way permit.

The creation of these new fees in the structure allows for greater transparency regarding the actual services being provided.

## 2 PER UNIT ANALYSIS

The City collects fees related to Encroachments, Street Use, Excavations and other services. The total cost calculated for each service includes direct staff costs, Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and surplus or deficit associated with each Public Works ROW Fee.

**Table 22: Per Unit Results – Public Works Right-of-Way**

Category	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Temporary Encroachment Permit - In ROW for Extended Period of Time</b>	Pedestrian Canopy	\$247	\$310	(\$63)
	Temp Fencing	\$247	\$310	(\$63)
	Scaffolding	\$247	\$310	(\$63)
	Extend	\$0	\$60	(\$60)
	Reinstate	\$0	\$60	(\$60)
<b>Street Use Permit - Temporary Use of Street Affecting Traffic</b>	POD/ Roll-Off Bin or Lowboy	\$130	\$398	(\$268)
	Crane	\$247	\$290	(\$43)
	Concrete Pour	\$247	\$290	(\$43)
	Delivery/Hauling of Materials	\$247	\$290	(\$43)
	Storage of Materials	\$247	\$290	(\$43)
	Equipment / Material Staging	\$247	\$290	(\$43)

Category	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Public Works Permit - Generally Requires Special Rules or Review</b>	Deposit for POD / Roll-Off Bin	\$465	\$465	\$0
	Add-Ons	\$0	\$53	(\$53)
	Extend	\$0	\$53	(\$53)
	Sandblasting	\$247	\$227	\$20
	Vehicle on Strand or Walk Street	\$340	\$447	(\$107)
	Over Quantitative Discharge	\$240	\$227	\$13
	Well Monitoring	\$0	\$227	(\$227)
	Add-Ons	\$0	\$60	(\$60)
	Extend	\$0	\$60	(\$60)
	<b>Excavation Permit - Involves Breaking Ground/Infrastructure</b>	<b>Non-Utility Excavation</b>		
Curb & Gutter		\$231	\$337	(\$106)
Sidewalk		\$231	\$337	(\$106)
Driveway Approach		\$231	\$337	(\$106)
Add-Ons		\$0	\$60	(\$60)
Extend		\$0	\$60	(\$60)
<b>Utility Excavation</b>				
Sewer Line		\$393	\$474	(\$81)
Water Line		\$393	\$474	(\$81)
Undergrounding		\$393	\$474	(\$81)
Sewer/Water Line Combo		\$393	\$474	(\$81)
Add-Ons		\$0	\$60	(\$60)
Extend		\$0	\$60	(\$60)
<b>Utility Company Excavation</b>				
0-200 l.f.		\$393	\$641	(\$248)
200+ l.f.		\$1,038	\$1,128	(\$90)
100+ l.f. - per l.f.		\$2	\$2	\$0
Extra Inspections - per hr	\$0	\$110	(\$110)	
Extend	\$0	\$60	(\$60)	
<b>Lane Closure - Secondary Permit Only</b>	Simple	\$247	\$106	\$141
	Complex / Custom (incl. 1-hr of inspection)	\$931	\$453	\$478
	Extra Inspections - per hr	\$0	\$110	(\$110)
	Add-Ons	\$0	\$25	(\$25)
	Extend	\$0	\$25	(\$25)
<b>Oversize Permit</b>	Individual	\$16	\$106	(\$90)
	Annual	\$90	\$85	\$5
	Extend	\$0	\$25	(\$25)

The majority of the Right-Of-Way fees evaluated through this study are shown to be under-recovering, with the largest deficit of \$268 relating to POD / Roll Off Bin It should be noted that while Individual Oversize Permits shows an under-recovery and cost the department \$106, this fee is state set at \$16. The average per unit cost recovery for the ROW Fees is 90%.

It is important to note that even though for purposes of clarity, the project team has compared the current fee to the full cost fee, the current fee is not always apples to apples, as the structure has been altered dramatically. For example, the simple lane closure current fee of \$247 is reflective of any type of traffic plan review, and as such is not necessarily equated to the \$106 simple traffic lane closure review. Additionally, the current calculations take into account work being performed by the Traffic Engineering Technician compared to the Traffic Engineer, as a simple review would not require the Traffic Engineer. Therefore, the full cost fees have been calculated based upon process improvements and efficiencies implemented by the City.

### 3 ANNUAL RESULTS

The City is currently over-recovering for its fee-related costs for ROW permits by approximately \$28,765. The following table shows the annual workload volume, projected revenue at current fee, total annual cost, and the associated surplus or deficit.

**Table 23: Annual Results – Public Works Right-Of-Way**

Fee Name	Range	Annual Volume	Revenue at Current Fee	Annual Cost	Annual Surplus / (Deficit)
<b>Temporary Encroachment Permit - In ROW for Extended Period of Time</b>	Pedestrian Canopy	1	\$247	\$310	(\$63)
	Temp Fencing	1	\$247	\$310	(\$63)
	Scaffolding	2	\$494	\$619	(\$125)
<b>Street Use Permit - Temporary Use of Street Affecting Traffic</b>	POD/ Roll-Off Bin or Lowboy	16	\$2,080	\$6,367	(\$4,287)
	Crane	18	\$4,446	\$5,219	(\$773)
	Concrete Pour	4	\$988	\$1,160	(\$172)
	Delivery/Hauling of Materials	8	\$1,976	\$2,320	(\$344)
	Storage of Materials	1	\$247	\$290	(\$43)
<b>Public Works Permit - Generally Requires Special Rules or Review</b>	Sandblasting	1	\$247	\$227	\$20
	Vehicle on Strand or Walk Street	60	\$20,400	\$26,808	(\$6,408)
<b>Excavation Permit - Involves Breaking Ground/Infrastructure</b>	<b>Non-Utility Excavation</b>				
	Curb & Gutter	140	\$32,340	\$47,181	(\$14,841)
	Sidewalk	9	\$2,079	\$3,033	(\$954)
	Driveway Approach	11	\$2,541	\$3,707	(\$1,166)
	<b>Utility Excavation</b>				
	Sewer Line	8	\$3,144	\$3,794	(\$650)
	Water Line	6	\$2,358	\$2,845	(\$487)
	Undergrounding	3	\$1,179	\$1,423	(\$244)
	Sewer/Water Line Combo	46	\$18,078	\$21,815	(\$3,737)



Fee Name	Range	Annual Volume	Revenue at Current Fee	Annual Cost	Annual Surplus / (Deficit)
<b>Utility Company Excavation</b>					
	0-200 l.f.	152	\$59,736	\$97,421	(\$37,685)
<b>Lane Closure - Secondary Permit Only</b>	Simple	239	\$59,033	\$25,286	\$33,747
	Complex / Custom (incl. 1 hr of inspection)	163	\$151,753	\$73,917	\$77,836
<b>Oversize Permit</b>	Individual	120	\$1,920	\$12,726	(\$10,826)
	Annual	2	\$180	\$170	\$10
<b>TOTAL</b>			<b>\$365,713</b>	<b>\$336,948</b>	<b>\$28,765</b>

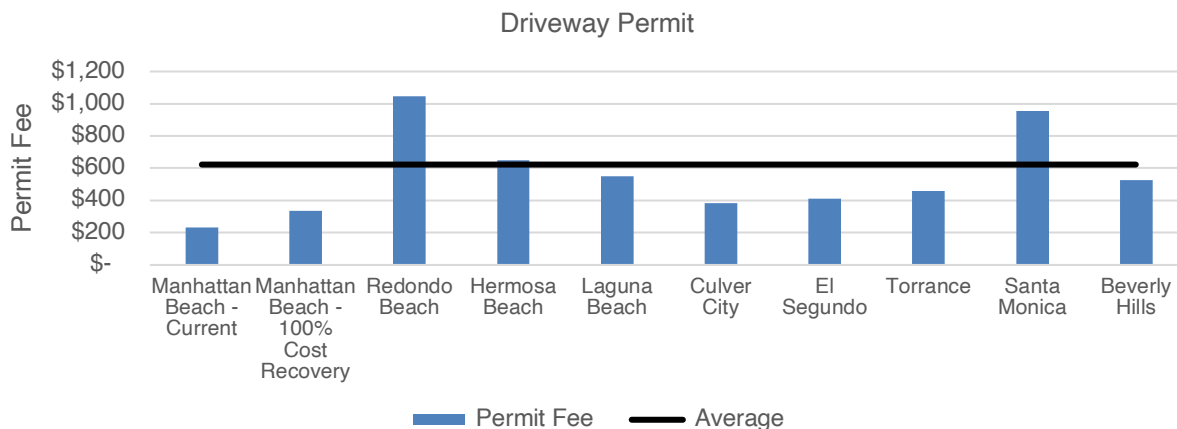
Overall, ROW is recovering approximately 109% of its annual total cost in fees. The largest source of deficit for ROW fees is in relation to utility excavation companies at \$38,000. The restructuring of the ROW fees will help mitigate the over-recovery.

#### 4 COMPARATIVE SURVEY

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. It is important to note that the project team surveyed approximately 8 local jurisdictions; if the jurisdiction did not assess a fee for the service, it was left off of the comparative graph. This allows the City to clearly review the graph without the cluttering of additional information that is not relevant to the comparative analysis being conducted. The following subsections provide a comparative look at services evaluated by the project team related to ROW fees.

##### 1 Driveway Permit

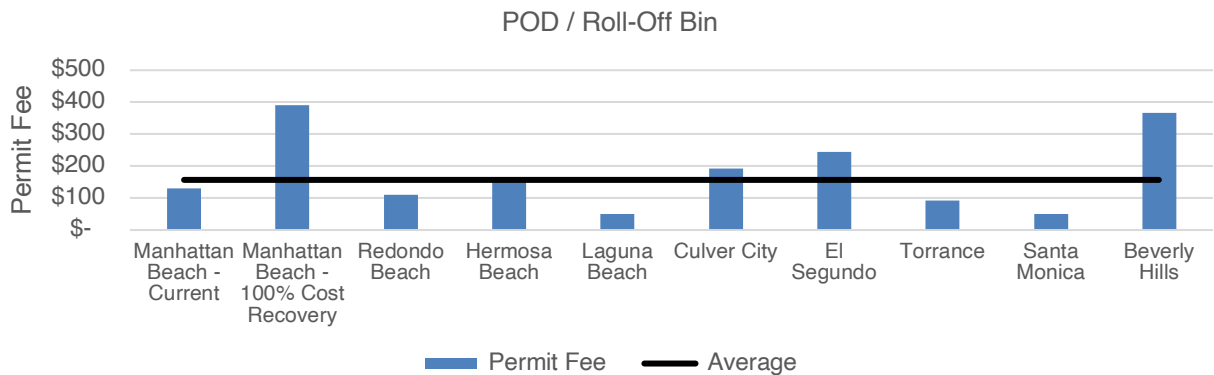
Based upon the City’s current fee structure a driveway permit gets charged a \$231 flat fee, and through this study, the project team calculated the full cost fee at \$337. The following graph shows how the city’s current fee and full cost fee compares to the other surrounding jurisdictions.



As the graph indicates, the City’s current and full cost fee is below the average fee of \$623 being charged by surrounding jurisdictions. The City’s full cost fee is in close to half of the average charged by surrounding jurisdictions and would be the lowest.

## 2 POD / Roll-Off Bin

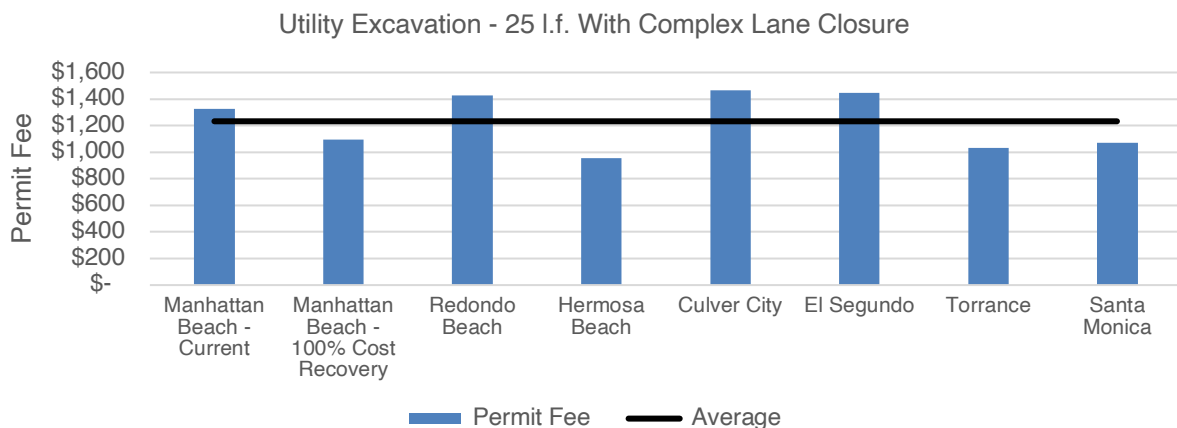
Based upon the City’s current fee structure a Pod / Roll-Off be charged a flat fee of \$130 (excluding deposit), and the full cost calculated through this study is \$390. The following graph shows how the city’s current fee and full cost fee compares to the other surrounding jurisdictions.



As the graph above indicates, the City’s current fee is below the average fee of \$157 charged by surrounding jurisdictions. Some jurisdictions such as Laguna Beach and Santa Monica have fees set based upon council direction at a lower level than the full cost fee.

## 3 Utility Excavation 25 I.f. with Complex Lane Closure

Based upon the City’s current fee structure a utility excavation of 25 I.f. with complex lane closure would be charged \$1,324. The full cost calculated through this study is \$1,094. The following graph shows how the city’s current fee and full cost fee compares to the other surrounding jurisdictions.



As the graph indicates, the City's current fee of \$1,324 is above the average fee of \$1,233 charged by surrounding jurisdictions. It's full cost fee of \$1,094 is slightly below the average and more in line with the surrounding jurisdictions. Jurisdictions such as Laguna Beach and Beverly Hills charge time and materials for utility excavation permits.

## 14. Technology Fees

As part of the Cost of Services Analysis, the project team evaluated two different technology fees for the City – Permitting Technology Fee and Fire Permit Technology Fee. The purpose of the technology fee for both of these systems is to not only recover the costs associated with purchasing a system and replacing a system, but to also pay for annual maintenance of the system. The following subsection discuss the two different technology fees.

### 1 PERMITTING TECHNOLOGY FEE

The City of Manhattan Beach is currently undergoing the process of implementing a new permitting software system – Tyler EnerGov. The primary purpose of a permitting software system is to log and record information regarding all development-related activities in a singular location. This system would enable the City to record all planning, building, fire prevention (development-related), Civil Engineering, and Right-Of-Way fees in one location. Additionally, the proposed system would allow developers to access their permit information online, utilize GIS capabilities, conduct electronic reviews, and allow for electronic routing of plans internally within the City.

The purpose of the technology fee associated with permitting activities is to recover the cost associated with replacement of existing system, upgrades to the existing and new system, and maintenance costs associated with the system. Additionally, if there are any staff or contractor costs associated specifically with the permitting system those can be captured through this fee calculation, as well. The following table shows the proposed five year costs for the permitting system, and the annual cost calculation:

**Table 24: Permitting System – Annual Cost**

Category	Total Cost	# of Years	Annual Cost
Total Tyler Services	\$181,875	5	\$36,375
Initial System Implementation and Maintenance	\$187,090	5	\$37,418
Building Services Analyst	\$101,981 <sup>2</sup>	1	\$101,981
<b>Total Annual Cost</b>			<b>\$175,774</b>

As the table indicates, it costs the city approximately \$176,000 annually to implement and maintain the EnerGov system. These costs are based upon five year timeframe for technology implementation, and the Building Services Analyst position being dedicated part-time to maintenance and management of the permitting software system.

<sup>2</sup> Represents at 50% the fully burdened cost of the position including citywide overhead, departmental overhead, and productive hours calculation.

Based upon the \$278,000 annual cost, the project team calculated the technology fee. The typical trend for technology fees is to apply it as a percentage of the permit fee on all of the permits that would be logged and recorded into the permitting system. Therefore this fee would be applicable to Planning, Building, Engineering, Traffic Engineering, Right-of-Way, Tree Permits, and Fire Development-related permits. The following table shows the calculation of the technology fee based upon the total permitting revenue:

**Table 25: Permitting System – Technology Fee Calculation**

Category	Amount
Annual Cost	\$175,774
Total Permitting Revenue	\$6.8 million
<b>Permit Technology Fee - % of Permit Fee</b>	<b>3% of Permit Fee</b>

As the table indicates, based upon the fee-related revenue generated by the city for all of the different components that would be covered under the permitting system the technology fee would be charged as 3% of the permit fee. This 3% would be applicable to all permits being logged into the system including permits such as HVAC changeouts, re-roofs, solar permits, as well as new construction or tenant improvement projects.

The following table shows the technology fee being charged by other surrounding jurisdictions:

**Table 26: Technology Fee – Comparative Survey**

Jurisdiction	Fee Amount
Hermosa Beach	7% of Building, Planning, and Engineering Fees
Laguna Beach	0.0006% of Project Valuation
Culver City	4% of Building, Planning, Engineering, and Fire Prevention
Beverly Hills	5.5% of Permit Fee
Santa Monica	13% of Building Permit Fees

As the table indicates, the proposed calculated fee for the City of Manhattan Beach at 3% of the permit fee is below the fee being charged by surrounding jurisdictions, but similar to jurisdictions such as Culver City and Beverly Hills.

The technology fee when implemented should be accounted for in a separate subaccount or fund from the general fund. This separate accounting not only ensures a clear auditing trail for funds, it also mitigates the danger of co-mingling these funds for use of operations rather than specifically for permitting software needs. The funds from this fee can be used towards annual maintenance, implementation, and the reacquisition or replacement of new permitting software needed.

## 2 FIRE RMS TECHNOLOGY FEE

The Fire Department currently utilizes a 15 year old technology system to track and record the annual fire permit inspection information. This system logs all permitting information that is not related to development activities (i.e. fire alarms, fire sprinklers, fire protection systems, etc.) as those are logged into the community development permit software system. Similar to the technology fee discussed for the Permitting software, the project team worked with City staff to develop a technology fee for the Fire Records Management System. The following table shows the cost calculation and assumptions for annual costs associated with Fire RMS.

**Table 27: Fire RMS – Annual Cost**

Category	Total Cost	# of Years	Annual Cost
Initial System Implementation	\$45,000	3	\$15,000

The \$45,000 cost in the table above is based on estimated quote related to not only the acquisition of the system, but annual maintenance costs, as well as the cost associated with any contracted support for system implementation.

Typically, a technology fee is applied as a percentage of the permit fee, rather than a flat rate per permit. The percentage calculation ensures that applicants are not paying more in technology fee than the permit fee itself. The project team utilized the annual cost of the Fire RMS and total fire prevention revenue (excluding development-related activities) to calculate the technology fee. The following table shows this calculation:

**Table 28: Fire RMS – Technology Fee Calculation**

Category	Amount
Annual Cost	\$15,000
Total Fire Revenue (Excl. Development Fees)	\$290,115
<b>Fire RMS Technology Fee - % of Permit Fee</b>	<b>5%</b>

As the table indicates, the Fire RMS fee is calculated as 5% of the permit fee. This indicates that whenever any annual fire code permit is issued, along with the flat fee, the Fire Department should charge a 5% surcharge for Fire RMS recovery. This 5% surcharge should not be stored in the same revenue account as fire inspection fees, it should be stored in a separate subaccount. The purpose of storing it in a separate subaccount is to ensure that the revenue from this account is not used to augment fee-related services, but rather is only used towards the acquisition, maintenance, and upgrades to the Fire RMS.

# 15. Traffic Engineering

Within the Community Development Department, the Traffic Engineering Division is responsible for managing traffic control measures for traffic safety and parking related issues. The fees examined within this section of the study relate to Traffic Reviews, Parking, Stop Signs and other miscellaneous services provided by the Traffic Division. The following subsections provide an overview of modifications made to the Traffic Engineering fee schedule, the detailed per unit analysis results, the potential annual revenue impacts, and a comparison of certain fees to other jurisdictions.

## 1 FEE SCHEDULE MODIFICATIONS

In discussion with Traffic Engineering Division staff, there were only minor modifications made to the Traffic Engineering fee schedule: Parking – Temporary Construction was renamed to Reserved Parking and a new fee was added for Construction Management and Parking Plan Review for standalone review of building permits.

## 2 PER UNIT ANALYSIS

The Traffic Engineering Division collects fees related to Traffic Reviews, Parking, and Stop Signs. The total cost calculated for each service includes direct staff costs, Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and surplus or deficit associated with each Traffic Engineering Fee.

**Table 29: Per Unit Results – Traffic Engineering**

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Development (Parking) Traffic Review</b>	Review of parking / traffic conditions for development permits, including environmental assessment and amendment to development permits.	Development Permits	\$1,149	\$879	\$270
		Env. Assessment / Amendment to Dev. Permits	\$711	\$1,516	(\$805)
<b>Reserved Parking</b>	Reserve parking per vehicle or moving van permit.	Per Parking Space	\$80	\$76	\$4
<b>Parking Request</b>	Administrative Review of a parking-related issue, such as a request for a red zone or disabled parking space.		\$100	\$460	(\$360)

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Traffic Request</b>	Administrative Review of a limited scale traffic-related issue, such as a request for installation of a crosswalk or traffic calming measure.		\$100	\$460	(\$360)
<b>Stop Sign Request (2nd Request)</b>	Processing a request to install a stop sign following initial denial / approval.		\$500	\$2,128	(\$1,628)
<b>Appeal to PPIC</b>	Appeal an administrative decision to the Parking & Public Improvement Commission.	Traffic	\$500	\$3,098	(\$2,598)
		Encroachment	\$500	\$3,778	(\$3,278)
<b>Construction Management and Parking Plan Review Fee</b>	Supplemental traffic and parking review of remodels or minor projects.	Per Location		\$102	

The majority of the Traffic Engineering fees evaluated through this study are shown to be under-recovering. The largest deficit relates to Appeal to the PPIC relating to encroachments at a deficit of \$3,278. The average per unit cost recovery for the Traffic Engineering Fees is 47%.

### 3 ANNUAL RESULTS

The Traffic Engineering Division is currently under-recovering its fee-related costs by approximately \$10,000. The following table shows the annual workload volume, projected revenue at current fee, total annual cost, and the associated surplus or deficit.

**Table 30: Annual Results – Traffic Engineering**

Category	Range	Annual Volume	Revenue at Current Fee	Annual Cost	Annual Surplus / (Deficit)
<b>Development (Parking) Traffic Review</b>	Development Permits	15	\$17,235	\$13,186	\$4,049
	Env Assessment / Amendment to Dev. Permits	1	\$711	\$1,516	(\$805)
<b>Reserved Parking</b>	Per Parking Space	304	\$24,320	\$23,213	\$1,107
<b>Parking Request</b>		25	\$2,500	\$11,497	(\$8,997)
<b>Traffic Request</b>		5	\$500	\$2,299	(\$1,799)
<b>Management and Parking Plan Review</b>		36		\$3,665	(\$3,665)
		<b>TOTAL</b>	<b>\$45,266</b>	<b>\$55,376</b>	<b>(\$10,110)</b>



The Traffic Engineering Division is recovering approximately 81% of its annual total cost in fees. The largest deficit of \$8,997 relates to Parking Requests while the largest surplus of \$4,049 relates to Development Traffic Reviews.

#### 4 COMPARATIVE SURVEY

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. It is important to note that the project team surveyed approximately 8 local jurisdictions; if the jurisdiction did not assess a fee for the service, it was left off of the comparative graph. This allows the City to clearly review the graph without the cluttering of additional information that is not relevant to the comparative analysis being conducted.

Due to the specific nature of fees charged by traffic engineering, it is difficult to find comparable. The City currently charged \$100 for Parking or Traffic Requests and the project team calculated the full cost of providing the service at \$460. Culver City charges a \$4,000 deposit for Traffic Impact Analysis Report Reviews El Segundo charges \$995 for Parking Demand – Shared Parking Study

## 16. Utilities

Within the Public Works Department, the Utilities Division is responsible for providing water, sewer, and storm drain services to the City. The fees examined within this section of the study relate to Stormwater Reviews, Water Meters, Annual Stormwater Inspections, Waste Management Plans and other miscellaneous services provided by the Utilities Division. The following subsections provide an overview of modifications made to the Utilities fee schedule, the detailed per unit analysis results, the potential annual revenue impacts, and a comparison of certain fees to other jurisdictions.

### 1 FEE SCHEDULE MODIFICATIONS

In discussion with the Utilities Division staff, there were only minor title changes to the current fee schedule. No major modifications were deemed necessary to the current schedule.

### 2 PER UNIT ANALYSIS

The Utilities Division collects fees related to Stormwater Reviews, Water Meters, Annual Stormwater Inspections, and Waste Management Plans. The total cost calculated for each service includes direct staff costs, Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and surplus or deficit associated with each Utility Fee.

**Table 31: Per Unit Results – Utilities**

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Commercial SUSMP Review</b>	Review of a commercial stormwater mitigation plan for compliance with national and local stormwater standards.		\$776	\$846	(\$70)
<b>Temporary Water Meter Rental</b>	Install or move a temporary 3" fire hydrant meter at a construction site. **Meter deposit of \$1,500 required.	Installation	\$97	\$241	(\$144)
		Move	\$77	\$145	(\$68)
<b>Water Meter Test</b>	Field or bench calibration of a water meter upon a request by a resident or business. **Charges are refundable if meter is running fast.	5/8' - 1" meter	\$250	\$355	(\$105)
		1.5"+ meter	\$327	\$433	(\$106)

Category	Description	Range	Current Fee	Total Cost Per Unit	Surplus / (Deficit) per Unit
<b>Water Service Turn-On</b>	Turning on water service after water service has been turned off to a residence or business for contractor to work on water system or for non-payment of water bill. **\$15 collection for payment in the field. ***5% Penalty on unpaid water bills (per Resolution 5726).	Monday - Thursday 8 am - 4:30 pm	\$47	\$154	(\$107)
		Afterhours, weekends, or holidays	\$218	\$369	(\$151)
<b>Water Meter Installation Inspection</b>	Installation of new water meter upon request **Material costs not included	3/4" - 1" meter	\$71	\$96	(\$25)
		1" - 2" meter	\$122	\$164	(\$42)
		Greater than 2" meter	Actual Cost	Actual Cost	
<b>F.O.G. &amp; Clean Bay Restaurant Inspections</b>	Annual inspection of kitchen equipment/fixtures and Best Management Practices for compliance with stormwater and wastewater regulation compliance.	Initial Inspection	\$200	\$193	\$15
		Follow-up Inspection	\$109	\$139	(\$30)
<b>Clean Bay Restaurant Inspection for Stormwater Permit Compliance</b>	Annual inspection of kitchen equipment / fixtures and best management practices for compliance with stormwater regulation compliance. **Plus additional County Fees		\$204	\$221	(\$17)
<b>Waste Management Plan</b>	Review & processing of the plan and weight tickets for any demolition or remodel over \$100,000 in value for its waste management impact.		\$252	\$280	(\$28)

The majority of the Utility fees evaluated through this study are shown to be under-recovering. Afterhours, weekends, or holidays Water Turn On Services shows the largest deficit of \$151. The average per unit cost recovery for the Utility Fees is 72%.

### 3 ANNUAL RESULTS

The Utilities Division is currently under-recovering its fee-related costs by approximately \$29,000. The following table shows the annual workload volume, projected revenue at current fee, total annual cost, and the associated surplus or deficit.

**Table 32: Annual Results – Utilities**

Category	Range	Annual Volume	Revenue at Current Fee	Annual Cost	Annual Surplus / (Deficit)
<b>Commercial SUSMP Review</b>		5	\$3,880	\$4,230	(\$350)
<b>Temporary Water Meter</b>	Installation	10	\$970	\$2,411	(\$1,441)
<b>Rental</b>	Move	5	\$385	\$723	(\$338)
<b>Water Service Turn-On</b>	Monday - Thursday 8 am - 4:30 pm	80	\$3,760	\$12,318	(\$8,558)
	Afterhours, weekends, or holidays	30	\$6,540	\$11,075	(\$4,535)
<b>Water Meter Installation</b>	¾" – 1" meter	60	\$4,260	\$5,790	(\$1,530)
<b>Inspection</b>	Initial Inspection	107	\$21,400	\$20,653	\$747
<b>F.O.G. &amp; Clean Bay</b>	Follow-up Inspection	2	\$218	\$277	(\$59)
<b>Restaurant Inspections</b>					
<b>Clean Bay Restaurant Inspection for</b>		177	\$36,108	\$39,038	(\$2,930)
<b>Stormwater Permit Compliance</b>					
<b>Waste Management Plan</b>		352	\$88,704	\$98,418	(\$9,714)
		<b>TOTAL</b>	<b>\$166,225</b>	<b>\$194,932</b>	<b>(\$28,707)</b>

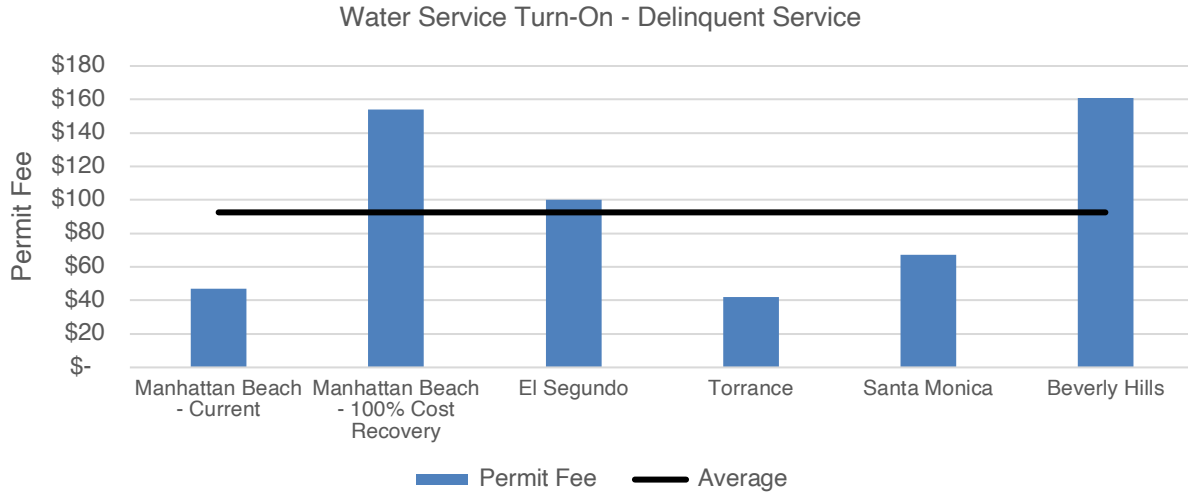
The Utilities Division is recovering approximately 85% of its annual total cost in fees. The largest area of deficit relates to Waste Management Plan at \$9,700. The largest surplus relates to FOG Initial Inspections with a \$747 over recovery.

#### 4 COMPARATIVE SURVEY

As part of this study, the City wished to understand how their current fees and total cost compared to other similar sized and regionally located jurisdictions. It is important to note that the project team surveyed approximately 8 local jurisdictions; if the jurisdiction did not assess a fee for the service, it was left off of the comparative graph. This allows the City to clearly review the graph without the cluttering of additional information that is not relevant to the comparative analysis being conducted. The following subsections provide a comparative look at services evaluated by the project team related to Utility fees.

##### 1 Water Service – Delinquent Service Reconnection

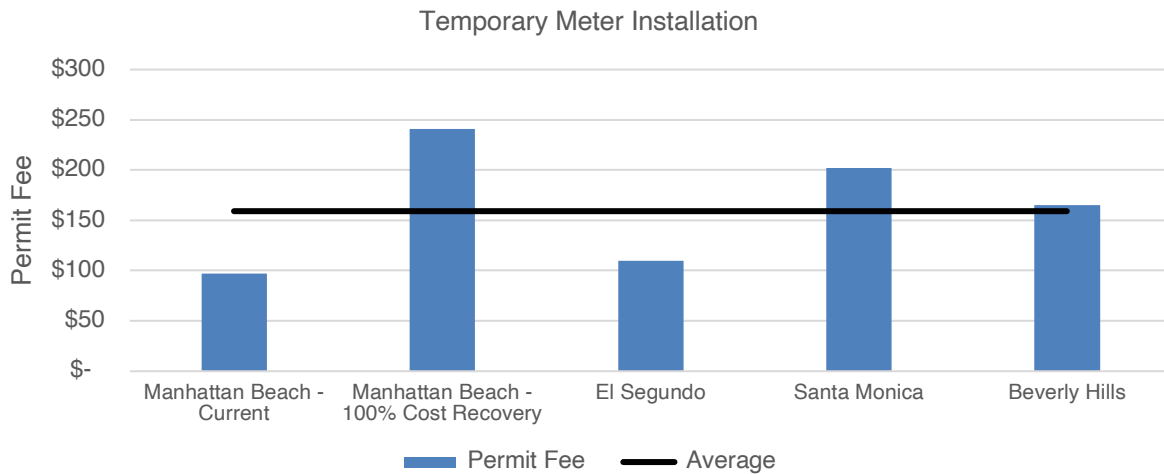
The City currently charges a fee for water service turn-on or reconnection to service at \$47. The project team calculated the full cost of providing this service at \$154. The following graph shows how the Division’s full cost compares to other local jurisdictions who charge for this service.



As the chart above indicates, the current fee is below the average fee of \$93 charged by other jurisdictions. The full cost fee at \$154 is close to the \$161 fee charged by Beverly Hills.

## 2 Temporary Meter - Installation

The City currently charges a fee for temporary meter installation at \$97, and through this study the full cost was calculated at \$241. The following graph shows how the Division’s full cost compares to other local jurisdictions who charge for this service.



As the graph indicates, the City’s current fee is below the \$159 charged by surrounding jurisdictions, while its full cost fee at \$241 is close to \$202 charged by Santa Monica.

## 17. Comparative Survey

As part of the Cost of Services (User Fee) study for the City of Manhattan Beach, the Matrix Consulting Group conducted a comparative survey of fees. The City identified eight jurisdictions to be included in the comparative survey: Redondo Beach, Hermosa Beach, Laguna Beach, Culver City, El Segundo, Torrance, Santa Monica, and Beverly Hills.

While this report will provide the City with a reasonable estimate and understanding of the true costs of providing services, many jurisdictions also wish to consider the local “market rates” for services as a means for assessing what types of changes in fee levels their community can bear. However, a comparative survey does not provide adequate information regarding the relationship of a jurisdiction’s cost to its fees. Three important factors to consider when comparing fees across multiple jurisdictions are: population, budget and workforce size. The following tables provide this information regarding the jurisdictions included in the comparative survey.

**Table 33: Ranking of Jurisdictions by Population**

Jurisdiction	2017 Census
El Segundo	16,500.00
Hermosa Beach	19,616.00
Laguna Beach	23,365.00
Beverly Hills	34,484.00
<b>Manhattan Beach</b>	<b>35,924.00</b>
Culver City	39,283.00
Redondo Beach	67,908.00
Santa Monica	92,306.00
Torrance	149,245.00

**Table 34: Ranking of Jurisdictions by City Budget**

Jurisdiction	FY 18/19 Budget
Hermosa Beach	\$ 39,340,829.00
Laguna Beach	\$ 64,234,100.00
El Segundo	\$ 75,932,784.00
<b>Manhattan Beach</b>	<b>\$ 115,517,408.00</b>
Culver City	\$ 120,774,105.00
Redondo Beach	\$ 127,530,291.00
Torrance	\$ 204,246,000.00
Santa Monica	\$ 359,202,341.00
Beverly Hills	\$ 425,676,104.00

**Table 35: Ranking of Jurisdictions by City Workforce Size**

Jurisdiction	FY 18 / 19 FTE
Hermosa Beach	150.71
Laguna Beach	272.23
<b>Manhattan Beach</b>	<b>316.00</b>
El Segundo	361.11
Redondo Beach	439.00
Culver City	692.94
Beverly Hills	995.85
Torrance	1,371.00
Santa Monica	2,323.10

Based on the data shown in the above tables, the City of Manhattan Beach ranks in the middle in terms of population and budget, but on the lower end as it relates to workforce.

While the above comparative information can provide some perspective when paralleling Manhattan Beach’s fees with other jurisdictions, another key factor to consider is when a comprehensive analysis was last undertaken. The following table outlines when the last fee analysis was conducted by each surveyed jurisdiction.

**Table 36: Last Comprehensive Fee Analysis**

Jurisdiction	Response
Beverly Hills	2018
Culver City	2013
El Segundo	2018
Hermosa Beach	2016
Laguna Beach	2016
Redondo Beach	n/a
Santa Monica	2013
Torrance	2017

As the table above indicates, the only comparable jurisdictions that have not done a comprehensive fee study in the last 5 years are Culver City and Santa Monica.

Along with keeping these statistics in mind, the following issues should also be noted regarding the use of market surveys in the setting of fees for service:

- Each jurisdiction and its fees are different, and many are not based on actual cost of providing services.
- The same “fee” with the same name may include more or less steps or sub-activities. In addition, jurisdictions provide varying levels of service and have varying levels of costs associated with providing services such as staffing levels, salary levels, indirect overhead costs, etc.

In addition to the issues noted above, market surveys can also run the risk of creating a confusing excess of data that will obscure rather than clarify policy issues. Because each jurisdiction is different, the Matrix Consulting Group recommends that the information contained in the market comparison of fees be used as a secondary decision-making tool, rather than a tool for establishing an acceptable price point for services.

On average, the survey showed that the City's fees are in line with the jurisdictions surveyed, with some fees higher than other jurisdictions and other fees significantly lower.



## 18. Cost Recovery

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The following sections provide guidance regarding how and where to increase fees, determining annual update factors, and developing cost recovery policies and procedures.

### 1 FEE ADJUSTMENTS

This study has documented and outlined on a fee-by-fee basis where the City is under and over collecting for its fee-related services. City and Department management will now need to review the results of the study and adjust fees in accordance with Departmental and City philosophies and policies. The following dot points outline the major options the City has in adjusting its fees.

- **Over-Collection:** Upon review of the fees that were shown to be over-collecting for costs of services provided, the City should reduce the current fee to be in line with the full cost of providing the service.
- **Full Cost Recovery:** For fees that show an under-collection for costs of services provided, the City may decide to increase the fee to full cost recovery immediately.
- **Phased Increase:** For fees with significantly low cost recovery levels, or which would have a significant impact on the community, the City could choose to increase fees gradually over a set period of time.

The City will need to review the results of the fee study and associated cost recovery levels and determine how best to adjust fees. While decisions regarding fees that currently show an over-recovery are fairly straight forward, the following subsections, provide further detail on why and how the City should consider either implementing Full Cost Recovery or a Phased Increase approach to adjusting its fees.

#### 1 Full Cost Recovery

Based on the permit or review type, the City may wish to increase the fee to cover the full cost of providing services. Certain permits may be close to cost recovery already, and an increase to full cost may not be significant. Other permits may have a more significant increase associated with full cost recovery.

Increasing fees associated with permits and services that are already close to full cost recovery can potentially bring a Department's overall cost recovery level higher. Often, these minimal increases can provide necessary revenue to counterbalance fees which are unable to be increased.

The City should consider increasing fees for permits for which services are rarely engaged to full cost recovery. These services often require specific expertise and can involve more complex research and review due to their infrequent nature. As such, setting these fees at full cost recovery will ensure that when the permit or review is requested, the City is recovering the full cost of its services.

## 2 Phased Increases

Depending on current cost recovery levels some current fees may need to be increased significantly in order to comply with established or proposed cost recovery policies. Due to the type of permit or review, or the amount by which a fee needs to be increased, it may be best for the City to use a phased approach to reaching their cost recovery goals.

As an example, you may have a current fee of \$200 with a full cost of \$1,000, representing 20% cost recovery. If the current policy is 80% cost recovery, the current fee would need to increase by \$600, bringing the fee to \$800, in order to be in compliance. Assuming this particular service is something the City provides quite often, and affects various members of the community, an instant increase of \$600 may not be feasible. Therefore, the City could take a phased approach, whereby it increases the fee annually over a set period until cost recovery is achieved.

Raising fees over a set period of time not only allows the City to monitor and control the impact to applicants, but also ensure that applicants have time to adjust to significant increases. Continuing with the example laid out above, the City could increase the fee by \$150 for the next four years, spreading out the increase. Depending on the desired overall increase, and the impact to applicants, the City could choose to vary the number of years by which it chooses to increase fees. However, the project team recommends that the City not phase increases for periods greater than five years, as that is the maximum window for which a comprehensive fee assessment should be completed.

## 2 ANNUAL UPDATES

Conducting a comprehensive analysis of fee-related services and costs annually would be quite cumbersome and costly. The general rule of thumb for comprehensive fee analyses is between three and five years. This allows for jurisdictions to ensure they account for organizational changes such as staffing levels and merit increases, as well as process efficiencies, code or rule changes, or technology improvements.

Developing annual update mechanisms allow jurisdictions to maintain current levels of cost recovery, while accounting for increases in staffing or expenditures related to permit services. The two most common types of update mechanisms are Consumer Price Index

(CPI) and Cost of Living Adjustment (COLA) factors. The following points provide further detail on each of these mechanisms.

- **COLA / Personnel Cost Factor:** Jurisdictions often provide their staff with annual salary adjustments to account for increases in local cost of living. These increases are not tied to merit or seniority, but rather meant to offset rising costs associated with housing, gas, and other livability factors. Sometimes these factors vary depending on the bargaining group of a specific employee. Generally speaking these factors are around two or three percent annually.
- **CPI Factor:** A common method of increasing fees or cost is to look at regional cost indicators, such as the Consumer Price Index. These factors are calculated by the Bureau of Labor Statistics, put out at various intervals within a year, and are specific to states and regions.

The City should review its current options internally (COLA) as well as externally (CPI) to determine which option better reflects the goals of departments and the City. If choosing a CPI factor, the City should outline which particular CPI should be used, including specific region, and adoption date. If choosing an internal factor, again, the City should be sure to specify which factor if multiple exist.

### 3 POLICIES AND PROCEDURES

This study has identified the permit areas where the City is under-collecting the cost associated with providing services. This known funding gap is therefore being subsidized by other City revenue sources. Based on the information provided in this report, at a global or per unit level, the City may not have any issues with using non-fee related revenue to account for the current deficit.

Development of cost recovery policies and procedures will serve to ensure that current and future decision makers understand how and why fees were determined and set, as well as provide a road map for ensuring consistency when moving forward. The following subsections outline typical cost recovery levels and discuss the benefits associated with developing target cost recovery goals and procedures for achieving and increasing cost recovery.

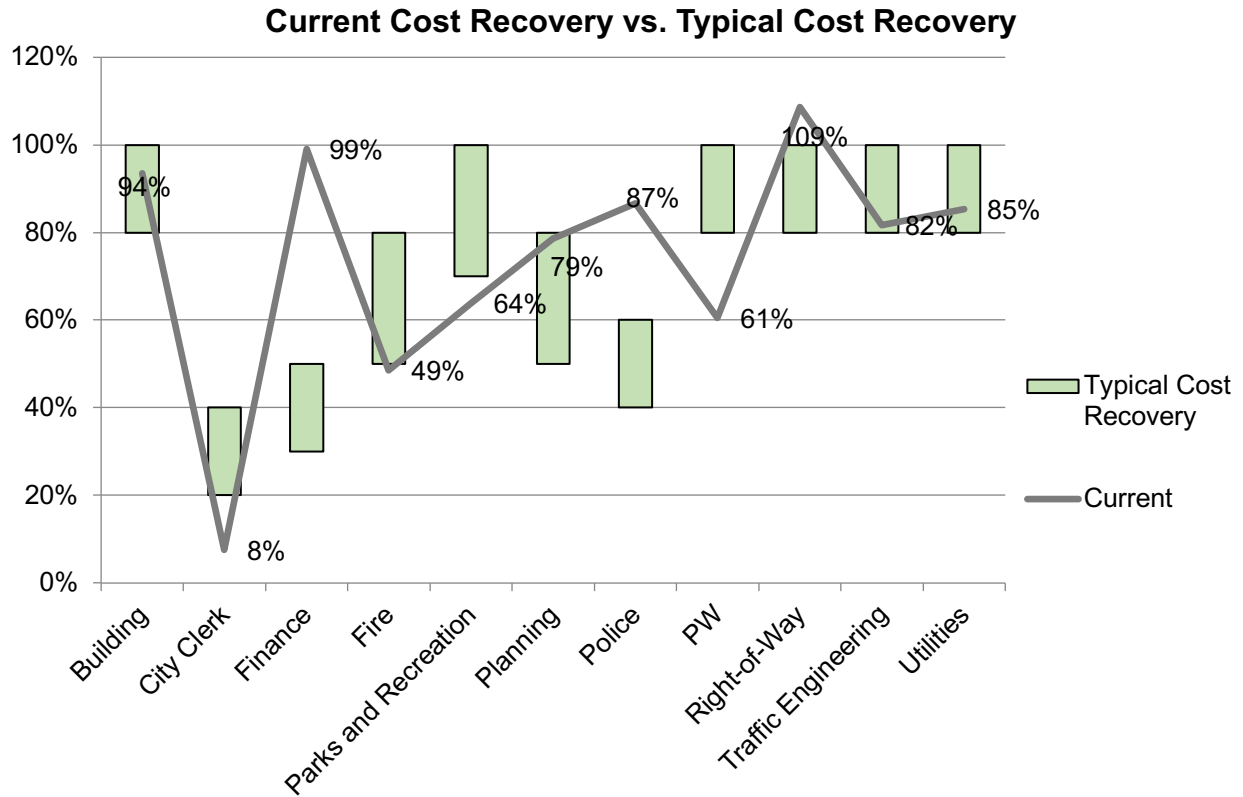
#### 1 Typical Cost Recovery

The Matrix Consulting Group has extensive experience in analyzing local government operations across the United States and has calculated typical cost recovery levels. The table on the following page outlines these cost recovery levels by department.

**Table 37: Typical Cost Recovery Levels by Department**

Department	Typical Cost Recovery
Building	80-100%
City Clerk	20-40%
Finance	30-50%
Fire	50-80%
Parks and Rec <sup>3</sup>	70-100%
Planning	50-80%
Police	40-60%
Public Works	80-100%
Right-of-Way	80-100%
Traffic Engineering	80-100%
Utilities	80-100%

Information presented in the table above is based on the Matrix Consulting Group’s experience in analyzing local government’s operations across the United States and in California and reflects the *typical* cost recovery levels observed by local adopting authorities. The following graph depicts how Manhattan Beach compares to industry cost recovery standards.



<sup>3</sup> For purposes of this analysis Parks and Recreation fees are in relation to special event permits and filming permits, which generally have a higher cost recovery than youth sports or program-based activities.

The graph indicates that the City is currently above typical cost recovery levels for Finance, Police, and Right-of-Way Fees. The City is within the range of cost recovery for Building, Parks and Recreation, Planning, Traffic Engineering, and Utilities. The City is below the typical cost recovery seen for City Clerk, Fire, and Public Works fees.

## **2 Development of Cost Recovery Policies and Procedures**

The City should review the current cost recovery levels and adopt a formal policy regarding cost recovery. This policy can be general in nature and can apply broadly to the City as a whole, or to each department and division specifically. A department specific cost recovery policy would allow the City to better control the cost recovery associated with the different types of services being provided and the benefit being received by the community.

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# FULL COST ALLOCATION PLAN

Fiscal Year 19-20 Budget

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## CITY OF MANHATTAN BEACH, CA

SEPTEMBER 7, 2019



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# 1. Executive Summary

The Matrix Consulting Group has prepared this Full Cost Allocation Plan (CAP) for the City of Manhattan Beach, CA. The report, which follows, presents a summary of the comprehensive analysis undertaken to identify the appropriate distribution of citywide administrative and support costs to all City operating departments, divisions, and programs.

## 1 METHODOLOGY

The primary objective of a Full Cost Allocation Plan is to spread costs from central support departments, generally called “Central Service Departments” to those departments, divisions, cost centers, and/or funds that receive services in support of conducting their operations. In doing so, an organization can both better understand its full cost of providing specific services to the community, and also generate organizational awareness regarding indirect (overhead) costs associated with operations. This plan was compiled in accordance with Generally Accepted Accounting Principles, and is also based on many of the methods of indirect cost allocation defined by the federal Office of Management and Budget’s (OMB) Title 2 CFR 200. These principles can be summarized in the following points:

- Necessary and reasonable
- Determined by allocation “bases” that relate to benefit received

In addition, OMB guidelines outline a method for allocating indirect costs called the double-step down allocation method, which utilizes two “steps” or “passes” to fully allocate costs. The double-step down procedure is reflected in this plan, and ensures that the benefit of services between Central Service support departments are recognized first, before final allocations to receivers of services are made. For example:

- **First Step:** Central Service Department expenditures are allocated to other central service departments such as Human Resources, Information Technology, etc., as well as to Receiving Departments.
- **Second Step:** Distributes Central Service department expenses and first step allocations to the Receiving Departments only.

It should be noted that there are two types of cost allocation plans. This plan is a Full Cost Allocation plan. The second form of Cost Allocation Plan is known as an OMB Compliant Plan. An OMB Compliant Plan is generally concerned with the use of the resulting cost allocations to develop, submit, and secure approval for claims. For example, OMB-Compliant allocations could be used to reimburse indirect costs associated with the administration of State and/or Federal grants. An OMB-Compliant plan is far more sensitive in terms of recovering administrative costs within the framework of the specific federal requirements outlined by OMB.

## 2 PROJECT STEPS

The project team, along with City staff, went through the following steps:

- Meet with the City of Manhattan Beach’s administrative staff to customize the structure of the plan
- Identify / classify Central Service support departments
- Determine the major services or “functions” provided by each Central Service support department
- Establish the optimal allocation basis for each function
- Identify the source, and collect allocation basis data and statistics
- Populate the analytical model, and calculate results
- Employ quality control processes for accurate results
- Review results with the City
- Revise and finalize
- Discuss implementation strategies
- Document and communicate results

The results of this effort are detailed in the following report.

### 3 SUMMARY

In summary, key project details for the cost plan are as follows:

- Cost figures are based on Fiscal Year 2019 / 2020 Budgeted Expenditures,
- The allocation methodology is **Full Cost**, not OMB Title 2 CFR 200 Compliant,
- The results presented in this plan were derived using a double “step-down” allocation process.

The final product of a Cost Allocation Plan is a summary worksheet that illustrates the final distribution of costs to each of the receiving departments and funds. This summary worksheet along with the detail workbook that details all of the distributions and their bases provides a well-documented, defensible basis for the City’s indirect overhead costs.

## 2. Reading the Plan

---

The final documentation of a CAP can be hundreds of pages in length. The following provides a guide for navigating and reviewing the plan:

- **Table of Contents:** All summary and detail allocation schedules can be referenced here, and appear in the same order as shown.
- **Summary of Overhead Allocations:** Lists Central Service departments on one axis, and Receiving departments on the other. Shows how much was allocated from each Central Service department to each Receiving department. Summarized with unallocated and direct billed entries and produces a grand total for each axis.
- **Summary of Functions and Allocation Bases:** Recaps the source and basis for each function of each Central Service department. For example, if the Building Maintenance function of the Facilities Management Department allocates by square footage, then the basis for the allocation of that function shown on this schedule would be square footage, and the source would potentially be blueprints of the building, or square footage records.
- **Central Service Departments:** Lists all central service departments, including their fund, department, and or division number, along with expenditure totals per department, as well as a subtotal of disallowed costs, and a total of all expenditures being allocated through the plan.
- **Grantee Departments:** Lists all grantee or receiving departments, including their fund, department, and or division number.
- **Detail Reports:** There is one set of reports for each Central Service department in the plan. The reports show an aggregate picture of the department's expenses, a function-by-function breakdown of the expenses, each function's allocation, and an allocation summary. Each set of Detail Reports contains:
  - **Narrative:** This is a summary of the Central Service department including a brief description of the activities performed, the major functions and services provided, and how costs associated with each function are allocated to Receiving Departments, or those departments and programs within the City that benefit from services.

- **Costs to Be Allocated:** This is a summary of the costs being allocated for the identified Central Service department. This worksheet shows the total expenditures for the Central Service department, along with the incoming allocations from all other Central Service departments.
- **Departmental Expense Detail:** This worksheet details the Central Service’s direct expenditures, and provides a recap of the incoming expenses, and arrives at a total this department encumbers on each pass of allocations. This worksheet also adds in incoming allocations, and breaks total costs down by function. It also demonstrates how the G&A (General and Administrative) column is reallocated, and also subtotals for each pass of allocations. Here, unallocated functions are dropped from the Plan’s calculations.
- **Allocation Detail:** For each allocable function, this report shows the Receiving departments its costs are allocated to, and shows the amount of allocations per pass.
- **Allocation Summary:** This worksheet shows the total costs being allocated to receiving departments by function.

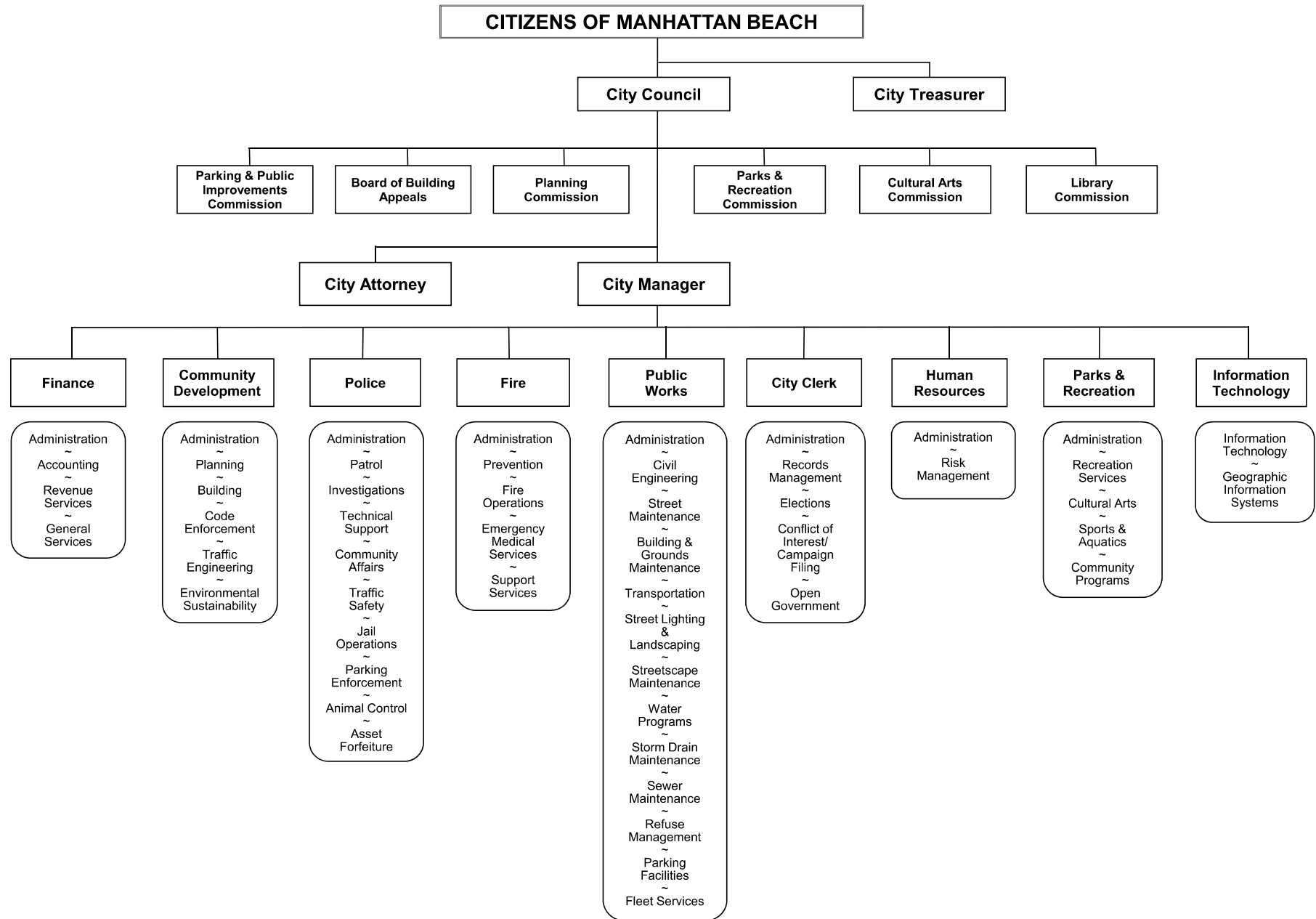
The Summary of Resulting Overhead Allocations and the Summary of Functions and Allocation Bases are the optimal documents for beginning review of the Cost Allocation Plan. The Summary of Resulting Overhead Allocations provides a summary of results and “bottom-line” picture of the analysis. The reviewer may then refer to the Detail Reports for more information on how allocations are derived and shown on the Summary of Overhead Allocations. The Summary of Functions and Allocation Bases provides a matrix detailing the allocation methodology applied to each central service department along with the source of the data.



### 3. Organizational Chart

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The organizational chart on the following page shows the overall structure for the City of Manhattan Beach, including illustrating how each of the City's Department's divisions are organized.



## 4. Summary of Overhead Allocations

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Provided on the following pages are a summary of results and a “bottom-line” picture of the resulting cost allocation plan analysis. This summary shows how much was allocated from each Central Service department to each end Receiving department. Departmental costs have been summarized with unallocated and direct billed entries and produces a grand total for each Central Service department, as well as for each Receiving department. The Central Service departments are listed down the left-hand side, and Receiving departments across the top.

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	100-14-21 Recreation Services	100-14-24 Teen Drop In Center	100-14-25 Special Activity Classes	100-14-26 Special Events	100-14-27 Tennis Operations
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 4,806	\$ 1,068	\$ 823	\$ 2,433	\$ 1,126
100	11	City Manager	\$ 14,271	\$ 3,167	\$ 2,441	\$ 7,219	\$ 3,351
100	11	City Treasurer	\$ 340	\$ 55	\$ 42	\$ 147	\$ 117
100	11	City Clerk	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Attorney	\$ 7,630	\$ 1,693	\$ 1,305	\$ 3,859	\$ 1,793
100	12	Finance - Admin	\$ 9,246	\$ 1,395	\$ 1,408	\$ 3,927	\$ 2,905
100	12	Finance - Accounting	\$ 9,926	\$ 1,057	\$ 3,506	\$ 2,998	\$ 1,925
100	12	Finance - Revenue	\$ 3,943	\$ 637	\$ 492	\$ 1,702	\$ 1,356
100	12	Finance - Purchasing	\$ 2,648	\$ 798	\$ 1,661	\$ 3,741	\$ 399
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ 87,639	\$ 19,382	\$ 5,326	\$ 48,808	\$ 7,618
100	14	Parks & Rec Admin	\$ 495,579	\$ 78,807	\$ 60,441	\$ 216,240	\$ 168,639
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Allocated</b>			<b>\$ 636,029</b>	<b>\$ 108,061</b>	<b>\$ 77,446</b>	<b>\$ 291,073</b>	<b>\$ 189,229</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 636,029</b>	<b>\$ 108,061</b>	<b>\$ 77,446</b>	<b>\$ 291,073</b>	<b>\$ 189,229</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	100-14-28 Facility & Parks Reservations	100-14-31 Cultural Arts	100-14-34 Art Classes	100-14-36 Concerts In The Park	100-14-41 Sports Leagues & Tournaments
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 3,034	\$ 2,900	\$ 1,625	\$ 254	\$ 925
100	11	City Manager	\$ 8,989	\$ 8,599	\$ 4,819	\$ 757	\$ 2,746
100	11	City Treasurer	\$ 130	\$ 151	\$ 77	\$ 21	\$ 64
100	11	City Clerk	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Attorney	\$ 4,804	\$ 4,596	\$ 2,576	\$ 405	\$ 1,468
100	12	Finance - Admin	\$ 3,474	\$ 4,042	\$ 2,310	\$ 880	\$ 1,917
100	12	Finance - Accounting	\$ 4,690	\$ 3,596	\$ 4,068	\$ 1,343	\$ 4,655
100	12	Finance - Revenue	\$ 1,512	\$ 1,752	\$ 897	\$ 253	\$ 743
100	12	Finance - Purchasing	\$ 1,892	\$ 3,743	\$ 2,478	\$ 606	\$ 1,178
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ 7,854	\$ 28,651	\$ 10,517	\$ -	\$ 1,685
100	14	Parks & Rec Admin	\$ 191,457	\$ 219,706	\$ 123,284	\$ 47,482	\$ 92,299
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Allocated</b>			<b>\$ 227,836</b>	<b>\$ 277,736</b>	<b>\$ 152,650</b>	<b>\$ 52,001</b>	<b>\$ 107,679</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 227,836</b>	<b>\$ 277,736</b>	<b>\$ 152,650</b>	<b>\$ 52,001</b>	<b>\$ 107,679</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	100-14-42 Sports Classes	100-14-43 Swimming Activities	100-14-44 Sports & Aquatics Admin	100-14-51 Volunteers	100-14-61 Older Adult Activities	100-14-62 Senior Services
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 2,146	\$ 2,841	\$ 883	\$ 1,325	\$ 466	\$ 2,675
100	11	City Manager	\$ 6,373	\$ 8,428	\$ 2,622	\$ 3,926	\$ 1,388	\$ 7,928
100	11	City Treasurer	\$ 163	\$ 165	\$ 58	\$ 59	\$ 46	\$ 114
100	11	City Clerk	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Attorney	\$ 3,408	\$ 4,505	\$ 1,402	\$ 2,099	\$ 742	\$ 4,237
100	12	Finance - Admin	\$ 4,289	\$ 4,465	\$ 1,591	\$ 1,609	\$ 1,269	\$ 3,326
100	12	Finance - Accounting	\$ 4,332	\$ 4,558	\$ 1,120	\$ 1,436	\$ 2,529	\$ 3,343
100	12	Finance - Revenue	\$ 1,893	\$ 1,910	\$ 675	\$ 685	\$ 538	\$ 1,330
100	12	Finance - Purchasing	\$ 251	\$ 3,378	\$ -	\$ 74	\$ 1,848	\$ 2,779
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ 8,562	\$ 112,279	\$ 1,685	\$ 3,371	\$ 3,775	\$ 23,595
100	14	Parks & Rec Admin	\$ 233,532	\$ 239,344	\$ 84,577	\$ 86,456	\$ 67,881	\$ 177,632
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Allocated</b>			<b>\$ 264,949</b>	<b>\$ 381,874</b>	<b>\$ 94,614</b>	<b>\$ 101,040</b>	<b>\$ 80,484</b>	<b>\$ 226,960</b>
<b>Direct Bill Adjustments</b>								
<b>Proposed Costs</b>			<b>\$ 264,949</b>	<b>\$ 381,874</b>	<b>\$ 94,614</b>	<b>\$ 101,040</b>	<b>\$ 80,484</b>	<b>\$ 226,960</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	100-15-21 Patrol	100-15-31 Investigations	100-15-32 School Resource Officer	100-15-41 Technical Support Services	100-15-42 Communica tions
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 56,125	\$ 18,712	\$ 72	\$ 14,937	\$ 3,404
100	11	City Manager	\$ 166,439	\$ 55,455	\$ 216	\$ 44,222	\$ 10,155
100	11	City Treasurer	\$ 2,911	\$ 840	\$ 10	\$ 780	\$ 454
100	11	City Clerk	\$ 1,152	\$ -	\$ -	\$ -	\$ -
100	11	City Attorney	\$ 88,968	\$ 29,640	\$ 116	\$ 23,632	\$ 5,433
100	12	Finance - Admin	\$ 81,119	\$ 23,254	\$ 235	\$ 13,297	\$ 11,920
100	12	Finance - Accounting	\$ 84,718	\$ 28,774	\$ 105	\$ 23,294	\$ 6,581
100	12	Finance - Revenue	\$ 33,820	\$ 9,746	\$ 113	\$ 8,853	\$ 5,260
100	12	Finance - Purchasing	\$ 4,874	\$ 1,242	\$ 4,618	\$ 2,620	\$ -
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ 128,088	\$ 47,190	\$ -	\$ 52,246	\$ -
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ 2,636,530	\$ 971,353	\$ -	\$ 901,971	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Allocated</b>			<b>\$ 3,284,743</b>	<b>\$ 1,186,205</b>	<b>\$ 5,485</b>	<b>\$1,085,853</b>	<b>\$ 43,207</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 3,284,743</b>	<b>\$ 1,186,205</b>	<b>\$ 5,485</b>	<b>\$1,085,853</b>	<b>\$ 43,207</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	100-15-51 Crime Prevention	100-15-61 Traffic Safety	100-15-71 Jail Operations	100-15-81 Parking Enforcement	100-15-91 Animal Control
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 3,985	\$ 11,505	\$ 6,863	\$ 17,785	\$ 3,309
100	11	City Manager	\$ 11,809	\$ 34,139	\$ 20,318	\$ 52,664.57	\$ 9,794
100	11	City Treasurer	\$ 177	\$ 692	\$ 217	\$ 619	\$ 91
100	11	City Clerk	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Attorney	\$ 6,312	\$ 18,250	\$ 10,858	\$ 28,144.49	\$ 5,234
100	12	Finance - Admin	\$ 4,902	\$ 18,964	\$ 5,866	\$ 16,808	\$ 2,451
100	12	Finance - Accounting	\$ 6,142	\$ 18,559	\$ 10,332	\$ 26,170	\$ 4,995
100	12	Finance - Revenue	\$ 2,054	\$ 8,035	\$ 2,512	\$ 7,181.58	\$ 1,055
100	12	Finance - Purchasing	\$ 887	\$ 1,094	\$ 601	\$ 852	\$ 4,844
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ 10,112	\$ 23,595	\$ 20,224	\$ 70,785	\$ 10,112
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ 208,147	\$ 485,677	\$ 416,294	\$ 1,040,735	\$ 208,147
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Allocated</b>			<b>\$ 254,528</b>	<b>\$ 620,510</b>	<b>\$ 494,085</b>	<b>\$ 1,261,745</b>	<b>\$ 250,032</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 254,528</b>	<b>\$ 620,510</b>	<b>\$ 494,085</b>	<b>\$ 1,261,745</b>	<b>\$ 250,032</b>



**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	100-16-21 Prevention	100-16-23 Arson Investiation	100-16-31 Suppression	100-16-41 Paramedics	100-16-51 Special Services
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 3,678	\$ 79	\$ 33,523	\$ 11,551	\$ 1,627
100	11	City Manager	\$ 10,919	\$ 235	\$ 99,506	\$ 34,275	\$ 4,826
100	11	City Treasurer	\$ 251	\$ 11	\$ 2,187	\$ 718	\$ 97
100	11	City Clerk	\$ 1,152	\$ -	\$ 2,305	\$ -	\$ -
100	11	City Attorney	\$ 5,838	\$ 125	\$ 53,198	\$ 18,323	\$ 2,580
100	12	Finance - Admin	\$ 6,707	\$ 245	\$ 59,715	\$ 18,927	\$ 2,705
100	12	Finance - Accounting	\$ 6,101	\$ 235	\$ 53,778	\$ 17,131	\$ 2,844
100	12	Finance - Revenue	\$ 2,907	\$ 124	\$ 25,375	\$ 8,317	\$ 1,125
100	12	Finance - Purchasing	\$ 355	\$ 251	\$ 5,197	\$ 6,658	\$ 59
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ 11,798	\$ -	\$ 64,044	\$ 23,595	\$ 3,371
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ 222,472	\$ -	\$ 2,113,479	\$ 778,650	\$ 111,236
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Allocated</b>			<b>\$ 272,177</b>	<b>\$ 1,305</b>	<b>\$ 2,512,307</b>	<b>\$ 918,144</b>	<b>\$ 130,470</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 272,177</b>	<b>\$ 1,305</b>	<b>\$ 2,512,307</b>	<b>\$ 918,144</b>	<b>\$ 130,470</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	100-16-52 Emergency Preparedness	100-16- 53 Fire Reserves	100-16-54 CERT (Community Emergency Response Team)	100-16-55 Communic ations	100-16-56 Public Education	100-17-21 Current Planning
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 262	\$ -	\$ 61	\$ 111	\$ 60	\$ 9,854
100	11	City Manager	\$ 782	\$ -	\$ 181	\$ 330	\$ 180	\$ 29,188
100	11	City Treasurer	\$ 39	\$ -	\$ 8	\$ 56	\$ 10	\$ 395
100	11	City Clerk	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,710
100	11	City Attorney	\$ 418	\$ -	\$ 97	\$ 177	\$ 96	\$ 15,599
100	12	Finance - Admin	\$ 846	\$ 83	\$ 192	\$ 434	\$ 199	\$ 9,632
100	12	Finance - Accounting	\$ 623	\$ 400	\$ 62	\$ 737	\$ 60	\$ 7,486
100	12	Finance - Revenue	\$ 448	\$ -	\$ 91	\$ 620	\$ 110	\$ 4,568
100	12	Finance - Purchasing	\$ 399	\$ -	\$ 281	\$ 89	\$ 89	\$ 9,000
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ 1,685	\$ -	\$ -	\$ -	\$ -	\$ 32,022
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315,334
100	18	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Allocated</b>			<b>\$ 5,502</b>	<b>\$ 484</b>	<b>\$ 973</b>	<b>\$ 2,553</b>	<b>\$ 803</b>	<b>\$ 503,789</b>
<b>Direct Bill Adjustments</b>								
<b>Proposed Costs</b>			<b>\$ 5,502</b>	<b>\$ 484</b>	<b>\$ 973</b>	<b>\$ 2,553</b>	<b>\$ 803</b>	<b>\$ 503,789</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	100-17-22 Advance Planning	100-17-31 Plan Check	100-17-32 Inspection	100-17-41 Code Enforcement	100-17-51 Traffic Engineering	100-17-413 Environme ntal Programs
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ -	\$ 7,190	\$ 9,149	\$ 4,503	\$ 2,710	\$ 2,355
100	11	City Manager	\$ -	\$ 21,331	\$ 27,097	\$ 13,328	\$ 8,034	\$ 7,000
100	11	City Treasurer	\$ -	\$ 444	\$ 341	\$ 133	\$ 139	\$ 113
100	11	City Clerk	\$ -	\$ 1,152	\$ 4,609	\$ 1,152	\$ 1,152	\$ 1,152
100	11	City Attorney	\$ -	\$ 11,403	\$ 14,481	\$ 7,122	\$ 4,294	\$ 3,743
100	12	Finance - Admin	\$ 520	\$ 11,495	\$ 9,284	\$ 3,635	\$ 3,387	\$ 4,623
100	12	Finance - Accounting	\$ 2,917	\$ 8,744	\$ 9,233	\$ 4,004	\$ 3,543	\$ 1,795
100	12	Finance - Revenue	\$ -	\$ 5,141	\$ 3,953	\$ 1,545	\$ 1,609	\$ 1,356
100	12	Finance - Purchasing	\$ 163	\$ 4,603	\$ 4,943	\$ 370	\$ 414	\$ 872
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ -	\$ 15,168	\$ 25,280	\$ 13,483	\$ 6,741	\$ 5,056
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ 177,376	\$ 295,626	\$ 157,667	\$ 78,834	\$ 39,417
100	18	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Allocated</b>			<b>\$ 3,600</b>	<b>\$ 264,047</b>	<b>\$ 403,997</b>	<b>\$ 206,943</b>	<b>\$ 110,857</b>	<b>\$ 67,483</b>
<b>Direct Bill Adjustments</b>								
<b>Proposed Costs</b>			<b>\$ 3,600</b>	<b>\$ 264,047</b>	<b>\$ 403,997</b>	<b>\$ 206,943</b>	<b>\$ 110,857</b>	<b>\$ 67,483</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	100-18-21 Civil Engineering	100-18-31 Street Maintenance	100-18-32 Street Repair	100-18-34 Traffic Control	100-18-42 Parks Maintenance
		Building Replacement	\$ 90,000	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 15,759	\$ -	\$ 15,216	\$ 2,180	\$ 4,657
100	11	City Manager	\$ 46,686	\$ -	\$ 45,100	\$ 6,465	\$ 13,834
100	11	City Treasurer	\$ 648	\$ -	\$ 720	\$ 114	\$ 346
100	11	City Clerk	\$ 7,790	\$ -	\$ -	\$ -	\$ -
100	11	City Attorney	\$ 24,951	\$ -	\$ 24,105	\$ 3,456	\$ 7,397
100	12	Finance - Admin	\$ 16,944	\$ -	\$ 18,826	\$ 3,004	\$ 9,274
100	12	Finance - Accounting	\$ 15,326	\$ 5,342	\$ 15,073	\$ 4,767	\$ 7,105
100	12	Finance - Revenue	\$ 7,508	\$ -	\$ 8,342	\$ 1,319	\$ 4,010
100	12	Finance - Purchasing	\$ 51,348	\$ 8,734	\$ 4,091	\$ 1,764	\$ 2,329
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ 43,819	\$ -	\$ 37,921	\$ 5,056	\$ 7,584
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ 153,861	\$ -	\$ 142,248	\$ 19,520	\$ 34,343
<b>Total Allocated</b>			<b>\$ 474,640</b>	<b>\$ 14,075</b>	<b>\$ 311,640</b>	<b>\$ 47,645</b>	<b>\$ 90,878</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 474,640</b>	<b>\$ 14,075</b>	<b>\$ 311,640</b>	<b>\$ 47,645</b>	<b>\$ 90,878</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	100-18-43 School District Maintenance	100-18-51 Electrical Maintenance	100-18-413 Environmen tal Programs	201-18-111 Street Lighting & Landscape Fund - Street Lighting	201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 537	\$ -	\$ -	\$ 935	\$ 10
100	11	City Manager	\$ 1,601	\$ -	\$ -	\$ 2,788	\$ 31
100	11	City Treasurer	\$ 86	\$ -	\$ -	\$ 0	\$ 0
100	11	City Clerk	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Attorney	\$ 856	\$ -	\$ -	\$ 1,492	\$ 17
100	12	Finance - Admin	\$ 1,967	\$ 20	\$ -	\$ 3,190	\$ 33
100	12	Finance - Accounting	\$ 1,202	\$ 69	\$ 20	\$ 2,341	\$ 246
100	12	Finance - Revenue	\$ 991	\$ -	\$ 1,079	\$ 1,412	\$ 1
100	12	Finance - Purchasing	\$ 103	\$ 68	\$ 15	\$ 15	\$ -
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ -	\$ -	\$ -	\$ -	\$ -
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ 1,959	\$ -	\$ -	\$ 3,413	\$ 38
<b>Total Allocated</b>			<b>\$ 9,304</b>	<b>\$ 157</b>	<b>\$ 1,113</b>	<b>\$ 15,586</b>	<b>\$ 375</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 9,304</b>	<b>\$ 157</b>	<b>\$ 1,113</b>	<b>\$ 15,586</b>	<b>\$ 375</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	205-18-21 Streets, Highways & Sidewalks - Civil Engineering	205-18-32 Streets, Highways & Sidewalks - Street Repair	205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	210-15-203 Asset Forfeiture Fund - DOJ Regional
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 306	\$ 183	\$ 1,144	\$ 686	\$ 352
100	11	City Manager	\$ 912	\$ 546	\$ 3,412	\$ 2,047	\$ 1,049
100	11	City Treasurer	\$ 0	\$ 22	\$ 1,229	\$ 551	\$ 296
100	11	City Clerk	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Attorney	\$ 488	\$ 292	\$ 1,826	\$ 1,095	\$ 561
100	12	Finance - Admin	\$ 1,105	\$ 643	\$ 8,017	\$ 3,535	\$ 1,973
100	12	Finance - Accounting	\$ 1,949	\$ 277	\$ 8,376	\$ 2,361	\$ 3,103
100	12	Finance - Revenue	\$ 25	\$ 15	\$ 3,238	\$ 57	\$ 123
100	12	Finance - Purchasing	\$ 103	\$ -	\$ -	\$ -	\$ 89
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ -	\$ -	\$ -	\$ -	\$ -
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ 1,117	\$ 668	\$ 4,177	\$ 2,506	\$ -
<b>Total Allocated</b>			<b>\$ 6,006</b>	<b>\$ 2,648</b>	<b>\$ 31,418</b>	<b>\$ 12,839</b>	<b>\$ 7,545</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 6,006</b>	<b>\$ 2,648</b>	<b>\$ 31,418</b>	<b>\$ 12,839</b>	<b>\$ 7,545</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	210-15-206 Asset Forfeiture Fund	211-15-302 Police Safety Grants Fund - State SLES Grant	230-14-91 Prop. A Fund - Transportation	231-18-21 Prop. C Fund - Civil Engineering	231-18-34 Prop. C Fund - Traffic Control
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ -	\$ 320	\$ 5,760	\$ 1,055	\$ -
100	11	City Manager	\$ -	\$ 955	\$ 17,079	\$ 3,146	\$ -
100	11	City Treasurer	\$ -	\$ 77	\$ -	\$ 2,125	\$ -
100	11	City Clerk	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Attorney	\$ -	\$ 511	\$ 9,129	\$ 1,683	\$ -
100	12	Finance - Admin	\$ -	\$ 1,215	\$ 7,600	\$ 9,372	\$ 44
100	12	Finance - Accounting	\$ 20	\$ 618	\$ 8,314	\$ 5,481	\$ 345
100	12	Finance - Revenue	\$ -	\$ 518	\$ 2,535	\$ 2,092	\$ -
100	12	Finance - Purchasing	\$ -	\$ 15	\$ 889	\$ -	\$ -
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ -	\$ -	\$ 35,393	\$ -	\$ -
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ -	\$ -	\$ -	\$ 3,851	\$ -
<b>Total Allocated</b>			<b>\$ 20</b>	<b>\$ 4,229</b>	<b>\$ 86,699</b>	<b>\$ 28,804</b>	<b>\$ 389</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 20</b>	<b>\$ 4,229</b>	<b>\$ 86,699</b>	<b>\$ 28,804</b>	<b>\$ 389</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	232-18-91 AB 2766 Air Quality Fund - Transportation	233-18-21 Measure R - Civil Engineering	233-18-32 Measure R - Street Repair	234-18-21 Measure M - Civil Engineering	234-18-32 Measure M - Street Repair
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 5	\$ 92	\$ 778	\$ 85	\$ 1,098
100	11	City Manager	\$ 14	\$ 273	\$ 2,320	\$ 252	\$ 3,275
100	11	City Treasurer	\$ 53	\$ -	\$ 774	\$ -	\$ -
100	11	City Clerk	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Attorney	\$ 8	\$ 146	\$ 1,241	\$ 135	\$ 1,753
100	12	Finance - Admin	\$ 184	\$ 362	\$ 4,625	\$ 271	\$ 3,364
100	12	Finance - Accounting	\$ 154	\$ 86	\$ 3,226	\$ 29	\$ 321
100	12	Finance - Revenue	\$ 239	\$ 8	\$ 1,506	\$ 7	\$ 1,398
100	12	Finance - Purchasing	\$ -	\$ -	\$ -	\$ -	\$ -
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ -	\$ -	\$ -	\$ -	\$ -
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ 18	\$ 334	\$ 2,840	\$ 309	\$ 4,010
<b>Total Allocated</b>			<b>\$ 673</b>	<b>\$ 1,299</b>	<b>\$ 17,310</b>	<b>\$ 1,088</b>	<b>\$ 15,219</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 673</b>	<b>\$ 1,299</b>	<b>\$ 17,310</b>	<b>\$ 1,088</b>	<b>\$ 15,219</b>



**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	401-11-21 Capital Improvement Fund - City Manager	401-12-11 Capital Improvement Fund - City Council	401-14-11 Capital Improvement Fund - Parks & Rec Admin	401-14-21 Capital Improvement Fund - Recreation Services	401-15-11 Capital Improvement Fund - Police Admin
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ -	\$ -	\$ 2,516	\$ -	\$ 884
100	11	City Manager	\$ -	\$ -	\$ 7,506	\$ -	\$ 2,636
100	11	City Treasurer	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Clerk	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Attorney	\$ -	\$ -	\$ 4,016	\$ -	\$ 1,410
100	12	Finance - Admin	\$ 0	\$ 3	\$ 7,256	\$ -	\$ 4,866
100	12	Finance - Accounting	\$ 39	\$ 48	\$ 625	\$ 137	\$ 2,463
100	12	Finance - Revenue	\$ -	\$ -	\$ 208	\$ -	\$ 73
100	12	Finance - Purchasing	\$ -	\$ -	\$ -	\$ -	\$ -
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ -	\$ -	\$ -	\$ -	\$ -
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Allocated</b>			<b>\$ 39</b>	<b>\$ 51</b>	<b>\$ 22,129</b>	<b>\$ 137</b>	<b>\$ 12,331</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 39</b>	<b>\$ 51</b>	<b>\$ 22,129</b>	<b>\$ 137</b>	<b>\$ 12,331</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	401-16-11 Capital Improvement Fund - Fire Admin	401-18-11 Capital Improvement Fund - PW Admin	401-18-21 Capital Improvement Fund - Civil Engineering	401-18-32 Capital Improvement Fund - Street Repair	403-0-0 Underground Assessment Districts
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 884	\$ -	\$ 3,454	\$ 572	\$ -
100	11	City Manager	\$ 2,636	\$ -	\$ 10,304	\$ 1,706	\$ -
100	11	City Treasurer	\$ -	\$ -	\$ -	\$ -	\$ 95
100	11	City Clerk	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Attorney	\$ 1,410	\$ -	\$ 5,513	\$ 913	\$ -
100	12	Finance - Admin	\$ 4,866	\$ -	\$ 16,141	\$ 4,328	\$ 941
100	12	Finance - Accounting	\$ 2,463	\$ 1,414	\$ 4,459	\$ 3,302	\$ 1,677
100	12	Finance - Revenue	\$ 73	\$ -	\$ 14,630	\$ 47	\$ 227
100	12	Finance - Purchasing	\$ -	\$ -	\$ 15	\$ -	\$ -
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ -	\$ -	\$ -	\$ -	\$ -
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ -	\$ -	\$ 12,614	\$ 2,088	\$ -
<b>Total Allocated</b>			<b>\$ 12,331</b>	<b>\$ 1,414</b>	<b>\$ 67,131</b>	<b>\$ 12,957</b>	<b>\$ 2,940</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 12,331</b>	<b>\$ 1,414</b>	<b>\$ 67,131</b>	<b>\$ 12,957</b>	<b>\$ 2,940</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	501-18-211 Water Administration	501-18- 221 Water Source Of Supply	501-18-231 Water Pumping	501-18-241 Water Treatment	501-18-251 Water Maintenance
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 8,826	\$ 9	\$ 5,448	\$ 679	\$ 10,480
100	11	City Manager	\$ 26,328	\$ 26	\$ 16,179	\$ 2,025	\$ 31,057
100	11	City Treasurer	\$ 10,673	\$ 3,173	\$ 655	\$ 117	\$ 668
100	11	City Clerk	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Attorney	\$ 14,087	\$ 14	\$ 8,650	\$ 1,083	\$ 16,599
100	12	Finance - Admin	\$ 58,970	\$ 58,985	\$ 11,339	\$ 2,336	\$ 13,694
100	12	Finance - Accounting	\$ 25,944	\$ 31,573	\$ 9,794	\$ 1,145	\$ 13,598
100	12	Finance - Revenue	\$ 55,873	\$ 1,234	\$ 360,150	\$ 56	\$ 300
100	12	Finance - Purchasing	\$ 84	\$ 74	\$ 1,005	\$ 9,211	\$ 3,747
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ -	\$ -	\$ 9,607	\$ -	\$ 31,853
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ 32,231	\$ 54,426	\$ 41,855	\$ 2,479	\$ 361,920
<b>Total Allocated</b>			<b>\$ 233,017</b>	<b>\$ 149,513</b>	<b>\$ 464,682</b>	<b>\$ 19,131</b>	<b>\$ 483,915</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 233,017</b>	<b>\$ 149,513</b>	<b>\$ 464,682</b>	<b>\$ 19,131</b>	<b>\$ 483,915</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	502-18-311 Stormwater Fund - Storm Drain Maintenance	503-18-321 Wastewater Fund - Sewer Maintenance	510-18-411 Refuse Fund - Refuse Management	520-18-511 Parking Fund - Street Meters & City Lots	521-18-513 County Parking Lots Fund
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 4,656	\$ 14,948	\$ 3,275	\$ 11,050	\$ 654
100	11	City Manager	\$ 13,860	\$ 44,489	\$ 9,742	\$ 32,924	\$ 1,947
100	11	City Treasurer	\$ 664	\$ 4,254	\$ 423	\$ 826	\$ -
100	11	City Clerk	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Attorney	\$ 7,414	\$ 23,795	\$ 5,210	\$ 17,612	\$ 1,041
100	12	Finance - Admin	\$ 14,606	\$ 47,584	\$ 8,482	\$ 33,441	\$ 1,675
100	12	Finance - Accounting	\$ 11,452	\$ 21,350	\$ 4,908	\$ 18,842	\$ 1,693
100	12	Finance - Revenue	\$ 2,947	\$ 64,666	\$ 118,182	\$ 361,672	\$ 40
100	12	Finance - Purchasing	\$ 5,011	\$ 1,820	\$ 5,449	\$ 1,222	\$ 30
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ 3,539	\$ 13,146	\$ 3,371	\$ 4,888	\$ 674
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ 130,567	\$ 436,222	\$ 19,663	\$ 51,523	\$ 3,931
<b>Total Allocated</b>			<b>\$ 194,716</b>	<b>\$ 672,273</b>	<b>\$ 178,705</b>	<b>\$ 534,001</b>	<b>\$ 11,685</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 194,716</b>	<b>\$ 672,273</b>	<b>\$ 178,705</b>	<b>\$ 534,001</b>	<b>\$ 11,685</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	521-18-514 County Parking Lots Fund	522-18-512 State Pier and Parking Lot Fund	601-13-21 Insurance Reserve Fund - HR	601-13-22 Liability	601-13-23 Workers Compensati on
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 1,412	\$ 1,717	\$ 4,333	\$ 3,091	\$ 1,405
100	11	City Manager	\$ 4,206	\$ 5,111	\$ 12,849	\$ 9,219	\$ 4,191
100	11	City Treasurer	\$ -	\$ 878	\$ -	\$ -	\$ -
100	11	City Clerk	\$ -	\$ -	\$ -	\$ 576	\$ 576
100	11	City Attorney	\$ 2,250	\$ 2,734	\$ 6,868	\$ 4,933	\$ 2,242
100	12	Finance - Admin	\$ 4,303	\$ 7,854	\$ 7,777	\$ 14,246	\$ 20,758
100	12	Finance - Accounting	\$ 3,115	\$ 10,886	\$ 7,245	\$ 9,122	\$ 22,953
100	12	Finance - Revenue	\$ 2,929	\$ 2,005	\$ 10,653	\$ 256	\$ 116
100	12	Finance - Purchasing	\$ 89	\$ 2,290	\$ 9,399	\$ 15	\$ -
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ 674	\$ 1,348	\$ 11,798	\$ -	\$ -
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ 6,696	\$ 9,352	\$ -	\$ -	\$ -
<b>Total Allocated</b>			<b>\$ 25,673</b>	<b>\$ 44,175</b>	<b>\$ 70,922</b>	<b>\$ 41,456</b>	<b>\$ 52,242</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 25,673</b>	<b>\$ 44,175</b>	<b>\$ 70,922</b>	<b>\$ 41,456</b>	<b>\$ 52,242</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	605-19-51 Information Systems Fund - Information Systems	610-18-611 Fleet Mgmt Fund - Fleet Maintenance	610-18-621 Fleet Mgmt Fund - Fleet Replacement	615-12-42 Building Maintenance & Operations Fund - Warehouse	615-18-41 Building Maintenance & Operations Fund
		Building Replacement	\$ 58,608	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 12,673	\$ 6,523	\$ 2,390	\$ 566	\$ 8,603
100	11	City Manager	\$ 37,624	\$ 19,349	\$ 7,129	\$ 1,689	\$ 25,526
100	11	City Treasurer	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Clerk	\$ 8,347	\$ -	\$ -	\$ -	\$ -
100	11	City Attorney	\$ 20,115	\$ 10,343	\$ 3,814	\$ 904	\$ 13,646
100	12	Finance - Admin	\$ 139,487	\$ 12,188	\$ 8,494	\$ 1,866	\$ 13,325
100	12	Finance - Accounting	\$ 19,967	\$ 13,911	\$ 7,901	\$ 2,997	\$ 17,017
100	12	Finance - Revenue	\$ 553	\$ 236	\$ 359	\$ 47	\$ 341
100	12	Finance - Purchasing	\$ 64,290	\$ 13,065	\$ -	\$ 3,264	\$ 52,274
100	19	GIS	\$ 16,141	\$ -	\$ -	\$ -	\$ -
100	13	HR	\$ 32,022	\$ 14,326	\$ -	\$ -	\$ 17,696
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ -	\$ 56,567	\$ 8,727	\$ -	\$ 71,867
<b>Total Allocated</b>			<b>\$ 409,826</b>	<b>\$ 146,507</b>	<b>\$ 38,814</b>	<b>\$ 11,332</b>	<b>\$ 220,296</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 409,826</b>	<b>\$ 146,507</b>	<b>\$ 38,814</b>	<b>\$ 11,332</b>	<b>\$ 220,296</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	710-18-21 Special Assessment Redemption Fund - Civil Engineering	801-12-11 Pension Trust Fund - City Council	802-0-0 Special Deposits Fund	804-0-0 PARS Investment Trust	0-0-0 Other
		Building Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
100	11	City Council	\$ 2,304	\$ 551	\$ -	\$ -	\$ -
100	11	City Manager	\$ 6,871	\$ 1,645	\$ -	\$ -	\$ -
100	11	City Treasurer	\$ -	\$ 115	\$ -	\$ -	\$ -
100	11	City Clerk	\$ -	\$ -	\$ -	\$ -	\$ 11,003
100	11	City Attorney	\$ 3,676	\$ 880	\$ -	\$ -	\$ -
100	12	Finance - Admin	\$ 9,344	\$ 1,934	\$ 1,342	\$ 486	\$ -
100	12	Finance - Accounting	\$ 4,957	\$ 1,016	\$ 541	\$ 196	\$ -
100	12	Finance - Revenue	\$ 8,754	\$ 602	\$ 3,348	\$ -	\$ -
100	12	Finance - Purchasing	\$ -	\$ -	\$ -	\$ -	\$ -
100	19	GIS	\$ -	\$ -	\$ -	\$ -	\$ 47,076
100	13	HR	\$ -	\$ -	\$ -	\$ -	\$ -
100	14	Parks & Rec Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	15	Police Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	16	Fire Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	17	Community Development Admin	\$ -	\$ -	\$ -	\$ -	\$ -
100	18	Public Works Admin	\$ 8,412	\$ -	\$ -	\$ -	\$ -
<b>Total Allocated</b>			<b>\$ 44,318</b>	<b>\$ 6,742</b>	<b>\$ 5,231</b>	<b>\$ 682</b>	<b>\$ 58,080</b>
<b>Direct Bill Adjustments</b>							
<b>Proposed Costs</b>			<b>\$ 44,318</b>	<b>\$ 6,742</b>	<b>\$ 5,231</b>	<b>\$ 682</b>	<b>\$ 58,080</b>

**SUMMARY OF RESULTING OVERHEAD ALLOCATIONS**

FUND	DEPT	NAME	Subtotal	Direct Billed	Unallocated	Total
		Building Replacement	\$ 148,608	\$ -	\$ 400,000	\$ 548,608
100	11	City Council	\$ 417,799	\$ -	\$ -	\$ 417,799
100	11	City Manager	\$ 1,240,009	\$ -	\$ -	\$ 1,240,009
100	11	City Treasurer	\$ 43,063	\$ -	\$ -	\$ 43,063
100	11	City Clerk	\$ 112,830	\$ -	\$ 303,307	\$ 416,137
100	11	City Attorney	\$ 662,918	\$ -	\$ 222,867	\$ 885,786
100	12	Finance - Admin	\$ 987,982	\$ -	\$ -	\$ 987,982
100	12	Finance - Accounting	\$ 749,345	\$ -	\$ -	\$ 749,345
100	12	Finance - Revenue	\$ 1,203,238	\$ -	\$ 118,181	\$ 1,321,419
100	12	Finance - Purchasing	\$ 324,766	\$ -	\$ -	\$ 324,766
100	19	GIS	\$ 63,217	\$ -	\$ -	\$ 63,217
100	13	HR	\$ 1,210,056	\$ -	\$ -	\$ 1,210,056
100	14	Parks & Rec Admin	\$ 2,583,358	\$ -	\$ -	\$ 2,583,358
100	15	Police Admin	\$ 6,868,854	\$ -	\$ -	\$ 6,868,854
100	16	Fire Admin	\$ 3,225,837	\$ -	\$ -	\$ 3,225,837
100	17	Community Development Admin	\$ 1,064,253	\$ -	\$ -	\$ 1,064,253
100	18	Public Works Admin	\$ 1,686,352	\$ -	\$ -	\$ 1,686,352
<b>Total Allocated</b>			<b>\$ 22,592,483</b>	<b>\$ -</b>	<b>\$ 1,044,356</b>	<b>\$23,636,839</b>
<b>Direct Bill Adjustments</b>			<b>\$ -</b>			
<b>Proposed Costs</b>			<b>\$ 22,592,483</b>	<b>\$ -</b>	<b>\$ 1,044,356</b>	<b>\$23,636,839</b>



## 6. Central Service Departments (Providers)

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The follow page provides a list of all the departments included as central services, including their fund, department, and or division number, along with expenditure totals per department, a subtotal of disallowed costs, and a total of all expenditures allocated through the plan.

**SUMMARY OF FUNCTIONS AND ALLOCATION BASES**

<b>CS DEPARTMENT</b>	<b>FUNCTION</b>	<b>ALLOCATION BASIS</b>	<b>SOURCE</b>
<b>-- Building Replacement</b>			
	City Hall	City Hall Sq Ft	Sq. Ft. Report
	PW Admin Offices	Direct to PW Admin	Sq. Ft. Report
	PW Engineering Offices	Direct to Civil Engineering	Sq. FT. Report
<b>100-11- City Council</b>			
	Management	FTE (excl'd Treasurer, City Council)	FY20 Staffing
	Administration	Budgeted Expenditures (Excl City Council)	FY20 Budget
<b>100-11- City Manager</b>			
	Management	FTE (excl'd Treasurer)	FY20 Staffing
	Administration	Budgeted Expenditures	FY 20 Budget
<b>100-11- City Treasurer</b>			
	Investment Management	Interest by Fund	
<b>100-11- City Clerk</b>			
	Citywide Support	# of Agenda Items	City Clerk
	Public Records Requests	Not Allocated	
	Electons	Not Allocated	
	Records Management	# of Records	City Clerk
	Filings	50% Filings & 50% Ethics Training	City Clerk
<b>100-11- City Attorney</b>			
	Employee Services	FTE (excl'd Treasurer)	FY20 Stffing
	Legal Services	Budgeted Expenditures	FY20 Budget
	Litigation	Not Allocated	
<b>100-12- Finance - Admin</b>			
	Citywide Support	Budgeted Expenditures	FY20 Budget
	Finance Dept Support	# of Finance FTE	FY20 Staffing
	Budget Support	Budgeted Expenditures	FY20 Budget
	Cash Management	Cash Balance	FY18 Cash Balance
	Financial Reporting	Actual Expenditures	FY18 Actual Expenditures
	General Ledger	Actual Expenditures	FY18 Actual Expenditures
<b>100-12- Finance - Accounting</b>			
	Payroll	# of FTE (2x Police & Fire)	FY20 Staffing
	Accounts Payable	# of Invoices	FY19 Invoice Report
	General Ledger / Auditing	Actual Expenditures	FY18 Actual Expenditures
	Financial Reporting	Actual Expenditures	FY18 Actual Expenditures
	MOU's	# of FTE (Excl Council, Treasurer) (Police and Fire x2)	FY20 Staffing
	Cash Management	Cash Balance by Fund	FY18 Cash Balance Report
	Budget	Budgeted Expenditures	FY20 Budget

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

CS DEPARTMENT	FUNCTION	ALLOCATION BASIS	SOURCE
<b>100-12- Finance - Revenue</b>			
	Finance Support	# of FTE per Finance Dept / Div	FY20 Staffing
	Citywide Support	Budgeted Expenditures	FY20 Budget
	Revenue Services	Cash Receipts Amount	FY18 Cash Receipt Balance
	Business Licenses	Not Allocated	
	Parking Citations	Direct to Fund 520 - County Parking	
	Utility Billing	70% Water, 10% Sewer, 20% Refuse	
<b>100-12- Finance - Purchasing</b>			
	Purchasing	# of P.O.'s	FY19 PO Report
	Contracts	3 Yr Avg # of Bids - IT Weighted x2	FY16-19 Bids and RFPs
	P-Cards and D-Cards	# of P-Card Transactions + # of D-Card Transactions	FY18 P-Card and D-Card Transactions
	Warehouse	# Warehouse Transactions	FY18 Warehouse Transactions
<b>100-19- GIS</b>			
	GIS Support	# of Work Order Requests	FY18 Work Orders
<b>100-13- HR</b>			
	Citywide Support	# of Full and Part-Time Employees (Part-Time weighted at .5x)	FY20 Staffing
<b>100-14- Parks &amp; Rec Admin</b>			
	Departmental Admin	Budgeted Expenditures per Parks & Rec Program	FY20 Budget
<b>100-15- Police Admin</b>			
	Departmental Administration	# of FTE per Police Division	FY20 Staffing
<b>100-16- Fire Admin</b>			
	Departmental Administration	# of FTE per Fire Division / Program	FY20 Staffing
<b>100-17- Community Development Admin</b>			
	Departmental Administration	# of FTE per Community Development Division / Program	FY20 Staffing
<b>100-18- Public Works Admin</b>			
	Departmental Admin	Budgeted Expenditures per Public Works Division / Program	FY20 Budget
	Departmental Management	# of FTE per Public Works Division / Program	FY20 Staffing
	Utility Support	Direct to Utilities	

## 6. Central Service Departments (Providers)

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The follow page provides a list of all the departments included as central services, including their fund, department, and or division number, along with expenditure totals per department, a subtotal of disallowed costs, and a total of all expenditures allocated through the plan.

**CENTRAL SERVICES DEPARTMENTS (PROVIDERS)**

FUND	DEPT	NAME	Cost		TOTAL \$
			Expenditures	Adjustments	
		Building Replacement	\$ -	\$ 1,007,000	\$ 1,007,000
100	11	City Council	\$ 491,349	\$ -	\$ 491,349
100	11	City Manager	\$ 1,327,374	\$ -	\$ 1,327,374
100	11	City Treasurer	\$ 45,322	\$ -	\$ 45,322
100	11	City Clerk	\$ 791,423	\$ -	\$ 791,423
100	11	City Attorney	\$ 996,205	\$ -	\$ 996,205
100	12	Finance - Admin	\$ 1,127,112	\$ -	\$ 1,127,112
100	12	Finance - Accounting	\$ 728,575	\$ -	\$ 728,575
100	12	Finance - Revenue	\$ 1,163,033	\$ -	\$ 1,163,033
100	12	Finance - Purchasing	\$ 448,536	\$ -	\$ 448,536
100	19	GIS	\$ 329,460	\$ -	\$ 329,460
100	13	HR	\$ 1,245,190	\$ -	\$ 1,245,190
100	14	Parks & Rec Admin	\$ 2,974,158	\$ -	\$ 2,974,158
100	15	Police Admin	\$ 6,523,153	\$ -	\$ 6,523,153
100	16	Fire Admin	\$ 3,082,194	\$ -	\$ 3,082,194
100	17	Community Development Admin	\$ 834,236	\$ -	\$ 834,236
100	18	Public Works Admin	\$ 1,289,669	\$ -	\$ 1,289,669
<b>Subtotal</b>			\$ 23,396,989	\$ 1,007,000	\$ 24,403,989
<b>Disallowed Items (All Departments)</b>					\$ (767,150)
<b>TOTAL ALLOCATED EXPENDITURES</b>					<b>\$ 23,636,839</b>

## 7. Grantee Departments (Receivers)

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The following page provides a list of all the departments included as receiving departments, including their fund, department, and or division number.

**CITY OF MANHATTAN BEACH, CA**  
**DRAFT FY20 Full Cost Allocation Plan**

**GRANTEE DEPARTMENTS (RECEIVERS)**

FUND	DEPT	DIV	NAME
100	14	21	Recreation Services
100	14	24	Teen Drop In Center
100	14	25	Special Activity Classes
100	14	26	Special Events
100	14	27	Tennis Operations
100	14	28	Facility & Parks Reservations
100	14	31	Cultural Arts
100	14	34	Art Classes
100	14	36	Concerts In The Park
100	14	41	Sports Leagues & Tournaments
100	14	42	Sports Classes
100	14	43	Swimming Activities
100	14	44	Sports & Aquatics Admin
100	14	51	Volunteers
100	14	61	Older Adult Activities
100	14	62	Senior Services
100	15	21	Patrol
100	15	31	Investigations
100	15	32	School Resource Officer
100	15	41	Technical Support Services
100	15	42	Communications
100	15	51	Crime Prevention
100	15	61	Traffic Safety
100	15	71	Jail Operations
100	15	81	Parking Enforcement
100	15	91	Animal Control
100	16	21	Prevention
100	16	23	Arson Investigation
100	16	31	Suppression
100	16	41	Paramedics
100	16	51	Special Services
100	16	52	Emergency Preparedness
100	16	53	Fire Reserves
100	16	54	CERT (Community Emergency Response Team)
100	16	55	Communications
100	16	56	Public Education
100	17	21	Current Planning
100	17	22	Advance Planning
100	17	31	Plan Check
100	17	32	Inspection
100	17	41	Code Enforcement
100	17	51	Traffic Engineering
100	17	413	Environmental Programs
100	18	21	Civil Engineering
100	18	31	Street Maintenance
100	18	32	Street Repair
100	18	34	Traffic Control
100	18	42	Parks Maintenance
100	18	43	School District Maintenance
100	18	51	Electrical Maintenance
100	18	413	Environmental Programs
201	18	111	Street Lighting & Landscape Fund - Street Lighting

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

GRANTEE DEPARTMENTS (RECEIVERS)

FUND	DEPT	DIV	NAME
201	18	112	Street Lighting & Landscape Fund - Arbolado Tract Lighting
201	18	121	Street Lighting & Landscape Fund - Streetscape Maintenance
205	18	21	Streets, Highways & Sidewalks - Civil Engineering
205	18	32	Streets, Highways & Sidewalks - Street Repair
205	18	33	Streets, Highways & Sidewalks - Sidewalk Repair
210	15	203	Asset Forfeiture Fund - DOJ Regional
210	15	206	Asset Forfeiture Fund
211	15	302	Police Safety Grants Fund - State SLES Grant
230	14	91	Prop. A Fund - Transportation
231	18	21	Prop. C Fund - Civil Engineering
231	18	34	Prop. C Fund - Traffic Control
232	18	91	AB 2766 Air Quality Fund - Transportation
233	18	21	Measure R - Civil Engineering
233	18	32	Measure R - Street Repair
234	18	21	Measure M - Civil Engineering
234	18	32	Measure M - Street Repair
401	11	21	Capital Improvement Fund - City Manager
401	12	11	Capital Improvement Fund - City Council
401	14	11	Capital Improvement Fund - Parks & Rec Admin
401	14	21	Capital Improvement Fund - Recreation Services
401	15	11	Capital Improvement Fund - Police Admin
401	16	11	Capital Improvement Fund - Fire Admin
401	18	11	Capital Improvement Fund - PW Admin
401	18	21	Capital Improvement Fund - Civil Engineering
401	18	32	Capital Improvement Fund - Street Repair
403	0	0	Underground Assessment Districts
501	18	211	Water Administration
501	18	221	Water Source Of Supply
501	18	231	Water Pumping
501	18	241	Water Treatment
501	18	251	Water Maintenance
502	18	311	Stormwater Fund - Storm Drain Maintenance
503	18	321	Wastewater Fund - Sewer Maintenance
510	18	411	Refuse Fund - Refuse Management
520	18	511	Parking Fund - Street Meters & City Lots
521	18	513	County Parking Lots Fund
521	18	514	County Parking Lots Fund
522	18	512	State Pier and Parking Lot Fund
601	13	21	Insurance Reserve Fund - HR
601	13	22	Liability
601	13	23	Workers Compensation
605	19	51	Information Systems Fund - Information Systems
610	18	611	Fleet Mgmt Fund - Fleet Maintenance
610	18	621	Fleet Mgmt Fund - Fleet Replacement
615	12	42	Building Maintenance & Operations Fund - Warehouse
615	18	41	Building Maintenance & Operations Fund
710	18	21	Special Assessment Redemption Fund - Civil Engineering
801	12	11	Pension Trust Fund - City Council
802	0	0	Special Deposits Fund
804	0	0	PARS Investment Trust
0	0	0	Other



## 8. Cost Allocation Plan

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This section provides the detail for each Central Service support department identified for the City of Manhattan Beach, including:

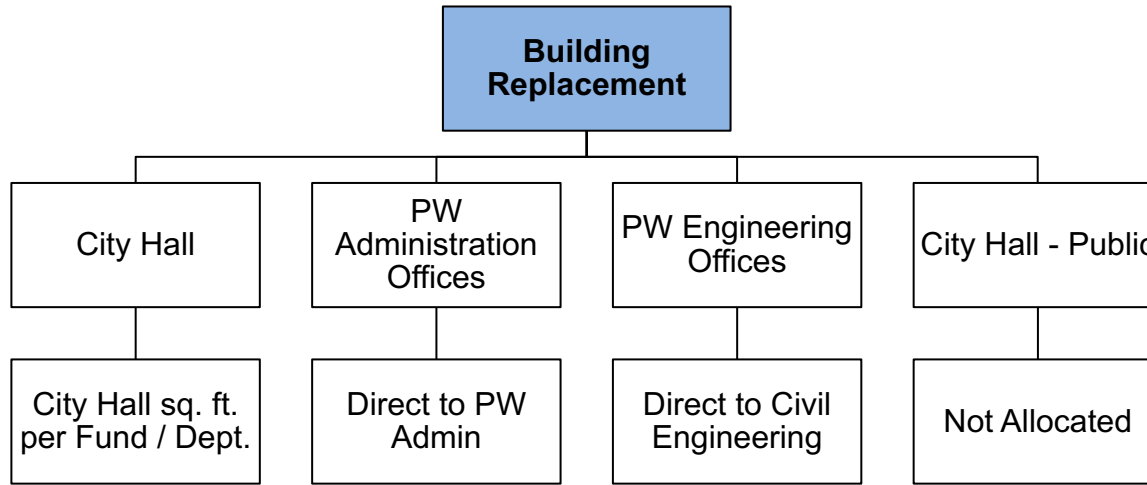
- Departmental narrative;
- Costs to be allocated;
- Departmental expense detail;
- Allocation detail, and
- Allocation summary.

## 1 Building Replacement

Building Replacement was created to distribute general fund owned building replacement costs. Costs associated with building purchased with non-General Fund money, and City owned land has not been included in this plan. Building Replacement depreciation costs are allocated, as follows:

- **City Hall** – represents the costs associated with City Hall and allocated based on the City Hall sq. ft. per Fund / Department.
- **PW Administration Offices** – represents the costs associated with Public Works Administration. This function is allocated directly to Public Works Administration.
- **PW Engineering Offices** – represents the projected annual rental value associated with the PW Civil Engineering Offices and is allocated directly to Civil Engineering.
- **City Hall-Public** – represents the proportion of annual depreciation costs associated with City Hall that are in relation or support to public activities. These costs have not been allocated.

The chart on the following page illustrates the functions and measures used to allocate Building Replacement’s costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department’s expenses, a function-by-function breakdown of expenses, each function’s allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

-- Building Replacement

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$ -		\$ -
<b>Total Deductions</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Incoming Costs</b>			
<b>Total Incoming Costs</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
City Hall Replacement	\$ 800,000		
PW Admin Offices	\$ 117,000		
PW Engineering Offices	\$ 90,000		
<b>Total Cost Adjustments</b>	<u>\$1,007,000</u>		<u>\$1,007,000</u>
<b>Total Costs to be Allocated</b>	<u>\$1,007,000</u>	<u>\$ -</u>	<u>\$1,007,000</u>

**DEPARTMENTAL EXPENSE DETAIL**

**-- Building Replacement**

Expense Type	\$	General Admin	City Hall	PW Admin Offices
<b>Personnel</b>				
Subtotal Personnel Cost	\$ -	\$ -	\$ -	\$ -
<b>Operating Services &amp; Supplies</b>				
Subtotal Operating Cost	\$ -	\$ -	\$ -	\$ -
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Disallowed Costs</b>				
Subtotal Disallowed Costs	\$ -	\$ -	\$ -	\$ -
<b>Cost Adjustments</b>				
City Hall Replacement	\$ 800,000		\$ 400,000	
PW Admin Offices	\$ 117,000			\$ 117,000
PW Engineering Offices	\$ 90,000			
Subtotal Cost Adjustments	\$ 1,007,000	\$ -	\$ 400,000	\$ 117,000
<b>FUNCTIONAL COST</b>	<b>\$ 1,007,000</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 117,000</b>
<b>First Allocation</b>				
Incoming - All Others	\$ -	\$ -	\$ -	\$ -
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ (400,000)		\$ -	\$ -
Subtotal of First Allocation	\$ 607,000		\$ 400,000	\$ 117,000
<b>Second Allocation</b>				
Incoming - All Others	\$ -	\$ -	\$ -	\$ -
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -		\$ -	\$ -
Subtotal of Second Allocation	\$ -		\$ -	\$ -
<b>TOTAL ALLOCATED</b>	<b>\$ 607,000</b>		<b>\$ 400,000</b>	<b>\$ 117,000</b>

-- Building Replacement

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>City Hall</b>							
100-11- City Council	2,502.50	13.353%	\$ 53,411		\$ 53,411	\$ -	\$ 53,411
100-11- City Manager	757.50	4.042%	\$ 16,167		\$ 16,167	\$ -	\$ 16,167
100-11- City Clerk	435.50	2.324%	\$ 9,295		\$ 9,295	\$ -	\$ 9,295
100-11- City Attorney	284.50	1.518%	\$ 6,072		\$ 6,072	\$ -	\$ 6,072
100-12- Finance - Accounting	1,842.50	9.831%	\$ 39,324		\$ 39,324	\$ -	\$ 39,324
100-12- Finance - Revenue	925.00	4.936%	\$ 19,742		\$ 19,742	\$ -	\$ 19,742
100-13- HR	2,670.50	14.249%	\$ 56,997		\$ 56,997	\$ -	\$ 56,997
100-14- Parks & Rec Admin	2,332.00	12.443%	\$ 49,772		\$ 49,772	\$ -	\$ 49,772
100-17- Community Development Admin	4,114.00	21.951%	\$ 87,805		\$ 87,805	\$ -	\$ 87,805
100-18- Public Works Admin	131.50	0.702%	\$ 2,807		\$ 2,807	\$ -	\$ 2,807
605-19-51 Information Systems Fund - Information Systems	2,746.00	14.652%	\$ 58,608		\$ 58,608	\$ -	\$ 58,608
<b>Total</b>	<b>18,741.50</b>	<b>100.000%</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ 400,000</b>

Allocation Basis:

City Hall Sq Ft

Source of Allocation:

Sq. Ft. Report

-- Building Replacement

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>PW Admin Offices</b>							
100-18- Public Works Admin	100.00	100.000%	\$ 117,000		\$ 117,000	\$ -	\$ 117,000
<b>Total</b>	<b>100.00</b>	<b>100.000%</b>	<b>\$ 117,000</b>	<b>\$ -</b>	<b>\$ 117,000</b>	<b>\$ -</b>	<b>\$ 117,000</b>

Allocation Basis:

Direct to PW Admin

Source of Allocation:

Sq. Ft. Report

-- Building Replacement

ALLOCATION DETAIL

PW Engineering Offices

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
100-18-21 Civil Engineering	100.00	100.000%	\$ 90,000		\$ 90,000	\$ -	\$ 90,000
<b>Total</b>	<b>100.00</b>	<b>100.000%</b>	<b>\$ 90,000</b>	<b>\$ -</b>	<b>\$ 90,000</b>	<b>\$ -</b>	<b>\$ 90,000</b>

Allocation Basis:

Direct to Civil Engineering

Source of Allocation:

Sq. FT. Report



**ALLOCATION SUMMARY**

**-- Building Replacement**

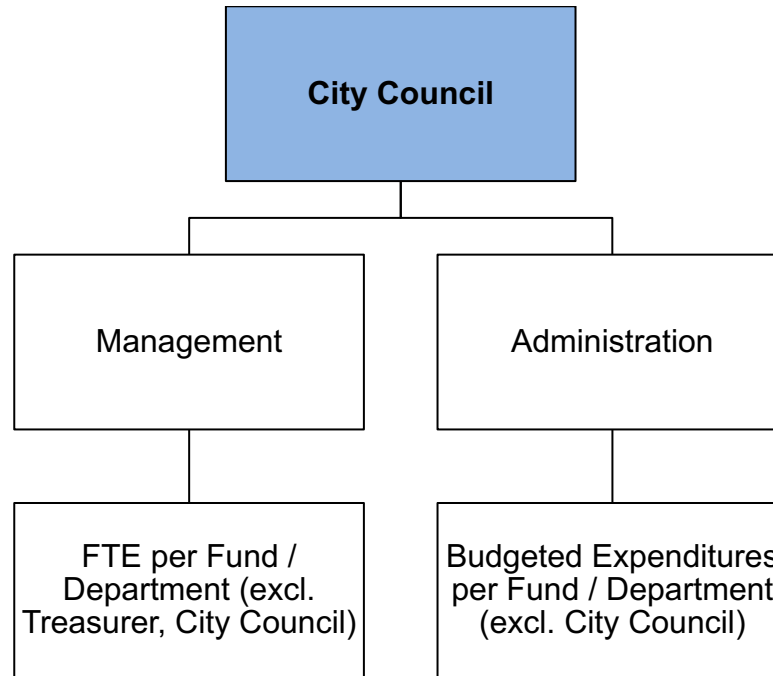
	<u>City Hall</u>	<u>PW Admin Offices</u>	<u>PW Engineering Offices</u>	<u>Total</u>
100-11- City Council	\$ 53,411	\$ -	\$ -	\$ 53,411
100-11- City Manager	\$ 16,167	\$ -	\$ -	\$ 16,167
100-11- City Clerk	\$ 9,295	\$ -	\$ -	\$ 9,295
100-11- City Attorney	\$ 6,072	\$ -	\$ -	\$ 6,072
100-12- Finance - Accounting	\$ 39,324	\$ -	\$ -	\$ 39,324
100-12- Finance - Revenue	\$ 19,742	\$ -	\$ -	\$ 19,742
100-13- HR	\$ 56,997	\$ -	\$ -	\$ 56,997
100-14- Parks & Rec Admin	\$ 49,772	\$ -	\$ -	\$ 49,772
100-17- Community Development Admin	\$ 87,805	\$ -	\$ -	\$ 87,805
100-18- Public Works Admin	\$ 2,807	\$ 117,000	\$ -	\$ 119,807
100-18-21 Civil Engineering	\$ -	\$ -	\$ 90,000	\$ 90,000
605-19-51 Information Systems Fund - Information Systems	\$ 58,608	\$ -	\$ -	\$ 58,608
<b>Total</b>	<b>\$ 400,000</b>	<b>\$ 117,000</b>	<b>\$ 90,000</b>	<b>\$ 607,000</b>

## 2 City Council

The Manhattan Beach City Council is an elected legislative body where five members are voted in at large and serve a four-year term with a nine-month mayoral position. The City Council is responsible for a number of tasks including the appointment of executive staff, acting as the final appeal body, approving the City’s annual budget, authorizing contracts, and enacting legislation. Costs associated with the City Council’s function are allocated to Receiving Departments as follows:

- **Management** – represents support associated with citywide oversight as it relates to review and adoption of citywide policies and is allocated based on the number of FTE per Fund / Department, excluding treasurer and City Council.
- **Administration** – represents support associated with review and approval of citywide budgeted expenses, staffing levels, and other financial policies and is allocated based on the Budgeted Expenditures per Fund / Department, excluding City Council.

The chart on the following page illustrates the functions and measures used to allocate City Council’s costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department’s expenses, a function-by-function breakdown of expenses, each function’s allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

**100-11- City Council**

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$ 491,349		\$ 491,349
Public Service Events & Contingency & Assessments	<u>\$ (81,675)</u>		
<b>Total Deductions</b>	<u>\$ (81,675)</u>		\$ (81,675)
<b>Incoming Costs</b>			
-- Building Replacement	\$ 53,411	\$ -	\$ 53,411
100-11- City Manager		\$ 13,890	\$ 13,890
100-11- City Treasurer		\$ 435	\$ 435
100-11- City Attorney		\$ 8,314	\$ 8,314
100-12- Finance - Admin		\$ 3,861	\$ 3,861
100-12- Finance - Accounting		\$ 6,178	\$ 6,178
100-12- Finance - Revenue		\$ 5,062	\$ 5,062
100-12- Finance - Purchasing		\$ 3,772	\$ 3,772
100-13- HR		\$ 16,508	\$ 16,508
<b>Total Incoming Costs</b>	<u>\$ 53,411</u>	<u>\$ 58,020</u>	<u>\$ 111,431</u>
<b>Total Cost Adjustments</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Total Costs to be Allocated</b>	<u>\$ 463,085</u>	<u>\$ 58,020</u>	<u>\$ 521,105</u>

**DEPARTMENTAL EXPENSE DETAIL**

**100-11- City Council**

Expense Type	\$	General Admin	Management	Administration
<b>Personnel</b>				
Salaries & Wages	\$ 64,560	\$ -	\$ 32,280	\$ 32,280
Fringe Benefits	\$ 56,804	\$ -	\$ 28,402	\$ 28,402
<b>Subtotal Personnel Cost</b>	<b>\$ 121,364</b>	<b>\$ -</b>	<b>\$ 60,682</b>	<b>\$ 60,682</b>
<b>Operating Services &amp; Supplies</b>				
Contract	\$ 22,000	\$ -	\$ 11,000	\$ 11,000
Services & Supplies	\$ 188,314	\$ -	\$ 94,157	\$ 94,157
Telephone	\$ 1,080	\$ -	\$ 540	\$ 540
Internal Service Funds	\$ 158,591	\$ -	\$ 79,296	\$ 79,296
<b>Subtotal Operating Cost</b>	<b>\$ 369,985</b>	<b>\$ -</b>	<b>\$ 184,993</b>	<b>\$ 184,993</b>
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ 491,349</b>	<b>\$ -</b>	<b>\$ 245,675</b>	<b>\$ 245,675</b>
<b>Disallowed Costs</b>				
Public Service Events & Contingency & Assessments	\$ (81,675)	\$ -	\$ (40,838)	\$ (40,838)
<b>Subtotal Disallowed Costs</b>	<b>\$ (81,675)</b>	<b>\$ -</b>	<b>\$ (40,838)</b>	<b>\$ (40,838)</b>
<b>Cost Adjustments</b>				
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 409,674</b>	<b>\$ -</b>	<b>\$ 204,837</b>	<b>\$ 204,837</b>
<b>First Allocation</b>				
Incoming - All Others	\$ 53,411	\$ -	\$ 26,705	\$ 26,705
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 463,085</b>	<b>\$ -</b>	<b>\$ 231,542</b>	<b>\$ 231,542</b>
<b>Second Allocation</b>				
Incoming - All Others	\$ 58,020	\$ -	\$ 29,010	\$ 29,010
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 58,020</b>	<b>\$ -</b>	<b>\$ 29,010</b>	<b>\$ 29,010</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 521,105</b>	<b>\$ -</b>	<b>\$ 260,552</b>	<b>\$ 260,552</b>

**CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan**

**100-11- City Council**

**ALLOCATION DETAIL**

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Management</b>							
100-11- City Manager	4.50	1.490%	\$ 3,450		\$ 3,450	\$ 432	\$ 3,883
100-11- City Clerk	3.50	1.159%	\$ 2,684		\$ 2,684	\$ 336	\$ 3,020
100-11- City Attorney	1.00	0.331%	\$ 767		\$ 767	\$ 96	\$ 863
100-12- Finance - Admin	4.00	1.325%	\$ 3,067		\$ 3,067	\$ 384	\$ 3,451
100-12- Finance - Accounting	4.00	1.325%	\$ 3,067		\$ 3,067	\$ 384	\$ 3,451
100-12- Finance - Revenue	7.00	2.318%	\$ 5,367		\$ 5,367	\$ 672	\$ 6,039
100-12- Finance - Purchasing	3.00	0.993%	\$ 2,300		\$ 2,300	\$ 288	\$ 2,588
100-19- GIS	2.00	0.662%	\$ 1,533		\$ 1,533	\$ 192	\$ 1,726
100-13- HR	5.00	1.656%	\$ 3,834		\$ 3,834	\$ 480	\$ 4,314
100-14- Parks & Rec Admin	4.00	1.325%	\$ 3,067		\$ 3,067	\$ 384	\$ 3,451
100-15- Police Admin	8.80	2.914%	\$ 6,747		\$ 6,747	\$ 845	\$ 7,593
100-16- Fire Admin	2.20	0.729%	\$ 1,687		\$ 1,687	\$ 211	\$ 1,898
100-17- Community Development Admin	4.00	1.325%	\$ 3,067		\$ 3,067	\$ 384	\$ 3,451
100-18- Public Works Admin	6.00	1.987%	\$ 4,600		\$ 4,600	\$ 576	\$ 5,177
100-14-21 Recreation Services	2.50	0.828%	\$ 1,917		\$ 1,917	\$ 240	\$ 2,157
100-14-24 Teen Drop In Center	0.75	0.248%	\$ 575		\$ 575	\$ 72	\$ 647
100-14-25 Special Activity Classes	0.58	0.192%	\$ 445		\$ 445	\$ 56	\$ 500
100-14-26 Special Events	1.48	0.490%	\$ 1,135		\$ 1,135	\$ 142	\$ 1,277
100-14-27 Tennis Operations	0.26	0.086%	\$ 199		\$ 199	\$ 25	\$ 224
100-14-28 Facility & Parks Reservations	2.33	0.772%	\$ 1,786		\$ 1,786	\$ 224	\$ 2,010
100-14-31 Cultural Arts	2.00	0.662%	\$ 1,533		\$ 1,533	\$ 192	\$ 1,726
100-14-34 Art Classes	1.12	0.371%	\$ 859		\$ 859	\$ 108	\$ 966
100-14-41 Sports Leagues & Tournaments	0.50	0.166%	\$ 383		\$ 383	\$ 48	\$ 431
100-14-42 Sports Classes	1.04	0.344%	\$ 797		\$ 797	\$ 100	\$ 897
100-14-43 Swimming Activities	1.81	0.599%	\$ 1,388		\$ 1,388	\$ 174	\$ 1,562
100-14-44 Sports & Aquatics Admin	0.50	0.166%	\$ 383		\$ 383	\$ 48	\$ 431
100-14-51 Volunteers	1.00	0.331%	\$ 767		\$ 767	\$ 96	\$ 863
100-14-61 Older Adult Activities	0.12	0.040%	\$ 92		\$ 92	\$ 12	\$ 104
100-14-62 Senior Services	2.00	0.662%	\$ 1,533		\$ 1,533	\$ 192	\$ 1,726
100-15-21 Patrol	38.00	12.583%	\$ 29,135		\$ 29,135	\$ 3,650	\$ 32,786
100-15-31 Investigations	14.00	4.636%	\$ 10,734		\$ 10,734	\$ 1,345	\$ 12,079
100-15-41 Technical Support Services	13.00	4.305%	\$ 9,967		\$ 9,967	\$ 1,249	\$ 11,216
100-15-51 Crime Prevention	3.00	0.993%	\$ 2,300		\$ 2,300	\$ 288	\$ 2,588
100-15-61 Traffic Safety	7.00	2.318%	\$ 5,367		\$ 5,367	\$ 672	\$ 6,039
100-15-71 Jail Operations	6.00	1.987%	\$ 4,600		\$ 4,600	\$ 576	\$ 5,177
100-15-81 Parking Enforcement	15.00	4.967%	\$ 11,501		\$ 11,501	\$ 1,441	\$ 12,942
100-15-91 Animal Control	3.00	0.993%	\$ 2,300		\$ 2,300	\$ 288	\$ 2,588
100-16-21 Prevention	2.00	0.662%	\$ 1,533		\$ 1,533	\$ 192	\$ 1,726
100-16-31 Suppression	19.00	6.292%	\$ 14,568		\$ 14,568	\$ 1,825	\$ 16,393

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-11- City Council

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-16-41 Paramedics	7.00	2.318%	\$ 5,367		\$ 5,367	\$ 672	\$ 6,039
100-16-51 Special Services	1.00	0.331%	\$ 767		\$ 767	\$ 96	\$ 863
100-17-21 Current Planning	8.00	2.649%	\$ 6,134		\$ 6,134	\$ 769	\$ 6,902
100-17-31 Plan Check	4.50	1.490%	\$ 3,450		\$ 3,450	\$ 432	\$ 3,883
100-17-32 Inspection	7.50	2.484%	\$ 5,750		\$ 5,750	\$ 720	\$ 6,471
100-17-41 Code Enforcement	4.00	1.325%	\$ 3,067		\$ 3,067	\$ 384	\$ 3,451
100-17-51 Traffic Engineering	2.00	0.662%	\$ 1,533		\$ 1,533	\$ 192	\$ 1,726
100-17-413 Environmental Programs	1.00	0.331%	\$ 767		\$ 767	\$ 96	\$ 863
100-18-21 Civil Engineering	12.50	4.139%	\$ 9,584		\$ 9,584	\$ 1,201	\$ 10,785
100-18-32 Street Repair	11.25	3.725%	\$ 8,626		\$ 8,626	\$ 1,081	\$ 9,706
100-18-34 Traffic Control	1.50	0.497%	\$ 1,150		\$ 1,150	\$ 144	\$ 1,294
100-18-42 Parks Maintenance	2.25	0.745%	\$ 1,725		\$ 1,725	\$ 216	\$ 1,941
230-14-91 Prop. A Fund - Transportation	4.00	1.325%	\$ 3,067		\$ 3,067	\$ 384	\$ 3,451
501-18-231 Water Pumping	2.85	0.944%	\$ 2,185		\$ 2,185	\$ 274	\$ 2,459
501-18-251 Water Maintenance	7.95	2.633%	\$ 6,095		\$ 6,095	\$ 764	\$ 6,859
502-18-311 Stormwater Fund - Storm Drain Maintenance	1.05	0.348%	\$ 805		\$ 805	\$ 101	\$ 906
503-18-321 Wastewater Fund - Sewer Maintenance	3.90	1.291%	\$ 2,990		\$ 2,990	\$ 375	\$ 3,365
510-18-411 Refuse Fund - Refuse Management	1.00	0.331%	\$ 767		\$ 767	\$ 96	\$ 863
520-18-511 Parking Fund - Street Meters & City Lots	1.45	0.480%	\$ 1,112		\$ 1,112	\$ 139	\$ 1,251
521-18-513 County Parking Lots Fund	0.20	0.066%	\$ 153		\$ 153	\$ 19	\$ 173
521-18-514 County Parking Lots Fund	0.20	0.066%	\$ 153		\$ 153	\$ 19	\$ 173
522-18-512 State Pier and Parking Lot Fund	0.40	0.132%	\$ 307		\$ 307	\$ 38	\$ 345
601-13-21 Insurance Reserve Fund - HR	3.00	0.993%	\$ 2,300		\$ 2,300	\$ 288	\$ 2,588
605-19-51 Information Systems Fund - Information Systems	7.00	2.318%	\$ 5,367		\$ 5,367	\$ 672	\$ 6,039
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	4.25	1.407%	\$ 3,259		\$ 3,259	\$ 408	\$ 3,667
615-18-41 Building Maintenance & Operations Fund	5.25	1.738%	\$ 4,025		\$ 4,025	\$ 504	\$ 4,530
<b>Total</b>	<b>301.99</b>	<b>100.000%</b>	<b>\$231,542</b>	<b>\$ -</b>	<b>\$231,542</b>	<b>\$ 29,010</b>	<b>\$260,552</b>

Allocation Basis:

FTE (excl'd Treasurer, City Council)

Source of Allocation:

FY20 Staffing

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-11- City Council

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>Administration</b>							
100-11- City Manager	1,327,374.00	1.165%	\$ 2,699		\$ 2,699	\$ 338	\$ 3,037
100-11- City Treasurer	45,322.00	0.040%	\$ 92		\$ 92	\$ 12	\$ 104
100-11- City Clerk	791,423.00	0.695%	\$ 1,609		\$ 1,609	\$ 202	\$ 1,811
100-11- City Attorney	996,205.00	0.875%	\$ 2,025		\$ 2,025	\$ 254	\$ 2,279
100-12- Finance - Admin	1,127,112.00	0.990%	\$ 2,291		\$ 2,291	\$ 287	\$ 2,579
100-12- Finance - Accounting	728,575.00	0.640%	\$ 1,481		\$ 1,481	\$ 186	\$ 1,667
100-12- Finance - Revenue	1,163,033.00	1.021%	\$ 2,364		\$ 2,364	\$ 296	\$ 2,661
100-12- Finance - Purchasing	448,536.00	0.394%	\$ 912		\$ 912	\$ 114	\$ 1,026
100-19- GIS	329,460.00	0.289%	\$ 670		\$ 670	\$ 84	\$ 754
100-13- HR	1,245,190.00	1.093%	\$ 2,531		\$ 2,531	\$ 317	\$ 2,849
100-14- Parks & Rec Admin	2,974,158.00	2.611%	\$ 6,046		\$ 6,046	\$ 758	\$ 6,804
100-15- Police Admin	6,523,153.00	5.727%	\$ 13,262		\$ 13,262	\$ 1,662	\$ 14,923
100-16- Fire Admin	3,082,194.00	2.706%	\$ 6,266		\$ 6,266	\$ 785	\$ 7,051
100-17- Community Development Admin	834,236.00	0.732%	\$ 1,696		\$ 1,696	\$ 212	\$ 1,908
100-18- Public Works Admin	1,289,669.00	1.132%	\$ 2,622		\$ 2,622	\$ 328	\$ 2,950
100-14-21 Recreation Services	1,157,927.00	1.017%	\$ 2,354		\$ 2,354	\$ 295	\$ 2,649
100-14-24 Teen Drop In Center	184,134.00	0.162%	\$ 374		\$ 374	\$ 47	\$ 421
100-14-25 Special Activity Classes	141,222.00	0.124%	\$ 287		\$ 287	\$ 36	\$ 323
100-14-26 Special Events	505,247.00	0.444%	\$ 1,027		\$ 1,027	\$ 129	\$ 1,156
100-14-27 Tennis Operations	394,027.20	0.346%	\$ 801		\$ 801	\$ 100	\$ 901
100-14-28 Facility & Parks Reservations	447,341.00	0.393%	\$ 909		\$ 909	\$ 114	\$ 1,023
100-14-31 Cultural Arts	513,346.80	0.451%	\$ 1,044		\$ 1,044	\$ 131	\$ 1,174
100-14-34 Art Classes	288,054.00	0.253%	\$ 586		\$ 586	\$ 73	\$ 659
100-14-36 Concerts In The Park	110,943.00	0.097%	\$ 226		\$ 226	\$ 28	\$ 254
100-14-41 Sports Leagues & Tournaments	215,657.00	0.189%	\$ 438		\$ 438	\$ 55	\$ 493
100-14-42 Sports Classes	545,650.00	0.479%	\$ 1,109		\$ 1,109	\$ 139	\$ 1,248
100-14-43 Swimming Activities	559,231.00	0.491%	\$ 1,137		\$ 1,137	\$ 142	\$ 1,279
100-14-44 Sports & Aquatics Admin	197,616.00	0.174%	\$ 402		\$ 402	\$ 50	\$ 452
100-14-51 Volunteers	202,006.00	0.177%	\$ 411		\$ 411	\$ 51	\$ 462
100-14-61 Older Adult Activities	158,605.00	0.139%	\$ 322		\$ 322	\$ 40	\$ 363
100-14-62 Senior Services	415,040.00	0.364%	\$ 844		\$ 844	\$ 106	\$ 949
100-15-21 Patrol	10,202,009.00	8.958%	\$ 20,741		\$ 20,741	\$ 2,599	\$ 23,339
100-15-31 Investigations	2,899,216.00	2.546%	\$ 5,894		\$ 5,894	\$ 738	\$ 6,633
100-15-32 School Resource Officer	31,664.00	0.028%	\$ 64		\$ 64	\$ 8	\$ 72
100-15-41 Technical Support Services	1,626,537.00	1.428%	\$ 3,307		\$ 3,307	\$ 414	\$ 3,721
100-15-42 Communications	1,488,098.00	1.307%	\$ 3,025		\$ 3,025	\$ 379	\$ 3,404
100-15-51 Crime Prevention	610,424.00	0.536%	\$ 1,241		\$ 1,241	\$ 155	\$ 1,396
100-15-61 Traffic Safety	2,389,146.00	2.098%	\$ 4,857		\$ 4,857	\$ 609	\$ 5,466
100-15-71 Jail Operations	737,240.00	0.647%	\$ 1,499		\$ 1,499	\$ 188	\$ 1,687
100-15-81 Parking Enforcement	2,116,906.00	1.859%	\$ 4,304		\$ 4,304	\$ 539	\$ 4,843



**CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan**

**100-11- City Council**

**ALLOCATION DETAIL**

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
100-15-91 Animal Control	315,092.00	0.277%	\$ 641		\$ 641	\$ 80	\$ 721
100-16-21 Prevention	853,373.00	0.749%	\$ 1,735		\$ 1,735	\$ 217	\$ 1,952
100-16-23 Arson Investiation	34,368.00	0.030%	\$ 70		\$ 70	\$ 9	\$ 79
100-16-31 Suppression	7,487,711.00	6.574%	\$ 15,222		\$ 15,222	\$ 1,907	\$ 17,130
100-16-41 Paramedics	2,409,053.00	2.115%	\$ 4,898		\$ 4,898	\$ 614	\$ 5,511
100-16-51 Special Services	333,835.00	0.293%	\$ 679		\$ 679	\$ 85	\$ 764
100-16-52 Emergency Preparedness	114,577.00	0.101%	\$ 233		\$ 233	\$ 29	\$ 262
100-16-54 CERT (Community Emergency Response Team)	26,520.00	0.023%	\$ 54		\$ 54	\$ 7	\$ 61
100-16-55 Communications	48,390.00	0.042%	\$ 98		\$ 98	\$ 12	\$ 111
100-16-56 Public Education	26,358.00	0.023%	\$ 54		\$ 54	\$ 7	\$ 60
100-17-21 Current Planning	1,290,275.00	1.133%	\$ 2,623		\$ 2,623	\$ 329	\$ 2,952
100-17-31 Plan Check	1,445,694.00	1.269%	\$ 2,939		\$ 2,939	\$ 368	\$ 3,307
100-17-32 Inspection	1,170,469.00	1.028%	\$ 2,380		\$ 2,380	\$ 298	\$ 2,678
100-17-41 Code Enforcement	459,641.00	0.404%	\$ 934		\$ 934	\$ 117	\$ 1,052
100-17-51 Traffic Engineering	430,497.00	0.378%	\$ 875		\$ 875	\$ 110	\$ 985
100-17-413 Environmental Programs	652,426.00	0.573%	\$ 1,326		\$ 1,326	\$ 166	\$ 1,493
100-18-21 Civil Engineering	2,174,276.00	1.909%	\$ 4,420		\$ 4,420	\$ 554	\$ 4,974
100-18-32 Street Repair	2,408,506.00	2.115%	\$ 4,896		\$ 4,896	\$ 613	\$ 5,510
100-18-34 Traffic Control	387,378.00	0.340%	\$ 788		\$ 788	\$ 99	\$ 886
100-18-42 Parks Maintenance	1,187,169.00	1.042%	\$ 2,414		\$ 2,414	\$ 302	\$ 2,716
100-18-43 School District Maintenance	234,553.00	0.206%	\$ 477		\$ 477	\$ 60	\$ 537
201-18-111 Street Lighing & Landscape Fund - Street Lighting	408,551.00	0.359%	\$ 831		\$ 831	\$ 104	\$ 935
201-18-112 Street Lighing & Landscape Fund - Arbolado Tract Lighting	4,542.00	0.004%	\$ 9		\$ 9	\$ 1	\$ 10
201-18-121 Street Lighing & Landscape Fund - Streetscape Maintenance	133,708.00	0.117%	\$ 272		\$ 272	\$ 34	\$ 306
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	80,000.00	0.070%	\$ 163		\$ 163	\$ 20	\$ 183
205-18-32 Streets, Highways & Sidewalks - Street Repair	500,000.00	0.439%	\$ 1,016		\$ 1,016	\$ 127	\$ 1,144
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	300,000.00	0.263%	\$ 610		\$ 610	\$ 76	\$ 686
210-15-203 Asset Forfeiture Fund - DOJ Regional	153,700.00	0.135%	\$ 312		\$ 312	\$ 39	\$ 352
211-15-302 Police Safety Grants Fund - State SLES Grant	140,000.00	0.123%	\$ 285		\$ 285	\$ 36	\$ 320
230-14-91 Prop. A Fund - Transportation	1,009,249.00	0.886%	\$ 2,052		\$ 2,052	\$ 257	\$ 2,309
231-18-21 Prop. C Fund - Civil Engineering	461,000.00	0.405%	\$ 937		\$ 937	\$ 117	\$ 1,055
232-18-91 AB 2766 Air Quality Fund - Transportation	2,100.00	0.002%	\$ 4		\$ 4	\$ 1	\$ 5
233-18-21 Measure R - Civil Engineering	40,000.00	0.035%	\$ 81		\$ 81	\$ 10	\$ 92
233-18-32 Measure R - Street Repair	340,000.00	0.299%	\$ 691		\$ 691	\$ 87	\$ 778
234-18-21 Measure M - Civil Engineering	37,000.00	0.032%	\$ 75		\$ 75	\$ 9	\$ 85
234-18-32 Measure M - Street Repair	480,000.00	0.421%	\$ 976		\$ 976	\$ 122	\$ 1,098
401-14-11 Capital Improvement Fund - Parks & Rec Admin	1,100,000.00	0.966%	\$ 2,236		\$ 2,236	\$ 280	\$ 2,516
401-15-11 Capital Improvement Fund - Police Admin	386,219.00	0.339%	\$ 785		\$ 785	\$ 98	\$ 884
401-16-11 Capital Improvement Fund - Fire Admin	386,219.00	0.339%	\$ 785		\$ 785	\$ 98	\$ 884
401-18-21 Capital Improvement Fund - Civil Engineering	1,510,000.00	1.326%	\$ 3,070		\$ 3,070	\$ 385	\$ 3,454
401-18-32 Capital Improvement Fund - Street Repair	250,000.00	0.220%	\$ 508		\$ 508	\$ 64	\$ 572
501-18-211 Water Administration	3,858,164.00	3.388%	\$ 7,844		\$ 7,844	\$ 983	\$ 8,826

CITY OF MANHATTAN BEACH, CA  
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100-11- City Council

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
501-18-221 Water Source Of Supply	3,800.00	0.003%	\$ 8		\$ 8	\$ 1	\$ 9
501-18-231 Water Pumping	1,306,772.00	1.147%	\$ 2,657		\$ 2,657	\$ 333	\$ 2,990
501-18-241 Water Treatment	296,695.00	0.261%	\$ 603		\$ 603	\$ 76	\$ 679
501-18-251 Water Maintenance	1,582,766.00	1.390%	\$ 3,218		\$ 3,218	\$ 403	\$ 3,621
502-18-311 Stormwater Fund - Storm Drain Maintenance	1,639,089.00	1.439%	\$ 3,332		\$ 3,332	\$ 417	\$ 3,750
503-18-321 Wastewater Fund - Sewer Maintenance	5,063,346.00	4.446%	\$ 10,294		\$ 10,294	\$ 1,290	\$ 11,583
510-18-411 Refuse Fund - Refuse Management	1,054,302.00	0.926%	\$ 2,143		\$ 2,143	\$ 269	\$ 2,412
520-18-511 Parking Fund - Street Meters & City Lots	4,283,311.00	3.761%	\$ 8,708		\$ 8,708	\$ 1,091	\$ 9,799
521-18-513 County Parking Lots Fund	210,618.00	0.185%	\$ 428		\$ 428	\$ 54	\$ 482
521-18-514 County Parking Lots Fund	541,632.00	0.476%	\$ 1,101		\$ 1,101	\$ 138	\$ 1,239
522-18-512 State Pier and Parking Lot Fund	599,689.00	0.527%	\$ 1,219		\$ 1,219	\$ 153	\$ 1,372
601-13-21 Insurance Reserve Fund - HR	762,720.00	0.670%	\$ 1,551		\$ 1,551	\$ 194	\$ 1,745
601-13-22 Liability	1,350,965.00	1.186%	\$ 2,747		\$ 2,747	\$ 344	\$ 3,091
601-13-23 Workers Compensation	614,173.00	0.539%	\$ 1,249		\$ 1,249	\$ 156	\$ 1,405
605-19-51 Information Systems Fund - Information Systems	2,899,836.00	2.546%	\$ 5,895		\$ 5,895	\$ 739	\$ 6,634
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	1,248,527.00	1.096%	\$ 2,538		\$ 2,538	\$ 318	\$ 2,856
610-18-621 Fleet Mgmt Fund - Fleet Replacement	1,044,663.00	0.917%	\$ 2,124		\$ 2,124	\$ 266	\$ 2,390
615-12-42 Building Maintenance & Operations Fund - Warehouse	247,487.00	0.217%	\$ 503		\$ 503	\$ 63	\$ 566
615-18-41 Building Maintenance & Operations Fund	1,780,469.00	1.563%	\$ 3,620		\$ 3,620	\$ 454	\$ 4,073
710-18-21 Special Assessment Redemption Fund - Civil Engineering	1,006,950.00	0.884%	\$ 2,047		\$ 2,047	\$ 256	\$ 2,304
801-12-11 Pension Trust Fund - City Council	241,000.00	0.212%	\$ 490		\$ 490	\$ 61	\$ 551
<b>Total</b>	<b>113,892,350.00</b>	<b>100.000%</b>	<b>\$231,542</b>	<b>\$ -</b>	<b>\$231,542</b>	<b>\$ 29,010</b>	<b>\$260,552</b>

Allocation Basis:

Budgeted Expenditures (Excl City Council)

Source of Allocation:

FY20 Budget

**ALLOCATION SUMMARY**

**100-11- City Council**

	<u>Management</u>	<u>Administration</u>	<u>Total</u>
100-11- City Manager	\$ 3,883	\$ 3,037	\$ 6,919
100-11- City Treasurer	\$ -	\$ 104	\$ 104
100-11- City Clerk	\$ 3,020	\$ 1,811	\$ 4,830
100-11- City Attorney	\$ 863	\$ 2,279	\$ 3,142
100-12- Finance - Admin	\$ 3,451	\$ 2,579	\$ 6,030
100-12- Finance - Accounting	\$ 3,451	\$ 1,667	\$ 5,118
100-12- Finance - Revenue	\$ 6,039	\$ 2,661	\$ 8,700
100-12- Finance - Purchasing	\$ 2,588	\$ 1,026	\$ 3,614
100-19- GIS	\$ 1,726	\$ 754	\$ 2,479
100-13- HR	\$ 4,314	\$ 2,849	\$ 7,163
100-14- Parks & Rec Admin	\$ 3,451	\$ 6,804	\$ 10,255
100-15- Police Admin	\$ 7,593	\$ 14,923	\$ 22,516
100-16- Fire Admin	\$ 1,898	\$ 7,051	\$ 8,949
100-17- Community Development Admin	\$ 3,451	\$ 1,908	\$ 5,360
100-18- Public Works Admin	\$ 5,177	\$ 2,950	\$ 8,127
100-14-21 Recreation Services	\$ 2,157	\$ 2,649	\$ 4,806
100-14-24 Teen Drop In Center	\$ 647	\$ 421	\$ 1,068
100-14-25 Special Activity Classes	\$ 500	\$ 323	\$ 823
100-14-26 Special Events	\$ 1,277	\$ 1,156	\$ 2,433
100-14-27 Tennis Operations	\$ 224	\$ 901	\$ 1,126
100-14-28 Facility & Parks Reservations	\$ 2,010	\$ 1,023	\$ 3,034
100-14-31 Cultural Arts	\$ 1,726	\$ 1,174	\$ 2,900
100-14-34 Art Classes	\$ 966	\$ 659	\$ 1,625
100-14-36 Concerts In The Park	\$ -	\$ 254	\$ 254
100-14-41 Sports Leagues & Tournaments	\$ 431	\$ 493	\$ 925
100-14-42 Sports Classes	\$ 897	\$ 1,248	\$ 2,146
100-14-43 Swimming Activities	\$ 1,562	\$ 1,279	\$ 2,841
100-14-44 Sports & Aquatics Admin	\$ 431	\$ 452	\$ 883
100-14-51 Volunteers	\$ 863	\$ 462	\$ 1,325
100-14-61 Older Adult Activities	\$ 104	\$ 363	\$ 466

**ALLOCATION SUMMARY**

**100-11- City Council**

	<u>Management</u>	<u>Administration</u>	<u>Total</u>
100-14-62 Senior Services	\$ 1,726	\$ 949	\$ 2,675
100-15-21 Patrol	\$ 32,786	\$ 23,339	\$ 56,125
100-15-31 Investigations	\$ 12,079	\$ 6,633	\$ 18,712
100-15-32 School Resource Officer	\$ -	\$ 72	\$ 72
100-15-41 Technical Support Services	\$ 11,216	\$ 3,721	\$ 14,937
100-15-42 Communications	\$ -	\$ 3,404	\$ 3,404
100-15-51 Crime Prevention	\$ 2,588	\$ 1,396	\$ 3,985
100-15-61 Traffic Safety	\$ 6,039	\$ 5,466	\$ 11,505
100-15-71 Jail Operations	\$ 5,177	\$ 1,687	\$ 6,863
100-15-81 Parking Enforcement	\$ 12,942	\$ 4,843	\$ 17,785
100-15-91 Animal Control	\$ 2,588	\$ 721	\$ 3,309
100-16-21 Prevention	\$ 1,726	\$ 1,952	\$ 3,678
100-16-23 Arson Investiation	\$ -	\$ 79	\$ 79
100-16-31 Suppression	\$ 16,393	\$ 17,130	\$ 33,523
100-16-41 Paramedics	\$ 6,039	\$ 5,511	\$ 11,551
100-16-51 Special Services	\$ 863	\$ 764	\$ 1,627
100-16-52 Emergency Preparedness	\$ -	\$ 262	\$ 262
100-16-54 CERT (Community Emergency Response Team)	\$ -	\$ 61	\$ 61
100-16-55 Communications	\$ -	\$ 111	\$ 111
100-16-56 Public Education	\$ -	\$ 60	\$ 60
100-17-21 Current Planning	\$ 6,902	\$ 2,952	\$ 9,854
100-17-31 Plan Check	\$ 3,883	\$ 3,307	\$ 7,190
100-17-32 Inspection	\$ 6,471	\$ 2,678	\$ 9,149
100-17-41 Code Enforcement	\$ 3,451	\$ 1,052	\$ 4,503
100-17-51 Traffic Engineering	\$ 1,726	\$ 985	\$ 2,710
100-17-413 Environmental Programs	\$ 863	\$ 1,493	\$ 2,355
100-18-21 Civil Engineering	\$ 10,785	\$ 4,974	\$ 15,759
100-18-32 Street Repair	\$ 9,706	\$ 5,510	\$ 15,216
100-18-34 Traffic Control	\$ 1,294	\$ 886	\$ 2,180
100-18-42 Parks Maintenance	\$ 1,941	\$ 2,716	\$ 4,657

**ALLOCATION SUMMARY**

**100-11- City Council**

	<u>Management</u>	<u>Administration</u>	<u>Total</u>
100-18-43 School District Maintenance	\$ -	\$ 537	\$ 537
201-18-111 Street Lighting & Landscape Fund - Street Lighting	\$ -	\$ 935	\$ 935
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	\$ -	\$ 10	\$ 10
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	\$ -	\$ 306	\$ 306
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	\$ -	\$ 183	\$ 183
205-18-32 Streets, Highways & Sidewalks - Street Repair	\$ -	\$ 1,144	\$ 1,144
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	\$ -	\$ 686	\$ 686
210-15-203 Asset Forfeiture Fund - DOJ Regional	\$ -	\$ 352	\$ 352
211-15-302 Police Safety Grants Fund - State SLES Grant	\$ -	\$ 320	\$ 320
230-14-91 Prop. A Fund - Transportation	\$ 3,451	\$ 2,309	\$ 5,760
231-18-21 Prop. C Fund - Civil Engineering	\$ -	\$ 1,055	\$ 1,055
232-18-91 AB 2766 Air Quality Fund - Transportation	\$ -	\$ 5	\$ 5
233-18-21 Measure R - Civil Engineering	\$ -	\$ 92	\$ 92
233-18-32 Measure R - Street Repair	\$ -	\$ 778	\$ 778
234-18-21 Measure M - Civil Engineering	\$ -	\$ 85	\$ 85
234-18-32 Measure M - Street Repair	\$ -	\$ 1,098	\$ 1,098
401-14-11 Capital Improvement Fund - Parks & Rec Admin	\$ -	\$ 2,516	\$ 2,516
401-15-11 Capital Improvement Fund - Police Admin	\$ -	\$ 884	\$ 884
401-16-11 Capital Improvement Fund - Fire Admin	\$ -	\$ 884	\$ 884
401-18-21 Capital Improvement Fund - Civil Engineering	\$ -	\$ 3,454	\$ 3,454
401-18-32 Capital Improvement Fund - Street Repair	\$ -	\$ 572	\$ 572
501-18-211 Water Administration	\$ -	\$ 8,826	\$ 8,826
501-18-221 Water Source Of Supply	\$ -	\$ 9	\$ 9
501-18-231 Water Pumping	\$ 2,459	\$ 2,990	\$ 5,448
501-18-241 Water Treatment	\$ -	\$ 679	\$ 679
501-18-251 Water Maintenance	\$ 6,859	\$ 3,621	\$ 10,480
502-18-311 Stormwater Fund - Storm Drain Maintenance	\$ 906	\$ 3,750	\$ 4,656
503-18-321 Wastewater Fund - Sewer Maintenance	\$ 3,365	\$ 11,583	\$ 14,948
510-18-411 Refuse Fund - Refuse Management	\$ 863	\$ 2,412	\$ 3,275
520-18-511 Parking Fund - Street Meters & City Lots	\$ 1,251	\$ 9,799	\$ 11,050

**ALLOCATION SUMMARY**

**100-11- City Council**

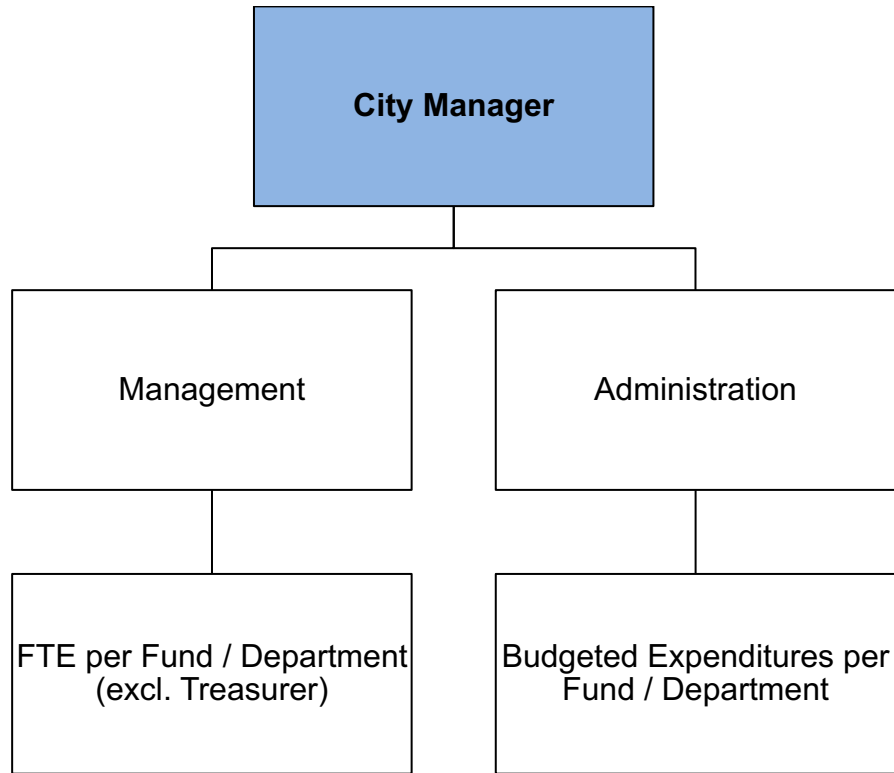
	<u>Management</u>	<u>Administration</u>	<u>Total</u>
521-18-513 County Parking Lots Fund	\$ 173	\$ 482	\$ 654
521-18-514 County Parking Lots Fund	\$ 173	\$ 1,239	\$ 1,412
522-18-512 State Pier and Parking Lot Fund	\$ 345	\$ 1,372	\$ 1,717
601-13-21 Insurance Reserve Fund - HR	\$ 2,588	\$ 1,745	\$ 4,333
601-13-22 Liability	\$ -	\$ 3,091	\$ 3,091
601-13-23 Workers Compensation	\$ -	\$ 1,405	\$ 1,405
605-19-51 Information Systems Fund - Information Systems	\$ 6,039	\$ 6,634	\$ 12,673
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	\$ 3,667	\$ 2,856	\$ 6,523
610-18-621 Fleet Mgmt Fund - Fleet Replacement	\$ -	\$ 2,390	\$ 2,390
615-12-42 Building Maintenance & Operations Fund - Warehouse	\$ -	\$ 566	\$ 566
615-18-41 Building Maintenance & Operations Fund	\$ 4,530	\$ 4,073	\$ 8,603
710-18-21 Special Assessment Redemption Fund - Civil Engineering	\$ -	\$ 2,304	\$ 2,304
801-12-11 Pension Trust Fund - City Council	\$ -	\$ 551	\$ 551
<b>Total</b>	<b>\$ 260,552</b>	<b>\$ 260,552</b>	<b>\$ 521,105</b>

### 3 City Manager

The City Manager is a City Council appointed executive staff position responsible for implementing policy and programs enacted by Council. The City Manager utilizes professional management skills to ensure the City operates efficiently. Costs associated with the City Manager’s function are allocated to Receiving Departments as follows:

- **Management** – represents costs associated with oversight of city employees as it relates to accordance with City Council objectives and policies and is measured by the number of FTE per Fund / Department, excluding Treasurer.
- **Administration** – represents costs associated with oversight of city operations as it relates to fulfilling council goals and objectives and is measured by the Budgeted Expenditures per Fund / Department.

The chart on the following page illustrates the functions and measures used to allocate City Manager’s costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department’s expenses, a function-by-function breakdown of expenses, each function’s allocation, and an allocation summary.





**COSTS TO BE ALLOCATED**

**100-11- City Manager**

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$1,327,374		\$1,327,374
<b>Total Deductions</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Incoming Costs</b>			
-- Building Replacement	\$ 16,167	\$ -	\$ 16,167
100-11- City Council	\$ 6,149	\$ 770	\$ 6,919
100-11- City Manager		\$ 17,723	\$ 17,723
100-11- City Treasurer		\$ 396	\$ 396
100-11- City Clerk		\$ 93,399	\$ 93,399
100-11- City Attorney		\$ 10,608	\$ 10,608
100-12- Finance - Admin		\$ 10,462	\$ 10,462
100-12- Finance - Accounting		\$ 12,395	\$ 12,395
100-12- Finance - Revenue		\$ 4,767	\$ 4,767
100-12- Finance - Purchasing		\$ 23,680	\$ 23,680
100-19- GIS		\$ 18,985	\$ 18,985
100-13- HR		\$ 14,857	\$ 14,857
<b>Total Incoming Costs</b>	<u>\$ 22,316</u>	<u>\$ 208,044</u>	<u>\$ 230,360</u>
<b>Total Cost Adjustments</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Total Costs to be Allocated</b>	<u>\$1,349,690</u>	<u>\$ 208,044</u>	<u>\$1,557,734</u>

DEPARTMENTAL EXPENSE DETAIL

100-11- City Manager

Expense Type	\$	General Admin	Management	Administration
<b>Personnel</b>				
Salaries & Wages	\$ 523,344	\$ -	\$ 261,672	\$ 261,672
Fringe Benefits	\$ 265,888	\$ -	\$ 132,944	\$ 132,944
<b>Subtotal Personnel Cost</b>	<b>\$ 789,232</b>	<b>\$ -</b>	<b>\$ 394,616</b>	<b>\$ 394,616</b>
<b>Operating Services &amp; Supplies</b>				
Contract	\$ 64,130	\$ -	\$ 32,065	\$ 32,065
Services & Supplies	\$ 90,839	\$ -	\$ 45,420	\$ 45,420
Telephone	\$ 2,568	\$ -	\$ 1,284	\$ 1,284
Internal Service Funds	\$ 380,605	\$ -	\$ 190,303	\$ 190,303
<b>Subtotal Operating Cost</b>	<b>\$ 538,142</b>	<b>\$ -</b>	<b>\$ 269,071</b>	<b>\$ 269,071</b>
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ 1,327,374</b>	<b>\$ -</b>	<b>\$ 663,687</b>	<b>\$ 663,687</b>
<b>Disallowed Costs</b>				
<b>Subtotal Disallowed Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost Adjustments</b>				
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 1,327,374</b>	<b>\$ -</b>	<b>\$ 663,687</b>	<b>\$ 663,687</b>
<b>First Allocation</b>				
Incoming - All Others	\$ 22,316	\$ -	\$ 11,158	\$ 11,158
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 1,349,690</b>	<b>\$ -</b>	<b>\$ 674,845</b>	<b>\$ 674,845</b>
<b>Second Allocation</b>				
Incoming - All Others	\$ 208,044	\$ -	\$ 104,022	\$ 104,022
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 208,044</b>	<b>\$ -</b>	<b>\$ 104,022</b>	<b>\$ 104,022</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 1,557,734</b>	<b>\$ -</b>	<b>\$ 778,867</b>	<b>\$ 778,867</b>

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-11- City Manager

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>Management</b>							
100-11- City Council	5	1.629%	\$ 10,991		\$ 10,991		\$ 10,991
100-11- City Manager	5	1.466%	\$ 9,892		\$ 9,892		\$ 9,892
100-11- City Clerk	4	1.140%	\$ 7,694		\$ 7,694	\$ 1,224	\$ 8,918
100-11- City Attorney	1	0.326%	\$ 2,198		\$ 2,198	\$ 350	\$ 2,548
100-12- Finance - Admin	4	1.303%	\$ 8,793		\$ 8,793	\$ 1,399	\$ 10,192
100-12- Finance - Accounting	4	1.303%	\$ 8,793		\$ 8,793	\$ 1,399	\$ 10,192
100-12- Finance - Revenue	7	2.280%	\$ 15,388		\$ 15,388	\$ 2,448	\$ 17,836
100-12- Finance - Purchasing	3	0.977%	\$ 6,595		\$ 6,595	\$ 1,049	\$ 7,644
100-19- GIS	2	0.651%	\$ 4,397		\$ 4,397	\$ 699	\$ 5,096
100-13- HR	5	1.629%	\$ 10,991		\$ 10,991	\$ 1,748	\$ 12,740
100-14- Parks & Rec Admin	4	1.303%	\$ 8,793		\$ 8,793	\$ 1,399	\$ 10,192
100-15- Police Admin	9	2.867%	\$ 19,345		\$ 19,345	\$ 3,077	\$ 22,422
100-16- Fire Admin	2	0.717%	\$ 4,836		\$ 4,836	\$ 769	\$ 5,605
100-17- Community Development Admin	4	1.303%	\$ 8,793		\$ 8,793	\$ 1,399	\$ 10,192
100-18- Public Works Admin	6	1.954%	\$ 13,190		\$ 13,190	\$ 2,098	\$ 15,288
100-14-21 Recreation Services	3	0.814%	\$ 5,496		\$ 5,496	\$ 874	\$ 6,370
100-14-24 Teen Drop In Center	1	0.244%	\$ 1,649		\$ 1,649	\$ 262	\$ 1,911
100-14-25 Special Activity Classes	1	0.189%	\$ 1,275		\$ 1,275	\$ 203	\$ 1,478
100-14-26 Special Events	1	0.482%	\$ 3,253		\$ 3,253	\$ 518	\$ 3,771
100-14-28 Facility & Parks Reservations	2	0.759%	\$ 5,122		\$ 5,122	\$ 815	\$ 5,937
100-14-31 Cultural Arts	2	0.651%	\$ 4,397		\$ 4,397	\$ 699	\$ 5,096
100-14-34 Art Classes	1	0.365%	\$ 2,462		\$ 2,462	\$ 392	\$ 2,854
100-14-41 Sports Leagues & Tournaments	1	0.163%	\$ 1,099		\$ 1,099	\$ 175	\$ 1,274
100-14-42 Sports Classes	1	0.339%	\$ 2,286		\$ 2,286	\$ 364	\$ 2,650
100-14-43 Swimming Activities	2	0.590%	\$ 3,979		\$ 3,979	\$ 633	\$ 4,612
100-14-44 Sports & Aquatics Admin	1	0.163%	\$ 1,099		\$ 1,099	\$ 175	\$ 1,274
100-14-51 Volunteers	1	0.326%	\$ 2,198		\$ 2,198	\$ 350	\$ 2,548
100-14-62 Senior Services	2	0.651%	\$ 4,397		\$ 4,397	\$ 699	\$ 5,096
100-15-21 Patrol	38	12.378%	\$ 83,534		\$ 83,534	\$ 13,287	\$ 96,821
100-15-31 Investigations	14	4.560%	\$ 30,776		\$ 30,776	\$ 4,895	\$ 35,671
100-15-41 Technical Support Services	13	4.235%	\$ 28,577		\$ 28,577	\$ 4,546	\$ 33,123
100-15-51 Crime Prevention	3	0.977%	\$ 6,595		\$ 6,595	\$ 1,049	\$ 7,644
100-15-61 Traffic Safety	7	2.280%	\$ 15,388		\$ 15,388	\$ 2,448	\$ 17,836
100-15-71 Jail Operations	6	1.954%	\$ 13,190		\$ 13,190	\$ 2,098	\$ 15,288
100-15-81 Parking Enforcement	15	4.886%	\$ 32,974		\$ 32,974	\$ 5,245	\$ 38,219
100-15-91 Animal Control	3	0.977%	\$ 6,595		\$ 6,595	\$ 1,049	\$ 7,644
100-16-21 Prevention	2	0.651%	\$ 4,397		\$ 4,397	\$ 699	\$ 5,096
100-16-31 Suppression	19	6.189%	\$ 41,767		\$ 41,767	\$ 6,644	\$ 48,411
100-16-41 Paramedics	7	2.280%	\$ 15,388		\$ 15,388	\$ 2,448	\$ 17,836

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-11- City Manager

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-16-51 Special Services	1	0.326%	\$ 2,198		\$ 2,198	\$ 350	\$ 2,548
100-17-21 Current Planning	8	2.606%	\$ 17,586		\$ 17,586	\$ 2,797	\$ 20,383
100-17-31 Plan Check	5	1.466%	\$ 9,892		\$ 9,892	\$ 1,573	\$ 11,466
100-17-32 Inspection	8	2.443%	\$ 16,487		\$ 16,487	\$ 2,622	\$ 19,109
100-17-41 Code Enforcement	4	1.303%	\$ 8,793		\$ 8,793	\$ 1,399	\$ 10,192
100-17-51 Traffic Engineering	2	0.651%	\$ 4,397		\$ 4,397	\$ 699	\$ 5,096
100-17-413 Environmental Programs	1	0.326%	\$ 2,198		\$ 2,198	\$ 350	\$ 2,548
100-18-21 Civil Engineering	13	4.072%	\$ 27,478		\$ 27,478	\$ 4,371	\$ 31,849
100-18-32 Street Repair	11	3.665%	\$ 24,730		\$ 24,730	\$ 3,934	\$ 28,664
100-18-34 Traffic Control	2	0.489%	\$ 3,297		\$ 3,297	\$ 524	\$ 3,822
100-18-42 Parks Maintenance	2	0.733%	\$ 4,946		\$ 4,946	\$ 787	\$ 5,733
230-14-91 Prop. A Fund - Transportation	4	1.303%	\$ 8,793		\$ 8,793	\$ 1,399	\$ 10,192
501-18-231 Water Pumping	3	0.928%	\$ 6,265		\$ 6,265	\$ 997	\$ 7,262
501-18-251 Water Maintenance	8	2.590%	\$ 17,476		\$ 17,476	\$ 2,780	\$ 20,256
502-18-311 Stormwater Fund - Storm Drain Maintenance	1	0.342%	\$ 2,308		\$ 2,308	\$ 367	\$ 2,675
503-18-321 Wastewater Fund - Sewer Maintenance	4	1.270%	\$ 8,573		\$ 8,573	\$ 1,364	\$ 9,937
510-18-411 Refuse Fund - Refuse Management	1	0.326%	\$ 2,198		\$ 2,198	\$ 350	\$ 2,548
520-18-511 Parking Fund - Street Meters & City Lots	1	0.472%	\$ 3,187		\$ 3,187	\$ 507	\$ 3,694
601-13-21 Insurance Reserve Fund - HR	3	0.977%	\$ 6,595		\$ 6,595	\$ 1,049	\$ 7,644
605-19-51 Information Systems Fund - Information Systems	7	2.280%	\$ 15,388		\$ 15,388	\$ 2,448	\$ 17,836
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	4	1.384%	\$ 9,343		\$ 9,343	\$ 1,486	\$ 10,829
615-18-41 Building Maintenance & Operations Fund	5	1.710%	\$ 11,541		\$ 11,541	\$ 1,836	\$ 13,377
<b>Total</b>	<b>306.99</b>	<b>100.000%</b>	<b>\$ 674,845</b>	<b>\$ -</b>	<b>\$ 674,845</b>	<b>\$104,022</b>	<b>\$ 778,867</b>

Allocation Basis:

FTE (excl'd Treasurer)

Source of Allocation:

FY20 Staffing

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-11- City Manager

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>Administration</b>							
100-11- City Council	491,349	0.430%	\$ 2,899		\$ 2,899		\$ 2,899
100-11- City Manager	1,327,374	1.160%	\$ 7,831		\$ 7,831		\$ 7,831
100-11- City Treasurer	45,322	0.040%	\$ 267		\$ 267	\$ 42	\$ 309
100-11- City Clerk	791,423	0.692%	\$ 4,669		\$ 4,669	\$ 731	\$ 5,401
100-11- City Attorney	996,205	0.871%	\$ 5,877		\$ 5,877	\$ 921	\$ 6,798
100-12- Finance - Admin	1,127,112	0.985%	\$ 6,650		\$ 6,650	\$ 1,042	\$ 7,691
100-12- Finance - Accounting	728,575	0.637%	\$ 4,298		\$ 4,298	\$ 673	\$ 4,972
100-12- Finance - Revenue	1,163,033	1.017%	\$ 6,862		\$ 6,862	\$ 1,075	\$ 7,936
100-12- Finance - Purchasing	448,536	0.392%	\$ 2,646		\$ 2,646	\$ 414	\$ 3,061
100-19- GIS	329,460	0.288%	\$ 1,944		\$ 1,944	\$ 304	\$ 2,248
100-13- HR	1,245,190	1.089%	\$ 7,346		\$ 7,346	\$ 1,151	\$ 8,497
100-14- Parks & Rec Admin	2,974,158	2.600%	\$ 17,547		\$ 17,547	\$ 2,748	\$ 20,295
100-15- Police Admin	6,523,153	5.703%	\$ 38,486		\$ 38,486	\$ 6,028	\$ 44,514
100-16- Fire Admin	3,082,194	2.695%	\$ 18,184		\$ 18,184	\$ 2,848	\$ 21,033
100-17- Community Development Admin	834,236	0.729%	\$ 4,922		\$ 4,922	\$ 771	\$ 5,693
100-18- Public Works Admin	1,289,669	1.127%	\$ 7,609		\$ 7,609	\$ 1,192	\$ 8,801
100-14-21 Recreation Services	1,157,927	1.012%	\$ 6,832		\$ 6,832	\$ 1,070	\$ 7,902
100-14-24 Teen Drop In Center	184,134	0.161%	\$ 1,086		\$ 1,086	\$ 170	\$ 1,257
100-14-25 Special Activity Classes	141,222	0.123%	\$ 833		\$ 833	\$ 131	\$ 964
100-14-26 Special Events	505,247	0.442%	\$ 2,981		\$ 2,981	\$ 467	\$ 3,448
100-14-27 Tennis Operations	394,027	0.344%	\$ 2,325		\$ 2,325	\$ 364	\$ 2,689
100-14-28 Facility & Parks Reservations	447,341	0.391%	\$ 2,639		\$ 2,639	\$ 413	\$ 3,053
100-14-31 Cultural Arts	513,347	0.449%	\$ 3,029		\$ 3,029	\$ 474	\$ 3,503
100-14-34 Art Classes	288,054	0.252%	\$ 1,699		\$ 1,699	\$ 266	\$ 1,966
100-14-36 Concerts In The Park	110,943	0.097%	\$ 655		\$ 655	\$ 103	\$ 757
100-14-41 Sports Leagues & Tournaments	215,657	0.189%	\$ 1,272		\$ 1,272	\$ 199	\$ 1,472
100-14-42 Sports Classes	545,650	0.477%	\$ 3,219		\$ 3,219	\$ 504	\$ 3,723
100-14-43 Swimming Activities	559,231	0.489%	\$ 3,299		\$ 3,299	\$ 517	\$ 3,816
100-14-44 Sports & Aquatics Admin	197,616	0.173%	\$ 1,166		\$ 1,166	\$ 183	\$ 1,349
100-14-51 Volunteers	202,006	0.177%	\$ 1,192		\$ 1,192	\$ 187	\$ 1,378
100-14-61 Older Adult Activities	158,605	0.139%	\$ 936		\$ 936	\$ 147	\$ 1,082
100-14-62 Senior Services	415,040	0.363%	\$ 2,449		\$ 2,449	\$ 384	\$ 2,832
100-15-21 Patrol	10,202,009	8.919%	\$ 60,190		\$ 60,190	\$ 9,428	\$ 69,618
100-15-31 Investigations	2,899,216	2.535%	\$ 17,105		\$ 17,105	\$ 2,679	\$ 19,784
100-15-32 School Resource Officer	31,664	0.028%	\$ 187		\$ 187	\$ 29	\$ 216
100-15-41 Technical Support Services	1,626,537	1.422%	\$ 9,596		\$ 9,596	\$ 1,503	\$ 11,099
100-15-42 Communications	1,488,098	1.301%	\$ 8,780		\$ 8,780	\$ 1,375	\$ 10,155
100-15-51 Crime Prevention	610,424	0.534%	\$ 3,601		\$ 3,601	\$ 564	\$ 4,165
100-15-61 Traffic Safety	2,389,146	2.089%	\$ 14,096		\$ 14,096	\$ 2,208	\$ 16,303
100-15-71 Jail Operations	737,240	0.645%	\$ 4,350		\$ 4,350	\$ 681	\$ 5,031

**CITY OF MANHATTAN BEACH, CA**  
**DRAFT FY20 Full Cost Allocation Plan**

**100-11- City Manager**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-15-81 Parking Enforcement	2,116,906	1.851%	\$ 12,489		\$ 12,489	\$ 1,956	\$ 14,446
100-15-91 Animal Control	315,092	0.275%	\$ 1,859		\$ 1,859	\$ 291	\$ 2,150
100-16-21 Prevention	853,373	0.746%	\$ 5,035		\$ 5,035	\$ 789	\$ 5,823
100-16-23 Arson Investiation	34,368	0.030%	\$ 203		\$ 203	\$ 32	\$ 235
100-16-31 Suppression	7,487,711	6.546%	\$ 44,176		\$ 44,176	\$ 6,919	\$ 51,096
100-16-41 Paramedics	2,409,053	2.106%	\$ 14,213		\$ 14,213	\$ 2,226	\$ 16,439
100-16-51 Special Services	333,835	0.292%	\$ 1,970		\$ 1,970	\$ 308	\$ 2,278
100-16-52 Emergency Preparedness	114,577	0.100%	\$ 676		\$ 676	\$ 106	\$ 782
100-16-54 CERT (Community Emergency Response Team)	26,520	0.023%	\$ 156		\$ 156	\$ 25	\$ 181
100-16-55 Communications	48,390	0.042%	\$ 285		\$ 285	\$ 45	\$ 330
100-16-56 Public Education	26,358	0.023%	\$ 156		\$ 156	\$ 24	\$ 180
100-17-21 Current Planning	1,290,275	1.128%	\$ 7,612		\$ 7,612	\$ 1,192	\$ 8,805
100-17-31 Plan Check	1,445,694	1.264%	\$ 8,529		\$ 8,529	\$ 1,336	\$ 9,865
100-17-32 Inspection	1,170,469	1.023%	\$ 6,906		\$ 6,906	\$ 1,082	\$ 7,987
100-17-41 Code Enforcement	459,641	0.402%	\$ 2,712		\$ 2,712	\$ 425	\$ 3,137
100-17-51 Traffic Engineering	430,497	0.376%	\$ 2,540		\$ 2,540	\$ 398	\$ 2,938
100-17-413 Environmental Programs	652,426	0.570%	\$ 3,849		\$ 3,849	\$ 603	\$ 4,452
100-18-21 Civil Engineering	2,174,276	1.901%	\$ 12,828		\$ 12,828	\$ 2,009	\$ 14,837
100-18-32 Street Repair	2,408,506	2.106%	\$ 14,210		\$ 14,210	\$ 2,226	\$ 16,436
100-18-34 Traffic Control	387,378	0.339%	\$ 2,285		\$ 2,285	\$ 358	\$ 2,643
100-18-42 Parks Maintenance	1,187,169	1.038%	\$ 7,004		\$ 7,004	\$ 1,097	\$ 8,101
100-18-43 School District Maintenance	234,553	0.205%	\$ 1,384		\$ 1,384	\$ 217	\$ 1,601
201-18-111 Street Lighing & Landscape Fund - Street Lighting	408,551	0.357%	\$ 2,410		\$ 2,410	\$ 378	\$ 2,788
201-18-112 Street Lighing & Landscape Fund - Arbolado Tract Lighting	4,542	0.004%	\$ 27		\$ 27	\$ 4	\$ 31
201-18-121 Street Lighing & Landscape Fund - Streetscape Maintenance	133,708	0.117%	\$ 789		\$ 789	\$ 124	\$ 912
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	80,000	0.070%	\$ 472		\$ 472	\$ 74	\$ 546
205-18-32 Streets, Highways & Sidewalks - Street Repair	500,000	0.437%	\$ 2,950		\$ 2,950	\$ 462	\$ 3,412
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	300,000	0.262%	\$ 1,770		\$ 1,770	\$ 277	\$ 2,047
210-15-203 Asset Forfeiture Fund - DOJ Regional	153,700	0.134%	\$ 907		\$ 907	\$ 142	\$ 1,049
211-15-302 Police Safety Grants Fund - State SLES Grant	140,000	0.122%	\$ 826		\$ 826	\$ 129	\$ 955
230-14-91 Prop. A Fund - Transportation	1,009,249	0.882%	\$ 5,954		\$ 5,954	\$ 933	\$ 6,887
231-18-21 Prop. C Fund - Civil Engineering	461,000	0.403%	\$ 2,720		\$ 2,720	\$ 426	\$ 3,146
232-18-91 AB 2766 Air Quality Fund - Transportation	2,100	0.002%	\$ 12		\$ 12	\$ 2	\$ 14
233-18-21 Measure R - Civil Engineering	40,000	0.035%	\$ 236		\$ 236	\$ 37	\$ 273
233-18-32 Measure R - Street Repair	340,000	0.297%	\$ 2,006		\$ 2,006	\$ 314	\$ 2,320
234-18-21 Measure M - Civil Engineering	37,000	0.032%	\$ 218		\$ 218	\$ 34	\$ 252
234-18-32 Measure M - Street Repair	480,000	0.420%	\$ 2,832		\$ 2,832	\$ 444	\$ 3,275
401-14-11 Capital Improvement Fund - Parks & Rec Admin	1,100,000	0.962%	\$ 6,490		\$ 6,490	\$ 1,017	\$ 7,506
401-15-11 Capital Improvement Fund - Police Admin	386,219	0.338%	\$ 2,279		\$ 2,279	\$ 357	\$ 2,636
401-16-11 Capital Improvement Fund - Fire Admin	386,219	0.338%	\$ 2,279		\$ 2,279	\$ 357	\$ 2,636
401-18-21 Capital Improvement Fund - Civil Engineering	1,510,000	1.320%	\$ 8,909		\$ 8,909	\$ 1,395	\$ 10,304
401-18-32 Capital Improvement Fund - Street Repair	250,000	0.219%	\$ 1,475		\$ 1,475	\$ 231	\$ 1,706

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-11- City Manager

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
501-18-211 Water Administration	3,858,164	3.373%	\$ 22,763		\$ 22,763	\$ 3,565	\$ 26,328
501-18-221 Water Source Of Supply	3,800	0.003%	\$ 22		\$ 22	\$ 4	\$ 26
501-18-231 Water Pumping	1,306,772	1.142%	\$ 7,710		\$ 7,710	\$ 1,208	\$ 8,917
501-18-241 Water Treatment	296,695	0.259%	\$ 1,750		\$ 1,750	\$ 274	\$ 2,025
501-18-251 Water Maintenance	1,582,766	1.384%	\$ 9,338		\$ 9,338	\$ 1,463	\$ 10,801
502-18-311 Stormwater Fund - Storm Drain Maintenance	1,639,089	1.433%	\$ 9,670		\$ 9,670	\$ 1,515	\$ 11,185
503-18-321 Wastewater Fund - Sewer Maintenance	5,063,346	4.427%	\$ 29,873		\$ 29,873	\$ 4,679	\$ 34,552
510-18-411 Refuse Fund - Refuse Management	1,054,302	0.922%	\$ 6,220		\$ 6,220	\$ 974	\$ 7,194
520-18-511 Parking Fund - Street Meters & City Lots	4,283,311	3.745%	\$ 25,271		\$ 25,271	\$ 3,958	\$ 29,229
521-18-513 County Parking Lots Fund	210,618	0.184%	\$ 1,243		\$ 1,243	\$ 195	\$ 1,437
521-18-514 County Parking Lots Fund	541,632	0.474%	\$ 3,196		\$ 3,196	\$ 501	\$ 3,696
522-18-512 State Pier and Parking Lot Fund	599,689	0.524%	\$ 3,538		\$ 3,538	\$ 554	\$ 4,092
601-13-21 Insurance Reserve Fund - HR	762,720	0.667%	\$ 4,500		\$ 4,500	\$ 705	\$ 5,205
601-13-22 Liability	1,350,965	1.181%	\$ 7,970		\$ 7,970	\$ 1,248	\$ 9,219
601-13-23 Workers Compensation	614,173	0.537%	\$ 3,624		\$ 3,624	\$ 568	\$ 4,191
605-19-51 Information Systems Fund - Information Systems	2,899,836	2.535%	\$ 17,109		\$ 17,109	\$ 2,680	\$ 19,788
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	1,248,527	1.092%	\$ 7,366		\$ 7,366	\$ 1,154	\$ 8,520
610-18-621 Fleet Mgmt Fund - Fleet Replacement	1,044,663	0.913%	\$ 6,163		\$ 6,163	\$ 965	\$ 7,129
615-12-42 Building Maintenance & Operations Fund - Warehouse	247,487	0.216%	\$ 1,460		\$ 1,460	\$ 229	\$ 1,689
615-18-41 Building Maintenance & Operations Fund	1,780,469	1.557%	\$ 10,504		\$ 10,504	\$ 1,645	\$ 12,150
710-18-21 Special Assessment Redemption Fund - Civil Engineering	1,006,950	0.880%	\$ 5,941		\$ 5,941	\$ 931	\$ 6,871
801-12-11 Pension Trust Fund - City Council	241,000	0.211%	\$ 1,422		\$ 1,422	\$ 223	\$ 1,645
<b>Total</b>	<b>114,383,699.00</b>	<b>100.000%</b>	<b>\$ 674,845</b>	<b>\$ -</b>	<b>\$ 674,845</b>	<b>\$104,022</b>	<b>\$ 778,867</b>

Allocation Basis:

Budgeted Expenditures

Source of Allocation:

FY 20 Budget

**ALLOCATION SUMMARY**

**100-11- City Manager**

	<u>Management</u>	<u>Administration</u>	<u>Total</u>
100-11- City Council	\$ 10,991	\$ 2,899	\$ 13,890
100-11- City Manager	\$ 9,892	\$ 7,831	\$ 17,723.48
100-11- City Treasurer	\$ -	\$ 309	\$ 309
100-11- City Clerk	\$ 8,918	\$ 5,401	\$ 14,318
100-11- City Attorney	\$ 2,548	\$ 6,798	\$ 9,346
100-12- Finance - Admin	\$ 10,192	\$ 7,691	\$ 17,883
100-12- Finance - Accounting	\$ 10,192	\$ 4,972	\$ 15,163
100-12- Finance - Revenue	\$ 17,836	\$ 7,936	\$ 25,772
100-12- Finance - Purchasing	\$ 7,644	\$ 3,061	\$ 10,705
100-19- GIS	\$ 5,096	\$ 2,248	\$ 7,344
100-13- HR	\$ 12,740	\$ 8,497	\$ 21,237
100-14- Parks & Rec Admin	\$ 10,192	\$ 20,295	\$ 30,487
100-15- Police Admin	\$ 22,422	\$ 44,514	\$ 66,935
100-16- Fire Admin	\$ 5,605	\$ 21,033	\$ 26,638
100-17- Community Development Admin	\$ 10,192	\$ 5,693	\$ 15,884
100-18- Public Works Admin	\$ 15,288	\$ 8,801	\$ 24,088
100-14-21 Recreation Services	\$ 6,370	\$ 7,902	\$ 14,271
100-14-24 Teen Drop In Center	\$ 1,911	\$ 1,257	\$ 3,167
100-14-25 Special Activity Classes	\$ 1,478	\$ 964	\$ 2,441
100-14-26 Special Events	\$ 3,771	\$ 3,448	\$ 7,219
100-14-27 Tennis Operations	\$ 662	\$ 2,689	\$ 3,351
100-14-28 Facility & Parks Reservations	\$ 5,937	\$ 3,053	\$ 8,989.30
100-14-31 Cultural Arts	\$ 5,096	\$ 3,503	\$ 8,598.91
100-14-34 Art Classes	\$ 2,854	\$ 1,966	\$ 4,819
100-14-36 Concerts In The Park	\$ -	\$ 757	\$ 757



**ALLOCATION SUMMARY**

**100-11- City Manager**

	<u>Management</u>	<u>Administration</u>	<u>Total</u>
100-14-41 Sports Leagues & Tournaments	\$ 1,274	\$ 1,472	\$ 2,746
100-14-42 Sports Classes	\$ 2,650	\$ 3,723	\$ 6,373
100-14-43 Swimming Activities	\$ 4,612	\$ 3,816	\$ 8,427.91
100-14-44 Sports & Aquatics Admin	\$ 1,274	\$ 1,349	\$ 2,622.48
100-14-51 Volunteers	\$ 2,548	\$ 1,378	\$ 3,926.41
100-14-61 Older Adult Activities	\$ 306	\$ 1,082	\$ 1,388
100-14-62 Senior Services	\$ 5,096	\$ 2,832	\$ 7,928
100-15-21 Patrol	\$ 96,821	\$ 69,618	\$ 166,439.20
100-15-31 Investigations	\$ 35,671	\$ 19,784	\$ 55,455
100-15-32 School Resource Officer	\$ -	\$ 216	\$ 216.07
100-15-41 Technical Support Services	\$ 33,123	\$ 11,099	\$ 44,222.47
100-15-42 Communications	\$ -	\$ 10,155	\$ 10,154.69
100-15-51 Crime Prevention	\$ 7,644	\$ 4,165	\$ 11,809
100-15-61 Traffic Safety	\$ 17,836	\$ 16,303	\$ 34,139
100-15-71 Jail Operations	\$ 15,288	\$ 5,031	\$ 20,318.45
100-15-81 Parking Enforcement	\$ 38,219	\$ 14,446	\$ 52,665
100-15-91 Animal Control	\$ 7,644	\$ 2,150	\$ 9,793.96
100-16-21 Prevention	\$ 5,096	\$ 5,823	\$ 10,919.22
100-16-23 Arson Investiation	\$ -	\$ 235	\$ 234.53
100-16-31 Suppression	\$ 48,411	\$ 51,096	\$ 99,506.34
100-16-41 Paramedics	\$ 17,836	\$ 16,439	\$ 34,275
100-16-51 Special Services	\$ 2,548	\$ 2,278	\$ 4,826
100-16-52 Emergency Preparedness	\$ -	\$ 782	\$ 781.87
100-16-54 CERT (Community Emergency Response Team)	\$ -	\$ 181	\$ 181
100-16-55 Communications	\$ -	\$ 330	\$ 330

**ALLOCATION SUMMARY**

**100-11- City Manager**

	<u>Management</u>	<u>Administration</u>	<u>Total</u>
100-16-56 Public Education	\$ -	\$ 180	\$ 180
100-17-21 Current Planning	\$ 20,383	\$ 8,805	\$ 29,188.19
100-17-31 Plan Check	\$ 11,466	\$ 9,865	\$ 21,331.01
100-17-32 Inspection	\$ 19,109	\$ 7,987	\$ 27,096.68
100-17-41 Code Enforcement	\$ 10,192	\$ 3,137	\$ 13,328
100-17-51 Traffic Engineering	\$ 5,096	\$ 2,938	\$ 8,034
100-17-413 Environmental Programs	\$ 2,548	\$ 4,452	\$ 7,000
100-18-21 Civil Engineering	\$ 31,849	\$ 14,837	\$ 46,686
100-18-32 Street Repair	\$ 28,664	\$ 16,436	\$ 45,100
100-18-34 Traffic Control	\$ 3,822	\$ 2,643	\$ 6,465
100-18-42 Parks Maintenance	\$ 5,733	\$ 8,101	\$ 13,834
100-18-43 School District Maintenance	\$ -	\$ 1,601	\$ 1,601
201-18-111 Street Lighting & Landscape Fund - Street Lighting	\$ -	\$ 2,788	\$ 2,788
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	\$ -	\$ 31	\$ 31
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	\$ -	\$ 912	\$ 912
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	\$ -	\$ 546	\$ 546
205-18-32 Streets, Highways & Sidewalks - Street Repair	\$ -	\$ 3,412	\$ 3,412
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	\$ -	\$ 2,047	\$ 2,047
210-15-203 Asset Forfeiture Fund - DOJ Regional	\$ -	\$ 1,049	\$ 1,049
211-15-302 Police Safety Grants Fund - State SLES Grant	\$ -	\$ 955	\$ 955
230-14-91 Prop. A Fund - Transportation	\$ 10,192	\$ 6,887	\$ 17,079
231-18-21 Prop. C Fund - Civil Engineering	\$ -	\$ 3,146	\$ 3,146
232-18-91 AB 2766 Air Quality Fund - Transportation	\$ -	\$ 14	\$ 14
233-18-21 Measure R - Civil Engineering	\$ -	\$ 273	\$ 273
233-18-32 Measure R - Street Repair	\$ -	\$ 2,320	\$ 2,320

**ALLOCATION SUMMARY**

**100-11- City Manager**

	<u>Management</u>	<u>Administration</u>	<u>Total</u>
234-18-21 Measure M - Civil Engineering	\$ -	\$ 252	\$ 252
234-18-32 Measure M - Street Repair	\$ -	\$ 3,275	\$ 3,275
401-14-11 Capital Improvement Fund - Parks & Rec Admin	\$ -	\$ 7,506	\$ 7,506
401-15-11 Capital Improvement Fund - Police Admin	\$ -	\$ 2,636	\$ 2,636
401-16-11 Capital Improvement Fund - Fire Admin	\$ -	\$ 2,636	\$ 2,636
401-18-21 Capital Improvement Fund - Civil Engineering	\$ -	\$ 10,304	\$ 10,304
401-18-32 Capital Improvement Fund - Street Repair	\$ -	\$ 1,706	\$ 1,706
501-18-211 Water Administration	\$ -	\$ 26,328	\$ 26,328
501-18-221 Water Source Of Supply	\$ -	\$ 26	\$ 26
501-18-231 Water Pumping	\$ 7,262	\$ 8,917	\$ 16,179
501-18-241 Water Treatment	\$ -	\$ 2,025	\$ 2,025
501-18-251 Water Maintenance	\$ 20,256	\$ 10,801	\$ 31,057
502-18-311 Stormwater Fund - Storm Drain Maintenance	\$ 2,675	\$ 11,185	\$ 13,860
503-18-321 Wastewater Fund - Sewer Maintenance	\$ 9,937	\$ 34,552	\$ 44,489
510-18-411 Refuse Fund - Refuse Management	\$ 2,548	\$ 7,194	\$ 9,742
520-18-511 Parking Fund - Street Meters & City Lots	\$ 3,694	\$ 29,229	\$ 32,924
521-18-513 County Parking Lots Fund	\$ 510	\$ 1,437	\$ 1,947
521-18-514 County Parking Lots Fund	\$ 510	\$ 3,696	\$ 4,206
522-18-512 State Pier and Parking Lot Fund	\$ 1,019	\$ 4,092	\$ 5,111
601-13-21 Insurance Reserve Fund - HR	\$ 7,644	\$ 5,205	\$ 12,849
601-13-22 Liability	\$ -	\$ 9,219	\$ 9,219
601-13-23 Workers Compensation	\$ -	\$ 4,191	\$ 4,191
605-19-51 Information Systems Fund - Information Systems	\$ 17,836	\$ 19,788	\$ 37,624
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	\$ 10,829	\$ 8,520	\$ 19,349
610-18-621 Fleet Mgmt Fund - Fleet Replacement	\$ -	\$ 7,129	\$ 7,129

**ALLOCATION SUMMARY**

**100-11- City Manager**

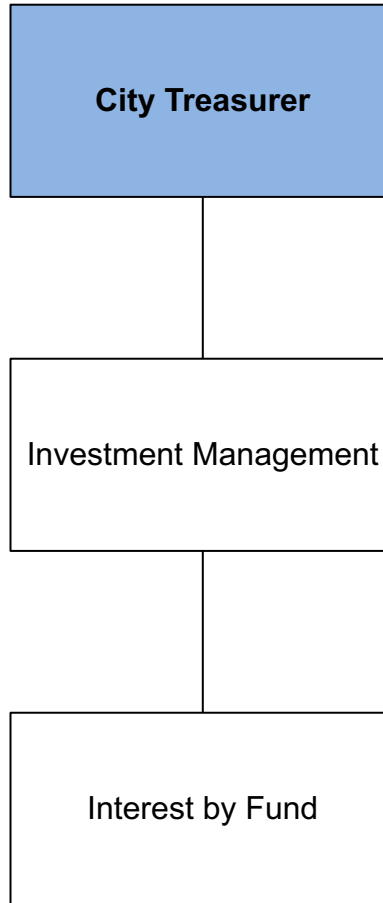
	<u>Management</u>	<u>Administration</u>	<u>Total</u>
615-12-42 Building Maintenance & Operations Fund - Warehouse	\$ -	\$ 1,689	\$ 1,689
615-18-41 Building Maintenance & Operations Fund	\$ 13,377	\$ 12,150	\$ 25,526
710-18-21 Special Assessment Redemption Fund - Civil Engineering	\$ -	\$ 6,871	\$ 6,871
801-12-11 Pension Trust Fund - City Council	\$ -	\$ 1,645	\$ 1,645
<b>Total</b>	<b>\$ 778,867</b>	<b>\$ 778,867</b>	<b>\$ 1,557,734</b>

## 4 City Treasurer

The City Treasurer is tasked with overseeing the City's investments and banking policies. The City Treasurer is elected at-large and serves a four-year term and serves as the Chair of the Finance Subcommittee. City Treasurer's costs are allocated to Receiving Departments, as follows:

- **Investment Management** – represents support associated with reconciliation and investment of city funds and is measured by the Interest by Fund.

The chart on the following page illustrates the functions and measures used to allocate City Treasurer's costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

**100-11- City Treasurer**

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$ 45,322		\$ 45,322
<b>Total Deductions</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Incoming Costs</b>			
100-11- City Council	\$ 92	\$ 12	\$ 104
100-11- City Manager	\$ 267	\$ 42	\$ 309
100-11- City Treasurer		\$ 12	\$ 12
100-11- City Attorney		\$ 160	\$ 160
100-12- Finance - Admin		\$ 319	\$ 319
100-12- Finance - Accounting		\$ 657	\$ 657
100-12- Finance - Revenue		\$ 147	\$ 147
100-12- Finance - Purchasing		\$ 182	\$ 182
100-13- HR		\$ 3,302	\$ 3,302
<b>Total Incoming Costs</b>	<u>\$ 360</u>	<u>\$ 4,832</u>	<u>\$ 5,191</u>
<b>Total Cost Adjustments</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Total Costs to be Allocated</b>	<u>\$ 45,682</u>	<u>\$ 4,832</u>	<u>\$ 50,513</u>

**DEPARTMENTAL EXPENSE DETAIL**

**100-11- City Treasurer**

Expense Type	\$	General Admin	Investment Management
<b>Personnel</b>			
Salaries & Wages	\$ 12,540	\$ -	\$ 12,540
Fringe Benefits	\$ 22,402	\$ -	\$ 22,402
<b>Subtotal Personnel Cost</b>	<b>\$ 34,942</b>	<b>\$ -</b>	<b>\$ 34,942</b>
<b>Operating Services &amp; Supplies</b>			
Contract	\$ 3,885	\$ -	\$ 3,885
Services & Supplies	\$ 6,495	\$ -	\$ 6,495
<b>Subtotal Operating Cost</b>	<b>\$ 10,380</b>	<b>\$ -</b>	<b>\$ 10,380</b>
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ 45,322</b>	<b>\$ -</b>	<b>\$ 45,322</b>
<b>Disallowed Costs</b>			
<b>Subtotal Disallowed Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost Adjustments</b>			
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 45,322</b>	<b>\$ -</b>	<b>\$ 45,322</b>
<b>First Allocation</b>			
Incoming - All Others	\$ 360	\$ -	\$ 360
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 45,682</b>	<b>\$ -</b>	<b>\$ 45,682</b>
<b>Second Allocation</b>			
Incoming - All Others	\$ 4,832	\$ -	\$ 4,832
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 4,832</b>	<b>\$ -</b>	<b>\$ 4,832</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 50,513</b>	<b>\$ -</b>	<b>\$ 50,513</b>



CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-11- City Treasurer

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Investment Management</b>							
100-11- City Council	7,556.54	0.952%	\$ 435		\$ 435		\$ 435
100-11- City Manager	6,881.90	0.867%	\$ 396		\$ 396		\$ 396
100-11- City Treasurer	210.88	0.027%	\$ 12		\$ 12		\$ 12
100-11- City Clerk	4,258.99	0.537%	\$ 245		\$ 245	\$ 26	\$ 272
100-11- City Attorney	4,708.19	0.593%	\$ 271		\$ 271	\$ 29	\$ 300
100-12- Finance - Admin	5,524.16	0.696%	\$ 318		\$ 318	\$ 34	\$ 352
100-12- Finance - Accounting	3,486.84	0.439%	\$ 201		\$ 201	\$ 22	\$ 222
100-12- Finance - Revenue	5,429.17	0.684%	\$ 313		\$ 313	\$ 34	\$ 346
100-12- Finance - Purchasing	2,078.74	0.262%	\$ 120		\$ 120	\$ 13	\$ 133
100-19- GIS	1,544.41	0.195%	\$ 89		\$ 89	\$ 10	\$ 99
100-13- HR	6,172.53	0.778%	\$ 355		\$ 355	\$ 38	\$ 394
100-14- Parks & Rec Admin	13,955.09	1.759%	\$ 803		\$ 803	\$ 87	\$ 890
100-15- Police Admin	30,374.38	3.828%	\$ 1,749		\$ 1,749	\$ 188	\$ 1,937
100-16- Fire Admin	14,481.76	1.825%	\$ 834		\$ 834	\$ 90	\$ 924
100-17- Community Development Admin	5,656.60	0.713%	\$ 326		\$ 326	\$ 35	\$ 361
100-18- Public Works Admin	5,920.86	0.746%	\$ 341		\$ 341	\$ 37	\$ 378
100-14-21 Recreation Services	5,330.31	0.672%	\$ 307		\$ 307	\$ 33	\$ 340
100-14-24 Teen Drop In Center	862.35	0.109%	\$ 50		\$ 50	\$ 5	\$ 55
100-14-25 Special Activity Classes	665.56	0.084%	\$ 38		\$ 38	\$ 4	\$ 42
100-14-26 Special Events	2,299.60	0.290%	\$ 132		\$ 132	\$ 14	\$ 147
100-14-27 Tennis Operations	1,834.44	0.231%	\$ 106		\$ 106	\$ 11	\$ 117
100-14-28 Facility & Parks Reservations	2,042.63	0.257%	\$ 118		\$ 118	\$ 13	\$ 130
100-14-31 Cultural Arts	2,368.75	0.299%	\$ 136		\$ 136	\$ 15	\$ 151
100-14-34 Art Classes	1,205.35	0.152%	\$ 69		\$ 69	\$ 7	\$ 77
100-14-36 Concerts In The Park	331.65	0.042%	\$ 19		\$ 19	\$ 2	\$ 21
100-14-41 Sports Leagues & Tournaments	1,004.81	0.127%	\$ 58		\$ 58	\$ 6	\$ 64
100-14-42 Sports Classes	2,562.32	0.323%	\$ 148		\$ 148	\$ 16	\$ 163
100-14-43 Swimming Activities	2,581.87	0.325%	\$ 149		\$ 149	\$ 16	\$ 165
100-14-44 Sports & Aquatics Admin	911.97	0.115%	\$ 53		\$ 53	\$ 6	\$ 58
100-14-51 Volunteers	925.51	0.117%	\$ 53		\$ 53	\$ 6	\$ 59
100-14-61 Older Adult Activities	727.34	0.092%	\$ 42		\$ 42	\$ 5	\$ 46
100-14-62 Senior Services	1,791.92	0.226%	\$ 103		\$ 103	\$ 11	\$ 114
100-15-21 Patrol	45,643.74	5.753%	\$ 2,628		\$ 2,628	\$ 283	\$ 2,911
100-15-31 Investigations	13,164.62	1.659%	\$ 758		\$ 758	\$ 82	\$ 840
100-15-32 School Resource Officer	153.61	0.019%	\$ 9		\$ 9	\$ 1	\$ 10

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-11- City Treasurer

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-15-41 Technical Support Services	12,230.89	1.542%	\$ 704		\$ 704	\$ 76	\$ 780
100-15-42 Communications	7,125.54	0.898%	\$ 410		\$ 410	\$ 44	\$ 454
100-15-51 Crime Prevention	2,775.18	0.350%	\$ 160		\$ 160	\$ 17	\$ 177
100-15-61 Traffic Safety	10,853.16	1.368%	\$ 625		\$ 625	\$ 67	\$ 692
100-15-71 Jail Operations	3,395.12	0.428%	\$ 195		\$ 195	\$ 21	\$ 217
100-15-81 Parking Enforcement	9,705.70	1.223%	\$ 559		\$ 559	\$ 60	\$ 619
100-15-91 Animal Control	1,425.10	0.180%	\$ 82		\$ 82	\$ 9	\$ 91
100-16-21 Prevention	3,929.64	0.495%	\$ 226		\$ 226	\$ 24	\$ 251
100-16-23 Arson Investigation	168.04	0.021%	\$ 10		\$ 10	\$ 1	\$ 11
100-16-31 Suppression	34,290.99	4.322%	\$ 1,974		\$ 1,974	\$ 213	\$ 2,187
100-16-41 Paramedics	11,251.19	1.418%	\$ 648		\$ 648	\$ 70	\$ 718
100-16-51 Special Services	1,520.05	0.192%	\$ 88		\$ 88	\$ 9	\$ 97
100-16-52 Emergency Preparedness	610.31	0.077%	\$ 35		\$ 35	\$ 4	\$ 39
100-16-54 CERT (Community Emergency Response Team)	123.24	0.016%	\$ 7		\$ 7	\$ 1	\$ 8
100-16-55 Communications	874.10	0.110%	\$ 50		\$ 50	\$ 5	\$ 56
100-16-56 Public Education	150.12	0.019%	\$ 9		\$ 9	\$ 1	\$ 10
100-17-21 Current Planning	6,189.08	0.780%	\$ 356		\$ 356	\$ 38	\$ 395
100-17-31 Plan Check	6,966.51	0.878%	\$ 401		\$ 401	\$ 43	\$ 444
100-17-32 Inspection	5,341.41	0.673%	\$ 308		\$ 308	\$ 33	\$ 341
100-17-41 Code Enforcement	2,086.91	0.263%	\$ 120		\$ 120	\$ 13	\$ 133
100-17-51 Traffic Engineering	2,185.79	0.275%	\$ 126		\$ 126	\$ 14	\$ 139
100-17-413 Environmental Programs	1,764.61	0.222%	\$ 102		\$ 102	\$ 11	\$ 113
100-18-21 Civil Engineering	10,157.76	1.280%	\$ 585		\$ 585	\$ 63	\$ 648
100-18-32 Street Repair	11,287.30	1.423%	\$ 650		\$ 650	\$ 70	\$ 720
100-18-34 Traffic Control	1,782.45	0.225%	\$ 103		\$ 103	\$ 11	\$ 114
100-18-42 Parks Maintenance	5,417.84	0.683%	\$ 312		\$ 312	\$ 34	\$ 346
100-18-43 School District Maintenance	1,355.08	0.171%	\$ 78		\$ 78	\$ 8	\$ 86
201-18-111 Street Lighting & Landscape Fund - Street Lighting	0.88	0.000%	\$ 0		\$ 0	\$ 0	\$ 0
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	0.01	0.000%	\$ 0		\$ 0	\$ 0	\$ 0
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	0.36	0.000%	\$ 0		\$ 0	\$ 0	\$ 0
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	350.78	0.044%	\$ 20		\$ 20	\$ 2	\$ 22
205-18-32 Streets, Highways & Sidewalks - Street Repair	19,270.07	2.429%	\$ 1,110		\$ 1,110	\$ 120	\$ 1,229
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	8,639.49	1.089%	\$ 497		\$ 497	\$ 54	\$ 551
210-15-203 Asset Forfeiture Fund - DOJ Regional	4,634.52	0.584%	\$ 267		\$ 267	\$ 29	\$ 296
211-15-302 Police Safety Grants Fund - State SLES Grant	1,207.87	0.152%	\$ 70		\$ 70	\$ 7	\$ 77
231-18-21 Prop. C Fund - Civil Engineering	33,314.15	4.199%	\$ 1,918		\$ 1,918	\$ 207	\$ 2,125
232-18-91 AB 2766 Air Quality Fund - Transportation	823.89	0.104%	\$ 47		\$ 47	\$ 5	\$ 53
233-18-32 Measure R - Street Repair	12,128.26	1.529%	\$ 698		\$ 698	\$ 75	\$ 774

100-11- City Treasurer

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
403-0-0 Underground Assessment Districts	1,493.83	0.188%	\$ 86		\$ 86	\$ 9	\$ 95
501-18-211 Water Administration	167,343.83	21.092%	\$ 9,635		\$ 9,635	\$ 1,038	\$ 10,673
501-18-221 Water Source Of Supply	49,740.93	6.269%	\$ 2,864		\$ 2,864	\$ 309	\$ 3,173
501-18-231 Water Pumping	10,276.48	1.295%	\$ 592		\$ 592	\$ 64	\$ 655
501-18-241 Water Treatment	1,836.19	0.231%	\$ 106		\$ 106	\$ 11	\$ 117
501-18-251 Water Maintenance	10,469.56	1.320%	\$ 603		\$ 603	\$ 65	\$ 668
502-18-311 Stormwater Fund - Storm Drain Maintenance	10,403.17	1.311%	\$ 599		\$ 599	\$ 65	\$ 664
503-18-321 Wastewater Fund - Sewer Maintenance	66,700.91	8.407%	\$ 3,840		\$ 3,840	\$ 414	\$ 4,254
510-18-411 Refuse Fund - Refuse Management	6,635.56	0.836%	\$ 382		\$ 382	\$ 41	\$ 423
520-18-511 Parking Fund - Street Meters & City Lots	12,957.55	1.633%	\$ 746		\$ 746	\$ 80	\$ 826
522-18-512 State Pier and Parking Lot Fund	13,763.26	1.735%	\$ 792		\$ 792	\$ 85	\$ 878
801-12-11 Pension Trust Fund - City Council	1,798.24	0.227%	\$ 104		\$ 104	\$ 11	\$ 115
<b>Total</b>	<b>793,402.33</b>	<b>100.000%</b>	<b>\$ 45,682</b>	<b>\$ -</b>	<b>\$ 45,682</b>	<b>\$ 4,832</b>	<b>\$ 50,513</b>

Allocation Basis:

Interest by Fund

**ALLOCATION SUMMARY**

**100-11- City Treasurer**

	<u>Investment Management</u>	<u>Total</u>
100-11- City Council	\$ 435	\$ 435
100-11- City Manager	\$ 396	\$ 396
100-11- City Treasurer	\$ 12	\$ 12
100-11- City Clerk	\$ 272	\$ 272
100-11- City Attorney	\$ 300	\$ 300
100-12- Finance - Admin	\$ 352	\$ 352
100-12- Finance - Accounting	\$ 222	\$ 222
100-12- Finance - Revenue	\$ 346	\$ 346
100-12- Finance - Purchasing	\$ 133	\$ 133
100-19- GIS	\$ 99	\$ 99
100-13- HR	\$ 394	\$ 394
100-14- Parks & Rec Admin	\$ 890	\$ 890
100-15- Police Admin	\$ 1,937	\$ 1,937
100-16- Fire Admin	\$ 924	\$ 924
100-17- Community Development Admin	\$ 361	\$ 361
100-18- Public Works Admin	\$ 378	\$ 378
100-14-21 Recreation Services	\$ 340	\$ 340
100-14-24 Teen Drop In Center	\$ 55	\$ 55
100-14-25 Special Activity Classes	\$ 42	\$ 42
100-14-26 Special Events	\$ 147	\$ 147
100-14-27 Tennis Operations	\$ 117	\$ 117
100-14-28 Facility & Parks Reservations	\$ 130	\$ 130
100-14-31 Cultural Arts	\$ 151	\$ 151
100-14-34 Art Classes	\$ 77	\$ 77
100-14-36 Concerts In The Park	\$ 21	\$ 21

**ALLOCATION SUMMARY**

**100-11- City Treasurer**

	<u>Investment Management</u>	<u>Total</u>
100-14-41 Sports Leagues & Tournaments	\$ 64	\$ 64
100-14-42 Sports Classes	\$ 163	\$ 163
100-14-43 Swimming Activities	\$ 165	\$ 165
100-14-44 Sports & Aquatics Admin	\$ 58	\$ 58
100-14-51 Volunteers	\$ 59	\$ 59
100-14-61 Older Adult Activities	\$ 46	\$ 46
100-14-62 Senior Services	\$ 114	\$ 114
100-15-21 Patrol	\$ 2,911	\$ 2,911
100-15-31 Investigations	\$ 840	\$ 840
100-15-32 School Resource Officer	\$ 10	\$ 10
100-15-41 Technical Support Services	\$ 780	\$ 780
100-15-42 Communications	\$ 454	\$ 454
100-15-51 Crime Prevention	\$ 177	\$ 177
100-15-61 Traffic Safety	\$ 692	\$ 692
100-15-71 Jail Operations	\$ 217	\$ 217
100-15-81 Parking Enforcement	\$ 619	\$ 619
100-15-91 Animal Control	\$ 91	\$ 91
100-16-21 Prevention	\$ 251	\$ 251
100-16-23 Arson Investiation	\$ 11	\$ 11
100-16-31 Suppression	\$ 2,187	\$ 2,187
100-16-41 Paramedics	\$ 718	\$ 718
100-16-51 Special Services	\$ 97	\$ 97
100-16-52 Emergency Preparedness	\$ 39	\$ 39
100-16-54 CERT (Community Emergency Response Team)	\$ 8	\$ 8
100-16-55 Communications	\$ 56	\$ 56

**ALLOCATION SUMMARY**

**100-11- City Treasurer**

	<u>Investment Management</u>	<u>Total</u>
100-16-56 Public Education	\$ 10	\$ 10
100-17-21 Current Planning	\$ 395	\$ 395
100-17-31 Plan Check	\$ 444	\$ 444
100-17-32 Inspection	\$ 341	\$ 341
100-17-41 Code Enforcement	\$ 133	\$ 133
100-17-51 Traffic Engineering	\$ 139	\$ 139
100-17-413 Environmental Programs	\$ 113	\$ 113
100-18-21 Civil Engineering	\$ 648	\$ 648
100-18-32 Street Repair	\$ 720	\$ 720
100-18-34 Traffic Control	\$ 114	\$ 114
100-18-42 Parks Maintenance	\$ 346	\$ 346
100-18-43 School District Maintenance	\$ 86	\$ 86
201-18-111 Street Lighting & Landscape Fund - Street Lighting	\$ 0	\$ 0
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	\$ 0	\$ 0
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	\$ 0	\$ 0
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	\$ 22	\$ 22
205-18-32 Streets, Highways & Sidewalks - Street Repair	\$ 1,229	\$ 1,229
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	\$ 551	\$ 551
210-15-203 Asset Forfeiture Fund - DOJ Regional	\$ 296	\$ 296
211-15-302 Police Safety Grants Fund - State SLES Grant	\$ 77	\$ 77
231-18-21 Prop. C Fund - Civil Engineering	\$ 2,125	\$ 2,125
232-18-91 AB 2766 Air Quality Fund - Transportation	\$ 53	\$ 53
233-18-32 Measure R - Street Repair	\$ 774	\$ 774
403-0-0 Underground Assessment Districts	\$ 95	\$ 95
501-18-211 Water Administration	\$ 10,673	\$ 10,673

**ALLOCATION SUMMARY**

**100-11- City Treasurer**

	<u>Investment Management</u>	<u>Total</u>
501-18-221 Water Source Of Supply	\$ 3,173	\$ 3,173
501-18-231 Water Pumping	\$ 655	\$ 655
501-18-241 Water Treatment	\$ 117	\$ 117
501-18-251 Water Maintenance	\$ 668	\$ 668
502-18-311 Stormwater Fund - Storm Drain Maintenance	\$ 664	\$ 664
503-18-321 Wastewater Fund - Sewer Maintenance	\$ 4,254	\$ 4,254
510-18-411 Refuse Fund - Refuse Management	\$ 423	\$ 423
520-18-511 Parking Fund - Street Meters & City Lots	\$ 826	\$ 826
522-18-512 State Pier and Parking Lot Fund	\$ 878	\$ 878
801-12-11 Pension Trust Fund - City Council	\$ 115	\$ 115
<b>Total</b>	<b>\$ 50,513</b>	<b>\$ 50,513</b>

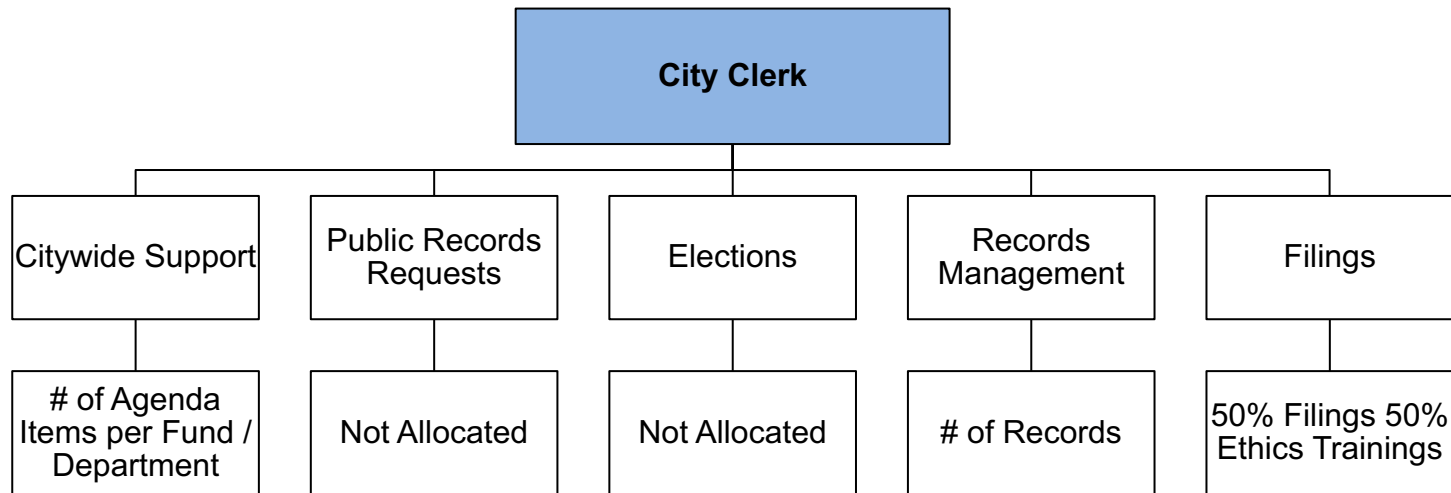
## 5 City Clerk

The City Clerk is an executive member of staff that serves as the local filing officer for all campaigns within the City limits. The City Clerk is responsible for providing and coordinating meeting agendas for Council meetings, managing records and administering elections. City Clerk's costs are allocated, as follows:

- **Citywide Support** – represents costs associated with providing support to other city departments in the form of reviewing council agenda items, legislative items, and contracts. These costs have been allocated based upon number of agenda items per Fund / Department.
- **Public Records Requests** – represents the cost associated with providing public records requests. Costs associated with this function have not been allocated.
- **Elections** – represents costs associated with providing Election services. Costs associated with this function have not been allocated.
- **Records Management** – represents support associated with retention and destruction of city records. Costs associated with this function have been allocated based on the number of records per Fund / Department.
- **Filings** – represents costs associated with filing support and mandatory ethics trainings. Costs associated with this function have been allocated based 50% on filings and 50% on the number of ethics trainings per Fund / Department.

The chart on the following page illustrates the functions and measures used to allocate City Clerk's costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.





**COSTS TO BE ALLOCATED**

**100-11- City Clerk**

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$ 791,423		\$ 791,423
<b>Total Deductions</b>	\$ -		\$ -
<b>Incoming Costs</b>			
-- Building Replacement	\$ 9,295	\$ -	\$ 9,295
100-11- City Council	\$ 4,292	\$ 538	\$ 4,830
100-11- City Manager	\$ 12,363	\$ 1,955	\$ 14,318
100-11- City Treasurer	\$ 245	\$ 26	\$ 272
100-11- City Clerk		\$ 43,854	\$ 43,854
100-11- City Attorney		\$ 7,400	\$ 7,400
100-12- Finance - Admin		\$ 5,650	\$ 5,650
100-12- Finance - Accounting		\$ 6,408	\$ 6,408
100-12- Finance - Revenue		\$ 2,945	\$ 2,945
100-12- Finance - Purchasing		\$ 11,093	\$ 11,093
100-13- HR		\$ 13,206	\$ 13,206
<b>Total Incoming Costs</b>	<u>\$ 26,196</u>	<u>\$ 93,075</u>	<u>\$ 119,271</u>
<b>Total Cost Adjustments</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Total Costs to be Allocated</b>	<u>\$ 817,619</u>	<u>\$ 93,075</u>	<u>\$ 910,694</u>

**CITY OF MANHATTAN BEACH, CA**  
**DRAFT FY20 Full Cost Allocation Plan**

**DEPARTMENTAL EXPENSE DETAIL**

**100-11- City Clerk**

Expense Type	\$	General Admin	Citywide Support	Public Records Requests	Elections	Records Management	Filings
<b>Personnel</b>							
Salaries & Wages	\$ 374,499	\$ -	\$ 113,251	\$ 71,348	\$ 53,380	\$ 83,803	\$ 52,717
Fringe Benefits	\$ 127,827	\$ -	\$ 38,656	\$ 24,353	\$ 18,220	\$ 28,604	\$ 17,994
<b>Subtotal Personnel Cost</b>	<b>\$ 502,326</b>	<b>\$ -</b>	<b>\$ 151,907</b>	<b>\$ 95,701</b>	<b>\$ 71,599</b>	<b>\$ 112,408</b>	<b>\$ 70,711</b>
<b>Operating Services &amp; Supplies</b>							
Contract	\$ 139,103	\$ -	\$ 42,066	\$ 26,501	\$ 19,827	\$ 31,128	\$ 19,581
Services & Supplies	\$ 59,224	\$ -	\$ 17,910	\$ 11,283	\$ 8,442	\$ 13,253	\$ 8,337
Telephone	\$ 1,213	\$ -	\$ 367	\$ 231	\$ 173	\$ 271	\$ 171
Internal Service Funds	\$ 89,557	\$ -	\$ 27,083	\$ 17,062	\$ 12,765	\$ 20,041	\$ 12,607
<b>Subtotal Operating Cost</b>	<b>\$ 289,097</b>	<b>\$ -</b>	<b>\$ 87,425</b>	<b>\$ 55,077</b>	<b>\$ 41,207</b>	<b>\$ 64,692</b>	<b>\$ 40,695</b>
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ 791,423</b>	<b>\$ -</b>	<b>\$ 239,333</b>	<b>\$ 150,778</b>	<b>\$ 112,806</b>	<b>\$ 177,100</b>	<b>\$ 111,407</b>
<b>Disallowed Costs</b>							
<b>Subtotal Disallowed Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost Adjustments</b>							
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 791,423</b>	<b>\$ -</b>	<b>\$ 239,333</b>	<b>\$ 150,778</b>	<b>\$ 112,806</b>	<b>\$ 177,100</b>	<b>\$ 111,407</b>
<b>First Allocation</b>							
Incoming - All Others	\$ 26,196	\$ -	\$ 7,922	\$ 4,991	\$ 3,734	\$ 5,862	\$ 3,688
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ (272,308)	\$ -	\$ -	\$ (155,768)	\$ (116,540)	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 545,310</b>	<b>\$ -</b>	<b>\$ 247,254</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 182,962</b>	<b>\$ 115,094</b>
<b>Second Allocation</b>							
Incoming - All Others	\$ 93,075	\$ -	\$ 28,147	\$ 17,732	\$ 13,267	\$ 20,828	\$ 13,102
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ (30,999)	\$ -	\$ -	\$ (17,732)	\$ (13,267)	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 62,076</b>	<b>\$ -</b>	<b>\$ 28,147</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,828</b>	<b>\$ 13,102</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 607,387</b>	<b>\$ -</b>	<b>\$ 275,401</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 203,790</b>	<b>\$ 128,196</b>

100-11- City Clerk

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Citywide Support</b>							
100-11- City Manager	143.00	33.967%	\$ 83,984		\$ 83,984		\$ 83,984
100-12- Finance - Admin	65.00	15.439%	\$ 38,175		\$ 38,175	\$ 6,581	\$ 44,756
100-13- HR	5.00	1.188%	\$ 2,937		\$ 2,937	\$ 506	\$ 3,443
100-14- Parks & Rec Admin	29.00	6.888%	\$ 17,032		\$ 17,032	\$ 2,936	\$ 19,968
100-15- Police Admin	9.00	2.138%	\$ 5,286		\$ 5,286	\$ 911	\$ 6,197
100-16- Fire Admin	8.00	1.900%	\$ 4,698		\$ 4,698	\$ 810	\$ 5,508
100-18- Public Works Admin	59.00	14.014%	\$ 34,651		\$ 34,651	\$ 5,974	\$ 40,624
100-17-21 Current Planning	96.00	22.803%	\$ 56,381		\$ 56,381	\$ 9,720	\$ 66,101
605-19-51 Information Systems Fund - Information Systems	7.00	1.663%	\$ 4,111		\$ 4,111	\$ 709	\$ 4,820
<b>Total</b>	<b>421.00</b>	<b>100.000%</b>	<b>\$247,254</b>	<b>\$ -</b>	<b>\$247,254</b>	<b>\$ 28,147</b>	<b>\$275,401</b>

Allocation Basis:

# of Agenda Items

Source of Allocation:

City Clerk

**100-11- City Clerk**

**ALLOCATION DETAIL**

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Records Management</b>							
100-11- City Manager	8.00	0.351%	\$ 643		\$ 643		\$ 643
100-11- City Clerk	233.00	10.233%	\$ 18,722		\$ 18,722		\$ 18,722
100-11- City Attorney	127.00	5.578%	\$ 10,205		\$ 10,205	\$ 1,299	\$ 11,504
100-12- Finance - Admin	1,430.00	62.802%	\$114,904		\$114,904	\$ 14,629	\$129,532
100-12- Finance - Accounting	26.00	1.142%	\$ 2,089		\$ 2,089	\$ 266	\$ 2,355
100-12- Finance - Revenue	19.00	0.834%	\$ 1,527		\$ 1,527	\$ 194	\$ 1,721
100-13- HR	40.00	1.757%	\$ 3,214		\$ 3,214	\$ 409	\$ 3,623
100-14- Parks & Rec Admin	52.00	2.284%	\$ 4,178		\$ 4,178	\$ 532	\$ 4,710
100-15- Police Admin	115.00	5.051%	\$ 9,241		\$ 9,241	\$ 1,176	\$ 10,417
100-16- Fire Admin	8.00	0.351%	\$ 643		\$ 643	\$ 82	\$ 725
100-17- Community Development Admin	12.00	0.527%	\$ 964		\$ 964	\$ 123	\$ 1,087
100-18- Public Works Admin	121.00	5.314%	\$ 9,723		\$ 9,723	\$ 1,238	\$ 10,960
100-18-21 Civil Engineering	86.00	3.777%	\$ 6,910		\$ 6,910	\$ 880	\$ 7,790
<b>Total</b>	<b>2,277.00</b>	<b>100.000%</b>	<b>\$182,962</b>	<b>\$ -</b>	<b>\$182,962</b>	<b>\$ 20,828</b>	<b>\$203,790</b>

**Allocation Basis:**

**# of Records**

**Source of Allocation:**

**City Clerk**

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-11- City Clerk

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Filings</b>							
100-11- City Manager	0.08	7.622%	\$ 8,772		\$ 8,772		\$ 8,772
100-11- City Clerk	0.22	21.836%	\$ 25,131		\$ 25,131		\$ 25,131
100-12- Finance - Admin	0.07	7.107%	\$ 8,180		\$ 8,180	\$ 1,320	\$ 9,499
100-12- Finance - Accounting	0.01	0.862%	\$ 992		\$ 992	\$ 160	\$ 1,152
100-12- Finance - Revenue	0.01	0.862%	\$ 992		\$ 992	\$ 160	\$ 1,152
100-12- Finance - Purchasing	0.01	0.862%	\$ 992		\$ 992	\$ 160	\$ 1,152
100-19- GIS	0.01	0.862%	\$ 992		\$ 992	\$ 160	\$ 1,152
100-13- HR	0.03	3.249%	\$ 3,739		\$ 3,739	\$ 603	\$ 4,342
100-14- Parks & Rec Admin	0.06	6.392%	\$ 7,357		\$ 7,357	\$ 1,187	\$ 8,544
100-15- Police Admin	0.02	2.386%	\$ 2,747		\$ 2,747	\$ 443	\$ 3,190
100-16- Fire Admin	0.03	2.996%	\$ 3,448		\$ 3,448	\$ 556	\$ 4,005
100-17- Community Development Admin	0.07	6.602%	\$ 7,599		\$ 7,599	\$ 1,226	\$ 8,825
100-18- Public Works Admin	0.13	12.836%	\$ 14,774		\$ 14,774	\$ 2,384	\$ 17,158
100-15-21 Patrol	0.01	0.862%	\$ 992		\$ 992	\$ 160	\$ 1,152
100-16-21 Prevention	0.01	0.862%	\$ 992		\$ 992	\$ 160	\$ 1,152
100-16-31 Suppression	0.02	1.724%	\$ 1,984		\$ 1,984	\$ 320	\$ 2,305
100-17-21 Current Planning	0.03	3.448%	\$ 3,969		\$ 3,969	\$ 640	\$ 4,609
100-17-31 Plan Check	0.01	0.862%	\$ 992		\$ 992	\$ 160	\$ 1,152
100-17-32 Inspection	0.03	3.448%	\$ 3,969		\$ 3,969	\$ 640	\$ 4,609
100-17-41 Code Enforcement	0.01	0.862%	\$ 992		\$ 992	\$ 160	\$ 1,152
100-17-51 Traffic Engineering	0.01	0.862%	\$ 992		\$ 992	\$ 160	\$ 1,152
100-17-413 Environmental Programs	0.01	0.862%	\$ 992		\$ 992	\$ 160	\$ 1,152
601-13-22 Liability	0.00	0.431%	\$ 496		\$ 496	\$ 80	\$ 576
601-13-23 Workers Compensation	0.00	0.431%	\$ 496		\$ 496	\$ 80	\$ 576
605-19-51 Information Systems Fund - Information Systems	0.03	2.639%	\$ 3,037		\$ 3,037	\$ 490	\$ 3,527
0-0-0 Other	0.08	8.232%	\$ 9,474		\$ 9,474	\$ 1,529	\$ 11,003
<b>Total</b>	<b>1.00</b>	<b>100.000%</b>	<b>\$115,094</b>	<b>\$ -</b>	<b>\$115,094</b>	<b>\$ 13,102</b>	<b>\$128,196</b>

Allocation Basis:

50% Filings & 50% Ethics Training

Source of Allocation:

City Clerk

**ALLOCATION SUMMARY**

**100-11- City Clerk**

	<u>Citywide Support</u>	<u>Records Management</u>	<u>Filings</u>	<u>Total</u>
100-11- City Manager	\$ 83,984	\$ 643	\$ 8,772	\$ 93,399
100-11- City Clerk	\$ -	\$ 18,722	\$ 25,131	\$ 43,854
100-11- City Attorney	\$ -	\$ 11,504	\$ -	\$ 11,504
100-12- Finance - Admin	\$ 44,756	\$ 129,532	\$ 9,499	\$ 183,787
100-12- Finance - Accounting	\$ -	\$ 2,355	\$ 1,152	\$ 3,507
100-12- Finance - Revenue	\$ -	\$ 1,721	\$ 1,152	\$ 2,873
100-12- Finance - Purchasing	\$ -	\$ -	\$ 1,152	\$ 1,152
100-19- GIS	\$ -	\$ -	\$ 1,152	\$ 1,152
100-13- HR	\$ 3,443	\$ 3,623	\$ 4,342	\$ 11,408
100-14- Parks & Rec Admin	\$ 19,968	\$ 4,710	\$ 8,544	\$ 33,222
100-15- Police Admin	\$ 6,197	\$ 10,417	\$ 3,190	\$ 19,804
100-16- Fire Admin	\$ 5,508	\$ 725	\$ 4,005	\$ 10,238
100-17- Community Development Admin	\$ -	\$ 1,087	\$ 8,825	\$ 9,912
100-18- Public Works Admin	\$ 40,624	\$ 10,960	\$ 17,158	\$ 68,743
100-15-21 Patrol	\$ -	\$ -	\$ 1,152	\$ 1,152
100-16-21 Prevention	\$ -	\$ -	\$ 1,152	\$ 1,152
100-16-31 Suppression	\$ -	\$ -	\$ 2,305	\$ 2,305
100-17-21 Current Planning	\$ 66,101	\$ -	\$ 4,609	\$ 70,710
100-17-31 Plan Check	\$ -	\$ -	\$ 1,152	\$ 1,152
100-17-32 Inspection	\$ -	\$ -	\$ 4,609	\$ 4,609
100-17-41 Code Enforcement	\$ -	\$ -	\$ 1,152	\$ 1,152
100-17-51 Traffic Engineering	\$ -	\$ -	\$ 1,152	\$ 1,152
100-17-413 Environmental Programs	\$ -	\$ -	\$ 1,152	\$ 1,152
100-18-21 Civil Engineering	\$ -	\$ 7,790	\$ -	\$ 7,790
601-13-22 Liability	\$ -	\$ -	\$ 576	\$ 576
601-13-23 Workers Compensation	\$ -	\$ -	\$ 576	\$ 576
605-19-51 Information Systems Fund - Information Systems	\$ 4,820	\$ -	\$ 3,527	\$ 8,347
0-0-0 Other	\$ -	\$ -	\$ 11,003	\$ 11,003
<b>Total</b>	<b>\$275,401</b>	<b>\$ 203,790</b>	<b>\$128,196</b>	<b>\$ 607,387</b>

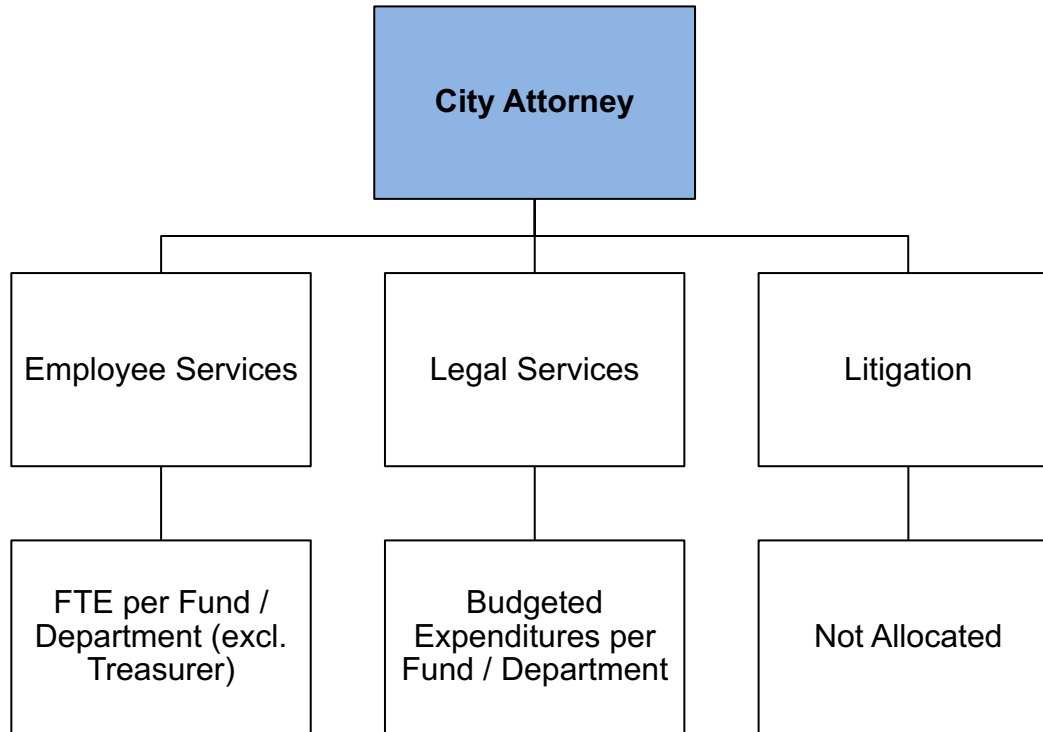
## 6 City Attorney

The role of the City Attorney is to provide legal support to the City and Council by ensuring all code and laws are followed correctly and actions by Council and Staff are compliant. City Attorney’s costs are allocated, as follows:

- **Employee Services** – represents support with legal oversight as it relates to labor rules and regulations and is measured by the number of FTE per Fund / Department, excluding the City Treasurer.
- **Legal Services** – represents general legal advisory support provided to city departments measured by the Budgeted Expenditures per Fund / Department.
- **Litigation** – represents costs associated with prosecutorial services and litigation activities on behalf of the city. Costs associated with this function have not been allocated.

The chart on the following page illustrates the functions and measures used to allocate City Attorney’s costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department’s expenses, a function-by-function breakdown of expenses, each function’s allocation, and an allocation summary.





**COSTS TO BE ALLOCATED**

**100-11- City Attorney**

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$ 996,205		\$ 996,205
<b>Total Deductions</b>	\$ -		\$ -
<b>Incoming Costs</b>			
-- Building Replacement	\$ 6,072	\$ -	\$ 6,072
100-11- City Council	\$ 2,792	\$ 350	\$ 3,142
100-11- City Manager	\$ 8,076	\$ 1,270	\$ 9,346
100-11- City Treasurer	\$ 271	\$ 29	\$ 300
100-11- City Clerk	\$ 10,205	\$ 1,299	\$ 11,504
100-11- City Attorney		\$ 4,834	\$ 4,834
100-12- Finance - Admin		\$ 7,342	\$ 7,342
100-12- Finance - Accounting		\$ 7,750	\$ 7,750
100-12- Finance - Revenue		\$ 3,277	\$ 3,277
100-12- Finance - Purchasing		\$ 4,171	\$ 4,171
100-13- HR		\$ 3,302	\$ 3,302
<b>Total Incoming Costs</b>	<b>\$ 27,416</b>	<b>\$ 33,624</b>	<b>\$ 61,040</b>
<b>Total Cost Adjustments</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Total Costs to be Allocated</b>	<b>\$ 1,023,621</b>	<b>\$ 33,624</b>	<b>\$ 1,057,245</b>

DEPARTMENTAL EXPENSE DETAIL

100-11- City Attorney

Expense Type	\$	General Admin	Employee Services	Legal Services	Litigation
<b>Personnel</b>					
Salaries & Wages	\$ 78,945	\$ -	\$ 39,473	\$ 39,473	\$ -
Fringe Benefits	\$ 34,375	\$ -	\$ 17,188	\$ 17,188	\$ -
<b>Subtotal Personnel Cost</b>	<b>\$ 113,320</b>	<b>\$ -</b>	<b>\$ 56,660</b>	<b>\$ 56,660</b>	<b>\$ -</b>
<b>Operating Services &amp; Supplies</b>					
Contract	\$ 625,000	\$ -	\$ 312,500	\$ 312,500	\$ -
Services & Supplies	\$ 1,264	\$ -	\$ 632	\$ 632	\$ -
Telephone	\$ 805	\$ -	\$ 403	\$ 403	\$ -
Internal Service Funds	\$ 45,816	\$ -	\$ 22,908	\$ 22,908	\$ -
Litigation	\$ 210,000	\$ -	\$ -	\$ -	\$ 210,000
<b>Subtotal Operating Cost</b>	<b>\$ 882,885</b>	<b>\$ -</b>	<b>\$ 336,443</b>	<b>\$ 336,443</b>	<b>\$ 210,000</b>
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ 996,205</b>	<b>\$ -</b>	<b>\$ 393,103</b>	<b>\$ 393,103</b>	<b>\$ 210,000</b>
<b>Disallowed Costs</b>					
<b>Subtotal Disallowed Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost Adjustments</b>					
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 996,205</b>	<b>\$ -</b>	<b>\$ 393,103</b>	<b>\$ 393,103</b>	<b>\$ 210,000</b>
<b>First Allocation</b>					
Incoming - All Others	\$ 27,416	\$ -	\$ 10,818	\$ 10,818	\$ 5,779
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ (215,779)	\$ -	\$ -	\$ -	\$ (215,779)
<b>Subtotal of First Allocation</b>	<b>\$ 807,841</b>	<b>\$ -</b>	<b>\$ 403,921</b>	<b>\$ 403,921</b>	<b>\$ -</b>
<b>Second Allocation</b>					
Incoming - All Others	\$ 33,624	\$ -	\$ 13,268	\$ 13,268	\$ 7,088
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ (7,088)	\$ -	\$ -	\$ -	\$ (7,088)
<b>Subtotal of Second Allocation</b>	<b>\$ 26,536</b>	<b>\$ -</b>	<b>\$ 13,268</b>	<b>\$ 13,268</b>	<b>\$ -</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 834,378</b>	<b>\$ -</b>	<b>\$ 417,189</b>	<b>\$ 417,189</b>	<b>\$ -</b>

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-11- City Attorney

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Employee Services</b>							
100-11- City Council	5.00	1.629%	\$ 6,579		\$ 6,579		\$ 6,579
100-11- City Manager	4.50	1.466%	\$ 5,921		\$ 5,921		\$ 5,921
100-11- City Clerk	3.50	1.140%	\$ 4,605		\$ 4,605		\$ 4,605
100-11- City Attorney	1.00	0.326%	\$ 1,316		\$ 1,316		\$ 1,316
100-12- Finance - Admin	4.00	1.303%	\$ 5,263		\$ 5,263	\$ 181	\$ 5,444
100-12- Finance - Accounting	4.00	1.303%	\$ 5,263		\$ 5,263	\$ 181	\$ 5,444
100-12- Finance - Revenue	7.00	2.280%	\$ 9,210		\$ 9,210	\$ 317	\$ 9,527
100-12- Finance - Purchasing	3.00	0.977%	\$ 3,947		\$ 3,947	\$ 136	\$ 4,083
100-19- GIS	2.00	0.651%	\$ 2,631		\$ 2,631	\$ 91	\$ 2,722
100-13- HR	5.00	1.629%	\$ 6,579		\$ 6,579	\$ 226	\$ 6,805
100-14- Parks & Rec Admin	4.00	1.303%	\$ 5,263		\$ 5,263	\$ 181	\$ 5,444
100-15- Police Admin	8.80	2.867%	\$ 11,579		\$ 11,579	\$ 399	\$ 11,977
100-16- Fire Admin	2.20	0.717%	\$ 2,895		\$ 2,895	\$ 100	\$ 2,994
100-17- Community Development Admin	4.00	1.303%	\$ 5,263		\$ 5,263	\$ 181	\$ 5,444
100-18- Public Works Admin	6.00	1.954%	\$ 7,894		\$ 7,894	\$ 272	\$ 8,166
100-14-21 Recreation Services	2.50	0.814%	\$ 3,289		\$ 3,289	\$ 113	\$ 3,403
100-14-24 Teen Drop In Center	0.75	0.244%	\$ 987		\$ 987	\$ 34	\$ 1,021
100-14-25 Special Activity Classes	0.58	0.189%	\$ 763		\$ 763	\$ 26	\$ 789
100-14-26 Special Events	1.48	0.482%	\$ 1,947		\$ 1,947	\$ 67	\$ 2,014
100-14-27 Tennis Operations	0.26	0.085%	\$ 342		\$ 342	\$ 12	\$ 354
100-14-28 Facility & Parks Reservations	2.33	0.759%	\$ 3,066		\$ 3,066	\$ 106	\$ 3,171
100-14-31 Cultural Arts	2.00	0.651%	\$ 2,631		\$ 2,631	\$ 91	\$ 2,722
100-14-34 Art Classes	1.12	0.365%	\$ 1,474		\$ 1,474	\$ 51	\$ 1,524
100-14-41 Sports Leagues & Tournaments	0.50	0.163%	\$ 658		\$ 658	\$ 23	\$ 681
100-14-42 Sports Classes	1.04	0.339%	\$ 1,368		\$ 1,368	\$ 47	\$ 1,415
100-14-43 Swimming Activities	1.81	0.590%	\$ 2,381		\$ 2,381	\$ 82	\$ 2,463
100-14-44 Sports & Aquatics Admin	0.50	0.163%	\$ 658		\$ 658	\$ 23	\$ 681
100-14-51 Volunteers	1.00	0.326%	\$ 1,316		\$ 1,316	\$ 45	\$ 1,361
100-14-61 Older Adult Activities	0.12	0.039%	\$ 158		\$ 158	\$ 5	\$ 163
100-14-62 Senior Services	2.00	0.651%	\$ 2,631		\$ 2,631	\$ 91	\$ 2,722
100-15-21 Patrol	38.00	12.378%	\$ 49,998		\$ 49,998	\$ 1,721	\$ 51,719
100-15-31 Investigations	14.00	4.560%	\$ 18,420		\$ 18,420	\$ 634	\$ 19,054
100-15-41 Technical Support Services	13.00	4.235%	\$ 17,105		\$ 17,105	\$ 589	\$ 17,693
100-15-51 Crime Prevention	3.00	0.977%	\$ 3,947		\$ 3,947	\$ 136	\$ 4,083
100-15-61 Traffic Safety	7.00	2.280%	\$ 9,210		\$ 9,210	\$ 317	\$ 9,527
100-15-71 Jail Operations	6.00	1.954%	\$ 7,894		\$ 7,894	\$ 272	\$ 8,166
100-15-81 Parking Enforcement	15.00	4.886%	\$ 19,736		\$ 19,736	\$ 679	\$ 20,415
100-15-91 Animal Control	3.00	0.977%	\$ 3,947		\$ 3,947	\$ 136	\$ 4,083
100-16-21 Prevention	2.00	0.651%	\$ 2,631		\$ 2,631	\$ 91	\$ 2,722
100-16-31 Suppression	19.00	6.189%	\$ 24,999		\$ 24,999	\$ 860	\$ 25,860
100-16-41 Paramedics	7.00	2.280%	\$ 9,210		\$ 9,210	\$ 317	\$ 9,527

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-11- City Attorney

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-16-51 Special Services	1.00	0.326%	\$ 1,316		\$ 1,316	\$ 45	\$ 1,361
100-17-21 Current Planning	8.00	2.606%	\$ 10,526		\$ 10,526	\$ 362	\$ 10,888
100-17-31 Plan Check	4.50	1.466%	\$ 5,921		\$ 5,921	\$ 204	\$ 6,125
100-17-32 Inspection	7.50	2.443%	\$ 9,868		\$ 9,868	\$ 340	\$ 10,208
100-17-41 Code Enforcement	4.00	1.303%	\$ 5,263		\$ 5,263	\$ 181	\$ 5,444
100-17-51 Traffic Engineering	2.00	0.651%	\$ 2,631		\$ 2,631	\$ 91	\$ 2,722
100-17-413 Environmental Programs	1.00	0.326%	\$ 1,316		\$ 1,316	\$ 45	\$ 1,361
100-18-21 Civil Engineering	12.50	4.072%	\$ 16,447		\$ 16,447	\$ 566	\$ 17,013
100-18-32 Street Repair	11.25	3.665%	\$ 14,802		\$ 14,802	\$ 509	\$ 15,312
100-18-34 Traffic Control	1.50	0.489%	\$ 1,974		\$ 1,974	\$ 68	\$ 2,042
100-18-42 Parks Maintenance	2.25	0.733%	\$ 2,960		\$ 2,960	\$ 102	\$ 3,062
230-14-91 Prop. A Fund - Transportation	4.00	1.303%	\$ 5,263		\$ 5,263	\$ 181	\$ 5,444
501-18-231 Water Pumping	2.85	0.928%	\$ 3,750		\$ 3,750	\$ 129	\$ 3,879
501-18-251 Water Maintenance	7.95	2.590%	\$ 10,460		\$ 10,460	\$ 360	\$ 10,820
502-18-311 Stormwater Fund - Storm Drain Maintenance	1.05	0.342%	\$ 1,382		\$ 1,382	\$ 48	\$ 1,429
503-18-321 Wastewater Fund - Sewer Maintenance	3.90	1.270%	\$ 5,131		\$ 5,131	\$ 177	\$ 5,308
510-18-411 Refuse Fund - Refuse Management	1.00	0.326%	\$ 1,316		\$ 1,316	\$ 45	\$ 1,361
520-18-511 Parking Fund - Street Meters & City Lots	1.45	0.472%	\$ 1,908		\$ 1,908	\$ 66	\$ 1,973
521-18-513 County Parking Lots Fund	0.20	0.065%	\$ 263		\$ 263	\$ 9	\$ 272
521-18-514 County Parking Lots Fund	0.20	0.065%	\$ 263		\$ 263	\$ 9	\$ 272
522-18-512 State Pier and Parking Lot Fund	0.40	0.130%	\$ 526		\$ 526	\$ 18	\$ 544
601-13-21 Insurance Reserve Fund - HR	3.00	0.977%	\$ 3,947		\$ 3,947	\$ 136	\$ 4,083
605-19-51 Information Systems Fund - Information Systems	7.00	2.280%	\$ 9,210		\$ 9,210	\$ 317	\$ 9,527
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	4.25	1.384%	\$ 5,592		\$ 5,592	\$ 192	\$ 5,784
615-18-41 Building Maintenance & Operations Fund	5.25	1.710%	\$ 6,908		\$ 6,908	\$ 238	\$ 7,145
<b>Total</b>	<b>306.99</b>	<b>100.000%</b>	<b>\$403,921</b>	<b>\$ -</b>	<b>\$403,921</b>	<b>\$ 13,268</b>	<b>\$417,189</b>

Allocation Basis:

FTE (excl'd Treasurer)

Source of Allocation:

FY20 Stffing

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-11- City Attorney

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Legal Services</b>							
100-11- City Council	491,349.00	0.430%	\$ 1,735		\$ 1,735		\$ 1,735
100-11- City Manager	1,327,374.00	1.160%	\$ 4,687		\$ 4,687		\$ 4,687
100-11- City Treasurer	45,322.00	0.040%	\$ 160		\$ 160		\$ 160
100-11- City Clerk	791,423.00	0.692%	\$ 2,795		\$ 2,795		\$ 2,795
100-11- City Attorney	996,205.00	0.871%	\$ 3,518		\$ 3,518		\$ 3,518
100-12- Finance - Admin	1,127,112.00	0.985%	\$ 3,980		\$ 3,980	\$ 135	\$ 4,115
100-12- Finance - Accounting	728,575.00	0.637%	\$ 2,573		\$ 2,573	\$ 87	\$ 2,660
100-12- Finance - Revenue	1,163,033.00	1.017%	\$ 4,107		\$ 4,107	\$ 139	\$ 4,246
100-12- Finance - Purchasing	448,536.00	0.392%	\$ 1,584		\$ 1,584	\$ 54	\$ 1,638
100-19- GIS	329,460.00	0.288%	\$ 1,163		\$ 1,163	\$ 39	\$ 1,203
100-13- HR	1,245,190.00	1.089%	\$ 4,397		\$ 4,397	\$ 149	\$ 4,546
100-14- Parks & Rec Admin	2,974,158.00	2.600%	\$ 10,503		\$ 10,503	\$ 356	\$ 10,859
100-15- Police Admin	6,523,153.00	5.703%	\$ 23,035		\$ 23,035	\$ 782	\$ 23,817
100-16- Fire Admin	3,082,194.00	2.695%	\$ 10,884		\$ 10,884	\$ 369	\$ 11,253
100-17- Community Development Admin	834,236.00	0.729%	\$ 2,946		\$ 2,946	\$ 100	\$ 3,046
100-18- Public Works Admin	1,289,669.00	1.127%	\$ 4,554		\$ 4,554	\$ 155	\$ 4,709
100-14-21 Recreation Services	1,157,927.00	1.012%	\$ 4,089		\$ 4,089	\$ 139	\$ 4,228
100-14-24 Teen Drop In Center	184,134.00	0.161%	\$ 650		\$ 650	\$ 22	\$ 672
100-14-25 Special Activity Classes	141,222.00	0.123%	\$ 499		\$ 499	\$ 17	\$ 516
100-14-26 Special Events	505,247.00	0.442%	\$ 1,784		\$ 1,784	\$ 61	\$ 1,845
100-14-27 Tennis Operations	394,027.20	0.344%	\$ 1,391		\$ 1,391	\$ 47	\$ 1,439
100-14-28 Facility & Parks Reservations	447,341.00	0.391%	\$ 1,580		\$ 1,580	\$ 54	\$ 1,633
100-14-31 Cultural Arts	513,346.80	0.449%	\$ 1,813		\$ 1,813	\$ 62	\$ 1,874
100-14-34 Art Classes	288,054.00	0.252%	\$ 1,017		\$ 1,017	\$ 35	\$ 1,052
100-14-36 Concerts In The Park	110,943.00	0.097%	\$ 392		\$ 392	\$ 13	\$ 405
100-14-41 Sports Leagues & Tournaments	215,657.00	0.189%	\$ 762		\$ 762	\$ 26	\$ 787
100-14-42 Sports Classes	545,650.00	0.477%	\$ 1,927		\$ 1,927	\$ 65	\$ 1,992
100-14-43 Swimming Activities	559,231.00	0.489%	\$ 1,975		\$ 1,975	\$ 67	\$ 2,042
100-14-44 Sports & Aquatics Admin	197,616.00	0.173%	\$ 698		\$ 698	\$ 24	\$ 722
100-14-51 Volunteers	202,006.00	0.177%	\$ 713		\$ 713	\$ 24	\$ 738
100-14-61 Older Adult Activities	158,605.00	0.139%	\$ 560		\$ 560	\$ 19	\$ 579
100-14-62 Senior Services	415,040.00	0.363%	\$ 1,466		\$ 1,466	\$ 50	\$ 1,515
100-15-21 Patrol	10,202,009.00	8.919%	\$ 36,026		\$ 36,026	\$ 1,222	\$ 37,249
100-15-31 Investigations	2,899,216.00	2.535%	\$ 10,238		\$ 10,238	\$ 347	\$ 10,585
100-15-32 School Resource Officer	31,664.00	0.028%	\$ 112		\$ 112	\$ 4	\$ 116
100-15-41 Technical Support Services	1,626,537.00	1.422%	\$ 5,744		\$ 5,744	\$ 195	\$ 5,939
100-15-42 Communications	1,488,098.00	1.301%	\$ 5,255		\$ 5,255	\$ 178	\$ 5,433
100-15-51 Crime Prevention	610,424.00	0.534%	\$ 2,156		\$ 2,156	\$ 73	\$ 2,229
100-15-61 Traffic Safety	2,389,146.00	2.089%	\$ 8,437		\$ 8,437	\$ 286	\$ 8,723
100-15-71 Jail Operations	737,240.00	0.645%	\$ 2,603		\$ 2,603	\$ 88	\$ 2,692
100-15-81 Parking Enforcement	2,116,906.00	1.851%	\$ 7,475		\$ 7,475	\$ 254	\$ 7,729

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-11- City Attorney

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-15-91 Animal Control	315,092.00	0.275%	\$ 1,113		\$ 1,113	\$ 38	\$ 1,150
100-16-21 Prevention	853,373.00	0.746%	\$ 3,013		\$ 3,013	\$ 102	\$ 3,116
100-16-23 Arson Investigation	34,368.00	0.030%	\$ 121		\$ 121	\$ 4	\$ 125
100-16-31 Suppression	7,487,711.00	6.546%	\$ 26,441		\$ 26,441	\$ 897	\$ 27,338
100-16-41 Paramedics	2,409,053.00	2.106%	\$ 8,507		\$ 8,507	\$ 289	\$ 8,796
100-16-51 Special Services	333,835.00	0.292%	\$ 1,179		\$ 1,179	\$ 40	\$ 1,219
100-16-52 Emergency Preparedness	114,577.00	0.100%	\$ 405		\$ 405	\$ 14	\$ 418
100-16-54 CERT (Community Emergency Response Team)	26,520.00	0.023%	\$ 94		\$ 94	\$ 3	\$ 97
100-16-55 Communications	48,390.00	0.042%	\$ 171		\$ 171	\$ 6	\$ 177
100-16-56 Public Education	26,358.00	0.023%	\$ 93		\$ 93	\$ 3	\$ 96
100-17-21 Current Planning	1,290,275.00	1.128%	\$ 4,556		\$ 4,556	\$ 155	\$ 4,711
100-17-31 Plan Check	1,445,694.00	1.264%	\$ 5,105		\$ 5,105	\$ 173	\$ 5,278
100-17-32 Inspection	1,170,469.00	1.023%	\$ 4,133		\$ 4,133	\$ 140	\$ 4,273
100-17-41 Code Enforcement	459,641.00	0.402%	\$ 1,623		\$ 1,623	\$ 55	\$ 1,678
100-17-51 Traffic Engineering	430,497.00	0.376%	\$ 1,520		\$ 1,520	\$ 52	\$ 1,572
100-17-413 Environmental Programs	652,426.00	0.570%	\$ 2,304		\$ 2,304	\$ 78	\$ 2,382
100-18-21 Civil Engineering	2,174,276.00	1.901%	\$ 7,678		\$ 7,678	\$ 261	\$ 7,938
100-18-32 Street Repair	2,408,506.00	2.106%	\$ 8,505		\$ 8,505	\$ 289	\$ 8,794
100-18-34 Traffic Control	387,378.00	0.339%	\$ 1,368		\$ 1,368	\$ 46	\$ 1,414
100-18-42 Parks Maintenance	1,187,169.00	1.038%	\$ 4,192		\$ 4,192	\$ 142	\$ 4,334
100-18-43 School District Maintenance	234,553.00	0.205%	\$ 828		\$ 828	\$ 28	\$ 856
201-18-111 Street Lighting & Landscape Fund - Street Lighting	408,551.00	0.357%	\$ 1,443		\$ 1,443	\$ 49	\$ 1,492
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	4,542.00	0.004%	\$ 16		\$ 16	\$ 1	\$ 17
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	133,708.00	0.117%	\$ 472		\$ 472	\$ 16	\$ 488
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	80,000.00	0.070%	\$ 283		\$ 283	\$ 10	\$ 292
205-18-32 Streets, Highways & Sidewalks - Street Repair	500,000.00	0.437%	\$ 1,766		\$ 1,766	\$ 60	\$ 1,826
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	300,000.00	0.262%	\$ 1,059		\$ 1,059	\$ 36	\$ 1,095
210-15-203 Asset Forfeiture Fund - DOJ Regional	153,700.00	0.134%	\$ 543		\$ 543	\$ 18	\$ 561
211-15-302 Police Safety Grants Fund - State SLES Grant	140,000.00	0.122%	\$ 494		\$ 494	\$ 17	\$ 511
230-14-91 Prop. A Fund - Transportation	1,009,249.00	0.882%	\$ 3,564		\$ 3,564	\$ 121	\$ 3,685
231-18-21 Prop. C Fund - Civil Engineering	461,000.00	0.403%	\$ 1,628		\$ 1,628	\$ 55	\$ 1,683
232-18-91 AB 2766 Air Quality Fund - Transportation	2,100.00	0.002%	\$ 7		\$ 7	\$ 0	\$ 8
233-18-21 Measure R - Civil Engineering	40,000.00	0.035%	\$ 141		\$ 141	\$ 5	\$ 146
233-18-32 Measure R - Street Repair	340,000.00	0.297%	\$ 1,201		\$ 1,201	\$ 41	\$ 1,241
234-18-21 Measure M - Civil Engineering	37,000.00	0.032%	\$ 131		\$ 131	\$ 4	\$ 135
234-18-32 Measure M - Street Repair	480,000.00	0.420%	\$ 1,695		\$ 1,695	\$ 58	\$ 1,753
401-14-11 Capital Improvement Fund - Parks & Rec Admin	1,100,000.00	0.962%	\$ 3,884		\$ 3,884	\$ 132	\$ 4,016
401-15-11 Capital Improvement Fund - Police Admin	386,219.00	0.338%	\$ 1,364		\$ 1,364	\$ 46	\$ 1,410
401-16-11 Capital Improvement Fund - Fire Admin	386,219.00	0.338%	\$ 1,364		\$ 1,364	\$ 46	\$ 1,410
401-18-21 Capital Improvement Fund - Civil Engineering	1,510,000.00	1.320%	\$ 5,332		\$ 5,332	\$ 181	\$ 5,513
401-18-32 Capital Improvement Fund - Street Repair	250,000.00	0.219%	\$ 883		\$ 883	\$ 30	\$ 913
501-18-211 Water Administration	3,858,164.00	3.373%	\$ 13,624		\$ 13,624	\$ 462	\$ 14,087
501-18-221 Water Source Of Supply	3,800.00	0.003%	\$ 13		\$ 13	\$ 0	\$ 14
501-18-231 Water Pumping	1,306,772.00	1.142%	\$ 4,615		\$ 4,615	\$ 157	\$ 4,771

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-11- City Attorney

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
501-18-241 Water Treatment	296,695.00	0.259%	\$ 1,048		\$ 1,048	\$ 36	\$ 1,083
501-18-251 Water Maintenance	1,582,766.00	1.384%	\$ 5,589		\$ 5,589	\$ 190	\$ 5,779
502-18-311 Stormwater Fund - Storm Drain Maintenance	1,639,089.00	1.433%	\$ 5,788		\$ 5,788	\$ 196	\$ 5,984
503-18-321 Wastewater Fund - Sewer Maintenance	5,063,346.00	4.427%	\$ 17,880		\$ 17,880	\$ 607	\$ 18,487
510-18-411 Refuse Fund - Refuse Management	1,054,302.00	0.922%	\$ 3,723		\$ 3,723	\$ 126	\$ 3,849
520-18-511 Parking Fund - Street Meters & City Lots	4,283,311.00	3.745%	\$ 15,126		\$ 15,126	\$ 513	\$ 15,639
521-18-513 County Parking Lots Fund	210,618.00	0.184%	\$ 744		\$ 744	\$ 25	\$ 769
521-18-514 County Parking Lots Fund	541,632.00	0.474%	\$ 1,913		\$ 1,913	\$ 65	\$ 1,978
522-18-512 State Pier and Parking Lot Fund	599,689.00	0.524%	\$ 2,118		\$ 2,118	\$ 72	\$ 2,190
601-13-21 Insurance Reserve Fund - HR	762,720.00	0.667%	\$ 2,693		\$ 2,693	\$ 91	\$ 2,785
601-13-22 Liability	1,350,965.00	1.181%	\$ 4,771		\$ 4,771	\$ 162	\$ 4,933
601-13-23 Workers Compensation	614,173.00	0.537%	\$ 2,169		\$ 2,169	\$ 74	\$ 2,242
605-19-51 Information Systems Fund - Information Systems	2,899,836.00	2.535%	\$ 10,240		\$ 10,240	\$ 347	\$ 10,588
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	1,248,527.00	1.092%	\$ 4,409		\$ 4,409	\$ 150	\$ 4,558
610-18-621 Fleet Mgmt Fund - Fleet Replacement	1,044,663.00	0.913%	\$ 3,689		\$ 3,689	\$ 125	\$ 3,814
615-12-42 Building Maintenance & Operations Fund - Warehouse	247,487.00	0.216%	\$ 874		\$ 874	\$ 30	\$ 904
615-18-41 Building Maintenance & Operations Fund	1,780,469.00	1.557%	\$ 6,287		\$ 6,287	\$ 213	\$ 6,501
710-18-21 Special Assessment Redemption Fund - Civil Engineering	1,006,950.00	0.880%	\$ 3,556		\$ 3,556	\$ 121	\$ 3,676
801-12-11 Pension Trust Fund - City Council	241,000.00	0.211%	\$ 851		\$ 851	\$ 29	\$ 880
<b>Total</b>	<b>114,383,699.00</b>	<b>100.000%</b>	<b>\$403,921</b>	<b>\$ -</b>	<b>\$403,921</b>	<b>\$ 13,268</b>	<b>\$417,189</b>

Allocation Basis:

Budgeted Expenditures

Source of Allocation:

FY20 Budget



**ALLOCATION SUMMARY**

**100-11- City Attorney**

	<u>Employee Services</u>	<u>Legal Services</u>	<u>Total</u>
100-11- City Council	\$ 6,579	\$ 1,735	\$ 8,314
100-11- City Manager	\$ 5,921	\$ 4,687	\$ 10,608
100-11- City Treasurer	\$ -	\$ 160	\$ 160
100-11- City Clerk	\$ 4,605	\$ 2,795	\$ 7,400
100-11- City Attorney	\$ 1,316	\$ 3,518	\$ 4,834
100-12- Finance - Admin	\$ 5,444	\$ 4,115	\$ 9,559
100-12- Finance - Accounting	\$ 5,444	\$ 2,660	\$ 8,104
100-12- Finance - Revenue	\$ 9,527	\$ 4,246	\$ 13,774
100-12- Finance - Purchasing	\$ 4,083	\$ 1,638	\$ 5,721
100-19- GIS	\$ 2,722	\$ 1,203	\$ 3,925
100-13- HR	\$ 6,805	\$ 4,546	\$ 11,351
100-14- Parks & Rec Admin	\$ 5,444	\$ 10,859	\$ 16,303
100-15- Police Admin	\$ 11,977	\$ 23,817	\$ 35,794
100-16- Fire Admin	\$ 2,994	\$ 11,253	\$ 14,248
100-17- Community Development Admin	\$ 5,444	\$ 3,046	\$ 8,490
100-18- Public Works Admin	\$ 8,166	\$ 4,709	\$ 12,875
100-14-21 Recreation Services	\$ 3,403	\$ 4,228	\$ 7,630
100-14-24 Teen Drop In Center	\$ 1,021	\$ 672	\$ 1,693
100-14-25 Special Activity Classes	\$ 789	\$ 516	\$ 1,305
100-14-26 Special Events	\$ 2,014	\$ 1,845	\$ 3,859
100-14-27 Tennis Operations	\$ 354	\$ 1,439	\$ 1,793
100-14-28 Facility & Parks Reservations	\$ 3,171	\$ 1,633	\$ 4,804
100-14-31 Cultural Arts	\$ 2,722	\$ 1,874	\$ 4,596
100-14-34 Art Classes	\$ 1,524	\$ 1,052	\$ 2,576
100-14-36 Concerts In The Park	\$ -	\$ 405	\$ 405
100-14-41 Sports Leagues & Tournaments	\$ 681	\$ 787	\$ 1,468
100-14-42 Sports Classes	\$ 1,415	\$ 1,992	\$ 3,408
100-14-43 Swimming Activities	\$ 2,463	\$ 2,042	\$ 4,505
100-14-44 Sports & Aquatics Admin	\$ 681	\$ 722	\$ 1,402
100-14-51 Volunteers	\$ 1,361	\$ 738	\$ 2,099
100-14-61 Older Adult Activities	\$ 163	\$ 579	\$ 742
100-14-62 Senior Services	\$ 2,722	\$ 1,515	\$ 4,237

**ALLOCATION SUMMARY**

**100-11- City Attorney**

	<b>Employee Services</b>	<b>Legal Services</b>	<b>Total</b>
100-15-21 Patrol	\$ 51,719	\$ 37,249	\$ 88,968
100-15-31 Investigations	\$ 19,054	\$ 10,585	\$ 29,640
100-15-32 School Resource Officer	\$ -	\$ 116	\$ 116
100-15-41 Technical Support Services	\$ 17,693	\$ 5,939	\$ 23,632
100-15-42 Communications	\$ -	\$ 5,433	\$ 5,433
100-15-51 Crime Prevention	\$ 4,083	\$ 2,229	\$ 6,312
100-15-61 Traffic Safety	\$ 9,527	\$ 8,723	\$ 18,250
100-15-71 Jail Operations	\$ 8,166	\$ 2,692	\$ 10,858
100-15-81 Parking Enforcement	\$ 20,415	\$ 7,729	\$ 28,144
100-15-91 Animal Control	\$ 4,083	\$ 1,150	\$ 5,234
100-16-21 Prevention	\$ 2,722	\$ 3,116	\$ 5,838
100-16-23 Arson Investigation	\$ -	\$ 125	\$ 125
100-16-31 Suppression	\$ 25,860	\$ 27,338	\$ 53,198
100-16-41 Paramedics	\$ 9,527	\$ 8,796	\$ 18,323
100-16-51 Special Services	\$ 1,361	\$ 1,219	\$ 2,580
100-16-52 Emergency Preparedness	\$ -	\$ 418	\$ 418
100-16-54 CERT (Community Emergency Response Team)	\$ -	\$ 97	\$ 97
100-16-55 Communications	\$ -	\$ 177	\$ 177
100-16-56 Public Education	\$ -	\$ 96	\$ 96
100-17-21 Current Planning	\$ 10,888	\$ 4,711	\$ 15,599
100-17-31 Plan Check	\$ 6,125	\$ 5,278	\$ 11,403
100-17-32 Inspection	\$ 10,208	\$ 4,273	\$ 14,481
100-17-41 Code Enforcement	\$ 5,444	\$ 1,678	\$ 7,122
100-17-51 Traffic Engineering	\$ 2,722	\$ 1,572	\$ 4,294
100-17-413 Environmental Programs	\$ 1,361	\$ 2,382	\$ 3,743
100-18-21 Civil Engineering	\$ 17,013	\$ 7,938	\$ 24,951
100-18-32 Street Repair	\$ 15,312	\$ 8,794	\$ 24,105
100-18-34 Traffic Control	\$ 2,042	\$ 1,414	\$ 3,456
100-18-42 Parks Maintenance	\$ 3,062	\$ 4,334	\$ 7,397
100-18-43 School District Maintenance	\$ -	\$ 856	\$ 856
201-18-111 Street Lighting & Landscape Fund - Street Lighting	\$ -	\$ 1,492	\$ 1,492
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	\$ -	\$ 17	\$ 17

**ALLOCATION SUMMARY**

**100-11- City Attorney**

	<u>Employee Services</u>	<u>Legal Services</u>	<u>Total</u>
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	\$ -	\$ 488	\$ 488
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	\$ -	\$ 292	\$ 292
205-18-32 Streets, Highways & Sidewalks - Street Repair	\$ -	\$ 1,826	\$ 1,826
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	\$ -	\$ 1,095	\$ 1,095
210-15-203 Asset Forfeiture Fund - DOJ Regional	\$ -	\$ 561	\$ 561
211-15-302 Police Safety Grants Fund - State SLES Grant	\$ -	\$ 511	\$ 511
230-14-91 Prop. A Fund - Transportation	\$ 5,444	\$ 3,685	\$ 9,129
231-18-21 Prop. C Fund - Civil Engineering	\$ -	\$ 1,683	\$ 1,683
232-18-91 AB 2766 Air Quality Fund - Transportation	\$ -	\$ 8	\$ 8
233-18-21 Measure R - Civil Engineering	\$ -	\$ 146	\$ 146
233-18-32 Measure R - Street Repair	\$ -	\$ 1,241	\$ 1,241
234-18-21 Measure M - Civil Engineering	\$ -	\$ 135	\$ 135
234-18-32 Measure M - Street Repair	\$ -	\$ 1,753	\$ 1,753
401-14-11 Capital Improvement Fund - Parks & Rec Admin	\$ -	\$ 4,016	\$ 4,016
401-15-11 Capital Improvement Fund - Police Admin	\$ -	\$ 1,410	\$ 1,410
401-16-11 Capital Improvement Fund - Fire Admin	\$ -	\$ 1,410	\$ 1,410
401-18-21 Capital Improvement Fund - Civil Engineering	\$ -	\$ 5,513	\$ 5,513
401-18-32 Capital Improvement Fund - Street Repair	\$ -	\$ 913	\$ 913
501-18-211 Water Administration	\$ -	\$ 14,087	\$ 14,087
501-18-221 Water Source Of Supply	\$ -	\$ 14	\$ 14
501-18-231 Water Pumping	\$ 3,879	\$ 4,771	\$ 8,650
501-18-241 Water Treatment	\$ -	\$ 1,083	\$ 1,083
501-18-251 Water Maintenance	\$ 10,820	\$ 5,779	\$ 16,599
502-18-311 Stormwater Fund - Storm Drain Maintenance	\$ 1,429	\$ 5,984	\$ 7,414
503-18-321 Wastewater Fund - Sewer Maintenance	\$ 5,308	\$ 18,487	\$ 23,795
510-18-411 Refuse Fund - Refuse Management	\$ 1,361	\$ 3,849	\$ 5,210
520-18-511 Parking Fund - Street Meters & City Lots	\$ 1,973	\$ 15,639	\$ 17,612
521-18-513 County Parking Lots Fund	\$ 272	\$ 769	\$ 1,041
521-18-514 County Parking Lots Fund	\$ 272	\$ 1,978	\$ 2,250
522-18-512 State Pier and Parking Lot Fund	\$ 544	\$ 2,190	\$ 2,734
601-13-21 Insurance Reserve Fund - HR	\$ 4,083	\$ 2,785	\$ 6,868
601-13-22 Liability	\$ -	\$ 4,933	\$ 4,933

**ALLOCATION SUMMARY**

**100-11- City Attorney**

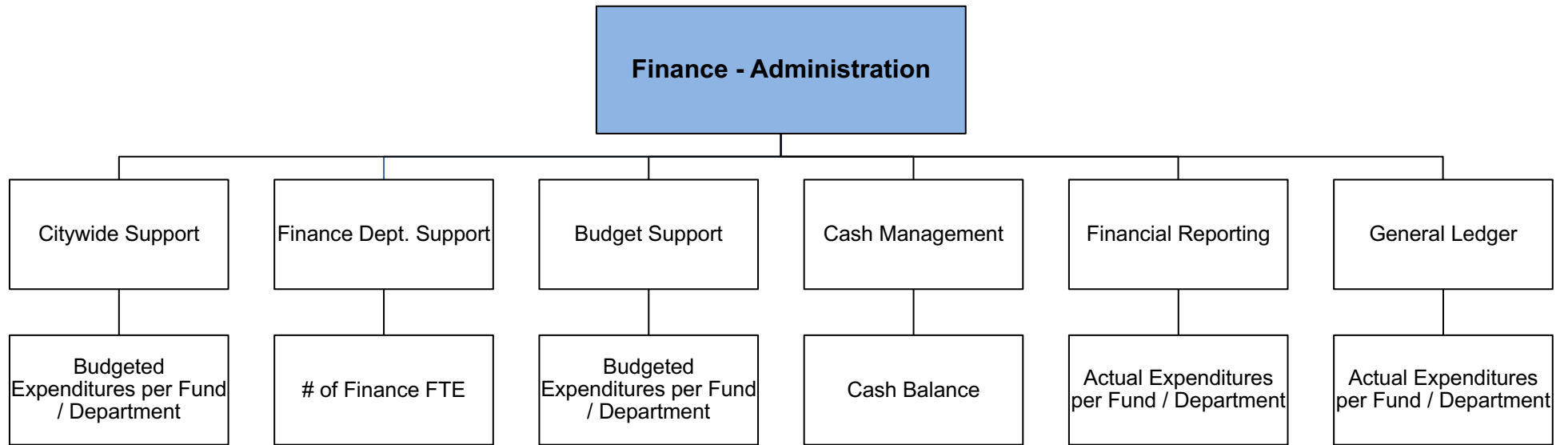
	<u>Employee Services</u>	<u>Legal Services</u>	<u>Total</u>
601-13-23 Workers Compensation	\$ -	\$ 2,242	\$ 2,242
605-19-51 Information Systems Fund - Information Systems	\$ 9,527	\$ 10,588	\$ 20,115
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	\$ 5,784	\$ 4,558	\$ 10,343
610-18-621 Fleet Mgmt Fund - Fleet Replacement	\$ -	\$ 3,814	\$ 3,814
615-12-42 Building Maintenance & Operations Fund - Warehouse	\$ -	\$ 904	\$ 904
615-18-41 Building Maintenance & Operations Fund	\$ 7,145	\$ 6,501	\$ 13,646
710-18-21 Special Assessment Redemption Fund - Civil Engineering	\$ -	\$ 3,676	\$ 3,676
801-12-11 Pension Trust Fund - City Council	\$ -	\$ 880	\$ 880
<b>Total</b>	<b>\$ 417,189</b>	<b>\$ 417,189</b>	<b>\$834,378</b>

## 7 Finance - Administration

Finance Administration is responsible for providing administrative support to the Finance Department for the City of Manhattan Beach, as well as citywide support, budget support and financial reporting. Finance Administration's costs are allocated, as follows:

- **Citywide Support**– represents costs associated with reviewing and approving all financial related transactions and policies for the City and is measured by the Budgeted Expenditures per Fund / Department.
- **Finance Dept. Support** – represents support associated with oversight of other finance department functions such as revenue services, accounting, and purchasing. Costs associated with this function are allocated by the number of Finance FTE.
- **Budget Support** – represents support associated with development and review of the citywide budget and is measured by the Budgeted Expenditures per Fund / Department.
- **Cash Management** – represents support associated with review and approval of cash receipting and cash management transactions and is measured by the Cash Balance per Fund / Department.
- **Financial Reporting** – represents support associated with processing and development of monthly, quarterly, and annual financial reports. Cost associated with this function are measured by the Actual Expenditures per Fund / Department.
- **General Ledger** – represents support associated with updating and reviewing the general ledger and is measured based on the Actual Expenditures per Fund / Department.

The chart on the following page illustrates the functions and measures used to allocate Finance Administration's costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

**100-12- Finance - Admin**

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$1,127,112		\$1,127,112
<b>Total Deductions</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Incoming Costs</b>			
100-11- City Council	\$ 5,358	\$ 671	\$ 6,030
100-11- City Manager	\$ 15,443	\$ 2,440	\$ 17,883
100-11- City Treasurer	\$ 318	\$ 34	\$ 352
100-11- City Clerk	\$ 161,258	\$ 22,530	\$ 183,787
100-11- City Attorney	\$ 9,243	\$ 316	\$ 9,559
100-12- Finance - Admin		\$ 67,163	\$ 67,163
100-12- Finance - Accounting		\$ 7,297	\$ 7,297
100-12- Finance - Revenue		\$ 8,633	\$ 8,633
100-12- Finance - Purchasing		\$ 13,018	\$ 13,018
100-19- GIS		\$ 11,784	\$ 11,784
100-13- HR		\$ 13,206	\$ 13,206
<b>Total Incoming Costs</b>	<u>\$ 191,620</u>	<u>\$ 147,092</u>	<u>\$ 338,712</u>
<b>Total Cost Adjustments</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Total Costs to be Allocated</b>	<u>\$1,318,732</u>	<u>\$ 147,092</u>	<u>\$1,465,824</u>

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

DEPARTMENTAL EXPENSE DETAIL

100-12- Finance - Admin

Expense Type	\$	General Admin	Citywide Support	Finance Dept Support	Budget Support	Cash Management	Financial Reporting	General Ledger
<b>Personnel</b>								
Salaries & Wages	\$ 433,593	\$ -	\$ 99,726	\$ 121,406	\$ 134,414	\$ 43,359	\$ 17,344	\$ 17,344
Fringe Benefits	\$ 189,673	\$ -	\$ 43,625	\$ 53,108	\$ 58,799	\$ 18,967	\$ 7,587	\$ 7,587
<b>Subtotal Personnel Cost</b>	<b>\$ 623,266</b>	<b>\$ -</b>	<b>\$ 143,351</b>	<b>\$ 174,514</b>	<b>\$ 193,212</b>	<b>\$ 62,327</b>	<b>\$ 24,931</b>	<b>\$ 24,931</b>
<b>Operating Services &amp; Supplies</b>								
Contract	\$ 4,510	\$ -	\$ 1,037	\$ 1,263	\$ 1,398	\$ 451	\$ 180	\$ 180
Services & Supplies	\$ 205,310	\$ -	\$ 47,221	\$ 57,487	\$ 63,646	\$ 20,531	\$ 8,212	\$ 8,212
Telephone	\$ 1,345	\$ -	\$ 309	\$ 377	\$ 417	\$ 135	\$ 54	\$ 54
Internal Service Funds	\$ 292,681	\$ -	\$ 67,317	\$ 81,951	\$ 90,731	\$ 29,268	\$ 11,707	\$ 11,707
<b>Subtotal Operating Cost</b>	<b>\$ 503,846</b>	<b>\$ -</b>	<b>\$ 115,885</b>	<b>\$ 141,077</b>	<b>\$ 156,192</b>	<b>\$ 50,385</b>	<b>\$ 20,154</b>	<b>\$ 20,154</b>
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ 1,127,112</b>	<b>\$ -</b>	<b>\$ 259,236</b>	<b>\$ 315,591</b>	<b>\$ 349,405</b>	<b>\$ 112,711</b>	<b>\$ 45,084</b>	<b>\$ 45,084</b>
<b>Disallowed Costs</b>								
<b>Subtotal Disallowed Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost Adjustments</b>								
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 1,127,112</b>	<b>\$ -</b>	<b>\$ 259,236</b>	<b>\$ 315,591</b>	<b>\$ 349,405</b>	<b>\$ 112,711</b>	<b>\$ 45,084</b>	<b>\$ 45,084</b>
<b>First Allocation</b>								
Incoming - All Others	\$ 191,620	\$ -	\$ 44,073	\$ 53,654	\$ 59,402	\$ 19,162	\$ 7,665	\$ 7,665
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 1,318,732</b>	<b>\$ -</b>	<b>\$ 303,308</b>	<b>\$ 369,245</b>	<b>\$ 408,807</b>	<b>\$ 131,873</b>	<b>\$ 52,749</b>	<b>\$ 52,749</b>
<b>Second Allocation</b>								
Incoming - All Others	\$ 147,092	\$ -	\$ 33,831	\$ 41,186	\$ 45,599	\$ 14,709	\$ 5,884	\$ 5,884
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 147,092</b>	<b>\$ -</b>	<b>\$ 33,831</b>	<b>\$ 41,186</b>	<b>\$ 45,599</b>	<b>\$ 14,709</b>	<b>\$ 5,884</b>	<b>\$ 5,884</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 1,465,824</b>	<b>\$ -</b>	<b>\$ 337,140</b>	<b>\$ 410,431</b>	<b>\$ 454,405</b>	<b>\$ 146,582</b>	<b>\$ 58,633</b>	<b>\$ 58,633</b>



CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Admin

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>Citywide Support</b>							
100-11- City Council	491,349.00	0.406%	\$ 1,233		\$ 1,233		\$ 1,233
100-11- City Manager	1,327,374.00	1.098%	\$ 3,330		\$ 3,330		\$ 3,330
100-11- City Treasurer	45,322.00	0.037%	\$ 114		\$ 114		\$ 114
100-11- City Clerk	791,423.00	0.655%	\$ 1,986		\$ 1,986		\$ 1,986
100-11- City Attorney	996,205.00	0.824%	\$ 2,499		\$ 2,499		\$ 2,499
100-12- Finance - Admin	1,127,112.00	0.932%	\$ 2,828		\$ 2,828		\$ 2,828
100-12- Finance - Accounting	728,575.00	0.603%	\$ 1,828		\$ 1,828	\$ 212	\$ 2,040
100-12- Finance - Revenue	1,163,033.00	0.962%	\$ 2,918		\$ 2,918	\$ 339	\$ 3,257
100-12- Finance - Purchasing	448,536.00	0.371%	\$ 1,125		\$ 1,125	\$ 131	\$ 1,256
100-19- GIS	329,460.00	0.273%	\$ 827		\$ 827	\$ 96	\$ 923
100-13- HR	1,245,190.00	1.030%	\$ 3,124		\$ 3,124	\$ 363	\$ 3,487
100-14- Parks & Rec Admin	2,974,158.00	2.460%	\$ 7,462		\$ 7,462	\$ 867	\$ 8,328
100-15- Police Admin	6,523,153.00	5.396%	\$ 16,366		\$ 16,366	\$ 1,901	\$ 18,266
100-16- Fire Admin	3,082,194.00	2.549%	\$ 7,733		\$ 7,733	\$ 898	\$ 8,631
100-17- Community Development Admin	834,236.00	0.690%	\$ 2,093		\$ 2,093	\$ 243	\$ 2,336
100-18- Public Works Admin	1,289,669.00	1.067%	\$ 3,236		\$ 3,236	\$ 376	\$ 3,611
100-14-21 Recreation Services	1,157,927.00	0.958%	\$ 2,905		\$ 2,905	\$ 337	\$ 3,242
100-14-24 Teen Drop In Center	184,134.00	0.152%	\$ 462		\$ 462	\$ 54	\$ 516
100-14-25 Special Activity Classes	141,222.00	0.117%	\$ 354		\$ 354	\$ 41	\$ 395
100-14-26 Special Events	505,247.00	0.418%	\$ 1,268		\$ 1,268	\$ 147	\$ 1,415
100-14-27 Tennis Operations	394,027.20	0.326%	\$ 989		\$ 989	\$ 115	\$ 1,103
100-14-28 Facility & Parks Reservations	447,341.00	0.370%	\$ 1,122		\$ 1,122	\$ 130	\$ 1,253
100-14-31 Cultural Arts	513,346.80	0.425%	\$ 1,288		\$ 1,288	\$ 150	\$ 1,437
100-14-34 Art Classes	288,054.00	0.238%	\$ 723		\$ 723	\$ 84	\$ 807
100-14-36 Concerts In The Park	110,943.00	0.092%	\$ 278		\$ 278	\$ 32	\$ 311
100-14-41 Sports Leagues & Tournaments	215,657.00	0.178%	\$ 541		\$ 541	\$ 63	\$ 604
100-14-42 Sports Classes	545,650.00	0.451%	\$ 1,369		\$ 1,369	\$ 159	\$ 1,528
100-14-43 Swimming Activities	559,231.00	0.463%	\$ 1,403		\$ 1,403	\$ 163	\$ 1,566
100-14-44 Sports & Aquatics Admin	197,616.00	0.163%	\$ 496		\$ 496	\$ 58	\$ 553
100-14-51 Volunteers	202,006.00	0.167%	\$ 507		\$ 507	\$ 59	\$ 566
100-14-61 Older Adult Activities	158,605.00	0.131%	\$ 398		\$ 398	\$ 46	\$ 444
100-14-62 Senior Services	415,040.00	0.343%	\$ 1,041		\$ 1,041	\$ 121	\$ 1,162
100-15-21 Patrol	10,202,009.00	8.439%	\$ 25,595		\$ 25,595	\$ 2,972	\$ 28,568
100-15-31 Investigations	2,899,216.00	2.398%	\$ 7,274		\$ 7,274	\$ 845	\$ 8,118
100-15-32 School Resource Officer	31,664.00	0.026%	\$ 79		\$ 79	\$ 9	\$ 89
100-15-41 Technical Support Services	1,626,537.00	1.345%	\$ 4,081		\$ 4,081	\$ 474	\$ 4,555
100-15-42 Communications	1,488,098.00	1.231%	\$ 3,733		\$ 3,733	\$ 434	\$ 4,167
100-15-51 Crime Prevention	610,424.00	0.505%	\$ 1,531		\$ 1,531	\$ 178	\$ 1,709

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Admin

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-15-61 Traffic Safety	2,389,146.00	1.976%	\$ 5,994		\$ 5,994	\$ 696	\$ 6,690
100-15-71 Jail Operations	737,240.00	0.610%	\$ 1,850		\$ 1,850	\$ 215	\$ 2,064
100-15-81 Parking Enforcement	2,116,906.00	1.751%	\$ 5,311		\$ 5,311	\$ 617	\$ 5,928
100-15-91 Animal Control	315,092.00	0.261%	\$ 791		\$ 791	\$ 92	\$ 882
100-16-21 Prevention	853,373.00	0.706%	\$ 2,141		\$ 2,141	\$ 249	\$ 2,390
100-16-23 Arson Investigation	34,368.00	0.028%	\$ 86		\$ 86	\$ 10	\$ 96
100-16-31 Suppression	7,487,711.00	6.194%	\$ 18,786		\$ 18,786	\$ 2,182	\$ 20,967
100-16-41 Paramedics	2,409,053.00	1.993%	\$ 6,044		\$ 6,044	\$ 702	\$ 6,746
100-16-51 Special Services	333,835.00	0.276%	\$ 838		\$ 838	\$ 97	\$ 935
100-16-52 Emergency Preparedness	114,577.00	0.095%	\$ 287		\$ 287	\$ 33	\$ 321
100-16-54 CERT (Community Emergency Response Team)	26,520.00	0.022%	\$ 67		\$ 67	\$ 8	\$ 74
100-16-55 Communications	48,390.00	0.040%	\$ 121		\$ 121	\$ 14	\$ 136
100-16-56 Public Education	26,358.00	0.022%	\$ 66		\$ 66	\$ 8	\$ 74
100-17-21 Current Planning	1,290,275.00	1.067%	\$ 3,237		\$ 3,237	\$ 376	\$ 3,613
100-17-31 Plan Check	1,445,694.00	1.196%	\$ 3,627		\$ 3,627	\$ 421	\$ 4,048
100-17-32 Inspection	1,170,469.00	0.968%	\$ 2,937		\$ 2,937	\$ 341	\$ 3,278
100-17-41 Code Enforcement	459,641.00	0.380%	\$ 1,153		\$ 1,153	\$ 134	\$ 1,287
100-17-51 Traffic Engineering	430,497.00	0.356%	\$ 1,080		\$ 1,080	\$ 125	\$ 1,205
100-17-413 Environmental Programs	652,426.00	0.540%	\$ 1,637		\$ 1,637	\$ 190	\$ 1,827
100-18-21 Civil Engineering	2,174,276.00	1.798%	\$ 5,455		\$ 5,455	\$ 633	\$ 6,088
100-18-32 Street Repair	2,408,506.00	1.992%	\$ 6,043		\$ 6,043	\$ 702	\$ 6,744
100-18-34 Traffic Control	387,378.00	0.320%	\$ 972		\$ 972	\$ 113	\$ 1,085
100-18-42 Parks Maintenance	1,187,169.00	0.982%	\$ 2,978		\$ 2,978	\$ 346	\$ 3,324
100-18-43 School District Maintenance	234,553.00	0.194%	\$ 588		\$ 588	\$ 68	\$ 657
201-18-111 Street Lighting & Landscape Fund - Street Lighting	408,551.00	0.338%	\$ 1,025		\$ 1,025	\$ 119	\$ 1,144
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	4,542.00	0.004%	\$ 11		\$ 11	\$ 1	\$ 13
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	133,708.00	0.111%	\$ 335		\$ 335	\$ 39	\$ 374
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	80,000.00	0.066%	\$ 201		\$ 201	\$ 23	\$ 224
205-18-32 Streets, Highways & Sidewalks - Street Repair	500,000.00	0.414%	\$ 1,254		\$ 1,254	\$ 146	\$ 1,400
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	300,000.00	0.248%	\$ 753		\$ 753	\$ 87	\$ 840
210-15-203 Asset Forfeiture Fund - DOJ Regional	153,700.00	0.127%	\$ 386		\$ 386	\$ 45	\$ 430
211-15-302 Police Safety Grants Fund - State SLES Grant	140,000.00	0.116%	\$ 351		\$ 351	\$ 41	\$ 392
230-14-91 Prop. A Fund - Transportation	1,009,249.00	0.835%	\$ 2,532		\$ 2,532	\$ 294	\$ 2,826
231-18-21 Prop. C Fund - Civil Engineering	461,000.00	0.381%	\$ 1,157		\$ 1,157	\$ 134	\$ 1,291
232-18-91 AB 2766 Air Quality Fund - Transportation	2,100.00	0.002%	\$ 5		\$ 5	\$ 1	\$ 6
233-18-21 Measure R - Civil Engineering	40,000.00	0.033%	\$ 100		\$ 100	\$ 12	\$ 112
233-18-32 Measure R - Street Repair	340,000.00	0.281%	\$ 853		\$ 853	\$ 99	\$ 952
234-18-21 Measure M - Civil Engineering	37,000.00	0.031%	\$ 93		\$ 93	\$ 11	\$ 104
234-18-32 Measure M - Street Repair	480,000.00	0.397%	\$ 1,204		\$ 1,204	\$ 140	\$ 1,344
401-14-11 Capital Improvement Fund - Parks & Rec Admin	1,100,000.00	0.910%	\$ 2,760		\$ 2,760	\$ 320	\$ 3,080
401-15-11 Capital Improvement Fund - Police Admin	386,219.00	0.319%	\$ 969		\$ 969	\$ 113	\$ 1,081

CITY OF MANHATTAN BEACH, CA  
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100-12- Finance - Admin

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
401-16-11 Capital Improvement Fund - Fire Admin	386,219.00	0.319%	\$ 969		\$ 969	\$ 113	\$ 1,081
401-18-21 Capital Improvement Fund - Civil Engineering	1,510,000.00	1.249%	\$ 3,788		\$ 3,788	\$ 440	\$ 4,228
401-18-32 Capital Improvement Fund - Street Repair	250,000.00	0.207%	\$ 627		\$ 627	\$ 73	\$ 700
501-18-211 Water Administration	3,858,164.00	3.191%	\$ 9,680		\$ 9,680	\$ 1,124	\$ 10,804
501-18-221 Water Source Of Supply	6,515,100.00	5.389%	\$ 16,345		\$ 16,345	\$ 1,898	\$ 18,244
501-18-231 Water Pumping	1,306,772.00	1.081%	\$ 3,279		\$ 3,279	\$ 381	\$ 3,659
501-18-241 Water Treatment	296,695.00	0.245%	\$ 744		\$ 744	\$ 86	\$ 831
501-18-251 Water Maintenance	1,582,766.00	1.309%	\$ 3,971		\$ 3,971	\$ 461	\$ 4,432
502-18-311 Stormwater Fund - Storm Drain Maintenance	1,639,089.00	1.356%	\$ 4,112		\$ 4,112	\$ 478	\$ 4,590
503-18-321 Wastewater Fund - Sewer Maintenance	5,063,346.00	4.188%	\$ 12,703		\$ 12,703	\$ 1,475	\$ 14,178
510-18-411 Refuse Fund - Refuse Management	1,054,302.00	0.872%	\$ 2,645		\$ 2,645	\$ 307	\$ 2,952
520-18-511 Parking Fund - Street Meters & City Lots	4,283,311.00	3.543%	\$ 10,746		\$ 10,746	\$ 1,248	\$ 11,994
521-18-513 County Parking Lots Fund	210,618.00	0.174%	\$ 528		\$ 528	\$ 61	\$ 590
521-18-514 County Parking Lots Fund	541,632.00	0.448%	\$ 1,359		\$ 1,359	\$ 158	\$ 1,517
522-18-512 State Pier and Parking Lot Fund	599,689.00	0.496%	\$ 1,505		\$ 1,505	\$ 175	\$ 1,679
601-13-21 Insurance Reserve Fund - HR	762,720.00	0.631%	\$ 1,914		\$ 1,914	\$ 222	\$ 2,136
601-13-22 Liability	1,350,965.00	1.117%	\$ 3,389		\$ 3,389	\$ 394	\$ 3,783
601-13-23 Workers Compensation	614,173.00	0.508%	\$ 1,541		\$ 1,541	\$ 179	\$ 1,720
605-19-51 Information Systems Fund - Information Systems	2,899,836.00	2.399%	\$ 7,275		\$ 7,275	\$ 845	\$ 8,120
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	1,248,527.00	1.033%	\$ 3,132		\$ 3,132	\$ 364	\$ 3,496
610-18-621 Fleet Mgmt Fund - Fleet Replacement	1,044,663.00	0.864%	\$ 2,621		\$ 2,621	\$ 304	\$ 2,925
615-12-42 Building Maintenance & Operations Fund - Warehouse	247,487.00	0.205%	\$ 621		\$ 621	\$ 72	\$ 693
615-18-41 Building Maintenance & Operations Fund	1,780,469.00	1.473%	\$ 4,467		\$ 4,467	\$ 519	\$ 4,986
710-18-21 Special Assessment Redemption Fund - Civil Engineering	1,006,950.00	0.833%	\$ 2,526		\$ 2,526	\$ 293	\$ 2,820
801-12-11 Pension Trust Fund - City Council	241,000.00	0.199%	\$ 605		\$ 605	\$ 70	\$ 675
<b>Total</b>	<b>120,894,999.00</b>	<b>100.000%</b>	<b>\$303,308</b>	<b>\$-</b>	<b>\$303,308</b>	<b>\$ 33,831</b>	<b>\$337,140</b>

Allocation Basis:

Budgeted Expenditures

Source of Allocation:

FY20 Budget

CITY OF MANHATTAN BEACH, CA  
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100-12- Finance - Admin

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Finance Dept Support</b>							
100-12- Finance - Admin	4.00	16.000%	\$ 59,079		\$ 59,079		\$ 59,079
100-12- Finance - Accounting	4.00	16.000%	\$ 59,079		\$ 59,079	\$ 7,845	\$ 66,924
100-12- Finance - Revenue	7.00	28.000%	\$103,389		\$103,389	\$ 13,729	\$117,117
100-12- Finance - Purchasing	3.00	12.000%	\$ 44,309		\$ 44,309	\$ 5,884	\$ 50,193
605-19-51 Information Systems Fund - Information Systems	7.00	28.000%	\$103,389		\$103,389	\$ 13,729	\$117,117
<b>Total</b>	<b>25.00</b>	<b>100.000%</b>	<b>\$369,245</b>	<b>\$-</b>	<b>\$369,245</b>	<b>\$ 41,186</b>	<b>\$410,431</b>

Allocation Basis:

# of Finance FTE

Source of Allocation:

FY20 Staffing

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Admin

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>Budget Support</b>							
100-11- City Council	491,349.00	0.406%	\$ 1,661		\$ 1,661		\$ 1,661
100-11- City Manager	1,327,374.00	1.098%	\$ 4,489		\$ 4,489		\$ 4,489
100-11- City Treasurer	45,322.00	0.037%	\$ 153		\$ 153		\$ 153
100-11- City Clerk	791,423.00	0.655%	\$ 2,676		\$ 2,676		\$ 2,676
100-11- City Attorney	996,205.00	0.824%	\$ 3,369		\$ 3,369		\$ 3,369
100-12- Finance - Admin	1,127,112.00	0.932%	\$ 3,811		\$ 3,811		\$ 3,811
100-12- Finance - Accounting	728,575.00	0.603%	\$ 2,464		\$ 2,464	\$ 286	\$ 2,750
100-12- Finance - Revenue	1,163,033.00	0.962%	\$ 3,933		\$ 3,933	\$ 457	\$ 4,390
100-12- Finance - Purchasing	448,536.00	0.371%	\$ 1,517		\$ 1,517	\$ 176	\$ 1,693
100-19- GIS	329,460.00	0.273%	\$ 1,114		\$ 1,114	\$ 129	\$ 1,243
100-13- HR	1,245,190.00	1.030%	\$ 4,211		\$ 4,211	\$ 489	\$ 4,700
100-14- Parks & Rec Admin	2,974,158.00	2.460%	\$ 10,057		\$ 10,057	\$ 1,168	\$ 11,225
100-15- Police Admin	6,523,153.00	5.396%	\$ 22,058		\$ 22,058	\$ 2,562	\$ 24,620
100-16- Fire Admin	3,082,194.00	2.549%	\$ 10,422		\$ 10,422	\$ 1,210	\$ 11,633
100-17- Community Development Admin	834,236.00	0.690%	\$ 2,821		\$ 2,821	\$ 328	\$ 3,149
100-18- Public Works Admin	1,289,669.00	1.067%	\$ 4,361		\$ 4,361	\$ 506	\$ 4,867
100-14-21 Recreation Services	1,157,927.00	0.958%	\$ 3,916		\$ 3,916	\$ 455	\$ 4,370
100-14-24 Teen Drop In Center	184,134.00	0.152%	\$ 623		\$ 623	\$ 72	\$ 695
100-14-25 Special Activity Classes	141,222.00	0.117%	\$ 478		\$ 478	\$ 55	\$ 533
100-14-26 Special Events	505,247.00	0.418%	\$ 1,708		\$ 1,708	\$ 198	\$ 1,907
100-14-27 Tennis Operations	394,027.20	0.326%	\$ 1,332		\$ 1,332	\$ 155	\$ 1,487
100-14-28 Facility & Parks Reservations	447,341.00	0.370%	\$ 1,513		\$ 1,513	\$ 176	\$ 1,688
100-14-31 Cultural Arts	513,346.80	0.425%	\$ 1,736		\$ 1,736	\$ 202	\$ 1,937
100-14-34 Art Classes	288,054.00	0.238%	\$ 974		\$ 974	\$ 113	\$ 1,087
100-14-36 Concerts In The Park	110,943.00	0.092%	\$ 375		\$ 375	\$ 44	\$ 419
100-14-41 Sports Leagues & Tournaments	215,657.00	0.178%	\$ 729		\$ 729	\$ 85	\$ 814
100-14-42 Sports Classes	545,650.00	0.451%	\$ 1,845		\$ 1,845	\$ 214	\$ 2,059
100-14-43 Swimming Activities	559,231.00	0.463%	\$ 1,891		\$ 1,891	\$ 220	\$ 2,111
100-14-44 Sports & Aquatics Admin	197,616.00	0.163%	\$ 668		\$ 668	\$ 78	\$ 746
100-14-51 Volunteers	202,006.00	0.167%	\$ 683		\$ 683	\$ 79	\$ 762
100-14-61 Older Adult Activities	158,605.00	0.131%	\$ 536		\$ 536	\$ 62	\$ 599
100-14-62 Senior Services	415,040.00	0.343%	\$ 1,403		\$ 1,403	\$ 163	\$ 1,566
100-15-21 Patrol	10,202,009.00	8.439%	\$ 34,498		\$ 34,498	\$ 4,006	\$ 38,504
100-15-31 Investigations	2,899,216.00	2.398%	\$ 9,804		\$ 9,804	\$ 1,139	\$ 10,942
100-15-32 School Resource Officer	31,664.00	0.026%	\$ 107		\$ 107	\$ 12	\$ 120
100-15-41 Technical Support Services	1,626,537.00	1.345%	\$ 5,500		\$ 5,500	\$ 639	\$ 6,139
100-15-42 Communications	1,488,098.00	1.231%	\$ 5,032		\$ 5,032	\$ 584	\$ 5,616
100-15-51 Crime Prevention	610,424.00	0.505%	\$ 2,064		\$ 2,064	\$ 240	\$ 2,304

CITY OF MANHATTAN BEACH, CA  
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100-12- Finance - Admin

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-15-61 Traffic Safety	2,389,146.00	1.976%	\$ 8,079		\$ 8,079	\$ 938	\$ 9,017
100-15-71 Jail Operations	737,240.00	0.610%	\$ 2,493		\$ 2,493	\$ 290	\$ 2,782
100-15-81 Parking Enforcement	2,116,906.00	1.751%	\$ 7,158		\$ 7,158	\$ 831	\$ 7,990
100-15-91 Animal Control	315,092.00	0.261%	\$ 1,065		\$ 1,065	\$ 124	\$ 1,189
100-16-21 Prevention	853,373.00	0.706%	\$ 2,886		\$ 2,886	\$ 335	\$ 3,221
100-16-23 Arson Investigation	34,368.00	0.028%	\$ 116		\$ 116	\$ 13	\$ 130
100-16-31 Suppression	7,487,711.00	6.194%	\$ 25,320		\$ 25,320	\$ 2,940	\$ 28,260
100-16-41 Paramedics	2,409,053.00	1.993%	\$ 8,146		\$ 8,146	\$ 946	\$ 9,092
100-16-51 Special Services	333,835.00	0.276%	\$ 1,129		\$ 1,129	\$ 131	\$ 1,260
100-16-52 Emergency Preparedness	114,577.00	0.095%	\$ 387		\$ 387	\$ 45	\$ 432
100-16-54 CERT (Community Emergency Response Team)	26,520.00	0.022%	\$ 90		\$ 90	\$ 10	\$ 100
100-16-55 Communications	48,390.00	0.040%	\$ 164		\$ 164	\$ 19	\$ 183
100-16-56 Public Education	26,358.00	0.022%	\$ 89		\$ 89	\$ 10	\$ 99
100-17-21 Current Planning	1,290,275.00	1.067%	\$ 4,363		\$ 4,363	\$ 507	\$ 4,870
100-17-31 Plan Check	1,445,694.00	1.196%	\$ 4,889		\$ 4,889	\$ 568	\$ 5,456
100-17-32 Inspection	1,170,469.00	0.968%	\$ 3,958		\$ 3,958	\$ 460	\$ 4,418
100-17-41 Code Enforcement	459,641.00	0.380%	\$ 1,554		\$ 1,554	\$ 180	\$ 1,735
100-17-51 Traffic Engineering	430,497.00	0.356%	\$ 1,456		\$ 1,456	\$ 169	\$ 1,625
100-17-413 Environmental Programs	652,426.00	0.540%	\$ 2,206		\$ 2,206	\$ 256	\$ 2,462
100-18-21 Civil Engineering	2,174,276.00	1.798%	\$ 7,352		\$ 7,352	\$ 854	\$ 8,206
100-18-32 Street Repair	2,408,506.00	1.992%	\$ 8,144		\$ 8,144	\$ 946	\$ 9,090
100-18-34 Traffic Control	387,378.00	0.320%	\$ 1,310		\$ 1,310	\$ 152	\$ 1,462
100-18-42 Parks Maintenance	1,187,169.00	0.982%	\$ 4,014		\$ 4,014	\$ 466	\$ 4,481
100-18-43 School District Maintenance	234,553.00	0.194%	\$ 793		\$ 793	\$ 92	\$ 885
201-18-111 Street Lighting & Landscape Fund - Street Lighting	408,551.00	0.338%	\$ 1,382		\$ 1,382	\$ 160	\$ 1,542
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	4,542.00	0.004%	\$ 15		\$ 15	\$ 2	\$ 17
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	133,708.00	0.111%	\$ 452		\$ 452	\$ 53	\$ 505
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	80,000.00	0.066%	\$ 271		\$ 271	\$ 31	\$ 302
205-18-32 Streets, Highways & Sidewalks - Street Repair	500,000.00	0.414%	\$ 1,691		\$ 1,691	\$ 196	\$ 1,887
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	300,000.00	0.248%	\$ 1,014		\$ 1,014	\$ 118	\$ 1,132
210-15-203 Asset Forfeiture Fund - DOJ Regional	153,700.00	0.127%	\$ 520		\$ 520	\$ 60	\$ 580
211-15-302 Police Safety Grants Fund - State SLES Grant	140,000.00	0.116%	\$ 473		\$ 473	\$ 55	\$ 528
230-14-91 Prop. A Fund - Transportation	1,009,249.00	0.835%	\$ 3,413		\$ 3,413	\$ 396	\$ 3,809
231-18-21 Prop. C Fund - Civil Engineering	461,000.00	0.381%	\$ 1,559		\$ 1,559	\$ 181	\$ 1,740
232-18-91 AB 2766 Air Quality Fund - Transportation	2,100.00	0.002%	\$ 7		\$ 7	\$ 1	\$ 8
233-18-21 Measure R - Civil Engineering	40,000.00	0.033%	\$ 135		\$ 135	\$ 16	\$ 151
233-18-32 Measure R - Street Repair	340,000.00	0.281%	\$ 1,150		\$ 1,150	\$ 134	\$ 1,283
234-18-21 Measure M - Civil Engineering	37,000.00	0.031%	\$ 125		\$ 125	\$ 15	\$ 140
234-18-32 Measure M - Street Repair	480,000.00	0.397%	\$ 1,623		\$ 1,623	\$ 188	\$ 1,812
401-14-11 Capital Improvement Fund - Parks & Rec Admin	1,100,000.00	0.910%	\$ 3,720		\$ 3,720	\$ 432	\$ 4,152
401-15-11 Capital Improvement Fund - Police Admin	386,219.00	0.319%	\$ 1,306		\$ 1,306	\$ 152	\$ 1,458

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100-12- Finance - Admin

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
401-16-11 Capital Improvement Fund - Fire Admin	386,219.00	0.319%	\$ 1,306		\$ 1,306	\$ 152	\$ 1,458
401-18-21 Capital Improvement Fund - Civil Engineering	1,510,000.00	1.249%	\$ 5,106		\$ 5,106	\$ 593	\$ 5,699
401-18-32 Capital Improvement Fund - Street Repair	250,000.00	0.207%	\$ 845		\$ 845	\$ 98	\$ 944
501-18-211 Water Administration	3,858,164.00	3.191%	\$ 13,046		\$ 13,046	\$ 1,515	\$ 14,561
501-18-221 Water Source Of Supply	6,515,100.00	5.389%	\$ 22,031		\$ 22,031	\$ 2,558	\$ 24,589
501-18-231 Water Pumping	1,306,772.00	1.081%	\$ 4,419		\$ 4,419	\$ 513	\$ 4,932
501-18-241 Water Treatment	296,695.00	0.245%	\$ 1,003		\$ 1,003	\$ 117	\$ 1,120
501-18-251 Water Maintenance	1,582,766.00	1.309%	\$ 5,352		\$ 5,352	\$ 622	\$ 5,974
502-18-311 Stormwater Fund - Storm Drain Maintenance	1,639,089.00	1.356%	\$ 5,543		\$ 5,543	\$ 644	\$ 6,186
503-18-321 Wastewater Fund - Sewer Maintenance	5,063,346.00	4.188%	\$ 17,122		\$ 17,122	\$ 1,988	\$ 19,110
510-18-411 Refuse Fund - Refuse Management	1,054,302.00	0.872%	\$ 3,565		\$ 3,565	\$ 414	\$ 3,979
520-18-511 Parking Fund - Street Meters & City Lots	4,283,311.00	3.543%	\$ 14,484		\$ 14,484	\$ 1,682	\$ 16,166
521-18-513 County Parking Lots Fund	210,618.00	0.174%	\$ 712		\$ 712	\$ 83	\$ 795
521-18-514 County Parking Lots Fund	541,632.00	0.448%	\$ 1,832		\$ 1,832	\$ 213	\$ 2,044
522-18-512 State Pier and Parking Lot Fund	599,689.00	0.496%	\$ 2,028		\$ 2,028	\$ 235	\$ 2,263
601-13-21 Insurance Reserve Fund - HR	762,720.00	0.631%	\$ 2,579		\$ 2,579	\$ 300	\$ 2,879
601-13-22 Liability	1,350,965.00	1.117%	\$ 4,568		\$ 4,568	\$ 531	\$ 5,099
601-13-23 Workers Compensation	614,173.00	0.508%	\$ 2,077		\$ 2,077	\$ 241	\$ 2,318
605-19-51 Information Systems Fund - Information Systems	2,899,836.00	2.399%	\$ 9,806		\$ 9,806	\$ 1,139	\$ 10,945
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	1,248,527.00	1.033%	\$ 4,222		\$ 4,222	\$ 490	\$ 4,712
610-18-621 Fleet Mgmt Fund - Fleet Replacement	1,044,663.00	0.864%	\$ 3,533		\$ 3,533	\$ 410	\$ 3,943
615-12-42 Building Maintenance & Operations Fund - Warehouse	247,487.00	0.205%	\$ 837		\$ 837	\$ 97	\$ 934
615-18-41 Building Maintenance & Operations Fund	1,780,469.00	1.473%	\$ 6,021		\$ 6,021	\$ 699	\$ 6,720
710-18-21 Special Assessment Redemption Fund - Civil Engineering	1,006,950.00	0.833%	\$ 3,405		\$ 3,405	\$ 395	\$ 3,800
801-12-11 Pension Trust Fund - City Council	241,000.00	0.199%	\$ 815		\$ 815	\$ 95	\$ 910
<b>Total</b>	<b>120,894,999.00</b>	<b>100.000%</b>	<b>\$408,807</b>	<b>\$-</b>	<b>\$408,807</b>	<b>\$ 45,599</b>	<b>\$454,405</b>

Allocation Basis:

Budgeted Expenditures

Source of Allocation:

FY20 Budget

CITY OF MANHATTAN BEACH, CA  
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100-12- Finance - Admin

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>Cash Management</b>							
100-11- City Council	517,213.77	0.449%	\$ 592		\$ 592		\$ 592
100-11- City Manager	471,037.69	0.409%	\$ 539		\$ 539		\$ 539
100-11- City Treasurer	14,433.79	0.013%	\$ 17		\$ 17		\$ 17
100-11- City Clerk	291,510.13	0.253%	\$ 333		\$ 333		\$ 333
100-11- City Attorney	322,255.71	0.280%	\$ 369		\$ 369		\$ 369
100-12- Finance - Admin	378,106.02	0.328%	\$ 432		\$ 432		\$ 432
100-12- Finance - Accounting	238,659.74	0.207%	\$ 273		\$ 273	\$ 31	\$ 304
100-12- Finance - Revenue	371,604.39	0.322%	\$ 425		\$ 425	\$ 48	\$ 473
100-12- Finance - Purchasing	142,281.33	0.123%	\$ 163		\$ 163	\$ 18	\$ 181
100-19- GIS	105,708.58	0.092%	\$ 121		\$ 121	\$ 14	\$ 135
100-13- HR	422,483.78	0.366%	\$ 483		\$ 483	\$ 55	\$ 538
100-14- Parks & Rec Admin	955,168.06	0.828%	\$ 1,093		\$ 1,093	\$ 124	\$ 1,217
100-15- Police Admin	2,078,999.56	1.803%	\$ 2,378		\$ 2,378	\$ 270	\$ 2,648
100-16- Fire Admin	991,215.94	0.860%	\$ 1,134		\$ 1,134	\$ 129	\$ 1,262
100-17- Community Development Admin	387,170.51	0.336%	\$ 443		\$ 443	\$ 50	\$ 493
100-18- Public Works Admin	405,258.52	0.352%	\$ 464		\$ 464	\$ 53	\$ 516
100-14-21 Recreation Services	364,837.73	0.316%	\$ 417		\$ 417	\$ 47	\$ 465
100-14-24 Teen Drop In Center	59,024.54	0.051%	\$ 68		\$ 68	\$ 8	\$ 75
100-14-25 Special Activity Classes	45,554.96	0.040%	\$ 52		\$ 52	\$ 6	\$ 58
100-14-26 Special Events	157,398.35	0.137%	\$ 180		\$ 180	\$ 20	\$ 200
100-14-27 Tennis Operations	125,559.80	0.109%	\$ 144		\$ 144	\$ 16	\$ 160
100-14-28 Facility & Parks Reservations	139,809.20	0.121%	\$ 160		\$ 160	\$ 18	\$ 178
100-14-31 Cultural Arts	162,131.24	0.141%	\$ 185		\$ 185	\$ 21	\$ 207
100-14-34 Art Classes	82,501.03	0.072%	\$ 94		\$ 94	\$ 11	\$ 105
100-14-36 Concerts In The Park	22,700.25	0.020%	\$ 26		\$ 26	\$ 3	\$ 29
100-14-41 Sports Leagues & Tournaments	68,775.20	0.060%	\$ 79		\$ 79	\$ 9	\$ 88
100-14-42 Sports Classes	175,380.02	0.152%	\$ 201		\$ 201	\$ 23	\$ 223
100-14-43 Swimming Activities	176,718.20	0.153%	\$ 202		\$ 202	\$ 23	\$ 225
100-14-44 Sports & Aquatics Admin	62,420.23	0.054%	\$ 71		\$ 71	\$ 8	\$ 80
100-14-51 Volunteers	63,347.04	0.055%	\$ 72		\$ 72	\$ 8	\$ 81
100-14-61 Older Adult Activities	49,783.47	0.043%	\$ 57		\$ 57	\$ 6	\$ 63
100-14-62 Senior Services	122,649.30	0.106%	\$ 140		\$ 140	\$ 16	\$ 156
100-15-21 Patrol	3,124,124.07	2.710%	\$ 3,574		\$ 3,574	\$ 406	\$ 3,979
100-15-31 Investigations	901,063.07	0.782%	\$ 1,031		\$ 1,031	\$ 117	\$ 1,148
100-15-32 School Resource Officer	10,514.21	0.009%	\$ 12		\$ 12	\$ 1	\$ 13
100-15-41 Technical Support Services	837,153.11	0.726%	\$ 958		\$ 958	\$ 109	\$ 1,066
100-15-42 Communications	487,713.70	0.423%	\$ 558		\$ 558	\$ 63	\$ 621
100-15-51 Crime Prevention	189,949.74	0.165%	\$ 217		\$ 217	\$ 25	\$ 242



CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Admin

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-15-61 Traffic Safety	742,853.35	0.644%	\$ 850		\$ 850	\$ 96	\$ 946
100-15-71 Jail Operations	232,381.85	0.202%	\$ 266		\$ 266	\$ 30	\$ 296
100-15-81 Parking Enforcement	664,314.50	0.576%	\$ 760		\$ 760	\$ 86	\$ 846
100-15-91 Animal Control	97,542.28	0.085%	\$ 112		\$ 112	\$ 13	\$ 124
100-16-21 Prevention	268,967.28	0.233%	\$ 308		\$ 308	\$ 35	\$ 343
100-16-23 Arson Investiation	11,501.50	0.010%	\$ 13		\$ 13	\$ 1	\$ 15
100-16-31 Suppression	2,347,075.15	2.036%	\$ 2,685		\$ 2,685	\$ 305	\$ 2,989
100-16-41 Paramedics	770,096.90	0.668%	\$ 881		\$ 881	\$ 100	\$ 981
100-16-51 Special Services	104,041.31	0.090%	\$ 119		\$ 119	\$ 14	\$ 133
100-16-52 Emergency Preparedness	41,773.27	0.036%	\$ 48		\$ 48	\$ 5	\$ 53
100-16-54 CERT (Community Emergency Response Team)	8,435.56	0.007%	\$ 10		\$ 10	\$ 1	\$ 11
100-16-55 Communications	59,828.75	0.052%	\$ 68		\$ 68	\$ 8	\$ 76
100-16-56 Public Education	10,274.87	0.009%	\$ 12		\$ 12	\$ 1	\$ 13
100-17-21 Current Planning	423,616.76	0.367%	\$ 485		\$ 485	\$ 55	\$ 540
100-17-31 Plan Check	476,828.44	0.414%	\$ 545		\$ 545	\$ 62	\$ 607
100-17-32 Inspection	365,597.39	0.317%	\$ 418		\$ 418	\$ 47	\$ 466
100-17-41 Code Enforcement	142,840.34	0.124%	\$ 163		\$ 163	\$ 19	\$ 182
100-17-51 Traffic Engineering	149,607.98	0.130%	\$ 171		\$ 171	\$ 19	\$ 191
100-17-413 Environmental Programs	120,780.40	0.105%	\$ 138		\$ 138	\$ 16	\$ 154
100-18-21 Civil Engineering	695,256.16	0.603%	\$ 795		\$ 795	\$ 90	\$ 886
100-18-32 Street Repair	772,568.71	0.670%	\$ 884		\$ 884	\$ 100	\$ 984
100-18-34 Traffic Control	122,001.51	0.106%	\$ 140		\$ 140	\$ 16	\$ 155
100-18-42 Parks Maintenance	370,828.80	0.322%	\$ 424		\$ 424	\$ 48	\$ 472
100-18-43 School District Maintenance	92,749.56	0.080%	\$ 106		\$ 106	\$ 12	\$ 118
201-18-111 Street Lighing & Landscape Fund - Street Lighting	51,282.23	0.044%	\$ 59		\$ 59	\$ 7	\$ 65
201-18-112 Street Lighing & Landscape Fund - Arbolado Tract Lighting	543.61	0.000%	\$ 1		\$ 1	\$ 0	\$ 1
201-18-121 Street Lighing & Landscape Fund - Streetscape Maintenance	21,049.04	0.018%	\$ 24		\$ 24	\$ 3	\$ 27
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	41,898.36	0.036%	\$ 48		\$ 48	\$ 5	\$ 53
205-18-32 Streets, Highways & Sidewalks - Street Repair	2,301,708.01	1.996%	\$ 2,633		\$ 2,633	\$ 299	\$ 2,932
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	1,031,941.03	0.895%	\$ 1,180		\$ 1,180	\$ 134	\$ 1,314
210-15-203 Asset Forfeiture Fund - DOJ Regional	588,505.14	0.510%	\$ 673		\$ 673	\$ 76	\$ 750
211-15-302 Police Safety Grants Fund - State SLES Grant	180,007.01	0.156%	\$ 206		\$ 206	\$ 23	\$ 229
230-14-91 Prop. A Fund - Transportation	12,797.04	0.011%	\$ 15		\$ 15	\$ 2	\$ 16
231-18-21 Prop. C Fund - Civil Engineering	4,392,548.21	3.810%	\$ 5,024		\$ 5,024	\$ 570	\$ 5,595
232-18-91 AB 2766 Air Quality Fund - Transportation	116,307.21	0.101%	\$ 133		\$ 133	\$ 15	\$ 148
233-18-21 Measure R - Civil Engineering	70,572.57	0.061%	\$ 81		\$ 81	\$ 9	\$ 90
233-18-32 Measure R - Street Repair	1,443,529.78	1.252%	\$ 1,651		\$ 1,651	\$ 187	\$ 1,839
234-18-21 Measure M - Civil Engineering	21,454.62	0.019%	\$ 25		\$ 25	\$ 3	\$ 27
234-18-32 Measure M - Street Repair	163,889.46	0.142%	\$ 187		\$ 187	\$ 21	\$ 209
401-15-11 Capital Improvement Fund - Police Admin	1,500,828.53	1.302%	\$ 1,717		\$ 1,717	\$ 195	\$ 1,912
401-16-11 Capital Improvement Fund - Fire Admin	1,500,828.53	1.302%	\$ 1,717		\$ 1,717	\$ 195	\$ 1,912

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Admin

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
401-18-21 Capital Improvement Fund - Civil Engineering	4,560,773.38	3.956%	\$ 5,217		\$ 5,217	\$ 592	\$ 5,809
401-18-32 Capital Improvement Fund - Street Repair	1,845,287.35	1.601%	\$ 2,111		\$ 2,111	\$ 240	\$ 2,350
403-0-0 Underground Assessment Districts	396,800.15	0.344%	\$ 454		\$ 454	\$ 52	\$ 505
501-18-211 Water Administration	23,818,133.48	20.659%	\$ 27,244		\$ 27,244	\$ 3,092	\$ 30,337
501-18-221 Water Source Of Supply	7,079,652.62	6.141%	\$ 8,098		\$ 8,098	\$ 919	\$ 9,017
501-18-231 Water Pumping	1,462,656.57	1.269%	\$ 1,673		\$ 1,673	\$ 190	\$ 1,863
501-18-241 Water Treatment	261,345.77	0.227%	\$ 299		\$ 299	\$ 34	\$ 333
501-18-251 Water Maintenance	1,490,138.21	1.293%	\$ 1,704		\$ 1,704	\$ 193	\$ 1,898
502-18-311 Stormwater Fund - Storm Drain Maintenance	1,732,951.45	1.503%	\$ 1,982		\$ 1,982	\$ 225	\$ 2,207
503-18-321 Wastewater Fund - Sewer Maintenance	9,626,046.02	8.349%	\$ 11,011		\$ 11,011	\$ 1,250	\$ 12,260
510-18-411 Refuse Fund - Refuse Management	845,849.89	0.734%	\$ 968		\$ 968	\$ 110	\$ 1,077
520-18-511 Parking Fund - Street Meters & City Lots	1,894,489.91	1.643%	\$ 2,167		\$ 2,167	\$ 246	\$ 2,413
521-18-513 County Parking Lots Fund	96,553.92	0.084%	\$ 110		\$ 110	\$ 13	\$ 123
521-18-514 County Parking Lots Fund	245,387.68	0.213%	\$ 281		\$ 281	\$ 32	\$ 313
522-18-512 State Pier and Parking Lot Fund	1,741,403.40	1.510%	\$ 1,992		\$ 1,992	\$ 226	\$ 2,218
601-13-21 Insurance Reserve Fund - HR	1,581,721.52	1.372%	\$ 1,809		\$ 1,809	\$ 205	\$ 2,015
601-13-22 Liability	2,661,778.18	2.309%	\$ 3,045		\$ 3,045	\$ 346	\$ 3,390
601-13-23 Workers Compensation	9,069,195.89	7.866%	\$ 10,374		\$ 10,374	\$ 1,177	\$ 11,551
605-19-51 Information Systems Fund - Information Systems	725,293.56	0.629%	\$ 830		\$ 830	\$ 94	\$ 924
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	2,306,693.54	2.001%	\$ 2,638		\$ 2,638	\$ 299	\$ 2,938
610-18-621 Fleet Mgmt Fund - Fleet Replacement	853,926.63	0.741%	\$ 977		\$ 977	\$ 111	\$ 1,088
615-12-42 Building Maintenance & Operations Fund - Warehouse	9,170.71	0.008%	\$ 10		\$ 10	\$ 1	\$ 12
615-18-41 Building Maintenance & Operations Fund	63,619.89	0.055%	\$ 73		\$ 73	\$ 8	\$ 81
710-18-21 Special Assessment Redemption Fund - Civil Engineering	1,356,258.73	1.176%	\$ 1,551		\$ 1,551	\$ 176	\$ 1,727
801-12-11 Pension Trust Fund - City Council	75,650.06	0.066%	\$ 87		\$ 87	\$ 10	\$ 96
802-0-0 Special Deposits Fund	1,053,301.14	0.914%	\$ 1,205		\$ 1,205	\$ 137	\$ 1,342
804-0-0 PARS Investment Trust	381,810.70	0.331%	\$ 437		\$ 437	\$ 50	\$ 486
<b>Total</b>	<b>115,289,559.31</b>	<b>100.000%</b>	<b>\$131,873</b>	<b>\$-</b>	<b>\$131,873</b>	<b>\$ 14,709</b>	<b>\$146,582</b>

Allocation Basis:

Cash Balance

Source of Allocation:

FY18 Cash Balance

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Admin

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>Financial Reporting</b>							
100-11- City Council	388,275.49	0.356%	\$ 188		\$ 188		\$ 188
100-11- City Manager	2,177,462.58	1.995%	\$ 1,052		\$ 1,052		\$ 1,052
100-11- City Treasurer	36,413.83	0.033%	\$ 18		\$ 18		\$ 18
100-11- City Clerk	677,641.33	0.621%	\$ 328		\$ 328		\$ 328
100-11- City Attorney	1,143,977.95	1.048%	\$ 553		\$ 553		\$ 553
100-12- Finance - Admin	1,046,974.17	0.959%	\$ 506		\$ 506		\$ 506
100-12- Finance - Accounting	698,642.20	0.640%	\$ 338		\$ 338	\$ 40	\$ 377
100-12- Finance - Revenue	991,957.51	0.909%	\$ 479		\$ 479	\$ 56	\$ 536
100-12- Finance - Purchasing	444,914.22	0.408%	\$ 215		\$ 215	\$ 25	\$ 240
100-19- GIS	326,964.19	0.300%	\$ 158		\$ 158	\$ 19	\$ 177
100-13- HR	1,128,224.46	1.034%	\$ 545		\$ 545	\$ 64	\$ 609
100-14- Parks & Rec Admin	2,923,028.18	2.678%	\$ 1,413		\$ 1,413	\$ 166	\$ 1,579
100-15- Police Admin	6,409,344.07	5.872%	\$ 3,098		\$ 3,098	\$ 364	\$ 3,461
100-16- Fire Admin	2,452,728.63	2.247%	\$ 1,185		\$ 1,185	\$ 139	\$ 1,325
100-17- Community Development Admin	706,829.69	0.648%	\$ 342		\$ 342	\$ 40	\$ 382
100-18- Public Works Admin	1,174,339.23	1.076%	\$ 568		\$ 568	\$ 67	\$ 634
100-14-21 Recreation Services	1,081,681.57	0.991%	\$ 523		\$ 523	\$ 61	\$ 584
100-14-24 Teen Drop In Center	101,055.70	0.093%	\$ 49		\$ 49	\$ 6	\$ 55
100-14-25 Special Activity Classes	390,445.20	0.358%	\$ 189		\$ 189	\$ 22	\$ 211
100-14-26 Special Events	374,464.10	0.343%	\$ 181		\$ 181	\$ 21	\$ 202
100-14-27 Tennis Operations	142,970.44	0.131%	\$ 69		\$ 69	\$ 8	\$ 77
100-14-28 Facility & Parks Reservations	328,219.48	0.301%	\$ 159		\$ 159	\$ 19	\$ 177
100-14-31 Cultural Arts	426,234.27	0.391%	\$ 206		\$ 206	\$ 24	\$ 230
100-14-34 Art Classes	287,950.57	0.264%	\$ 139		\$ 139	\$ 16	\$ 156
100-14-36 Concerts In The Park	112,900.39	0.103%	\$ 55		\$ 55	\$ 6	\$ 61
100-14-41 Sports Leagues & Tournaments	381,142.18	0.349%	\$ 184		\$ 184	\$ 22	\$ 206
100-14-42 Sports Classes	442,703.32	0.406%	\$ 214		\$ 214	\$ 25	\$ 239
100-14-43 Swimming Activities	521,799.23	0.478%	\$ 252		\$ 252	\$ 30	\$ 282
100-14-44 Sports & Aquatics Admin	196,355.18	0.180%	\$ 95		\$ 95	\$ 11	\$ 106
100-14-51 Volunteers	185,852.14	0.170%	\$ 90		\$ 90	\$ 11	\$ 100
100-14-61 Older Adult Activities	151,208.10	0.139%	\$ 73		\$ 73	\$ 9	\$ 82
100-14-62 Senior Services	408,276.12	0.374%	\$ 197		\$ 197	\$ 23	\$ 220
100-15-21 Patrol	9,320,743.01	8.540%	\$ 4,505		\$ 4,505	\$ 529	\$ 5,034
100-15-31 Investigations	2,820,003.63	2.584%	\$ 1,363		\$ 1,363	\$ 160	\$ 1,523
100-15-32 School Resource Officer	12,236.88	0.011%	\$ 6		\$ 6	\$ 1	\$ 7
100-15-41 Technical Support Services	1,423,636.19	1.304%	\$ 688		\$ 688	\$ 81	\$ 769
100-15-42 Communications	1,402,773.35	1.285%	\$ 678		\$ 678	\$ 80	\$ 758
100-15-51 Crime Prevention	599,201.41	0.549%	\$ 290		\$ 290	\$ 34	\$ 324

**CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan**

**100-12- Finance - Admin**

**ALLOCATION DETAIL**

	<b>Allocation Units</b>	<b>Allocated Percent</b>	<b>Gross Allocation</b>	<b>Direct Billed</b>	<b>First Allocation</b>	<b>Second Allocation</b>	<b>Total</b>
100-15-61 Traffic Safety	2,139,304.57	1.960%	\$ 1,034		\$ 1,034	\$ 121	\$ 1,155
100-15-71 Jail Operations	669,593.43	0.613%	\$ 324		\$ 324	\$ 38	\$ 362
100-15-81 Parking Enforcement	1,893,167.19	1.735%	\$ 915		\$ 915	\$ 107	\$ 1,022
100-15-91 Animal Control	236,162.51	0.216%	\$ 114		\$ 114	\$ 13	\$ 128
100-16-21 Prevention	698,214.50	0.640%	\$ 337		\$ 337	\$ 40	\$ 377
100-16-23 Arson Investigation	4,364.20	0.004%	\$ 2		\$ 2	\$ 0	\$ 2
100-16-31 Suppression	6,942,264.65	6.361%	\$ 3,355		\$ 3,355	\$ 394	\$ 3,749
100-16-41 Paramedics	1,951,474.34	1.788%	\$ 943		\$ 943	\$ 111	\$ 1,054
100-16-51 Special Services	349,809.81	0.321%	\$ 169		\$ 169	\$ 20	\$ 189
100-16-52 Emergency Preparedness	36,150.89	0.033%	\$ 17		\$ 17	\$ 2	\$ 20
100-16-53 Fire Reserves	77,285.61	0.071%	\$ 37		\$ 37	\$ 4	\$ 42
100-16-54 CERT (Community Emergency Response Team)	6,787.71	0.006%	\$ 3		\$ 3	\$ 0	\$ 4
100-16-55 Communications	36,400.50	0.033%	\$ 18		\$ 18	\$ 2	\$ 20
100-16-56 Public Education	11,371.54	0.010%	\$ 5		\$ 5	\$ 1	\$ 6
100-17-21 Current Planning	564,839.15	0.518%	\$ 273		\$ 273	\$ 32	\$ 305
100-17-22 Advance Planning	481,414.72	0.441%	\$ 233		\$ 233	\$ 27	\$ 260
100-17-31 Plan Check	1,280,487.20	1.173%	\$ 619		\$ 619	\$ 73	\$ 692
100-17-32 Inspection	1,040,012.53	0.953%	\$ 503		\$ 503	\$ 59	\$ 562
100-17-41 Code Enforcement	399,374.51	0.366%	\$ 193		\$ 193	\$ 23	\$ 216
100-17-51 Traffic Engineering	338,851.87	0.310%	\$ 164		\$ 164	\$ 19	\$ 183
100-17-413 Environmental Programs	166,609.86	0.153%	\$ 81		\$ 81	\$ 9	\$ 90
100-18-21 Civil Engineering	1,632,711.03	1.496%	\$ 789		\$ 789	\$ 93	\$ 882
100-18-32 Street Repair	1,858,362.71	1.703%	\$ 898		\$ 898	\$ 105	\$ 1,004
100-18-34 Traffic Control	279,819.00	0.256%	\$ 135		\$ 135	\$ 16	\$ 151
100-18-42 Parks Maintenance	922,571.49	0.845%	\$ 446		\$ 446	\$ 52	\$ 498
100-18-43 School District Maintenance	284,441.81	0.261%	\$ 137		\$ 137	\$ 16	\$ 154
100-18-51 Electrical Maintenance	18,814.41	0.017%	\$ 9		\$ 9	\$ 1	\$ 10
201-18-111 Street Lighting & Landscape Fund - Street Lighting	406,436.94	0.372%	\$ 196		\$ 196	\$ 23	\$ 219
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	2,003.43	0.002%	\$ 1		\$ 1	\$ 0	\$ 1
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	184,479.13	0.169%	\$ 89		\$ 89	\$ 10	\$ 100
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	59,229.47	0.054%	\$ 29		\$ 29	\$ 3	\$ 32
205-18-32 Streets, Highways & Sidewalks - Street Repair	1,665,054.50	1.526%	\$ 805		\$ 805	\$ 94	\$ 899
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	229,511.16	0.210%	\$ 111		\$ 111	\$ 13	\$ 124
210-15-203 Asset Forfeiture Fund - DOJ Regional	197,461.72	0.181%	\$ 95		\$ 95	\$ 11	\$ 107
211-15-302 Police Safety Grants Fund - State SLES Grant	60,365.78	0.055%	\$ 29		\$ 29	\$ 3	\$ 33
230-14-91 Prop. A Fund - Transportation	878,115.72	0.805%	\$ 424		\$ 424	\$ 50	\$ 474
231-18-21 Prop. C Fund - Civil Engineering	691,126.98	0.633%	\$ 334		\$ 334	\$ 39	\$ 373
231-18-34 Prop. C Fund - Traffic Control	40,801.25	0.037%	\$ 20		\$ 20	\$ 2	\$ 22
232-18-91 AB 2766 Air Quality Fund - Transportation	20,088.65	0.018%	\$ 10		\$ 10	\$ 1	\$ 11
233-18-21 Measure R - Civil Engineering	8,085.86	0.007%	\$ 4		\$ 4	\$ 0	\$ 4
233-18-32 Measure R - Street Repair	510,376.47	0.468%	\$ 247		\$ 247	\$ 29	\$ 276

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Admin

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
401-11-21 Capital Improvement Fund - City Manager	22.02	0.000%	\$ 0		\$ 0	\$ 0	\$ 0
401-12-11 Capital Improvement Fund - City Council	2,388.76	0.002%	\$ 1		\$ 1	\$ 0	\$ 1
401-14-11 Capital Improvement Fund - Parks & Rec Admin	22,411.53	0.021%	\$ 11		\$ 11	\$ 1	\$ 12
401-15-11 Capital Improvement Fund - Police Admin	384,186.26	0.352%	\$ 186		\$ 186	\$ 22	\$ 207
401-16-11 Capital Improvement Fund - Fire Admin	384,186.26	0.352%	\$ 186		\$ 186	\$ 22	\$ 207
401-18-21 Capital Improvement Fund - Civil Engineering	375,003.17	0.344%	\$ 181		\$ 181	\$ 21	\$ 203
401-18-32 Capital Improvement Fund - Street Repair	309,641.34	0.284%	\$ 150		\$ 150	\$ 18	\$ 167
403-0-0 Underground Assessment Districts	403,265.23	0.369%	\$ 195		\$ 195	\$ 23	\$ 218
501-18-211 Water Administration	3,026,211.89	2.773%	\$ 1,463		\$ 1,463	\$ 172	\$ 1,634
501-18-221 Water Source Of Supply	6,605,706.21	6.052%	\$ 3,193		\$ 3,193	\$ 375	\$ 3,567
501-18-231 Water Pumping	818,722.70	0.750%	\$ 396		\$ 396	\$ 46	\$ 442
501-18-241 Water Treatment	48,447.08	0.044%	\$ 23		\$ 23	\$ 3	\$ 26
501-18-251 Water Maintenance	1,287,025.51	1.179%	\$ 622		\$ 622	\$ 73	\$ 695
502-18-311 Stormwater Fund - Storm Drain Maintenance	1,502,048.35	1.376%	\$ 726		\$ 726	\$ 85	\$ 811
503-18-321 Wastewater Fund - Sewer Maintenance	1,883,912.68	1.726%	\$ 910		\$ 910	\$ 107	\$ 1,017
510-18-411 Refuse Fund - Refuse Management	437,913.07	0.401%	\$ 212		\$ 212	\$ 25	\$ 236
520-18-511 Parking Fund - Street Meters & City Lots	2,654,997.52	2.433%	\$ 1,283		\$ 1,283	\$ 151	\$ 1,434
521-18-513 County Parking Lots Fund	155,082.68	0.142%	\$ 75		\$ 75	\$ 9	\$ 84
521-18-514 County Parking Lots Fund	397,926.82	0.365%	\$ 192		\$ 192	\$ 23	\$ 215
522-18-512 State Pier and Parking Lot Fund	1,567,384.24	1.436%	\$ 758		\$ 758	\$ 89	\$ 846
601-13-21 Insurance Reserve Fund - HR	692,946.50	0.635%	\$ 335		\$ 335	\$ 39	\$ 374
601-13-22 Liability	1,827,224.27	1.674%	\$ 883		\$ 883	\$ 104	\$ 987
601-13-23 Workers Compensation	4,785,264.05	4.384%	\$ 2,313		\$ 2,313	\$ 272	\$ 2,584
605-19-51 Information Systems Fund - Information Systems	2,204,428.18	2.020%	\$ 1,065		\$ 1,065	\$ 125	\$ 1,190
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	964,201.19	0.883%	\$ 466		\$ 466	\$ 55	\$ 521
610-18-621 Fleet Mgmt Fund - Fleet Replacement	498,344.07	0.457%	\$ 241		\$ 241	\$ 28	\$ 269
615-12-42 Building Maintenance & Operations Fund - Warehouse	210,493.59	0.193%	\$ 102		\$ 102	\$ 12	\$ 114
615-18-41 Building Maintenance & Operations Fund	1,424,707.08	1.305%	\$ 689		\$ 689	\$ 81	\$ 769
710-18-21 Special Assessment Redemption Fund - Civil Engineering	922,519.01	0.845%	\$ 446		\$ 446	\$ 52	\$ 498
801-12-11 Pension Trust Fund - City Council	234,845.51	0.215%	\$ 113		\$ 113	\$ 13	\$ 127
<b>Total</b>	<b>109,144,825.76</b>	<b>100.000%</b>	<b>\$ 52,749</b>	<b>\$-</b>	<b>\$ 52,749</b>	<b>\$ 5,884</b>	<b>\$ 58,633</b>

Allocation Basis:

Actual Expenditures

Source of Allocation:

FY18 Actual Expenditures

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Admin

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>General Ledger</b>							
100-11- City Council	388,275.49	0.356%	\$ 188		\$ 188		\$ 188
100-11- City Manager	2,177,462.58	1.995%	\$ 1,052		\$ 1,052		\$ 1,052
100-11- City Treasurer	36,413.83	0.033%	\$ 18		\$ 18		\$ 18
100-11- City Clerk	677,641.33	0.621%	\$ 328		\$ 328		\$ 328
100-11- City Attorney	1,143,977.95	1.048%	\$ 553		\$ 553		\$ 553
100-12- Finance - Admin	1,046,974.17	0.959%	\$ 506		\$ 506		\$ 506
100-12- Finance - Accounting	698,642.20	0.640%	\$ 338		\$ 338	\$ 40	\$ 377
100-12- Finance - Revenue	991,957.51	0.909%	\$ 479		\$ 479	\$ 56	\$ 536
100-12- Finance - Purchasing	444,914.22	0.408%	\$ 215		\$ 215	\$ 25	\$ 240
100-19- GIS	326,964.19	0.300%	\$ 158		\$ 158	\$ 19	\$ 177
100-13- HR	1,128,224.46	1.034%	\$ 545		\$ 545	\$ 64	\$ 609
100-14- Parks & Rec Admin	2,923,028.18	2.678%	\$ 1,413		\$ 1,413	\$ 166	\$ 1,579
100-15- Police Admin	6,409,344.07	5.872%	\$ 3,098		\$ 3,098	\$ 364	\$ 3,461
100-16- Fire Admin	2,452,728.63	2.247%	\$ 1,185		\$ 1,185	\$ 139	\$ 1,325
100-17- Community Development Admin	706,829.69	0.648%	\$ 342		\$ 342	\$ 40	\$ 382
100-18- Public Works Admin	1,174,339.23	1.076%	\$ 568		\$ 568	\$ 67	\$ 634
100-14-21 Recreation Services	1,081,681.57	0.991%	\$ 523		\$ 523	\$ 61	\$ 584
100-14-24 Teen Drop In Center	101,055.70	0.093%	\$ 49		\$ 49	\$ 6	\$ 55
100-14-25 Special Activity Classes	390,445.20	0.358%	\$ 189		\$ 189	\$ 22	\$ 211
100-14-26 Special Events	374,464.10	0.343%	\$ 181		\$ 181	\$ 21	\$ 202
100-14-27 Tennis Operations	142,970.44	0.131%	\$ 69		\$ 69	\$ 8	\$ 77
100-14-28 Facility & Parks Reservations	328,219.48	0.301%	\$ 159		\$ 159	\$ 19	\$ 177
100-14-31 Cultural Arts	426,234.27	0.391%	\$ 206		\$ 206	\$ 24	\$ 230
100-14-34 Art Classes	287,950.57	0.264%	\$ 139		\$ 139	\$ 16	\$ 156
100-14-36 Concerts In The Park	112,900.39	0.103%	\$ 55		\$ 55	\$ 6	\$ 61
100-14-41 Sports Leagues & Tournaments	381,142.18	0.349%	\$ 184		\$ 184	\$ 22	\$ 206
100-14-42 Sports Classes	442,703.32	0.406%	\$ 214		\$ 214	\$ 25	\$ 239
100-14-43 Swimming Activities	521,799.23	0.478%	\$ 252		\$ 252	\$ 30	\$ 282
100-14-44 Sports & Aquatics Admin	196,355.18	0.180%	\$ 95		\$ 95	\$ 11	\$ 106
100-14-51 Volunteers	185,852.14	0.170%	\$ 90		\$ 90	\$ 11	\$ 100
100-14-61 Older Adult Activities	151,208.10	0.139%	\$ 73		\$ 73	\$ 9	\$ 82
100-14-62 Senior Services	408,276.12	0.374%	\$ 197		\$ 197	\$ 23	\$ 220
100-15-21 Patrol	9,320,743.01	8.540%	\$ 4,505		\$ 4,505	\$ 529	\$ 5,034
100-15-31 Investigations	2,820,003.63	2.584%	\$ 1,363		\$ 1,363	\$ 160	\$ 1,523
100-15-32 School Resource Officer	12,236.88	0.011%	\$ 6		\$ 6	\$ 1	\$ 7
100-15-41 Technical Support Services	1,423,636.19	1.304%	\$ 688		\$ 688	\$ 81	\$ 769
100-15-42 Communications	1,402,773.35	1.285%	\$ 678		\$ 678	\$ 80	\$ 758
100-15-51 Crime Prevention	599,201.41	0.549%	\$ 290		\$ 290	\$ 34	\$ 324

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Admin

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-15-61 Traffic Safety	2,139,304.57	1.960%	\$ 1,034		\$ 1,034	\$ 121	\$ 1,155
100-15-71 Jail Operations	669,593.43	0.613%	\$ 324		\$ 324	\$ 38	\$ 362
100-15-81 Parking Enforcement	1,893,167.19	1.735%	\$ 915		\$ 915	\$ 107	\$ 1,022
100-15-91 Animal Control	236,162.51	0.216%	\$ 114		\$ 114	\$ 13	\$ 128
100-16-21 Prevention	698,214.50	0.640%	\$ 337		\$ 337	\$ 40	\$ 377
100-16-23 Arson Investigation	4,364.20	0.004%	\$ 2		\$ 2	\$ 0	\$ 2
100-16-31 Suppression	6,942,264.65	6.361%	\$ 3,355		\$ 3,355	\$ 394	\$ 3,749
100-16-41 Paramedics	1,951,474.34	1.788%	\$ 943		\$ 943	\$ 111	\$ 1,054
100-16-51 Special Services	349,809.81	0.321%	\$ 169		\$ 169	\$ 20	\$ 189
100-16-52 Emergency Preparedness	36,150.89	0.033%	\$ 17		\$ 17	\$ 2	\$ 20
100-16-53 Fire Reserves	77,285.61	0.071%	\$ 37		\$ 37	\$ 4	\$ 42
100-16-54 CERT (Community Emergency Response Team)	6,787.71	0.006%	\$ 3		\$ 3	\$ 0	\$ 4
100-16-55 Communications	36,400.50	0.033%	\$ 18		\$ 18	\$ 2	\$ 20
100-16-56 Public Education	11,371.54	0.010%	\$ 5		\$ 5	\$ 1	\$ 6
100-17-21 Current Planning	564,839.15	0.518%	\$ 273		\$ 273	\$ 32	\$ 305
100-17-22 Advance Planning	481,414.72	0.441%	\$ 233		\$ 233	\$ 27	\$ 260
100-17-31 Plan Check	1,280,487.20	1.173%	\$ 619		\$ 619	\$ 73	\$ 692
100-17-32 Inspection	1,040,012.53	0.953%	\$ 503		\$ 503	\$ 59	\$ 562
100-17-41 Code Enforcement	399,374.51	0.366%	\$ 193		\$ 193	\$ 23	\$ 216
100-17-51 Traffic Engineering	338,851.87	0.310%	\$ 164		\$ 164	\$ 19	\$ 183
100-17-413 Environmental Programs	166,609.86	0.153%	\$ 81		\$ 81	\$ 9	\$ 90
100-18-21 Civil Engineering	1,632,711.03	1.496%	\$ 789		\$ 789	\$ 93	\$ 882
100-18-32 Street Repair	1,858,362.71	1.703%	\$ 898		\$ 898	\$ 105	\$ 1,004
100-18-34 Traffic Control	279,819.00	0.256%	\$ 135		\$ 135	\$ 16	\$ 151
100-18-42 Parks Maintenance	922,571.49	0.845%	\$ 446		\$ 446	\$ 52	\$ 498
100-18-43 School District Maintenance	284,441.81	0.261%	\$ 137		\$ 137	\$ 16	\$ 154
100-18-51 Electrical Maintenance	18,814.41	0.017%	\$ 9		\$ 9	\$ 1	\$ 10
201-18-111 Street Lighting & Landscape Fund - Street Lighting	406,436.94	0.372%	\$ 196		\$ 196	\$ 23	\$ 219
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	2,003.43	0.002%	\$ 1		\$ 1	\$ 0	\$ 1
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	184,479.13	0.169%	\$ 89		\$ 89	\$ 10	\$ 100
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	59,229.47	0.054%	\$ 29		\$ 29	\$ 3	\$ 32
205-18-32 Streets, Highways & Sidewalks - Street Repair	1,665,054.50	1.526%	\$ 805		\$ 805	\$ 94	\$ 899
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	229,511.16	0.210%	\$ 111		\$ 111	\$ 13	\$ 124
210-15-203 Asset Forfeiture Fund - DOJ Regional	197,461.72	0.181%	\$ 95		\$ 95	\$ 11	\$ 107
211-15-302 Police Safety Grants Fund - State SLES Grant	60,365.78	0.055%	\$ 29		\$ 29	\$ 3	\$ 33
230-14-91 Prop. A Fund - Transportation	878,115.72	0.805%	\$ 424		\$ 424	\$ 50	\$ 474
231-18-21 Prop. C Fund - Civil Engineering	691,126.98	0.633%	\$ 334		\$ 334	\$ 39	\$ 373
231-18-34 Prop. C Fund - Traffic Control	40,801.25	0.037%	\$ 20		\$ 20	\$ 2	\$ 22
232-18-91 AB 2766 Air Quality Fund - Transportation	20,088.65	0.018%	\$ 10		\$ 10	\$ 1	\$ 11
233-18-21 Measure R - Civil Engineering	8,085.86	0.007%	\$ 4		\$ 4	\$ 0	\$ 4
233-18-32 Measure R - Street Repair	510,376.47	0.468%	\$ 247		\$ 247	\$ 29	\$ 276

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Admin

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
401-11-21 Capital Improvement Fund - City Manager	22.02	0.000%	\$ 0		\$ 0	\$ 0	\$ 0
401-12-11 Capital Improvement Fund - City Council	2,388.76	0.002%	\$ 1		\$ 1	\$ 0	\$ 1
401-14-11 Capital Improvement Fund - Parks & Rec Admin	22,411.53	0.021%	\$ 11		\$ 11	\$ 1	\$ 12
401-15-11 Capital Improvement Fund - Police Admin	384,186.26	0.352%	\$ 186		\$ 186	\$ 22	\$ 207
401-16-11 Capital Improvement Fund - Fire Admin	384,186.26	0.352%	\$ 186		\$ 186	\$ 22	\$ 207
401-18-21 Capital Improvement Fund - Civil Engineering	375,003.17	0.344%	\$ 181		\$ 181	\$ 21	\$ 203
401-18-32 Capital Improvement Fund - Street Repair	309,641.34	0.284%	\$ 150		\$ 150	\$ 18	\$ 167
403-0-0 Underground Assessment Districts	403,265.23	0.369%	\$ 195		\$ 195	\$ 23	\$ 218
501-18-211 Water Administration	3,026,211.89	2.773%	\$ 1,463		\$ 1,463	\$ 172	\$ 1,634
501-18-221 Water Source Of Supply	6,605,706.21	6.052%	\$ 3,193		\$ 3,193	\$ 375	\$ 3,567
501-18-231 Water Pumping	818,722.70	0.750%	\$ 396		\$ 396	\$ 46	\$ 442
501-18-241 Water Treatment	48,447.08	0.044%	\$ 23		\$ 23	\$ 3	\$ 26
501-18-251 Water Maintenance	1,287,025.51	1.179%	\$ 622		\$ 622	\$ 73	\$ 695
502-18-311 Stormwater Fund - Storm Drain Maintenance	1,502,048.35	1.376%	\$ 726		\$ 726	\$ 85	\$ 811
503-18-321 Wastewater Fund - Sewer Maintenance	1,883,912.68	1.726%	\$ 910		\$ 910	\$ 107	\$ 1,017
510-18-411 Refuse Fund - Refuse Management	437,913.07	0.401%	\$ 212		\$ 212	\$ 25	\$ 236
520-18-511 Parking Fund - Street Meters & City Lots	2,654,997.52	2.433%	\$ 1,283		\$ 1,283	\$ 151	\$ 1,434
521-18-513 County Parking Lots Fund	155,082.68	0.142%	\$ 75		\$ 75	\$ 9	\$ 84
521-18-514 County Parking Lots Fund	397,926.82	0.365%	\$ 192		\$ 192	\$ 23	\$ 215
522-18-512 State Pier and Parking Lot Fund	1,567,384.24	1.436%	\$ 758		\$ 758	\$ 89	\$ 846
601-13-21 Insurance Reserve Fund - HR	692,946.50	0.635%	\$ 335		\$ 335	\$ 39	\$ 374
601-13-22 Liability	1,827,224.27	1.674%	\$ 883		\$ 883	\$ 104	\$ 987
601-13-23 Workers Compensation	4,785,264.05	4.384%	\$ 2,313		\$ 2,313	\$ 272	\$ 2,584
605-19-51 Information Systems Fund - Information Systems	2,204,428.18	2.020%	\$ 1,065		\$ 1,065	\$ 125	\$ 1,190
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	964,201.19	0.883%	\$ 466		\$ 466	\$ 55	\$ 521
610-18-621 Fleet Mgmt Fund - Fleet Replacement	498,344.07	0.457%	\$ 241		\$ 241	\$ 28	\$ 269
615-12-42 Building Maintenance & Operations Fund - Warehouse	210,493.59	0.193%	\$ 102		\$ 102	\$ 12	\$ 114
615-18-41 Building Maintenance & Operations Fund	1,424,707.08	1.305%	\$ 689		\$ 689	\$ 81	\$ 769
710-18-21 Special Assessment Redemption Fund - Civil Engineering	922,519.01	0.845%	\$ 446		\$ 446	\$ 52	\$ 498
801-12-11 Pension Trust Fund - City Council	234,845.51	0.215%	\$ 113		\$ 113	\$ 13	\$ 127
<b>Total</b>	<b>109,144,825.76</b>	<b>100.000%</b>	<b>\$ 52,749</b>	<b>\$-</b>	<b>\$ 52,749</b>	<b>\$ 5,884</b>	<b>\$ 58,633</b>

Allocation Basis:

Actual Expenditures

Source of Allocation:

FY18 Actual Expenditures



**ALLOCATION SUMMARY**

**100-12- Finance - Admin**

	<u>Citywide Support</u>	<u>Finance Dept Support</u>	<u>Budget Support</u>	<u>Cash Management</u>
100-11- City Council	\$ 1,233	\$ -	\$ 1,661	\$ 592
100-11- City Manager	\$ 3,330	\$ -	\$ 4,489	\$ 539
100-11- City Treasurer	\$ 114	\$ -	\$ 153	\$ 17
100-11- City Clerk	\$ 1,986	\$ -	\$ 2,676	\$ 333
100-11- City Attorney	\$ 2,499	\$ -	\$ 3,369	\$ 369
100-12- Finance - Admin	\$ 2,828	\$ 59,079	\$ 3,811	\$ 432
100-12- Finance - Accounting	\$ 2,040	\$ 66,924	\$ 2,750	\$ 304
100-12- Finance - Revenue	\$ 3,257	\$ 117,117	\$ 4,390	\$ 473
100-12- Finance - Purchasing	\$ 1,256	\$ 50,193	\$ 1,693	\$ 181
100-19- GIS	\$ 923	\$ -	\$ 1,243	\$ 135
100-13- HR	\$ 3,487	\$ -	\$ 4,700	\$ 538
100-14- Parks & Rec Admin	\$ 8,328	\$ -	\$ 11,225	\$ 1,217
100-15- Police Admin	\$ 18,266	\$ -	\$ 24,620	\$ 2,648
100-16- Fire Admin	\$ 8,631	\$ -	\$ 11,633	\$ 1,262
100-17- Community Development Admin	\$ 2,336	\$ -	\$ 3,149	\$ 493
100-18- Public Works Admin	\$ 3,611	\$ -	\$ 4,867	\$ 516
100-14-21 Recreation Services	\$ 3,242	\$ -	\$ 4,370	\$ 465
100-14-24 Teen Drop In Center	\$ 516	\$ -	\$ 695	\$ 75
100-14-25 Special Activity Classes	\$ 395	\$ -	\$ 533	\$ 58
100-14-26 Special Events	\$ 1,415	\$ -	\$ 1,907	\$ 200
100-14-27 Tennis Operations	\$ 1,103	\$ -	\$ 1,487	\$ 160
100-14-28 Facility & Parks Reservations	\$ 1,253	\$ -	\$ 1,688	\$ 178
100-14-31 Cultural Arts	\$ 1,437	\$ -	\$ 1,937	\$ 207
100-14-34 Art Classes	\$ 807	\$ -	\$ 1,087	\$ 105
100-14-36 Concerts In The Park	\$ 311	\$ -	\$ 419	\$ 29
100-14-41 Sports Leagues & Tournaments	\$ 604	\$ -	\$ 814	\$ 88
100-14-42 Sports Classes	\$ 1,528	\$ -	\$ 2,059	\$ 223
100-14-43 Swimming Activities	\$ 1,566	\$ -	\$ 2,111	\$ 225
100-14-44 Sports & Aquatics Admin	\$ 553	\$ -	\$ 746	\$ 80

**ALLOCATION SUMMARY**

**100-12- Finance - Admin**

	<u>Citywide Support</u>	<u>Finance Dept Support</u>	<u>Budget Support</u>	<u>Cash Management</u>
100-14-51 Volunteers	\$ 566	\$ -	\$ 762	\$ 81
100-14-61 Older Adult Activities	\$ 444	\$ -	\$ 599	\$ 63
100-14-62 Senior Services	\$ 1,162	\$ -	\$ 1,566	\$ 156
100-15-21 Patrol	\$ 28,568	\$ -	\$ 38,504	\$ 3,979
100-15-31 Investigations	\$ 8,118	\$ -	\$ 10,942	\$ 1,148
100-15-32 School Resource Officer	\$ 89	\$ -	\$ 120	\$ 13
100-15-41 Technical Support Services	\$ 4,555	\$ -	\$ 6,139	\$ 1,066
100-15-42 Communications	\$ 4,167	\$ -	\$ 5,616	\$ 621
100-15-51 Crime Prevention	\$ 1,709	\$ -	\$ 2,304	\$ 242
100-15-61 Traffic Safety	\$ 6,690	\$ -	\$ 9,017	\$ 946
100-15-71 Jail Operations	\$ 2,064	\$ -	\$ 2,782	\$ 296
100-15-81 Parking Enforcement	\$ 5,928	\$ -	\$ 7,990	\$ 846
100-15-91 Animal Control	\$ 882	\$ -	\$ 1,189	\$ 124
100-16-21 Prevention	\$ 2,390	\$ -	\$ 3,221	\$ 343
100-16-23 Arson Investiation	\$ 96	\$ -	\$ 130	\$ 15
100-16-31 Suppression	\$ 20,967	\$ -	\$ 28,260	\$ 2,989
100-16-41 Paramedics	\$ 6,746	\$ -	\$ 9,092	\$ 981
100-16-51 Special Services	\$ 935	\$ -	\$ 1,260	\$ 133
100-16-52 Emergency Preparedness	\$ 321	\$ -	\$ 432	\$ 53
100-16-53 Fire Reserves	\$ -	\$ -	\$ -	\$ -
100-16-54 CERT (Community Emergency Response Team)	\$ 74	\$ -	\$ 100	\$ 11
100-16-55 Communications	\$ 136	\$ -	\$ 183	\$ 76
100-16-56 Public Education	\$ 74	\$ -	\$ 99	\$ 13
100-17-21 Current Planning	\$ 3,613	\$ -	\$ 4,870	\$ 540
100-17-22 Advance Planning	\$ -	\$ -	\$ -	\$ -
100-17-31 Plan Check	\$ 4,048	\$ -	\$ 5,456	\$ 607
100-17-32 Inspection	\$ 3,278	\$ -	\$ 4,418	\$ 466
100-17-41 Code Enforcement	\$ 1,287	\$ -	\$ 1,735	\$ 182
100-17-51 Traffic Engineering	\$ 1,205	\$ -	\$ 1,625	\$ 191

**ALLOCATION SUMMARY**

**100-12- Finance - Admin**

	<u>Citywide Support</u>	<u>Finance Dept Support</u>	<u>Budget Support</u>	<u>Cash Management</u>
100-17-413 Environmental Programs	\$ 1,827	\$ -	\$ 2,462	\$ 154
100-18-21 Civil Engineering	\$ 6,088	\$ -	\$ 8,206	\$ 886
100-18-32 Street Repair	\$ 6,744	\$ -	\$ 9,090	\$ 984
100-18-34 Traffic Control	\$ 1,085	\$ -	\$ 1,462	\$ 155
100-18-42 Parks Maintenance	\$ 3,324	\$ -	\$ 4,481	\$ 472
100-18-43 School District Maintenance	\$ 657	\$ -	\$ 885	\$ 118
100-18-51 Electrical Maintenance	\$ -	\$ -	\$ -	\$ -
201-18-111 Street Lighting & Landscape Fund - Street Lighting	\$ 1,144	\$ -	\$ 1,542	\$ 65
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	\$ 13	\$ -	\$ 17	\$ 1
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	\$ 374	\$ -	\$ 505	\$ 27
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	\$ 224	\$ -	\$ 302	\$ 53
205-18-32 Streets, Highways & Sidewalks - Street Repair	\$ 1,400	\$ -	\$ 1,887	\$ 2,932
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	\$ 840	\$ -	\$ 1,132	\$ 1,314
210-15-203 Asset Forfeiture Fund - DOJ Regional	\$ 430	\$ -	\$ 580	\$ 750
211-15-302 Police Safety Grants Fund - State SLES Grant	\$ 392	\$ -	\$ 528	\$ 229
230-14-91 Prop. A Fund - Transportation	\$ 2,826	\$ -	\$ 3,809	\$ 16
231-18-21 Prop. C Fund - Civil Engineering	\$ 1,291	\$ -	\$ 1,740	\$ 5,595
231-18-34 Prop. C Fund - Traffic Control	\$ -	\$ -	\$ -	\$ -
232-18-91 AB 2766 Air Quality Fund - Transportation	\$ 6	\$ -	\$ 8	\$ 148
233-18-21 Measure R - Civil Engineering	\$ 112	\$ -	\$ 151	\$ 90
233-18-32 Measure R - Street Repair	\$ 952	\$ -	\$ 1,283	\$ 1,839
234-18-21 Measure M - Civil Engineering	\$ 104	\$ -	\$ 140	\$ 27
234-18-32 Measure M - Street Repair	\$ 1,344	\$ -	\$ 1,812	\$ 209
401-11-21 Capital Improvement Fund - City Manager	\$ -	\$ -	\$ -	\$ -
401-12-11 Capital Improvement Fund - City Council	\$ -	\$ -	\$ -	\$ -
401-14-11 Capital Improvement Fund - Parks & Rec Admin	\$ 3,080	\$ -	\$ 4,152	\$ -
401-15-11 Capital Improvement Fund - Police Admin	\$ 1,081	\$ -	\$ 1,458	\$ 1,912
401-16-11 Capital Improvement Fund - Fire Admin	\$ 1,081	\$ -	\$ 1,458	\$ 1,912
401-18-21 Capital Improvement Fund - Civil Engineering	\$ 4,228	\$ -	\$ 5,699	\$ 5,809

**ALLOCATION SUMMARY**

**100-12- Finance - Admin**

	<u>Citywide Support</u>	<u>Finance Dept Support</u>	<u>Budget Support</u>	<u>Cash Management</u>
401-18-32 Capital Improvement Fund - Street Repair	\$ 700	\$ -	\$ 944	\$ 2,350
403-0-0 Underground Assessment Districts	\$ -	\$ -	\$ -	\$ 505
501-18-211 Water Administration	\$ 10,804	\$ -	\$ 14,561	\$ 30,337
501-18-221 Water Source Of Supply	\$ 18,244	\$ -	\$ 24,589	\$ 9,017
501-18-231 Water Pumping	\$ 3,659	\$ -	\$ 4,932	\$ 1,863
501-18-241 Water Treatment	\$ 831	\$ -	\$ 1,120	\$ 333
501-18-251 Water Maintenance	\$ 4,432	\$ -	\$ 5,974	\$ 1,898
502-18-311 Stormwater Fund - Storm Drain Maintenance	\$ 4,590	\$ -	\$ 6,186	\$ 2,207
503-18-321 Wastewater Fund - Sewer Maintenance	\$ 14,178	\$ -	\$ 19,110	\$ 12,260
510-18-411 Refuse Fund - Refuse Management	\$ 2,952	\$ -	\$ 3,979	\$ 1,077
520-18-511 Parking Fund - Street Meters & City Lots	\$ 11,994	\$ -	\$ 16,166	\$ 2,413
521-18-513 County Parking Lots Fund	\$ 590	\$ -	\$ 795	\$ 123
521-18-514 County Parking Lots Fund	\$ 1,517	\$ -	\$ 2,044	\$ 313
522-18-512 State Pier and Parking Lot Fund	\$ 1,679	\$ -	\$ 2,263	\$ 2,218
601-13-21 Insurance Reserve Fund - HR	\$ 2,136	\$ -	\$ 2,879	\$ 2,015
601-13-22 Liability	\$ 3,783	\$ -	\$ 5,099	\$ 3,390
601-13-23 Workers Compensation	\$ 1,720	\$ -	\$ 2,318	\$ 11,551
605-19-51 Information Systems Fund - Information Systems	\$ 8,120	\$ 117,117	\$ 10,945	\$ 924
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	\$ 3,496	\$ -	\$ 4,712	\$ 2,938
610-18-621 Fleet Mgmt Fund - Fleet Replacement	\$ 2,925	\$ -	\$ 3,943	\$ 1,088
615-12-42 Building Maintenance & Operations Fund - Warehouse	\$ 693	\$ -	\$ 934	\$ 12
615-18-41 Building Maintenance & Operations Fund	\$ 4,986	\$ -	\$ 6,720	\$ 81
710-18-21 Special Assessment Redemption Fund - Civil Engineering	\$ 2,820	\$ -	\$ 3,800	\$ 1,727
801-12-11 Pension Trust Fund - City Council	\$ 675	\$ -	\$ 910	\$ 96
802-0-0 Special Deposits Fund	\$ -	\$ -	\$ -	\$ 1,342
804-0-0 PARS Investment Trust	\$ -	\$ -	\$ -	\$ 486
<b>Total</b>	<b>\$ 337,140</b>	<b>\$ 410,431</b>	<b>\$ 454,405</b>	<b>\$ 146,582</b>

**ALLOCATION SUMMARY**

**100-12- Finance - Admin**

	<u>Financial Reporting</u>	<u>General Ledger</u>	<u>Total</u>
100-11- City Council	\$ 188	\$ 188	\$ 3,861
100-11- City Manager	\$ 1,052	\$ 1,052	\$ 10,462
100-11- City Treasurer	\$ 18	\$ 18	\$ 319
100-11- City Clerk	\$ 328	\$ 328	\$ 5,650
100-11- City Attorney	\$ 553	\$ 553	\$ 7,342
100-12- Finance - Admin	\$ 506	\$ 506	\$ 67,163
100-12- Finance - Accounting	\$ 377	\$ 377	\$ 72,773
100-12- Finance - Revenue	\$ 536	\$ 536	\$ 126,308
100-12- Finance - Purchasing	\$ 240	\$ 240	\$ 53,804
100-19- GIS	\$ 177	\$ 177	\$ 2,654
100-13- HR	\$ 609	\$ 609	\$ 9,943
100-14- Parks & Rec Admin	\$ 1,579	\$ 1,579	\$ 23,927
100-15- Police Admin	\$ 3,461	\$ 3,461	\$ 52,457
100-16- Fire Admin	\$ 1,325	\$ 1,325	\$ 24,175
100-17- Community Development Admin	\$ 382	\$ 382	\$ 6,741
100-18- Public Works Admin	\$ 634	\$ 634	\$ 10,263
100-14-21 Recreation Services	\$ 584	\$ 584	\$ 9,246
100-14-24 Teen Drop In Center	\$ 55	\$ 55	\$ 1,395
100-14-25 Special Activity Classes	\$ 211	\$ 211	\$ 1,408
100-14-26 Special Events	\$ 202	\$ 202	\$ 3,927
100-14-27 Tennis Operations	\$ 77	\$ 77	\$ 2,905
100-14-28 Facility & Parks Reservations	\$ 177	\$ 177	\$ 3,474
100-14-31 Cultural Arts	\$ 230	\$ 230	\$ 4,042
100-14-34 Art Classes	\$ 156	\$ 156	\$ 2,310
100-14-36 Concerts In The Park	\$ 61	\$ 61	\$ 880
100-14-41 Sports Leagues & Tournaments	\$ 206	\$ 206	\$ 1,917
100-14-42 Sports Classes	\$ 239	\$ 239	\$ 4,289
100-14-43 Swimming Activities	\$ 282	\$ 282	\$ 4,465
100-14-44 Sports & Aquatics Admin	\$ 106	\$ 106	\$ 1,591

**ALLOCATION SUMMARY**

**100-12- Finance - Admin**

	<b>Financial Reporting</b>	<b>General Ledger</b>	<b>Total</b>
100-14-51 Volunteers	\$ 100	\$ 100	\$ 1,609
100-14-61 Older Adult Activities	\$ 82	\$ 82	\$ 1,269
100-14-62 Senior Services	\$ 220	\$ 220	\$ 3,326
100-15-21 Patrol	\$ 5,034	\$ 5,034	\$ 81,119
100-15-31 Investigations	\$ 1,523	\$ 1,523	\$ 23,254
100-15-32 School Resource Officer	\$ 7	\$ 7	\$ 235
100-15-41 Technical Support Services	\$ 769	\$ 769	\$ 13,297
100-15-42 Communications	\$ 758	\$ 758	\$ 11,920
100-15-51 Crime Prevention	\$ 324	\$ 324	\$ 4,902
100-15-61 Traffic Safety	\$ 1,155	\$ 1,155	\$ 18,964
100-15-71 Jail Operations	\$ 362	\$ 362	\$ 5,866
100-15-81 Parking Enforcement	\$ 1,022	\$ 1,022	\$ 16,808
100-15-91 Animal Control	\$ 128	\$ 128	\$ 2,451
100-16-21 Prevention	\$ 377	\$ 377	\$ 6,707
100-16-23 Arson Investigation	\$ 2	\$ 2	\$ 245
100-16-31 Suppression	\$ 3,749	\$ 3,749	\$ 59,715
100-16-41 Paramedics	\$ 1,054	\$ 1,054	\$ 18,927
100-16-51 Special Services	\$ 189	\$ 189	\$ 2,705
100-16-52 Emergency Preparedness	\$ 20	\$ 20	\$ 846
100-16-53 Fire Reserves	\$ 42	\$ 42	\$ 83
100-16-54 CERT (Community Emergency Response Team)	\$ 4	\$ 4	\$ 192
100-16-55 Communications	\$ 20	\$ 20	\$ 434
100-16-56 Public Education	\$ 6	\$ 6	\$ 199
100-17-21 Current Planning	\$ 305	\$ 305	\$ 9,632
100-17-22 Advance Planning	\$ 260	\$ 260	\$ 520
100-17-31 Plan Check	\$ 692	\$ 692	\$ 11,495
100-17-32 Inspection	\$ 562	\$ 562	\$ 9,284
100-17-41 Code Enforcement	\$ 216	\$ 216	\$ 3,635
100-17-51 Traffic Engineering	\$ 183	\$ 183	\$ 3,387

**ALLOCATION SUMMARY**

**100-12- Finance - Admin**

	<u>Financial Reporting</u>	<u>General Ledger</u>	<u>Total</u>
100-17-413 Environmental Programs	\$ 90	\$ 90	\$ 4,623
100-18-21 Civil Engineering	\$ 882	\$ 882	\$ 16,944
100-18-32 Street Repair	\$ 1,004	\$ 1,004	\$ 18,826
100-18-34 Traffic Control	\$ 151	\$ 151	\$ 3,004
100-18-42 Parks Maintenance	\$ 498	\$ 498	\$ 9,274
100-18-43 School District Maintenance	\$ 154	\$ 154	\$ 1,967
100-18-51 Electrical Maintenance	\$ 10	\$ 10	\$ 20
201-18-111 Street Lighting & Landscape Fund - Street Lighting	\$ 219	\$ 219	\$ 3,190
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	\$ 1	\$ 1	\$ 33
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	\$ 100	\$ 100	\$ 1,105
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	\$ 32	\$ 32	\$ 643
205-18-32 Streets, Highways & Sidewalks - Street Repair	\$ 899	\$ 899	\$ 8,017
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	\$ 124	\$ 124	\$ 3,535
210-15-203 Asset Forfeiture Fund - DOJ Regional	\$ 107	\$ 107	\$ 1,973
211-15-302 Police Safety Grants Fund - State SLES Grant	\$ 33	\$ 33	\$ 1,215
230-14-91 Prop. A Fund - Transportation	\$ 474	\$ 474	\$ 7,600
231-18-21 Prop. C Fund - Civil Engineering	\$ 373	\$ 373	\$ 9,372
231-18-34 Prop. C Fund - Traffic Control	\$ 22	\$ 22	\$ 44
232-18-91 AB 2766 Air Quality Fund - Transportation	\$ 11	\$ 11	\$ 184
233-18-21 Measure R - Civil Engineering	\$ 4	\$ 4	\$ 362
233-18-32 Measure R - Street Repair	\$ 276	\$ 276	\$ 4,625
234-18-21 Measure M - Civil Engineering	\$ -	\$ -	\$ 271
234-18-32 Measure M - Street Repair	\$ -	\$ -	\$ 3,364
401-11-21 Capital Improvement Fund - City Manager	\$ 0	\$ 0	\$ 0
401-12-11 Capital Improvement Fund - City Council	\$ 1	\$ 1	\$ 3
401-14-11 Capital Improvement Fund - Parks & Rec Admin	\$ 12	\$ 12	\$ 7,256
401-15-11 Capital Improvement Fund - Police Admin	\$ 207	\$ 207	\$ 4,866
401-16-11 Capital Improvement Fund - Fire Admin	\$ 207	\$ 207	\$ 4,866
401-18-21 Capital Improvement Fund - Civil Engineering	\$ 203	\$ 203	\$ 16,141

**ALLOCATION SUMMARY**

**100-12- Finance - Admin**

	<u>Financial Reporting</u>	<u>General Ledger</u>	<u>Total</u>
401-18-32 Capital Improvement Fund - Street Repair	\$ 167	\$ 167	\$ 4,328
403-0-0 Underground Assessment Districts	\$ 218	\$ 218	\$ 941
501-18-211 Water Administration	\$ 1,634	\$ 1,634	\$ 58,970
501-18-221 Water Source Of Supply	\$ 3,567	\$ 3,567	\$ 58,985
501-18-231 Water Pumping	\$ 442	\$ 442	\$ 11,339
501-18-241 Water Treatment	\$ 26	\$ 26	\$ 2,336
501-18-251 Water Maintenance	\$ 695	\$ 695	\$ 13,694
502-18-311 Stormwater Fund - Storm Drain Maintenance	\$ 811	\$ 811	\$ 14,606
503-18-321 Wastewater Fund - Sewer Maintenance	\$ 1,017	\$ 1,017	\$ 47,584
510-18-411 Refuse Fund - Refuse Management	\$ 236	\$ 236	\$ 8,482
520-18-511 Parking Fund - Street Meters & City Lots	\$ 1,434	\$ 1,434	\$ 33,441
521-18-513 County Parking Lots Fund	\$ 84	\$ 84	\$ 1,675
521-18-514 County Parking Lots Fund	\$ 215	\$ 215	\$ 4,303
522-18-512 State Pier and Parking Lot Fund	\$ 846	\$ 846	\$ 7,854
601-13-21 Insurance Reserve Fund - HR	\$ 374	\$ 374	\$ 7,777
601-13-22 Liability	\$ 987	\$ 987	\$ 14,246
601-13-23 Workers Compensation	\$ 2,584	\$ 2,584	\$ 20,758
605-19-51 Information Systems Fund - Information Systems	\$ 1,190	\$ 1,190	\$ 139,487
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	\$ 521	\$ 521	\$ 12,188
610-18-621 Fleet Mgmt Fund - Fleet Replacement	\$ 269	\$ 269	\$ 8,494
615-12-42 Building Maintenance & Operations Fund - Warehouse	\$ 114	\$ 114	\$ 1,866
615-18-41 Building Maintenance & Operations Fund	\$ 769	\$ 769	\$ 13,325
710-18-21 Special Assessment Redemption Fund - Civil Engineering	\$ 498	\$ 498	\$ 9,344
801-12-11 Pension Trust Fund - City Council	\$ 127	\$ 127	\$ 1,934
802-0-0 Special Deposits Fund	\$ -	\$ -	\$ 1,342
804-0-0 PARS Investment Trust	\$ -	\$ -	\$ 486
<b>Total</b>	<b>\$ 58,633</b>	<b>\$ 58,633</b>	<b>\$1,465,824</b>

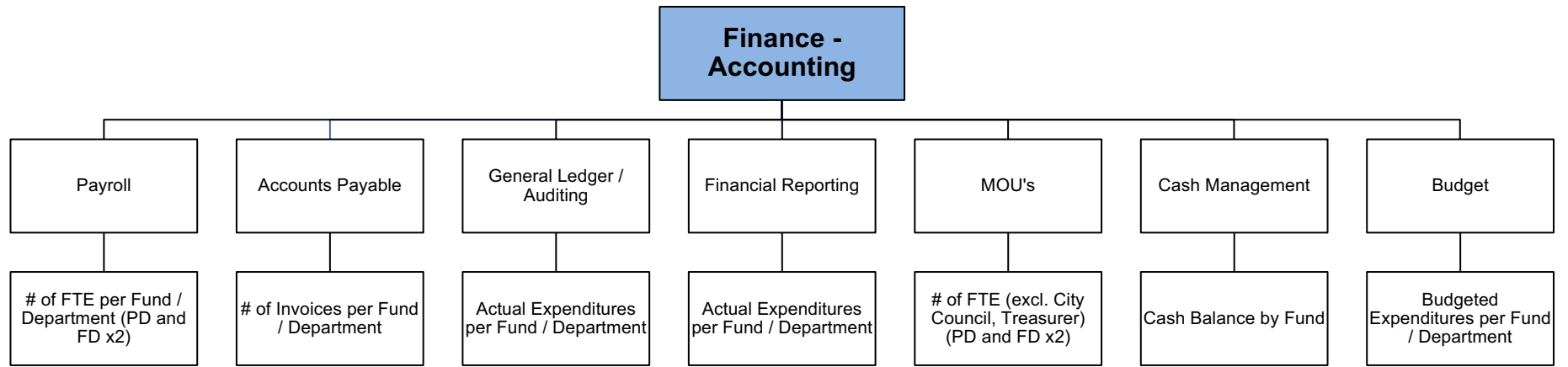


## 8 Finance - Accounting

Finance - Accounting is responsible for providing accounting services to the Finance Department and for the City of Manhattan Beach. Finance - Accounting provides the City with payroll, accounts payable, and budgeting services. Finance Accounting's costs are allocated, as follows:

- **Payroll** – represents costs associated with processing bi-weekly payroll services and is measured by the number of FTE per Fund / Department with Police and Fire counted x2.
- **Accounts Payable** – represents costs associated with processing payable transactions and is measured by the number of invoices per Fund / Department.
- **General Ledger / Auditing** – represents costs associated with reconciliation of general ledger transactions as well as oversight and support of auditing services and is measured by Actual Expenditures per Fund / Department.
- **Financial Reporting** – represents support associated with development of monthly, quarterly, and annual financial reports internally and externally and is measured by the Actual Expenditures per Fund / Department.
- **MOU's** – represents support associated with negotiations during the MOU process and is measured by the number of FTE per Fund / Department, excluding City Council, Treasurer, with Police and Fire counted x2.
- **Cash Management** – represents support associated with the review of fund cash balance and reconciliation and is measured based on the Cash Balance by Fund / Department.
- **Budget** – represents costs associated with the development of the budget and is measured based on the Budgeted Expenditures per Fund / Department.

The chart on the following page illustrates the functions and measures used to allocate Finance - Accounting's costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

**100-12- Finance - Accounting**

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$ 728,575		\$ 728,575
<b>Total Deductions</b>	\$ -		\$ -
<b>Incoming Costs</b>			
– Building Replacement	\$ 39,324	\$ -	\$ 39,324
100-11- City Council	\$ 4,548	\$ 570	\$ 5,118
100-11- City Manager	\$ 13,092	\$ 2,072	\$ 15,163
100-11- City Treasurer	\$ 201	\$ 22	\$ 222
100-11- City Clerk	\$ 3,081	\$ 426	\$ 3,507
100-11- City Attorney	\$ 7,836	\$ 268	\$ 8,104
100-12- Finance - Admin	\$ 64,319	\$ 8,454	\$ 72,773
100-12- Finance - Accounting		\$ 5,599	\$ 5,599
100-12- Finance - Revenue		\$ 7,221	\$ 7,221
100-12- Finance - Purchasing		\$ 16,881	\$ 16,881
100-13- HR		\$ 14,857	\$ 14,857
<b>Total Incoming Costs</b>	<u>\$ 132,401</u>	<u>\$ 56,369</u>	<u>\$ 188,770</u>
<b>Total Cost Adjustments</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Total Costs to be Allocated</b>	<u>\$ 860,976</u>	<u>\$ 56,369</u>	<u>\$ 917,345</u>

**DEPARTMENTAL EXPENSE DETAIL**

**100-12- Finance - Accounting**

Expense Type	\$	General Admin	Payroll	Accounts Payable	General Ledger / Auditing	Financial Reporting	MOU's	Cash Management	Budget
<b>Personnel</b>									
Salaries & Wages	\$ 450,399	\$ -	\$ 105,078	\$ 77,739	\$ 112,330	\$ 82,693	\$ 14,278	\$ 29,051	\$ 29,231
Fringe Benefits	\$ 151,861	\$ -	\$ 35,429	\$ 26,211	\$ 37,874	\$ 27,882	\$ 4,814	\$ 9,795	\$ 9,856
<b>Subtotal Personnel Cost</b>	<b>\$ 602,260</b>	<b>\$ -</b>	<b>\$ 140,507</b>	<b>\$ 103,950</b>	<b>\$ 150,204</b>	<b>\$ 110,575</b>	<b>\$ 19,092</b>	<b>\$ 38,846</b>	<b>\$ 39,087</b>
<b>Operating Services &amp; Supplies</b>									
Contract	\$ 69,300	\$ -	\$ 16,168	\$ 11,961	\$ 17,283	\$ 12,723	\$ 2,197	\$ 4,470	\$ 4,498
Services & Supplies	\$ 20,678	\$ -	\$ 4,824	\$ 3,569	\$ 5,157	\$ 3,796	\$ 655	\$ 1,334	\$ 1,342
Telephone	\$ 1,345	\$ -	\$ 314	\$ 232	\$ 335	\$ 247	\$ 43	\$ 87	\$ 87
Internal Service Funds	\$ 34,992	\$ -	\$ 8,164	\$ 6,040	\$ 8,727	\$ 6,425	\$ 1,109	\$ 2,257	\$ 2,271
<b>Subtotal Operating Cost</b>	<b>\$ 126,315</b>	<b>\$ -</b>	<b>\$ 29,469</b>	<b>\$ 21,802</b>	<b>\$ 31,503</b>	<b>\$ 23,191</b>	<b>\$ 4,004</b>	<b>\$ 8,147</b>	<b>\$ 8,198</b>
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ 728,575</b>	<b>\$ -</b>	<b>\$ 169,977</b>	<b>\$ 125,752</b>	<b>\$ 181,707</b>	<b>\$ 133,766</b>	<b>\$ 23,096</b>	<b>\$ 46,993</b>	<b>\$ 47,285</b>
<b>Disallowed Costs</b>									
<b>Subtotal Disallowed Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost Adjustments</b>									
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 728,575</b>	<b>\$ -</b>	<b>\$ 169,977</b>	<b>\$ 125,752</b>	<b>\$ 181,707</b>	<b>\$ 133,766</b>	<b>\$ 23,096</b>	<b>\$ 46,993</b>	<b>\$ 47,285</b>
<b>First Allocation</b>									
Incoming - All Others	\$ 132,401	\$ -	\$ 30,889	\$ 22,852	\$ 33,021	\$ 24,309	\$ 4,197	\$ 8,540	\$ 8,593
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 860,976</b>	<b>\$ -</b>	<b>\$ 200,866</b>	<b>\$ 148,604</b>	<b>\$ 214,727</b>	<b>\$ 158,075</b>	<b>\$ 27,293</b>	<b>\$ 55,533</b>	<b>\$ 55,877</b>
<b>Second Allocation</b>									
Incoming - All Others	\$ 56,369	\$ -	\$ 13,151	\$ 9,729	\$ 14,059	\$ 10,349	\$ 1,787	\$ 3,636	\$ 3,658
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 56,369</b>	<b>\$ -</b>	<b>\$ 13,151</b>	<b>\$ 9,729</b>	<b>\$ 14,059</b>	<b>\$ 10,349</b>	<b>\$ 1,787</b>	<b>\$ 3,636</b>	<b>\$ 3,658</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 917,345</b>	<b>\$ -</b>	<b>\$ 214,017</b>	<b>\$ 158,334</b>	<b>\$ 228,786</b>	<b>\$ 168,425</b>	<b>\$ 29,080</b>	<b>\$ 59,169</b>	<b>\$ 59,536</b>

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Accounting

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Payroll</b>							
100-11- City Council	5.00	1.119%	\$ 2,247		\$ 2,247		\$ 2,247
100-11- City Manager	4.50	1.007%	\$ 2,022		\$ 2,022		\$ 2,022
100-11- City Treasurer	1.00	0.224%	\$ 449		\$ 449		\$ 449
100-11- City Clerk	3.50	0.783%	\$ 1,573		\$ 1,573		\$ 1,573
100-11- City Attorney	1.00	0.224%	\$ 449		\$ 449		\$ 449
100-12- Finance - Admin	4.00	0.895%	\$ 1,797		\$ 1,797		\$ 1,797
100-12- Finance - Accounting	4.00	0.895%	\$ 1,797		\$ 1,797		\$ 1,797
100-12- Finance - Revenue	7.00	1.566%	\$ 3,146		\$ 3,146	\$ 217	\$ 3,363
100-12- Finance - Purchasing	3.00	0.671%	\$ 1,348		\$ 1,348	\$ 93	\$ 1,441
100-19- GIS	2.00	0.447%	\$ 899		\$ 899	\$ 62	\$ 961
100-13- HR	5.00	1.119%	\$ 2,247		\$ 2,247	\$ 155	\$ 2,402
100-14- Parks & Rec Admin	4.00	0.895%	\$ 1,797		\$ 1,797	\$ 124	\$ 1,922
100-15- Police Admin	17.60	3.937%	\$ 7,909		\$ 7,909	\$ 546	\$ 8,455
100-16- Fire Admin	4.40	0.984%	\$ 1,977		\$ 1,977	\$ 136	\$ 2,114
100-17- Community Development Admin	4.00	0.895%	\$ 1,797		\$ 1,797	\$ 124	\$ 1,922
100-18- Public Works Admin	6.00	1.342%	\$ 2,696		\$ 2,696	\$ 186	\$ 2,882
100-14-21 Recreation Services	2.50	0.559%	\$ 1,123		\$ 1,123	\$ 78	\$ 1,201
100-14-24 Teen Drop In Center	0.75	0.168%	\$ 337		\$ 337	\$ 23	\$ 360
100-14-25 Special Activity Classes	0.58	0.130%	\$ 261		\$ 261	\$ 18	\$ 279
100-14-26 Special Events	1.48	0.331%	\$ 665		\$ 665	\$ 46	\$ 711
100-14-27 Tennis Operations	0.26	0.058%	\$ 117		\$ 117	\$ 8	\$ 125
100-14-28 Facility & Parks Reservations	2.33	0.521%	\$ 1,047		\$ 1,047	\$ 72	\$ 1,119
100-14-31 Cultural Arts	2.00	0.447%	\$ 899		\$ 899	\$ 62	\$ 961
100-14-34 Art Classes	1.12	0.251%	\$ 503		\$ 503	\$ 35	\$ 538
100-14-41 Sports Leagues & Tournaments	0.50	0.112%	\$ 225		\$ 225	\$ 16	\$ 240
100-14-42 Sports Classes	1.04	0.233%	\$ 467		\$ 467	\$ 32	\$ 500
100-14-43 Swimming Activities	1.81	0.405%	\$ 813		\$ 813	\$ 56	\$ 870
100-14-44 Sports & Aquatics Admin	0.50	0.112%	\$ 225		\$ 225	\$ 16	\$ 240
100-14-51 Volunteers	1.00	0.224%	\$ 449		\$ 449	\$ 31	\$ 480
100-14-61 Older Adult Activities	0.12	0.027%	\$ 54		\$ 54	\$ 4	\$ 58
100-14-62 Senior Services	2.00	0.447%	\$ 899		\$ 899	\$ 62	\$ 961
100-15-21 Patrol	76.00	17.003%	\$ 34,152		\$ 34,152	\$ 2,357	\$ 36,510
100-15-31 Investigations	28.00	6.264%	\$ 12,582		\$ 12,582	\$ 868	\$ 13,451
100-15-41 Technical Support Services	26.00	5.817%	\$ 11,684		\$ 11,684	\$ 806	\$ 12,490
100-15-51 Crime Prevention	6.00	1.342%	\$ 2,696		\$ 2,696	\$ 186	\$ 2,882
100-15-61 Traffic Safety	14.00	3.132%	\$ 6,291		\$ 6,291	\$ 434	\$ 6,725
100-15-71 Jail Operations	12.00	2.685%	\$ 5,392		\$ 5,392	\$ 372	\$ 5,765
100-15-81 Parking Enforcement	30.00	6.712%	\$ 13,481		\$ 13,481	\$ 931	\$ 14,412

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Accounting

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-15-91 Animal Control	6.00	1.342%	\$ 2,696		\$ 2,696	\$ 186	\$ 2,882
100-16-21 Prevention	4.00	0.895%	\$ 1,797		\$ 1,797	\$ 124	\$ 1,922
100-16-31 Suppression	38.00	8.501%	\$ 17,076		\$ 17,076	\$ 1,179	\$ 18,255
100-16-41 Paramedics	14.00	3.132%	\$ 6,291		\$ 6,291	\$ 434	\$ 6,725
100-16-51 Special Services	2.00	0.447%	\$ 899		\$ 899	\$ 62	\$ 961
100-17-21 Current Planning	8.00	1.790%	\$ 3,595		\$ 3,595	\$ 248	\$ 3,843
100-17-31 Plan Check	4.50	1.007%	\$ 2,022		\$ 2,022	\$ 140	\$ 2,162
100-17-32 Inspection	7.50	1.678%	\$ 3,370		\$ 3,370	\$ 233	\$ 3,603
100-17-41 Code Enforcement	4.00	0.895%	\$ 1,797		\$ 1,797	\$ 124	\$ 1,922
100-17-51 Traffic Engineering	2.00	0.447%	\$ 899		\$ 899	\$ 62	\$ 961
100-17-413 Environmental Programs	1.00	0.224%	\$ 449		\$ 449	\$ 31	\$ 480
100-18-21 Civil Engineering	12.50	2.796%	\$ 5,617		\$ 5,617	\$ 388	\$ 6,005
100-18-32 Street Repair	11.25	2.517%	\$ 5,055		\$ 5,055	\$ 349	\$ 5,404
100-18-34 Traffic Control	1.50	0.336%	\$ 674		\$ 674	\$ 47	\$ 721
100-18-42 Parks Maintenance	2.25	0.503%	\$ 1,011		\$ 1,011	\$ 70	\$ 1,081
230-14-91 Prop. A Fund - Transportation	4.00	0.895%	\$ 1,797		\$ 1,797	\$ 124	\$ 1,922
501-18-231 Water Pumping	2.85	0.638%	\$ 1,281		\$ 1,281	\$ 88	\$ 1,369
501-18-251 Water Maintenance	7.95	1.779%	\$ 3,573		\$ 3,573	\$ 247	\$ 3,819
502-18-311 Stormwater Fund - Storm Drain Maintenance	1.05	0.235%	\$ 472		\$ 472	\$ 33	\$ 504
503-18-321 Wastewater Fund - Sewer Maintenance	3.90	0.873%	\$ 1,753		\$ 1,753	\$ 121	\$ 1,874
510-18-411 Refuse Fund - Refuse Management	1.00	0.224%	\$ 449		\$ 449	\$ 31	\$ 480
520-18-511 Parking Fund - Street Meters & City Lots	1.45	0.324%	\$ 652		\$ 652	\$ 45	\$ 697
521-18-513 County Parking Lots Fund	0.20	0.045%	\$ 90		\$ 90	\$ 6	\$ 96
521-18-514 County Parking Lots Fund	0.20	0.045%	\$ 90		\$ 90	\$ 6	\$ 96
522-18-512 State Pier and Parking Lot Fund	0.40	0.089%	\$ 180		\$ 180	\$ 12	\$ 192
601-13-21 Insurance Reserve Fund - HR	3.00	0.671%	\$ 1,348		\$ 1,348	\$ 93	\$ 1,441
605-19-51 Information Systems Fund - Information Systems	7.00	1.566%	\$ 3,146		\$ 3,146	\$ 217	\$ 3,363
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	4.25	0.951%	\$ 1,910		\$ 1,910	\$ 132	\$ 2,042
615-18-41 Building Maintenance & Operations Fund	5.25	1.175%	\$ 2,359		\$ 2,359	\$ 163	\$ 2,522
<b>Total</b>	<b>446.99</b>	<b>100.000%</b>	<b>\$200,866</b>	<b>\$ -</b>	<b>\$200,866</b>	<b>\$ 13,151</b>	<b>\$214,017</b>

Allocation Basis:

# of FTE (2x Police & Fire)

Source of Allocation:

FY20 Staffing

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Accounting

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>Accounts Payable</b>							
100-11- City Council	116.00	1.432%	\$ 2,128		\$ 2,128		\$ 2,128
100-11- City Manager	99.00	1.222%	\$ 1,817		\$ 1,817		\$ 1,817
100-11- City Treasurer	3.00	0.037%	\$ 55		\$ 55		\$ 55
100-11- City Clerk	98.00	1.210%	\$ 1,798		\$ 1,798		\$ 1,798
100-11- City Attorney	148.00	1.827%	\$ 2,716		\$ 2,716		\$ 2,716
100-12- Finance - Admin	53.00	0.654%	\$ 972		\$ 972		\$ 972
100-12- Finance - Accounting	39.00	0.482%	\$ 716		\$ 716		\$ 716
100-12- Finance - Revenue	158.00	1.951%	\$ 2,899		\$ 2,899	\$ 204	\$ 3,103
100-12- Finance - Purchasing	26.00	0.321%	\$ 477		\$ 477	\$ 34	\$ 511
100-19- GIS	17.00	0.210%	\$ 312		\$ 312	\$ 22	\$ 334
100-13- HR	203.00	2.506%	\$ 3,725		\$ 3,725	\$ 262	\$ 3,987
100-14- Parks & Rec Admin	103.00	1.272%	\$ 1,890		\$ 1,890	\$ 133	\$ 2,023
100-15- Police Admin	263.00	3.247%	\$ 4,826		\$ 4,826	\$ 339	\$ 5,165
100-16- Fire Admin	149.00	1.840%	\$ 2,734		\$ 2,734	\$ 192	\$ 2,926
100-17- Community Development Admin	55.00	0.679%	\$ 1,009		\$ 1,009	\$ 71	\$ 1,080
100-18- Public Works Admin	66.00	0.815%	\$ 1,211		\$ 1,211	\$ 85	\$ 1,296
100-14-21 Recreation Services	196.00	2.420%	\$ 3,596		\$ 3,596	\$ 253	\$ 3,849
100-14-24 Teen Drop In Center	8.00	0.099%	\$ 147		\$ 147	\$ 10	\$ 157
100-14-25 Special Activity Classes	85.00	1.050%	\$ 1,560		\$ 1,560	\$ 110	\$ 1,669
100-14-26 Special Events	25.00	0.309%	\$ 459		\$ 459	\$ 32	\$ 491
100-14-27 Tennis Operations	51.00	0.630%	\$ 936		\$ 936	\$ 66	\$ 1,002
100-14-28 Facility & Parks Reservations	98.00	1.210%	\$ 1,798		\$ 1,798	\$ 126	\$ 1,925
100-14-31 Cultural Arts	31.00	0.383%	\$ 569		\$ 569	\$ 40	\$ 609
100-14-34 Art Classes	113.00	1.395%	\$ 2,073		\$ 2,073	\$ 146	\$ 2,219
100-14-36 Concerts In The Park	44.00	0.543%	\$ 807		\$ 807	\$ 57	\$ 864
100-14-41 Sports Leagues & Tournaments	145.00	1.790%	\$ 2,661		\$ 2,661	\$ 187	\$ 2,848
100-14-42 Sports Classes	91.00	1.124%	\$ 1,670		\$ 1,670	\$ 117	\$ 1,787
100-14-43 Swimming Activities	66.00	0.815%	\$ 1,211		\$ 1,211	\$ 85	\$ 1,296
100-14-51 Volunteers	4.00	0.049%	\$ 73		\$ 73	\$ 5	\$ 79
100-14-61 Older Adult Activities	92.00	1.136%	\$ 1,688		\$ 1,688	\$ 119	\$ 1,807
100-14-62 Senior Services	25.00	0.309%	\$ 459		\$ 459	\$ 32	\$ 491
100-15-21 Patrol	127.00	1.568%	\$ 2,330		\$ 2,330	\$ 164	\$ 2,494
100-15-31 Investigations	65.00	0.803%	\$ 1,193		\$ 1,193	\$ 84	\$ 1,276
100-15-32 School Resource Officer	2.00	0.025%	\$ 37		\$ 37	\$ 3	\$ 39
100-15-41 Technical Support Services	135.00	1.667%	\$ 2,477		\$ 2,477	\$ 174	\$ 2,651
100-15-42 Communications	24.00	0.296%	\$ 440		\$ 440	\$ 31	\$ 471
100-15-51 Crime Prevention	14.00	0.173%	\$ 257		\$ 257	\$ 18	\$ 275
100-15-61 Traffic Safety	78.00	0.963%	\$ 1,431		\$ 1,431	\$ 101	\$ 1,532

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Accounting

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-15-71 Jail Operations	43.00	0.531%	\$ 789		\$ 789	\$ 55	\$ 844
100-15-81 Parking Enforcement	75.00	0.926%	\$ 1,376		\$ 1,376	\$ 97	\$ 1,473
100-15-91 Animal Control	33.00	0.407%	\$ 606		\$ 606	\$ 43	\$ 648
100-16-21 Prevention	41.00	0.506%	\$ 752		\$ 752	\$ 53	\$ 805
100-16-23 Arson Investiation	10.00	0.123%	\$ 183		\$ 183	\$ 13	\$ 196
100-16-31 Suppression	140.00	1.729%	\$ 2,569		\$ 2,569	\$ 181	\$ 2,749
100-16-41 Paramedics	39.00	0.482%	\$ 716		\$ 716	\$ 50	\$ 766
100-16-51 Special Services	13.00	0.161%	\$ 239		\$ 239	\$ 17	\$ 255
100-16-52 Emergency Preparedness	21.00	0.259%	\$ 385		\$ 385	\$ 27	\$ 412
100-16-53 Fire Reserves	6.00	0.074%	\$ 110		\$ 110	\$ 8	\$ 118
100-16-54 CERT (Community Emergency Response Team)	1.00	0.012%	\$ 18		\$ 18	\$ 1	\$ 20
100-16-55 Communications	28.00	0.346%	\$ 514		\$ 514	\$ 36	\$ 550
100-17-21 Current Planning	10.00	0.123%	\$ 183		\$ 183	\$ 13	\$ 196
100-17-22 Advance Planning	59.00	0.728%	\$ 1,083		\$ 1,083	\$ 76	\$ 1,159
100-17-31 Plan Check	33.00	0.407%	\$ 606		\$ 606	\$ 43	\$ 648
100-17-32 Inspection	29.00	0.358%	\$ 532		\$ 532	\$ 37	\$ 570
100-17-41 Code Enforcement	3.00	0.037%	\$ 55		\$ 55	\$ 4	\$ 59
100-17-51 Traffic Engineering	47.00	0.580%	\$ 862		\$ 862	\$ 61	\$ 923
100-17-413 Environmental Programs	13.00	0.161%	\$ 239		\$ 239	\$ 17	\$ 255
100-18-21 Civil Engineering	56.00	0.691%	\$ 1,028		\$ 1,028	\$ 72	\$ 1,100
100-18-31 Street Maintenance	272.00	3.358%	\$ 4,991		\$ 4,991	\$ 351	\$ 5,342
100-18-32 Street Repair	28.00	0.346%	\$ 514		\$ 514	\$ 36	\$ 550
100-18-34 Traffic Control	136.00	1.679%	\$ 2,495		\$ 2,495	\$ 175	\$ 2,671
100-18-42 Parks Maintenance	88.00	1.087%	\$ 1,615		\$ 1,615	\$ 114	\$ 1,728
100-18-413 Environmental Programs	1.00	0.012%	\$ 18		\$ 18	\$ 1	\$ 20
201-18-111 Street Lighting & Landscape Fund - Street Lighting	32.00	0.395%	\$ 587		\$ 587	\$ 41	\$ 628
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	12.00	0.148%	\$ 220		\$ 220	\$ 15	\$ 236
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	61.00	0.753%	\$ 1,119		\$ 1,119	\$ 79	\$ 1,198
205-18-32 Streets, Highways & Sidewalks - Street Repair	44.00	0.543%	\$ 807		\$ 807	\$ 57	\$ 864
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	43.00	0.531%	\$ 789		\$ 789	\$ 55	\$ 844
210-15-203 Asset Forfeiture Fund - DOJ Regional	102.00	1.259%	\$ 1,872		\$ 1,872	\$ 132	\$ 2,003
210-15-206 Asset Forfeiture Fund	1.00	0.012%	\$ 18		\$ 18	\$ 1	\$ 20
211-15-302 Police Safety Grants Fund - State SLES Grant	12.00	0.148%	\$ 220		\$ 220	\$ 15	\$ 236
230-14-91 Prop. A Fund - Transportation	123.00	1.519%	\$ 2,257		\$ 2,257	\$ 159	\$ 2,416
231-18-21 Prop. C Fund - Civil Engineering	24.00	0.296%	\$ 440		\$ 440	\$ 31	\$ 471
231-18-34 Prop. C Fund - Traffic Control	10.00	0.123%	\$ 183		\$ 183	\$ 13	\$ 196
232-18-91 AB 2766 Air Quality Fund - Transportation	1.00	0.012%	\$ 18		\$ 18	\$ 1	\$ 20
233-18-32 Measure R - Street Repair	23.00	0.284%	\$ 422		\$ 422	\$ 30	\$ 452
401-11-21 Capital Improvement Fund - City Manager	2.00	0.025%	\$ 37		\$ 37	\$ 3	\$ 39
401-12-11 Capital Improvement Fund - City Council	2.00	0.025%	\$ 37		\$ 37	\$ 3	\$ 39
401-14-21 Capital Improvement Fund - Recreation Services	7.00	0.086%	\$ 128		\$ 128	\$ 9	\$ 137



CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Accounting

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
401-15-11 Capital Improvement Fund - Police Admin	5.00	0.062%	\$ 92		\$ 92	\$ 6	\$ 98
401-16-11 Capital Improvement Fund - Fire Admin	5.00	0.062%	\$ 92		\$ 92	\$ 6	\$ 98
401-18-11 Capital Improvement Fund - PW Admin	72.00	0.889%	\$ 1,321		\$ 1,321	\$ 93	\$ 1,414
401-18-32 Capital Improvement Fund - Street Repair	56.00	0.691%	\$ 1,028		\$ 1,028	\$ 72	\$ 1,100
501-18-211 Water Administration	38.00	0.469%	\$ 697		\$ 697	\$ 49	\$ 746
501-18-221 Water Source Of Supply	30.00	0.370%	\$ 550		\$ 550	\$ 39	\$ 589
501-18-231 Water Pumping	196.00	2.420%	\$ 3,596		\$ 3,596	\$ 253	\$ 3,849
501-18-241 Water Treatment	35.00	0.432%	\$ 642		\$ 642	\$ 45	\$ 687
501-18-251 Water Maintenance	153.00	1.889%	\$ 2,807		\$ 2,807	\$ 197	\$ 3,005
502-18-311 Stormwater Fund - Storm Drain Maintenance	188.00	2.321%	\$ 3,450		\$ 3,450	\$ 242	\$ 3,692
503-18-321 Wastewater Fund - Sewer Maintenance	249.00	3.074%	\$ 4,569		\$ 4,569	\$ 321	\$ 4,890
510-18-411 Refuse Fund - Refuse Management	92.00	1.136%	\$ 1,688		\$ 1,688	\$ 119	\$ 1,807
520-18-511 Parking Fund - Street Meters & City Lots	268.00	3.309%	\$ 4,917		\$ 4,917	\$ 346	\$ 5,263
521-18-513 County Parking Lots Fund	44.00	0.543%	\$ 807		\$ 807	\$ 57	\$ 864
521-18-514 County Parking Lots Fund	59.00	0.728%	\$ 1,083		\$ 1,083	\$ 76	\$ 1,159
522-18-512 State Pier and Parking Lot Fund	191.00	2.358%	\$ 3,505		\$ 3,505	\$ 246	\$ 3,751
601-13-21 Insurance Reserve Fund - HR	96.00	1.185%	\$ 1,761		\$ 1,761	\$ 124	\$ 1,885
601-13-22 Liability	21.00	0.259%	\$ 385		\$ 385	\$ 27	\$ 412
601-13-23 Workers Compensation	26.00	0.321%	\$ 477		\$ 477	\$ 34	\$ 511
605-19-51 Information Systems Fund - Information Systems	320.00	3.951%	\$ 5,872		\$ 5,872	\$ 413	\$ 6,284
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	319.00	3.939%	\$ 5,853		\$ 5,853	\$ 411	\$ 6,265
610-18-621 Fleet Mgmt Fund - Fleet Replacement	261.00	3.223%	\$ 4,789		\$ 4,789	\$ 337	\$ 5,126
615-12-42 Building Maintenance & Operations Fund - Warehouse	107.00	1.321%	\$ 1,963		\$ 1,963	\$ 138	\$ 2,101
615-18-41 Building Maintenance & Operations Fund	409.00	5.050%	\$ 7,505		\$ 7,505	\$ 528	\$ 8,032
710-18-21 Special Assessment Redemption Fund - Civil Engineering	20.00	0.247%	\$ 367		\$ 367	\$ 26	\$ 393
<b>Total</b>	<b>8,099.00</b>	<b>100.000%</b>	<b>\$148,604</b>	<b>\$ -</b>	<b>\$148,604</b>	<b>\$ 9,729</b>	<b>\$158,334</b>

Allocation Basis:

# of Invoices

Source of Allocation:

FY19 Invoice Report

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Accounting

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>General Ledger / Auditing</b>							
100-11- City Council	388,275.49	0.356%	\$ 764		\$ 764		\$ 764
100-11- City Manager	2,177,462.58	1.995%	\$ 4,284		\$ 4,284		\$ 4,284
100-11- City Treasurer	36,413.83	0.033%	\$ 72		\$ 72		\$ 72
100-11- City Clerk	677,641.33	0.621%	\$ 1,333		\$ 1,333		\$ 1,333
100-11- City Attorney	1,143,977.95	1.048%	\$ 2,251		\$ 2,251		\$ 2,251
100-12- Finance - Admin	1,046,974.17	0.959%	\$ 2,060		\$ 2,060		\$ 2,060
100-12- Finance - Accounting	698,642.20	0.640%	\$ 1,374		\$ 1,374		\$ 1,374
100-12- Finance - Revenue	991,957.51	0.909%	\$ 1,952		\$ 1,952	\$ 135	\$ 2,087
100-12- Finance - Purchasing	444,914.22	0.408%	\$ 875		\$ 875	\$ 61	\$ 936
100-19- GIS	326,964.19	0.300%	\$ 643		\$ 643	\$ 45	\$ 688
100-13- HR	1,128,224.46	1.034%	\$ 2,220		\$ 2,220	\$ 154	\$ 2,374
100-14- Parks & Rec Admin	2,923,028.18	2.678%	\$ 5,751		\$ 5,751	\$ 399	\$ 6,150
100-15- Police Admin	6,409,344.07	5.872%	\$ 12,610		\$ 12,610	\$ 875	\$ 13,485
100-16- Fire Admin	2,452,728.63	2.247%	\$ 4,825		\$ 4,825	\$ 335	\$ 5,160
100-17- Community Development Admin	706,829.69	0.648%	\$ 1,391		\$ 1,391	\$ 96	\$ 1,487
100-18- Public Works Admin	1,174,339.23	1.076%	\$ 2,310		\$ 2,310	\$ 160	\$ 2,471
100-14-21 Recreation Services	1,081,681.57	0.991%	\$ 2,128		\$ 2,128	\$ 148	\$ 2,276
100-14-24 Teen Drop In Center	101,055.70	0.093%	\$ 199		\$ 199	\$ 14	\$ 213
100-14-25 Special Activity Classes	390,445.20	0.358%	\$ 768		\$ 768	\$ 53	\$ 821
100-14-26 Special Events	374,464.10	0.343%	\$ 737		\$ 737	\$ 51	\$ 788
100-14-27 Tennis Operations	142,970.44	0.131%	\$ 281		\$ 281	\$ 20	\$ 301
100-14-28 Facility & Parks Reservations	328,219.48	0.301%	\$ 646		\$ 646	\$ 45	\$ 691
100-14-31 Cultural Arts	426,234.27	0.391%	\$ 839		\$ 839	\$ 58	\$ 897
100-14-34 Art Classes	287,950.57	0.264%	\$ 567		\$ 567	\$ 39	\$ 606
100-14-36 Concerts In The Park	112,900.39	0.103%	\$ 222		\$ 222	\$ 15	\$ 238
100-14-41 Sports Leagues & Tournaments	381,142.18	0.349%	\$ 750		\$ 750	\$ 52	\$ 802
100-14-42 Sports Classes	442,703.32	0.406%	\$ 871		\$ 871	\$ 60	\$ 931
100-14-43 Swimming Activities	521,799.23	0.478%	\$ 1,027		\$ 1,027	\$ 71	\$ 1,098
100-14-44 Sports & Aquatics Admin	196,355.18	0.180%	\$ 386		\$ 386	\$ 27	\$ 413
100-14-51 Volunteers	185,852.14	0.170%	\$ 366		\$ 366	\$ 25	\$ 391
100-14-61 Older Adult Activities	151,208.10	0.139%	\$ 297		\$ 297	\$ 21	\$ 318
100-14-62 Senior Services	408,276.12	0.374%	\$ 803		\$ 803	\$ 56	\$ 859
100-15-21 Patrol	9,320,743.01	8.540%	\$ 18,337		\$ 18,337	\$ 1,272	\$ 19,610
100-15-31 Investigations	2,820,003.63	2.584%	\$ 5,548		\$ 5,548	\$ 385	\$ 5,933
100-15-32 School Resource Officer	12,236.88	0.011%	\$ 24		\$ 24	\$ 2	\$ 26
100-15-41 Technical Support Services	1,423,636.19	1.304%	\$ 2,801		\$ 2,801	\$ 194	\$ 2,995
100-15-42 Communications	1,402,773.35	1.285%	\$ 2,760		\$ 2,760	\$ 192	\$ 2,951
100-15-51 Crime Prevention	599,201.41	0.549%	\$ 1,179		\$ 1,179	\$ 82	\$ 1,261

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Accounting

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-15-61 Traffic Safety	2,139,304.57	1.960%	\$ 4,209		\$ 4,209	\$ 292	\$ 4,501
100-15-71 Jail Operations	669,593.43	0.613%	\$ 1,317		\$ 1,317	\$ 91	\$ 1,409
100-15-81 Parking Enforcement	1,893,167.19	1.735%	\$ 3,725		\$ 3,725	\$ 258	\$ 3,983
100-15-91 Animal Control	236,162.51	0.216%	\$ 465		\$ 465	\$ 32	\$ 497
100-16-21 Prevention	698,214.50	0.640%	\$ 1,374		\$ 1,374	\$ 95	\$ 1,469
100-16-23 Arson Investigation	4,364.20	0.004%	\$ 9		\$ 9	\$ 1	\$ 9
100-16-31 Suppression	6,942,264.65	6.361%	\$ 13,658		\$ 13,658	\$ 948	\$ 14,606
100-16-41 Paramedics	1,951,474.34	1.788%	\$ 3,839		\$ 3,839	\$ 266	\$ 4,106
100-16-51 Special Services	349,809.81	0.321%	\$ 688		\$ 688	\$ 48	\$ 736
100-16-52 Emergency Preparedness	36,150.89	0.033%	\$ 71		\$ 71	\$ 5	\$ 76
100-16-53 Fire Reserves	77,285.61	0.071%	\$ 152		\$ 152	\$ 11	\$ 163
100-16-54 CERT (Community Emergency Response Team)	6,787.71	0.006%	\$ 13		\$ 13	\$ 1	\$ 14
100-16-55 Communications	36,400.50	0.033%	\$ 72		\$ 72	\$ 5	\$ 77
100-16-56 Public Education	11,371.54	0.010%	\$ 22		\$ 22	\$ 2	\$ 24
100-17-21 Current Planning	564,839.15	0.518%	\$ 1,111		\$ 1,111	\$ 77	\$ 1,188
100-17-22 Advance Planning	481,414.72	0.441%	\$ 947		\$ 947	\$ 66	\$ 1,013
100-17-31 Plan Check	1,280,487.20	1.173%	\$ 2,519		\$ 2,519	\$ 175	\$ 2,694
100-17-32 Inspection	1,040,012.53	0.953%	\$ 2,046		\$ 2,046	\$ 142	\$ 2,188
100-17-41 Code Enforcement	399,374.51	0.366%	\$ 786		\$ 786	\$ 55	\$ 840
100-17-51 Traffic Engineering	338,851.87	0.310%	\$ 667		\$ 667	\$ 46	\$ 713
100-17-413 Environmental Programs	166,609.86	0.153%	\$ 328		\$ 328	\$ 23	\$ 351
100-18-21 Civil Engineering	1,632,711.03	1.496%	\$ 3,212		\$ 3,212	\$ 223	\$ 3,435
100-18-32 Street Repair	1,858,362.71	1.703%	\$ 3,656		\$ 3,656	\$ 254	\$ 3,910
100-18-34 Traffic Control	279,819.00	0.256%	\$ 551		\$ 551	\$ 38	\$ 589
100-18-42 Parks Maintenance	922,571.49	0.845%	\$ 1,815		\$ 1,815	\$ 126	\$ 1,941
100-18-43 School District Maintenance	284,441.81	0.261%	\$ 560		\$ 560	\$ 39	\$ 598
100-18-51 Electrical Maintenance	18,814.41	0.017%	\$ 37		\$ 37	\$ 3	\$ 40
201-18-111 Street Lighting & Landscape Fund - Street Lighting	406,436.94	0.372%	\$ 800		\$ 800	\$ 55	\$ 855
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	2,003.43	0.002%	\$ 4		\$ 4	\$ 0	\$ 4
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	184,479.13	0.169%	\$ 363		\$ 363	\$ 25	\$ 388
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	59,229.47	0.054%	\$ 117		\$ 117	\$ 8	\$ 125
205-18-32 Streets, Highways & Sidewalks - Street Repair	1,665,054.50	1.526%	\$ 3,276		\$ 3,276	\$ 227	\$ 3,503
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	229,511.16	0.210%	\$ 452		\$ 452	\$ 31	\$ 483
210-15-203 Asset Forfeiture Fund - DOJ Regional	197,461.72	0.181%	\$ 388		\$ 388	\$ 27	\$ 415
211-15-302 Police Safety Grants Fund - State SLES Grant	60,365.78	0.055%	\$ 119		\$ 119	\$ 8	\$ 127
230-14-91 Prop. A Fund - Transportation	878,115.72	0.805%	\$ 1,728		\$ 1,728	\$ 120	\$ 1,847
231-18-21 Prop. C Fund - Civil Engineering	691,126.98	0.633%	\$ 1,360		\$ 1,360	\$ 94	\$ 1,454
231-18-34 Prop. C Fund - Traffic Control	40,801.25	0.037%	\$ 80		\$ 80	\$ 6	\$ 86
232-18-91 AB 2766 Air Quality Fund - Transportation	20,088.65	0.018%	\$ 40		\$ 40	\$ 3	\$ 42
233-18-21 Measure R - Civil Engineering	8,085.86	0.007%	\$ 16		\$ 16	\$ 1	\$ 17
233-18-32 Measure R - Street Repair	510,376.47	0.468%	\$ 1,004		\$ 1,004	\$ 70	\$ 1,074

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Accounting

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
401-11-21 Capital Improvement Fund - City Manager	22.02	0.000%	\$ 0		\$ 0	\$ 0	\$ 0
401-12-11 Capital Improvement Fund - City Council	2,388.76	0.002%	\$ 5		\$ 5	\$ 0	\$ 5
401-14-11 Capital Improvement Fund - Parks & Rec Admin	22,411.53	0.021%	\$ 44		\$ 44	\$ 3	\$ 47
401-15-11 Capital Improvement Fund - Police Admin	384,186.26	0.352%	\$ 756		\$ 756	\$ 52	\$ 808
401-16-11 Capital Improvement Fund - Fire Admin	384,186.26	0.352%	\$ 756		\$ 756	\$ 52	\$ 808
401-18-21 Capital Improvement Fund - Civil Engineering	375,003.17	0.344%	\$ 738		\$ 738	\$ 51	\$ 789
401-18-32 Capital Improvement Fund - Street Repair	309,641.34	0.284%	\$ 609		\$ 609	\$ 42	\$ 651
403-0-0 Underground Assessment Districts	403,265.23	0.369%	\$ 793		\$ 793	\$ 55	\$ 848
501-18-211 Water Administration	3,026,211.89	2.773%	\$ 5,954		\$ 5,954	\$ 413	\$ 6,367
501-18-221 Water Source Of Supply	6,605,706.21	6.052%	\$ 12,996		\$ 12,996	\$ 902	\$ 13,898
501-18-231 Water Pumping	818,722.70	0.750%	\$ 1,611		\$ 1,611	\$ 112	\$ 1,722
501-18-241 Water Treatment	48,447.08	0.044%	\$ 95		\$ 95	\$ 7	\$ 102
501-18-251 Water Maintenance	1,287,025.51	1.179%	\$ 2,532		\$ 2,532	\$ 176	\$ 2,708
502-18-311 Stormwater Fund - Storm Drain Maintenance	1,502,048.35	1.376%	\$ 2,955		\$ 2,955	\$ 205	\$ 3,160
503-18-321 Wastewater Fund - Sewer Maintenance	1,883,912.68	1.726%	\$ 3,706		\$ 3,706	\$ 257	\$ 3,964
510-18-411 Refuse Fund - Refuse Management	437,913.07	0.401%	\$ 862		\$ 862	\$ 60	\$ 921
520-18-511 Parking Fund - Street Meters & City Lots	2,654,997.52	2.433%	\$ 5,223		\$ 5,223	\$ 362	\$ 5,586
521-18-513 County Parking Lots Fund	155,082.68	0.142%	\$ 305		\$ 305	\$ 21	\$ 326
521-18-514 County Parking Lots Fund	397,926.82	0.365%	\$ 783		\$ 783	\$ 54	\$ 837
522-18-512 State Pier and Parking Lot Fund	1,567,384.24	1.436%	\$ 3,084		\$ 3,084	\$ 214	\$ 3,298
601-13-21 Insurance Reserve Fund - HR	692,946.50	0.635%	\$ 1,363		\$ 1,363	\$ 95	\$ 1,458
601-13-22 Liability	1,827,224.27	1.674%	\$ 3,595		\$ 3,595	\$ 249	\$ 3,844
601-13-23 Workers Compensation	4,785,264.05	4.384%	\$ 9,414		\$ 9,414	\$ 653	\$ 10,068
605-19-51 Information Systems Fund - Information Systems	2,204,428.18	2.020%	\$ 4,337		\$ 4,337	\$ 301	\$ 4,638
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	964,201.19	0.883%	\$ 1,897		\$ 1,897	\$ 132	\$ 2,029
610-18-621 Fleet Mgmt Fund - Fleet Replacement	498,344.07	0.457%	\$ 980		\$ 980	\$ 68	\$ 1,048
615-12-42 Building Maintenance & Operations Fund - Warehouse	210,493.59	0.193%	\$ 414		\$ 414	\$ 29	\$ 443
615-18-41 Building Maintenance & Operations Fund	1,424,707.08	1.305%	\$ 2,803		\$ 2,803	\$ 195	\$ 2,997
710-18-21 Special Assessment Redemption Fund - Civil Engineering	922,519.01	0.845%	\$ 1,815		\$ 1,815	\$ 126	\$ 1,941
801-12-11 Pension Trust Fund - City Council	234,845.51	0.215%	\$ 462		\$ 462	\$ 32	\$ 494
<b>Total</b>	<b>109,144,825.76</b>	<b>100.000%</b>	<b>\$214,727</b>	<b>\$ -</b>	<b>\$214,727</b>	<b>\$ 14,059</b>	<b>\$228,786</b>

Allocation Basis:

Actual Expenditures

Source of Allocation:

FY18 Actual Expenditures

**CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan**

**100-12- Finance - Accounting**

**ALLOCATION DETAIL**

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Financial Reporting</b>							
100-11- City Council	388,275.49	0.356%	\$ 562		\$ 562		\$ 562
100-11- City Manager	2,177,462.58	1.995%	\$ 3,154		\$ 3,154		\$ 3,154
100-11- City Treasurer	36,413.83	0.033%	\$ 53		\$ 53		\$ 53
100-11- City Clerk	677,641.33	0.621%	\$ 981		\$ 981		\$ 981
100-11- City Attorney	1,143,977.95	1.048%	\$ 1,657		\$ 1,657		\$ 1,657
100-12- Finance - Admin	1,046,974.17	0.959%	\$ 1,516		\$ 1,516		\$ 1,516
100-12- Finance - Accounting	698,642.20	0.640%	\$ 1,012		\$ 1,012		\$ 1,012
100-12- Finance - Revenue	991,957.51	0.909%	\$ 1,437		\$ 1,437	\$ 100	\$ 1,536
100-12- Finance - Purchasing	444,914.22	0.408%	\$ 644		\$ 644	\$ 45	\$ 689
100-19- GIS	326,964.19	0.300%	\$ 474		\$ 474	\$ 33	\$ 506
100-13- HR	1,128,224.46	1.034%	\$ 1,634		\$ 1,634	\$ 113	\$ 1,747
100-14- Parks & Rec Admin	2,923,028.18	2.678%	\$ 4,233		\$ 4,233	\$ 294	\$ 4,527
100-15- Police Admin	6,409,344.07	5.872%	\$ 9,283		\$ 9,283	\$ 644	\$ 9,927
100-16- Fire Admin	2,452,728.63	2.247%	\$ 3,552		\$ 3,552	\$ 247	\$ 3,799
100-17- Community Development Admin	706,829.69	0.648%	\$ 1,024		\$ 1,024	\$ 71	\$ 1,095
100-18- Public Works Admin	1,174,339.23	1.076%	\$ 1,701		\$ 1,701	\$ 118	\$ 1,819
100-14-21 Recreation Services	1,081,681.57	0.991%	\$ 1,567		\$ 1,567	\$ 109	\$ 1,675
100-14-24 Teen Drop In Center	101,055.70	0.093%	\$ 146		\$ 146	\$ 10	\$ 157
100-14-25 Special Activity Classes	390,445.20	0.358%	\$ 565		\$ 565	\$ 39	\$ 605
100-14-26 Special Events	374,464.10	0.343%	\$ 542		\$ 542	\$ 38	\$ 580
100-14-27 Tennis Operations	142,970.44	0.131%	\$ 207		\$ 207	\$ 14	\$ 221
100-14-28 Facility & Parks Reservations	328,219.48	0.301%	\$ 475		\$ 475	\$ 33	\$ 508
100-14-31 Cultural Arts	426,234.27	0.391%	\$ 617		\$ 617	\$ 43	\$ 660
100-14-34 Art Classes	287,950.57	0.264%	\$ 417		\$ 417	\$ 29	\$ 446
100-14-36 Concerts In The Park	112,900.39	0.103%	\$ 164		\$ 164	\$ 11	\$ 175
100-14-41 Sports Leagues & Tournaments	381,142.18	0.349%	\$ 552		\$ 552	\$ 38	\$ 590
100-14-42 Sports Classes	442,703.32	0.406%	\$ 641		\$ 641	\$ 44	\$ 686
100-14-43 Swimming Activities	521,799.23	0.478%	\$ 756		\$ 756	\$ 52	\$ 808
100-14-44 Sports & Aquatics Admin	196,355.18	0.180%	\$ 284		\$ 284	\$ 20	\$ 304
100-14-51 Volunteers	185,852.14	0.170%	\$ 269		\$ 269	\$ 19	\$ 288
100-14-61 Older Adult Activities	151,208.10	0.139%	\$ 219		\$ 219	\$ 15	\$ 234
100-14-62 Senior Services	408,276.12	0.374%	\$ 591		\$ 591	\$ 41	\$ 632
100-15-21 Patrol	9,320,743.01	8.540%	\$ 13,499		\$ 13,499	\$ 937	\$ 14,436
100-15-31 Investigations	2,820,003.63	2.584%	\$ 4,084		\$ 4,084	\$ 283	\$ 4,368
100-15-32 School Resource Officer	12,236.88	0.011%	\$ 18		\$ 18	\$ 1	\$ 19
100-15-41 Technical Support Services	1,423,636.19	1.304%	\$ 2,062		\$ 2,062	\$ 143	\$ 2,205
100-15-42 Communications	1,402,773.35	1.285%	\$ 2,032		\$ 2,032	\$ 141	\$ 2,173
100-15-51 Crime Prevention	599,201.41	0.549%	\$ 868		\$ 868	\$ 60	\$ 928

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Accounting

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-15-61 Traffic Safety	2,139,304.57	1.960%	\$ 3,098		\$ 3,098	\$ 215	\$ 3,313
100-15-71 Jail Operations	669,593.43	0.613%	\$ 970		\$ 970	\$ 67	\$ 1,037
100-15-81 Parking Enforcement	1,893,167.19	1.735%	\$ 2,742		\$ 2,742	\$ 190	\$ 2,932
100-15-91 Animal Control	236,162.51	0.216%	\$ 342		\$ 342	\$ 24	\$ 366
100-16-21 Prevention	698,214.50	0.640%	\$ 1,011		\$ 1,011	\$ 70	\$ 1,081
100-16-23 Arson Investigation	4,364.20	0.004%	\$ 6		\$ 6	\$ 0	\$ 7
100-16-31 Suppression	6,942,264.65	6.361%	\$ 10,055		\$ 10,055	\$ 698	\$ 10,752
100-16-41 Paramedics	1,951,474.34	1.788%	\$ 2,826		\$ 2,826	\$ 196	\$ 3,022
100-16-51 Special Services	349,809.81	0.321%	\$ 507		\$ 507	\$ 35	\$ 542
100-16-52 Emergency Preparedness	36,150.89	0.033%	\$ 52		\$ 52	\$ 4	\$ 56
100-16-53 Fire Reserves	77,285.61	0.071%	\$ 112		\$ 112	\$ 8	\$ 120
100-16-54 CERT (Community Emergency Response Team)	6,787.71	0.006%	\$ 10		\$ 10	\$ 1	\$ 11
100-16-55 Communications	36,400.50	0.033%	\$ 53		\$ 53	\$ 4	\$ 56
100-16-56 Public Education	11,371.54	0.010%	\$ 16		\$ 16	\$ 1	\$ 18
100-17-21 Current Planning	564,839.15	0.518%	\$ 818		\$ 818	\$ 57	\$ 875
100-17-22 Advance Planning	481,414.72	0.441%	\$ 697		\$ 697	\$ 48	\$ 746
100-17-31 Plan Check	1,280,487.20	1.173%	\$ 1,855		\$ 1,855	\$ 129	\$ 1,983
100-17-32 Inspection	1,040,012.53	0.953%	\$ 1,506		\$ 1,506	\$ 105	\$ 1,611
100-17-41 Code Enforcement	399,374.51	0.366%	\$ 578		\$ 578	\$ 40	\$ 619
100-17-51 Traffic Engineering	338,851.87	0.310%	\$ 491		\$ 491	\$ 34	\$ 525
100-17-413 Environmental Programs	166,609.86	0.153%	\$ 241		\$ 241	\$ 17	\$ 258
100-18-21 Civil Engineering	1,632,711.03	1.496%	\$ 2,365		\$ 2,365	\$ 164	\$ 2,529
100-18-32 Street Repair	1,858,362.71	1.703%	\$ 2,691		\$ 2,691	\$ 187	\$ 2,878
100-18-34 Traffic Control	279,819.00	0.256%	\$ 405		\$ 405	\$ 28	\$ 433
100-18-42 Parks Maintenance	922,571.49	0.845%	\$ 1,336		\$ 1,336	\$ 93	\$ 1,429
100-18-43 School District Maintenance	284,441.81	0.261%	\$ 412		\$ 412	\$ 29	\$ 441
100-18-51 Electrical Maintenance	18,814.41	0.017%	\$ 27		\$ 27	\$ 2	\$ 29
201-18-111 Street Lighting & Landscape Fund - Street Lighting	406,436.94	0.372%	\$ 589		\$ 589	\$ 41	\$ 629
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	2,003.43	0.002%	\$ 3		\$ 3	\$ 0	\$ 3
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	184,479.13	0.169%	\$ 267		\$ 267	\$ 19	\$ 286
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	59,229.47	0.054%	\$ 86		\$ 86	\$ 6	\$ 92
205-18-32 Streets, Highways & Sidewalks - Street Repair	1,665,054.50	1.526%	\$ 2,412		\$ 2,412	\$ 167	\$ 2,579
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	229,511.16	0.210%	\$ 332		\$ 332	\$ 23	\$ 355
210-15-203 Asset Forfeiture Fund - DOJ Regional	197,461.72	0.181%	\$ 286		\$ 286	\$ 20	\$ 306
211-15-302 Police Safety Grants Fund - State SLES Grant	60,365.78	0.055%	\$ 87		\$ 87	\$ 6	\$ 93
230-14-91 Prop. A Fund - Transportation	878,115.72	0.805%	\$ 1,272		\$ 1,272	\$ 88	\$ 1,360
231-18-21 Prop. C Fund - Civil Engineering	691,126.98	0.633%	\$ 1,001		\$ 1,001	\$ 69	\$ 1,070
231-18-34 Prop. C Fund - Traffic Control	40,801.25	0.037%	\$ 59		\$ 59	\$ 4	\$ 63
232-18-91 AB 2766 Air Quality Fund - Transportation	20,088.65	0.018%	\$ 29		\$ 29	\$ 2	\$ 31
233-18-21 Measure R - Civil Engineering	8,085.86	0.007%	\$ 12		\$ 12	\$ 1	\$ 13
233-18-32 Measure R - Street Repair	510,376.47	0.468%	\$ 739		\$ 739	\$ 51	\$ 790

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Accounting

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
401-11-21 Capital Improvement Fund - City Manager	22.02	0.000%	\$ 0		\$ 0	\$ 0	\$ 0
401-12-11 Capital Improvement Fund - City Council	2,388.76	0.002%	\$ 3		\$ 3	\$ 0	\$ 4
401-14-11 Capital Improvement Fund - Parks & Rec Admin	22,411.53	0.021%	\$ 32		\$ 32	\$ 2	\$ 35
401-15-11 Capital Improvement Fund - Police Admin	384,186.26	0.352%	\$ 556		\$ 556	\$ 39	\$ 595
401-16-11 Capital Improvement Fund - Fire Admin	384,186.26	0.352%	\$ 556		\$ 556	\$ 39	\$ 595
401-18-21 Capital Improvement Fund - Civil Engineering	375,003.17	0.344%	\$ 543		\$ 543	\$ 38	\$ 581
401-18-32 Capital Improvement Fund - Street Repair	309,641.34	0.284%	\$ 448		\$ 448	\$ 31	\$ 480
403-0-0 Underground Assessment Districts	403,265.23	0.369%	\$ 584		\$ 584	\$ 41	\$ 625
501-18-211 Water Administration	3,026,211.89	2.773%	\$ 4,383		\$ 4,383	\$ 304	\$ 4,687
501-18-221 Water Source Of Supply	6,605,706.21	6.052%	\$ 9,567		\$ 9,567	\$ 664	\$ 10,231
501-18-231 Water Pumping	818,722.70	0.750%	\$ 1,186		\$ 1,186	\$ 82	\$ 1,268
501-18-241 Water Treatment	48,447.08	0.044%	\$ 70		\$ 70	\$ 5	\$ 75
501-18-251 Water Maintenance	1,287,025.51	1.179%	\$ 1,864		\$ 1,864	\$ 129	\$ 1,993
502-18-311 Stormwater Fund - Storm Drain Maintenance	1,502,048.35	1.376%	\$ 2,175		\$ 2,175	\$ 151	\$ 2,326
503-18-321 Wastewater Fund - Sewer Maintenance	1,883,912.68	1.726%	\$ 2,728		\$ 2,728	\$ 189	\$ 2,918
510-18-411 Refuse Fund - Refuse Management	437,913.07	0.401%	\$ 634		\$ 634	\$ 44	\$ 678
520-18-511 Parking Fund - Street Meters & City Lots	2,654,997.52	2.433%	\$ 3,845		\$ 3,845	\$ 267	\$ 4,112
521-18-513 County Parking Lots Fund	155,082.68	0.142%	\$ 225		\$ 225	\$ 16	\$ 240
521-18-514 County Parking Lots Fund	397,926.82	0.365%	\$ 576		\$ 576	\$ 40	\$ 616
522-18-512 State Pier and Parking Lot Fund	1,567,384.24	1.436%	\$ 2,270		\$ 2,270	\$ 158	\$ 2,428
601-13-21 Insurance Reserve Fund - HR	692,946.50	0.635%	\$ 1,004		\$ 1,004	\$ 70	\$ 1,073
601-13-22 Liability	1,827,224.27	1.674%	\$ 2,646		\$ 2,646	\$ 184	\$ 2,830
601-13-23 Workers Compensation	4,785,264.05	4.384%	\$ 6,931		\$ 6,931	\$ 481	\$ 7,411
605-19-51 Information Systems Fund - Information Systems	2,204,428.18	2.020%	\$ 3,193		\$ 3,193	\$ 222	\$ 3,414
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	964,201.19	0.883%	\$ 1,396		\$ 1,396	\$ 97	\$ 1,493
610-18-621 Fleet Mgmt Fund - Fleet Replacement	498,344.07	0.457%	\$ 722		\$ 722	\$ 50	\$ 772
615-12-42 Building Maintenance & Operations Fund - Warehouse	210,493.59	0.193%	\$ 305		\$ 305	\$ 21	\$ 326
615-18-41 Building Maintenance & Operations Fund	1,424,707.08	1.305%	\$ 2,063		\$ 2,063	\$ 143	\$ 2,207
710-18-21 Special Assessment Redemption Fund - Civil Engineering	922,519.01	0.845%	\$ 1,336		\$ 1,336	\$ 93	\$ 1,429
801-12-11 Pension Trust Fund - City Council	234,845.51	0.215%	\$ 340		\$ 340	\$ 24	\$ 364
<b>Total</b>	<b>109,144,825.76</b>	<b>100.000%</b>	<b>\$158,075</b>	<b>\$ -</b>	<b>\$158,075</b>	<b>\$ 10,349</b>	<b>\$168,425</b>

Allocation Basis:

Actual Expenditures

Source of Allocation:

FY18 Actual Expenditures

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Accounting

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>MOU's</b>							
100-11- City Manager	4.50	1.020%	\$ 279		\$ 279		\$ 279
100-11- City Clerk	3.50	0.794%	\$ 217		\$ 217		\$ 217
100-11- City Attorney	1.00	0.227%	\$ 62		\$ 62		\$ 62
100-12- Finance - Admin	4.00	0.907%	\$ 248		\$ 248		\$ 248
100-12- Finance - Accounting	4.00	0.907%	\$ 248		\$ 248		\$ 248
100-12- Finance - Revenue	7.00	1.587%	\$ 433		\$ 433	\$ 30	\$ 463
100-12- Finance - Purchasing	3.00	0.680%	\$ 186		\$ 186	\$ 13	\$ 198
100-19- GIS	2.00	0.454%	\$ 124		\$ 124	\$ 8	\$ 132
100-13- HR	5.00	1.134%	\$ 309		\$ 309	\$ 21	\$ 331
100-14- Parks & Rec Admin	4.00	0.907%	\$ 248		\$ 248	\$ 17	\$ 264
100-15- Police Admin	17.60	3.991%	\$ 1,089		\$ 1,089	\$ 74	\$ 1,163
100-16- Fire Admin	4.40	0.998%	\$ 272		\$ 272	\$ 19	\$ 291
100-17- Community Development Admin	4.00	0.907%	\$ 248		\$ 248	\$ 17	\$ 264
100-18- Public Works Admin	6.00	1.361%	\$ 371		\$ 371	\$ 25	\$ 397
100-14-21 Recreation Services	2.50	0.567%	\$ 155		\$ 155	\$ 11	\$ 165
100-14-24 Teen Drop In Center	0.75	0.170%	\$ 46		\$ 46	\$ 3	\$ 50
100-14-25 Special Activity Classes	0.58	0.132%	\$ 36		\$ 36	\$ 2	\$ 38
100-14-26 Special Events	1.48	0.336%	\$ 92		\$ 92	\$ 6	\$ 98
100-14-27 Tennis Operations	0.26	0.059%	\$ 16		\$ 16	\$ 1	\$ 17
100-14-28 Facility & Parks Reservations	2.33	0.528%	\$ 144		\$ 144	\$ 10	\$ 154
100-14-31 Cultural Arts	2.00	0.454%	\$ 124		\$ 124	\$ 8	\$ 132
100-14-34 Art Classes	1.12	0.254%	\$ 69		\$ 69	\$ 5	\$ 74
100-14-41 Sports Leagues & Tournaments	0.50	0.113%	\$ 31		\$ 31	\$ 2	\$ 33
100-14-42 Sports Classes	1.04	0.236%	\$ 64		\$ 64	\$ 4	\$ 69
100-14-43 Swimming Activities	1.81	0.410%	\$ 112		\$ 112	\$ 8	\$ 120
100-14-44 Sports & Aquatics Admin	0.50	0.113%	\$ 31		\$ 31	\$ 2	\$ 33
100-14-51 Volunteers	1.00	0.227%	\$ 62		\$ 62	\$ 4	\$ 66
100-14-61 Older Adult Activities	0.12	0.027%	\$ 7		\$ 7	\$ 1	\$ 8
100-14-62 Senior Services	2.00	0.454%	\$ 124		\$ 124	\$ 8	\$ 132
100-15-21 Patrol	76.00	17.234%	\$ 4,704		\$ 4,704	\$ 320	\$ 5,024
100-15-31 Investigations	28.00	6.349%	\$ 1,733		\$ 1,733	\$ 118	\$ 1,851
100-15-41 Technical Support Services	26.00	5.896%	\$ 1,609		\$ 1,609	\$ 110	\$ 1,719
100-15-51 Crime Prevention	6.00	1.361%	\$ 371		\$ 371	\$ 25	\$ 397
100-15-61 Traffic Safety	14.00	3.175%	\$ 866		\$ 866	\$ 59	\$ 925
100-15-71 Jail Operations	12.00	2.721%	\$ 743		\$ 743	\$ 51	\$ 793
100-15-81 Parking Enforcement	30.00	6.803%	\$ 1,857		\$ 1,857	\$ 126	\$ 1,983
100-15-91 Animal Control	6.00	1.361%	\$ 371		\$ 371	\$ 25	\$ 397
100-16-21 Prevention	4.00	0.907%	\$ 248		\$ 248	\$ 17	\$ 264



CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Accounting

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-16-31 Suppression	38.00	8.617%	\$ 2,352		\$ 2,352	\$ 160	\$ 2,512
100-16-41 Paramedics	14.00	3.175%	\$ 866		\$ 866	\$ 59	\$ 925
100-16-51 Special Services	2.00	0.454%	\$ 124		\$ 124	\$ 8	\$ 132
100-17-21 Current Planning	8.00	1.814%	\$ 495		\$ 495	\$ 34	\$ 529
100-17-31 Plan Check	4.50	1.020%	\$ 279		\$ 279	\$ 19	\$ 297
100-17-32 Inspection	7.50	1.701%	\$ 464		\$ 464	\$ 32	\$ 496
100-17-41 Code Enforcement	4.00	0.907%	\$ 248		\$ 248	\$ 17	\$ 264
100-17-51 Traffic Engineering	2.00	0.454%	\$ 124		\$ 124	\$ 8	\$ 132
100-17-413 Environmental Programs	1.00	0.227%	\$ 62		\$ 62	\$ 4	\$ 66
100-18-21 Civil Engineering	12.50	2.835%	\$ 774		\$ 774	\$ 53	\$ 826
100-18-32 Street Repair	11.25	2.551%	\$ 696		\$ 696	\$ 47	\$ 744
100-18-34 Traffic Control	1.50	0.340%	\$ 93		\$ 93	\$ 6	\$ 99
100-18-42 Parks Maintenance	2.25	0.510%	\$ 139		\$ 139	\$ 9	\$ 149
230-14-91 Prop. A Fund - Transportation	4.00	0.907%	\$ 248		\$ 248	\$ 17	\$ 264
501-18-231 Water Pumping	2.85	0.646%	\$ 176		\$ 176	\$ 12	\$ 188
501-18-251 Water Maintenance	7.95	1.803%	\$ 492		\$ 492	\$ 34	\$ 526
502-18-311 Stormwater Fund - Storm Drain Maintenance	1.05	0.238%	\$ 65		\$ 65	\$ 4	\$ 69
503-18-321 Wastewater Fund - Sewer Maintenance	3.90	0.884%	\$ 241		\$ 241	\$ 16	\$ 258
510-18-411 Refuse Fund - Refuse Management	1.00	0.227%	\$ 62		\$ 62	\$ 4	\$ 66
520-18-511 Parking Fund - Street Meters & City Lots	1.45	0.329%	\$ 90		\$ 90	\$ 6	\$ 96
521-18-513 County Parking Lots Fund	0.20	0.045%	\$ 12		\$ 12	\$ 1	\$ 13
521-18-514 County Parking Lots Fund	0.20	0.045%	\$ 12		\$ 12	\$ 1	\$ 13
522-18-512 State Pier and Parking Lot Fund	0.40	0.091%	\$ 25		\$ 25	\$ 2	\$ 26
601-13-21 Insurance Reserve Fund - HR	3.00	0.680%	\$ 186		\$ 186	\$ 13	\$ 198
605-19-51 Information Systems Fund - Information Systems	7.00	1.587%	\$ 433		\$ 433	\$ 30	\$ 463
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	4.25	0.964%	\$ 263		\$ 263	\$ 18	\$ 281
615-18-41 Building Maintenance & Operations Fund	5.25	1.191%	\$ 325		\$ 325	\$ 22	\$ 347
<b>Total</b>	<b>440.99</b>	<b>100.000%</b>	<b>\$ 27,293</b>	<b>\$ -</b>	<b>\$ 27,293</b>	<b>\$ 1,787</b>	<b>\$ 29,080</b>

Allocation Basis:

# of FTE (Excl Council, Treasurer) (Police and Fire x2)

Source of Allocation:

FY20 Staffing

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Accounting

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>Cash Management</b>							
100-11- City Council	517,213.77	0.449%	\$ 249		\$ 249		\$ 249
100-11- City Manager	471,037.69	0.409%	\$ 227		\$ 227		\$ 227
100-11- City Treasurer	14,433.79	0.013%	\$ 7		\$ 7		\$ 7
100-11- City Clerk	291,510.13	0.253%	\$ 140		\$ 140		\$ 140
100-11- City Attorney	322,255.71	0.280%	\$ 155		\$ 155		\$ 155
100-12- Finance - Admin	378,106.02	0.328%	\$ 182		\$ 182		\$ 182
100-12- Finance - Accounting	238,659.74	0.207%	\$ 115		\$ 115		\$ 115
100-12- Finance - Revenue	371,604.39	0.322%	\$ 179		\$ 179	\$ 12	\$ 191
100-12- Finance - Purchasing	142,281.33	0.123%	\$ 69		\$ 69	\$ 5	\$ 73
100-19- GIS	105,708.58	0.092%	\$ 51		\$ 51	\$ 3	\$ 54
100-13- HR	422,483.78	0.366%	\$ 204		\$ 204	\$ 14	\$ 217
100-14- Parks & Rec Admin	955,168.06	0.828%	\$ 460		\$ 460	\$ 31	\$ 491
100-15- Police Admin	2,078,999.56	1.803%	\$ 1,001		\$ 1,001	\$ 67	\$ 1,068
100-16- Fire Admin	991,215.94	0.860%	\$ 477		\$ 477	\$ 32	\$ 509
100-17- Community Development Admin	387,170.51	0.336%	\$ 186		\$ 186	\$ 12	\$ 199
100-18- Public Works Admin	405,258.52	0.352%	\$ 195		\$ 195	\$ 13	\$ 208
100-14-21 Recreation Services	364,837.73	0.316%	\$ 176		\$ 176	\$ 12	\$ 187
100-14-24 Teen Drop In Center	59,024.54	0.051%	\$ 28		\$ 28	\$ 2	\$ 30
100-14-25 Special Activity Classes	45,554.96	0.040%	\$ 22		\$ 22	\$ 1	\$ 23
100-14-26 Special Events	157,398.35	0.137%	\$ 76		\$ 76	\$ 5	\$ 81
100-14-27 Tennis Operations	125,559.80	0.109%	\$ 60		\$ 60	\$ 4	\$ 65
100-14-28 Facility & Parks Reservations	139,809.20	0.121%	\$ 67		\$ 67	\$ 4	\$ 72
100-14-31 Cultural Arts	162,131.24	0.141%	\$ 78		\$ 78	\$ 5	\$ 83
100-14-34 Art Classes	82,501.03	0.072%	\$ 40		\$ 40	\$ 3	\$ 42
100-14-36 Concerts In The Park	22,700.25	0.020%	\$ 11		\$ 11	\$ 1	\$ 12
100-14-41 Sports Leagues & Tournaments	68,775.20	0.060%	\$ 33		\$ 33	\$ 2	\$ 35
100-14-42 Sports Classes	175,380.02	0.152%	\$ 84		\$ 84	\$ 6	\$ 90
100-14-43 Swimming Activities	176,718.20	0.153%	\$ 85		\$ 85	\$ 6	\$ 91
100-14-44 Sports & Aquatics Admin	62,420.23	0.054%	\$ 30		\$ 30	\$ 2	\$ 32
100-14-51 Volunteers	63,347.04	0.055%	\$ 31		\$ 31	\$ 2	\$ 33
100-14-61 Older Adult Activities	49,783.47	0.043%	\$ 24		\$ 24	\$ 2	\$ 26
100-14-62 Senior Services	122,649.30	0.106%	\$ 59		\$ 59	\$ 4	\$ 63
100-15-21 Patrol	3,124,124.07	2.710%	\$ 1,505		\$ 1,505	\$ 100	\$ 1,605
100-15-31 Investigations	901,063.07	0.782%	\$ 434		\$ 434	\$ 29	\$ 463
100-15-32 School Resource Officer	10,514.21	0.009%	\$ 5		\$ 5	\$ 0	\$ 5
100-15-41 Technical Support Services	837,153.11	0.726%	\$ 403		\$ 403	\$ 27	\$ 430
100-15-42 Communications	487,713.70	0.423%	\$ 235		\$ 235	\$ 16	\$ 251
100-15-51 Crime Prevention	189,949.74	0.165%	\$ 91		\$ 91	\$ 6	\$ 98

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Accounting

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-15-61 Traffic Safety	742,853.35	0.644%	\$ 358		\$ 358	\$ 24	\$ 382
100-15-71 Jail Operations	232,381.85	0.202%	\$ 112		\$ 112	\$ 7	\$ 119
100-15-81 Parking Enforcement	664,314.50	0.576%	\$ 320		\$ 320	\$ 21	\$ 341
100-15-91 Animal Control	97,542.28	0.085%	\$ 47		\$ 47	\$ 3	\$ 50
100-16-21 Prevention	268,967.28	0.233%	\$ 130		\$ 130	\$ 9	\$ 138
100-16-23 Arson Investigation	11,501.50	0.010%	\$ 6		\$ 6	\$ 0	\$ 6
100-16-31 Suppression	2,347,075.15	2.036%	\$ 1,131		\$ 1,131	\$ 75	\$ 1,206
100-16-41 Paramedics	770,096.90	0.668%	\$ 371		\$ 371	\$ 25	\$ 396
100-16-51 Special Services	104,041.31	0.090%	\$ 50		\$ 50	\$ 3	\$ 53
100-16-52 Emergency Preparedness	41,773.27	0.036%	\$ 20		\$ 20	\$ 1	\$ 21
100-16-54 CERT (Community Emergency Response Team)	8,435.56	0.007%	\$ 4		\$ 4	\$ 0	\$ 4
100-16-55 Communications	59,828.75	0.052%	\$ 29		\$ 29	\$ 2	\$ 31
100-16-56 Public Education	10,274.87	0.009%	\$ 5		\$ 5	\$ 0	\$ 5
100-17-21 Current Planning	423,616.76	0.367%	\$ 204		\$ 204	\$ 14	\$ 218
100-17-31 Plan Check	476,828.44	0.414%	\$ 230		\$ 230	\$ 15	\$ 245
100-17-32 Inspection	365,597.39	0.317%	\$ 176		\$ 176	\$ 12	\$ 188
100-17-41 Code Enforcement	142,840.34	0.124%	\$ 69		\$ 69	\$ 5	\$ 73
100-17-51 Traffic Engineering	149,607.98	0.130%	\$ 72		\$ 72	\$ 5	\$ 77
100-17-413 Environmental Programs	120,780.40	0.105%	\$ 58		\$ 58	\$ 4	\$ 62
100-18-21 Civil Engineering	695,256.16	0.603%	\$ 335		\$ 335	\$ 22	\$ 357
100-18-32 Street Repair	772,568.71	0.670%	\$ 372		\$ 372	\$ 25	\$ 397
100-18-34 Traffic Control	122,001.51	0.106%	\$ 59		\$ 59	\$ 4	\$ 63
100-18-42 Parks Maintenance	370,828.80	0.322%	\$ 179		\$ 179	\$ 12	\$ 191
100-18-43 School District Maintenance	92,749.56	0.080%	\$ 45		\$ 45	\$ 3	\$ 48
201-18-111 Street Lighting & Landscape Fund - Street Lighting	51,282.23	0.044%	\$ 25		\$ 25	\$ 2	\$ 26
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	543.61	0.000%	\$ 0		\$ 0	\$ 0	\$ 0
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	21,049.04	0.018%	\$ 10		\$ 10	\$ 1	\$ 11
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	41,898.36	0.036%	\$ 20		\$ 20	\$ 1	\$ 22
205-18-32 Streets, Highways & Sidewalks - Street Repair	2,301,708.01	1.996%	\$ 1,109		\$ 1,109	\$ 74	\$ 1,183
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	1,031,941.03	0.895%	\$ 497		\$ 497	\$ 33	\$ 530
210-15-203 Asset Forfeiture Fund - DOJ Regional	588,505.14	0.510%	\$ 283		\$ 283	\$ 19	\$ 302
211-15-302 Police Safety Grants Fund - State SLES Grant	180,007.01	0.156%	\$ 87		\$ 87	\$ 6	\$ 92
230-14-91 Prop. A Fund - Transportation	12,797.04	0.011%	\$ 6		\$ 6	\$ 0	\$ 7
231-18-21 Prop. C Fund - Civil Engineering	4,392,548.21	3.810%	\$ 2,116		\$ 2,116	\$ 141	\$ 2,257
232-18-91 AB 2766 Air Quality Fund - Transportation	116,307.21	0.101%	\$ 56		\$ 56	\$ 4	\$ 60
233-18-21 Measure R - Civil Engineering	70,572.57	0.061%	\$ 34		\$ 34	\$ 2	\$ 36
233-18-32 Measure R - Street Repair	1,443,529.78	1.252%	\$ 695		\$ 695	\$ 46	\$ 742
234-18-21 Measure M - Civil Engineering	21,454.62	0.019%	\$ 10		\$ 10	\$ 1	\$ 11
234-18-32 Measure M - Street Repair	163,889.46	0.142%	\$ 79		\$ 79	\$ 5	\$ 84
401-15-11 Capital Improvement Fund - Police Admin	1,500,828.53	1.302%	\$ 723		\$ 723	\$ 48	\$ 771
401-16-11 Capital Improvement Fund - Fire Admin	1,500,828.53	1.302%	\$ 723		\$ 723	\$ 48	\$ 771

**CITY OF MANHATTAN BEACH, CA**  
**DRAFT FY20 Full Cost Allocation Plan**

**100-12- Finance - Accounting**

**ALLOCATION DETAIL**

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
401-18-21 Capital Improvement Fund - Civil Engineering	4,560,773.38	3.956%	\$ 2,197		\$ 2,197	\$ 147	\$ 2,344
401-18-32 Capital Improvement Fund - Street Repair	1,845,287.35	1.601%	\$ 889		\$ 889	\$ 59	\$ 948
403-0-0 Underground Assessment Districts	396,800.15	0.344%	\$ 191		\$ 191	\$ 13	\$ 204
501-18-211 Water Administration	23,818,133.48	20.659%	\$ 11,473		\$ 11,473	\$ 766	\$ 12,239
501-18-221 Water Source Of Supply	7,079,652.62	6.141%	\$ 3,410		\$ 3,410	\$ 228	\$ 3,638
501-18-231 Water Pumping	1,462,656.57	1.269%	\$ 705		\$ 705	\$ 47	\$ 752
501-18-241 Water Treatment	261,345.77	0.227%	\$ 126		\$ 126	\$ 8	\$ 134
501-18-251 Water Maintenance	1,490,138.21	1.293%	\$ 718		\$ 718	\$ 48	\$ 766
502-18-311 Stormwater Fund - Storm Drain Maintenance	1,732,951.45	1.503%	\$ 835		\$ 835	\$ 56	\$ 890
503-18-321 Wastewater Fund - Sewer Maintenance	9,626,046.02	8.349%	\$ 4,637		\$ 4,637	\$ 310	\$ 4,946
510-18-411 Refuse Fund - Refuse Management	845,849.89	0.734%	\$ 407		\$ 407	\$ 27	\$ 435
520-18-511 Parking Fund - Street Meters & City Lots	1,894,489.91	1.643%	\$ 913		\$ 913	\$ 61	\$ 973
521-18-513 County Parking Lots Fund	96,553.92	0.084%	\$ 47		\$ 47	\$ 3	\$ 50
521-18-514 County Parking Lots Fund	245,387.68	0.213%	\$ 118		\$ 118	\$ 8	\$ 126
522-18-512 State Pier and Parking Lot Fund	1,741,403.40	1.510%	\$ 839		\$ 839	\$ 56	\$ 895
601-13-21 Insurance Reserve Fund - HR	1,581,721.52	1.372%	\$ 762		\$ 762	\$ 51	\$ 813
601-13-22 Liability	2,661,778.18	2.309%	\$ 1,282		\$ 1,282	\$ 86	\$ 1,368
601-13-23 Workers Compensation	9,069,195.89	7.866%	\$ 4,368		\$ 4,368	\$ 292	\$ 4,660
605-19-51 Information Systems Fund - Information Systems	725,293.56	0.629%	\$ 349		\$ 349	\$ 23	\$ 373
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	2,306,693.54	2.001%	\$ 1,111		\$ 1,111	\$ 74	\$ 1,185
610-18-621 Fleet Mgmt Fund - Fleet Replacement	853,926.63	0.741%	\$ 411		\$ 411	\$ 27	\$ 439
615-12-42 Building Maintenance & Operations Fund - Warehouse	9,170.71	0.008%	\$ 4		\$ 4	\$ 0	\$ 5
615-18-41 Building Maintenance & Operations Fund	63,619.89	0.055%	\$ 31		\$ 31	\$ 2	\$ 33
710-18-21 Special Assessment Redemption Fund - Civil Engineering	1,356,258.73	1.176%	\$ 653		\$ 653	\$ 44	\$ 697
801-12-11 Pension Trust Fund - City Council	75,650.06	0.066%	\$ 36		\$ 36	\$ 2	\$ 39
802-0-0 Special Deposits Fund	1,053,301.14	0.914%	\$ 507		\$ 507	\$ 34	\$ 541
804-0-0 PARS Investment Trust	381,810.70	0.331%	\$ 184		\$ 184	\$ 12	\$ 196
<b>Total</b>	<b>115,289,559.33</b>	<b>100.000%</b>	<b>\$ 55,533</b>	<b>\$ -</b>	<b>\$ 55,533</b>	<b>\$ 3,636</b>	<b>\$ 59,169</b>

**Allocation Basis:**

**Cash Balance by Fund**

**Source of Allocation:**

**FY18 Cash Balance Report**

**CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan**

**100-12- Finance - Accounting**

**ALLOCATION DETAIL**

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Budget</b>							
100-11- City Council	491,349.00	0.406%	\$ 227		\$ 227		\$ 227
100-11- City Manager	1,327,374.00	1.098%	\$ 614		\$ 614		\$ 614
100-11- City Treasurer	45,322.00	0.037%	\$ 21		\$ 21		\$ 21
100-11- City Clerk	791,423.00	0.655%	\$ 366		\$ 366		\$ 366
100-11- City Attorney	996,205.00	0.824%	\$ 460		\$ 460		\$ 460
100-12- Finance - Admin	1,127,112.00	0.932%	\$ 521		\$ 521		\$ 521
100-12- Finance - Accounting	728,575.00	0.603%	\$ 337		\$ 337		\$ 337
100-12- Finance - Revenue	1,163,033.00	0.962%	\$ 538		\$ 538	\$ 37	\$ 574
100-12- Finance - Purchasing	448,536.00	0.371%	\$ 207		\$ 207	\$ 14	\$ 222
100-19- GIS	329,460.00	0.273%	\$ 152		\$ 152	\$ 10	\$ 163
100-13- HR	1,245,190.00	1.030%	\$ 576		\$ 576	\$ 39	\$ 615
100-14- Parks & Rec Admin	2,974,158.00	2.460%	\$ 1,375		\$ 1,375	\$ 94	\$ 1,469
100-15- Police Admin	6,523,153.00	5.396%	\$ 3,015		\$ 3,015	\$ 207	\$ 3,222
100-16- Fire Admin	3,082,194.00	2.549%	\$ 1,425		\$ 1,425	\$ 98	\$ 1,522
100-17- Community Development Admin	834,236.00	0.690%	\$ 386		\$ 386	\$ 26	\$ 412
100-18- Public Works Admin	1,289,669.00	1.067%	\$ 596		\$ 596	\$ 41	\$ 637
100-14-21 Recreation Services	1,157,927.00	0.958%	\$ 535		\$ 535	\$ 37	\$ 572
100-14-24 Teen Drop In Center	184,134.00	0.152%	\$ 85		\$ 85	\$ 6	\$ 91
100-14-25 Special Activity Classes	141,222.00	0.117%	\$ 65		\$ 65	\$ 4	\$ 70
100-14-26 Special Events	505,247.00	0.418%	\$ 234		\$ 234	\$ 16	\$ 250
100-14-27 Tennis Operations	394,027.20	0.326%	\$ 182		\$ 182	\$ 12	\$ 195
100-14-28 Facility & Parks Reservations	447,341.00	0.370%	\$ 207		\$ 207	\$ 14	\$ 221
100-14-31 Cultural Arts	513,346.80	0.425%	\$ 237		\$ 237	\$ 16	\$ 254
100-14-34 Art Classes	288,054.00	0.238%	\$ 133		\$ 133	\$ 9	\$ 142
100-14-36 Concerts In The Park	110,943.00	0.092%	\$ 51		\$ 51	\$ 4	\$ 55
100-14-41 Sports Leagues & Tournaments	215,657.00	0.178%	\$ 100		\$ 100	\$ 7	\$ 107
100-14-42 Sports Classes	545,650.00	0.451%	\$ 252		\$ 252	\$ 17	\$ 269
100-14-43 Swimming Activities	559,231.00	0.463%	\$ 258		\$ 258	\$ 18	\$ 276
100-14-44 Sports & Aquatics Admin	197,616.00	0.163%	\$ 91		\$ 91	\$ 6	\$ 98
100-14-51 Volunteers	202,006.00	0.167%	\$ 93		\$ 93	\$ 6	\$ 100
100-14-61 Older Adult Activities	158,605.00	0.131%	\$ 73		\$ 73	\$ 5	\$ 78
100-14-62 Senior Services	415,040.00	0.343%	\$ 192		\$ 192	\$ 13	\$ 205
100-15-21 Patrol	10,202,009.00	8.439%	\$ 4,715		\$ 4,715	\$ 323	\$ 5,039
100-15-31 Investigations	2,899,216.00	2.398%	\$ 1,340		\$ 1,340	\$ 92	\$ 1,432
100-15-32 School Resource Officer	31,664.00	0.026%	\$ 15		\$ 15	\$ 1	\$ 16
100-15-41 Technical Support Services	1,626,537.00	1.345%	\$ 752		\$ 752	\$ 52	\$ 803
100-15-42 Communications	1,488,098.00	1.231%	\$ 688		\$ 688	\$ 47	\$ 735
100-15-51 Crime Prevention	610,424.00	0.505%	\$ 282		\$ 282	\$ 19	\$ 301

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Accounting

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-15-61 Traffic Safety	2,389,146.00	1.976%	\$ 1,104		\$ 1,104	\$ 76	\$ 1,180
100-15-71 Jail Operations	737,240.00	0.610%	\$ 341		\$ 341	\$ 23	\$ 364
100-15-81 Parking Enforcement	2,116,906.00	1.751%	\$ 978		\$ 978	\$ 67	\$ 1,046
100-15-91 Animal Control	315,092.00	0.261%	\$ 146		\$ 146	\$ 10	\$ 156
100-16-21 Prevention	853,373.00	0.706%	\$ 394		\$ 394	\$ 27	\$ 421
100-16-23 Arson Investigation	34,368.00	0.028%	\$ 16		\$ 16	\$ 1	\$ 17
100-16-31 Suppression	7,487,711.00	6.194%	\$ 3,461		\$ 3,461	\$ 237	\$ 3,698
100-16-41 Paramedics	2,409,053.00	1.993%	\$ 1,113		\$ 1,113	\$ 76	\$ 1,190
100-16-51 Special Services	333,835.00	0.276%	\$ 154		\$ 154	\$ 11	\$ 165
100-16-52 Emergency Preparedness	114,577.00	0.095%	\$ 53		\$ 53	\$ 4	\$ 57
100-16-54 CERT (Community Emergency Response Team)	26,520.00	0.022%	\$ 12		\$ 12	\$ 1	\$ 13
100-16-55 Communications	48,390.00	0.040%	\$ 22		\$ 22	\$ 2	\$ 24
100-16-56 Public Education	26,358.00	0.022%	\$ 12		\$ 12	\$ 1	\$ 13
100-17-21 Current Planning	1,290,275.00	1.067%	\$ 596		\$ 596	\$ 41	\$ 637
100-17-31 Plan Check	1,445,694.00	1.196%	\$ 668		\$ 668	\$ 46	\$ 714
100-17-32 Inspection	1,170,469.00	0.968%	\$ 541		\$ 541	\$ 37	\$ 578
100-17-41 Code Enforcement	459,641.00	0.380%	\$ 212		\$ 212	\$ 15	\$ 227
100-17-51 Traffic Engineering	430,497.00	0.356%	\$ 199		\$ 199	\$ 14	\$ 213
100-17-413 Environmental Programs	652,426.00	0.540%	\$ 302		\$ 302	\$ 21	\$ 322
100-18-21 Civil Engineering	2,174,276.00	1.798%	\$ 1,005		\$ 1,005	\$ 69	\$ 1,074
100-18-32 Street Repair	2,408,506.00	1.992%	\$ 1,113		\$ 1,113	\$ 76	\$ 1,190
100-18-34 Traffic Control	387,378.00	0.320%	\$ 179		\$ 179	\$ 12	\$ 191
100-18-42 Parks Maintenance	1,187,169.00	0.982%	\$ 549		\$ 549	\$ 38	\$ 586
100-18-43 School District Maintenance	234,553.00	0.194%	\$ 108		\$ 108	\$ 7	\$ 116
201-18-111 Street Lighting & Landscape Fund - Street Lighting	408,551.00	0.338%	\$ 189		\$ 189	\$ 13	\$ 202
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	4,542.00	0.004%	\$ 2		\$ 2	\$ 0	\$ 2
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	133,708.00	0.111%	\$ 62		\$ 62	\$ 4	\$ 66
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	80,000.00	0.066%	\$ 37		\$ 37	\$ 3	\$ 40
205-18-32 Streets, Highways & Sidewalks - Street Repair	500,000.00	0.414%	\$ 231		\$ 231	\$ 16	\$ 247
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	300,000.00	0.248%	\$ 139		\$ 139	\$ 10	\$ 148
210-15-203 Asset Forfeiture Fund - DOJ Regional	153,700.00	0.127%	\$ 71		\$ 71	\$ 5	\$ 76
211-15-302 Police Safety Grants Fund - State SLES Grant	140,000.00	0.116%	\$ 65		\$ 65	\$ 4	\$ 69
230-14-91 Prop. A Fund - Transportation	1,009,249.00	0.835%	\$ 466		\$ 466	\$ 32	\$ 498
231-18-21 Prop. C Fund - Civil Engineering	461,000.00	0.381%	\$ 213		\$ 213	\$ 15	\$ 228
232-18-91 AB 2766 Air Quality Fund - Transportation	2,100.00	0.002%	\$ 1		\$ 1	\$ 0	\$ 1
233-18-21 Measure R - Civil Engineering	40,000.00	0.033%	\$ 18		\$ 18	\$ 1	\$ 20
233-18-32 Measure R - Street Repair	340,000.00	0.281%	\$ 157		\$ 157	\$ 11	\$ 168
234-18-21 Measure M - Civil Engineering	37,000.00	0.031%	\$ 17		\$ 17	\$ 1	\$ 18
234-18-32 Measure M - Street Repair	480,000.00	0.397%	\$ 222		\$ 222	\$ 15	\$ 237
401-14-11 Capital Improvement Fund - Parks & Rec Admin	1,100,000.00	0.910%	\$ 508		\$ 508	\$ 35	\$ 543
401-15-11 Capital Improvement Fund - Police Admin	386,219.00	0.319%	\$ 179		\$ 179	\$ 12	\$ 191

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Accounting

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
401-16-11 Capital Improvement Fund - Fire Admin	386,219.00	0.319%	\$ 179		\$ 179	\$ 12	\$ 191
401-18-21 Capital Improvement Fund - Civil Engineering	1,510,000.00	1.249%	\$ 698		\$ 698	\$ 48	\$ 746
401-18-32 Capital Improvement Fund - Street Repair	250,000.00	0.207%	\$ 116		\$ 116	\$ 8	\$ 123
501-18-211 Water Administration	3,858,164.00	3.191%	\$ 1,783		\$ 1,783	\$ 122	\$ 1,906
501-18-221 Water Source Of Supply	6,515,100.00	5.389%	\$ 3,011		\$ 3,011	\$ 207	\$ 3,218
501-18-231 Water Pumping	1,306,772.00	1.081%	\$ 604		\$ 604	\$ 41	\$ 645
501-18-241 Water Treatment	296,695.00	0.245%	\$ 137		\$ 137	\$ 9	\$ 147
501-18-251 Water Maintenance	1,582,766.00	1.309%	\$ 732		\$ 732	\$ 50	\$ 782
502-18-311 Stormwater Fund - Storm Drain Maintenance	1,639,089.00	1.356%	\$ 758		\$ 758	\$ 52	\$ 810
503-18-321 Wastewater Fund - Sewer Maintenance	5,063,346.00	4.188%	\$ 2,340		\$ 2,340	\$ 161	\$ 2,501
510-18-411 Refuse Fund - Refuse Management	1,054,302.00	0.872%	\$ 487		\$ 487	\$ 33	\$ 521
520-18-511 Parking Fund - Street Meters & City Lots	4,283,311.00	3.543%	\$ 1,980		\$ 1,980	\$ 136	\$ 2,116
521-18-513 County Parking Lots Fund	210,618.00	0.174%	\$ 97		\$ 97	\$ 7	\$ 104
521-18-514 County Parking Lots Fund	541,632.00	0.448%	\$ 250		\$ 250	\$ 17	\$ 268
522-18-512 State Pier and Parking Lot Fund	599,689.00	0.496%	\$ 277		\$ 277	\$ 19	\$ 296
601-13-21 Insurance Reserve Fund - HR	762,720.00	0.631%	\$ 353		\$ 353	\$ 24	\$ 377
601-13-22 Liability	1,350,965.00	1.117%	\$ 624		\$ 624	\$ 43	\$ 667
601-13-23 Workers Compensation	614,173.00	0.508%	\$ 284		\$ 284	\$ 19	\$ 303
605-19-51 Information Systems Fund - Information Systems	2,899,836.00	2.399%	\$ 1,340		\$ 1,340	\$ 92	\$ 1,432
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	1,248,527.00	1.033%	\$ 577		\$ 577	\$ 40	\$ 617
610-18-621 Fleet Mgmt Fund - Fleet Replacement	1,044,663.00	0.864%	\$ 483		\$ 483	\$ 33	\$ 516
615-12-42 Building Maintenance & Operations Fund - Warehouse	247,487.00	0.205%	\$ 114		\$ 114	\$ 8	\$ 122
615-18-41 Building Maintenance & Operations Fund	1,780,469.00	1.473%	\$ 823		\$ 823	\$ 56	\$ 879
710-18-21 Special Assessment Redemption Fund - Civil Engineering	1,006,950.00	0.833%	\$ 465		\$ 465	\$ 32	\$ 497
801-12-11 Pension Trust Fund - City Council	241,000.00	0.199%	\$ 111		\$ 111	\$ 8	\$ 119
<b>Total</b>	<b>120,894,999.00</b>	<b>100.000%</b>	<b>\$ 55,877</b>	<b>\$ -</b>	<b>\$ 55,877</b>	<b>\$ 3,658</b>	<b>\$ 59,536</b>

Allocation Basis:

Budgeted Expenditures

Source of Allocation:

FY20 Budget

**ALLOCATION SUMMARY**

**100-12- Finance - Accounting**

	<u>Payroll</u>	<u>Accounts Payable</u>	<u>General Ledger /</u>	<u>Financial Reporting</u>
100-11- City Council	\$ 2,247	\$ 2,128	\$ 764	\$ 562
100-11- City Manager	\$ 2,022	\$ 1,817	\$ 4,284	\$ 3,154
100-11- City Treasurer	\$ 449	\$ 55	\$ 72	\$ 53
100-11- City Clerk	\$ 1,573	\$ 1,798	\$ 1,333	\$ 981
100-11- City Attorney	\$ 449	\$ 2,716	\$ 2,251	\$ 1,657
100-12- Finance - Admin	\$ 1,797	\$ 972	\$ 2,060	\$ 1,516
100-12- Finance - Accounting	\$ 1,797	\$ 716	\$ 1,374	\$ 1,012
100-12- Finance - Revenue	\$ 3,363	\$ 3,103	\$ 2,087	\$ 1,536
100-12- Finance - Purchasing	\$ 1,441	\$ 511	\$ 936	\$ 689
100-19- GIS	\$ 961	\$ 334	\$ 688	\$ 506
100-13- HR	\$ 2,402	\$ 3,987	\$ 2,374	\$ 1,747
100-14- Parks & Rec Admin	\$ 1,922	\$ 2,023	\$ 6,150	\$ 4,527
100-15- Police Admin	\$ 8,455	\$ 5,165	\$ 13,485	\$ 9,927
100-16- Fire Admin	\$ 2,114	\$ 2,926	\$ 5,160	\$ 3,799
100-17- Community Development Admin	\$ 1,922	\$ 1,080	\$ 1,487	\$ 1,095
100-18- Public Works Admin	\$ 2,882	\$ 1,296	\$ 2,471	\$ 1,819
100-14-21 Recreation Services	\$ 1,201	\$ 3,849	\$ 2,276	\$ 1,675
100-14-24 Teen Drop In Center	\$ 360	\$ 157	\$ 213	\$ 157
100-14-25 Special Activity Classes	\$ 279	\$ 1,669	\$ 821	\$ 605
100-14-26 Special Events	\$ 711	\$ 491	\$ 788	\$ 580
100-14-27 Tennis Operations	\$ 125	\$ 1,002	\$ 301	\$ 221
100-14-28 Facility & Parks Reservations	\$ 1,119	\$ 1,925	\$ 691	\$ 508
100-14-31 Cultural Arts	\$ 961	\$ 609	\$ 897	\$ 660
100-14-34 Art Classes	\$ 538	\$ 2,219	\$ 606	\$ 446
100-14-36 Concerts In The Park	\$ -	\$ 864	\$ 238	\$ 175
100-14-41 Sports Leagues & Tournaments	\$ 240	\$ 2,848	\$ 802	\$ 590
100-14-42 Sports Classes	\$ 500	\$ 1,787	\$ 931	\$ 686
100-14-43 Swimming Activities	\$ 870	\$ 1,296	\$ 1,098	\$ 808



**ALLOCATION SUMMARY**

**100-12- Finance - Accounting**

	<u>Payroll</u>	<u>Accounts Payable</u>	<u>General Ledger /</u>	<u>Financial Reporting</u>
100-14-44 Sports & Aquatics Admin	\$ 240	\$ -	\$ 413	\$ 304
100-14-51 Volunteers	\$ 480	\$ 79	\$ 391	\$ 288
100-14-61 Older Adult Activities	\$ 58	\$ 1,807	\$ 318	\$ 234
100-14-62 Senior Services	\$ 961	\$ 491	\$ 859	\$ 632
100-15-21 Patrol	\$ 36,510	\$ 2,494	\$ 19,610	\$ 14,436
100-15-31 Investigations	\$ 13,451	\$ 1,276	\$ 5,933	\$ 4,368
100-15-32 School Resource Officer	\$ -	\$ 39	\$ 26	\$ 19
100-15-41 Technical Support Services	\$ 12,490	\$ 2,651	\$ 2,995	\$ 2,205
100-15-42 Communications	\$ -	\$ 471	\$ 2,951	\$ 2,173
100-15-51 Crime Prevention	\$ 2,882	\$ 275	\$ 1,261	\$ 928
100-15-61 Traffic Safety	\$ 6,725	\$ 1,532	\$ 4,501	\$ 3,313
100-15-71 Jail Operations	\$ 5,765	\$ 844	\$ 1,409	\$ 1,037
100-15-81 Parking Enforcement	\$ 14,412	\$ 1,473	\$ 3,983	\$ 2,932
100-15-91 Animal Control	\$ 2,882	\$ 648	\$ 497	\$ 366
100-16-21 Prevention	\$ 1,922	\$ 805	\$ 1,469	\$ 1,081
100-16-23 Arson Investiation	\$ -	\$ 196	\$ 9	\$ 7
100-16-31 Suppression	\$ 18,255	\$ 2,749	\$ 14,606	\$ 10,752
100-16-41 Paramedics	\$ 6,725	\$ 766	\$ 4,106	\$ 3,022
100-16-51 Special Services	\$ 961	\$ 255	\$ 736	\$ 542
100-16-52 Emergency Preparedness	\$ -	\$ 412	\$ 76	\$ 56
100-16-53 Fire Reserves	\$ -	\$ 118	\$ 163	\$ 120
100-16-54 CERT (Community Emergency Response Team)	\$ -	\$ 20	\$ 14	\$ 11
100-16-55 Communications	\$ -	\$ 550	\$ 77	\$ 56
100-16-56 Public Education	\$ -	\$ -	\$ 24	\$ 18
100-17-21 Current Planning	\$ 3,843	\$ 196	\$ 1,188	\$ 875
100-17-22 Advance Planning	\$ -	\$ 1,159	\$ 1,013	\$ 746
100-17-31 Plan Check	\$ 2,162	\$ 648	\$ 2,694	\$ 1,983
100-17-32 Inspection	\$ 3,603	\$ 570	\$ 2,188	\$ 1,611

**ALLOCATION SUMMARY**

**100-12- Finance - Accounting**

	<u>Payroll</u>	<u>Accounts Payable</u>	<u>General Ledger /</u>	<u>Financial Reporting</u>
100-17-41 Code Enforcement	\$ 1,922	\$ 59	\$ 840	\$ 619
100-17-51 Traffic Engineering	\$ 961	\$ 923	\$ 713	\$ 525
100-17-413 Environmental Programs	\$ 480	\$ 255	\$ 351	\$ 258
100-18-21 Civil Engineering	\$ 6,005	\$ 1,100	\$ 3,435	\$ 2,529
100-18-31 Street Maintenance	\$ -	\$ 5,342	\$ -	\$ -
100-18-32 Street Repair	\$ 5,404	\$ 550	\$ 3,910	\$ 2,878
100-18-34 Traffic Control	\$ 721	\$ 2,671	\$ 589	\$ 433
100-18-42 Parks Maintenance	\$ 1,081	\$ 1,728	\$ 1,941	\$ 1,429
100-18-43 School District Maintenance	\$ -	\$ -	\$ 598	\$ 441
100-18-51 Electrical Maintenance	\$ -	\$ -	\$ 40	\$ 29
100-18-413 Environmental Programs	\$ -	\$ 20	\$ -	\$ -
201-18-111 Street Lighting & Landscape Fund - Street Lighting	\$ -	\$ 628	\$ 855	\$ 629
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	\$ -	\$ 236	\$ 4	\$ 3
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	\$ -	\$ 1,198	\$ 388	\$ 286
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	\$ -	\$ -	\$ 125	\$ 92
205-18-32 Streets, Highways & Sidewalks - Street Repair	\$ -	\$ 864	\$ 3,503	\$ 2,579
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	\$ -	\$ 844	\$ 483	\$ 355
210-15-203 Asset Forfeiture Fund - DOJ Regional	\$ -	\$ 2,003	\$ 415	\$ 306
210-15-206 Asset Forfeiture Fund	\$ -	\$ 20	\$ -	\$ -
211-15-302 Police Safety Grants Fund - State SLES Grant	\$ -	\$ 236	\$ 127	\$ 93
230-14-91 Prop. A Fund - Transportation	\$ 1,922	\$ 2,416	\$ 1,847	\$ 1,360
231-18-21 Prop. C Fund - Civil Engineering	\$ -	\$ 471	\$ 1,454	\$ 1,070
231-18-34 Prop. C Fund - Traffic Control	\$ -	\$ 196	\$ 86	\$ 63
232-18-91 AB 2766 Air Quality Fund - Transportation	\$ -	\$ 20	\$ 42	\$ 31
233-18-21 Measure R - Civil Engineering	\$ -	\$ -	\$ 17	\$ 13
233-18-32 Measure R - Street Repair	\$ -	\$ 452	\$ 1,074	\$ 790
234-18-21 Measure M - Civil Engineering	\$ -	\$ -	\$ -	\$ -
234-18-32 Measure M - Street Repair	\$ -	\$ -	\$ -	\$ -

**ALLOCATION SUMMARY**

**100-12- Finance - Accounting**

	<u>Payroll</u>	<u>Accounts Payable</u>	<u>General Ledger /</u>	<u>Financial Reporting</u>
401-11-21 Capital Improvement Fund - City Manager	\$ -	\$ 39	\$ 0	\$ 0
401-12-11 Capital Improvement Fund - City Council	\$ -	\$ 39	\$ 5	\$ 4
401-14-11 Capital Improvement Fund - Parks & Rec Admin	\$ -	\$ -	\$ 47	\$ 35
401-14-21 Capital Improvement Fund - Recreation Services	\$ -	\$ 137	\$ -	\$ -
401-15-11 Capital Improvement Fund - Police Admin	\$ -	\$ 98	\$ 808	\$ 595
401-16-11 Capital Improvement Fund - Fire Admin	\$ -	\$ 98	\$ 808	\$ 595
401-18-11 Capital Improvement Fund - PW Admin	\$ -	\$ 1,414	\$ -	\$ -
401-18-21 Capital Improvement Fund - Civil Engineering	\$ -	\$ -	\$ 789	\$ 581
401-18-32 Capital Improvement Fund - Street Repair	\$ -	\$ 1,100	\$ 651	\$ 480
403-0-0 Underground Assessment Districts	\$ -	\$ -	\$ 848	\$ 625
501-18-211 Water Administration	\$ -	\$ 746	\$ 6,367	\$ 4,687
501-18-221 Water Source Of Supply	\$ -	\$ 589	\$ 13,898	\$ 10,231
501-18-231 Water Pumping	\$ 1,369	\$ 3,849	\$ 1,722	\$ 1,268
501-18-241 Water Treatment	\$ -	\$ 687	\$ 102	\$ 75
501-18-251 Water Maintenance	\$ 3,819	\$ 3,005	\$ 2,708	\$ 1,993
502-18-311 Stormwater Fund - Storm Drain Maintenance	\$ 504	\$ 3,692	\$ 3,160	\$ 2,326
503-18-321 Wastewater Fund - Sewer Maintenance	\$ 1,874	\$ 4,890	\$ 3,964	\$ 2,918
510-18-411 Refuse Fund - Refuse Management	\$ 480	\$ 1,807	\$ 921	\$ 678
520-18-511 Parking Fund - Street Meters & City Lots	\$ 697	\$ 5,263	\$ 5,586	\$ 4,112
521-18-513 County Parking Lots Fund	\$ 96	\$ 864	\$ 326	\$ 240
521-18-514 County Parking Lots Fund	\$ 96	\$ 1,159	\$ 837	\$ 616
522-18-512 State Pier and Parking Lot Fund	\$ 192	\$ 3,751	\$ 3,298	\$ 2,428
601-13-21 Insurance Reserve Fund - HR	\$ 1,441	\$ 1,885	\$ 1,458	\$ 1,073
601-13-22 Liability	\$ -	\$ 412	\$ 3,844	\$ 2,830
601-13-23 Workers Compensation	\$ -	\$ 511	\$ 10,068	\$ 7,411
605-19-51 Information Systems Fund - Information Systems	\$ 3,363	\$ 6,284	\$ 4,638	\$ 3,414
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	\$ 2,042	\$ 6,265	\$ 2,029	\$ 1,493
610-18-621 Fleet Mgmt Fund - Fleet Replacement	\$ -	\$ 5,126	\$ 1,048	\$ 772

**ALLOCATION SUMMARY**

**100-12- Finance - Accounting**

	<u>Payroll</u>	<u>Accounts Payable</u>	<u>General Ledger /</u>	<u>Financial Reporting</u>
615-12-42 Building Maintenance & Operations Fund - Warehouse	\$ -	\$ 2,101	\$ 443	\$ 326
615-18-41 Building Maintenance & Operations Fund	\$ 2,522	\$ 8,032	\$ 2,997	\$ 2,207
710-18-21 Special Assessment Redemption Fund - Civil Engineering	\$ -	\$ 393	\$ 1,941	\$ 1,429
801-12-11 Pension Trust Fund - City Council	\$ -	\$ -	\$ 494	\$ 364
802-0-0 Special Deposits Fund	\$ -	\$ -	\$ -	\$ -
804-0-0 PARS Investment Trust	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$214,017</b>	<b>\$158,334</b>	<b>\$ 228,786</b>	<b>\$ 168,425</b>

**ALLOCATION SUMMARY**

**100-12- Finance - Accounting**

	<u>MOU's</u>	<u>Cash Management</u>	<u>Budget</u>	<u>Total</u>
100-11- City Council	\$ -	\$ 249	\$ 227	\$ 6,178
100-11- City Manager	\$ 279	\$ 227	\$ 614	\$ 12,395
100-11- City Treasurer	\$ -	\$ 7	\$ 21	\$ 657
100-11- City Clerk	\$ 217	\$ 140	\$ 366	\$ 6,408
100-11- City Attorney	\$ 62	\$ 155	\$ 460	\$ 7,750
100-12- Finance - Admin	\$ 248	\$ 182	\$ 521	\$ 7,297
100-12- Finance - Accounting	\$ 248	\$ 115	\$ 337	\$ 5,599
100-12- Finance - Revenue	\$ 463	\$ 191	\$ 574	\$ 11,317
100-12- Finance - Purchasing	\$ 198	\$ 73	\$ 222	\$ 4,070
100-19- GIS	\$ 132	\$ 54	\$ 163	\$ 2,838
100-13- HR	\$ 331	\$ 217	\$ 615	\$ 11,672
100-14- Parks & Rec Admin	\$ 264	\$ 491	\$ 1,469	\$ 16,845
100-15- Police Admin	\$ 1,163	\$ 1,068	\$ 3,222	\$ 42,485
100-16- Fire Admin	\$ 291	\$ 509	\$ 1,522	\$ 16,321
100-17- Community Development Admin	\$ 264	\$ 199	\$ 412	\$ 6,459
100-18- Public Works Admin	\$ 397	\$ 208	\$ 637	\$ 9,710
100-14-21 Recreation Services	\$ 165	\$ 187	\$ 572	\$ 9,926
100-14-24 Teen Drop In Center	\$ 50	\$ 30	\$ 91	\$ 1,057
100-14-25 Special Activity Classes	\$ 38	\$ 23	\$ 70	\$ 3,506
100-14-26 Special Events	\$ 98	\$ 81	\$ 250	\$ 2,998
100-14-27 Tennis Operations	\$ 17	\$ 65	\$ 195	\$ 1,925
100-14-28 Facility & Parks Reservations	\$ 154	\$ 72	\$ 221	\$ 4,690
100-14-31 Cultural Arts	\$ 132	\$ 83	\$ 254	\$ 3,596
100-14-34 Art Classes	\$ 74	\$ 42	\$ 142	\$ 4,068
100-14-36 Concerts In The Park	\$ -	\$ 12	\$ 55	\$ 1,343
100-14-41 Sports Leagues & Tournaments	\$ 33	\$ 35	\$ 107	\$ 4,655
100-14-42 Sports Classes	\$ 69	\$ 90	\$ 269	\$ 4,332
100-14-43 Swimming Activities	\$ 120	\$ 91	\$ 276	\$ 4,558

**ALLOCATION SUMMARY**

**100-12- Finance - Accounting**

	<u>MOU's</u>	<u>Cash Management</u>	<u>Budget</u>	<u>Total</u>
100-14-44 Sports & Aquatics Admin	\$ 33	\$ 32	\$ 98	\$ 1,120
100-14-51 Volunteers	\$ 66	\$ 33	\$ 100	\$ 1,436
100-14-61 Older Adult Activities	\$ 8	\$ 26	\$ 78	\$ 2,529
100-14-62 Senior Services	\$ 132	\$ 63	\$ 205	\$ 3,343
100-15-21 Patrol	\$ 5,024	\$ 1,605	\$ 5,039	\$ 84,718
100-15-31 Investigations	\$ 1,851	\$ 463	\$ 1,432	\$ 28,774
100-15-32 School Resource Officer	\$ -	\$ 5	\$ 16	\$ 105
100-15-41 Technical Support Services	\$ 1,719	\$ 430	\$ 803	\$ 23,294
100-15-42 Communications	\$ -	\$ 251	\$ 735	\$ 6,581
100-15-51 Crime Prevention	\$ 397	\$ 98	\$ 301	\$ 6,142
100-15-61 Traffic Safety	\$ 925	\$ 382	\$ 1,180	\$ 18,559
100-15-71 Jail Operations	\$ 793	\$ 119	\$ 364	\$ 10,332
100-15-81 Parking Enforcement	\$ 1,983	\$ 341	\$ 1,046	\$ 26,170
100-15-91 Animal Control	\$ 397	\$ 50	\$ 156	\$ 4,995
100-16-21 Prevention	\$ 264	\$ 138	\$ 421	\$ 6,101
100-16-23 Arson Investiation	\$ -	\$ 6	\$ 17	\$ 235
100-16-31 Suppression	\$ 2,512	\$ 1,206	\$ 3,698	\$ 53,778
100-16-41 Paramedics	\$ 925	\$ 396	\$ 1,190	\$ 17,131
100-16-51 Special Services	\$ 132	\$ 53	\$ 165	\$ 2,844
100-16-52 Emergency Preparedness	\$ -	\$ 21	\$ 57	\$ 623
100-16-53 Fire Reserves	\$ -	\$ -	\$ -	\$ 400
100-16-54 CERT (Community Emergency Response Team)	\$ -	\$ 4	\$ 13	\$ 62
100-16-55 Communications	\$ -	\$ 31	\$ 24	\$ 737
100-16-56 Public Education	\$ -	\$ 5	\$ 13	\$ 60
100-17-21 Current Planning	\$ 529	\$ 218	\$ 637	\$ 7,486
100-17-22 Advance Planning	\$ -	\$ -	\$ -	\$ 2,917
100-17-31 Plan Check	\$ 297	\$ 245	\$ 714	\$ 8,744
100-17-32 Inspection	\$ 496	\$ 188	\$ 578	\$ 9,233

**ALLOCATION SUMMARY**

**100-12- Finance - Accounting**

	<b>MOU's</b>	<b>Cash Management</b>	<b>Budget</b>	<b>Total</b>
100-17-41 Code Enforcement	\$ 264	\$ 73	\$ 227	\$ 4,004
100-17-51 Traffic Engineering	\$ 132	\$ 77	\$ 213	\$ 3,543
100-17-413 Environmental Programs	\$ 66	\$ 62	\$ 322	\$ 1,795
100-18-21 Civil Engineering	\$ 826	\$ 357	\$ 1,074	\$ 15,326
100-18-31 Street Maintenance	\$ -	\$ -	\$ -	\$ 5,342
100-18-32 Street Repair	\$ 744	\$ 397	\$ 1,190	\$ 15,073
100-18-34 Traffic Control	\$ 99	\$ 63	\$ 191	\$ 4,767
100-18-42 Parks Maintenance	\$ 149	\$ 191	\$ 586	\$ 7,105
100-18-43 School District Maintenance	\$ -	\$ 48	\$ 116	\$ 1,202
100-18-51 Electrical Maintenance	\$ -	\$ -	\$ -	\$ 69
100-18-413 Environmental Programs	\$ -	\$ -	\$ -	\$ 20
201-18-111 Street Lighting & Landscape Fund - Street Lighting	\$ -	\$ 26	\$ 202	\$ 2,341
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	\$ -	\$ 0	\$ 2	\$ 246
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	\$ -	\$ 11	\$ 66	\$ 1,949
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	\$ -	\$ 22	\$ 40	\$ 277
205-18-32 Streets, Highways & Sidewalks - Street Repair	\$ -	\$ 1,183	\$ 247	\$ 8,376
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	\$ -	\$ 530	\$ 148	\$ 2,361
210-15-203 Asset Forfeiture Fund - DOJ Regional	\$ -	\$ 302	\$ 76	\$ 3,103
210-15-206 Asset Forfeiture Fund	\$ -	\$ -	\$ -	\$ 20
211-15-302 Police Safety Grants Fund - State SLES Grant	\$ -	\$ 92	\$ 69	\$ 618
230-14-91 Prop. A Fund - Transportation	\$ 264	\$ 7	\$ 498	\$ 8,314
231-18-21 Prop. C Fund - Civil Engineering	\$ -	\$ 2,257	\$ 228	\$ 5,481
231-18-34 Prop. C Fund - Traffic Control	\$ -	\$ -	\$ -	\$ 345
232-18-91 AB 2766 Air Quality Fund - Transportation	\$ -	\$ 60	\$ 1	\$ 154
233-18-21 Measure R - Civil Engineering	\$ -	\$ 36	\$ 20	\$ 86
233-18-32 Measure R - Street Repair	\$ -	\$ 742	\$ 168	\$ 3,226
234-18-21 Measure M - Civil Engineering	\$ -	\$ 11	\$ 18	\$ 29
234-18-32 Measure M - Street Repair	\$ -	\$ 84	\$ 237	\$ 321

**ALLOCATION SUMMARY**

**100-12- Finance - Accounting**

	<u>MOU's</u>	<u>Cash Management</u>	<u>Budget</u>	<u>Total</u>
401-11-21 Capital Improvement Fund - City Manager	\$ -	\$ -	\$ -	\$ 39
401-12-11 Capital Improvement Fund - City Council	\$ -	\$ -	\$ -	\$ 48
401-14-11 Capital Improvement Fund - Parks & Rec Admin	\$ -	\$ -	\$ 543	\$ 625
401-14-21 Capital Improvement Fund - Recreation Services	\$ -	\$ -	\$ -	\$ 137
401-15-11 Capital Improvement Fund - Police Admin	\$ -	\$ 771	\$ 191	\$ 2,463
401-16-11 Capital Improvement Fund - Fire Admin	\$ -	\$ 771	\$ 191	\$ 2,463
401-18-11 Capital Improvement Fund - PW Admin	\$ -	\$ -	\$ -	\$ 1,414
401-18-21 Capital Improvement Fund - Civil Engineering	\$ -	\$ 2,344	\$ 746	\$ 4,459
401-18-32 Capital Improvement Fund - Street Repair	\$ -	\$ 948	\$ 123	\$ 3,302
403-0-0 Underground Assessment Districts	\$ -	\$ 204	\$ -	\$ 1,677
501-18-211 Water Administration	\$ -	\$ 12,239	\$ 1,906	\$ 25,944
501-18-221 Water Source Of Supply	\$ -	\$ 3,638	\$ 3,218	\$ 31,573
501-18-231 Water Pumping	\$ 188	\$ 752	\$ 645	\$ 9,794
501-18-241 Water Treatment	\$ -	\$ 134	\$ 147	\$ 1,145
501-18-251 Water Maintenance	\$ 526	\$ 766	\$ 782	\$ 13,598
502-18-311 Stormwater Fund - Storm Drain Maintenance	\$ 69	\$ 890	\$ 810	\$ 11,452
503-18-321 Wastewater Fund - Sewer Maintenance	\$ 258	\$ 4,946	\$ 2,501	\$ 21,350
510-18-411 Refuse Fund - Refuse Management	\$ 66	\$ 435	\$ 521	\$ 4,908
520-18-511 Parking Fund - Street Meters & City Lots	\$ 96	\$ 973	\$ 2,116	\$ 18,842
521-18-513 County Parking Lots Fund	\$ 13	\$ 50	\$ 104	\$ 1,693
521-18-514 County Parking Lots Fund	\$ 13	\$ 126	\$ 268	\$ 3,115
522-18-512 State Pier and Parking Lot Fund	\$ 26	\$ 895	\$ 296	\$ 10,886
601-13-21 Insurance Reserve Fund - HR	\$ 198	\$ 813	\$ 377	\$ 7,245
601-13-22 Liability	\$ -	\$ 1,368	\$ 667	\$ 9,122
601-13-23 Workers Compensation	\$ -	\$ 4,660	\$ 303	\$ 22,953
605-19-51 Information Systems Fund - Information Systems	\$ 463	\$ 373	\$ 1,432	\$ 19,967
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	\$ 281	\$ 1,185	\$ 617	\$ 13,911
610-18-621 Fleet Mgmt Fund - Fleet Replacement	\$ -	\$ 439	\$ 516	\$ 7,901



**ALLOCATION SUMMARY**

**100-12- Finance - Accounting**

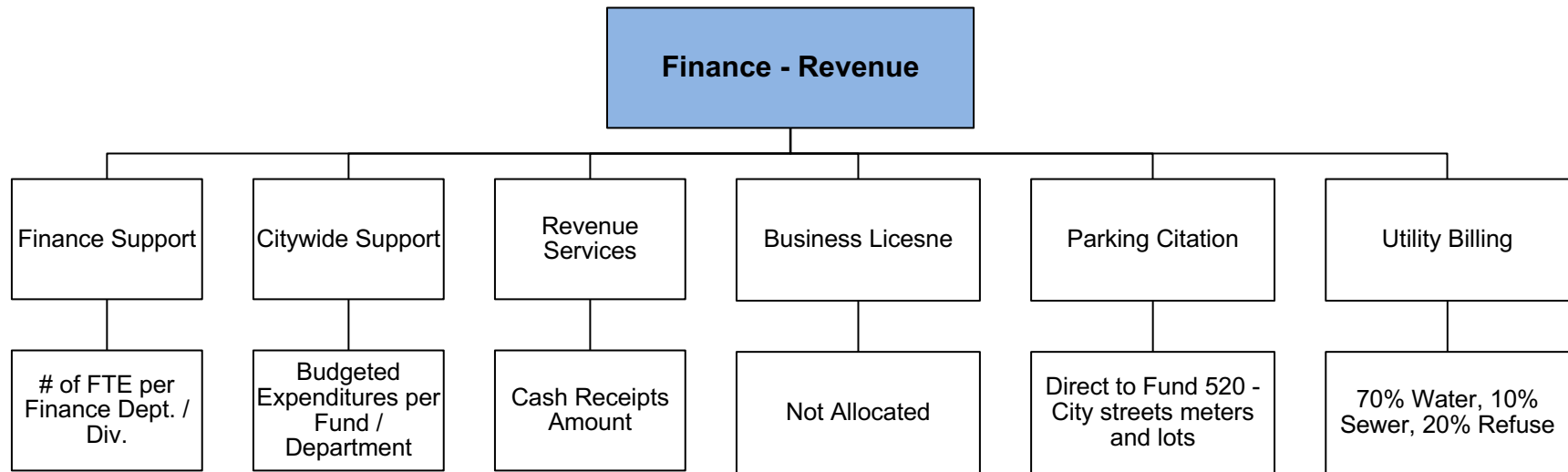
	<u>MOU's</u>	<u>Cash Management</u>	<u>Budget</u>	<u>Total</u>
615-12-42 Building Maintenance & Operations Fund - Warehouse	\$ -	\$ 5	\$ 122	\$ 2,997
615-18-41 Building Maintenance & Operations Fund	\$ 347	\$ 33	\$ 879	\$ 17,017
710-18-21 Special Assessment Redemption Fund - Civil Engineering	\$ -	\$ 697	\$ 497	\$ 4,957
801-12-11 Pension Trust Fund - City Council	\$ -	\$ 39	\$ 119	\$ 1,016
802-0-0 Special Deposits Fund	\$ -	\$ 541	\$ -	\$ 541
804-0-0 PARS Investment Trust	\$ -	\$ 196	\$ -	\$ 196
<b>Total</b>	<b>\$ 29,080</b>	<b>\$ 59,169</b>	<b>\$ 59,536</b>	<b>\$ 917,345</b>

## 9 Finance - Revenue

The role of Finance - Revenue is to provide revenue services for the City of Manhattan Beach. Some of Finance Revenue's responsibilities include Business Licenses, Parking Citations and Utility Billing support. Finance – Revenue's costs are allocated, as follows:

- **Finance Support** – represents support provided by revenue services to other financial functions such as administration, accounting, and purchasing and is measured by the number of FTE per Finance Dept. / Div.
- **Citywide Support** – represents support provided in relation to review and oversight of all citywide revenue resources and is measured by the Budgeted Expenditures per Fund / Department.
- **Revenue Services** – represents support associated with processing all citywide revenues and is measured by the Cash Receipts Amount.
- **Business License** – represents costs associated with intake and processing of business licenses. Costs associated with this function have not been allocated.
- **Parking Citations** – represents costs associated with intake and processing of parking citations and is allocated directly to Fund 520 – City streets meters and lots.
- **Utility Billing** – represents support associated with developing, reviewing, and responding to utility bills and related issues. These costs have been allocated directly as follows: 70% water, 10% sewer, 20% refuse.

The chart on the following page illustrates the functions and measures used to allocate Finance – Revenue's costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

**100-12- Finance - Revenue**

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$1,163,033		\$1,163,033
<b>Total Deductions</b>	\$ -		\$ -
<b>Incoming Costs</b>			
– Building Replacement	\$ 19,742	\$ -	\$ 19,742
100-11- City Council	\$ 7,731	\$ 969	\$ 8,700
100-11- City Manager	\$ 22,250	\$ 3,522	\$ 25,772
100-11- City Treasurer	\$ 313	\$ 34	\$ 346
100-11- City Clerk	\$ 2,519	\$ 354	\$ 2,873
100-11- City Attorney	\$ 13,317	\$ 456	\$ 13,774
100-12- Finance - Admin	\$ 111,623	\$ 14,685	\$ 126,308
100-12- Finance - Accounting	\$ 10,583	\$ 734	\$ 11,317
100-12- Finance - Revenue		\$ 12,174	\$ 12,174
100-12- Finance - Purchasing		\$ 21,435	\$ 21,435
100-13- HR		\$ 23,111	\$ 23,111
<b>Total Incoming Costs</b>	<u>\$ 188,078</u>	<u>\$ 77,475</u>	<u>\$ 265,553</u>
<b>Total Cost Adjustments</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Total Costs to be Allocated</b>	<u>\$1,351,111</u>	<u>\$ 77,475</u>	<u>\$1,428,586</u>

**CITY OF MANHATTAN BEACH, CA**  
**DRAFT FY20 Full Cost Allocation Plan**

**DEPARTMENTAL EXPENSE DETAIL**

**100-12- Finance - Revenue**

Expense Type	\$	General Admin	Finance Support	Citywide Support	Revenue Services	Business Licenses	Parking Citations	Utility Billing
<b>Personnel</b>								
Salaries & Wages	\$ 543,237	\$ -	\$ 10,152	\$ 10,152	\$ 178,346	\$ 52,580	\$ 87,302	\$ 204,704
Fringe Benefits	\$ 219,701	\$ -	\$ 4,106	\$ 4,106	\$ 72,128	\$ 21,265	\$ 35,307	\$ 82,788
<b>Subtotal Personnel Cost</b>	<b>\$ 762,938</b>	<b>\$ -</b>	<b>\$ 14,258</b>	<b>\$ 14,258</b>	<b>\$ 250,475</b>	<b>\$ 73,845</b>	<b>\$ 122,609</b>	<b>\$ 287,492</b>
<b>Operating Services &amp; Supplies</b>								
Contract	\$ 108,700	\$ -	\$ 2,031	\$ 2,031	\$ 35,687	\$ 10,521	\$ 17,469	\$ 40,961
Services & Supplies	\$ 58,254	\$ -	\$ 1,089	\$ 1,089	\$ 19,125	\$ 5,638	\$ 9,362	\$ 21,951
Telephone	\$ 2,152	\$ -	\$ 40	\$ 40	\$ 707	\$ 208	\$ 346	\$ 811
Internal Service Funds	\$ 61,989	\$ -	\$ 1,158	\$ 1,158	\$ 20,351	\$ 6,000	\$ 9,962	\$ 23,359
Parking Citation Contract	\$ 125,000	\$ -					\$ 125,000	
Utility Billing Contract	\$ 44,000	\$ -						\$ 44,000
<b>Subtotal Operating Cost</b>	<b>\$ 400,095</b>	<b>\$ -</b>	<b>\$ 4,319</b>	<b>\$ 4,319</b>	<b>\$ 75,869</b>	<b>\$ 22,368</b>	<b>\$ 162,138</b>	<b>\$ 131,082</b>
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ 1,163,033</b>	<b>\$ -</b>	<b>\$ 18,577</b>	<b>\$ 18,577</b>	<b>\$ 326,344</b>	<b>\$ 96,213</b>	<b>\$ 284,748</b>	<b>\$ 418,574</b>
<b>Disallowed Costs</b>								
<b>Subtotal Disallowed Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost Adjustments</b>								
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 1,163,033</b>	<b>\$ -</b>	<b>\$ 18,577</b>	<b>\$ 18,577</b>	<b>\$ 326,344</b>	<b>\$ 96,213</b>	<b>\$ 284,748</b>	<b>\$ 418,574</b>
<b>First Allocation</b>								
Incoming - All Others	\$ 188,078	\$ -	\$ 3,004	\$ 3,004	\$ 52,774	\$ 15,559	\$ 46,047	\$ 67,689
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ (111,772)	\$ -	\$ -	\$ -	\$ -	\$ (111,772)	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 1,239,339</b>	<b>\$ -</b>	<b>\$ 21,581</b>	<b>\$ 21,581</b>	<b>\$ 379,118</b>	<b>\$ -</b>	<b>\$ 330,795</b>	<b>\$ 486,263</b>
<b>Second Allocation</b>								
Incoming - All Others	\$ 77,475	\$ -	\$ 1,237	\$ 1,237	\$ 21,739	\$ 6,409	\$ 18,968	\$ 27,883
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ (6,409)	\$ -	\$ -	\$ -	\$ -	\$ (6,409)	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 71,066</b>	<b>\$ -</b>	<b>\$ 1,237</b>	<b>\$ 1,237</b>	<b>\$ 21,739</b>	<b>\$ -</b>	<b>\$ 18,968</b>	<b>\$ 27,883</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 1,310,404</b>	<b>\$ -</b>	<b>\$ 22,819</b>	<b>\$ 22,819</b>	<b>\$ 400,857</b>	<b>\$ -</b>	<b>\$ 349,764</b>	<b>\$ 514,146</b>

100-12- Finance - Revenue

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Finance Support</b>							
100-12- Finance - Admin	4.00	22.222%	\$ 4,796		\$ 4,796		\$ 4,796
100-12- Finance - Accounting	4.00	22.222%	\$ 4,796		\$ 4,796		\$ 4,796
100-12- Finance - Revenue	7.00	38.889%	\$ 8,393		\$ 8,393		\$ 8,393
100-12- Finance - Purchasing	3.00	16.667%	\$ 3,597		\$ 3,597	\$ 1,237	\$ 4,834
<b>Total</b>	<b>18.00</b>	<b>100.000%</b>	<b>\$ 21,581</b>	<b>\$ -</b>	<b>\$ 21,581</b>	<b>\$ 1,237</b>	<b>\$ 22,819</b>

Allocation Basis:

# of FTE per Finance Dept / Div

Source of Allocation:

FY20 Staffing

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Revenue

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>Citywide Support</b>							
100-11- City Council	491,349.00	0.406%	\$ 88		\$ 88		\$ 88
100-11- City Manager	1,327,374.00	1.098%	\$ 237		\$ 237		\$ 237
100-11- City Treasurer	45,322.00	0.037%	\$ 8		\$ 8		\$ 8
100-11- City Clerk	791,423.00	0.655%	\$ 141		\$ 141		\$ 141
100-11- City Attorney	996,205.00	0.824%	\$ 178		\$ 178		\$ 178
100-12- Finance - Admin	1,127,112.00	0.932%	\$ 201		\$ 201		\$ 201
100-12- Finance - Accounting	728,575.00	0.603%	\$ 130		\$ 130		\$ 130
100-12- Finance - Revenue	1,163,033.00	0.962%	\$ 208		\$ 208		\$ 208
100-12- Finance - Purchasing	448,536.00	0.371%	\$ 80		\$ 80	\$ 5	\$ 85
100-19- GIS	329,460.00	0.273%	\$ 59		\$ 59	\$ 4	\$ 62
100-13- HR	1,245,190.00	1.030%	\$ 222		\$ 222	\$ 13	\$ 236
100-14- Parks & Rec Admin	2,974,158.00	2.460%	\$ 531		\$ 531	\$ 32	\$ 563
100-15- Police Admin	6,523,153.00	5.396%	\$ 1,164		\$ 1,164	\$ 71	\$ 1,235
100-16- Fire Admin	3,082,194.00	2.549%	\$ 550		\$ 550	\$ 33	\$ 584
100-17- Community Development Admin	834,236.00	0.690%	\$ 149		\$ 149	\$ 9	\$ 158
100-18- Public Works Admin	1,289,669.00	1.067%	\$ 230		\$ 230	\$ 14	\$ 244
100-14-21 Recreation Services	1,157,927.00	0.958%	\$ 207		\$ 207	\$ 13	\$ 219
100-14-24 Teen Drop In Center	184,134.00	0.152%	\$ 33		\$ 33	\$ 2	\$ 35
100-14-25 Special Activity Classes	141,222.00	0.117%	\$ 25		\$ 25	\$ 2	\$ 27
100-14-26 Special Events	505,247.00	0.418%	\$ 90		\$ 90	\$ 5	\$ 96
100-14-27 Tennis Operations	394,027.20	0.326%	\$ 70		\$ 70	\$ 4	\$ 75
100-14-28 Facility & Parks Reservations	447,341.00	0.370%	\$ 80		\$ 80	\$ 5	\$ 85
100-14-31 Cultural Arts	513,346.80	0.425%	\$ 92		\$ 92	\$ 6	\$ 97
100-14-34 Art Classes	288,054.00	0.238%	\$ 51		\$ 51	\$ 3	\$ 55
100-14-36 Concerts In The Park	110,943.00	0.092%	\$ 20		\$ 20	\$ 1	\$ 21
100-14-41 Sports Leagues & Tournaments	215,657.00	0.178%	\$ 38		\$ 38	\$ 2	\$ 41
100-14-42 Sports Classes	545,650.00	0.451%	\$ 97		\$ 97	\$ 6	\$ 103
100-14-43 Swimming Activities	559,231.00	0.463%	\$ 100		\$ 100	\$ 6	\$ 106
100-14-44 Sports & Aquatics Admin	197,616.00	0.163%	\$ 35		\$ 35	\$ 2	\$ 37
100-14-51 Volunteers	202,006.00	0.167%	\$ 36		\$ 36	\$ 2	\$ 38
100-14-61 Older Adult Activities	158,605.00	0.131%	\$ 28		\$ 28	\$ 2	\$ 30
100-14-62 Senior Services	415,040.00	0.343%	\$ 74		\$ 74	\$ 4	\$ 79
100-15-21 Patrol	10,202,009.00	8.439%	\$ 1,821		\$ 1,821	\$ 111	\$ 1,932
100-15-31 Investigations	2,899,216.00	2.398%	\$ 518		\$ 518	\$ 31	\$ 549
100-15-32 School Resource Officer	31,664.00	0.026%	\$ 6		\$ 6	\$ 0	\$ 6
100-15-41 Technical Support Services	1,626,537.00	1.345%	\$ 290		\$ 290	\$ 18	\$ 308
100-15-42 Communications	1,488,098.00	1.231%	\$ 266		\$ 266	\$ 16	\$ 282
100-15-51 Crime Prevention	610,424.00	0.505%	\$ 109		\$ 109	\$ 7	\$ 116

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Revenue

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-15-61 Traffic Safety	2,389,146.00	1.976%	\$ 426		\$ 426	\$ 26	\$ 452
100-15-71 Jail Operations	737,240.00	0.610%	\$ 132		\$ 132	\$ 8	\$ 140
100-15-81 Parking Enforcement	2,116,906.00	1.751%	\$ 378		\$ 378	\$ 23	\$ 401
100-15-91 Animal Control	315,092.00	0.261%	\$ 56		\$ 56	\$ 3	\$ 60
100-16-21 Prevention	853,373.00	0.706%	\$ 152		\$ 152	\$ 9	\$ 162
100-16-23 Arson Investigation	34,368.00	0.028%	\$ 6		\$ 6	\$ 0	\$ 7
100-16-31 Suppression	7,487,711.00	6.194%	\$ 1,337		\$ 1,337	\$ 81	\$ 1,418
100-16-41 Paramedics	2,409,053.00	1.993%	\$ 430		\$ 430	\$ 26	\$ 456
100-16-51 Special Services	333,835.00	0.276%	\$ 60		\$ 60	\$ 4	\$ 63
100-16-52 Emergency Preparedness	114,577.00	0.095%	\$ 20		\$ 20	\$ 1	\$ 22
100-16-54 CERT (Community Emergency Response Team)	26,520.00	0.022%	\$ 5		\$ 5	\$ 0	\$ 5
100-16-55 Communications	48,390.00	0.040%	\$ 9		\$ 9	\$ 1	\$ 9
100-16-56 Public Education	26,358.00	0.022%	\$ 5		\$ 5	\$ 0	\$ 5
100-17-21 Current Planning	1,290,275.00	1.067%	\$ 230		\$ 230	\$ 14	\$ 244
100-17-31 Plan Check	1,445,694.00	1.196%	\$ 258		\$ 258	\$ 16	\$ 274
100-17-32 Inspection	1,170,469.00	0.968%	\$ 209		\$ 209	\$ 13	\$ 222
100-17-41 Code Enforcement	459,641.00	0.380%	\$ 82		\$ 82	\$ 5	\$ 87
100-17-51 Traffic Engineering	430,497.00	0.356%	\$ 77		\$ 77	\$ 5	\$ 82
100-17-413 Environmental Programs	652,426.00	0.540%	\$ 116		\$ 116	\$ 7	\$ 124
100-18-21 Civil Engineering	2,174,276.00	1.798%	\$ 388		\$ 388	\$ 24	\$ 412
100-18-32 Street Repair	2,408,506.00	1.992%	\$ 430		\$ 430	\$ 26	\$ 456
100-18-34 Traffic Control	387,378.00	0.320%	\$ 69		\$ 69	\$ 4	\$ 73
100-18-42 Parks Maintenance	1,187,169.00	0.982%	\$ 212		\$ 212	\$ 13	\$ 225
100-18-43 School District Maintenance	234,553.00	0.194%	\$ 42		\$ 42	\$ 3	\$ 44
201-18-111 Street Lighting & Landscape Fund - Street Lighting	408,551.00	0.338%	\$ 73		\$ 73	\$ 4	\$ 77
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	4,542.00	0.004%	\$ 1		\$ 1	\$ 0	\$ 1
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	133,708.00	0.111%	\$ 24		\$ 24	\$ 1	\$ 25
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	80,000.00	0.066%	\$ 14		\$ 14	\$ 1	\$ 15
205-18-32 Streets, Highways & Sidewalks - Street Repair	500,000.00	0.414%	\$ 89		\$ 89	\$ 5	\$ 95
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	300,000.00	0.248%	\$ 54		\$ 54	\$ 3	\$ 57
210-15-203 Asset Forfeiture Fund - DOJ Regional	153,700.00	0.127%	\$ 27		\$ 27	\$ 2	\$ 29
211-15-302 Police Safety Grants Fund - State SLES Grant	140,000.00	0.116%	\$ 25		\$ 25	\$ 2	\$ 27
230-14-91 Prop. A Fund - Transportation	1,009,249.00	0.835%	\$ 180		\$ 180	\$ 11	\$ 191
231-18-21 Prop. C Fund - Civil Engineering	461,000.00	0.381%	\$ 82		\$ 82	\$ 5	\$ 87
232-18-91 AB 2766 Air Quality Fund - Transportation	2,100.00	0.002%	\$ 0		\$ 0	\$ 0	\$ 0
233-18-21 Measure R - Civil Engineering	40,000.00	0.033%	\$ 7		\$ 7	\$ 0	\$ 8
233-18-32 Measure R - Street Repair	340,000.00	0.281%	\$ 61		\$ 61	\$ 4	\$ 64
234-18-21 Measure M - Civil Engineering	37,000.00	0.031%	\$ 7		\$ 7	\$ 0	\$ 7
234-18-32 Measure M - Street Repair	480,000.00	0.397%	\$ 86		\$ 86	\$ 5	\$ 91
401-14-11 Capital Improvement Fund - Parks & Rec Admin	1,100,000.00	0.910%	\$ 196		\$ 196	\$ 12	\$ 208
401-15-11 Capital Improvement Fund - Police Admin	386,219.00	0.319%	\$ 69		\$ 69	\$ 4	\$ 73



CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Revenue

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
401-16-11 Capital Improvement Fund - Fire Admin	386,219.00	0.319%	\$ 69		\$ 69	\$ 4	\$ 73
401-18-21 Capital Improvement Fund - Civil Engineering	1,510,000.00	1.249%	\$ 270		\$ 270	\$ 16	\$ 286
401-18-32 Capital Improvement Fund - Street Repair	250,000.00	0.207%	\$ 45		\$ 45	\$ 3	\$ 47
501-18-211 Water Administration	3,858,164.00	3.191%	\$ 689		\$ 689	\$ 42	\$ 731
501-18-221 Water Source Of Supply	6,515,100.00	5.389%	\$ 1,163		\$ 1,163	\$ 71	\$ 1,234
501-18-231 Water Pumping	1,306,772.00	1.081%	\$ 233		\$ 233	\$ 14	\$ 247
501-18-241 Water Treatment	296,695.00	0.245%	\$ 53		\$ 53	\$ 3	\$ 56
501-18-251 Water Maintenance	1,582,766.00	1.309%	\$ 283		\$ 283	\$ 17	\$ 300
502-18-311 Stormwater Fund - Storm Drain Maintenance	1,639,089.00	1.356%	\$ 293		\$ 293	\$ 18	\$ 310
503-18-321 Wastewater Fund - Sewer Maintenance	5,063,346.00	4.188%	\$ 904		\$ 904	\$ 55	\$ 959
510-18-411 Refuse Fund - Refuse Management	1,054,302.00	0.872%	\$ 188		\$ 188	\$ 11	\$ 200
520-18-511 Parking Fund - Street Meters & City Lots	4,283,311.00	3.543%	\$ 765		\$ 765	\$ 46	\$ 811
521-18-513 County Parking Lots Fund	210,618.00	0.174%	\$ 38		\$ 38	\$ 2	\$ 40
521-18-514 County Parking Lots Fund	541,632.00	0.448%	\$ 97		\$ 97	\$ 6	\$ 103
522-18-512 State Pier and Parking Lot Fund	599,689.00	0.496%	\$ 107		\$ 107	\$ 6	\$ 114
601-13-21 Insurance Reserve Fund - HR	762,720.00	0.631%	\$ 136		\$ 136	\$ 8	\$ 144
601-13-22 Liability	1,350,965.00	1.117%	\$ 241		\$ 241	\$ 15	\$ 256
601-13-23 Workers Compensation	614,173.00	0.508%	\$ 110		\$ 110	\$ 7	\$ 116
605-19-51 Information Systems Fund - Information Systems	2,899,836.00	2.399%	\$ 518		\$ 518	\$ 31	\$ 549
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	1,248,527.00	1.033%	\$ 223		\$ 223	\$ 14	\$ 236
610-18-621 Fleet Mgmt Fund - Fleet Replacement	1,044,663.00	0.864%	\$ 186		\$ 186	\$ 11	\$ 198
615-12-42 Building Maintenance & Operations Fund - Warehouse	247,487.00	0.205%	\$ 44		\$ 44	\$ 3	\$ 47
615-18-41 Building Maintenance & Operations Fund	1,780,469.00	1.473%	\$ 318		\$ 318	\$ 19	\$ 337
710-18-21 Special Assessment Redemption Fund - Civil Engineering	1,006,950.00	0.833%	\$ 180		\$ 180	\$ 11	\$ 191
801-12-11 Pension Trust Fund - City Council	241,000.00	0.199%	\$ 43		\$ 43	\$ 3	\$ 46
<b>Total</b>	<b>120,894,999.00</b>	<b>100.000%</b>	<b>\$ 21,581</b>	<b>\$ -</b>	<b>\$ 21,581</b>	<b>\$ 1,237</b>	<b>\$ 22,819</b>

Allocation Basis:

Budgeted Expenditures

Source of Allocation:

FY20 Budget

**CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan**

**100-12- Finance - Revenue**

**ALLOCATION DETAIL**

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Revenue Services</b>							
100-11- City Council	1,497,657.71	1.312%	\$ 4,974		\$ 4,974		\$ 4,974
100-11- City Manager	1,363,949.04	1.195%	\$ 4,530		\$ 4,530		\$ 4,530
100-11- City Treasurer	41,794.85	0.037%	\$ 139		\$ 139		\$ 139
100-11- City Clerk	844,104.35	0.739%	\$ 2,803		\$ 2,803		\$ 2,803
100-11- City Attorney	933,132.04	0.817%	\$ 3,099		\$ 3,099		\$ 3,099
100-12- Finance - Admin	1,094,853.67	0.959%	\$ 3,636		\$ 3,636		\$ 3,636
100-12- Finance - Accounting	691,069.38	0.605%	\$ 2,295		\$ 2,295		\$ 2,295
100-12- Finance - Revenue	1,076,027.39	0.943%	\$ 3,574		\$ 3,574		\$ 3,574
100-12- Finance - Purchasing	411,993.54	0.361%	\$ 1,368		\$ 1,368	\$ 84	\$ 1,452
100-13- HR	1,223,355.06	1.072%	\$ 4,063		\$ 4,063	\$ 249	\$ 4,312
100-14- Parks & Rec Admin	2,765,809.59	2.423%	\$ 9,186		\$ 9,186	\$ 564	\$ 9,750
100-15- Police Admin	6,020,005.43	5.274%	\$ 19,993		\$ 19,993	\$ 1,228	\$ 21,221
100-16- Fire Admin	2,870,190.78	2.514%	\$ 9,532		\$ 9,532	\$ 585	\$ 10,117
100-17- Community Development Admin	1,121,101.05	0.982%	\$ 3,723		\$ 3,723	\$ 229	\$ 3,952
100-18- Public Works Admin	1,173,477.15	1.028%	\$ 3,897		\$ 3,897	\$ 239	\$ 4,137
100-14-21 Recreation Services	1,056,433.68	0.925%	\$ 3,509		\$ 3,509	\$ 215	\$ 3,724
100-14-24 Teen Drop In Center	170,913.01	0.150%	\$ 568		\$ 568	\$ 35	\$ 602
100-14-25 Special Activity Classes	131,910.14	0.116%	\$ 438		\$ 438	\$ 27	\$ 465
100-14-26 Special Events	455,766.78	0.399%	\$ 1,514		\$ 1,514	\$ 93	\$ 1,607
100-14-27 Tennis Operations	363,574.23	0.318%	\$ 1,207		\$ 1,207	\$ 74	\$ 1,282
100-14-28 Facility & Parks Reservations	404,835.17	0.355%	\$ 1,345		\$ 1,345	\$ 83	\$ 1,427
100-14-31 Cultural Arts	469,471.46	0.411%	\$ 1,559		\$ 1,559	\$ 96	\$ 1,655
100-14-34 Art Classes	238,892.15	0.209%	\$ 793		\$ 793	\$ 49	\$ 842
100-14-36 Concerts In The Park	65,731.43	0.058%	\$ 218		\$ 218	\$ 13	\$ 232
100-14-41 Sports Leagues & Tournaments	199,147.25	0.174%	\$ 661		\$ 661	\$ 41	\$ 702
100-14-42 Sports Classes	507,834.96	0.445%	\$ 1,687		\$ 1,687	\$ 104	\$ 1,790
100-14-43 Swimming Activities	511,709.83	0.448%	\$ 1,699		\$ 1,699	\$ 104	\$ 1,804
100-14-44 Sports & Aquatics Admin	180,745.66	0.158%	\$ 600		\$ 600	\$ 37	\$ 637
100-14-51 Volunteers	183,429.34	0.161%	\$ 609		\$ 609	\$ 37	\$ 647
100-14-61 Older Adult Activities	144,154.33	0.126%	\$ 479		\$ 479	\$ 29	\$ 508
100-14-62 Senior Services	355,146.52	0.311%	\$ 1,179		\$ 1,179	\$ 72	\$ 1,252
100-15-21 Patrol	9,046,295.28	7.925%	\$ 30,044		\$ 30,044	\$ 1,845	\$ 31,888
100-15-31 Investigations	2,609,141.76	2.286%	\$ 8,665		\$ 8,665	\$ 532	\$ 9,197
100-15-32 School Resource Officer	30,445.22	0.027%	\$ 101		\$ 101	\$ 6	\$ 107
100-15-41 Technical Support Services	2,424,082.43	2.124%	\$ 8,051		\$ 8,051	\$ 494	\$ 8,545
100-15-42 Communications	1,412,236.52	1.237%	\$ 4,690		\$ 4,690	\$ 288	\$ 4,978
100-15-51 Crime Prevention	550,023.42	0.482%	\$ 1,827		\$ 1,827	\$ 112	\$ 1,939
100-15-61 Traffic Safety	2,151,025.57	1.884%	\$ 7,144		\$ 7,144	\$ 439	\$ 7,582

CITY OF MANHATTAN BEACH, CA  
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100-12- Finance - Revenue

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-15-71 Jail Operations	672,890.95	0.589%	\$ 2,235		\$ 2,235	\$ 137	\$ 2,372
100-15-81 Parking Enforcement	1,923,606.41	1.685%	\$ 6,389		\$ 6,389	\$ 392	\$ 6,781
100-15-91 Animal Control	282,445.99	0.247%	\$ 938		\$ 938	\$ 58	\$ 996
100-16-21 Prevention	778,828.68	0.682%	\$ 2,587		\$ 2,587	\$ 159	\$ 2,745
100-16-23 Arson Investiation	33,304.05	0.029%	\$ 111		\$ 111	\$ 7	\$ 117
100-16-31 Suppression	6,796,252.12	5.954%	\$ 22,571		\$ 22,571	\$ 1,386	\$ 23,957
100-16-41 Paramedics	2,229,912.70	1.953%	\$ 7,406		\$ 7,406	\$ 455	\$ 7,860
100-16-51 Special Services	301,264.73	0.264%	\$ 1,001		\$ 1,001	\$ 61	\$ 1,062
100-16-52 Emergency Preparedness	120,959.77	0.106%	\$ 402		\$ 402	\$ 25	\$ 426
100-16-54 CERT (Community Emergency Response Team)	24,426.23	0.021%	\$ 81		\$ 81	\$ 5	\$ 86
100-16-55 Communications	173,241.70	0.152%	\$ 575		\$ 575	\$ 35	\$ 611
100-16-56 Public Education	29,752.17	0.026%	\$ 99		\$ 99	\$ 6	\$ 105
100-17-21 Current Planning	1,226,635.75	1.075%	\$ 4,074		\$ 4,074	\$ 250	\$ 4,324
100-17-31 Plan Check	1,380,716.88	1.210%	\$ 4,586		\$ 4,586	\$ 282	\$ 4,867
100-17-32 Inspection	1,058,633.35	0.927%	\$ 3,516		\$ 3,516	\$ 216	\$ 3,732
100-17-41 Code Enforcement	413,612.23	0.362%	\$ 1,374		\$ 1,374	\$ 84	\$ 1,458
100-17-51 Traffic Engineering	433,208.77	0.379%	\$ 1,439		\$ 1,439	\$ 88	\$ 1,527
100-17-413 Environmental Programs	349,734.89	0.306%	\$ 1,162		\$ 1,162	\$ 71	\$ 1,233
100-18-21 Civil Engineering	2,013,201.91	1.764%	\$ 6,686		\$ 6,686	\$ 411	\$ 7,097
100-18-32 Street Repair	2,237,070.14	1.960%	\$ 7,430		\$ 7,430	\$ 456	\$ 7,886
100-18-34 Traffic Control	353,270.76	0.309%	\$ 1,173		\$ 1,173	\$ 72	\$ 1,245
100-18-42 Parks Maintenance	1,073,781.57	0.941%	\$ 3,566		\$ 3,566	\$ 219	\$ 3,785
100-18-43 School District Maintenance	268,568.04	0.235%	\$ 892		\$ 892	\$ 55	\$ 947
100-18-413 Environmental Programs	306,092.54	0.268%	\$ 1,017		\$ 1,017	\$ 62	\$ 1,079
201-18-111 Street Lighting & Landscape Fund - Street Lighting	378,632.02	0.332%	\$ 1,257		\$ 1,257	\$ 77	\$ 1,335
205-18-32 Streets, Highways & Sidewalks - Street Repair	891,647.16	0.781%	\$ 2,961		\$ 2,961	\$ 182	\$ 3,143
210-15-203 Asset Forfeiture Fund - DOJ Regional	26,513.84	0.023%	\$ 88		\$ 88	\$ 5	\$ 93
211-15-302 Police Safety Grants Fund - State SLES Grant	139,416.41	0.122%	\$ 463		\$ 463	\$ 28	\$ 491
230-14-91 Prop. A Fund - Transportation	664,983.81	0.583%	\$ 2,208		\$ 2,208	\$ 136	\$ 2,344
231-18-21 Prop. C Fund - Civil Engineering	568,704.01	0.498%	\$ 1,889		\$ 1,889	\$ 116	\$ 2,005
232-18-91 AB 2766 Air Quality Fund - Transportation	67,672.06	0.059%	\$ 225		\$ 225	\$ 14	\$ 239
233-18-32 Measure R - Street Repair	409,044.78	0.358%	\$ 1,358		\$ 1,358	\$ 83	\$ 1,442
234-18-32 Measure M - Street Repair	370,688.16	0.325%	\$ 1,231		\$ 1,231	\$ 76	\$ 1,307
401-18-21 Capital Improvement Fund - Civil Engineering	4,069,212.59	3.565%	\$ 13,514		\$ 13,514	\$ 830	\$ 14,344
403-0-0 Underground Assessment Districts	64,475.23	0.056%	\$ 214		\$ 214	\$ 13	\$ 227
501-18-211 Water Administration	15,643,295.02	13.704%	\$ 51,953		\$ 51,953	\$ 3,190	\$ 55,143
502-18-311 Stormwater Fund - Storm Drain Maintenance	748,021.64	0.655%	\$ 2,484		\$ 2,484	\$ 153	\$ 2,637
503-18-321 Wastewater Fund - Sewer Maintenance	3,487,177.55	3.055%	\$ 11,581		\$ 11,581	\$ 711	\$ 12,292
510-18-411 Refuse Fund - Refuse Management	4,298,605.10	3.766%	\$ 14,276		\$ 14,276	\$ 877	\$ 15,153
520-18-511 Parking Fund - Street Meters & City Lots	3,148,342.59	2.758%	\$ 10,456		\$ 10,456	\$ 642	\$ 11,098
521-18-514 County Parking Lots Fund	801,824.51	0.702%	\$ 2,663		\$ 2,663	\$ 164	\$ 2,826

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Revenue

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
522-18-512 State Pier and Parking Lot Fund	536,630.41	0.470%	\$ 1,782		\$ 1,782	\$ 109	\$ 1,892
601-13-21 Insurance Reserve Fund - HR	2,981,247.37	2.612%	\$ 9,901		\$ 9,901	\$ 608	\$ 10,509
605-19-51 Information Systems Fund - Information Systems	1,110.13	0.001%	\$ 4		\$ 4	\$ 0	\$ 4
610-18-621 Fleet Mgmt Fund - Fleet Replacement	45,848.52	0.040%	\$ 152		\$ 152	\$ 9	\$ 162
615-18-41 Building Maintenance & Operations Fund	1,208.23	0.001%	\$ 4		\$ 4	\$ 0	\$ 4
710-18-21 Special Assessment Redemption Fund - Civil Engineering	2,429,193.15	2.128%	\$ 8,068		\$ 8,068	\$ 495	\$ 8,563
801-12-11 Pension Trust Fund - City Council	157,771.05	0.138%	\$ 524		\$ 524	\$ 32	\$ 556
802-0-0 Special Deposits Fund	949,917.36	0.832%	\$ 3,155		\$ 3,155	\$ 194	\$ 3,348
<b>Total</b>	<b>114,154,062.22</b>	<b>100.000%</b>	<b>\$ 379,118</b>	<b>\$-</b>	<b>\$ 379,118</b>	<b>\$ 21,739</b>	<b>\$ 400,857</b>

Allocation Basis:

Cash Receipts Amount

Source of Allocation:

FY18 Cash Receipt Balance

100-12- Finance - Revenue

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Parking Citations</b>							
520-18-511 Parking Fund - Street Meters & City Lots	100.00	100.000%	\$ 330,795		\$ 330,795	\$ 18,968	\$ 349,764
<b>Total</b>	<b>100.00</b>	<b>100.000%</b>	<b>\$ 330,795</b>	<b>\$-</b>	<b>\$ 330,795</b>	<b>\$ 18,968</b>	<b>\$ 349,764</b>

Allocation Basis:

Direct to Fund 520 - County Parking

100-12- Finance - Revenue

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Utility Billing</b>							
501-18-231 Water Pumping	70.00	70.000%	\$ 340,384		\$ 340,384	\$ 19,518	\$ 359,902
503-18-321 Wastewater Fund - Sewer Maintenance	10.00	10.000%	\$ 48,626		\$ 48,626	\$ 2,788	\$ 51,415
510-18-411 Refuse Fund - Refuse Management	20.00	20.000%	\$ 97,253		\$ 97,253	\$ 5,577	\$ 102,829
<b>Total</b>	<b>100.00</b>	<b>100.000%</b>	<b>\$ 486,263</b>	<b>\$ -</b>	<b>\$ 486,263</b>	<b>\$ 27,883</b>	<b>\$ 514,146</b>
<b>Allocation Basis:</b>		<b>70% Water, 10% Sewer, 20% Refuse</b>					

**ALLOCATION SUMMARY**

**100-12- Finance - Revenue**

	<u>Finance Support</u>	<u>Citywide Support</u>	<u>Revenue Services</u>	<u>Parking Citations</u>	<u>Utility Billing</u>	<u>Total</u>
100-11- City Council	\$ -	\$ 88	\$ 4,974	\$ -	\$ -	\$ 5,062
100-11- City Manager	\$ -	\$ 237	\$ 4,530	\$ -	\$ -	\$ 4,767
100-11- City Treasurer	\$ -	\$ 8	\$ 139	\$ -	\$ -	\$ 147
100-11- City Clerk	\$ -	\$ 141	\$ 2,803	\$ -	\$ -	\$ 2,945
100-11- City Attorney	\$ -	\$ 178	\$ 3,099	\$ -	\$ -	\$ 3,277
100-12- Finance - Admin	\$ 4,796	\$ 201	\$ 3,636	\$ -	\$ -	\$ 8,633
100-12- Finance - Accounting	\$ 4,796	\$ 130	\$ 2,295	\$ -	\$ -	\$ 7,221
100-12- Finance - Revenue	\$ 8,393	\$ 208	\$ 3,574	\$ -	\$ -	\$ 12,174
100-12- Finance - Purchasing	\$ 4,834	\$ 85	\$ 1,452	\$ -	\$ -	\$ 6,372
100-19- GIS	\$ -	\$ 62	\$ -	\$ -	\$ -	\$ 62
100-13- HR	\$ -	\$ 236	\$ 4,312	\$ -	\$ -	\$ 4,548
100-14- Parks & Rec Admin	\$ -	\$ 563	\$ 9,750	\$ -	\$ -	\$ 10,313
100-15- Police Admin	\$ -	\$ 1,235	\$ 21,221	\$ -	\$ -	\$ 22,456
100-16- Fire Admin	\$ -	\$ 584	\$ 10,117	\$ -	\$ -	\$ 10,701
100-17- Community Development Admin	\$ -	\$ 158	\$ 3,952	\$ -	\$ -	\$ 4,110
100-18- Public Works Admin	\$ -	\$ 244	\$ 4,137	\$ -	\$ -	\$ 4,381
100-14-21 Recreation Services	\$ -	\$ 219	\$ 3,724	\$ -	\$ -	\$ 3,943
100-14-24 Teen Drop In Center	\$ -	\$ 35	\$ 602	\$ -	\$ -	\$ 637
100-14-25 Special Activity Classes	\$ -	\$ 27	\$ 465	\$ -	\$ -	\$ 492
100-14-26 Special Events	\$ -	\$ 96	\$ 1,607	\$ -	\$ -	\$ 1,702
100-14-27 Tennis Operations	\$ -	\$ 75	\$ 1,282	\$ -	\$ -	\$ 1,356
100-14-28 Facility & Parks Reservations	\$ -	\$ 85	\$ 1,427	\$ -	\$ -	\$ 1,512
100-14-31 Cultural Arts	\$ -	\$ 97	\$ 1,655	\$ -	\$ -	\$ 1,752
100-14-34 Art Classes	\$ -	\$ 55	\$ 842	\$ -	\$ -	\$ 897
100-14-36 Concerts In The Park	\$ -	\$ 21	\$ 232	\$ -	\$ -	\$ 253
100-14-41 Sports Leagues & Tournaments	\$ -	\$ 41	\$ 702	\$ -	\$ -	\$ 743
100-14-42 Sports Classes	\$ -	\$ 103	\$ 1,790	\$ -	\$ -	\$ 1,893
100-14-43 Swimming Activities	\$ -	\$ 106	\$ 1,804	\$ -	\$ -	\$ 1,910
100-14-44 Sports & Aquatics Admin	\$ -	\$ 37	\$ 637	\$ -	\$ -	\$ 675
100-14-51 Volunteers	\$ -	\$ 38	\$ 647	\$ -	\$ -	\$ 685

**ALLOCATION SUMMARY**

**100-12- Finance - Revenue**

	<u>Finance Support</u>	<u>Citywide Support</u>	<u>Revenue Services</u>	<u>Parking Citations</u>	<u>Utility Billing</u>	<u>Total</u>
100-14-61 Older Adult Activities	\$ -	\$ 30	\$ 508	\$ -	\$ -	\$ 538
100-14-62 Senior Services	\$ -	\$ 79	\$ 1,252	\$ -	\$ -	\$ 1,330
100-15-21 Patrol	\$ -	\$ 1,932	\$ 31,888	\$ -	\$ -	\$ 33,820
100-15-31 Investigations	\$ -	\$ 549	\$ 9,197	\$ -	\$ -	\$ 9,746
100-15-32 School Resource Officer	\$ -	\$ 6	\$ 107	\$ -	\$ -	\$ 113
100-15-41 Technical Support Services	\$ -	\$ 308	\$ 8,545	\$ -	\$ -	\$ 8,853
100-15-42 Communications	\$ -	\$ 282	\$ 4,978	\$ -	\$ -	\$ 5,260
100-15-51 Crime Prevention	\$ -	\$ 116	\$ 1,939	\$ -	\$ -	\$ 2,054
100-15-61 Traffic Safety	\$ -	\$ 452	\$ 7,582	\$ -	\$ -	\$ 8,035
100-15-71 Jail Operations	\$ -	\$ 140	\$ 2,372	\$ -	\$ -	\$ 2,512
100-15-81 Parking Enforcement	\$ -	\$ 401	\$ 6,781	\$ -	\$ -	\$ 7,182
100-15-91 Animal Control	\$ -	\$ 60	\$ 996	\$ -	\$ -	\$ 1,055
100-16-21 Prevention	\$ -	\$ 162	\$ 2,745	\$ -	\$ -	\$ 2,907
100-16-23 Arson Investigation	\$ -	\$ 7	\$ 117	\$ -	\$ -	\$ 124
100-16-31 Suppression	\$ -	\$ 1,418	\$ 23,957	\$ -	\$ -	\$ 25,375
100-16-41 Paramedics	\$ -	\$ 456	\$ 7,860	\$ -	\$ -	\$ 8,317
100-16-51 Special Services	\$ -	\$ 63	\$ 1,062	\$ -	\$ -	\$ 1,125
100-16-52 Emergency Preparedness	\$ -	\$ 22	\$ 426	\$ -	\$ -	\$ 448
100-16-54 CERT (Community Emergency Response Team)	\$ -	\$ 5	\$ 86	\$ -	\$ -	\$ 91
100-16-55 Communications	\$ -	\$ 9	\$ 611	\$ -	\$ -	\$ 620
100-16-56 Public Education	\$ -	\$ 5	\$ 105	\$ -	\$ -	\$ 110
100-17-21 Current Planning	\$ -	\$ 244	\$ 4,324	\$ -	\$ -	\$ 4,568
100-17-31 Plan Check	\$ -	\$ 274	\$ 4,867	\$ -	\$ -	\$ 5,141
100-17-32 Inspection	\$ -	\$ 222	\$ 3,732	\$ -	\$ -	\$ 3,953
100-17-41 Code Enforcement	\$ -	\$ 87	\$ 1,458	\$ -	\$ -	\$ 1,545
100-17-51 Traffic Engineering	\$ -	\$ 82	\$ 1,527	\$ -	\$ -	\$ 1,609
100-17-413 Environmental Programs	\$ -	\$ 124	\$ 1,233	\$ -	\$ -	\$ 1,356
100-18-21 Civil Engineering	\$ -	\$ 412	\$ 7,097	\$ -	\$ -	\$ 7,508
100-18-32 Street Repair	\$ -	\$ 456	\$ 7,886	\$ -	\$ -	\$ 8,342
100-18-34 Traffic Control	\$ -	\$ 73	\$ 1,245	\$ -	\$ -	\$ 1,319



**ALLOCATION SUMMARY**

**100-12- Finance - Revenue**

	<u>Finance Support</u>	<u>Citywide Support</u>	<u>Revenue Services</u>	<u>Parking Citations</u>	<u>Utility Billing</u>	<u>Total</u>
100-18-42 Parks Maintenance	\$ -	\$ 225	\$ 3,785	\$ -	\$ -	\$ 4,010
100-18-43 School District Maintenance	\$ -	\$ 44	\$ 947	\$ -	\$ -	\$ 991
100-18-413 Environmental Programs	\$ -	\$ -	\$ 1,079	\$ -	\$ -	\$ 1,079
201-18-111 Street Lighing & Landscape Fund - Street Lighting	\$ -	\$ 77	\$ 1,335	\$ -	\$ -	\$ 1,412
201-18-112 Street Lighing & Landscape Fund - Arbolado Tract Lighting	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ 1
201-18-121 Street Lighing & Landscape Fund - Streetscape Maintenance	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ 25
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	\$ -	\$ 15	\$ -	\$ -	\$ -	\$ 15
205-18-32 Streets, Highways & Sidewalks - Street Repair	\$ -	\$ 95	\$ 3,143	\$ -	\$ -	\$ 3,238
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	\$ -	\$ 57	\$ -	\$ -	\$ -	\$ 57
210-15-203 Asset Forfeiture Fund - DOJ Regional	\$ -	\$ 29	\$ 93	\$ -	\$ -	\$ 123
211-15-302 Police Safety Grants Fund - State SLES Grant	\$ -	\$ 27	\$ 491	\$ -	\$ -	\$ 518
230-14-91 Prop. A Fund - Transportation	\$ -	\$ 191	\$ 2,344	\$ -	\$ -	\$ 2,535
231-18-21 Prop. C Fund - Civil Engineering	\$ -	\$ 87	\$ 2,005	\$ -	\$ -	\$ 2,092
232-18-91 AB 2766 Air Quality Fund - Transportation	\$ -	\$ 0	\$ 239	\$ -	\$ -	\$ 239
233-18-21 Measure R - Civil Engineering	\$ -	\$ 8	\$ -	\$ -	\$ -	\$ 8
233-18-32 Measure R - Street Repair	\$ -	\$ 64	\$ 1,442	\$ -	\$ -	\$ 1,506
234-18-21 Measure M - Civil Engineering	\$ -	\$ 7	\$ -	\$ -	\$ -	\$ 7
234-18-32 Measure M - Street Repair	\$ -	\$ 91	\$ 1,307	\$ -	\$ -	\$ 1,398
401-14-11 Capital Improvement Fund - Parks & Rec Admin	\$ -	\$ 208	\$ -	\$ -	\$ -	\$ 208
401-15-11 Capital Improvement Fund - Police Admin	\$ -	\$ 73	\$ -	\$ -	\$ -	\$ 73
401-16-11 Capital Improvement Fund - Fire Admin	\$ -	\$ 73	\$ -	\$ -	\$ -	\$ 73
401-18-21 Capital Improvement Fund - Civil Engineering	\$ -	\$ 286	\$ 14,344	\$ -	\$ -	\$ 14,630
401-18-32 Capital Improvement Fund - Street Repair	\$ -	\$ 47	\$ -	\$ -	\$ -	\$ 47
403-0-0 Underground Assessment Districts	\$ -	\$ -	\$ 227	\$ -	\$ -	\$ 227
501-18-211 Water Administration	\$ -	\$ 731	\$ 55,143	\$ -	\$ -	\$ 55,873
501-18-221 Water Source Of Supply	\$ -	\$ 1,234	\$ -	\$ -	\$ -	\$ 1,234
501-18-231 Water Pumping	\$ -	\$ 247	\$ -	\$ -	\$ 359,902	\$ 360,150
501-18-241 Water Treatment	\$ -	\$ 56	\$ -	\$ -	\$ -	\$ 56
501-18-251 Water Maintenance	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ 300
502-18-311 Stormwater Fund - Storm Drain Maintenance	\$ -	\$ 310	\$ 2,637	\$ -	\$ -	\$ 2,947

**ALLOCATION SUMMARY**

**100-12- Finance - Revenue**

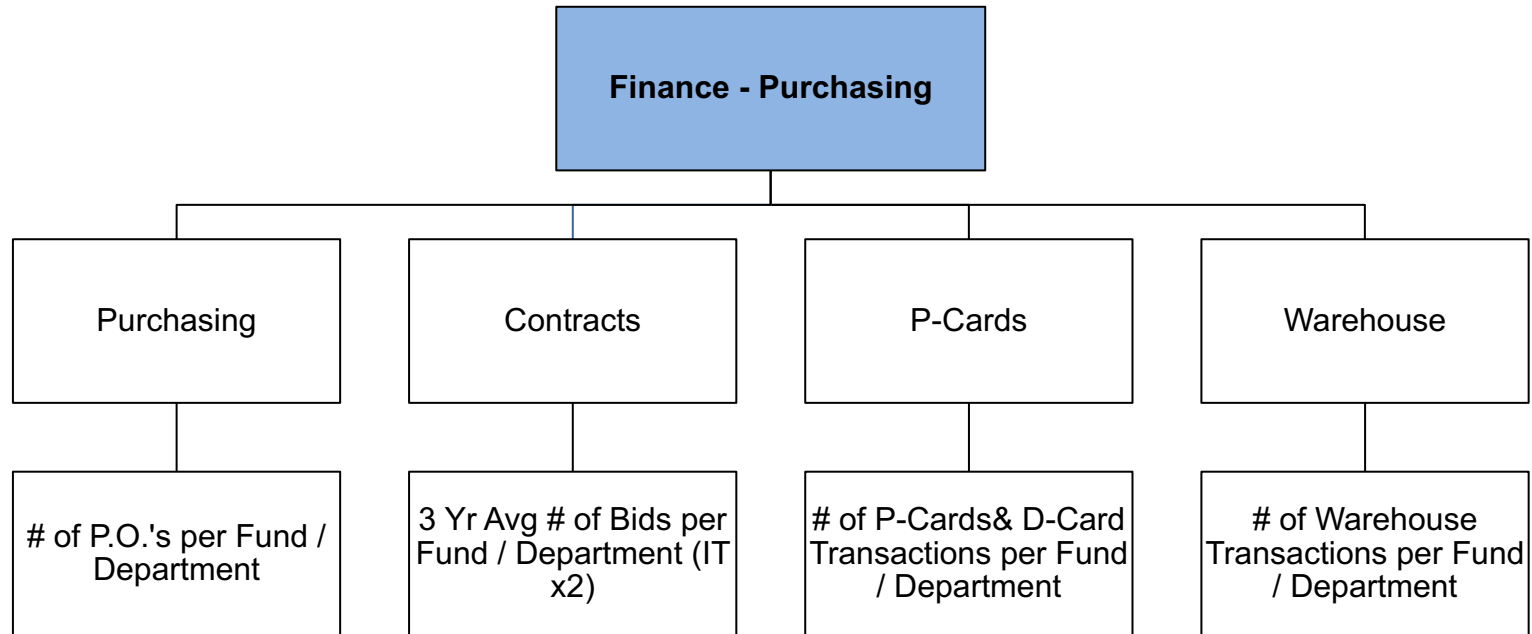
	<u>Finance Support</u>	<u>Citywide Support</u>	<u>Revenue Services</u>	<u>Parking Citations</u>	<u>Utility Billing</u>	<u>Total</u>
503-18-321 Wastewater Fund - Sewer Maintenance	\$ -	\$ 959	\$ 12,292	\$ -	\$ 51,415	\$ 64,666
510-18-411 Refuse Fund - Refuse Management	\$ -	\$ 200	\$ 15,153	\$ -	\$ 102,829	\$ 118,182
520-18-511 Parking Fund - Street Meters & City Lots	\$ -	\$ 811	\$ 11,098	\$ 349,764	\$ -	\$ 361,672
521-18-513 County Parking Lots Fund	\$ -	\$ 40	\$ -	\$ -	\$ -	\$ 40
521-18-514 County Parking Lots Fund	\$ -	\$ 103	\$ 2,826	\$ -	\$ -	\$ 2,929
522-18-512 State Pier and Parking Lot Fund	\$ -	\$ 114	\$ 1,892	\$ -	\$ -	\$ 2,005
601-13-21 Insurance Reserve Fund - HR	\$ -	\$ 144	\$ 10,509	\$ -	\$ -	\$ 10,653
601-13-22 Liability	\$ -	\$ 256	\$ -	\$ -	\$ -	\$ 256
601-13-23 Workers Compensation	\$ -	\$ 116	\$ -	\$ -	\$ -	\$ 116
605-19-51 Information Systems Fund - Information Systems	\$ -	\$ 549	\$ 4	\$ -	\$ -	\$ 553
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	\$ -	\$ 236	\$ -	\$ -	\$ -	\$ 236
610-18-621 Fleet Mgmt Fund - Fleet Replacement	\$ -	\$ 198	\$ 162	\$ -	\$ -	\$ 359
615-12-42 Building Maintenance & Operations Fund - Warehouse	\$ -	\$ 47	\$ -	\$ -	\$ -	\$ 47
615-18-41 Building Maintenance & Operations Fund	\$ -	\$ 337	\$ 4	\$ -	\$ -	\$ 341
710-18-21 Special Assessment Redemption Fund - Civil Engineering	\$ -	\$ 191	\$ 8,563	\$ -	\$ -	\$ 8,754
801-12-11 Pension Trust Fund - City Council	\$ -	\$ 46	\$ 556	\$ -	\$ -	\$ 602
802-0-0 Special Deposits Fund	\$ -	\$ -	\$ 3,348	\$ -	\$ -	\$ 3,348
<b>Total</b>	<b>\$ 22,819</b>	<b>\$ 22,819</b>	<b>\$ 400,857</b>	<b>\$ 349,764</b>	<b>\$ 514,146</b>	<b>\$ 1,310,404</b>

## 10 Finance – Purchasing

Finance - Purchasing is responsible for providing accounting services to the Finance Department and for the City of Manhattan Beach. Finance - Purchasing is responsible for providing support with payroll services, accounts payable, and budgeting. Finance – Purchasing’s costs are allocated, as follows:

- **Purchasing**– represents costs associated with processing and review of purchase orders for city departments and is measured by the number of P.O.’s per Fund / Department.
- **Contracts** – represents the support associated with review and development of contracts resulting from bids and requests for proposals and is measured by the 3 year average number of Bids per Fund / Department with IT counted x2.
- **P-Cards and D-Cards** – represents costs associated with review, reconciliation, and auditing or city issued credit cards and is measured by the number of P-Card Transactions and D-Card Transactions per Fund / Department.
- **Warehouse** – represents support associated with processing items out of the warehouse to city departments and is measured by the number of Warehouse Transactions per Fund / Department.

The chart on the following page illustrates the functions and measures used to allocate Finance - Purchasing’s costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department’s expenses, a function-by-function breakdown of expenses, each function’s allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

**100-12- Finance - Purchasing**

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$ 448,536		\$ 448,536
<b>Total Deductions</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Incoming Costs</b>			
100-11- City Council	\$ 3,212	\$ 402	\$ 3,614
100-11- City Manager	\$ 9,241	\$ 1,463	\$ 10,705
100-11- City Treasurer	\$ 120	\$ 13	\$ 133
100-11- City Clerk	\$ 992	\$ 160	\$ 1,152
100-11- City Attorney	\$ 5,531	\$ 190	\$ 5,721
100-12- Finance - Admin	\$ 47,544	\$ 6,259	\$ 53,804
100-12- Finance - Accounting	\$ 3,806	\$ 263	\$ 4,070
100-12- Finance - Revenue	\$ 5,045	\$ 1,326	\$ 6,372
100-12- Finance - Purchasing		\$ 3,459	\$ 3,459
100-13- HR		\$ 11,555	\$ 11,555
<b>Total Incoming Costs</b>	<u>\$ 75,492</u>	<u>\$ 25,092</u>	<u>\$ 100,584</u>
<b>Total Cost Adjustments</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Total Costs to be Allocated</b>	<u>\$ 524,028</u>	<u>\$ 25,092</u>	<u>\$ 549,120</u>

**DEPARTMENTAL EXPENSE DETAIL**

**100-12- Finance - Purchasing**

Expense Type	\$	General Admin	Purchasing	Contracts	P-Cards and D-Cards	Warehouse
<b>Personnel</b>						
Salaries & Wages	\$ 289,906	\$ -	\$ 156,549	\$ 55,082	\$ 66,678	\$ 11,596
Fringe Benefits	\$ 108,214	\$ -	\$ 58,436	\$ 20,561	\$ 24,889	\$ 4,329
<b>Subtotal Personnel Cost</b>	<b>\$ 398,120</b>	<b>\$ -</b>	<b>\$ 214,985</b>	<b>\$ 75,643</b>	<b>\$ 91,568</b>	<b>\$ 15,925</b>
<b>Operating Services &amp; Supplies</b>						
Contract	\$ 9,240	\$ -	\$ 4,990	\$ 1,756	\$ 2,125	\$ 370
Services & Supplies	\$ 6,180	\$ -	\$ 3,337	\$ 1,174	\$ 1,421	\$ 247
Telephone	\$ 1,620	\$ -	\$ 875	\$ 308	\$ 373	\$ 65
Internal Service Funds	\$ 33,376	\$ -	\$ 18,023	\$ 6,341	\$ 7,676	\$ 1,335
<b>Subtotal Operating Cost</b>	<b>\$ 50,416</b>	<b>\$ -</b>	<b>\$ 27,225</b>	<b>\$ 9,579</b>	<b>\$ 11,596</b>	<b>\$ 2,017</b>
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ 448,536</b>	<b>\$ -</b>	<b>\$ 242,209</b>	<b>\$ 85,222</b>	<b>\$ 103,163</b>	<b>\$ 17,941</b>
<b>Disallowed Costs</b>						
<b>Subtotal Disallowed Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost Adjustments</b>						
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 448,536</b>	<b>\$ -</b>	<b>\$ 242,209</b>	<b>\$ 85,222</b>	<b>\$ 103,163</b>	<b>\$ 17,941</b>
<b>First Allocation</b>						
Incoming - All Others	\$ 75,492	\$ -	\$ 40,766	\$ 14,343	\$ 17,363	\$ 3,020
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 524,028</b>	<b>\$ -</b>	<b>\$ 282,975</b>	<b>\$ 99,565</b>	<b>\$ 120,526</b>	<b>\$ 20,961</b>
<b>Second Allocation</b>						
Incoming - All Others	\$ 25,092	\$ -	\$ 13,550	\$ 4,767	\$ 5,771	\$ 1,004
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 25,092</b>	<b>\$ -</b>	<b>\$ 13,550</b>	<b>\$ 4,767</b>	<b>\$ 5,771</b>	<b>\$ 1,004</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 549,120</b>	<b>\$ -</b>	<b>\$ 296,525</b>	<b>\$ 104,333</b>	<b>\$ 126,298</b>	<b>\$ 21,965</b>

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Purchasing

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>Purchasing</b>							
100-11- City Manager	4.00	5.797%	\$ 16,404		\$ 16,404		\$ 16,404
100-11- City Clerk	2.00	2.899%	\$ 8,202		\$ 8,202		\$ 8,202
100-11- City Attorney	1.00	1.449%	\$ 4,101		\$ 4,101		\$ 4,101
100-12- Finance - Admin	2.00	2.899%	\$ 8,202		\$ 8,202		\$ 8,202
100-12- Finance - Accounting	4.00	5.797%	\$ 16,404		\$ 16,404		\$ 16,404
100-12- Finance - Revenue	5.00	7.246%	\$ 20,505		\$ 20,505		\$ 20,505
100-13- HR	8.00	11.594%	\$ 32,809		\$ 32,809	\$ 2,125	\$ 34,934
100-14- Parks & Rec Admin	5.00	7.246%	\$ 20,505		\$ 20,505	\$ 1,328	\$ 21,834
100-16- Fire Admin	1.00	1.449%	\$ 4,101		\$ 4,101	\$ 266	\$ 4,367
100-18- Public Works Admin	2.00	2.899%	\$ 8,202		\$ 8,202	\$ 531	\$ 8,734
100-15-32 School Resource Officer	1.00	1.449%	\$ 4,101		\$ 4,101	\$ 266	\$ 4,367
100-15-91 Animal Control	1.00	1.449%	\$ 4,101		\$ 4,101	\$ 266	\$ 4,367
100-16-41 Paramedics	1.00	1.449%	\$ 4,101		\$ 4,101	\$ 266	\$ 4,367
100-17-21 Current Planning	2.00	2.899%	\$ 8,202		\$ 8,202	\$ 531	\$ 8,734
100-17-31 Plan Check	1.00	1.449%	\$ 4,101		\$ 4,101	\$ 266	\$ 4,367
100-17-32 Inspection	1.00	1.449%	\$ 4,101		\$ 4,101	\$ 266	\$ 4,367
100-18-31 Street Maintenance	2.00	2.899%	\$ 8,202		\$ 8,202	\$ 531	\$ 8,734
501-18-241 Water Treatment	2.00	2.899%	\$ 8,202		\$ 8,202	\$ 531	\$ 8,734
502-18-311 Stormwater Fund - Storm Drain Maintenance	1.00	1.449%	\$ 4,101		\$ 4,101	\$ 266	\$ 4,367
510-18-411 Refuse Fund - Refuse Management	1.00	1.449%	\$ 4,101		\$ 4,101	\$ 266	\$ 4,367
601-13-21 Insurance Reserve Fund - HR	2.00	2.899%	\$ 8,202		\$ 8,202	\$ 531	\$ 8,734
605-19-51 Information Systems Fund - Information Systems	10.00	14.493%	\$ 41,011		\$ 41,011	\$ 2,657	\$ 43,668
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	1.00	1.449%	\$ 4,101		\$ 4,101	\$ 266	\$ 4,367
615-18-41 Building Maintenance & Operations Fund	9.00	13.043%	\$ 36,910		\$ 36,910	\$ 2,391	\$ 39,301
<b>Total</b>	<b>69.00</b>	<b>100.00%</b>	<b>\$ 282,975</b>	<b>\$ -</b>	<b>\$282,975</b>	<b>\$ 13,550</b>	<b>\$296,525</b>

Allocation Basis:

# of P.O.'s

Source of Allocation:

FY19 PO Report

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Purchasing

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>Contracts</b>							
100-11- City Manager	1.00	1.875%	\$ 1,867		\$ 1,867		\$ 1,867
100-11- City Clerk	1.00	1.875%	\$ 1,867		\$ 1,867		\$ 1,867
100-12- Finance - Admin	1.33	2.494%	\$ 2,483		\$ 2,483		\$ 2,483
100-12- Finance - Purchasing	1.67	3.131%	\$ 3,118		\$ 3,118		\$ 3,118
100-13- HR	2.00	3.750%	\$ 3,734		\$ 3,734	\$ 197	\$ 3,931
100-14- Parks & Rec Admin	1.33	2.494%	\$ 2,483		\$ 2,483	\$ 131	\$ 2,614
100-15- Police Admin	1.00	1.875%	\$ 1,867		\$ 1,867	\$ 99	\$ 1,966
100-16- Fire Admin	2.00	3.750%	\$ 3,734		\$ 3,734	\$ 197	\$ 3,931
100-17- Community Development Admin	1.00	1.875%	\$ 1,867		\$ 1,867	\$ 99	\$ 1,966
100-18- Public Works Admin	7.67	14.382%	\$ 14,320		\$ 14,320	\$ 757	\$ 15,076
100-18-21 Civil Engineering	25.33	47.497%	\$ 47,290		\$ 47,290	\$ 2,499	\$ 49,789
605-19-51 Information Systems Fund - Information Systems	8.00	15.001%	\$ 14,936		\$ 14,936	\$ 789	\$ 15,725
<b>Total</b>	<b>53.33</b>	<b>100.000%</b>	<b>\$ 99,565</b>	<b>\$ -</b>	<b>\$ 99,565</b>	<b>\$ 4,767</b>	<b>\$104,333</b>

Allocation Basis:

3 Yr Avg # of Bids - IT Weighted x2

Source of Allocation:

FY16-19 Bids and RFPs



CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Purchasing

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>P-Cards and D-Cards</b>							
100-11- City Council	267.00	3.107%	\$ 3,745		\$ 3,745		\$ 3,745
100-11- City Manager	377.00	4.387%	\$ 5,287		\$ 5,287		\$ 5,287
100-11- City Treasurer	13.00	0.151%	\$ 182		\$ 182		\$ 182
100-11- City Clerk	73.00	0.849%	\$ 1,024		\$ 1,024		\$ 1,024
100-11- City Attorney	5.00	0.058%	\$ 70		\$ 70		\$ 70
100-12- Finance - Admin	161.00	1.873%	\$ 2,258		\$ 2,258		\$ 2,258
100-12- Finance - Accounting	34.00	0.396%	\$ 477		\$ 477		\$ 477
100-12- Finance - Revenue	59.00	0.687%	\$ 827		\$ 827		\$ 827
100-12- Finance - Purchasing	17.00	0.198%	\$ 238		\$ 238		\$ 238
100-19- GIS	22.00	0.256%	\$ 309		\$ 309	\$ 17	\$ 325
100-13- HR	206.00	2.397%	\$ 2,889		\$ 2,889	\$ 157	\$ 3,046
100-14- Parks & Rec Admin	426.00	4.957%	\$ 5,974		\$ 5,974	\$ 324	\$ 6,298
100-15- Police Admin	676.00	7.866%	\$ 9,481		\$ 9,481	\$ 514	\$ 9,995
100-16- Fire Admin	86.00	1.001%	\$ 1,206		\$ 1,206	\$ 65	\$ 1,272
100-17- Community Development Admin	159.00	1.850%	\$ 2,230		\$ 2,230	\$ 121	\$ 2,351
100-18- Public Works Admin	218.00	2.537%	\$ 3,057		\$ 3,057	\$ 166	\$ 3,223
100-14-21 Recreation Services	84.00	0.977%	\$ 1,178		\$ 1,178	\$ 64	\$ 1,242
100-14-24 Teen Drop In Center	54.00	0.628%	\$ 757		\$ 757	\$ 41	\$ 798
100-14-25 Special Activity Classes	111.00	1.292%	\$ 1,557		\$ 1,557	\$ 84	\$ 1,641
100-14-26 Special Events	253.00	2.944%	\$ 3,548		\$ 3,548	\$ 192	\$ 3,741
100-14-27 Tennis Operations	27.00	0.314%	\$ 379		\$ 379	\$ 21	\$ 399
100-14-28 Facility & Parks Reservations	128.00	1.489%	\$ 1,795		\$ 1,795	\$ 97	\$ 1,892
100-14-31 Cultural Arts	234.00	2.723%	\$ 3,282		\$ 3,282	\$ 178	\$ 3,460
100-14-34 Art Classes	159.00	1.850%	\$ 2,230		\$ 2,230	\$ 121	\$ 2,351
100-14-36 Concerts In The Park	41.00	0.477%	\$ 575		\$ 575	\$ 31	\$ 606
100-14-41 Sports Leagues & Tournaments	79.00	0.919%	\$ 1,108		\$ 1,108	\$ 60	\$ 1,168
100-14-42 Sports Classes	17.00	0.198%	\$ 238		\$ 238	\$ 13	\$ 251
100-14-43 Swimming Activities	210.00	2.444%	\$ 2,945		\$ 2,945	\$ 160	\$ 3,105
100-14-51 Volunteers	5.00	0.058%	\$ 70		\$ 70	\$ 4	\$ 74
100-14-61 Older Adult Activities	125.00	1.455%	\$ 1,753		\$ 1,753	\$ 95	\$ 1,848
100-14-62 Senior Services	180.00	2.094%	\$ 2,524		\$ 2,524	\$ 137	\$ 2,661
100-15-21 Patrol	325.00	3.782%	\$ 4,558		\$ 4,558	\$ 247	\$ 4,805
100-15-31 Investigations	84.00	0.977%	\$ 1,178		\$ 1,178	\$ 64	\$ 1,242
100-15-32 School Resource Officer	17.00	0.198%	\$ 238		\$ 238	\$ 13	\$ 251
100-15-41 Technical Support Services	162.00	1.885%	\$ 2,272		\$ 2,272	\$ 123	\$ 2,395
100-15-51 Crime Prevention	60.00	0.698%	\$ 841		\$ 841	\$ 46	\$ 887
100-15-61 Traffic Safety	74.00	0.861%	\$ 1,038		\$ 1,038	\$ 56	\$ 1,094
100-15-71 Jail Operations	40.00	0.465%	\$ 561		\$ 561	\$ 30	\$ 591

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Purchasing

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-15-81 Parking Enforcement	55.00	0.640%	\$ 771		\$ 771	\$ 42	\$ 813
100-15-91 Animal Control	25.00	0.291%	\$ 351		\$ 351	\$ 19	\$ 370
100-16-21 Prevention	24.00	0.279%	\$ 337		\$ 337	\$ 18	\$ 355
100-16-23 Arson Investiation	17.00	0.198%	\$ 238		\$ 238	\$ 13	\$ 251
100-16-31 Suppression	259.00	3.014%	\$ 3,632		\$ 3,632	\$ 197	\$ 3,829
100-16-41 Paramedics	155.00	1.804%	\$ 2,174		\$ 2,174	\$ 118	\$ 2,292
100-16-51 Special Services	4.00	0.047%	\$ 56		\$ 56	\$ 3	\$ 59
100-16-52 Emergency Preparedness	27.00	0.314%	\$ 379		\$ 379	\$ 21	\$ 399
100-16-54 CERT (Community Emergency Response Team)	19.00	0.221%	\$ 266		\$ 266	\$ 14	\$ 281
100-16-55 Communications	6.00	0.070%	\$ 84		\$ 84	\$ 5	\$ 89
100-16-56 Public Education	6.00	0.070%	\$ 84		\$ 84	\$ 5	\$ 89
100-17-21 Current Planning	18.00	0.209%	\$ 252		\$ 252	\$ 14	\$ 266
100-17-22 Advance Planning	11.00	0.128%	\$ 154		\$ 154	\$ 8	\$ 163
100-17-31 Plan Check	16.00	0.186%	\$ 224		\$ 224	\$ 12	\$ 237
100-17-32 Inspection	39.00	0.454%	\$ 547		\$ 547	\$ 30	\$ 577
100-17-41 Code Enforcement	25.00	0.291%	\$ 351		\$ 351	\$ 19	\$ 370
100-17-51 Traffic Engineering	28.00	0.326%	\$ 393		\$ 393	\$ 21	\$ 414
100-17-413 Environmental Programs	59.00	0.687%	\$ 827		\$ 827	\$ 45	\$ 872
100-18-21 Civil Engineering	83.00	0.966%	\$ 1,164		\$ 1,164	\$ 63	\$ 1,227
100-18-32 Street Repair	132.00	1.536%	\$ 1,851		\$ 1,851	\$ 100	\$ 1,952
100-18-34 Traffic Control	83.00	0.966%	\$ 1,164		\$ 1,164	\$ 63	\$ 1,227
100-18-42 Parks Maintenance	143.00	1.664%	\$ 2,006		\$ 2,006	\$ 109	\$ 2,114
100-18-43 School District Maintenance	7.00	0.081%	\$ 98		\$ 98	\$ 5	\$ 103
100-18-413 Environmental Programs	1.00	0.012%	\$ 14		\$ 14	\$ 1	\$ 15
201-18-111 Street Lighting & Landscape Fund - Street Lighting	1.00	0.012%	\$ 14		\$ 14	\$ 1	\$ 15
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	7.00	0.081%	\$ 98		\$ 98	\$ 5	\$ 103
210-15-203 Asset Forfeiture Fund - DOJ Regional	6.00	0.070%	\$ 84		\$ 84	\$ 5	\$ 89
211-15-302 Police Safety Grants Fund - State SLES Grant	1.00	0.012%	\$ 14		\$ 14	\$ 1	\$ 15
230-14-91 Prop. A Fund - Transportation	39.00	0.454%	\$ 547		\$ 547	\$ 30	\$ 577
401-18-21 Capital Improvement Fund - Civil Engineering	1.00	0.012%	\$ 14		\$ 14	\$ 1	\$ 15
501-18-211 Water Administration	5.00	0.058%	\$ 70		\$ 70	\$ 4	\$ 74
501-18-221 Water Source Of Supply	5.00	0.058%	\$ 70		\$ 70	\$ 4	\$ 74
501-18-231 Water Pumping	64.00	0.745%	\$ 898		\$ 898	\$ 49	\$ 946
501-18-241 Water Treatment	31.00	0.361%	\$ 435		\$ 435	\$ 24	\$ 458
501-18-251 Water Maintenance	116.00	1.350%	\$ 1,627		\$ 1,627	\$ 88	\$ 1,715
502-18-311 Stormwater Fund - Storm Drain Maintenance	33.00	0.384%	\$ 463		\$ 463	\$ 25	\$ 488
503-18-321 Wastewater Fund - Sewer Maintenance	59.00	0.687%	\$ 827		\$ 827	\$ 45	\$ 872
510-18-411 Refuse Fund - Refuse Management	23.00	0.268%	\$ 323		\$ 323	\$ 17	\$ 340
520-18-511 Parking Fund - Street Meters & City Lots	47.00	0.547%	\$ 659		\$ 659	\$ 36	\$ 695
521-18-513 County Parking Lots Fund	2.00	0.023%	\$ 28		\$ 28	\$ 2	\$ 30
521-18-514 County Parking Lots Fund	6.00	0.070%	\$ 84		\$ 84	\$ 5	\$ 89

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Purchasing

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
522-18-512 State Pier and Parking Lot Fund	34.00	0.396%	\$ 477		\$ 477	\$ 26	\$ 503
601-13-21 Insurance Reserve Fund - HR	45.00	0.524%	\$ 631		\$ 631	\$ 34	\$ 665
601-13-22 Liability	1.00	0.012%	\$ 14		\$ 14	\$ 1	\$ 15
605-19-51 Information Systems Fund - Information Systems	324.00	3.770%	\$ 4,544		\$ 4,544	\$ 246	\$ 4,790
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	550.00	6.400%	\$ 7,713		\$ 7,713	\$ 418	\$ 8,132
615-12-42 Building Maintenance & Operations Fund - Warehouse	193.00	2.246%	\$ 2,707		\$ 2,707	\$ 147	\$ 2,854
615-18-41 Building Maintenance & Operations Fund	491.00	5.713%	\$ 6,886		\$ 6,886	\$ 373	\$ 7,259
<b>Total</b>	<b>8,594.00</b>	<b>100.000%</b>	<b>\$ 120,526</b>	<b>\$ -</b>	<b>\$120,526</b>	<b>\$ 5,771</b>	<b>\$126,298</b>

Allocation Basis:

# of P-Card Transactions + # of D-Card Transactions

Source of Allocation:

FY18 P-Card and D-Card Transactions

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-12- Finance - Purchasing

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>Warehouse</b>							
100-11- City Council	3.00	0.133%	\$ 28		\$ 28		\$ 28
100-11- City Manager	13.00	0.578%	\$ 121		\$ 121		\$ 121
100-12- Finance - Admin	8.00	0.355%	\$ 74		\$ 74		\$ 74
100-12- Finance - Revenue	11.00	0.489%	\$ 102		\$ 102		\$ 102
100-12- Finance - Purchasing	11.00	0.489%	\$ 102		\$ 102		\$ 102
100-13- HR	11.00	0.489%	\$ 102		\$ 102	\$ 5	\$ 107
100-14- Parks & Rec Admin	26.00	1.155%	\$ 242		\$ 242	\$ 12	\$ 254
100-17- Community Development Admin	18.00	0.800%	\$ 168		\$ 168	\$ 8	\$ 176
100-18- Public Works Admin	27.00	1.199%	\$ 251		\$ 251	\$ 12	\$ 264
100-14-21 Recreation Services	144.00	6.397%	\$ 1,341		\$ 1,341	\$ 66	\$ 1,406
100-14-25 Special Activity Classes	2.00	0.089%	\$ 19		\$ 19	\$ 1	\$ 20
100-14-31 Cultural Arts	29.00	1.288%	\$ 270		\$ 270	\$ 13	\$ 283
100-14-34 Art Classes	13.00	0.578%	\$ 121		\$ 121	\$ 6	\$ 127
100-14-41 Sports Leagues & Tournaments	1.00	0.044%	\$ 9		\$ 9	\$ 0	\$ 10
100-14-43 Swimming Activities	28.00	1.244%	\$ 261		\$ 261	\$ 13	\$ 273
100-14-62 Senior Services	12.00	0.533%	\$ 112		\$ 112	\$ 5	\$ 117
100-15-21 Patrol	7.00	0.311%	\$ 65		\$ 65	\$ 3	\$ 68
100-15-41 Technical Support Services	23.00	1.022%	\$ 214		\$ 214	\$ 10	\$ 225
100-15-71 Jail Operations	1.00	0.044%	\$ 9		\$ 9	\$ 0	\$ 10
100-15-81 Parking Enforcement	4.00	0.178%	\$ 37		\$ 37	\$ 2	\$ 39
100-15-91 Animal Control	11.00	0.489%	\$ 102		\$ 102	\$ 5	\$ 107
100-16-31 Suppression	140.00	6.219%	\$ 1,304		\$ 1,304	\$ 64	\$ 1,367
100-18-21 Civil Engineering	34.00	1.510%	\$ 317		\$ 317	\$ 15	\$ 332
100-18-32 Street Repair	219.00	9.729%	\$ 2,039		\$ 2,039	\$ 100	\$ 2,139
100-18-34 Traffic Control	55.00	2.443%	\$ 512		\$ 512	\$ 25	\$ 537
100-18-42 Parks Maintenance	22.00	0.977%	\$ 205		\$ 205	\$ 10	\$ 215
100-18-51 Electrical Maintenance	7.00	0.311%	\$ 65		\$ 65	\$ 3	\$ 68
230-14-91 Prop. A Fund - Transportation	32.00	1.422%	\$ 298		\$ 298	\$ 15	\$ 313
501-18-211 Water Administration	1.00	0.044%	\$ 9		\$ 9	\$ 0	\$ 10
501-18-231 Water Pumping	6.00	0.267%	\$ 56		\$ 56	\$ 3	\$ 59
501-18-241 Water Treatment	2.00	0.089%	\$ 19		\$ 19	\$ 1	\$ 20
501-18-251 Water Maintenance	208.00	9.240%	\$ 1,937		\$ 1,937	\$ 95	\$ 2,032
502-18-311 Stormwater Fund - Storm Drain Maintenance	16.00	0.711%	\$ 149		\$ 149	\$ 7	\$ 156
503-18-321 Wastewater Fund - Sewer Maintenance	97.00	4.309%	\$ 903		\$ 903	\$ 44	\$ 947
510-18-411 Refuse Fund - Refuse Management	76.00	3.376%	\$ 708		\$ 708	\$ 35	\$ 742
520-18-511 Parking Fund - Street Meters & City Lots	54.00	2.399%	\$ 503		\$ 503	\$ 25	\$ 527
522-18-512 State Pier and Parking Lot Fund	183.00	8.130%	\$ 1,704		\$ 1,704	\$ 83	\$ 1,787
605-19-51 Information Systems Fund - Information Systems	11.00	0.489%	\$ 102		\$ 102	\$ 5	\$ 107

100-12- Finance - Purchasing

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	58.00	2.577%	\$ 540		\$ 540	\$ 26	\$ 566
615-12-42 Building Maintenance & Operations Fund - Warehouse	42.00	1.866%	\$ 391		\$ 391	\$ 19	\$ 410
615-18-41 Building Maintenance & Operations Fund	585.00	25.988%	\$ 5,447		\$ 5,447	\$ 266	\$ 5,714
<b>Total</b>	<b>2,251.00</b>	<b>100.000%</b>	<b>\$ 20,961</b>	<b>\$ -</b>	<b>\$ 20,961</b>	<b>\$ 1,004</b>	<b>\$ 21,965</b>

Allocation Basis:

# Warehouse Transactions

Source of Allocation:

FY18 Warehouse Transactions

**ALLOCATION SUMMARY**

**100-12- Finance - Purchasing**

	<u>Purchasing</u>	<u>Contracts</u>	<u>P-Cards and D-Cards</u>	<u>Warehouse</u>	<u>Total</u>
100-11- City Council	\$ -	\$ -	\$ 3,745	\$ 28	\$ 3,772
100-11- City Manager	\$ 16,404	\$ 1,867	\$ 5,287	\$ 121	\$ 23,680
100-11- City Treasurer	\$ -	\$ -	\$ 182	\$ -	\$ 182
100-11- City Clerk	\$ 8,202	\$ 1,867	\$ 1,024	\$ -	\$ 11,093
100-11- City Attorney	\$ 4,101	\$ -	\$ 70	\$ -	\$ 4,171
100-12- Finance - Admin	\$ 8,202	\$ 2,483	\$ 2,258	\$ 74	\$ 13,018
100-12- Finance - Accounting	\$ 16,404	\$ -	\$ 477	\$ -	\$ 16,881
100-12- Finance - Revenue	\$ 20,505	\$ -	\$ 827	\$ 102	\$ 21,435
100-12- Finance - Purchasing	\$ -	\$ 3,118	\$ 238	\$ 102	\$ 3,459
100-19- GIS	\$ -	\$ -	\$ 325	\$ -	\$ 325
100-13- HR	\$ 34,934	\$ 3,931	\$ 3,046	\$ 107	\$ 42,019
100-14- Parks & Rec Admin	\$ 21,834	\$ 2,614	\$ 6,298	\$ 254	\$ 31,000
100-15- Police Admin	\$ -	\$ 1,966	\$ 9,995	\$ -	\$ 11,960
100-16- Fire Admin	\$ 4,367	\$ 3,931	\$ 1,272	\$ -	\$ 9,570
100-17- Community Development Admin	\$ -	\$ 1,966	\$ 2,351	\$ 176	\$ 4,492
100-18- Public Works Admin	\$ 8,734	\$ 15,076	\$ 3,223	\$ 264	\$ 27,297
100-14-21 Recreation Services	\$ -	\$ -	\$ 1,242	\$ 1,406	\$ 2,648
100-14-24 Teen Drop In Center	\$ -	\$ -	\$ 798	\$ -	\$ 798
100-14-25 Special Activity Classes	\$ -	\$ -	\$ 1,641	\$ 20	\$ 1,661
100-14-26 Special Events	\$ -	\$ -	\$ 3,741	\$ -	\$ 3,741
100-14-27 Tennis Operations	\$ -	\$ -	\$ 399	\$ -	\$ 399
100-14-28 Facility & Parks Reservations	\$ -	\$ -	\$ 1,892	\$ -	\$ 1,892
100-14-31 Cultural Arts	\$ -	\$ -	\$ 3,460	\$ 283	\$ 3,743
100-14-34 Art Classes	\$ -	\$ -	\$ 2,351	\$ 127	\$ 2,478
100-14-36 Concerts In The Park	\$ -	\$ -	\$ 606	\$ -	\$ 606
100-14-41 Sports Leagues & Tournaments	\$ -	\$ -	\$ 1,168	\$ 10	\$ 1,178
100-14-42 Sports Classes	\$ -	\$ -	\$ 251	\$ -	\$ 251
100-14-43 Swimming Activities	\$ -	\$ -	\$ 3,105	\$ 273	\$ 3,378
100-14-51 Volunteers	\$ -	\$ -	\$ 74	\$ -	\$ 74
100-14-61 Older Adult Activities	\$ -	\$ -	\$ 1,848	\$ -	\$ 1,848

**ALLOCATION SUMMARY**

**100-12- Finance - Purchasing**

	<u>Purchasing</u>	<u>Contracts</u>	<u>P-Cards and D-Cards</u>	<u>Warehouse</u>	<u>Total</u>
100-14-62 Senior Services	\$ -	\$ -	\$ 2,661	\$ 117	\$ 2,779
100-15-21 Patrol	\$ -	\$ -	\$ 4,805	\$ 68	\$ 4,874
100-15-31 Investigations	\$ -	\$ -	\$ 1,242	\$ -	\$ 1,242
100-15-32 School Resource Officer	\$ 4,367	\$ -	\$ 251	\$ -	\$ 4,618
100-15-41 Technical Support Services	\$ -	\$ -	\$ 2,395	\$ 225	\$ 2,620
100-15-51 Crime Prevention	\$ -	\$ -	\$ 887	\$ -	\$ 887
100-15-61 Traffic Safety	\$ -	\$ -	\$ 1,094	\$ -	\$ 1,094
100-15-71 Jail Operations	\$ -	\$ -	\$ 591	\$ 10	\$ 601
100-15-81 Parking Enforcement	\$ -	\$ -	\$ 813	\$ 39	\$ 852
100-15-91 Animal Control	\$ 4,367	\$ -	\$ 370	\$ 107	\$ 4,844
100-16-21 Prevention	\$ -	\$ -	\$ 355	\$ -	\$ 355
100-16-23 Arson Investiation	\$ -	\$ -	\$ 251	\$ -	\$ 251
100-16-31 Suppression	\$ -	\$ -	\$ 3,829	\$ 1,367	\$ 5,197
100-16-41 Paramedics	\$ 4,367	\$ -	\$ 2,292	\$ -	\$ 6,658
100-16-51 Special Services	\$ -	\$ -	\$ 59	\$ -	\$ 59
100-16-52 Emergency Preparedness	\$ -	\$ -	\$ 399	\$ -	\$ 399
100-16-54 CERT (Community Emergency Response Team)	\$ -	\$ -	\$ 281	\$ -	\$ 281
100-16-55 Communications	\$ -	\$ -	\$ 89	\$ -	\$ 89
100-16-56 Public Education	\$ -	\$ -	\$ 89	\$ -	\$ 89
100-17-21 Current Planning	\$ 8,734	\$ -	\$ 266	\$ -	\$ 9,000
100-17-22 Advance Planning	\$ -	\$ -	\$ 163	\$ -	\$ 163
100-17-31 Plan Check	\$ 4,367	\$ -	\$ 237	\$ -	\$ 4,603
100-17-32 Inspection	\$ 4,367	\$ -	\$ 577	\$ -	\$ 4,943
100-17-41 Code Enforcement	\$ -	\$ -	\$ 370	\$ -	\$ 370
100-17-51 Traffic Engineering	\$ -	\$ -	\$ 414	\$ -	\$ 414
100-17-413 Environmental Programs	\$ -	\$ -	\$ 872	\$ -	\$ 872
100-18-21 Civil Engineering	\$ -	\$ 49,789	\$ 1,227	\$ 332	\$ 51,348
100-18-31 Street Maintenance	\$ 8,734	\$ -	\$ -	\$ -	\$ 8,734
100-18-32 Street Repair	\$ -	\$ -	\$ 1,952	\$ 2,139	\$ 4,091
100-18-34 Traffic Control	\$ -	\$ -	\$ 1,227	\$ 537	\$ 1,764

**ALLOCATION SUMMARY**

**100-12- Finance - Purchasing**

	<u>Purchasing</u>	<u>Contracts</u>	<u>P-Cards and D-Cards</u>	<u>Warehouse</u>	<u>Total</u>
100-18-42 Parks Maintenance	\$ -	\$ -	\$ 2,114	\$ 215	\$ 2,329
100-18-43 School District Maintenance	\$ -	\$ -	\$ 103	\$ -	\$ 103
100-18-51 Electrical Maintenance	\$ -	\$ -	\$ -	\$ 68	\$ 68
100-18-413 Environmental Programs	\$ -	\$ -	\$ 15	\$ -	\$ 15
201-18-111 Street Lighting & Landscape Fund - Street Lighting	\$ -	\$ -	\$ 15	\$ -	\$ 15
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	\$ -	\$ -	\$ 103	\$ -	\$ 103
210-15-203 Asset Forfeiture Fund - DOJ Regional	\$ -	\$ -	\$ 89	\$ -	\$ 89
211-15-302 Police Safety Grants Fund - State SLES Grant	\$ -	\$ -	\$ 15	\$ -	\$ 15
230-14-91 Prop. A Fund - Transportation	\$ -	\$ -	\$ 577	\$ 313	\$ 889
401-18-21 Capital Improvement Fund - Civil Engineering	\$ -	\$ -	\$ 15	\$ -	\$ 15
501-18-211 Water Administration	\$ -	\$ -	\$ 74	\$ 10	\$ 84
501-18-221 Water Source Of Supply	\$ -	\$ -	\$ 74	\$ -	\$ 74
501-18-231 Water Pumping	\$ -	\$ -	\$ 946	\$ 59	\$ 1,005
501-18-241 Water Treatment	\$ 8,734	\$ -	\$ 458	\$ 20	\$ 9,211
501-18-251 Water Maintenance	\$ -	\$ -	\$ 1,715	\$ 2,032	\$ 3,747
502-18-311 Stormwater Fund - Storm Drain Maintenance	\$ 4,367	\$ -	\$ 488	\$ 156	\$ 5,011
503-18-321 Wastewater Fund - Sewer Maintenance	\$ -	\$ -	\$ 872	\$ 947	\$ 1,820
510-18-411 Refuse Fund - Refuse Management	\$ 4,367	\$ -	\$ 340	\$ 742	\$ 5,449
520-18-511 Parking Fund - Street Meters & City Lots	\$ -	\$ -	\$ 695	\$ 527	\$ 1,222
521-18-513 County Parking Lots Fund	\$ -	\$ -	\$ 30	\$ -	\$ 30
521-18-514 County Parking Lots Fund	\$ -	\$ -	\$ 89	\$ -	\$ 89
522-18-512 State Pier and Parking Lot Fund	\$ -	\$ -	\$ 503	\$ 1,787	\$ 2,290
601-13-21 Insurance Reserve Fund - HR	\$ 8,734	\$ -	\$ 665	\$ -	\$ 9,399
601-13-22 Liability	\$ -	\$ -	\$ 15	\$ -	\$ 15
605-19-51 Information Systems Fund - Information Systems	\$ 43,668	\$ 15,725	\$ 4,790	\$ 107	\$ 64,290
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	\$ 4,367	\$ -	\$ 8,132	\$ 566	\$ 13,065
615-12-42 Building Maintenance & Operations Fund - Warehouse	\$ -	\$ -	\$ 2,854	\$ 410	\$ 3,264
615-18-41 Building Maintenance & Operations Fund	\$ 39,301	\$ -	\$ 7,259	\$ 5,714	\$ 52,274
<b>Total</b>	<b>\$ 296,525</b>	<b>\$ 104,333</b>	<b>\$ 126,298</b>	<b>\$ 21,965</b>	<b>\$ 549,120</b>

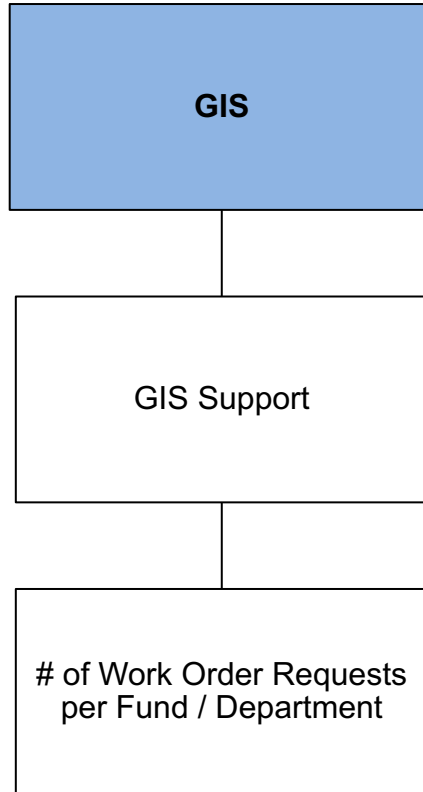


**11 GIS**

GIS is responsible for developing, maintaining, and supporting the City’s Geographical Information System (GIS). GIS gathers, manages, and analyzes geographical information and data for use by City Departments. GIS’s costs are allocated, as follows:

- **GIS Support** – represents costs associated with the update and management of the GIS, including developing specialized maps upon request by city departments and is measured by the number of Work Order Requests per Fund / Department.

The chart on the following page illustrates the functions and measures used to allocate GIS’s costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department’s expenses, a function-by-function breakdown of expenses, each function’s allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

**100-19- GIS**

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$ 329,460		\$ 329,460
<b>Total Deductions</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Incoming Costs</b>			
100-11- City Council	\$ 2,203	\$ 276	\$ 2,479
100-11- City Manager	\$ 6,340	\$ 1,004	\$ 7,344
100-11- City Treasurer	\$ 89	\$ 10	\$ 99
100-11- City Clerk	\$ 992	\$ 160	\$ 1,152
100-11- City Attorney	\$ 3,795	\$ 130	\$ 3,925
100-12- Finance - Admin	\$ 2,378	\$ 276	\$ 2,654
100-12- Finance - Accounting	\$ 2,654	\$ 184	\$ 2,838
100-12- Finance - Revenue	\$ 59	\$ 4	\$ 62
100-12- Finance - Purchasing	\$ 309	\$ 17	\$ 325
100-13- HR		\$ 6,603	\$ 6,603
<b>Total Incoming Costs</b>	<u>\$ 18,819</u>	<u>\$ 8,663</u>	<u>\$ 27,482</u>
<b>Total Cost Adjustments</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Total Costs to be Allocated</b>	<u>\$ 348,279</u>	<u>\$ 8,663</u>	<u>\$ 356,942</u>

**DEPARTMENTAL EXPENSE DETAIL**

**100-19- GIS**

Expense Type	\$	General Admin	GIS Support
<b>Personnel</b>			
Salaries & Wages	\$ 194,729	\$ -	\$ 194,729
Fringe Benefits	\$ 57,636	\$ -	\$ 57,636
<b>Subtotal Personnel Cost</b>	<b>\$ 252,365</b>	<b>\$ -</b>	<b>\$ 252,365</b>
<b>Operating Services &amp; Supplies</b>			
Contract	\$ 68,000	\$ -	\$ 68,000
Services & Supplies	\$ 8,555	\$ -	\$ 8,555
Telephone	\$ 540	\$ -	\$ 540
<b>Subtotal Operating Cost</b>	<b>\$ 77,095</b>	<b>\$ -</b>	<b>\$ 77,095</b>
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ 329,460</b>	<b>\$ -</b>	<b>\$ 329,460</b>
<b>Disallowed Costs</b>			
<b>Subtotal Disallowed Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost Adjustments</b>			
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 329,460</b>	<b>\$ -</b>	<b>\$ 329,460</b>
<b>First Allocation</b>			
Incoming - All Others	\$ 18,819	\$ -	\$ 18,819
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 348,279</b>	<b>\$ -</b>	<b>\$ 348,279</b>
<b>Second Allocation</b>			
Incoming - All Others	\$ 8,663	\$ -	\$ 8,663
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 8,663</b>	<b>\$ -</b>	<b>\$ 8,663</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 356,942</b>	<b>\$ -</b>	<b>\$ 356,942</b>

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-19- GIS

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>GIS Support</b>							
100-11- City Manager	29.00	5.451%	\$ 18,985		\$ 18,985		\$ 18,985
100-12- Finance - Admin	18.00	3.383%	\$ 11,784		\$ 11,784		\$ 11,784
100-13- HR	7.00	1.316%	\$ 4,583		\$ 4,583	\$ 125	\$ 4,708
100-14- Parks & Rec Admin	84.00	15.789%	\$ 54,991		\$ 54,991	\$ 1,500	\$ 56,492
100-15- Police Admin	49.00	9.211%	\$ 32,078		\$ 32,078	\$ 875	\$ 32,954
100-16- Fire Admin	19.00	3.571%	\$ 12,439		\$ 12,439	\$ 339	\$ 12,778
100-17- Community Development Admin	97.00	18.233%	\$ 63,502		\$ 63,502	\$ 1,733	\$ 65,235
100-18- Public Works Admin	135.00	25.376%	\$ 88,379		\$ 88,379	\$ 2,411	\$ 90,790
605-19-51 Information Systems Fund - Information Systems	24.00	4.511%	\$ 15,712		\$ 15,712	\$ 429	\$ 16,141
0-0-0 Other	70.00	13.158%	\$ 45,826		\$ 45,826	\$ 1,250	\$ 47,076
<b>Total</b>	<b>532.00</b>	<b>100.000%</b>	<b>\$ 348,279</b>	<b>\$ -</b>	<b>\$ 348,279</b>	<b>\$ 8,663</b>	<b>\$ 356,942</b>

Allocation Basis:

# of Work Order Requests

Source of Allocation:

FY18 Work Orders

**ALLOCATION SUMMARY**

**100-19- GIS**

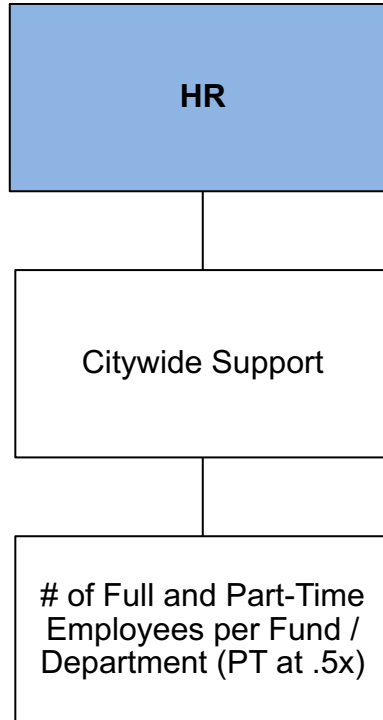
	<u>GIS Support</u>	<u>Total</u>
100-11- City Manager	\$ 18,985	\$ 18,985
100-12- Finance - Admin	\$ 11,784	\$ 11,784
100-13- HR	\$ 4,708	\$ 4,708
100-14- Parks & Rec Admin	\$ 56,492	\$ 56,492
100-15- Police Admin	\$ 32,954	\$ 32,954
100-16- Fire Admin	\$ 12,778	\$ 12,778
100-17- Community Development Admin	\$ 65,235	\$ 65,235
100-18- Public Works Admin	\$ 90,790	\$ 90,790
605-19-51 Information Systems Fund - Information Systems	\$ 16,141	\$ 16,141
0-0-0 Other	<u>\$ 47,076</u>	<u>\$ 47,076</u>
<b>Total</b>	<b><u>\$356,942</u></b>	<b><u>\$356,942</u></b>

## 12 Human Resources

Human Resources provides a variety of services and information to and for City staff including recruitment, support, labor relations, policy, employee benefits, risk management, training, classification and compensation. Human Resources' costs are allocated to Receiving Departments, as follows:

- **Citywide Support** – represents support associated with recruitment, on-boarding, training, disciplinary support, grievances, wellness, and labor relations and is measured by the number of Full and Part-Time Employees per Fund / Department with Part-Time weighted at .5.

The chart on the following page illustrates the functions and measures used to allocate Human Resources' costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.





**COSTS TO BE ALLOCATED**

**100-13- HR**

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$1,245,190		\$1,245,190
<b>Total Deductions</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Incoming Costs</b>			
– Building Replacement	\$ 56,997	\$ -	\$ 56,997
100-11- City Council	\$ 6,365	\$ 797	\$ 7,163
100-11- City Manager	\$ 18,338	\$ 2,899	\$ 21,237
100-11- City Treasurer	\$ 355	\$ 38	\$ 394
100-11- City Clerk	\$ 9,889	\$ 1,519	\$ 11,408
100-11- City Attorney	\$ 10,976	\$ 376	\$ 11,351
100-12- Finance - Admin	\$ 8,908	\$ 1,035	\$ 9,943
100-12- Finance - Accounting	\$ 10,914	\$ 758	\$ 11,672
100-12- Finance - Revenue	\$ 4,285	\$ 263	\$ 4,548
100-12- Finance - Purchasing	\$ 39,534	\$ 2,484	\$ 42,019
100-19- GIS	\$ 4,583	\$ 125	\$ 4,708
100-13- HR		\$ 16,508	\$ 16,508
<b>Total Incoming Costs</b>	<u>\$ 171,144</u>	<u>\$ 26,803</u>	<u>\$ 197,947</u>
<b>Total Cost Adjustments</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Total Costs to be Allocated</b>	<u>\$1,416,334</u>	<u>\$ 26,803</u>	<u>\$1,443,137</u>

**DEPARTMENTAL EXPENSE DETAIL**

**100-13- HR**

Expense Type	\$	General Admin	Citywide Support
<b>Personnel</b>			
Salaries & Wages	\$ 483,802	\$ -	\$ 483,802
Fringe Benefits	\$ 244,034	\$ -	\$ 244,034
<b>Subtotal Personnel Cost</b>	<b>\$ 727,836</b>	<b>\$ -</b>	<b>\$ 727,836</b>
<b>Operating Services &amp; Supplies</b>			
Contract	\$ 184,119	\$ -	\$ 184,119
Services & Supplies	\$ 177,346	\$ -	\$ 177,346
Telephone	\$ 2,701	\$ -	\$ 2,701
Internal Service Funds	\$ 153,188	\$ -	\$ 153,188
<b>Subtotal Operating Cost</b>	<b>\$ 517,354</b>	<b>\$ -</b>	<b>\$ 517,354</b>
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ 1,245,190</b>	<b>\$ -</b>	<b>\$ 1,245,190</b>
<b>Disallowed Costs</b>			
<b>Subtotal Disallowed Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost Adjustments</b>			
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 1,245,190</b>	<b>\$ -</b>	<b>\$ 1,245,190</b>
<b>First Allocation</b>			
Incoming - All Others	\$ 171,144	\$ -	\$ 171,144
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 1,416,334</b>	<b>\$ -</b>	<b>\$ 1,416,334</b>
<b>Second Allocation</b>			
Incoming - All Others	\$ 26,803	\$ -	\$ 26,803
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 26,803</b>	<b>\$ -</b>	<b>\$ 26,803</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 1,443,137</b>	<b>\$ -</b>	<b>\$ 1,443,137</b>

**CITY OF MANHATTAN BEACH, CA**  
**DRAFT FY20 Full Cost Allocation Plan**

**100-13- HR**

**ALLOCATION DETAIL**

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Citywide Support</b>							
100-11- City Council	5.00	1.166%	\$ 16,508		\$ 16,508		\$ 16,508
100-11- City Manager	4.50	1.049%	\$ 14,857		\$ 14,857		\$ 14,857
100-11- City Treasurer	1.00	0.233%	\$ 3,302		\$ 3,302		\$ 3,302
100-11- City Clerk	4.00	0.932%	\$ 13,206		\$ 13,206		\$ 13,206
100-11- City Attorney	1.00	0.233%	\$ 3,302		\$ 3,302		\$ 3,302
100-12- Finance - Admin	4.00	0.932%	\$ 13,206		\$ 13,206		\$ 13,206
100-12- Finance - Accounting	4.50	1.049%	\$ 14,857		\$ 14,857		\$ 14,857
100-12- Finance - Revenue	7.00	1.632%	\$ 23,111		\$ 23,111		\$ 23,111
100-12- Finance - Purchasing	3.50	0.816%	\$ 11,555		\$ 11,555		\$ 11,555
100-19- GIS	2.00	0.466%	\$ 6,603		\$ 6,603		\$ 6,603
100-13- HR	5.00	1.166%	\$ 16,508		\$ 16,508		\$ 16,508
100-14- Parks & Rec Admin	4.50	1.049%	\$ 14,857		\$ 14,857	\$ 311	\$ 15,168
100-15- Police Admin	10.80	2.518%	\$ 35,657		\$ 35,657	\$ 747	\$ 36,404
100-16- Fire Admin	2.70	0.629%	\$ 8,914		\$ 8,914	\$ 187	\$ 9,101
100-17- Community Development Admin	4.50	1.049%	\$ 14,857		\$ 14,857	\$ 311	\$ 15,168
100-18- Public Works Admin	6.00	1.399%	\$ 19,809		\$ 19,809	\$ 415	\$ 20,224
100-14-21 Recreation Services	26.00	6.061%	\$ 85,840		\$ 85,840	\$ 1,798	\$ 87,639
100-14-24 Teen Drop In Center	5.75	1.340%	\$ 18,984		\$ 18,984	\$ 398	\$ 19,382
100-14-25 Special Activity Classes	1.58	0.368%	\$ 5,216		\$ 5,216	\$ 109	\$ 5,326
100-14-26 Special Events	14.48	3.375%	\$ 47,807		\$ 47,807	\$ 1,002	\$ 48,808
100-14-27 Tennis Operations	2.26	0.527%	\$ 7,462		\$ 7,462	\$ 156	\$ 7,618
100-14-28 Facility & Parks Reservations	2.33	0.543%	\$ 7,693		\$ 7,693	\$ 161	\$ 7,854
100-14-31 Cultural Arts	8.50	1.981%	\$ 28,063		\$ 28,063	\$ 588	\$ 28,651
100-14-34 Art Classes	3.12	0.727%	\$ 10,301		\$ 10,301	\$ 216	\$ 10,517
100-14-41 Sports Leagues & Tournaments	0.50	0.117%	\$ 1,651		\$ 1,651	\$ 35	\$ 1,685
100-14-42 Sports Classes	2.54	0.592%	\$ 8,386		\$ 8,386	\$ 176	\$ 8,562
100-14-43 Swimming Activities	33.31	7.765%	\$ 109,975		\$ 109,975	\$ 2,304	\$ 112,279
100-14-44 Sports & Aquatics Admin	0.50	0.117%	\$ 1,651		\$ 1,651	\$ 35	\$ 1,685
100-14-51 Volunteers	1.00	0.233%	\$ 3,302		\$ 3,302	\$ 69	\$ 3,371
100-14-61 Older Adult Activities	1.12	0.261%	\$ 3,698		\$ 3,698	\$ 77	\$ 3,775
100-14-62 Senior Services	7.00	1.632%	\$ 23,111		\$ 23,111	\$ 484	\$ 23,595
100-15-21 Patrol	38.00	8.858%	\$ 125,459		\$ 125,459	\$ 2,628	\$ 128,088
100-15-31 Investigations	14.00	3.263%	\$ 46,222		\$ 46,222	\$ 968	\$ 47,190
100-15-41 Technical Support Services	15.50	3.613%	\$ 51,174		\$ 51,174	\$ 1,072	\$ 52,246
100-15-51 Crime Prevention	3.00	0.699%	\$ 9,905		\$ 9,905	\$ 208	\$ 10,112

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-13- HR

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
100-15-61 Traffic Safety	7.00	1.632%	\$ 23,111		\$ 23,111	\$ 484	\$ 23,595
100-15-71 Jail Operations	6.00	1.399%	\$ 19,809		\$ 19,809	\$ 415	\$ 20,224
100-15-81 Parking Enforcement	21.00	4.895%	\$ 69,333		\$ 69,333	\$ 1,453	\$ 70,785
100-15-91 Animal Control	3.00	0.699%	\$ 9,905		\$ 9,905	\$ 208	\$ 10,112
100-16-21 Prevention	3.50	0.816%	\$ 11,555		\$ 11,555	\$ 242	\$ 11,798
100-16-31 Suppression	19.00	4.429%	\$ 62,730		\$ 62,730	\$ 1,314	\$ 64,044
100-16-41 Paramedics	7.00	1.632%	\$ 23,111		\$ 23,111	\$ 484	\$ 23,595
100-16-51 Special Services	1.00	0.233%	\$ 3,302		\$ 3,302	\$ 69	\$ 3,371
100-16-52 Emergency Preparedness	0.50	0.117%	\$ 1,651		\$ 1,651	\$ 35	\$ 1,685
100-17-21 Current Planning	9.50	2.215%	\$ 31,365		\$ 31,365	\$ 657	\$ 32,022
100-17-31 Plan Check	4.50	1.049%	\$ 14,857		\$ 14,857	\$ 311	\$ 15,168
100-17-32 Inspection	7.50	1.748%	\$ 24,762		\$ 24,762	\$ 519	\$ 25,280
100-17-41 Code Enforcement	4.00	0.932%	\$ 13,206		\$ 13,206	\$ 277	\$ 13,483
100-17-51 Traffic Engineering	2.00	0.466%	\$ 6,603		\$ 6,603	\$ 138	\$ 6,741
100-17-413 Environmental Programs	1.50	0.350%	\$ 4,952		\$ 4,952	\$ 104	\$ 5,056
100-18-21 Civil Engineering	13.00	3.030%	\$ 42,920		\$ 42,920	\$ 899	\$ 43,819
100-18-32 Street Repair	11.25	2.622%	\$ 37,142		\$ 37,142	\$ 778	\$ 37,921
100-18-34 Traffic Control	1.50	0.350%	\$ 4,952		\$ 4,952	\$ 104	\$ 5,056
100-18-42 Parks Maintenance	2.25	0.524%	\$ 7,428		\$ 7,428	\$ 156	\$ 7,584
230-14-91 Prop. A Fund - Transportation	10.50	2.448%	\$ 34,666		\$ 34,666	\$ 726	\$ 35,393
501-18-231 Water Pumping	2.85	0.664%	\$ 9,409		\$ 9,409	\$ 197	\$ 9,607
501-18-251 Water Maintenance	9.45	2.203%	\$ 31,200		\$ 31,200	\$ 654	\$ 31,853
502-18-311 Stormwater Fund - Storm Drain Maintenance	1.05	0.245%	\$ 3,467		\$ 3,467	\$ 73	\$ 3,539
503-18-321 Wastewater Fund - Sewer Maintenance	3.90	0.909%	\$ 12,876		\$ 12,876	\$ 270	\$ 13,146
510-18-411 Refuse Fund - Refuse Management	1.00	0.233%	\$ 3,302		\$ 3,302	\$ 69	\$ 3,371
520-18-511 Parking Fund - Street Meters & City Lots	1.45	0.338%	\$ 4,787		\$ 4,787	\$ 100	\$ 4,888
521-18-513 County Parking Lots Fund	0.20	0.047%	\$ 660		\$ 660	\$ 14	\$ 674
521-18-514 County Parking Lots Fund	0.20	0.047%	\$ 660		\$ 660	\$ 14	\$ 674
522-18-512 State Pier and Parking Lot Fund	0.40	0.093%	\$ 1,321		\$ 1,321	\$ 28	\$ 1,348
601-13-21 Insurance Reserve Fund - HR	3.50	0.816%	\$ 11,555		\$ 11,555	\$ 242	\$ 11,798
605-19-51 Information Systems Fund - Information Systems	9.50	2.215%	\$ 31,365		\$ 31,365	\$ 657	\$ 32,022
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	4.25	0.991%	\$ 14,032		\$ 14,032	\$ 294	\$ 14,326
615-18-41 Building Maintenance & Operations Fund	5.25	1.224%	\$ 17,333		\$ 17,333	\$ 363	\$ 17,696
<b>Total</b>	<b>428.99</b>	<b>100.000%</b>	<b>\$ 1,416,334</b>	<b>\$ -</b>	<b>\$ 1,416,334</b>	<b>\$ 26,803</b>	<b>\$ 1,443,137</b>

Allocation Basis:

# of Full and Part-Time Employees (Part-Time weighted at .5x)

Source of Allocation:

FY20 Staffing

**ALLOCATION SUMMARY**

**100-13- HR**

	<u>Citywide Support</u>	<u>Total</u>
100-11- City Council	\$ 16,508	\$ 16,508
100-11- City Manager	\$ 14,857	\$ 14,857
100-11- City Treasurer	\$ 3,302	\$ 3,302
100-11- City Clerk	\$ 13,206	\$ 13,206
100-11- City Attorney	\$ 3,302	\$ 3,302
100-12- Finance - Admin	\$ 13,206	\$ 13,206
100-12- Finance - Accounting	\$ 14,857	\$ 14,857
100-12- Finance - Revenue	\$ 23,111	\$ 23,111
100-12- Finance - Purchasing	\$ 11,555	\$ 11,555
100-19- GIS	\$ 6,603	\$ 6,603
100-13- HR	\$ 16,508	\$ 16,508
100-14- Parks & Rec Admin	\$ 15,168	\$ 15,168
100-15- Police Admin	\$ 36,404	\$ 36,404
100-16- Fire Admin	\$ 9,101	\$ 9,101
100-17- Community Development Admin	\$ 15,168	\$ 15,168
100-18- Public Works Admin	\$ 20,224	\$ 20,224
100-14-21 Recreation Services	\$ 87,639	\$ 87,639
100-14-24 Teen Drop In Center	\$ 19,382	\$ 19,382
100-14-25 Special Activity Classes	\$ 5,326	\$ 5,326
100-14-26 Special Events	\$ 48,808	\$ 48,808
100-14-27 Tennis Operations	\$ 7,618	\$ 7,618
100-14-28 Facility & Parks Reservations	\$ 7,854	\$ 7,854
100-14-31 Cultural Arts	\$ 28,651	\$ 28,651
100-14-34 Art Classes	\$ 10,517	\$ 10,517
100-14-41 Sports Leagues & Tournaments	\$ 1,685	\$ 1,685
100-14-42 Sports Classes	\$ 8,562	\$ 8,562

**ALLOCATION SUMMARY**

**100-13- HR**

	<u>Citywide Support</u>	<u>Total</u>
100-14-43 Swimming Activities	\$ 112,279	\$ 112,279
100-14-44 Sports & Aquatics Admin	\$ 1,685	\$ 1,685
100-14-51 Volunteers	\$ 3,371	\$ 3,371
100-14-61 Older Adult Activities	\$ 3,775	\$ 3,775
100-14-62 Senior Services	\$ 23,595	\$ 23,595
100-15-21 Patrol	\$ 128,088	\$ 128,088
100-15-31 Investigations	\$ 47,190	\$ 47,190
100-15-41 Technical Support Services	\$ 52,246	\$ 52,246
100-15-51 Crime Prevention	\$ 10,112	\$ 10,112
100-15-61 Traffic Safety	\$ 23,595	\$ 23,595
100-15-71 Jail Operations	\$ 20,224	\$ 20,224
100-15-81 Parking Enforcement	\$ 70,785	\$ 70,785
100-15-91 Animal Control	\$ 10,112	\$ 10,112
100-16-21 Prevention	\$ 11,798	\$ 11,798
100-16-31 Suppression	\$ 64,044	\$ 64,044
100-16-41 Paramedics	\$ 23,595	\$ 23,595
100-16-51 Special Services	\$ 3,371	\$ 3,371
100-16-52 Emergency Preparedness	\$ 1,685	\$ 1,685
100-17-21 Current Planning	\$ 32,022	\$ 32,022
100-17-31 Plan Check	\$ 15,168	\$ 15,168
100-17-32 Inspection	\$ 25,280	\$ 25,280
100-17-41 Code Enforcement	\$ 13,483	\$ 13,483
100-17-51 Traffic Engineering	\$ 6,741	\$ 6,741
100-17-413 Environmental Programs	\$ 5,056	\$ 5,056
100-18-21 Civil Engineering	\$ 43,819	\$ 43,819
100-18-32 Street Repair	\$ 37,921	\$ 37,921

**ALLOCATION SUMMARY**

**100-13- HR**

	<u>Citywide Support</u>	<u>Total</u>
100-18-34 Traffic Control	\$ 5,056	\$ 5,056
100-18-42 Parks Maintenance	\$ 7,584	\$ 7,584
230-14-91 Prop. A Fund - Transportation	\$ 35,393	\$ 35,393
501-18-231 Water Pumping	\$ 9,607	\$ 9,607
501-18-251 Water Maintenance	\$ 31,853	\$ 31,853
502-18-311 Stormwater Fund - Storm Drain Maintenance	\$ 3,539	\$ 3,539
503-18-321 Wastewater Fund - Sewer Maintenance	\$ 13,146	\$ 13,146
510-18-411 Refuse Fund - Refuse Management	\$ 3,371	\$ 3,371
520-18-511 Parking Fund - Street Meters & City Lots	\$ 4,888	\$ 4,888
521-18-513 County Parking Lots Fund	\$ 674	\$ 674
521-18-514 County Parking Lots Fund	\$ 674	\$ 674
522-18-512 State Pier and Parking Lot Fund	\$ 1,348	\$ 1,348
601-13-21 Insurance Reserve Fund - HR	\$ 11,798	\$ 11,798
605-19-51 Information Systems Fund - Information Systems	\$ 32,022	\$ 32,022
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	\$ 14,326	\$ 14,326
615-18-41 Building Maintenance & Operations Fund	\$ 17,696	\$ 17,696
<b>Total</b>	<b>\$ 1,443,137</b>	<b>\$ 1,443,137</b>

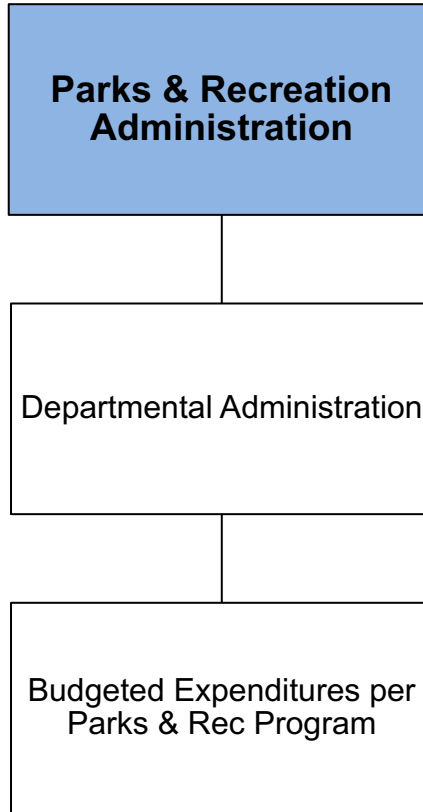
## 13 Parks & Recreation Administration

Parks & Recreation Administration is responsible for providing administrative support to the Parks & Recreation Department of City of Manhattan Beach. Parks & Recreation Administration oversees and manages the administrative aspects of Parks & Recreation programming. Parks & Recreation Administration's costs are allocated, as follows:

- Departmental Administration** – represents support associated with providing internal support within the Parks & Recreation Department and is measured by the Budgeted Expenditures per Parks & Recreation Program.

The chart on the following page illustrates the functions and measures used to allocate Parks & Recreation Administration's costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.





**COSTS TO BE ALLOCATED**

**100-14- Parks & Rec Admin**

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$2,974,158		\$2,974,158
Bond Principal	\$ (485,475)		
Transfer to Prop A Funds	<u>\$ (200,000)</u>		
<b>Total Deductions</b>	\$ (685,475)		\$ (685,475)
<b>Incoming Costs</b>			
– Building Replacement	\$ 49,772	\$ -	\$ 49,772
100-11- City Council	\$ 9,113	\$ 1,142	\$ 10,255
100-11- City Manager	\$ 26,340	\$ 4,147	\$ 30,487
100-11- City Treasurer	\$ 803	\$ 87	\$ 890
100-11- City Clerk	\$ 28,567	\$ 4,655	\$ 33,222
100-11- City Attorney	\$ 15,766	\$ 538	\$ 16,303
100-12- Finance - Admin	\$ 21,437	\$ 2,490	\$ 23,927
100-12- Finance - Accounting	\$ 15,754	\$ 1,092	\$ 16,845
100-12- Finance - Revenue	\$ 9,716	\$ 596	\$ 10,313
100-12- Finance - Purchasing	\$ 29,205	\$ 1,795	\$ 31,000
100-19- GIS	\$ 54,991	\$ 1,500	\$ 56,492
100-13- HR	\$ 14,857	\$ 311	\$ 15,168
100-14- Parks & Rec Admin		\$ 846,677	\$ 846,677
<b>Total Incoming Costs</b>	<u>\$ 276,322</u>	<u>\$ 865,030</u>	<u>\$1,141,352</u>
<b>Total Cost Adjustments</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Total Costs to be Allocated</b>	<u>\$2,565,005</u>	<u>\$ 865,030</u>	<u>\$3,430,035</u>

**DEPARTMENTAL EXPENSE DETAIL**

**100-14- Parks & Rec Admin**

Expense Type	\$	General Admin	Departmental Admin
<b>Personnel</b>			
Salaries & Wages	\$ 393,763	\$ -	\$ 393,763
Fringe Benefits	\$ 266,303	\$ -	\$ 266,303
<b>Subtotal Personnel Cost</b>	<b>\$ 660,066</b>	<b>\$ -</b>	<b>\$ 660,066</b>
<b>Operating Services &amp; Supplies</b>			
Contract	\$ 855,310	\$ -	\$ 855,310
Services & Supplies	\$ 149,982	\$ -	\$ 149,982
Telephone	\$ 3,603	\$ -	\$ 3,603
Internal Service Funds	\$ 619,722	\$ -	\$ 619,722
Bond Principal	\$ 485,475	\$ -	\$ 485,475
Transfer to Prop A Funds	\$ 200,000	\$ -	\$ 200,000
<b>Subtotal Operating Cost</b>	<b>\$ 2,314,092</b>	<b>\$ -</b>	<b>\$ 2,314,092</b>
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ 2,974,158</b>	<b>\$ -</b>	<b>\$ 2,974,158</b>
<b>Disallowed Costs</b>			
Bond Principal	\$ (485,475)		\$ (485,475)
Transfer to Prop A Funds	\$ (200,000)		\$ (200,000)
<b>Subtotal Disallowed Costs</b>	<b>\$ (685,475)</b>	<b>\$ -</b>	<b>\$ (685,475.00)</b>
<b>Cost Adjustments</b>			
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 2,288,683</b>	<b>\$ -</b>	<b>\$ 2,288,683</b>
<b>First Allocation</b>			
Incoming - All Others	\$ 276,322	\$ -	\$ 276,322
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -		\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 2,565,005</b>		<b>\$ 2,565,005</b>
<b>Second Allocation</b>			
Incoming - All Others	\$ 865,030	\$ -	\$ 865,030
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -		\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 865,030</b>		<b>\$ 865,030</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 3,430,035</b>		<b>\$ 3,430,035</b>

100-14- Parks & Rec Admin

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Admin</b>							
100-14- Parks & Rec Admin	2,974,158.00	33.009%	\$ 846,677		\$ 846,677		\$ 846,677
100-14-21 Recreation Services	1,157,927.00	12.851%	\$ 329,636		\$ 329,636	\$ 165,943	\$ 495,579
100-14-24 Teen Drop In Center	184,134.00	2.044%	\$ 52,419		\$ 52,419	\$ 26,388	\$ 78,807
100-14-25 Special Activity Classes	141,222.00	1.567%	\$ 40,203		\$ 40,203	\$ 20,239	\$ 60,441
100-14-26 Special Events	505,247.00	5.607%	\$ 143,833		\$ 143,833	\$ 72,407	\$ 216,240
100-14-27 Tennis Operations	394,027.20	4.373%	\$ 112,171		\$ 112,171	\$ 56,468	\$ 168,639
100-14-28 Facility & Parks Reservations	447,341.00	4.965%	\$ 127,348		\$ 127,348	\$ 64,109	\$ 191,457
100-14-31 Cultural Arts	513,346.80	5.697%	\$ 146,138		\$ 146,138	\$ 73,568	\$ 219,706
100-14-34 Art Classes	288,054.00	3.197%	\$ 82,003		\$ 82,003	\$ 41,281	\$ 123,284
100-14-36 Concerts In The Park	110,943.00	1.231%	\$ 31,583		\$ 31,583	\$ 15,899	\$ 47,482
100-14-41 Sports Leagues & Tournaments	215,657.00	2.393%	\$ 61,393		\$ 61,393	\$ 30,906	\$ 92,299
100-14-42 Sports Classes	545,650.00	6.056%	\$ 155,334		\$ 155,334	\$ 78,197	\$ 233,532
100-14-43 Swimming Activities	559,231.00	6.207%	\$ 159,201		\$ 159,201	\$ 80,144	\$ 239,344
100-14-44 Sports & Aquatics Admin	197,616.00	2.193%	\$ 56,257		\$ 56,257	\$ 28,320	\$ 84,577
100-14-51 Volunteers	202,006.00	2.242%	\$ 57,507		\$ 57,507	\$ 28,950	\$ 86,456
100-14-61 Older Adult Activities	158,605.00	1.760%	\$ 45,151		\$ 45,151	\$ 22,730	\$ 67,881
100-14-62 Senior Services	415,040.00	4.606%	\$ 118,153		\$ 118,153	\$ 59,480	\$ 177,632
<b>Total</b>	<b>9,010,205.00</b>	<b>100.000%</b>	<b>\$ 2,565,005</b>	<b>\$ -</b>	<b>\$ 2,565,005</b>	<b>\$ 865,030</b>	<b>\$ 3,430,035</b>

Allocation Basis:

Budgeted Expenditures per Parks & Rec Program

Source of Allocation:

FY20 Budget

**ALLOCATION SUMMARY**

**100-14- Parks & Rec Admin**

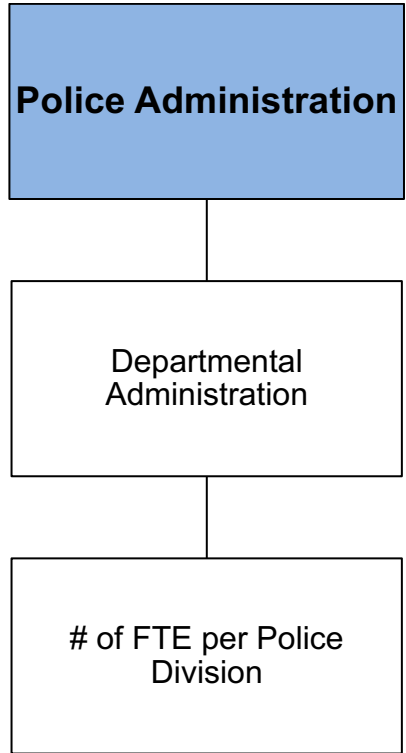
	<u>Departmental Admin</u>	<u>Total</u>
100-14- Parks & Rec Admin	\$ 846,677	\$ 846,677
100-14-21 Recreation Services	\$ 495,579	\$ 495,579
100-14-24 Teen Drop In Center	\$ 78,807	\$ 78,807
100-14-25 Special Activity Classes	\$ 60,441	\$ 60,441
100-14-26 Special Events	\$ 216,240	\$ 216,240
100-14-27 Tennis Operations	\$ 168,639	\$ 168,639
100-14-28 Facility & Parks Reservations	\$ 191,457	\$ 191,457
100-14-31 Cultural Arts	\$ 219,706	\$ 219,706
100-14-34 Art Classes	\$ 123,284	\$ 123,284
100-14-36 Concerts In The Park	\$ 47,482	\$ 47,482
100-14-41 Sports Leagues & Tournaments	\$ 92,299	\$ 92,299
100-14-42 Sports Classes	\$ 233,532	\$ 233,532
100-14-43 Swimming Activities	\$ 239,344	\$ 239,344
100-14-44 Sports & Aquatics Admin	\$ 84,577	\$ 84,577
100-14-51 Volunteers	\$ 86,456	\$ 86,456
100-14-61 Older Adult Activities	\$ 67,881	\$ 67,881
100-14-62 Senior Services	\$ 177,632	\$ 177,632
<b>Total</b>	<b>\$ 3,430,035</b>	<b>\$ 3,430,035</b>

## 14 Police Administration

Police Administration is responsible for providing administrative support to the Police Department of City of Manhattan Beach. Police Administration oversee and manage the administrative aspects of Police Department. Police Administration's costs are allocated, as follows:

- **Departmental Administration** – represents support associated with providing internal support within the Police Department and is measured by the number of FTE per Police Division.

The chart on the following page illustrates the functions and measures used to allocate Police Administration's costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

**100-15- Police Admin**

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$6,523,153		\$6,523,153
<b>Total Deductions</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Incoming Costs</b>			
100-11- City Council	\$ 20,009	\$ 2,507	\$ 22,516
100-11- City Manager	\$ 57,830	\$ 9,105	\$ 66,935
100-11- City Treasurer	\$ 1,749	\$ 188	\$ 1,937
100-11- City Clerk	\$ 17,273	\$ 2,531	\$ 19,804
100-11- City Attorney	\$ 34,614	\$ 1,180	\$ 35,794
100-12- Finance - Admin	\$ 46,997	\$ 5,460	\$ 52,457
100-12- Finance - Accounting	\$ 39,733	\$ 2,752	\$ 42,485
100-12- Finance - Revenue	\$ 21,158	\$ 1,298	\$ 22,456
100-12- Finance - Purchasing	\$ 11,348	\$ 613	\$ 11,960
100-19- GIS	\$ 32,078	\$ 875	\$ 32,954
100-13- HR	\$ 35,657	\$ 747	\$ 36,404
100-15- Police Admin		\$ 558,498	\$ 558,498
<b>Total Incoming Costs</b>	<u>\$ 318,444</u>	<u>\$ 585,754</u>	<u>\$ 904,198</u>
<b>Total Cost Adjustments</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Total Costs to be Allocated</b>	<u>\$6,841,597</u>	<u>\$ 585,754</u>	<u>\$7,427,351</u>



**DEPARTMENTAL EXPENSE DETAIL**

**100-15- Police Admin**

Expense Type	\$	General Admin	Departmental Administration
<b>Personnel</b>			
Salaries & Wages	\$ 1,389,291	\$ -	\$ 1,389,291
Fringe Benefits	\$ 3,462,599	\$ -	\$ 3,462,599
<b>Subtotal Personnel Cost</b>	<b>\$ 4,851,890</b>	<b>\$ -</b>	<b>\$ 4,851,890</b>
<b>Operating Services &amp; Supplies</b>			
Contract	\$ 93,870	\$ -	\$ 93,870
Services & Supplies	\$ 222,475	\$ -	\$ 222,475
Telephone	\$ 212,521	\$ -	\$ 212,521
Internal Service Funds	\$ 1,142,397	\$ -	\$ 1,142,397
<b>Subtotal Operating Cost</b>	<b>\$ 1,671,263</b>	<b>\$ -</b>	<b>\$ 1,671,263</b>
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ 6,523,153</b>	<b>\$ -</b>	<b>\$ 6,523,153</b>
<b>Disallowed Costs</b>			
<b>Subtotal Disallowed Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost Adjustments</b>			
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 6,523,153</b>	<b>\$ -</b>	<b>\$ 6,523,153</b>
<b>First Allocation</b>			
Incoming - All Others	\$ 318,444	\$ -	\$ 318,444
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 6,841,597</b>	<b>\$ -</b>	<b>\$ 6,841,597</b>
<b>Second Allocation</b>			
Incoming - All Others	\$ 585,754	\$ -	\$ 585,754
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 585,754</b>	<b>\$ -</b>	<b>\$ 585,754</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 7,427,351</b>	<b>\$ -</b>	<b>\$ 7,427,351</b>

**100-15- Police Admin**

**ALLOCATION DETAIL**

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Administration</b>							
100-15- Police Admin	8.80	8.163%	\$ 558,498		\$ 558,498		\$ 558,498
100-15-21 Patrol	38.00	35.250%	\$ 2,411,695		\$ 2,411,695	\$ 224,835	\$ 2,636,530
100-15-31 Investigations	14.00	12.987%	\$ 888,519		\$ 888,519	\$ 82,834	\$ 971,353
100-15-41 Technical Support Services	13.00	12.059%	\$ 825,053		\$ 825,053	\$ 76,917	\$ 901,971
100-15-51 Crime Prevention	3.00	2.783%	\$ 190,397		\$ 190,397	\$ 17,750	\$ 208,147
100-15-61 Traffic Safety	7.00	6.494%	\$ 444,260		\$ 444,260	\$ 41,417	\$ 485,677
100-15-71 Jail Operations	6.00	5.566%	\$ 380,794		\$ 380,794	\$ 35,500	\$ 416,294
100-15-81 Parking Enforcement	15.00	13.915%	\$ 951,985		\$ 951,985	\$ 88,751	\$ 1,040,735
100-15-91 Animal Control	3.00	2.783%	\$ 190,397		\$ 190,397	\$ 17,750	\$ 208,147
<b>Total</b>	<b>107.80</b>	<b>100.000%</b>	<b>\$ 6,841,597</b>	<b>\$ -</b>	<b>\$ 6,841,597</b>	<b>\$ 585,754</b>	<b>\$ 7,427,351</b>

**Allocation Basis:** # of FTE per Police Division

**Source of Allocation:** FY20 Staffing

**ALLOCATION SUMMARY**

**100-15- Police Admin**

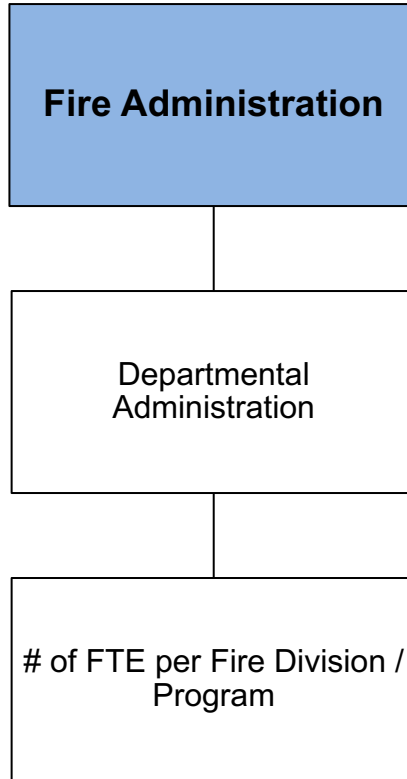
	<u>Departmental Administration</u>	<u>Total</u>
100-15- Police Admin	\$ 558,498	\$ 558,498
100-15-21 Patrol	\$ 2,636,530	\$ 2,636,530
100-15-31 Investigations	\$ 971,353	\$ 971,353
100-15-41 Technical Support Services	\$ 901,971	\$ 901,971
100-15-51 Crime Prevention	\$ 208,147	\$ 208,147
100-15-61 Traffic Safety	\$ 485,677	\$ 485,677
100-15-71 Jail Operations	\$ 416,294	\$ 416,294
100-15-81 Parking Enforcement	\$ 1,040,735	\$ 1,040,735
100-15-91 Animal Control	\$ 208,147	\$ 208,147
<b>Total</b>	<b>\$ 7,427,351</b>	<b>\$ 7,427,351</b>

## 15 Fire Administration

Fire Administration is responsible for providing administrative support to the Fire Department of City of Manhattan Beach. Fire Administration oversee and manage the administrative aspects of City's Fire Department. Fire Administration's costs are allocated, as follows:

- **Departmental Administration** – represents support associated with providing internal support within the Fire Department and is measured by the number of FTE per Fire Division / Program.

The chart on the following page illustrates the functions and measures used to allocate Fire Administration's costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

**100-16- Fire Admin**

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$3,082,194		\$3,082,194
<b>Total Deductions</b>	\$ -		\$ -
<b>Incoming Costs</b>			
100-11- City Council	\$ 7,953	\$ 996	\$ 8,949
100-11- City Manager	\$ 23,021	\$ 3,618	\$ 26,638
100-11- City Treasurer	\$ 834	\$ 90	\$ 924
100-11- City Clerk	\$ 8,790	\$ 1,448	\$ 10,238
100-11- City Attorney	\$ 13,779	\$ 469	\$ 14,248
100-12- Finance - Admin	\$ 21,660	\$ 2,515	\$ 24,175
100-12- Finance - Accounting	\$ 15,263	\$ 1,058	\$ 16,321
100-12- Finance - Revenue	\$ 10,082	\$ 619	\$ 10,701
100-12- Finance - Purchasing	\$ 9,041	\$ 528	\$ 9,570
100-19- GIS	\$ 12,439	\$ 339	\$ 12,778
100-13- HR	\$ 8,914	\$ 187	\$ 9,101
100-16- Fire Admin		\$ 226,626	\$ 226,626
<b>Total Incoming Costs</b>	<u>\$ 131,775</u>	<u>\$ 238,494</u>	<u>\$ 370,269</u>
<b>Total Cost Adjustments</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Total Costs to be Allocated</b>	<u>\$3,213,969</u>	<u>\$ 238,494</u>	<u>\$3,452,463</u>

**DEPARTMENTAL EXPENSE DETAIL**

**100-16- Fire Admin**

Expense Type	\$	General Admin	Departmental Administration
<b>Personnel</b>			
Salaries & Wages	\$ 462,411	\$ -	\$ 462,411
Fringe Benefits	\$ 1,690,803	\$ -	\$ 1,690,803
<b>Subtotal Personnel Cost</b>	<b>\$ 2,153,214</b>	<b>\$ -</b>	<b>\$ 2,153,214</b>
<b>Operating Services &amp; Supplies</b>			
Contract	\$ 606,679	\$ -	\$ 606,679
Services & Supplies	\$ 34,525	\$ -	\$ 34,525
Telephone	\$ 8,731	\$ -	\$ 8,731
Internal Service Funds	\$ 269,045	\$ -	\$ 269,045
Computer Equipment & Software	\$ 10,000	\$ -	\$ 10,000
<b>Subtotal Operating Cost</b>	<b>\$ 928,980</b>	<b>\$ -</b>	<b>\$ 928,980</b>
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ 3,082,194</b>	<b>\$ -</b>	<b>\$ 3,082,194</b>
<b>Disallowed Costs</b>			
<b>Subtotal Disallowed Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost Adjustments</b>			
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 3,082,194</b>	<b>\$ -</b>	<b>\$ 3,082,194</b>
<b>First Allocation</b>			
Incoming - All Others	\$ 131,775	\$ -	\$ 131,775
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 3,213,969</b>		<b>\$ 3,213,969</b>
<b>Second Allocation</b>			
Incoming - All Others	\$ 238,494	\$ -	\$ 238,494
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 238,494</b>		<b>\$ 238,494</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 3,452,463</b>		<b>\$ 3,452,463</b>

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-16- Fire Admin

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Administration</b>							
100-16- Fire Admin	2.20	7.051%	\$ 226,626		\$ 226,626		\$ 226,626
100-16-21 Prevention	2.00	6.410%	\$ 206,024		\$ 206,024	\$ 16,448	\$ 222,472
100-16-31 Suppression	19.00	60.897%	\$ 1,957,225		\$ 1,957,225	\$ 156,255	\$ 2,113,479
100-16-41 Paramedics	7.00	22.436%	\$ 721,083		\$ 721,083	\$ 57,567	\$ 778,650
100-16-51 Special Services	1.00	3.205%	\$ 103,012		\$ 103,012	\$ 8,224	\$ 111,236
<b>Total</b>	<b>31.20</b>	<b>100.000%</b>	<b>\$ 3,213,969</b>	<b>\$ -</b>	<b>\$ 3,213,969</b>	<b>\$ 238,494</b>	<b>\$ 3,452,463</b>

Allocation Basis: # of FTE per Fire Division / Program

Source of Allocation: FY20 Staffing



**ALLOCATION SUMMARY**

**100-16- Fire Admin**

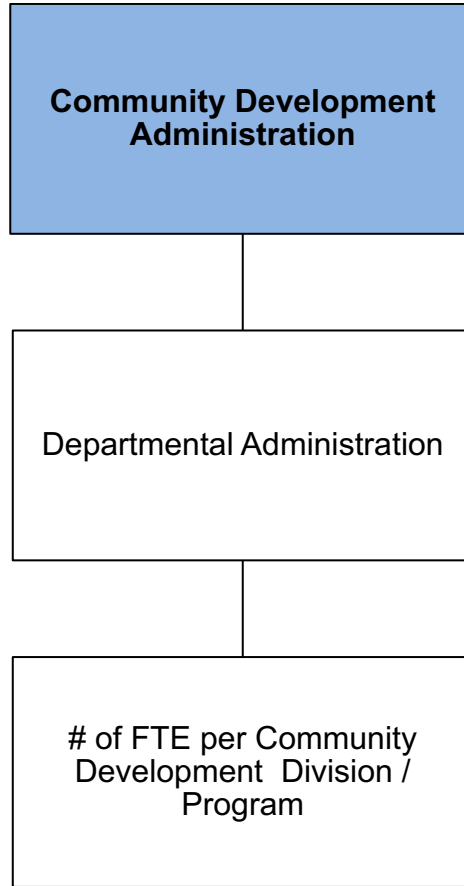
	<u>Departmental Administration</u>	<u>Total</u>
100-16- Fire Admin	\$ 226,626	\$ 226,626
100-16-21 Prevention	\$ 222,472	\$ 222,472
100-16-31 Suppression	\$ 2,113,479	\$ 2,113,479
100-16-41 Paramedics	\$ 778,650	\$ 778,650
100-16-51 Special Services	\$ 111,236	\$ 111,236
<b>Total</b>	<b>\$ 3,452,463</b>	<b>\$ 3,452,463</b>

## 16 Community Development Administration

Community Development Administration is responsible for providing administrative support to the Community Development Department. Community Development Administration oversee and manage the administrative aspects of City's Community Development Department, including, Planning, Building, Code enforcement, Traffic Engineering and Environmental Sustainability. Community Development Administration's costs are allocated, as follows:

- Departmental Administration** – represents support associated with providing internal support within the Community Development Department and is measured by the number of FTE per Community Development Division / Program.

The chart on the following page illustrates the functions and measures used to allocate Community Development Administration's costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.



**COSTS TO BE ALLOCATED**

**100-17- Community Development Admin**

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$ 834,236		\$ 834,236
<b>Total Deductions</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Incoming Costs</b>			
-- Building Replacement	\$ 87,805	\$ -	\$ 87,805
100-11- City Council	\$ 4,763	\$ 597	\$ 5,360
100-11- City Manager	\$ 13,715	\$ 2,170	\$ 15,884
100-11- City Treasurer	\$ 326	\$ 35	\$ 361
100-11- City Clerk	\$ 8,563	\$ 1,349	\$ 9,912
100-11- City Attorney	\$ 8,209	\$ 281	\$ 8,490
100-12- Finance - Admin	\$ 6,040	\$ 701	\$ 6,741
100-12- Finance - Accounting	\$ 6,041	\$ 418	\$ 6,459
100-12- Finance - Revenue	\$ 3,872	\$ 238	\$ 4,110
100-12- Finance - Purchasing	\$ 4,264	\$ 228	\$ 4,492
100-19- GIS	\$ 63,502	\$ 1,733	\$ 65,235
100-13- HR	\$ 14,857	\$ 311	\$ 15,168
100-17- Community Development Admin		\$ 136,283	\$ 136,283
<b>Total Incoming Costs</b>	<u>\$ 221,957</u>	<u>\$ 144,343</u>	<u>\$ 366,300</u>
<b>Total Cost Adjustments</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Total Costs to be Allocated</b>	<u>\$1,056,193</u>	<u>\$ 144,343</u>	<u>\$1,200,536</u>

**DEPARTMENTAL EXPENSE DETAIL**

**100-17- Community Development Admin**

Expense Type	\$	General Admin	Departmental Administration
<b>Personnel</b>			
Salaries & Wages	\$ 429,386	\$ -	\$ 429,386
Fringe Benefits	\$ 217,364	\$ -	\$ 217,364
<b>Subtotal Personnel Cost</b>	<b>\$ 646,750</b>	<b>\$ -</b>	<b>\$ 646,750</b>
<b>Operating Services &amp; Supplies</b>			
Contract	\$ 8,440	\$ -	\$ 8,440
Services & Supplies	\$ 45,806	\$ -	\$ 45,806
Telephone	\$ 2,151	\$ -	\$ 2,151
Internal Service Funds	\$ 131,089	\$ -	\$ 131,089
<b>Subtotal Operating Cost</b>	<b>\$ 187,486</b>	<b>\$ -</b>	<b>\$ 187,486</b>
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ 834,236</b>	<b>\$ -</b>	<b>\$ 834,236</b>
<b>Disallowed Costs</b>			
<b>Subtotal Disallowed Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost Adjustments</b>			
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 834,236</b>	<b>\$ -</b>	<b>\$ 834,236</b>
<b>First Allocation</b>			
Incoming - All Others	\$ 221,957	\$ -	\$ 221,957
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 1,056,193</b>	<b>\$ -</b>	<b>\$ 1,056,193</b>
<b>Second Allocation</b>			
Incoming - All Others	\$ 144,343	\$ -	\$ 144,343
Reallocate Admin Costs	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 144,343</b>	<b>\$ -</b>	<b>\$ 144,343</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 1,200,536</b>	<b>\$ -</b>	<b>\$ 1,200,536</b>

**100-17- Community Development Admin**

**ALLOCATION DETAIL**

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Administration</b>							
100-17- Community Development Admin	4.00	12.903%	\$ 136,283		\$ 136,283		\$ 136,283
100-17-21 Current Planning	8.00	25.806%	\$ 272,566		\$ 272,566	\$ 42,768	\$ 315,334
100-17-31 Plan Check	4.50	14.516%	\$ 153,318		\$ 153,318	\$ 24,057	\$ 177,376
100-17-32 Inspection	7.50	24.194%	\$ 255,531		\$ 255,531	\$ 40,095	\$ 295,626
100-17-41 Code Enforcement	4.00	12.903%	\$ 136,283		\$ 136,283	\$ 21,384	\$ 157,667
100-17-51 Traffic Engineering	2.00	6.452%	\$ 68,141		\$ 68,141	\$ 10,692	\$ 78,834
100-17-413 Environmental Programs	1.00	3.226%	\$ 34,071		\$ 34,071	\$ 5,346	\$ 39,417
<b>Total</b>	<b>31.00</b>	<b>100.000%</b>	<b>\$ 1,056,193</b>	<b>\$ -</b>	<b>\$ 1,056,193</b>	<b>\$ 144,343</b>	<b>\$ 1,200,536</b>

**Allocation Basis:** # of FTE per Community Development Division / Program

**Source of Allocation:** FY20 Staffing

**ALLOCATION SUMMARY**

**100-17- Community Development Admin**

	<u>Departmental Administration</u>	<u>Total</u>
100-17- Community Development Admin	\$ 136,283	\$ 136,283
100-17-21 Current Planning	\$ 315,334	\$ 315,334
100-17-31 Plan Check	\$ 177,376	\$ 177,376
100-17-32 Inspection	\$ 295,626	\$ 295,626
100-17-41 Code Enforcement	\$ 157,667	\$ 157,667
100-17-51 Traffic Engineering	\$ 78,834	\$ 78,834
100-17-413 Environmental Programs	\$ 39,417	\$ 39,417
<b>Total</b>	<b>\$ 1,200,536</b>	<b>\$1,200,536</b>

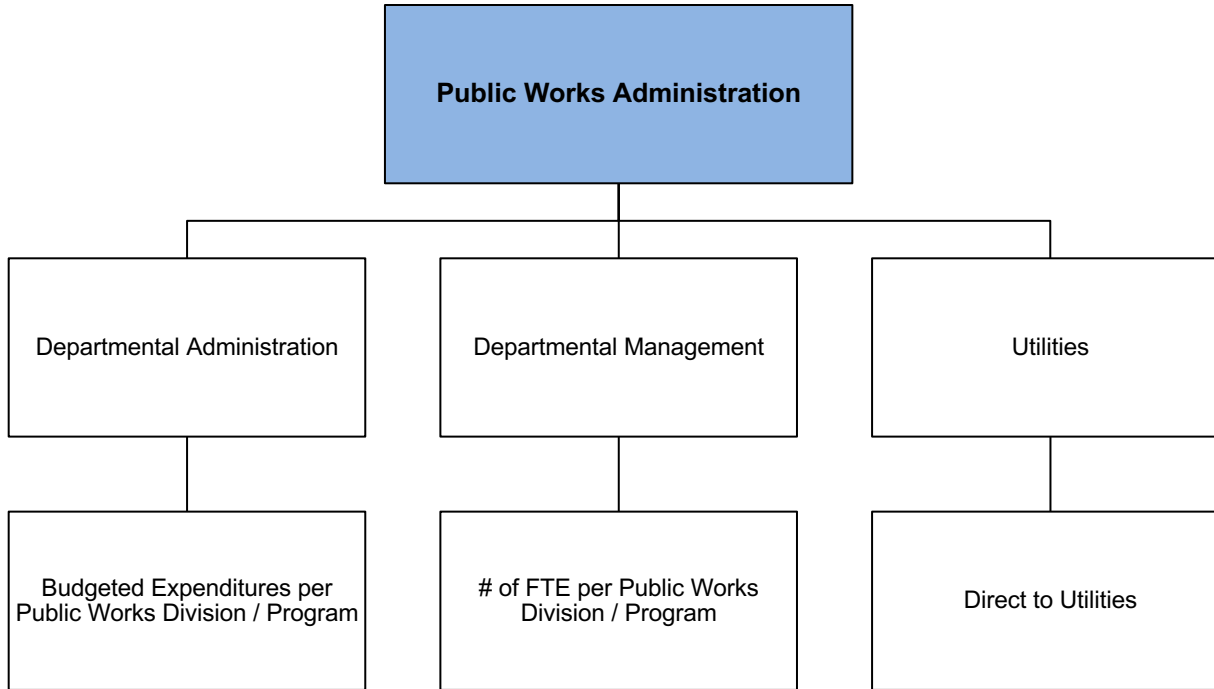
## 17 Public Works Administration

Public Works Administration is responsible for providing administrative support and services to the Public Works Department for the City of Manhattan Beach. Public Works Administration also provides management functions and support to Public Works programs and staff. Public Works Administration's costs are allocated, as follows:

- **Departmental Administration** – represents support associated with administrative oversight of different public works programs and activities and is measured by the Budgeted Expenditures per Public Works Division / Program.
- **Departmental Management** – represents support associated with management of public works employees as it relates to supervisory support and labor relations support and is measured by the number of FTE per Public Works Division / Program.
- **Utilities** – represents direct oversight of utility functions. These costs have been allocated directly to the utilities.

The chart on the following page illustrates the functions and measures used to allocate Public Works Administration's costs. The top tier shows the Central Service department, the second tier shows the functions developed, and the third tier shows the measures used to allocate costs citywide. The pages following the chart provide an aggregate picture of the department's expenses, a function-by-function breakdown of expenses, each function's allocation, and an allocation summary.





**COSTS TO BE ALLOCATED**

**100-18- Public Works Admin**

	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Expenditures</b>	\$1,289,669		\$1,289,669
<b>Total Deductions</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Incoming Costs</b>			
– Building Replacement	\$ 119,807	\$ -	\$ 119,807
100-11- City Council	\$ 7,222	\$ 905	\$ 8,127
100-11- City Manager	\$ 20,798	\$ 3,290	\$ 24,088
100-11- City Treasurer	\$ 341	\$ 37	\$ 378
100-11- City Clerk	\$ 59,147	\$ 9,595	\$ 68,743
100-11- City Attorney	\$ 12,449	\$ 426	\$ 12,875
100-12- Finance - Admin	\$ 9,195	\$ 1,068	\$ 10,263
100-12- Finance - Accounting	\$ 9,081	\$ 629	\$ 9,710
100-12- Finance - Revenue	\$ 4,127	\$ 253	\$ 4,381
100-12- Finance - Purchasing	\$ 25,831	\$ 1,466	\$ 27,297
100-19- GIS	\$ 88,379	\$ 2,411	\$ 90,790
100-13- HR	\$ 19,809	\$ 415	\$ 20,224
100-18- Public Works Admin		\$ 71,581	\$ 71,581
<b>Total Incoming Costs</b>	<u>\$ 376,187</u>	<u>\$ 92,077</u>	<u>\$ 468,263</u>
<b>Total Cost Adjustments</b>	<u>\$ -</u>		<u>\$ -</u>
<b>Total Costs to be Allocated</b>	<u>\$1,665,856</u>	<u>\$ 92,077</u>	<u>\$1,757,932</u>

**DEPARTMENTAL EXPENSE DETAIL**

**100-18- Public Works Admin**

Expense Type	\$	General Admin	Departmental Admin	Departmental Management	Utility Support
<b>Personnel</b>					
Salaries & Wages	\$ 738,177	\$ -	\$ 155,017	\$ 287,889	\$ 295,271
Fringe Benefits	\$ 284,648	\$ -	\$ 59,776	\$ 111,013	\$ 113,859
<b>Subtotal Personnel Cost</b>	<b>\$ 1,022,825</b>	<b>\$ -</b>	<b>\$ 214,793</b>	<b>\$ 398,902</b>	<b>\$ 409,130</b>
<b>Operating Services &amp; Supplies</b>					
Contract	\$ 16,900	\$ -	\$ 3,549	\$ 6,591	\$ 6,760
Services & Supplies	\$ 28,879	\$ -	\$ 6,065	\$ 11,263	\$ 11,552
Telephone	\$ 38,943	\$ -	\$ 8,178	\$ 15,188	\$ 15,577
Internal Service Funds	\$ 165,010	\$ -	\$ 34,652	\$ 64,354	\$ 66,004
Transfers Out	\$ 17,112	\$ -	\$ 3,594	\$ 6,674	\$ 6,845
<b>Subtotal Operating Cost</b>	<b>\$ 266,844</b>	<b>\$ -</b>	<b>\$ 56,037</b>	<b>\$ 104,069</b>	<b>\$ 106,738</b>
<b>DEPARTMENTAL EXPENDITURES</b>	<b>\$ 1,289,669</b>	<b>\$ -</b>	<b>\$ 270,830</b>	<b>\$ 502,971</b>	<b>\$ 515,868</b>
<b>Disallowed Costs</b>					
<b>Subtotal Disallowed Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost Adjustments</b>					
<b>Subtotal Cost Adjustments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUNCTIONAL COST</b>	<b>\$ 1,289,669</b>	<b>\$ -</b>	<b>\$ 270,830</b>	<b>\$ 502,971</b>	<b>\$ 515,868</b>
<b>First Allocation</b>					
Incoming - All Others	\$ 376,187	\$ -	\$ 78,999	\$ 146,713	\$ 150,475
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of First Allocation</b>	<b>\$ 1,665,856</b>	<b>\$ -</b>	<b>\$ 349,830</b>	<b>\$ 649,684</b>	<b>\$ 666,342</b>
<b>Second Allocation</b>					
Incoming - All Others	\$ 92,077	\$ -	\$ 19,336	\$ 35,910	\$ 36,831
Reallocate Admin Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Unallocated Costs	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal of Second Allocation</b>	<b>\$ 92,077</b>	<b>\$ -</b>	<b>\$ 19,336</b>	<b>\$ 35,910</b>	<b>\$ 36,831</b>
<b>TOTAL ALLOCATED</b>	<b>\$ 1,757,932</b>	<b>\$ -</b>	<b>\$ 369,166</b>	<b>\$ 685,594</b>	<b>\$ 703,173</b>

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-18- Public Works Admin

ALLOCATION DETAIL

	Allocation Units	Allocated Percent	Gross Allocation	Direct Billed	First Allocation	Second Allocation	Total
<b>Departmental Admin</b>							
100-18- Public Works Admin	1,289,669.00	2.914%	\$ 10,193		\$ 10,193		\$ 10,193
100-18-21 Civil Engineering	2,174,276.00	4.912%	\$ 17,185		\$ 17,185	\$ 978	\$ 18,164
100-18-32 Street Repair	2,408,506.00	5.442%	\$ 19,037		\$ 19,037	\$ 1,084	\$ 20,120
100-18-34 Traffic Control	387,378.00	0.875%	\$ 3,062		\$ 3,062	\$ 174	\$ 3,236
100-18-42 Parks Maintenance	1,187,169.00	2.682%	\$ 9,383		\$ 9,383	\$ 534	\$ 9,917
100-18-43 School District Maintenance	234,553.00	0.530%	\$ 1,854		\$ 1,854	\$ 106	\$ 1,959
201-18-111 Street Lighting & Landscape Fund - Street Lighting	408,551.00	0.923%	\$ 3,229		\$ 3,229	\$ 184	\$ 3,413
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	4,542.00	0.010%	\$ 36		\$ 36	\$ 2	\$ 38
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	133,708.00	0.302%	\$ 1,057		\$ 1,057	\$ 60	\$ 1,117
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	80,000.00	0.181%	\$ 632		\$ 632	\$ 36	\$ 668
205-18-32 Streets, Highways & Sidewalks - Street Repair	500,000.00	1.130%	\$ 3,952		\$ 3,952	\$ 225	\$ 4,177
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	300,000.00	0.678%	\$ 2,371		\$ 2,371	\$ 135	\$ 2,506
231-18-21 Prop. C Fund - Civil Engineering	461,000.00	1.042%	\$ 3,644		\$ 3,644	\$ 207	\$ 3,851
232-18-91 AB 2766 Air Quality Fund - Transportation	2,100.00	0.005%	\$ 17		\$ 17	\$ 1	\$ 18
233-18-21 Measure R - Civil Engineering	40,000.00	0.090%	\$ 316		\$ 316	\$ 18	\$ 334
233-18-32 Measure R - Street Repair	340,000.00	0.768%	\$ 2,687		\$ 2,687	\$ 153	\$ 2,840
234-18-21 Measure M - Civil Engineering	37,000.00	0.084%	\$ 292		\$ 292	\$ 17	\$ 309
234-18-32 Measure M - Street Repair	480,000.00	1.084%	\$ 3,794		\$ 3,794	\$ 216	\$ 4,010
401-18-21 Capital Improvement Fund - Civil Engineering	1,510,000.00	3.412%	\$ 11,935		\$ 11,935	\$ 679	\$ 12,614
401-18-32 Capital Improvement Fund - Street Repair	250,000.00	0.565%	\$ 1,976		\$ 1,976	\$ 112	\$ 2,088
501-18-211 Water Administration	3,858,164.00	8.717%	\$ 30,494		\$ 30,494	\$ 1,736	\$ 32,231
501-18-221 Water Source Of Supply	6,515,100.00	14.720%	\$ 51,495		\$ 51,495	\$ 2,932	\$ 54,426
501-18-231 Water Pumping	1,306,772.00	2.952%	\$ 10,329		\$ 10,329	\$ 588	\$ 10,917
501-18-241 Water Treatment	296,695.00	0.670%	\$ 2,345		\$ 2,345	\$ 134	\$ 2,479
501-18-251 Water Maintenance	1,582,766.00	3.576%	\$ 12,510		\$ 12,510	\$ 712	\$ 13,222
502-18-311 Stormwater Fund - Storm Drain Maintenance	1,639,089.00	3.703%	\$ 12,955		\$ 12,955	\$ 738	\$ 13,693
503-18-321 Wastewater Fund - Sewer Maintenance	5,063,346.00	11.440%	\$ 40,020		\$ 40,020	\$ 2,278	\$ 42,298
510-18-411 Refuse Fund - Refuse Management	1,054,302.00	2.382%	\$ 8,333		\$ 8,333	\$ 474	\$ 8,807
520-18-511 Parking Fund - Street Meters & City Lots	4,283,311.00	9.677%	\$ 33,855		\$ 33,855	\$ 1,927	\$ 35,782
521-18-513 County Parking Lots Fund	210,618.00	0.476%	\$ 1,665		\$ 1,665	\$ 95	\$ 1,759
521-18-514 County Parking Lots Fund	541,632.00	1.224%	\$ 4,281		\$ 4,281	\$ 244	\$ 4,525
522-18-512 State Pier and Parking Lot Fund	599,689.00	1.355%	\$ 4,740		\$ 4,740	\$ 270	\$ 5,010
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	1,248,527.00	2.821%	\$ 9,868		\$ 9,868	\$ 562	\$ 10,430
610-18-621 Fleet Mgmt Fund - Fleet Replacement	1,044,663.00	2.360%	\$ 8,257		\$ 8,257	\$ 470	\$ 8,727
615-18-41 Building Maintenance & Operations Fund	1,780,469.00	4.023%	\$ 14,073		\$ 14,073	\$ 801	\$ 14,874
710-18-21 Special Assessment Redemption Fund - Civil Engineering	1,006,950.00	2.275%	\$ 7,959		\$ 7,959	\$ 453	\$ 8,412
<b>Total</b>	<b>44,260,545.00</b>	<b>100.000%</b>	<b>\$ 349,830</b>	<b>\$ -</b>	<b>\$ 349,830</b>	<b>\$ 19,336</b>	<b>\$ 369,166</b>

Allocation Basis:

Budgeted Expenditures per Public Works Division / Program

Source of Allocation:

FY20 Budget

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-18- Public Works Admin

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Departmental Management</b>							
100-18- Public Works Admin	6.00	9.449%	\$ 61,387		\$ 61,387		\$ 61,387
100-18-21 Civil Engineering	12.50	19.685%	\$ 127,891		\$ 127,891	\$ 7,806	\$ 135,697
100-18-32 Street Repair	11.25	17.717%	\$ 115,101		\$ 115,101	\$ 7,026	\$ 122,127
100-18-34 Traffic Control	1.50	2.362%	\$ 15,347		\$ 15,347	\$ 937	\$ 16,284
100-18-42 Parks Maintenance	2.25	3.543%	\$ 23,020		\$ 23,020	\$ 1,405	\$ 24,425
501-18-231 Water Pumping	2.85	4.488%	\$ 29,159		\$ 29,159	\$ 1,780	\$ 30,939
501-18-251 Water Maintenance	9.45	14.882%	\$ 96,685		\$ 96,685	\$ 5,902	\$ 102,587
502-18-311 Stormwater Fund - Storm Drain Maintenance	1.05	1.654%	\$ 10,743		\$ 10,743	\$ 656	\$ 11,399
503-18-321 Wastewater Fund - Sewer Maintenance	3.90	6.142%	\$ 39,902		\$ 39,902	\$ 2,436	\$ 42,337
510-18-411 Refuse Fund - Refuse Management	1.00	1.575%	\$ 10,231		\$ 10,231	\$ 625	\$ 10,856
520-18-511 Parking Fund - Street Meters & City Lots	1.45	2.283%	\$ 14,835		\$ 14,835	\$ 906	\$ 15,741
521-18-513 County Parking Lots Fund	0.20	0.315%	\$ 2,046		\$ 2,046	\$ 125	\$ 2,171
521-18-514 County Parking Lots Fund	0.20	0.315%	\$ 2,046		\$ 2,046	\$ 125	\$ 2,171
522-18-512 State Pier and Parking Lot Fund	0.40	0.630%	\$ 4,092		\$ 4,092	\$ 250	\$ 4,342
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	4.25	6.693%	\$ 43,483		\$ 43,483	\$ 2,654	\$ 46,137
615-18-41 Building Maintenance & Operations Fund	5.25	8.268%	\$ 53,714		\$ 53,714	\$ 3,279	\$ 56,993
<b>Total</b>	<b>63.50</b>	<b>100.000%</b>	<b>\$ 649,684</b>	<b>\$ -</b>	<b>\$ 649,684</b>	<b>\$ 35,910</b>	<b>\$ 685,594</b>

Allocation Basis:

# of FTE per Public Works Division / Program

Source of Allocation:

FY20 Staffing

CITY OF MANHATTAN BEACH, CA  
DRAFT FY20 Full Cost Allocation Plan

100-18- Public Works Admin

ALLOCATION DETAIL

	<u>Allocation Units</u>	<u>Allocated Percent</u>	<u>Gross Allocation</u>	<u>Direct Billed</u>	<u>First Allocation</u>	<u>Second Allocation</u>	<u>Total</u>
<b>Utility Support</b>							
501-18-251 Water Maintenance	0.35	35.000%	\$ 233,220		\$ 233,220	\$ 12,891	\$ 246,111
502-18-311 Stormwater Fund - Storm Drain Maintenance	0.15	15.000%	\$ 99,951		\$ 99,951	\$ 5,525	\$ 105,476
503-18-321 Wastewater Fund - Sewer Maintenance	0.50	50.000%	\$ 333,171		\$ 333,171	\$ 18,415	\$ 351,586
<b>Total</b>	<b>1.00</b>	<b>100.000%</b>	<b>\$ 666,342</b>	<b>\$ -</b>	<b>\$ 666,342</b>	<b>\$ 36,831</b>	<b>\$ 703,173</b>

Allocation Basis:

Direct to Utilities

**ALLOCATION SUMMARY**

**100-18- Public Works Admin**

	<u>Departmental Admin</u>	<u>Departmental Management</u>	<u>Utility Support</u>	<u>Total</u>
100-18- Public Works Admin	\$ 10,193	\$ 61,387	\$ -	\$ 71,581
100-18-21 Civil Engineering	\$ 18,164	\$ 135,697	\$ -	\$ 153,861
100-18-32 Street Repair	\$ 20,120	\$ 122,127	\$ -	\$ 142,248
100-18-34 Traffic Control	\$ 3,236	\$ 16,284	\$ -	\$ 19,520
100-18-42 Parks Maintenance	\$ 9,917	\$ 24,425	\$ -	\$ 34,343
100-18-43 School District Maintenance	\$ 1,959	\$ -	\$ -	\$ 1,959
201-18-111 Street Lighting & Landscape Fund - Street Lighting	\$ 3,413	\$ -	\$ -	\$ 3,413
201-18-112 Street Lighting & Landscape Fund - Arbolado Tract Lighting	\$ 38	\$ -	\$ -	\$ 38
201-18-121 Street Lighting & Landscape Fund - Streetscape Maintenance	\$ 1,117	\$ -	\$ -	\$ 1,117
205-18-21 Streets, Highways & Sidewalks - Civil Engineering	\$ 668	\$ -	\$ -	\$ 668
205-18-32 Streets, Highways & Sidewalks - Street Repair	\$ 4,177	\$ -	\$ -	\$ 4,177
205-18-33 Streets, Highways & Sidewalks - Sidewalk Repair	\$ 2,506	\$ -	\$ -	\$ 2,506
231-18-21 Prop. C Fund - Civil Engineering	\$ 3,851	\$ -	\$ -	\$ 3,851
232-18-91 AB 2766 Air Quality Fund - Transportation	\$ 18	\$ -	\$ -	\$ 18
233-18-21 Measure R - Civil Engineering	\$ 334	\$ -	\$ -	\$ 334
233-18-32 Measure R - Street Repair	\$ 2,840	\$ -	\$ -	\$ 2,840
234-18-21 Measure M - Civil Engineering	\$ 309	\$ -	\$ -	\$ 309
234-18-32 Measure M - Street Repair	\$ 4,010	\$ -	\$ -	\$ 4,010
401-18-21 Capital Improvement Fund - Civil Engineering	\$ 12,614	\$ -	\$ -	\$ 12,614
401-18-32 Capital Improvement Fund - Street Repair	\$ 2,088	\$ -	\$ -	\$ 2,088
501-18-211 Water Administration	\$ 32,231	\$ -	\$ -	\$ 32,231
501-18-221 Water Source Of Supply	\$ 54,426	\$ -	\$ -	\$ 54,426
501-18-231 Water Pumping	\$ 10,917	\$ 30,939	\$ -	\$ 41,855
501-18-241 Water Treatment	\$ 2,479	\$ -	\$ -	\$ 2,479
501-18-251 Water Maintenance	\$ 13,222	\$ 102,587	\$246,111	\$ 361,920
502-18-311 Stormwater Fund - Storm Drain Maintenance	\$ 13,693	\$ 11,399	\$105,476	\$ 130,567
503-18-321 Wastewater Fund - Sewer Maintenance	\$ 42,298	\$ 42,337	\$351,586	\$ 436,222
510-18-411 Refuse Fund - Refuse Management	\$ 8,807	\$ 10,856	\$ -	\$ 19,663
520-18-511 Parking Fund - Street Meters & City Lots	\$ 35,782	\$ 15,741	\$ -	\$ 51,523
521-18-513 County Parking Lots Fund	\$ 1,759	\$ 2,171	\$ -	\$ 3,931

**ALLOCATION SUMMARY**

**100-18- Public Works Admin**

	<u>Departmental Admin</u>	<u>Departmental Management</u>	<u>Utility Support</u>	<u>Total</u>
521-18-514 County Parking Lots Fund	\$ 4,525	\$ 2,171	\$ -	\$ 6,696
522-18-512 State Pier and Parking Lot Fund	\$ 5,010	\$ 4,342	\$ -	\$ 9,352
610-18-611 Fleet Mgmt Fund - Fleet Maintenance	\$ 10,430	\$ 46,137	\$ -	\$ 56,567
610-18-621 Fleet Mgmt Fund - Fleet Replacement	\$ 8,727	\$ -	\$ -	\$ 8,727
615-18-41 Building Maintenance & Operations Fund	\$ 14,874	\$ 56,993	\$ -	\$ 71,867
710-18-21 Special Assessment Redemption Fund - Civil Engineering	\$ 8,412	\$ -	\$ -	\$ 8,412
<b>Total</b>	<b>\$ 369,166</b>	<b>\$ 685,594</b>	<b>\$703,173</b>	<b>\$ 1,757,932</b>