

# CITY OF MANHATTAN BEACH



## ADOPTED ANNUAL BUDGET



FISCAL YEAR 2020-2021





Mayor Pro Tem  
Suzanne Hadley



Mayor  
Richard Montgomery



Councilmember  
Hildy Stern



*Elected Officials*



Councilmember  
Steve Napolitano



Councilmember  
Nancy Hersman



City Treasurer  
Tim Lilligren



## Elected Officials & Executive Staff

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### Elected Officials

### Term Ends

<i>Mayor</i>	<i>Richard Montgomery</i>	<i>November 2020</i>
<i>Mayor Pro-Tem</i>	<i>Suzanne Hadley</i>	<i>November 2022</i>
<i>City Council Members</i>	<i>Hildy Stern</i>	<i>November 2022</i>
	<i>Steve Napolitano</i>	<i>November 2020</i>
	<i>Nancy Hersman</i>	<i>November 2020</i>
<i>City Treasurer</i>	<i>Tim Lilligren</i>	<i>November 2020</i>

### Executive Staff

<i>City Manager</i>	<i>Bruce Moe</i>
<i>City Clerk</i>	<i>Liza Tamura</i>
<i>City Attorney</i>	<i>Quinn M. Barrow</i>
<i>Finance Director</i>	<i>Steve S. Charelian</i>
<i>Human Resources Director</i>	<i>Lisa Jenkins</i>
<i>Parks &amp; Recreation Director</i>	<i>Mark Leyman</i>
<i>Police Chief</i>	<i>Derrick Abell</i>
<i>Interim Fire Chief</i>	<i>Derrick Abell</i>
<i>Community Development Director</i>	<i>Carrie Tai, AICP</i>
<i>Public Works Director</i>	<i>Stephanie Katsouleas, P.E.</i>
<i>Interim Information Technology Director</i>	<i>Patrick Griffin</i>

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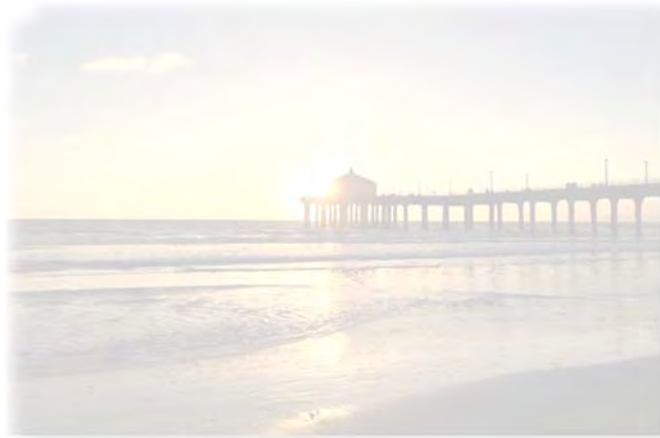
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# Introduction



# CITY MANAGER'S BUDGET MESSAGE

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Honorable Mayor Montgomery and Members of the City Council:

I am pleased to present the Fiscal Year (FY) 2020-2021 Operating Budget. The last few months have been one of, if not the most, challenging periods in our City's history. The Coronavirus ("COVID-19") pandemic and resulting economic shutdown were felt immediately and will have lasting effects. While we applaud the work of first responders and health care workers, we grieve for the lives lost and families hurt by the deadly COVID-19 illness. Even for those not personally impacted by the illness, the resulting Safer at Home mandates drastically altered our way of life by temporarily closing classrooms, businesses, and, of course, our beloved Beach and recreational areas. Although temporary, these closures imposed real challenges on Manhattan Beach residents and businesses, but I remain hopeful that our resilient community will continue to adapt and work together for a stronger future.

The City Council's steadfast commitment to protecting residents and maintaining essential services guided our budget development for FY 2020-2021. As an organization, our employees are committed to serving our community. Public safety and core City services have always been, and will remain, our top priorities. Our City's history of prudent policy decisions has positioned us well to continue essential services and plan strategically for future investment needs.

One of our greatest challenges during the development of this budget has been the changing dynamics affecting City revenues. The City's most significant General Fund revenue source, Property Tax, remains stable at this time. However, Sales Tax and Transient Occupancy Tax were both immediately and drastically impacted by the Safer at Home orders and resulting business closures. The sudden and severe declines in retail sales and travel/tourism activities were unprecedented in scope and therefore have made it difficult to forecast the ultimate budgetary impacts. City staff has made every effort to prudently estimate FY 2020-2021 revenues, and reduce expenditures accordingly, but it should be noted that the severity of the coronavirus-fueled economic shutdown could be underestimated or overestimated. Simply put, we just don't know enough about the economic impacts at this time, and therefore will be providing regular budget updates during City Council meetings to review our financial position and seek adjustments as necessary.

The FY 2020-2021 Operating Budget was developed as a conservative spending plan that maintains many City Council and community priorities. Where appropriate, the budget includes efficiencies and expenditure reductions to minimize the General Fund deficit and impact on reserves. City staff is committed to helping achieve the financial goals set forward by the City Council during these challenging times.

## **Economic Outlook**

At this time, the full extent of economic impacts from the COVID-19 pandemic and resulting Safer at Home orders remains unknown. As a beach community, and regional destination for fine dining and retail shopping, a significant portion of our General Fund revenues is contingent upon the ability of people to travel and support our local businesses. Without this ability, our business community, like many others, is suffering. Likewise, our City tax revenues will ultimately be impacted by lower Sales Tax, Business License Tax, and Transient Occupancy

# CITY MANAGER'S BUDGET MESSAGE

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Tax receipts. As the full scope of temporary business closures and reopening efforts is still undetermined, so too are our ultimate revenue impacts.

The good news is that our City has weathered economic downturns before, with minimal long-term impacts, thanks to our conservative approach to budgeting and history of prudent planning. The City's General Fund has a healthy amount of reserves, greater than the Government Finance Officers' Association recommendation of no less than two months of regular General Fund operating revenues or regular General Fund operating expenditures, which equates to roughly 17%. The City's current Financial Policy reserve is 20% of operating expenditures, or about \$15.0 million. The City Council has also set aside \$4.0 million as an "Economic Uncertainty" reserve. In addition to these designated reserves, the General Fund's Undesignated Fund Balance is estimated to be \$8.3 million at the end of fiscal year 2019-2020. Together, these designated and undesignated funds total \$27.3 million, which will be drawn upon for transfers to other funds and, if necessary, to temporarily fund operations.

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

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

On January 28, 2020, the City held a Budget Priorities Open House to provide the community an opportunity to learn about and participate in the budget process. After receiving information on the City's budget, attendees participated in a breakout session wherein they were given the opportunity to meet with representatives from each department to ask questions, provide comment, or communicate suggestions. Comment cards were available to capture questions or topics that attendees wanted to communicate or receive a follow up response from staff.

The majority of comment cards submitted were directed towards Parks & Recreation, followed by Community Development and Public Works. Many of the submitted comments were positive remarks about community programs and environmental sustainability efforts along with a few questions and suggestions regarding City operations.

In addition to the meeting, staff prepared and released an online Budget Priorities survey on the City's Open City Hall platform. The survey ran from January 7 through February 4, 2020. The survey questions and responses are listed below. Highlights of the survey responses include:

- When asked to prioritize services where they would add undedicated funds:
  - Police – Patrol
  - Fire - Emergency Medical Services
  - Public Works - Street Maintenance & Facilities
  - Recreation Programs - Sports & Aquatics
  
- When asked to rank infrastructure priorities to maintain and improve:
  - Facilities & Parks

# CITY MANAGER'S BUDGET MESSAGE

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- Outdoor Recreation
- Water Infrastructure Maintenance & Replacements

Of course, this feedback was received before the COVID-19 pandemic and changing economic landscape. Our ability to fund City programs and projects may be temporarily strained, but this Budget strives to maintain and enhance investments in these key community priorities where appropriate.

## Service Delivery Investments

As a city, we rely upon our employees to provide exemplary municipal services. And just as any other business adjusts staffing to meet demands, we too must constantly evaluate and adapt to changing operational needs, as well as provide adequate support staffing to fulfill our mission of satisfying community priorities. To that end, the following critical staffing adjustments were included in the Budget:

### *New Full-time Positions (+2)*

- Added one non-sworn Property & Evidence Officer to relieve the Police Service Officer (Jailer) of duties required in the Property room and allow him/her to focus solely on the jail (+\$89,820)
- Added one Management Analyst split between the Water and Wastewater Funds to support the increased number and scope of Engineering projects such as Peck Reservoir Replacement (+\$83,698 after offsetting elimination of part-time position)\*

### *Classification Changes to Existing Full-time Positions*

- Reclassify one Police Department Administrative Clerk II to a new specialized Public Records Specialist position to better align the title and pay with current responsibilities (+\$9,720)
- Reclassify one Code Enforcement Officer to Supervising Code Enforcement Officer as a division lead (+\$6,761)
- Reclassify Senior Accountant and upgrade Accountant classification to reflect current job requirements and nature of work (+\$14,806)
- Human Resources Assistant classification upgrade to reflect current and planned duties of the position (+\$5,976)

At this time, these position changes are critical to our mission and organizational needs. We regularly assess the need for positions when vacant and, due to the current economic uncertainty, have instituted a hiring freeze on the following unfilled positions for a total fiscal year budgetary savings of \$588,380, including all salaries and benefits:

- Cultural Arts Manager (-\$154,953)
- Assistant Planner (-\$101,434)
- Revenues Services Specialist (-\$96,461)
- Older Adults Recreation Coordinator (-\$81,466)
- Street Maintenance Worker I/II (-\$77,033)
- Street Maintenance Worker I/II (-\$77,033)

# CITY MANAGER'S BUDGET MESSAGE

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The need to fill these positions will be revisited during next year's budget process, or sooner should an urgent need arise.

This budget also includes one-time software and equipment purchases to address public safety and other organizational needs, including:

## *Public Safety*

- Additional storage capacity to segregate confidential Police Department data from regular City data (+\$24,000; Reduced from \$183,000 in Proposed Budget)
- Police Department Bi-Directional Radio Amplifier to improve digital signal of radios for public safety staff (+\$180,000)
- Upgrade to Fire Department Mobile Data Computer (MDC) devices to improve connectivity to Regional Dispatch Center (+\$41,500)
- Peer Support Program to offer employees the help of professional clinicians to identify, treat and restore first responder's mental health following an exposure to a traumatic or stressful event (+\$12,250)
- Pier Lighting Head Replacements and LED retrofit of lights along the Pier (+\$54,750 [Pier Fund])
- Security Camera software licensing needed to access anticipated new security camera system at City facilities (+\$50,000 [Building Maintenance & Operations Fund])

## *Information Technology Investments*

- Core Switch Replacement and Redundancy to ensure continuity of operations (+\$65,000 [IT Fund])
- Security Operations Center tools to enhance management of the City's overall network security (+\$80,000 [IT Fund])
- Citywide Contract Management solution to manage electronic contract approval routing workflows (+\$50,000)
- Online Bidding Portal for materials, services, and Engineering projects that require documents to be submitted and housed electronically for greater efficiency (+\$30,000)
- DocUSign Electronic Signatures software to efficiently manage electronic signatures for agreement execution (+\$22,000)

## *Other Essential Services and One-time Vehicle Purchases*

- Telecom Consulting Services to review telecom permits and meet strict federally mandated response times (+\$99,400)
- Water Infrastructure Risk Assessment and Emergency Response Plan Update required by the American Water Infrastructure Act (+\$50,000 [Water Fund])
- Paint Truck for curb painting, parking lot striping, etc. (+\$140,000)
- Purchase of small dump truck for use in the Utilities Division for daily maintenance activities (+\$55,000 [Water Fund])

Unless noted otherwise, all of these investments are included in the General Fund.

# CITY MANAGER'S BUDGET MESSAGE

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## BUDGET REDUCTIONS INCLUDED TO MEET REVENUE DECLINES

The need for critical investments such as these remains even in times of an economic downturn. Deferring maintenance or certain security investments often leads to higher costs later on if there is a sudden critical failure. Therefore, we felt it was important to continue these planned investments but proactively offset the costs with significant budgetary reductions to minimize the impact to core governmental services. City staff organized these proposed budget reductions into items with relatively “minor” community impacts (totaling nearly \$1.7 million across all funds) versus “major” impacts totaling about \$2.7 million.

City staff was able to identify numerous “minor” reductions with minimal impact to ongoing services. By category, these cuts totaled as follows:

- Contract Services (-\$286,282)
- Employee training and conferences (-\$309,333)
- Departmental supplies (-\$174,376)
- Overtime (-\$139,486)
- Computer Contract Services (-\$64,900)
- Computers, Supplies and Software (-\$338,800)
- Part-time Salaries (-\$82,406)

Other expenditure reductions with more significant community impacts are the direct result of COVID-19 social (physical) distancing measures, which are temporarily preventing large groups from gathering. At this time, we do not know when these orders will be fully lifted or when people will feel comfortable attending crowded events in the future. And since many of these special events require tremendous planning and resources, some beloved annual City events were canceled for the summer of 2020. Totaling \$438,234, the following special event expenditures (and their revenue offsets) were removed from the FY 2020-2021 Budget due to known cancellations:

- Manhattan Beach Open Volleyball Tournament (-\$180,203)
- Concerts in the Park (-\$167,109)
- Hometown Fair (-\$60,406)
- Grand Prix Bike Race (-\$30,516)

The City takes great pride in these community-building events, and we fully expect these events will be reinstated in future years. As the COVID-19 conditions continue to evolve (and hopefully change for the better), the occurrence of other special events will be revisited with the City Council at future public meetings.

As with special events, several City programs have also been directly impacted by the social (physical) distancing measures. With closures at City facilities, sports fields, and parks, nearly all Parks and Recreation classes, including Aquatics, Tennis, and Ceramics have been impacted. Parks and Recreation staff made assumptions on summer and fall programming and adjusted the budget accordingly. Like Special Events, these programming changes will be continually revisited with the City Council as the COVID-19 conditions evolve.

# CITY MANAGER'S BUDGET MESSAGE

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Other significant cost-cutting measures included postponing fleet replacements, for a one-year savings of \$1,133,000, and suspending Fleet Fund department charges, for a one-year savings of \$2,197,652. The vehicles selected for postponed replacements are still in acceptable condition and can continue to operate without significant increases in maintenance cost. Deferring the replacements is a prudent way to stretch City dollars. Additionally, the fund balance in the Fleet Fund is sufficient to suspend the internal service fund department charges for one year without impacting future scheduled replacements.

Service cuts that members of the community may take note of include reductions in Landscape Maintenance (-\$201,800) and Tree Trimming (-\$130,000). Although the frequency of regularly scheduled maintenance and trimming was temporarily reduced in FY 2020-2021, staff will keep a focus on critical locations and, should the need arise, emergency tree removals will not be impacted.

## **BUDGET OVERVIEW**

While in practice we look at the budget on a fund-by-fund basis, the following is a summary of the entire FY 2020-2021 Budget as it compares to the prior year adopted budget.



# CITY MANAGER'S BUDGET MESSAGE

Fund	Revenues			Expenditures		
	Adopted FY 2020	Adopted FY 2021	% Change	Adopted FY 2020	Adopted FY 2021	% Change
General	\$76,085,386	\$73,122,730	(3.9%)	\$75,024,437	\$73,124,188	(2.5%)
<u>Special Revenue Funds</u>						
Street Lighting & Landscape	394,800	389,918	(1.2%)	546,801	575,720	5.3%
Gas Tax	1,619,869	1,520,414	(6.1%)	880,000	762,979	(13.3%)
Asset Forfeiture & Safety Grants	8,000	5,000	(37.5%)	153,700	147,900	(3.8%)
Police Safety Grants	141,328	143,000	1.2%	140,000	142,000	1.4%
Proposition A	1,039,166	673,061	(35.2%)	1,009,249	941,812	(6.7%)
Proposition C	672,715	580,608	(13.7%)	461,000	911,711	97.8%
AB 2766	47,212	47,000	(0.4%)	2,100	673	(68.0%)
Measure R	480,818	943,497	96.2%	380,000	1,267,979	233.7%
Measure M	513,809	4,065,518	691.3%	517,000	4,287,979	729.4%
<u>Capital Project Funds</u>						
Capital Improvement Project	2,326,804	1,484,796	(36.2%)	3,632,438	1,549,034	(57.4%)
Underground Assess District Construction	3,280	-	(100.0%)	-	-	-
<u>Enterprise Funds</u>						
Water	15,646,664	16,075,000	2.7%	13,559,497	26,567,117	95.9%
Stormwater	368,633	789,484	114.2%	1,639,089	2,697,756	64.6%
Wastewater	3,524,488	3,729,000	5.8%	5,063,346	3,200,081	(36.8%)
Refuse	4,354,992	-	(100.0%)	4,949,052	-	(100.0%)
Parking	4,299,078	4,306,000	0.2%	4,283,311	2,415,831	(43.6%)
County Parking Lots	1,043,500	1,043,500	-	752,250	747,077	(0.7%)
State Pier & Parking Lot	803,433	821,000	2.2%	599,689	539,418	(10.1%)
<u>Internal Service Funds</u>						
Insurance Reserve	6,851,720	7,203,980	5.1%	6,527,858	6,746,975	3.4%
Information Technology	2,814,647	2,814,340	(0.0%)	2,899,836	3,409,683	17.6%
Fleet Management	2,663,995	25,000	(99.1%)	2,293,190	1,686,502	(26.5%)
Building Maintenance & Operations	2,083,535	2,082,725	(0.0%)	2,027,956	2,001,242	(1.3%)
<u>Trust &amp; Agency Funds</u>						
Special Assessment Redemption Fund	965,000	732,532	(24.1%)	1,006,950	717,050	(28.8%)
Special Assessment UAD 19-12/19-14 Fund	-	614,943	-	-	282,099	-
Special Assessment UAD 19-4 Fund	-	340,513	-	-	120,279	-
Pension Trust	177,780	220,000	23.7%	241,000	241,000	-
PARS Investment Trust	-	50,000	-	-	-	-
<b>Budget Totals</b>	<b>\$128,930,652</b>	<b>\$123,823,559</b>	<b>(4.0%)</b>	<b>\$128,589,749</b>	<b>\$135,084,085</b>	<b>5.1%</b>

# CITY MANAGER'S BUDGET MESSAGE

Fund Type	Funds	FY 2020 to FY 2021 Year-Over-Year Change in Budget			
		Revenues	% Change	Expenditures	% Change
General	General	(\$2,962,656)	(3.9%)	(\$1,900,249)	(2.5%)
Special Revenue	Gas Tax, Prop A, Prop C, Meas R, Meas M, Street Lighting, etc.	3,450,299	70.2%	4,948,903	121.0%
Enterprise	Water, Sewer, Refuse, Parking, etc.	(3,276,804)	(10.9%)	5,321,046	17.3%
Capital Projects	CIP Fund, UAD Construction Fund	(845,288)	(36.3%)	(2,083,404)	(57.4%)
Internal Service	Insurance, Information Tech, Fleet, Building Maintenance	(2,287,852)	(15.9%)	95,562	0.7%
Trust & Agency	Underground Assessments, Pension Trust, PARS Trust	815,208	71.3%	112,478	9.0%
	<b>Total Increase/(Decrease)</b>	<b>(\$5,107,093)</b>	<b>(4.0%)</b>	<b>\$6,494,336</b>	<b>5.1%</b>

Specific information on each of these funds may be found later in this budget message. Additionally, summary schedules of revenues and expenditures are presented in the Summaries section of this budget.

## FUND SUMMARIES

### General Fund

Year-end estimates for FY 2019-2020 indicate that revenues will exceed expenditures by about \$1.9 million. This anticipated surplus is primarily due to savings expected from vacant positions. The unreserved (available) General Fund balance on June 30, 2020 is projected to be nearly \$8.3 million after accounting for financial policy designations. These funds are expected to be needed to relieve future anticipated deficits in the Stormwater Fund, Street Lighting & Landscape Fund, and Prop A (Transit) Fund.

FY 2020-2021 General Fund revenues are currently projected at \$73,122,730. Expenditures total \$73,124,188, resulting in an anticipated operating budget deficit of -\$1,458. Any year-end budget deficit will draw upon unreserved fund balance just as previous budget surpluses have added to the balance. Taking this into account, as well as expected transfers and policy reserves, the unreserved General Fund balance is projected to total \$6.5 million on June 30, 2021.

Like many local governments, our anticipated budget deficit is forcing difficult decisions that will affect service levels and programs. Furthermore, as COVID-19 conditions continue to fluctuate, our General Fund surplus/deficit estimate (i.e. the balance of revenues to expenditures) will change as refine our projections and economic assumptions when new data is released.

# CITY MANAGER'S BUDGET MESSAGE

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## *Revenues:*

General Fund revenues are projected to be \$73,122,730 in FY 2020-2021, a decrease of \$3.0 million or 3.9% from the FY 2019-2020 Adopted Budget. The decrease is mainly due to Sales and Other Taxes, Parking Citations, and Charges for Services.

Specific impacts on our key revenue sources include:

**Property Taxes:** For FY 2020-2021, Property Taxes are largely unaffected by the economic downturn since values were set prior to the arrival of COVID-19 and are based on calendar year 2019. At over 40% of the General Fund, overall Property Tax receipts are expected to increase 6.1% over the prior year budget to \$35.1 million in FY 2020-2021.

If the economic downturn is so severe and prolonged (e.g. continued high unemployment prompts foreclosures and sales price reductions) that the County Assessor begins to lower property values, sales data will indicate this over the next several months. Our leading indicator will be Property Transfer Tax, which is based on sales. At this time, sales activity is being affected by virus concerns and the temporary Safer at Home orders. Assuming the stalled activity continues the first few months of the fiscal year, Property Transfer Taxes are projected at \$650,000 or 15% below the prior year budget. This data will be closely watched for impacts to our largest General Fund revenue source.

**Sales Tax:** The City's second largest General Fund revenue source (11% of total revenue) was significantly impacted starting in March 2020. At this point in time, sales tax in FY 2021 is projected to drop to \$8.2 million, nearly \$1.0 million below the prior year budget. Industry groups hit hardest by the Safer at Home orders include most retail, restaurants and hotels. Stores are beginning to reopen with curbside pick-up and physical distancing measures, but the timing of fully reopening is undetermined, leaving revenue projections rather uncertain.

Construction has continued without interruption on the Manhattan Village Mall revitalization project. The North Deck is on schedule to open in the Spring of 2021. Mall space leasing is active and remains optimistic. Stores are initializing curb side pick-up in the coming weeks, and with its modern look and new stores and restaurants, we expect it to draw in people from the region.

Over the last several years, point-of-sale tax revenues have been trending down in the State with the continued strong growth in online sales. Online sales result in the collected sales tax going into a countywide pool, which is then allocated based on the City's share of point-of-sale taxes countywide. This trend is expected to continue, further impacting the City's future sales tax revenues.

**Transient Occupancy Tax (TOT):** Hotel occupancy taxes are expected to generate approximately \$4.4 million in General Fund revenue in FY 2020-2021, or \$350,000 (7.4%) below the prior year budget. The short and long term impacts to the hotel industry are worrying; even if governments lift the Safer at Home orders, questions remain as to when consumers will feel comfortable traveling. Currently, occupancy rates have dropped to below 25%. The budget for FY 2020-2021 assumes occupancy rates will rise over the coming months as comfort levels with new cleaning and physical distancing measures gain

# CITY MANAGER'S BUDGET MESSAGE

momentum. Additionally, the approved increase in the tax rate of 2% is also expected to go into effect in July 2020. However, like Sales Tax, the uncertainty makes projecting this revenue a challenge. TOT revenue also affects the Capital Improvement Fund since 15% of the 10% base tax is dedicated to that fund (the CIP amount is in addition to the \$4.4 million expected in the General Fund).

**Business License Tax:** Business License Tax in FY 2020-2021 is expected to underperform the prior year budget by \$621,250 (-15.7%). In past economic downturns, this revenue proved to be somewhat resilient and stable given that about 100 businesses pay near or at the cap, which makes up over 35% of total business license tax.

Understanding the sudden hardship, the City Council proactively granted extensions for the payment of Business License Taxes due in March 2020 and deferred penalties to help local businesses during the closure period. The real impact of business closures will be felt in FY 2020-2021, when the Business License Taxes due are based on 2020 gross receipts.

**Building Permits & Plan Check Fees:** Residential and Commercial building activity has continued during the Safer at Home orders, and although City Hall is closed to the public, the Community Development Department has continued processing Building Permits and Plan Checks. At this time, Building Permits are expected to decline by 7.1% to \$1.5 million based on the number of recently approved Plan Checks and Permits in progress. Due to the uncertainty in residential and commercial properties, we anticipate Plan Check Fees to experience a larger decline of \$350,000 (19.1%) to \$1,450,000.

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

## *General Fund Expenditures:*

General Fund expenditures equal \$73,124,188 in FY 2020-2021, a decrease from the FY 2020 budget of \$1.9 million (-2.5%) but \$2.0 million (2.8%) over FY 2020 year-end estimates. The following chart illustrates the specific budget categories and the associated changes from FY 2020:

**General Fund Budgeted Expenditures by Category**

Expenditure Category	Budget FY 2020	Estimated FY 2020	Budget FY 2021	FY20 Budget to FY21 Var		FY20 Estimate to FY21 Var	
				Change	Percent	Change	Percent
Salaries & Benefits	\$52,201,675	\$49,893,601	\$53,077,736	\$876,061	1.7%	\$3,184,135	6.4%
Materials and Services	14,263,296	13,232,624	12,767,261	(1,496,035)	(10.5%)	(465,363)	(3.5%)
Internal Service Charges	7,853,755	7,225,624	6,392,111	(1,461,644)	(18.6%)	(833,513)	(11.5%)
Capital Equipment	103,124	295,158	395,500	292,376	283.5%	100,342	34.0%
Debt Service	485,475	485,475	479,350	(6,125)	(1.3%)	(6,125)	(1.3%)
Interfund Transfers	117,112	15,000	12,230	(104,882)	(89.6%)	(2,770)	(18.5%)
<b>Totals</b>	<b>\$75,024,437</b>	<b>\$71,147,482</b>	<b>\$73,124,188</b>	<b>(\$1,900,249)</b>	<b>(2.5%)</b>	<b>\$1,976,706</b>	<b>2.8%</b>

# CITY MANAGER'S BUDGET MESSAGE

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At 73% of General Fund Expenditures, Salaries and Benefits represent the largest portion of the budget in FY 2020-2021. The overall increase from the FY 2020 Budget is mainly due to Sworn Salaries and CalPERS contributions (which include the two new Police Officer positions) and payments to CalPERS to pay down our Unfunded Actuarial Liability (UAL). Regular (non-sworn) salaries are actually lower than the prior year due to the hiring freeze.

CalPERS UAL payments are increasing by about \$650,000 in the General Fund. These payments are for past service and still payable regardless of reduced "Normal Cost" contributions resulting from the hiring freeze.

To appropriately differentiate current service costs ("Normal Cost") from payments toward the unfunded liability for past service, separate object codes are used in the budget for pension contributions (4211 for Regular Employees and 4212 for Sworn Employees) and payments to reduce the City's unfunded liability (4218 for Regular Employees and 4219 for Sworn Employees). These can be found in each Department/Program expenditure schedule and the accompanying Appendix tables.

In addition to specified "frozen" positions, Salaries and Benefits also includes a 4.0% vacancy factor for full-time staffing, which equates to \$1.7 million across all funds, and approximately \$1.5 million in the General Fund. This vacancy factor is in recognition of the fact that there are times throughout the year that positions are vacant through attrition and retirements, and that salary savings are achieved during those vacancies. This practice was implemented several years ago when the prior practice of fully budgeting staff positions would result in significant year-end savings. The current method simply estimates and recognizes vacancies up-front, with the expected savings factored into the budget.

Materials and Services are down 10.5% (\$1.5 million) from last year's budget due to the aforementioned budget-balancing reductions implemented by staff. The City Council Contingency of \$50,000, which is also included in this category, was eliminated since the budget may be adjusted at any time through a City Council majority vote. Utility costs were reduced by \$275,932 based on prior year trends.

Another significant driver of the decrease in the General Fund is the reduction of Internal Service Fund charges. These funds include the Insurance Reserve, Fleet, Information Technology and Building Maintenance funds, and are used to capture and allocate common costs across all departments. Overall, Internal Service Charges are decreasing by \$1,461,644, or -18.6%, to alleviate the deficit the General Fund is facing. This savings included a one-time reduction of \$400,000 in Information Technology charges, and the one-year suspension of Fleet Rental and Fleet Maintenance Charges totaling \$2.1 million. These funds have both built a healthy fund balance over the last few years when actual expenditures came in lower than expected. Offsetting these reductions was an increase of \$684,300 in the Liability Insurance allocation. Outstanding claims against the City remain constant overall, and the City continues efforts to stabilize the Fund by increasing these internal service fund charge-outs.

The increase in capital outlay is mainly attributed to one-time technology and equipment purchases, which due to their critical nature, should not be delayed.

# CITY MANAGER'S BUDGET MESSAGE

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## ***Other Fund Highlights***

### **Capital Improvement Fund**

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

1998 Transient Occupancy Tax – 15% of the 10% tax

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

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

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

These revenues are projected to generate \$1.4 million in FY 2020-2021. CDBG Grant revenues totaling \$100,000 are also anticipated to offset sidewalk projects. Approximately half of the revenue generated within the CIP Fund is dedicated to funding the Police & Fire facility debt service of \$771,364. Other projects are funded from available fund balance and future General Fund surpluses on a pay-as-you-go basis. The City's CIP fund accounts for capital improvement projects funded by general use revenue sources. In FY 2020-2021, this includes \$600,000 for general Facility Improvements and \$50,000 for Non-Motorized Transportation projects such as bike lane and crosswalk improvements.

With these projects funded, the CIP fund is expected to have an unreserved fund balance of \$1.0 million at the end of FY 2021.

### **Special Revenue Funds**

The ***Street Lighting and Landscaping Fund*** derives its revenues from assessments to property owners. Those assessments, which have not been changed since 1996, will require a successful Proposition 218 vote in order to do so. As a result, the FY 2020-2021 assessment basis remains fixed with no increase from prior years. Because expenses for energy and maintenance are not fixed and have risen since 1996, the General Fund must contribute increased amounts each year in order to fund this service. The subsidy is estimated at \$185,802 in FY 2020-2021. In addition to the subsidy, the City contributes \$12,230 to cover the City's portion of the Streetscape zone. This budget presents a fund which has long exhausted its reserves. Until new assessments are in place, General Fund transfers will continue, further straining core municipal services.

The ***Streets & Highways Fund*** (Gas Tax and SB1 Funds) accounts for gas tax moneys dedicated to roadway and sidewalk projects. These funds are expected to decline as a result of the economic downturn, but the extent is currently unknown. The FY 2020-2021 budget includes revenues estimated at \$1.5 million and capital expenditures of \$755,000. Projects include an allotment for the annual street resurfacing program (\$350,000) as well as the annual curb, gutter and ramp replacements program (\$365,000). As mandated, the triennial Pavement Management Plan Update is also budgeted for \$40,000.

# CITY MANAGER'S BUDGET MESSAGE

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The **Asset Forfeiture Fund** includes estimated revenues of \$5,000 consisting of anticipated interest earnings on the fund balance. The receipt of Asset Forfeiture funds is unpredictable and therefore not programmed into the budget. FY 2020-2021 will be the last year that operational expenditures (totaling \$147,900) will be budgeted in the Asset Forfeiture Fund as the fund balance is expected to be exhausted. The General Fund will absorb critical costs previously paid for by Asset Forfeiture funds.

The **Police Safety Grant Fund** has \$143,000 of grant funds and interest income, and \$142,000 in operating expenditures for front-line law enforcement supplies and equipment.

The majority of **Proposition "A" Fund** revenues are based on a half-cent sales tax in Los Angeles County, which is then distributed on a per capita basis. Like other sales taxes, these funds are expected to take a significant reduction. FY 2020-2021 revenues are estimated at \$673,061 and operating expenditures for the Dial-A-Ride and other transit services budgeted at \$941,812. This year's budget includes salary and benefits for the transportation services operators; \$14,863 for Taxi rides when Dial-A-Ride bus service is not available, and \$59,225 for recreational bus trips, which may be impacted by current Safer at Home orders.

The funding deficit of \$268,751 will be covered by a transfer from the General Fund unless the City can secure a funding exchange with another LA County city. For FY 2019-2020, the City was able to exchange General Fund moneys for Proposition "A" funds at 73 cents on the dollar, saving us \$73,973. Staff is making every effort to secure a similar funding exchange and will revisit the issue at a future City Council Meeting.

The **Proposition "C" Fund**, established for transportation and street improvement programs, reflects estimated revenues of \$580,608 and capital expenditures of \$800,000 in FY 2020-2021. Revenues include \$500,608 in transit sales tax (also impacted by the economic downturn) and \$80,000 in interest generated from existing fund balance. A budget of \$800,000 is included next year for the annual street resurfacing program.

The **AB 2766 Fund** was established in 1990 and provides per capita funding to cities and counties located in the South Coast District to be used to reduce motor vehicle air pollution. Revenues of \$47,000 and expenditures of \$673 are budgeted in FY 2020-2021. Unexpended revenues will be retained for future electric vehicle and/or charging station purchases.

During FY 2010, the City began receiving funds from a new sales tax resulting from **Measure "R"** which was approved by the County's voters in November 2008. This half cent sales tax can be used for projects such as pothole repairs, major street resurfacing, left-turn signals, bikeways, pedestrian improvements, streetscapes, traffic signal synchronization and local transit services (including subsidizing Dial-A-Ride services as done in the past). Revenues totaling \$403,497 are anticipated in FY 2020-2021 as well as a grant for \$540,000 for the Aviation and 33<sup>rd</sup> Street Sidewalk project. Other budgeted projects include \$400,000 toward the Annual Street Resurfacing program and \$260,000 to install protected left turn lanes at Manhattan Beach Boulevard and Peck Avenue.

In November 2016, Los Angeles County voters approved **Measure "M"**, to ease congestion and improve neighborhood streets and intersections. The City started receiving Measure M funds in FY 2018. Construction on the Rowell Avenue sidewalk connection (between Curtis &

# CITY MANAGER'S BUDGET MESSAGE

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1<sup>st</sup> Street) is planned for next year with a budget of \$640,000. The City was recently awarded \$5.44 in Measure M grant funds for the Manhattan Beach Advance Traffic Signal (MBATS) project. The City's MBATS System Project proposes to upgrade signal controller equipment and connect them through a fiber optic backbone infrastructure that will support emerging traffic management technologies, such as dynamic signal timing, vehicle to vehicle connections, autonomous vehicles, public safety preemption and other smart cities initiatives that can improve traffic signalization and operational efficiencies. The infrastructure will enable enhanced signal timing, relieve congestion during peak hours, allow the system to be more responsive to changes in traffic conditions, and prepare for the future of more Internet of Things (IOT) communication. A budget of \$3.64 million was included in the FY 2020-2021 Budget; the remaining \$1.8 million will be budgeted in FY 2021-2022.

## Enterprise Funds

FY 2020-2021 revenues in the **Water Fund** are estimated at \$16.1 million while operating expenses, capital projects and debt service in this fund total \$26.6 million. Design of Peck Ground Level Reservoir Replacement project is currently underway with construction slated to start in the fall and continuing for about 18 months. Adding to the existing project balance of \$22.8 million, next year's budget includes an additional \$14.0 million to meet the full cost of the project. Other capital projects are planned next year, including \$800,000 to paint the Block 35 Elevated Tank and \$300,000 for a Water Masterplan Update to address the City's aging infrastructure.

Revenues in the **Waste Water Fund** are projected to be \$3.7 million with operating expenses, capital projects and debt service estimated at \$3.2 million. Like the Water Fund, the Waste Water Fund includes a budget of \$300,000 for a Wastewater Masterplan Update and annual funding for the rehabilitation of gravity sewer mains program in the amount of \$1.1 million.

The **Stormwater Fund** includes revenues of \$789,484 (including assessment taxes and new Measure W funding) and expenditures of \$2.7 million. The deficit of nearly \$1.8 million is funded through a General Fund transfer (as predicted when fund reserves were exhausted). The FY 2020-2021 budget allocates funds for street sweeping and mandated National Pollution Discharge Elimination System Permit Compliance Programs as well as capital projects of \$1.7 million, including \$710,000 for storm drain debris collection devices, \$500,000 for storm drain repairs, and \$500,000 for the Joint Watershed Infiltration Project. There is no fund balance available to meet policy reserves of four months of operating expenses or fund necessary capital projects.

On November 6, 2018, voters approved Los Angeles County Measure W, a parcel tax to fund the improvement and maintenance of local stormwater systems. As part of the measure, a portion of the funds collected annually are distributed to municipalities to fund upgrades to and the maintenance of each agency's stormwater infrastructure. Based on current estimates, the City expects to receive up to \$410,000 per year.

Current assessments, last changed in 1996, are not sufficient to sustain the program's current and future capital needs. As a result, continued General Fund transfers or a Proposition 218 vote to increase the assessments will be required to adequately fund this operation. Stormwater runoff is under increased regulatory and environmental pressures, which has resulted in



# CITY MANAGER'S BUDGET MESSAGE

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increased costs. The General Fund can no longer afford to subsidize the Stormwater Fund, and the assessments will need to be addressed.

The **Refuse Fund** will be dissolved in FY 2020-2021 since the City is no longer serving as a pass through for refuse billing and payments. The fund balance at the end of FY 2019-2020 will be allocated to the Capital Improvements Fund for City refuse enclosure improvement projects (\$800,000) with the remaining funds being transferred to the General Fund.

The **Parking Fund** accounts for collections and expenditures for street meters and City-owned lots, debt service on the Metlox parking structure, and maintenance of the Metlox Town Square. For FY 2019 this fund is projected to have \$4.3 million in revenues and \$2.4 million in expenditures, which includes debt service on the Metlox parking structure (\$711,213). Fund revenues and expenditures also include the Downtown Business Improvement District assessments (approximately \$100,000) which the City collects and then remits to the Downtown Business and Professional Association through a contractual agreement. The increase in parking meter revenues last year will be accumulated in fund balance for future parking infrastructure projects.

The **County Parking Lot Fund** accounts for the two county-owned parking lots commonly referred to as El Porto and 26<sup>th</sup> Street. This fund is projected to have \$1,043,500 in revenues and \$747,077 in expenditures, which includes \$572,000 for the County Lots operating lease. Excess funds (\$296,423) are transferred to the General Fund after accounting for the County's share of revenue.

The **State Pier and Parking Lot Fund** relates to the operational activity for the State-owned pier parking lots. This fund is projected to have \$820,000 in revenues and \$539,418 in expenditures in FY 2020-2021. Fund revenues are used to maintain and operate the pier and parking lots, and the pier comfort stations. Fund balance will be used in the near future for the design and replacement of the Pier railings.

## Internal Service Funds

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

The FY 2020-2021 **Insurance Reserve Fund** budget contains revenues (derived from charge-outs) of \$7.2 million and expenditures of \$6.7 million. The Insurance Reserve allocates charges to other funds based on recent experience and actuarial funding estimates. In FY 2020-2021, charge outs to departments for liability and property claims are up by \$450,300 (24.4%), while Workers Compensation charge-outs to departments are lower by \$98,040 (-2.0%). These charge-outs are the funding source for insurance premiums, claims paid and claims administration costs paid out of the Insurance Reserve Fund.

Overall, budgeted claims paid in FY 2020-2021 are estimated at \$750,000 for liability and \$3.8 million for workers' compensation, a combined decrease of \$450,000 from the prior year estimate. Because the City's self-insured retention is \$500,000 for liability and \$750,000 for

# CITY MANAGER'S BUDGET MESSAGE

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Workers Compensation, claims paid will represent the largest and most varied cost from year to year.

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

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

The **Information Technology Fund** provides for the operation of the City's Information Technology department, including maintenance of the City's computer network, hardware infrastructure, City website and mobile app, as well as the broadcasting of City meetings. The department's budget is charged out to the other departments based on the number of devices (workstations, printers and mobile devices) being utilized and the number of employees in each division. In FY 2020-2021, Information Technology Fund revenues are \$2.8 million after a reduction of \$400,000 to serve as a relief measure for the General Fund. Expenditures are budgeted at \$3.4 million (the difference is funded through available fund balance). This fund budget includes replacement workstations, servers and network components (switches and wireless access point hardware) as well as one-time purchases for critical upgrades.

The **Building Maintenance and Operations Fund** consists of programs from two different departments. The fund provides for Public Work's Building Maintenance program which maintains City facilities and grounds, and the Finance Department's General Services program which ensures that office equipment such as photocopiers are maintained. The fund's FY 2020-2021 budget includes revenues of \$2.1 million and expenditures of \$2.0 million. Expenditures associated with this fund are allocated to departments based on their number of employees and the square feet of building they occupy.

The **Fleet Management Fund** is normally charged to departments in two separate line items - fleet maintenance and fleet rental. Fleet maintenance accounts for repairs and routine vehicle maintenance based on the average maintenance and repair cost according to the type and number of vehicles a department operates. The fleet rental charge provides for the replacement of City vehicles, and is a straight-line depreciated charge based on the cost and expected life of each vehicle. However, the City hasn't always replaced vehicles according to the "expected life" schedule, which has resulted in an accumulation of fund balance. Hence, a suspension of these charges was implemented in FY 2020-2021 to relieve pressure on the General Fund. Even with this suspension of revenue, operations of \$1,227,502 and vehicle

# CITY MANAGER'S BUDGET MESSAGE

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replacements of \$459,000 are fully funded. (A list of vehicle replacements is included in the Appendix of this document.) The Fleet Management Fund is expected to have \$1.6 million remaining after FY 2020-2021 changes for future vehicle replacements.

## Five Year Forecast

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

Our forecast also projects fund balances, including policy reserves and unreserved balances. Fund transfers are indicated for easy identification of fund subsidies, such as the Street Lighting and Landscape Fund, Stormwater Fund, and Proposition A Fund, which are being subsidized by the General Fund.

The forecast included in this year's budget shows that the City has been successful in maintaining a fiscally prudent policy of 20% in reserve funds for emergencies and urgent needs and, additionally, an Economic Uncertainty reserve of \$4 million through FY 2020. As much of our economic outlook is still to be determined given the dynamics of the COVID-19 situation, the need to dip into these "rainy day" funds is also to be determined. If we hold the line on cost controls, current trends indicate usage of the Economic Uncertainty reserve will be necessary to continue transfers to the Stormwater Fund and the Pension Rate Stabilization Fund. Current projections indicate that by FY 2022-2023, the Economic Uncertainty reserve will be exhausted, requiring use of the Financial Policy reserve.

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

Stormwater and Street Lighting subsidies aside, the five year forecast also shows a lack of funding for significant capital improvement projects, such as the replacement of Fire Station #2, recreational facilities, additional parking and upgrades to essential public buildings such as our community centers. With the developing economic downturn, we are faced with difficult choices in balancing quality of life service needs, deteriorating (or aging) infrastructure and long-term fiscal sustainability.

On top of these needs, labor costs in California continue to rise. As a service organization, the City delivers services through our dedicated employees. Labor agreements are in effect with most of the City's bargaining units bringing predictability in one of the City's biggest cost centers through December 31, 2021. After salaries, the second largest compensation driver for

# CITY MANAGER'S BUDGET MESSAGE

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the City is retirement system costs. In FY 2020-2021, the City has budgeted \$10.2 million for costs associated with providing employees defined benefit pension plans through the California Public Employees' Retirement System (CalPERS). This total includes \$4.5 million in current service costs and \$5.7 million for payments toward the City's unfunded accrued liability (UAL).

Drilling down further, the \$5.7 million budgeted in FY 2019 for the City's unfunded liability payments breaks down to \$1.8 million for miscellaneous employees and \$3.9 million for sworn public safety personnel.

In an effort to closely monitor our pension costs, the City consults with an independent actuary to review our plans and project rates beyond what CalPERS provides. It is important to note that while a lot of attention has been given to unfunded pension liabilities, the City's three employee plans with CalPERS (Police, Fire and Miscellaneous Non-Sworn) are currently funded between 71% and 76% as of the last actuarial report (July 2019). Unfunded liabilities currently total approximately \$88.5 million (more information is available in the City's Comprehensive Annual Financial Report at [www.citymb.info/departments/finance](http://www.citymb.info/departments/finance)).

To help mitigate these rising pension costs, the creation of a Pension Stabilization Trust Fund was approved by the City Council. The current balance of about \$1.3 million may be used at any time to offset payments to CalPERS. Otherwise, additional transfers (\$250,000 per year) are planned over the next five years to continue building up the fund.

With the COVID-19 pandemic and resulting economic downturn also looming, the City Council has directed immediate efforts to address our long-term financial sustainability. In the coming months, staff and the City Council will be discussing cost controls, revenue enhancements, pension costs, and the use of reserves to ensure the City's future is as strong as its past.

## CONCLUSION

The City's budget process and resulting document is the result of an extraordinary effort from residents and staff in every City department. We are proud to point out that the City's last biennial budget once again received awards both from the California Society of Municipal Finance Officers and from the Government Finance Officers Association.

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

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

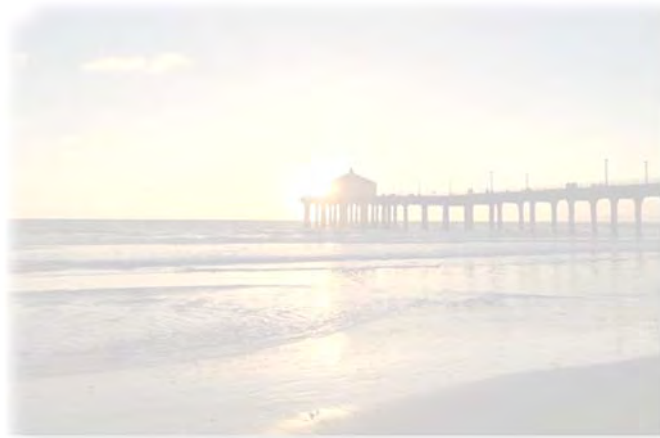
I would like to take this opportunity to thank all the City employees who worked hard to develop this year's budget. Special thanks to the Finance Department, especially Steve Charelian, Henry Mitzner, Libby Bretthauer, Marcelo Serrano, Julie Bondarchuk and Cynthia Mickschl.

Sincerely,



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Bruce Moe  
City Manager



# Budget User's Guide

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

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

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

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

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

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

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

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

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

## BUDGET PROCESS

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

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

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

Once the budget data has been reviewed and any changes have been made by the Finance Department, a proposed document is prepared. After final review and approval by the City Manager, the proposed budget

document is presented to the City Council in May. At least one study session and public hearing are held by the City Council, and then the budget is adopted by resolution prior to June 30.

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

### **BASIS OF ACCOUNTING**

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

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

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

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

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

### **CLASSIFICATION OF FUNDS**

#### *GOVERNMENTAL FUND TYPES:*

#### **General Fund**

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

## Special Revenue Funds

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

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

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

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

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

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

## Capital Projects Funds

*The Capital Improvement Fund* is used to account for capital projects not eligible for funding from other specific funding sources. Funding sources are derived from various sources such as grant funds or transfers from the General Fund. In 1998-1999, City council acted to designate specific revenue sources for this fund consisting of the 15% of the City's 10% transient occupancy tax rate and the 25 cents incremental increase of parking meter rates. Additionally, in FY 2000-2001, City Council added to this dedicated revenue stream by increasing street meter rates by an additional 25 cents per hour and most parking citation rates \$ 4. Specific projects and their funding sources are described in detail in the City's Capital Improvement Plan.

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

## Debt Service Funds

Three Special Assessment Redemption Funds are used to account for principal and interest payments on the Underground Utility Bonds for the 2018 Refunding of Districts formed in 2004 and 2005, as well as Districts 19-12, 19-14, and 19-4 that formed in 2019. Proceeds of these bonds were used to relocate utility lines underground in certain portions of the City. The bonds are being repaid with proceeds from special assessments levied on the property owners who benefited from the project.



## PROPRIETARY FUND TYPES:

### Enterprise Funds

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

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

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

*The Refuse Fund* is used to account for the provision of refuse collection and recycling services in the City. This Fund was closed after FY 2019-20 when the franchisee took over billing for these services.

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

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

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

### Internal Service Funds

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

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

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

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

## FIDUCIARY FUND TYPES:

### Trust & Agency Funds

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

# City of Manhattan Beach Facts and Figures

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

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

Manhattan Beach is a full-service General Law city operating under a council-manager form of government. The City Council consists of five members elected at large, each serving a 9 1/2 month mayoral rotation during their four year term. The City Council meets on the first and third Tuesdays of the month at 6:00 PM. The City operates with nine well-run departments, 311 full-time and approximately 180 part-time employees. The City prides itself in offering the highest level of services to its residents and maintains a AAA bond rating.



## Mission Statement

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

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

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

**Full-Time Municipal Employees Authorized:** 311

**Public Safety:** Two fire stations with 30 authorized sworn personnel; One police station with 67 sworn personnel

## Parks & Public Facilities

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

# City of Manhattan Beach Facts and Figures

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

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

**Elevation:** 120 feet above sea level

**Population & Area:** 35,183 (2019 US Census Bureau Estimate from 2010 base of 35,135); 3.88 square miles

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

**Median Home Sale Price:** \$2,272,700 (as of March 31, 2020 – Zillow data)

**Median Household Income (in 2018 dollars):** \$150,083 (U.S. Census Bureau, 2014-2018 data)

**Assessed Valuation:** \$19.8 billion (Office of the Assessor, Los Angeles County, 2019 Annual Report)

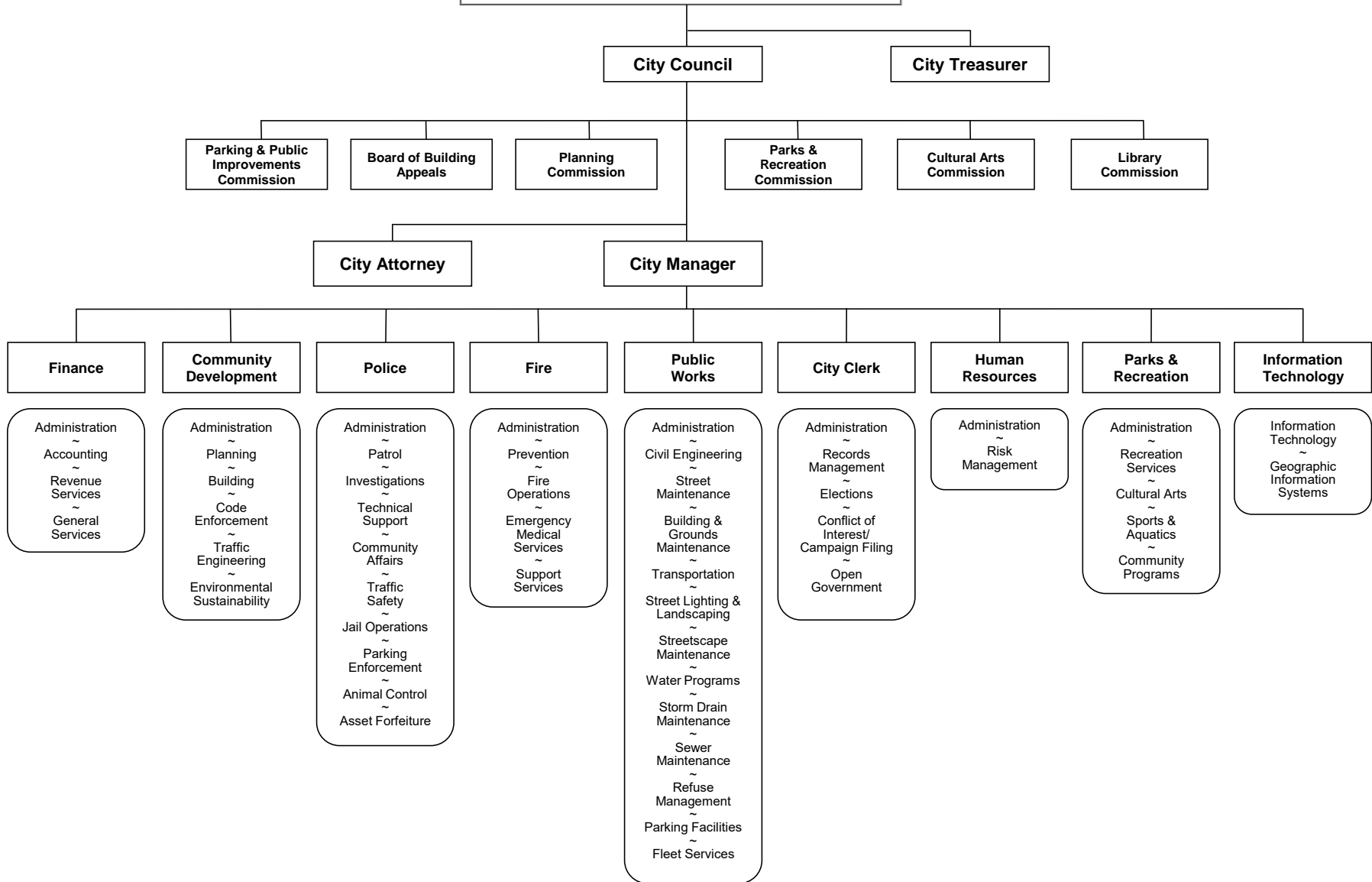
**Housing Units** (U.S. Census Bureau, 2010-2018 American Community Survey Estimates)

1-Unit Detached	10,886	70.9%
1-Unit Attached	1,421	9.2%
2-4 Units	2,003	13.1%
5+ Units	962	6.2%
Other	91	0.6%
<b>Total Housing Units</b>	<b>15,793</b>	<b>100%</b>

**Business Mix** (as of May 2020)

Services	964	18%
Contractors	2,702	50%
Home Occupation	461	9%
Retail	361	7%
Professionals	419	8%
Apartment Houses	258	5%
Commercial Property	138	3%
Miscellaneous	60	1%
<b>Total</b>	<b>5,363</b>	<b>100.0%</b>

**CITIZENS OF MANHATTAN BEACH**



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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

**PRESENTED TO**

**City of Manhattan Beach  
California**

For the Biennium Beginning

**July 1, 2018**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Manhattan Beach, California for its biennial budget for the biennium beginning July 1, 2018. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

# California Society of Municipal Finance Officers

*Certificate of Award*

## ***Excellence Award for Fiscal Years 18-19 and 19-20 Operating Budget***

*Presented to the*

***City of Manhattan Beach***

For meeting the criteria established to achieve the CSMFO Excellence Award for Budgeting

*January 2, 2019*



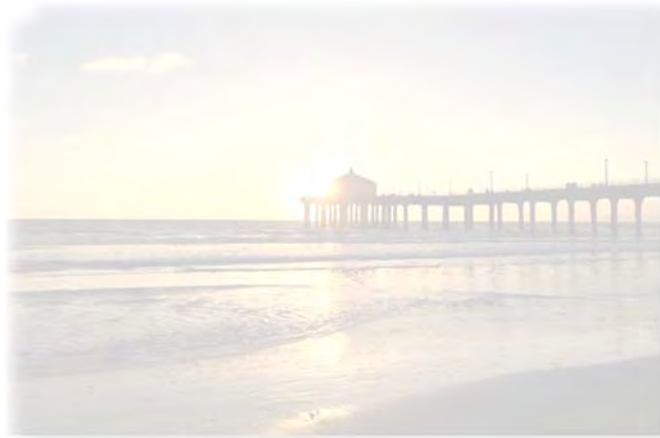
*Margaret Moggia*

**Margaret Moggia  
CSMFO President**

*Sara J. Roush*

**Sara Roush, Chair  
Recognition Committee**

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



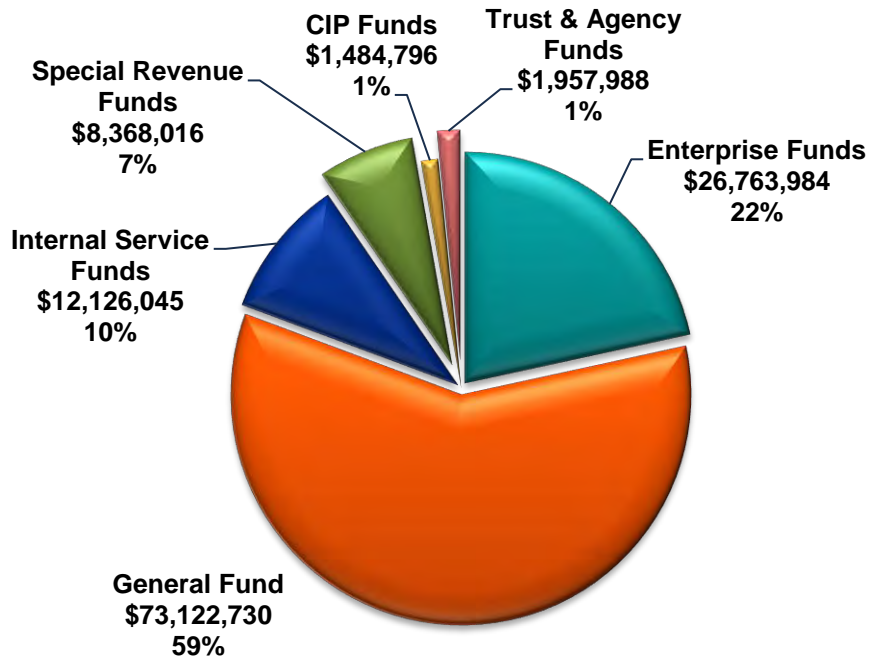


# Summaries

# SOURCE OF FUNDS BY FUND TYPE

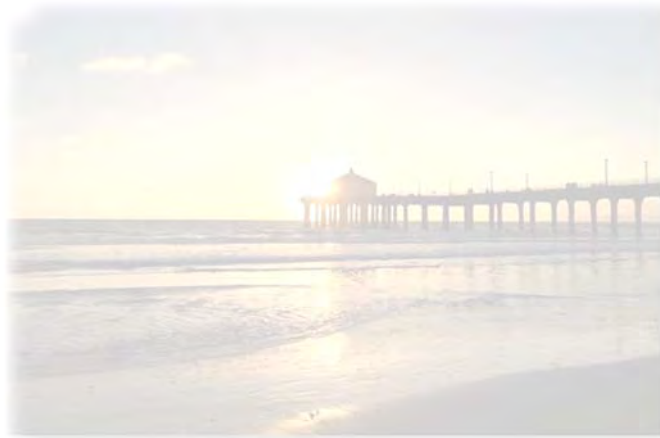
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**FY 2020-21 Source of Funds - City-Wide = \$123,823,559**



## SCHEDULE OF REVENUES BY FUND & CATEGORY

	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	Change from 2019-20 Adopted	
<b>General Fund</b>						
Revenue from Property Taxes	\$32,107,338	\$33,111,743	\$34,378,818	\$35,123,856	\$2,012,113	6.1%
Revenue from Sales & Use Tax	9,339,305	9,150,000	8,250,000	8,157,222	(992,778)	(10.9%)
Revenue from Transient Occupancy Tax	4,356,986	4,750,000	4,000,000	4,400,000	(350,000)	(7.4%)
Revenue from Business License Tax	4,053,020	3,946,250	3,700,000	3,325,000	(621,250)	(15.7%)
Revenue from Other Taxes	2,415,444	2,307,950	2,188,298	2,131,463	(176,487)	(7.6%)
Revenue from Permits	3,048,265	2,797,340	2,433,939	2,676,323	(121,017)	(4.3%)
Revenue from Fines & Forfeitures	1,963,414	2,447,000	1,743,170	1,840,000	(607,000)	(24.8%)
Revenue from Use of Property & Money	6,743,754	4,054,499	4,245,455	3,803,796	(250,703)	(6.2%)
Revenue from Vehicle License Fee	17,276	15,000	28,431	17,000	2,000	13.3%
Revenue from Other Governments	338,244	625,974	432,168	798,850	172,876	27.6%
Revenue from Service Charges	8,412,971	8,344,900	6,928,954	6,316,002	(2,028,898)	(24.3%)
Miscellaneous Revenues	4,775,632	4,534,730	4,691,504	4,533,218	(1,512)	(0.0%)
<b>Total General Fund</b>	<b>\$77,571,649</b>	<b>\$76,085,386</b>	<b>\$73,020,737</b>	<b>\$73,122,730</b>	<b>(\$2,962,656)</b>	<b>(3.9%)</b>
<b>Special Revenue Funds</b>						
Street Lighting & Landscaping	\$385,663	\$394,800	\$391,400	\$389,918	(\$4,882)	(1.2%)
Gas Tax	1,747,752	1,619,869	1,332,141	1,520,414	(99,455)	(6.1%)
Asset Forfeiture	68,554	8,000	12,334	5,000	(3,000)	(37.5%)
Police Safety Grants	184,080	141,328	144,237	143,000	1,672	1.2%
Proposition A	951,192	1,039,166	974,682	673,061	(366,105)	(35.2%)
Proposition C	813,467	672,715	1,341,946	580,608	(92,107)	(13.7%)
AB 2766	52,983	47,212	47,654	47,000	(212)	(0.4%)
Measure R	585,280	480,818	474,458	943,497	462,679	96.2%
Measure M	518,172	513,809	485,771	4,065,518	3,551,709	691.3%
<b>Total Special Revenue Funds</b>	<b>\$5,307,143</b>	<b>\$4,917,717</b>	<b>\$5,204,623</b>	<b>\$8,368,016</b>	<b>\$3,450,299</b>	<b>70.2%</b>
<b>Capital Project Funds</b>						
Capital Improvement	\$2,021,943	\$2,326,804	\$1,722,493	\$1,484,796	(\$842,008)	(36.2%)
<b>Total Capital Projects Funds</b>	<b>\$2,021,943</b>	<b>\$2,326,804</b>	<b>\$1,722,493</b>	<b>\$1,484,796</b>	<b>(\$842,008)</b>	<b>(36.2%)</b>
<b>Underground Utility Construction Fund</b>						
Underground Utility Construction	\$1,428	\$3,280	\$18,496,956	-	(\$3,280)	-
<b>Total Underground Utility Construction Fund</b>	<b>\$1,428</b>	<b>\$3,280</b>	<b>\$18,496,956</b>	<b>\$0</b>	<b>(\$3,280)</b>	<b>-</b>
<b>Enterprise Funds</b>						
Water	\$17,000,149	\$15,646,664	\$16,085,719	\$16,075,000	\$428,336	2.7%
Stormwater	397,172	368,633	791,464	789,484	420,851	114.2%
Wastewater	3,914,763	3,524,488	3,829,777	3,729,000	204,512	5.8%
Refuse	4,201,932	4,354,992	4,193,968	-	(4,354,992)	-
Parking	3,109,809	4,299,078	3,947,684	4,306,000	6,922	0.2%
County Parking Lots	815,805	1,043,500	964,500	1,043,500	-	-
State Pier & Parking Lot	723,851	803,433	770,404	821,000	17,567	2.2%
<b>Total Enterprise Funds</b>	<b>\$30,163,481</b>	<b>\$30,040,788</b>	<b>\$30,583,516</b>	<b>\$26,763,984</b>	<b>(\$3,276,804)</b>	<b>(10.9%)</b>
<b>Internal Service Funds</b>						
Insurance Reserve	\$7,053,139	\$6,851,720	\$6,993,203	\$7,203,980	\$352,260	5.1%
Information Technology	2,719,238	2,814,647	2,814,647	2,814,340	(307)	(0.0%)
Fleet Management	2,392,741	2,663,995	2,235,744	25,000	(2,638,995)	(99.1%)
Building Maintenance & Operations	1,750,378	2,083,535	1,694,931	2,082,725	(810)	(0.0%)
<b>Total Internal Service Funds</b>	<b>\$13,915,496</b>	<b>\$14,413,897</b>	<b>\$13,738,525</b>	<b>\$12,126,045</b>	<b>(\$2,287,852)</b>	<b>(15.9%)</b>
<b>Trust &amp; Agency Funds</b>						
Special Assessment Redemption Fund	\$768,451	\$965,000	\$751,900	\$732,532	(\$232,468)	(24.1%)
Special Assessment UAD 12 14 Fund	-	-	-	614,943	614,943	-
Special Assessment UAD 19-04 Fund	-	-	-	340,513	340,513	-
Pension Trust	276,102	177,780	171,294	220,000	42,220	23.7%
PARS Investment Trust	55,324	-	55,000	50,000	50,000	-
<b>Total Trust &amp; Agency Funds</b>	<b>\$1,099,877</b>	<b>\$1,142,780</b>	<b>\$978,194</b>	<b>\$1,957,988</b>	<b>\$815,208</b>	<b>71.3%</b>
<b>Grand Total</b>	<b>\$130,081,017</b>	<b>\$128,930,652</b>	<b>\$143,745,044</b>	<b>\$123,823,559</b>	<b>(\$5,107,093)</b>	<b>(4.0%)</b>



**SCHEDULE OF REVENUES BY CATEGORY & FUND**

	Property Taxes	Sales Taxes	Other Taxes	Licenses and Permits	From Other Agencies	Charges for Services	Fines and Forfeitures	Interest and Rents	Grants	Operating Transfers In	Other	2020-21 Adopted
<b>General Fund</b>												
General Fund	\$35,123,856	\$8,157,222	\$9,856,463	\$2,676,323	\$239,850	\$6,316,002	\$1,840,000	\$3,803,796	\$576,000	\$3,398,018	\$1,135,200	\$73,122,730
<b>Special Revenue Funds</b>												
Street Lighting & Landscaping	-	-	377,688	-	-	-	-	-	-	12,230	-	389,918
Gas Tax	-	-	-	-	1,111,299	-	-	30,000	379,115	-	-	1,520,414
Asset Forfeiture	-	-	-	-	-	-	-	5,000	-	-	-	5,000
Police Safety Grants	-	-	-	-	-	-	-	4,000	139,000	-	-	143,000
Proposition A	-	-	647,861	-	-	7,700	-	-	-	-	17,500	673,061
Proposition C	-	-	500,608	-	-	-	-	80,000	-	-	-	580,608
AB 2766	-	-	-	-	46,000	-	-	1,000	-	-	-	47,000
Measure R	-	-	375,497	-	-	-	-	28,000	540,000	-	-	943,497
Measure M	-	-	425,518	-	-	-	-	-	3,640,000	-	-	4,065,518
<b>Capital Project Funds</b>												
Capital Improvement	-	-	635,144	10,902	-	650,750	88,000	-	100,000	-	-	1,484,796
<b>Undergr. Utility Constr. Fund</b>												
Underground Utility Construction	-	-	-	-	-	-	-	-	-	-	-	-
<b>Enterprise Funds</b>												
Water	-	-	-	-	-	15,260,000	-	800,000	-	-	15,000	16,075,000
Stormwater	410,000	-	-	-	-	349,484	-	30,000	-	-	-	789,484
Wastewater	-	-	-	20,000	-	3,511,000	-	200,000	-	-	(2,000)	3,729,000
Refuse	-	-	-	-	-	-	-	-	-	-	-	-
Parking	-	-	137,000	-	-	4,098,000	-	35,000	-	-	36,000	4,306,000
County Parking Lots	-	-	-	-	-	1,043,500	-	-	-	-	-	1,043,500
State Pier & Parking Lot	-	-	-	-	-	800,000	-	20,000	-	-	1,000	821,000
<b>Internal Service Funds</b>												
Insurance Reserve	-	-	-	-	-	-	-	-	-	7,153,980	50,000	7,203,980
Information Technology	-	-	-	-	-	-	-	-	-	2,814,340	-	2,814,340
Fleet Management	-	-	-	-	-	-	-	-	-	-	25,000	25,000
Building Maintenance & Operator	-	-	-	-	-	-	-	-	-	2,082,725	-	2,082,725
<b>Trust &amp; Agency Funds</b>												
Special Assessment Redemption	-	-	732,532	-	-	-	-	-	-	-	-	732,532
Special Assessment UAD 12 14	-	-	614,943	-	-	-	-	-	-	-	-	614,943
Special Assessment UAD 19-04	-	-	340,513	-	-	-	-	-	-	-	-	340,513
Pension Trust	-	-	-	-	-	-	-	2,000	-	50,000	168,000	220,000
PARS Investment Trust	-	-	-	-	-	-	-	50,000	-	-	-	50,000
<b>Grand Total</b>	<b>\$35,533,856</b>	<b>\$8,157,222</b>	<b>\$14,643,767</b>	<b>\$2,707,225</b>	<b>\$1,397,149</b>	<b>\$32,036,436</b>	<b>\$1,928,000</b>	<b>\$5,088,796</b>	<b>\$5,374,115</b>	<b>\$15,511,293</b>	<b>\$1,445,700</b>	<b>\$123,823,559</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	<i>Change from 2019-20 Adopted</i>	
<b>General Fund</b>						
3101 CYr Secured Property Tax	\$26,011,312	\$27,022,582	\$28,000,000	\$28,728,000	\$1,705,418	6.3%
3102 CYr Unsecured Property Tax	1,022,255	940,000	1,049,695	1,049,695	109,695	11.7%
3103 PYr Secured Property Tax	(165,517)	-	-	-	-	-
3104 PYr Unsecured Property Tax	29,989	20,000	32,454	35,000	15,000	75.0%
3105 Supplemental Property Tax	789,771	600,000	790,000	800,000	200,000	33.3%
3106 Property Tax Collection Administrati	(377,226)	(360,000)	(382,492)	(378,000)	(18,000)	5.0%
3107 Interest & Penalties	75,919	80,000	80,000	80,000	-	-
3108 Property Tax in Lieu of VLF	4,720,835	4,809,161	4,809,161	4,809,161	-	-
<b>Revenue from Property Tax</b>	<b>\$32,107,338</b>	<b>\$33,111,743</b>	<b>\$34,378,818</b>	<b>\$35,123,856</b>	<b>\$2,012,113</b>	<b>6.1%</b>
3201 Sales & Use Tax	\$9,339,305	\$9,150,000	\$8,250,000	\$8,157,222	(\$992,778)	(10.9%)
3202 Franchise Tax	1,234,750	1,155,700	1,136,483	1,135,000	(20,700)	(1.8%)
3203 Transient Occupancy Tax	4,356,986	4,750,000	4,000,000	4,400,000	(350,000)	(7.4%)
3204 Business License Tax	4,053,020	3,946,250	3,700,000	3,325,000	(621,250)	(15.7%)
3206 Real Estate Transfer Tax	783,514	765,000	700,000	650,000	(115,000)	(15.0%)
3207 PSAF Sales Tax	395,139	386,250	346,365	346,463	(39,787)	(10.3%)
3215 Vacation Rental TOT	2,042	-	5,450	-	-	-
3217 AB 1379 Disability Access & Educati	(1)	1,000	-	-	(1,000)	-
<b>Revenue from Other Taxes</b>	<b>\$20,164,756</b>	<b>\$20,153,200</b>	<b>\$18,138,298</b>	<b>\$18,013,685</b>	<b>(\$2,140,515)</b>	<b>(10.6%)</b>
3301 Building Permits	\$1,929,097	\$1,650,000	\$1,459,726	\$1,532,712	(\$117,288)	(7.1%)
3302 Other Construction Permits	489,405	525,000	465,000	472,500	(52,500)	(10.0%)
3303 Home Occupation Permits	4,767	5,100	4,900	5,200	100	2.0%
3304 Fire Code Permits - Annual	137,937	125,000	133,000	150,000	25,000	20.0%
3305 Fire Permits - One Time	34,108	50,000	25,000	25,000	(25,000)	(50.0%)
3306 Outdoor Facilities Permits	480	500	500	500	-	-
3307 Film Permits	72,578	90,000	35,000	35,000	(55,000)	(61.1%)
3309 Building Permits Surcharge	180,530	165,000	145,973	153,271	(11,729)	(7.1%)
3310 Police Alarm Permits	79,562	76,500	79,500	86,700	10,200	13.3%
3311 Fire Construction Inspections	58,307	50,000	27,000	27,000	(23,000)	(46.0%)
3312 Studio Tenant Fees	3,901	4,000	2,100	2,200	(1,800)	(45.0%)
3313 EnerGov Tech Fee Admin	-	-	-	130,000	130,000	-
3350 Other Permits	4,231	4,240	4,240	4,240	-	-
3361 Animal License Fees	53,362	52,000	52,000	52,000	-	-
<b>Revenue from Permits</b>	<b>\$3,048,265</b>	<b>\$2,797,340</b>	<b>\$2,433,939</b>	<b>\$2,676,323</b>	<b>(\$121,017)</b>	<b>(4.3%)</b>
3401 Vehicle Code Fines	\$92,421	\$125,000	\$95,000	\$95,000	(\$30,000)	(24.0%)
3402 Parking Citations	1,820,378	2,250,000	1,600,000	1,700,000	(550,000)	(24.4%)
3404 Comm Dev Fines	18,500	12,000	30,000	15,000	3,000	25.0%
3421 Municipal Code Fines	32,115	60,000	18,170	30,000	(30,000)	(50.0%)
<b>Revenue from Fines &amp; Forfeitures</b>	<b>\$1,963,414</b>	<b>\$2,447,000</b>	<b>\$1,743,170</b>	<b>\$1,840,000</b>	<b>(\$607,000)</b>	<b>(24.8%)</b>
3501 Interest Earnings	\$975,695	\$919,254	\$1,100,000	\$925,000	\$5,746	0.6%
3505 Installment Fund Earnings	95	-	51	-	-	-
3506 Unrealized Investment Gain/Loss	848,001	-	-	-	-	-
3509 Other Interest Income	3,898	-	-	-	-	-
3510 Loan Principal	1,494,268	-	-	-	-	-
3511 Misc. Rents & Concessions	32,420	33,949	43,001	43,001	9,052	26.7%
3512 Golf Course Rent	9,931	10,000	13,000	10,000	-	-
3513 Tennis Club Rent	302,367	306,000	286,513	312,789	6,789	2.2%
3514 Tennis Club Percent Rent	177,236	190,000	180,000	100,000	(90,000)	(47.4%)
3515 Marriott Hotel Rent	1,464,741	1,300,000	1,225,000	1,100,000	(200,000)	(15.4%)
3516 Minimum Hotel Rent Payments	399,996	400,000	399,996	400,000	-	-
3517 Wireless Communication Income	175,851	176,752	181,338	185,000	8,248	4.7%
3518 1334 Building Lease	45,444	42,553	43,183	47,006	4,453	10.5%
3519 Metlox Lease Payments	555,068	518,952	540,000	400,000	(118,952)	(22.9%)
3520 Investment Amortization	27,035	(75,000)	-	-	75,000	-
3531 Tennis Club Parking Lot Lease	33,312	32,000	34,134	36,000	4,000	12.5%
3532 Mall Parking Lot Lease	139,130	140,039	140,039	185,000	44,961	32.1%
3533 Post Office Lease	53,001	53,800	53,000	53,800	-	-
3534 Library Parking Lot Lease	6,265	6,200	6,200	6,200	-	-
<b>Revenue from Use of Property &amp; Money</b>	<b>\$6,743,754</b>	<b>\$4,054,499</b>	<b>\$4,245,455</b>	<b>\$3,803,796</b>	<b>(\$250,703)</b>	<b>(6.2%)</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

		2018-19	2019-20	2019-20	2020-21	Change from	
		Actual	Adopted	Estimate	Adopted	2019-20	Adopted
3601	Vehicle in Lieu	\$17,276	\$15,000	\$28,431	\$17,000	\$2,000	13.3%
3602	Homeowners Property Tax Relief	147,608	150,000	150,000	150,000	-	-
3604	State Mandated Cost Reimburseme	12,480	15,000	59,247	15,000	-	-
3605	BCHD Grant	28,014	29,000	29,000	29,000	-	-
3607	STC Reimbursement	2,310	3,850	5,610	3,850	-	-
3608	POST Reimbursement	20,127	25,000	30,000	25,000	-	-
3613	Miscellaneous Revenue	-	-	82,667	248,000	248,000	-
3617	State Grant Programs	20,000	225,000	10,000	225,000	-	-
3618	Federal Grant Programs	41,776	103,124	-	103,000	(124)	(0.1%)
3622	Proposition A Project Specific	65,929	75,000	65,644	-	(75,000)	-
<b>Revenue from Other Governments</b>		<b>\$355,520</b>	<b>\$640,974</b>	<b>\$460,599</b>	<b>\$815,850</b>	<b>\$174,876</b>	<b>27.3%</b>
3701	New Residential Unit Fee	\$6,405	\$5,000	\$4,200	\$4,900	(\$100)	(2.0%)
3702	Building Record Report Fees	144,082	135,000	135,000	120,000	(15,000)	(11.1%)
3703	Building Plan Check Fees	1,775,016	1,800,000	1,409,463	1,450,000	(350,000)	(19.4%)
3704	Planning Filing Fees	324,543	265,000	250,000	250,000	(15,000)	(5.7%)
3705	Microfilm Fees	171,197	137,500	120,000	70,000	(67,500)	(49.1%)
3706	Reproduction Fees	26,490	30,000	10,000	15,000	(15,000)	(50.0%)
3707	Police False Alarm Fees	62,524	105,000	80,000	70,000	(35,000)	(33.3%)
3708	Police Service Fees	88,646	50,000	50,000	50,000	-	-
3709	Special Event OT Reimbursement	206,835	145,000	144,068	28,000	(117,000)	(80.7%)
3710	DUI Cost Recovery	29,180	25,000	25,000	25,000	-	-
3711	Booking Fees	16,200	19,000	18,000	19,000	-	-
3712	Book Removal	4,247	6,000	4,000	6,000	-	-
3713	Vehicle Release Fee	78,093	85,000	70,000	60,000	(25,000)	(29.4%)
3714	Animal Impound Fees	866	1,800	1,000	1,000	(800)	(44.4%)
3715	Fire Services Fees	352,390	220,000	131,000	150,000	(70,000)	(31.8%)
3716	Ambulance Fees	534,529	730,000	725,000	775,000	45,000	6.2%
3717	Fire Plan Check	143,270	100,000	91,000	100,000	-	-
3718	Fire Inspection Fees	2,378	5,000	476	5,000	-	-
3719	Public Works Misc Fees	134,487	20,000	7,614	20,000	-	-
3725	Traffic Engineering Services	12,195	10,000	18,000	15,000	5,000	50.0%
3726	Appeal Fees	-	500	-	500	-	-
3727	Traffic Engineer - Special Events	59	300	1,000	1,000	700	233.3%
3728	Community Development Reimburs	14,993	100,000	2,546	-	(100,000)	-
3729	Public Records Request	-	-	682	-	-	-
3732	Refuse City Cost Recovery	-	-	-	75,835	75,835	-
3734	Right of Way Permits	628,236	720,000	675,000	725,000	5,000	0.7%
3735	Inter-City Median Maintenance	7,484	7,000	7,443	7,000	-	-
3736	Sepulveda Sweeping Reimburseme	5,681	2,000	2,000	2,000	-	-
3750	Construction Debris Plan Review	-	-	-	75,000	75,000	-
3771	Facility & Parks Reservations	578,121	675,000	358,322	431,464	(243,536)	(36.1%)
3772	Special Activities Classes	138,724	120,000	92,830	104,291	(15,709)	(13.1%)
3773	Special Events	639,262	500,000	534,732	387,949	(112,051)	(22.4%)
3774	Tennis Operations	416,901	441,000	318,870	272,240	(168,760)	(38.3%)
3776	Arts/Education Classes	205,266	280,000	115,065	104,703	(175,297)	(62.6%)
3778	Sports Leagues & Tournaments	292,674	281,000	253,970	97,829	(183,171)	(65.2%)
3779	Sports Classes	636,358	615,300	609,242	365,432	(249,868)	(40.6%)
3780	Swimming Classes	566,013	538,000	522,482	353,884	(184,116)	(34.2%)
3784	Concerts in the Park	65,209	70,000	91,149	10,000	(60,000)	(85.7%)
3786	Older Adults Activities	103,676	100,000	49,450	67,475	(32,525)	(32.5%)
3791	Returned Check Fees	741	500	350	500	-	-
<b>Revenue from Service Charges</b>		<b>\$8,412,971</b>	<b>\$8,344,900</b>	<b>\$6,928,954</b>	<b>\$6,316,002</b>	<b>(\$2,028,898)</b>	<b>(24.3%)</b>
3896	Operating Service Transfers	\$3,663,481	\$3,664,530	\$3,664,530	\$3,398,018	(\$266,512)	(7.3%)
<b>Revenue from Interfund Charges &amp; Trans</b>		<b>\$3,663,481</b>	<b>\$3,664,530</b>	<b>\$3,664,530</b>	<b>\$3,398,018</b>	<b>(266,512)</b>	<b>(7.3%)</b>
3902	Sale of Property	\$3,557	\$2,500	\$455	\$2,500	-	-
3905	Cash Over/Short	(6)	-	(4)	-	-	-
3907	Resubmittal of Returned Checks	(1)	-	-	-	-	-
3909	Bad Debt Recovery	48,572	25,000	25,000	25,000	-	-
3913	Workers Comp Salary Continuation	963,918	750,000	525,000	700,000	(\$50,000)	(6.7%)
3946	Public Works Reimbursement	2,386	2,700	384,758	302,700	300,000	11111.1%
3947	City Store Sales	349	-	22,765	40,000	40,000	-
3994	P-Card Incentive	44,717	40,000	44,000	40,000	-	-
3995	Miscellaneous Revenues	48,659	50,000	25,000	25,000	(25,000)	(50.0%)
<b>Miscellaneous Revenue</b>		<b>\$1,112,151</b>	<b>\$870,200</b>	<b>\$1,026,974</b>	<b>\$1,135,200</b>	<b>\$265,000</b>	<b>30.5%</b>
<b>Total General Fund</b>		<b>\$77,571,649</b>	<b>\$76,085,386</b>	<b>\$73,020,737</b>	<b>\$73,122,730</b>	<b>(\$2,962,656)</b>	<b>(3.9%)</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	<i>Change from 2019-20 Adopted</i>	
<b>Street Lighting &amp; Landscaping Fund</b>						
3211 CYr Assessments	\$268,073	\$267,283	\$267,283	\$267,283	-	-
3212 PYr Assessments	-	2,900	-	2,900	-	-
3213 CYr Streetscape Assessments	107,245	107,005	107,005	107,005	-	-
3214 PYr Streetscape Assessments	-	500	-	500	-	-
3501 Interest Earnings	89	-	-	-	-	-
3506 Unrealized Investment Gain/Loss	34	-	-	-	-	-
3899 Transfers In	10,222	17,112	17,112	12,230	(\$4,882)	(28.5%)
<b>Total Street Lighting &amp; Landscaping Fund</b>	<b>\$385,663</b>	<b>\$394,800</b>	<b>\$391,400</b>	<b>\$389,918</b>	<b>(\$4,882)</b>	<b>(1.2%)</b>
<b>Streets &amp; Highways Fund</b>						
3501 Interest Earnings	\$61,192	\$58,389	\$25,158	\$30,000	(\$28,389)	(48.6%)
3506 Unrealized Investment Gain/Loss	67,952	-	-	-	-	-
3609 State Gas Tax 2105	197,470	200,226	157,476	190,407	(9,819)	(4.9%)
3610 State Gas Tax 2106	122,560	123,024	96,532	116,798	(6,226)	(5.1%)
3611 State Gas Tax 2107	254,339	268,926	201,996	235,061	(33,865)	(12.6%)
3613 Miscellaneous Grants	155,361	-	-	-	-	-
3614 SB 821 TDA	22,066	26,000	26,796	27,256	1,256	4.8%
3637 State Gas Tax 2103	120,237	307,007	238,599	303,513	(3,494)	(1.1%)
3638 Measure R Regional	101,892	-	23,751	-	-	-
3642 Highway Users Loan	40,587	40,587	40,587	-	(40,587)	-
3643 Road Maintenance Rehab	604,096	595,710	521,246	617,379	21,669	3.6%
<b>Total Streets &amp; Highways Fund</b>	<b>\$1,747,752</b>	<b>\$1,619,869</b>	<b>\$1,332,141</b>	<b>\$1,520,414</b>	<b>(\$99,455)</b>	<b>(6.1%)</b>
<b>Asset Forfeiture Fund</b>						
3501 Interest Earnings	\$9,814	\$8,000	\$7,060	\$5,000	(\$3,000)	(37.5%)
3506 Unrealized Investment Gain/Loss	11,145	-	-	-	-	-
3615 Fed Forfeitures - DOJ Local	33,990	-	-	-	-	-
3627 State Forfeitures - Regional	-	-	5,274	-	-	-
3629 Fed Forfeitures - Treas Regional	13,605	-	-	-	-	-
<b>Total Asset Forfeiture Fund</b>	<b>\$68,554</b>	<b>\$8,000</b>	<b>\$12,334</b>	<b>\$5,000</b>	<b>(\$3,000)</b>	<b>(37.5%)</b>
<b>Police Safety Grants Fund</b>						
3501 Interest Earnings	\$5,407	\$2,328	\$5,237	\$4,000	\$1,672	71.8%
3506 Unrealized Investment Gain/Loss	4,522	-	-	-	-	-
3617 State SLES Program	174,151	139,000	139,000	139,000	-	-
<b>Total Federal Law Enforcement Services</b>	<b>\$184,080</b>	<b>\$141,328</b>	<b>\$144,237</b>	<b>\$143,000</b>	<b>\$1,672</b>	<b>1.2%</b>
<b>Proposition A Fund</b>						
3221 Transit Sales Tax	\$712,461	\$728,752	\$673,367	\$647,861	(\$80,891)	(11.1%)
3501 Interest Earnings	314	-	57	-	-	-
3506 Unrealized Investment Gain/Loss	115	-	-	-	-	-
3760 Dial-A-Ride Fares	6,328	6,000	6,000	6,500	500	8.3%
3761 Bus Pass Subsidies	1,444	1,200	1,500	1,200	-	-
3995 Miscellaneous Revenues	530	17,500	19,785	17,500	-	-
3996 City Funds Exchange	230,000	285,714	273,973	-	(285,714)	-
<b>Total Proposition A Fund</b>	<b>\$951,192</b>	<b>\$1,039,166</b>	<b>\$974,682</b>	<b>\$673,061</b>	<b>(\$366,105)</b>	<b>(35.2%)</b>
<b>Proposition C Fund</b>						
3221 Transit Sales Tax	\$590,966	\$604,481	\$558,540	\$500,608	(\$103,873)	(17.2%)
3501 Interest Earnings	94,789	68,234	75,142	80,000	11,766	17.2%
3506 Unrealized Investment Gain/Loss	93,560	-	-	-	-	-
3641 Measure R SB Highway	34,152	-	708,264	-	-	-
<b>Total Proposition C Fund</b>	<b>\$813,467</b>	<b>\$672,715</b>	<b>\$1,341,946</b>	<b>\$580,608</b>	<b>(\$92,107)</b>	<b>(13.7%)</b>
<b>AB 2766 Fund</b>						
3501 Interest Earnings	\$3,441	\$1,212	\$1,654	\$1,000	(\$212)	(17.5%)
3506 Unrealized Investment Gain/Loss	2,861	-	-	-	-	-
3621 AB 2766 Air Quality	46,681	46,000	46,000	46,000	-	-
<b>Total AB 2766 Fund</b>	<b>\$52,983</b>	<b>\$47,212</b>	<b>\$47,654</b>	<b>\$47,000</b>	<b>(\$212)</b>	<b>(0.4%)</b>



## SCHEDULE OF REVENUE DETAIL BY FUND

		2018-19	2019-20	2019-20	2020-21	Change from	
		Actual	Adopted	Estimate	Adopted	2019-20	Adopted
<b>Measure R</b>							
3224	Proposition R Sales Tax	\$519,316	\$453,410	\$418,951	\$375,497	(\$77,913)	(17.2%)
3501	Interest Earnings	32,265	27,408	23,846	28,000	592	2.2%
3506	Unrealized Investment Gain/Loss	33,699	-	-	-	-	-
3613	Miscellaneous Grants	-	-	-	540,000	540,000	-
3910	Contributions From Private Parties	-	-	31,661	-	-	-
<b>Total Measure R Fund</b>		<b>\$585,280</b>	<b>\$480,818</b>	<b>\$474,458</b>	<b>\$943,497</b>	<b>(\$77,321)</b>	<b>(16.1%)</b>
<b>Measure M</b>							
3225	Measure M Sales Tax	\$499,031	\$513,809	\$474,760	\$425,518	(\$88,291)	(17.2%)
3501	Interest Earnings	13,977	-	11,011	-	-	-
3506	Unrealized Investment Gain/Loss	5,164	-	-	-	-	-
3613	Miscellaneous Grants	-	-	-	3,640,000	3,640,000	-
<b>Total Measure M Fund</b>		<b>\$518,172</b>	<b>\$513,809</b>	<b>\$485,771</b>	<b>\$4,065,518</b>	<b>(\$88,291)</b>	<b>(17.2%)</b>
<b>Capital Improvement Fund</b>							
3203	Transient Occupancy Tax	\$781,831	\$810,000	\$668,443	\$635,144	(\$174,856)	(21.6%)
3308	Park Development/Quimby	36,340	21,804	7,268	10,902	(10,902)	(50.0%)
3402	Parking Citations	88,280	110,000	68,000	88,000	(22,000)	(20.0%)
3505	Installment Fund Earnings	807	-	600	-	-	-
3612	Aid to Cities/STP-Local	-	-	96,360	-	-	-
3613	Miscellaneous Grants	-	-	30,000	-	-	-
3617	State Grant Programs	409,949	-	297,825	-	-	-
3618	Federal Grant Programs	38,809	-	1,497	100,000	100,000	-
3622	Prop A Project Specific	-	600,000	-	-	(600,000)	-
3751	Parking Meters	649,025	685,000	552,500	650,750	(34,250)	(5.0%)
3899	Transfers In	-	100,000	-	-	(100,000)	-
3910	Contributions From Private Parties	15,000	-	-	-	-	-
3995	Miscellaneous Revenues	1,902	-	-	-	-	-
<b>Total Capital Improvement Fund</b>		<b>\$2,021,943</b>	<b>\$2,326,804</b>	<b>\$1,722,493</b>	<b>\$1,484,796</b>	<b>(\$842,008)</b>	<b>(36.2%)</b>
<b>Underground Utility Construction Fund</b>							
3501	Interest Earnings	\$804	\$3,280	-	-	(\$3,280)	-
3506	Unrealized Investment Gain/Loss	624	-	-	-	-	-
3931	Bond Proceeds	-	-	\$13,577,905	-	-	-
3935	Homeowner Payoff	-	-	4,919,051	-	-	-
<b>Total Underground Utility Construction Fund</b>		<b>\$1,428</b>	<b>\$3,280</b>	<b>\$18,496,956</b>	<b>\$0</b>	<b>(\$3,280)</b>	<b>-</b>
<b>Water Fund</b>							
3501	Interest Earnings	\$805,509	\$481,664	\$771,719	\$800,000	\$318,336	66.1%
3506	Unrealized Investment Gain/Loss	742,918	-	-	-	-	-
3520	Investment Amortization	25,690	(45,000)	-	-	45,000	-
3737	Utility Service Charge	15,138,098	15,000,000	15,000,000	15,000,000	-	-
3738	Utility Connection Fees	159,364	100,000	180,000	150,000	50,000	50.0%
3740	Meter Installation	88,090	55,000	90,000	70,000	15,000	27.3%
3746	Penalties	36,399	40,000	40,000	40,000	-	-
3902	Sale of Property	1,061	10,000	-	10,000	-	-
3909	Bad Debt Recovery	5,812	4,000	4,000	4,000	-	-
3916	Bad Debt Wrieoff	(4,529)	(9,000)	(1,000)	(9,000)	-	-
3995	Miscellaneous Revenues	1,737	10,000	1,000	10,000	-	-
<b>Total Water Fund</b>		<b>\$17,000,149</b>	<b>\$15,646,664</b>	<b>\$16,085,719</b>	<b>\$16,075,000</b>	<b>\$428,336</b>	<b>2.7%</b>
<b>Stormwater Fund</b>							
3110	Measure W Parcel Tax	-	-	\$410,000	\$410,000	\$410,000	-
3501	Interest Earnings	\$22,953	\$19,149	31,980	30,000	10,851	56.7%
3506	Unrealized Investment Gain/Loss	23,366	-	-	-	-	-
3520	Investment Amortization	746	-	-	-	-	-
3737	Utility Service Charge	345,173	345,000	345,000	345,000	-	-
3748	Street Sweeping	4,934	4,484	4,484	4,484	-	-
<b>Total Stormwater Fund</b>		<b>\$397,172</b>	<b>\$368,633</b>	<b>\$791,464</b>	<b>\$789,484</b>	<b>\$420,851</b>	<b>114.2%</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

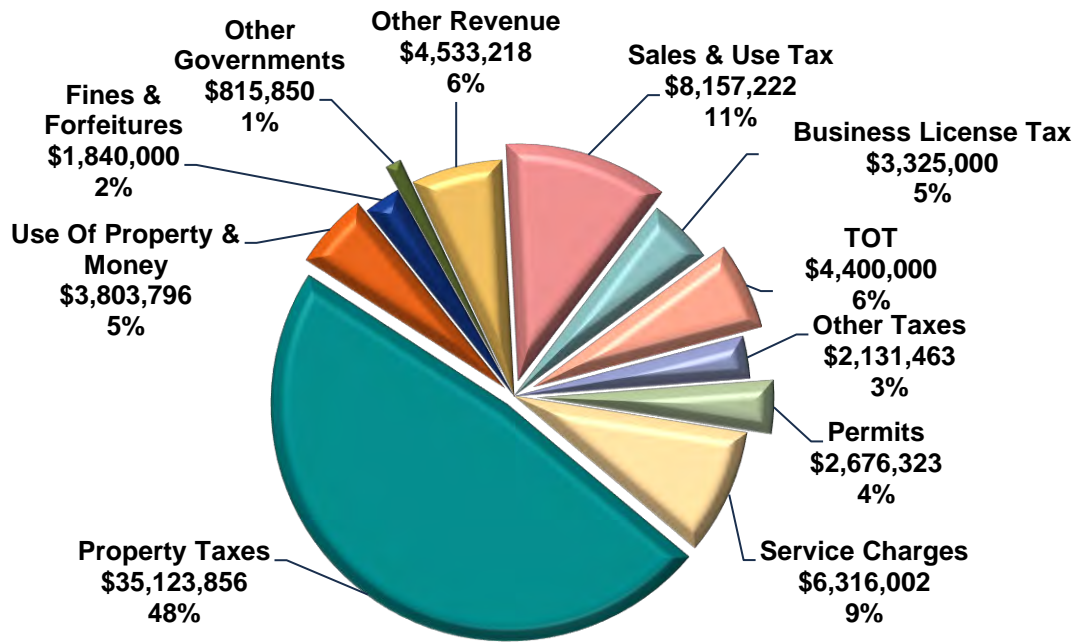
		2018-19	2019-20	2019-20	2020-21	Change from	
		Actual	Adopted	Estimate	Adopted	2019-20	Adopted
<b>Wastewater Fund</b>							
3351	Fats, Oil, Grease Permit	\$19,596	\$20,000	\$20,000	\$20,000	-	-
3501	Interest Earnings	232,788	130,488	226,347	200,000	\$69,512	53.3%
3506	Unrealized Investment Gain/Loss	211,530	-	-	-	-	-
3520	Investment Amortization	7,469	(15,000)	-	-	15,000	-
3737	Utility Service Charges	3,328,368	3,300,000	3,300,000	3,300,000	-	-
3738	Utility Connection Fees	106,283	80,000	200,000	200,000	120,000	150.0%
3746	Penalties	9,721	11,000	9,000	11,000	-	-
3916	Bad Debt Writeoff	(992)	(2,000)	(2,000)	(2,000)	-	-
3995	Miscellaneous Revenues	-	-	76,430	-	-	-
<b>Total Wastewater Fund</b>		<b>\$3,914,763</b>	<b>\$3,524,488</b>	<b>\$3,829,777</b>	<b>\$3,729,000</b>	<b>\$204,512</b>	<b>5.8%</b>
<b>Refuse Fund</b>							
3501	Interest Earnings	\$21,856	\$14,068	\$22,368	-	(\$14,068)	(100.0%)
3506	Unrealized Investment Gain/Loss	20,026	-	-	-	-	-
3520	Investment Amortization	704	(1,000)	-	-	1,000	(100.0%)
3613	Miscellaneous Grants	28,271	10,000	10,000	-	(10,000)	(100.0%)
3732	Residential City Cost Recovery	283,302	300,000	285,000	-	(300,000)	(100.0%)
3733	Commercial City Cost Recovery	194,073	195,000	195,000	-	(195,000)	(100.0%)
3742	Residential Refuse Fee	2,095,135	2,193,755	2,100,000	-	(2,193,755)	(100.0%)
3743	Commercial Refuse Fee	1,441,353	1,541,869	1,450,000	-	(1,541,869)	(100.0%)
3746	Penalties	32,897	8,000	8,000	-	(8,000)	(100.0%)
3747	Recycling	-	36,000	36,000	-	(36,000)	(100.0%)
3750	Waste Management Plan	80,639	60,000	85,000	-	(60,000)	(100.0%)
3916	Bad Debt Writeoff	(856)	(3,000)	1,000	-	3,000	(100.0%)
3995	Miscellaneous Revenues	4,532	300	1,600	-	(300)	(100.0%)
<b>Total Refuse Fund</b>		<b>\$4,201,932</b>	<b>\$4,354,992</b>	<b>\$4,193,968</b>	<b>\$0</b>	<b>(\$4,354,692)</b>	<b>-</b>
<b>Parking Fund</b>							
3209	BID - A License Surcharge	\$102,826	\$108,000	\$108,000	\$108,000	-	-
3210	BID - B License Surcharge	27,025	29,000	29,000	29,000	-	-
3501	Interest Earnings	35,653	31,078	48,872	35,000	\$3,922	12.6%
3505	Installment Fund Earnings	194	-	50	-	-	-
3506	Unrealized Investment Gain/Loss	34,264	-	-	-	-	-
3520	Investment Amortization	1,210	(3,000)	-	-	3,000	-
3751	Parking Meters	2,662,554	3,870,000	3,523,262	3,870,000	-	-
3752	Parking Lot Spaces	217,337	225,000	215,000	225,000	-	-
3759	Permit Parking Program	9,205	3,000	3,000	3,000	-	-
3910	Contribution From Private Parties	4,572	15,000	4,500	15,000	-	-
3995	Miscellaneous Revenues	14,969	21,000	16,000	21,000	-	-
<b>Total Parking Meter Fund</b>		<b>\$3,109,809</b>	<b>\$4,299,078</b>	<b>\$3,947,684</b>	<b>\$4,306,000</b>	<b>\$6,922</b>	<b>0.2%</b>
<b>County Parking Lots Fund</b>							
3753	Parking Lot B Meters	\$169,117	\$210,000	\$200,000	\$210,000	-	-
3754	Parking Lot C Meters	632,778	820,000	750,000	820,000	-	-
3755	Parking Lot B Spaces	1,830	2,500	2,000	2,500	-	-
3756	Parking Lot C Spaces	12,080	11,000	12,500	11,000	-	-
<b>Total County Parking Lots Fund</b>		<b>\$815,805</b>	<b>\$1,043,500</b>	<b>\$964,500</b>	<b>\$1,043,500</b>	<b>\$0</b>	<b>-</b>
<b>State Pier &amp; Parking Lot Fund</b>							
3501	Interest Earnings	\$18,931	\$30,433	\$14,634	\$20,000	(\$10,433)	(34.3%)
3506	Unrealized Investment Gain/Loss	29,668	-	-	-	-	-
3520	Investment Amortization	530	(3,000)	-	-	3,000	-
3751	Parking Meters	588,219	775,000	750,000	800,000	25,000	3.2%
3910	Contributions From Private Parties	84,986	-	5,770	-	-	-
3995	Miscellaneous Revenues	1,517	1,000	-	1,000	-	-
<b>Total State Pier &amp; Parking Lot Fund</b>		<b>\$723,851</b>	<b>\$803,433</b>	<b>\$770,404</b>	<b>\$821,000</b>	<b>\$17,567</b>	<b>2.2%</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

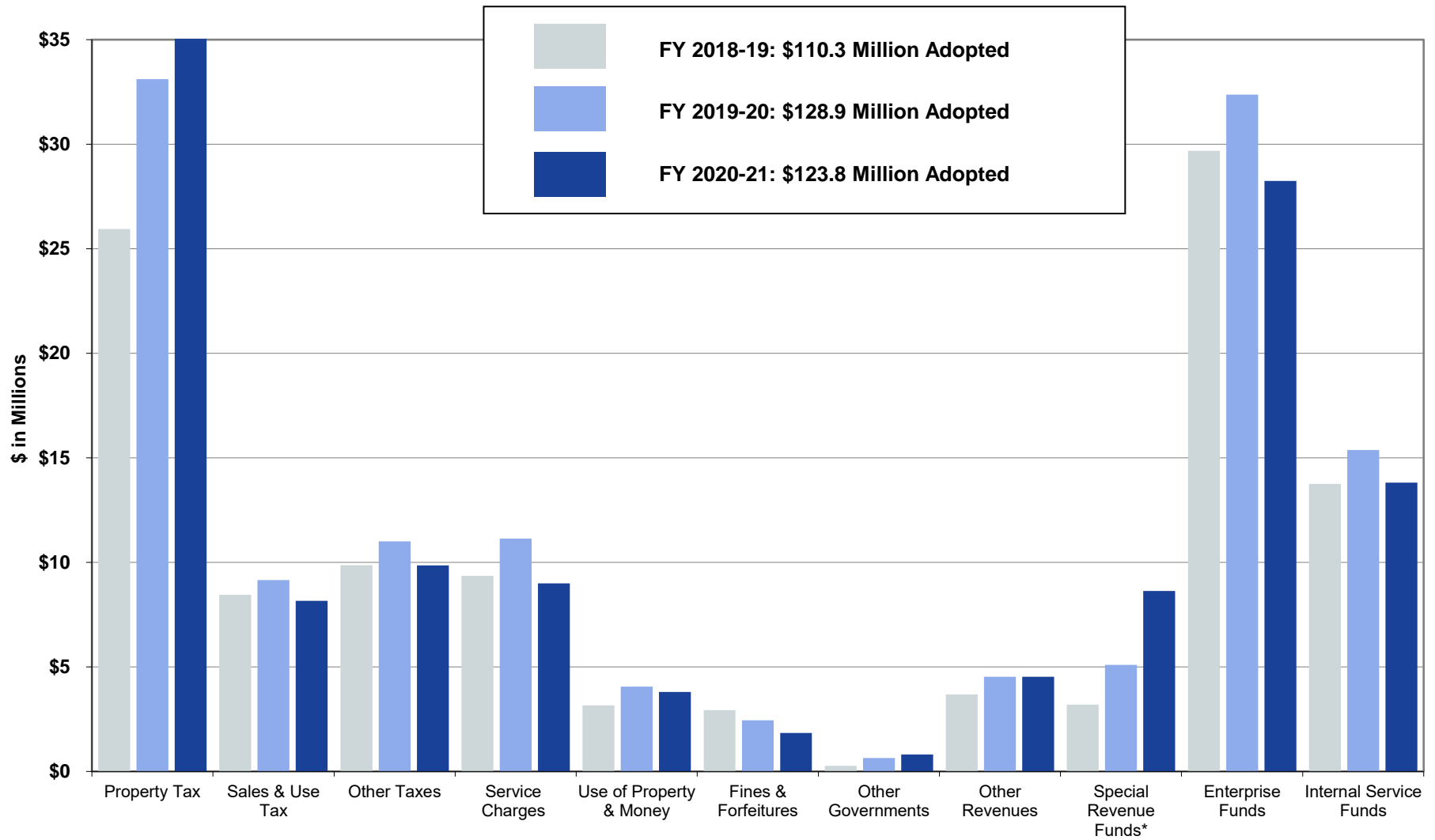
		2018-19	2019-20	2019-20	2020-21	Change from	
		Actual	Adopted	Estimate	Adopted	2019-20	Adopted
<b>Insurance Reserve Fund</b>							
3850	Workers Comp Billing	\$4,933,680	\$4,933,680	\$4,933,680	\$4,835,640	(\$98,040)	(2.0%)
3851	Unemployment Billings	25,020	25,020	25,020	25,020	-	-
3852	Liability Insurance Billings	1,843,020	1,843,020	1,843,020	2,293,320	450,300	24.4%
3901	Damage Claims	12,792	-	-	-	-	-
3906	Insurance Recoveries	236,280	-	141,301	-	-	-
3911	Cobra Payments	87	-	182	-	-	-
3914	Excess of SIR Recoveries	-	50,000	50,000	50,000	-	-
3995	Miscellaneous Revenues	2,260	-	-	-	-	-
<b>Total Insurance Reserve fund</b>		<b>\$7,053,139</b>	<b>\$6,851,720</b>	<b>\$6,993,203</b>	<b>\$7,203,980</b>	<b>\$352,260</b>	<b>5.1%</b>
<b>Information Technology Fund</b>							
3860	Information Technology Charge	\$2,718,132	\$2,814,647	\$2,814,647	\$2,814,340	(\$307)	(0.0%)
3995	Miscellaneous Revenues	1,106	-	-	-	-	-
<b>Total Information Technology Fund</b>		<b>\$2,718,132</b>	<b>\$2,814,647</b>	<b>\$2,814,647</b>	<b>\$2,814,340</b>	<b>(\$307)</b>	<b>(0.0%)</b>
<b>Fleet Management Fund</b>							
3853	Fleet Rental Charge	\$1,147,752	\$1,314,154	\$1,084,608	-	(\$1,314,154)	(100.0%)
3854	Fleet Maintenance Charge	1,165,588	1,194,841	1,090,231	-	(1,194,841)	(100.0%)
3899	Transfers In	-	130,000	30,000	-	(130,000)	(100.0%)
3901	Damage Claims	-	-	2,370	-	-	-
3902	Sale of Property	47,588	-	6,535	-	-	-
3942	Reimbursement Gas Charges MBU	21,813	25,000	22,000	\$25,000	-	-
3995	Miscellaneous Revenues	10,000	-	-	-	-	-
<b>Total Fleet Management Fund</b>		<b>\$2,392,741</b>	<b>\$2,663,995</b>	<b>\$2,235,744</b>	<b>\$25,000</b>	<b>(\$2,638,995)</b>	<b>(99.1%)</b>
<b>Building Maintenance &amp; Operations Fund</b>							
3861	Building Maintenance	\$1,624,529	\$1,951,560	\$1,590,670	\$1,931,161	(\$20,399)	(1.0%)
3862	Warehouse Sales	93,386	106,975	79,261	121,564	14,589	13.6%
3863	Garage Sales	32,463	25,000	25,000	30,000	5,000	20.0%
<b>Total Building Maintenance &amp; Operation F</b>		<b>\$1,750,378</b>	<b>\$2,083,535</b>	<b>\$1,694,931</b>	<b>\$2,082,725</b>	<b>(\$810)</b>	<b>(0.0%)</b>
<b>Special Assessment Redemption Fund</b>							
3211	C.Yr Assessments	\$747,400	\$965,000	\$747,400	\$732,532	(\$232,468)	(24.1%)
3503	Bond Reserve Fund Earnings	11,494	-	3,500	-	-	-
3505	Installment Fund Earnings	312	-	1,000	-	-	-
3936	Bond Redemption	9,245	-	-	-	-	-
<b>Total Special Assessment Redemption Fu</b>		<b>\$768,451</b>	<b>\$965,000</b>	<b>\$751,900</b>	<b>\$732,532</b>	<b>(\$232,468)</b>	<b>(24.1%)</b>
<b>Special Assessment UAD 12 14 Fund</b>							
3211	C.Yr Assessments	-	-	-	\$614,943	\$614,943	-
<b>Total Pension Trust Fund</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$614,943</b>	<b>\$614,943</b>	<b>-</b>
<b>Special Assessment UAD 19-04 Fund</b>							
3211	C.Yr Assessments	-	-	-	\$340,513	\$340,513	-
<b>Total Pension Trust Fund</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$340,513</b>	<b>\$340,513</b>	<b>-</b>
<b>Pension Trust Fund</b>							
3501	Interest Earnings	\$2,800	\$9,780	\$3,294	\$2,000	(\$7,780)	(79.6%)
3506	Unrealized Investment Gain/Loss	2,912	-	-	-	-	-
3870	Contributions	100,000	-	-	50,000	50,000	-
3945	Reimbursement Ca Emplr Ret Ben 1	170,390	168,000	168,000	168,000	-	-
<b>Total Pension Trust Fund</b>		<b>\$276,102</b>	<b>\$177,780</b>	<b>\$171,294</b>	<b>\$220,000</b>	<b>\$42,220</b>	<b>23.7%</b>
<b>PARS Investment Trust</b>							
3523	PARS Section 115 Interest	\$55,324	-	\$55,000	\$50,000	\$50,000	-
<b>Total Pension Trust Fund</b>		<b>\$55,324</b>	<b>\$0</b>	<b>\$55,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>-</b>
<b>Grand Total</b>		<b>\$130,081,017</b>	<b>\$128,930,652</b>	<b>\$143,745,044</b>	<b>\$123,823,559</b>	<b>(\$5,107,093)</b>	<b>(4.0%)</b>

# SOURCE OF FUNDS - GENERAL FUND

FY 2020-21 Source of Funds - General Fund = \$73,122,730



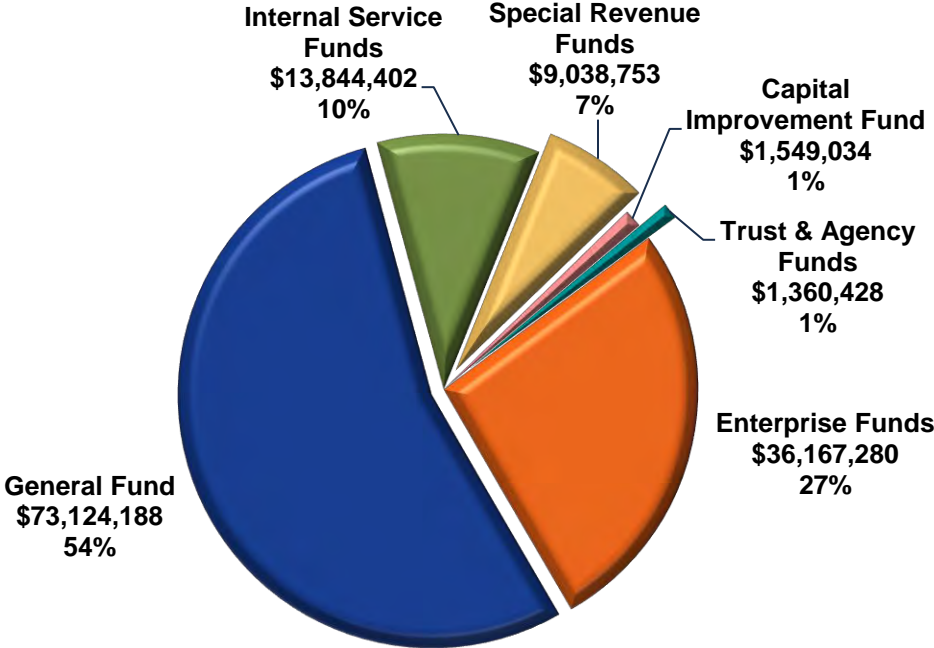
## COMPARISON OF BUDGETED REVENUES



\* Includes Trust Funds

# USE OF FUNDS BY FUND TYPE

FY 2020-21 Use of Funds - City-Wide = \$135,084,085



## SCHEDULE OF EXPENDITURES BY FUND

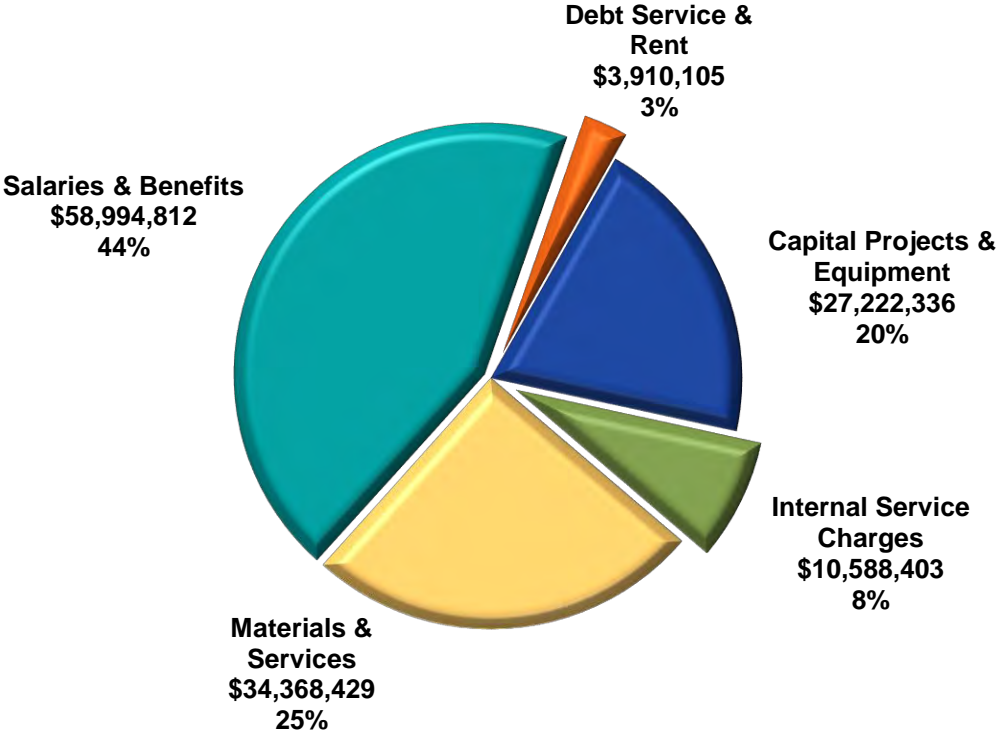
	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	<i>Change from Prior 2019-20 Adopted</i>	
<b>General Fund</b>	<b>\$74,226,915</b>	<b>\$75,024,437</b>	<b>\$71,147,482</b>	<b>\$73,124,188</b>	<b>(\$1,900,249)</b>	<b>(2.5%)</b>
Street Lighting & Landscaping Fund	\$530,299	\$546,801	\$584,770	\$575,720	\$28,919	5.3%
Gas Tax Fund	3,859,563	880,000	967,262	762,979	(117,021)	(13.3%)
Asset Forfeiture Fund	129,709	153,700	216,197	147,900	(5,800)	(3.8%)
Police Safety Grants Fund	129,114	140,000	190,000	142,000	2,000	1.4%
Proposition A Fund	966,664	1,009,249	976,538	941,812	(67,437)	(6.7%)
Proposition C Fund	1,155,831	461,000	1,406,107	911,711	450,711	97.8%
AB 2766 Fund	2,100	2,100	28,290	673	(1,427)	(68.0%)
Measure R Fund	785,162	380,000	134,789	1,267,979	887,979	233.7%
Measure M Fund	468,481	517,000	158,700	4,287,979	3,770,979	729.4%
<b>Total Special Revenue Funds</b>	<b>\$8,026,922</b>	<b>\$4,089,850</b>	<b>\$4,662,653</b>	<b>\$9,038,753</b>	<b>\$4,948,903</b>	<b>121.0%</b>
Capital Improvement Fund	\$5,556,145	\$3,632,438	\$3,352,806	\$1,549,034	(\$2,083,404)	(57.4%)
<b>Total Capital Improvement Fund</b>	<b>\$5,556,145</b>	<b>\$3,632,438</b>	<b>\$3,352,806</b>	<b>\$1,549,034</b>	<b>(\$2,083,404)</b>	<b>(57.4%)</b>
Underground Assessment Districts Fund	\$197,474	-	\$8,494,675	-	-	-
<b>Underground Assessment Districts Fund</b>	<b>\$197,474</b>	<b>\$0</b>	<b>\$8,494,675</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
Water Fund	\$12,082,323	\$13,559,497	\$12,287,452	\$26,567,117	\$13,007,620	95.9%
Stormwater Fund	891,561	1,639,089	1,135,577	2,697,756	1,058,667	64.6%
Wastewater Fund	2,358,343	5,063,346	1,895,285	3,200,081	(1,863,265)	(36.8%)
Refuse Fund	4,095,998	4,949,052	4,212,109	-	(4,949,052)	-
Parking Fund	2,446,109	4,283,311	4,074,187	2,415,831	(1,867,480)	(43.6%)
County Parking Lots Fund	555,450	752,250	673,056	747,077	(5,173)	(0.7%)
State Pier & Parking Lot Fund	771,475	599,689	788,707	539,418	(60,271)	(10.1%)
<b>Total Enterprise Funds</b>	<b>\$23,201,259</b>	<b>\$30,846,234</b>	<b>\$25,066,373</b>	<b>\$36,167,280</b>	<b>\$5,321,046</b>	<b>17.3%</b>
Insurance Reserve Fund	\$5,923,071	\$6,527,858	\$6,868,630	\$6,746,975	\$219,117	3.4%
Information Technology Fund	2,463,951	2,899,836	3,559,021	3,409,683	509,847	17.6%
Fleet Management Fund	2,579,687	2,293,190	2,239,936	1,686,502	(606,688)	(26.5%)
Building Maintenance & Operations Fund	1,746,352	2,027,956	1,789,169	2,001,242	(26,714)	(1.3%)
<b>Total Internal Service Funds</b>	<b>\$12,713,060</b>	<b>\$13,748,840</b>	<b>\$14,456,756</b>	<b>\$13,844,402</b>	<b>\$95,562</b>	<b>0.7%</b>
Special Assessment Redemption Fund	\$151,600	\$1,006,950	\$1,006,950	\$717,050	(\$289,900)	(28.8%)
Special Assessment UAD 12 14 Fund	-	-	-	282,099	282,099	-
Special Assessment UAD 19-04 Fund	-	-	-	120,279	120,279	-
Post-Employment Benefits Trust Fund	243,209	241,000	226,650	241,000	-	0.0%
UAD Loan Program	-	-	-	-	-	-
Pension Rate Stabilization Fund	-	-	-	-	-	-
<b>Total Trust &amp; Agency Funds</b>	<b>\$394,809</b>	<b>\$1,247,950</b>	<b>\$1,233,600</b>	<b>\$1,360,428</b>	<b>\$112,478</b>	<b>9.0%</b>
<b>Grand Total</b>	<b>\$124,316,585</b>	<b>\$128,589,749</b>	<b>\$128,414,345</b>	<b>\$135,084,085</b>	<b>\$6,494,336</b>	<b>5.1%</b>
<b>Total Operating Expenses</b>	<b>\$112,380,198</b>	<b>\$115,664,749</b>	<b>\$120,369,947</b>	<b>\$109,094,085</b>	<b>(\$6,570,664)</b>	<b>(5.7%)</b>
<b>Total Capital Projects*</b>	<b>\$11,936,386</b>	<b>\$12,925,000</b>	<b>\$8,044,398</b>	<b>\$25,990,000</b>	<b>\$13,065,000</b>	<b>101.1%</b>

\*FY2019-20 estimate includes carryover projects from the prior year.

# USE OF FUNDS BY CATEGORY

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FY 2020-21 Use of Funds - City-Wide = \$135,084,085





## FY 2020-21 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

	Salaries & Benefits	Materials & Services	Capital Projects & Equipment	Debt Service & Rent	Internal Service Charge	Total	Percent of Total
General Fund	\$53,077,736	\$12,779,491	\$395,500	\$479,350	\$6,392,111	\$73,124,188	54.1%
Street Lighting & Landscaping Fund	-	518,653	35,000	-	22,067	575,720	0.4%
Gas Tax Fund	-	-	755,000	-	7,979	762,979	0.6%
Asset Forfeiture Fund	50,600	97,300	-	-	-	147,900	0.1%
Police Safety Grants Fund	-	142,000	-	-	-	142,000	0.1%
Proposition A Fund	739,800	124,761	-	-	77,251	941,812	0.7%
Proposition C Fund	-	-	800,000	-	111,711	911,711	0.7%
AB 2766 Fund	-	-	-	-	673	673	-
Measure R Fund	-	-	1,260,000	-	7,979	1,267,979	0.9%
Measure M Fund	-	-	4,280,000	-	7,979	4,287,979	3.2%
Capital Improvement Fund	-	-	650,000	771,364	127,670	1,549,034	1.1%
Undergr. Assessment Dist. Fund	-	-	-	-	-	-	-
Water Fund	1,140,122	8,247,863	15,163,750	172,084	1,843,298	26,567,117	19.7%
Stormwater Fund	95,292	685,547	1,710,000	-	206,917	2,697,756	2.0%
Wastewater Fund	476,867	382,613	1,408,750	84,666	847,185	3,200,081	2.4%
Refuse Fund	-	-	-	-	-	-	-
Parking Fund	120,922	1,024,424	-	711,213	559,272	2,415,831	1.8%
County Parking Lot Fund	30,644	107,075	-	572,000	37,358	747,077	0.6%
State Pier & Parking Lot Fund	33,491	431,752	-	-	74,175	539,418	0.4%
Insurance Reserve Fund	423,292	6,258,174	-	-	65,509	6,746,975	5.0%
Information Technology Fund	1,582,672	1,470,949	305,336	-	50,726	3,409,683	2.5%
Fleet Management Fund	413,200	741,860	459,000	-	72,442	1,686,502	1.2%
Building Maintenance Fund	569,174	1,355,967	-	-	76,101	2,001,242	1.5%
Spec. Assessment Redemption Bond	-	-	-	717,050	-	717,050	0.5%
Spec. Assessment UAD 12-14 Fund	-	-	-	282,099	-	282,099	0.2%
Spec. Assessment UAD 19-04 Fund	-	-	-	120,279	-	120,279	0.1%
Post-Employment Benefits Trust Fund	241,000	-	-	-	-	241,000	0.2%
<b>Total All Funds FY 2020-21</b>	<b>\$58,994,812</b>	<b>\$34,368,429</b>	<b>\$27,222,336</b>	<b>\$3,910,105</b>	<b>\$10,588,403</b>	<b>\$135,084,085</b>	<b>100.0%</b>
<b>Total All Funds FY 2019-20 Adoptec</b>	<b>\$58,196,158</b>	<b>\$39,323,306</b>	<b>\$14,345,557</b>	<b>\$3,810,001</b>	<b>\$12,914,727</b>	<b>\$128,589,749</b>	
<b>Dollar Change</b>	<b>\$798,654</b>	<b>(\$4,954,877)</b>	<b>\$12,876,779</b>	<b>\$100,104</b>	<b>(\$2,326,324)</b>	<b>\$6,494,336</b>	
<b>Percent Change</b>	<b>1.37%</b>	<b>(12.60%)</b>	<b>89.76%</b>	<b>2.63%</b>	<b>(18.01%)</b>	<b>5.05%</b>	

## EXPENDITURES BY DEPARTMENT PROGRAM

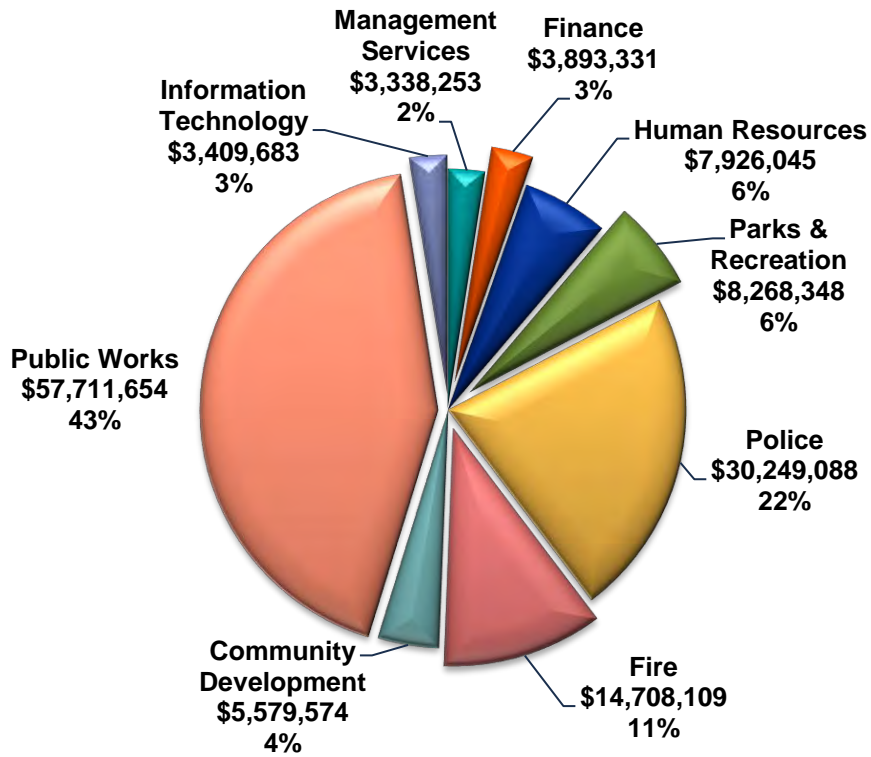
	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	<i>Change from 2019-20 Adopted</i>	
<b>Management Services</b>						
City Council	\$1,475,732	\$491,349	\$389,857	\$369,149	(\$122,200)	(24.9%)
City Manager	1,305,038	1,327,374	1,380,161	1,046,083	(281,291)	(21.2%)
City Treasurer	35,941	45,322	34,184	39,076	(6,246)	(13.8%)
City Clerk	876,990	791,423	782,413	859,913	68,490	8.7%
City Attorney	948,669	996,205	991,092	1,024,032	27,827	2.8%
<b>Total Management Services</b>	<b>\$4,642,369</b>	<b>\$3,651,673</b>	<b>\$3,577,707</b>	<b>\$3,338,253</b>	<b>(\$313,420)</b>	<b>(8.6%)</b>
<b>Finance</b>						
Administration	\$1,396,185	\$1,368,112	\$1,331,866	\$1,377,894	\$9,782	0.7%
Accounting	741,027	728,575	734,537	755,529	26,954	3.7%
Revenue Services	884,459	1,163,033	899,012	1,050,775	(112,258)	(9.7%)
General Services	662,988	696,023	675,745	709,133	13,110	1.9%
<b>Total Finance</b>	<b>\$3,684,659</b>	<b>\$3,955,743</b>	<b>\$3,641,160</b>	<b>\$3,893,331</b>	<b>(\$62,412)</b>	<b>(1.6%)</b>
<b>Human Resources</b>						
Administration	\$1,091,510	\$1,245,190	\$1,043,875	\$1,179,070	(\$66,120)	(5.3%)
Risk Management	5,923,071	6,527,858	6,868,630	6,746,975	219,117	3.4%
<b>Total Human Resources</b>	<b>\$7,014,581</b>	<b>\$7,773,048</b>	<b>\$7,912,505</b>	<b>\$7,926,045</b>	<b>\$152,997</b>	<b>2.0%</b>
<b>Parks &amp; Recreation</b>						
Administration	\$3,300,487	\$4,074,158	\$2,922,958	\$2,519,574	(\$1,554,584)	(38.2%)
Recreation Services	2,770,159	2,829,898	2,401,715	2,656,416	(173,482)	(6.1%)
Cultural Arts	883,473	912,344	780,361	499,715	(412,629)	(45.2%)
Sports & Aquatics	1,457,249	1,518,154	1,351,450	1,059,865	(458,289)	(30.2%)
Volunteers	203,572	202,006	229,056	160,915	(41,091)	(20.3%)
Older Adults	562,207	573,645	509,134	430,051	(143,594)	(25.0%)
Transportation	966,664	1,009,249	976,538	941,812	(67,437)	(6.7%)
<b>Total Parks &amp; Recreation</b>	<b>\$10,143,810</b>	<b>\$11,119,454</b>	<b>\$9,171,212</b>	<b>\$8,268,348</b>	<b>(\$2,851,106)</b>	<b>(25.6%)</b>
<b>Police</b>						
Administration	\$6,900,809	\$6,909,372	\$6,731,841	\$7,221,594	\$312,222	4.5%
Patrol	10,248,054	10,202,009	10,465,662	9,863,064	(338,945)	(3.3%)
Investigations	2,663,489	2,930,880	2,879,620	3,076,163	145,283	5.0%
Technical Support Services	3,938,483	3,114,635	2,962,055	3,571,631	456,996	14.7%
Crime Prevention	586,288	610,424	508,285	652,468	42,044	6.9%
Traffic Safety	2,367,881	2,389,146	2,384,551	2,416,261	27,115	1.1%
Jail Operations	751,098	737,240	777,545	795,674	58,434	7.9%
Parking Enforcement	1,776,465	2,116,906	1,789,650	2,006,004	(110,902)	(5.2%)
Animal Control	326,461	315,092	329,060	356,329	41,237	13.1%
Asset Forfeiture	129,709	153,700	216,197	147,900	(5,800)	(3.8%)
Law Enforcement Grants	129,114	140,000	190,000	142,000	2,000	1.4%
<b>Total Police</b>	<b>\$29,817,851</b>	<b>\$29,619,404</b>	<b>\$29,234,466</b>	<b>\$30,249,088</b>	<b>\$629,684</b>	<b>2.1%</b>
<b>Fire</b>						
Administration	\$3,315,134	\$3,468,413	\$3,562,820	\$3,472,710	\$4,297	0.1%
Prevention	750,465	887,741	746,839	783,101	(104,640)	(11.8%)
Fire Operations	7,617,364	7,487,711	7,323,730	7,473,067	(14,644)	(0.2%)
Emergency Medical Services	2,140,412	2,409,053	2,390,871	2,397,519	(11,534)	(0.5%)
Support Services	605,705	549,680	475,222	581,712	32,032	5.8%
<b>Total Fire</b>	<b>\$14,429,080</b>	<b>\$14,802,598</b>	<b>\$14,499,482</b>	<b>\$14,708,109</b>	<b>(\$94,489)</b>	<b>(0.6%)</b>

## EXPENDITURES BY DEPARTMENT PROGRAM

	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	<i>Change from 2019-20 Adopted</i>	
<b>Community Development</b>						
Administration	\$1,064,026	\$834,236	\$868,697	\$798,043	(\$36,193)	(4.3%)
Planning	1,130,753	1,290,275	1,112,925	1,126,496	(163,779)	(12.7%)
Building	2,711,046	2,616,163	2,445,150	2,487,650	(128,513)	(4.9%)
Code Enforcement	457,161	459,641	466,701	492,885	33,244	7.2%
Traffic Engineering	398,916	430,497	419,209	442,390	11,893	2.8%
Environmental Sustainability	216,017	652,426	316,670	232,110	(420,316)	(64.4%)
<b>Total Community Development</b>	<b>\$5,977,920</b>	<b>\$6,283,238</b>	<b>\$5,629,352</b>	<b>\$5,579,574</b>	<b>(\$703,664)</b>	<b>(11.2%)</b>
<b>Public Works</b>						
Administration	\$1,257,404	\$1,289,669	\$1,167,240	\$1,847,855	\$558,186	43.3%
Civil Engineering	6,937,838	5,309,226	14,191,889	5,140,823	(168,403)	(3.2%)
Street Maintenance	8,528,288	4,665,884	4,672,978	9,299,604	4,633,720	99.3%
Building & Grounds	2,833,415	3,202,191	2,898,338	2,993,197	(208,994)	(6.5%)
Transportation	2,100	2,100	28,290	673	(1,427)	(68.0%)
Street Lighting & Landscaping	428,078	413,093	463,251	453,418	40,325	9.8%
Streetscape Maintenance	102,221	133,708	121,519	122,302	(11,406)	(8.5%)
Water Administration	2,475,109	3,858,164	2,708,976	16,976,255	13,118,091	340.0%
Water Source of Supply	6,700,889	6,515,100	6,513,595	6,584,941	69,841	1.1%
Water Pumping/Treatment	1,443,183	1,603,467	1,649,792	1,542,584	(60,883)	(3.8%)
Water Maintenance	1,463,142	1,582,766	1,415,089	1,463,337	(119,429)	(7.5%)
Stormwater Maintenance	891,561	1,639,089	1,135,577	2,697,756	1,058,667	64.6%
Sewer Maintenance	2,358,343	5,063,346	1,895,285	3,200,081	(1,863,265)	(36.8%)
Environmental & Refuse Management	4,095,998	4,949,052	4,212,109	-	(4,949,052)	-
Parking Facilities	3,773,034	5,635,250	5,535,950	3,702,326	(1,932,924)	(34.3%)
Fleet Maintenance	2,579,687	2,293,190	2,239,936	1,686,502	(606,688)	(26.5%)
<b>Total Public Works</b>	<b>\$45,870,290</b>	<b>\$48,155,295</b>	<b>\$50,849,814</b>	<b>\$57,711,654</b>	<b>\$9,556,359</b>	<b>19.8%</b>
<b>Information Technology</b>						
Information Technology	\$2,736,024	\$3,229,296	\$3,898,647	\$3,409,683	\$180,387	5.6%
<b>Total Information Technology</b>	<b>\$2,736,024</b>	<b>\$3,229,296</b>	<b>\$3,898,647</b>	<b>\$3,409,683</b>	<b>\$180,387</b>	<b>5.6%</b>
<b>Grand Total</b>	<b>\$124,316,585</b>	<b>\$128,589,749</b>	<b>\$128,414,345</b>	<b>\$135,084,085</b>	<b>\$6,494,336</b>	<b>5.1%</b>

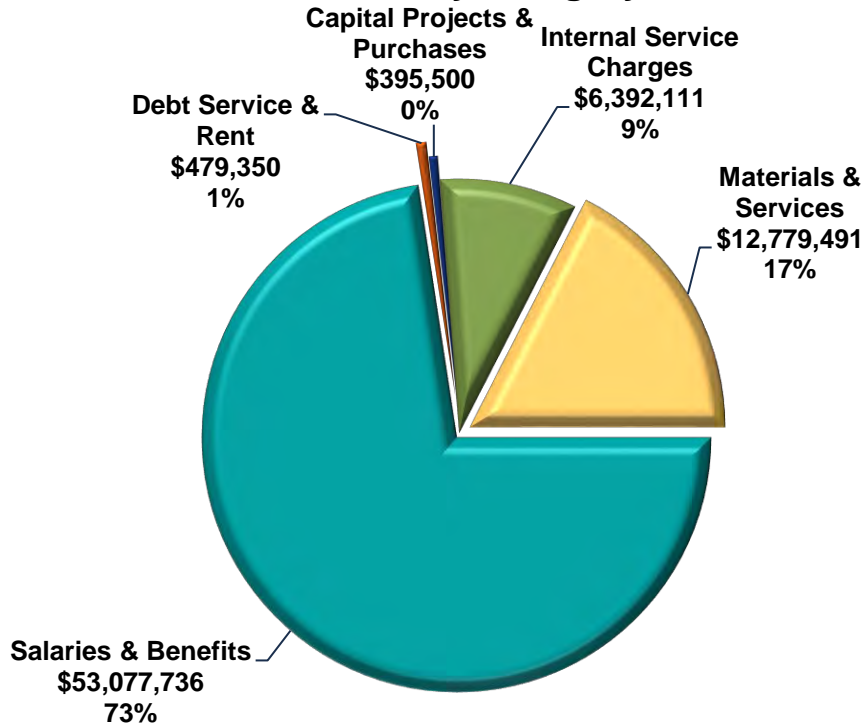
# USE OF FUNDS BY DEPARTMENT

FY 2020-21 Use of Funds - City-Wide = \$135,084,085

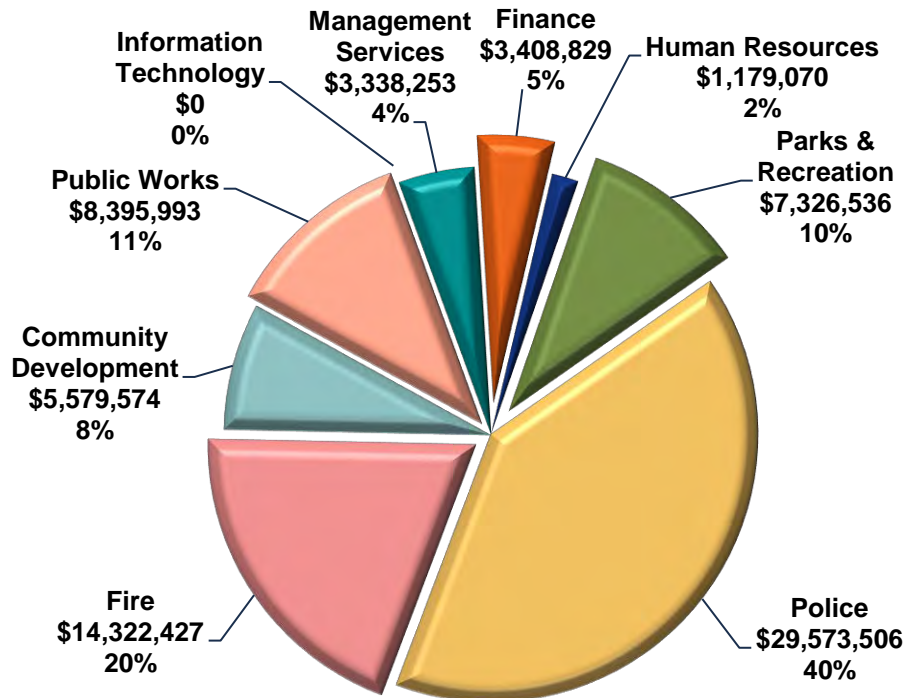


## USE OF FUNDS - GENERAL FUND

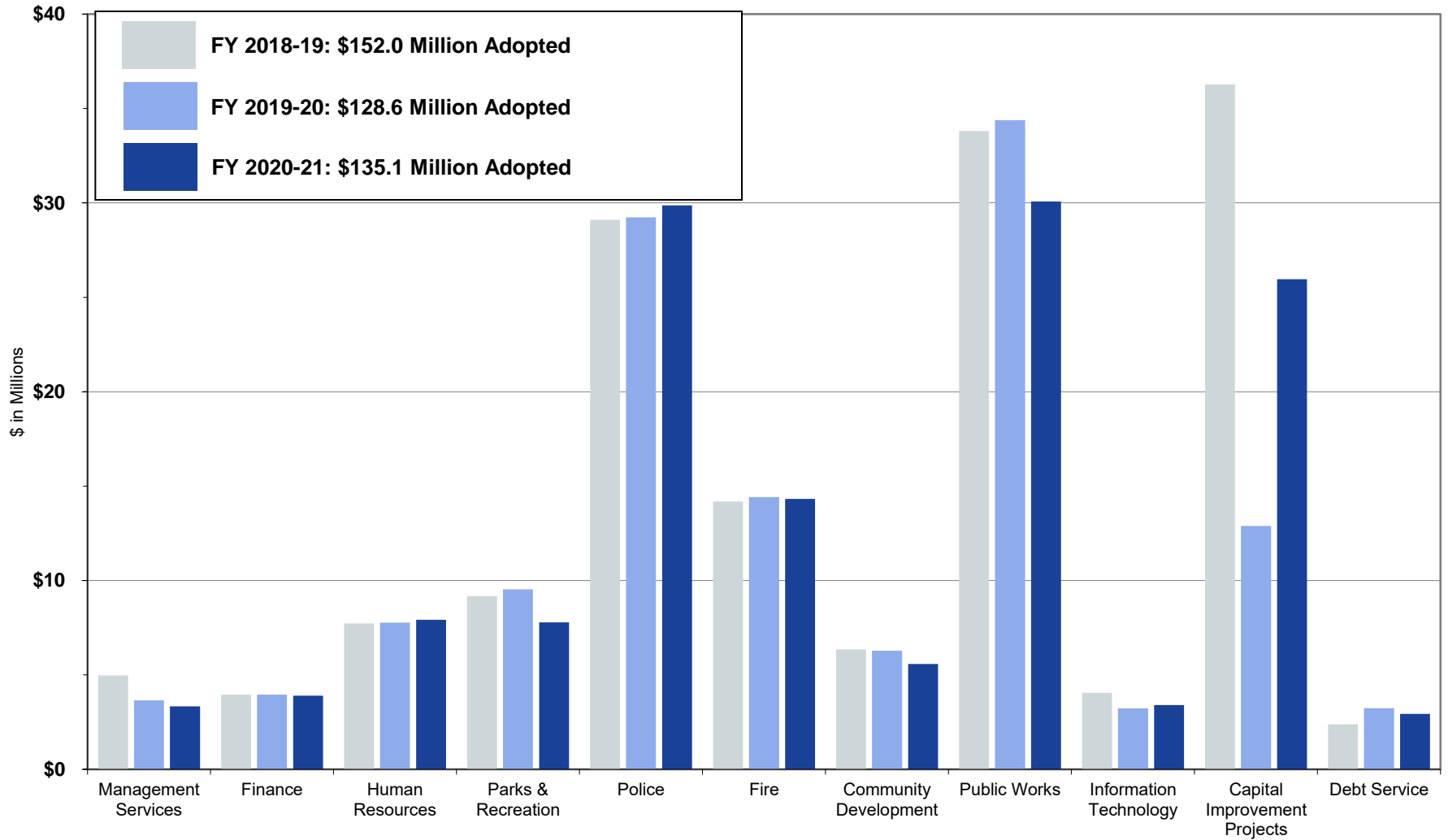
**FY 2020-21 Use of Funds by Category = \$73,124,188**

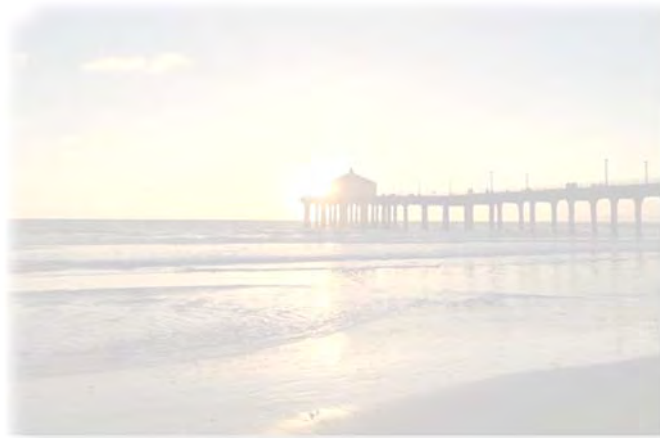


**FY 2020-21 Use of Funds by Department = \$73,124,188**



# COMPARISON OF BUDGETED EXPENDITURES





**FY 2020-2021 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

**All Funds**

	07/01/2020 Opening Balance	FY 2021 Estimated Revenues	FY 2021 Operating Expenditures	FY 2021 Capital Equip & Projects	FY 2021 Debt Service Payments	FY 2021 Total Expenditures	FY 2021 Fund Balance Before Xfers	FY 2021 Fund Transfers	06/30/2021 Total Fund Balance	06/30/2021 Reserves & Designations	06/30/2021 Unreserved Balance
<b>General Fund Undesignated</b>	\$8,276,741	\$73,122,730	(\$72,249,338)	(\$395,500)	(\$479,350)	(\$73,124,188)	\$8,275,283	\$380,049	\$6,464,743		\$6,464,743
<i>Transfer from County Lots Parking Fund</i>								296,423			
<i>Transfer to Street Lighting Fund</i>								(\$185,802)			
<i>Transfer to Stormwater Fund</i>								(1,782,459)			
<i>Transfer to Prop A Fund</i>								(268,751)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(250,000)			
<i>Financial Policy Designation</i>	15,004,887						15,004,887	(380,049)	14,624,838	14,624,838	
<i>Reserve for Economic Uncertainty</i>	4,000,000						4,000,000		4,000,000	4,000,000	
<b>Total General Fund Balance</b>	<b>\$27,281,628</b>	<b>\$73,122,730</b>	<b>(\$72,249,338)</b>	<b>(\$395,500)</b>	<b>(\$479,350)</b>	<b>(\$73,124,188)</b>	<b>\$27,280,170</b>	<b>(\$2,190,589)</b>	<b>\$25,089,581</b>	<b>\$18,624,838</b>	<b>\$6,464,743</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$389,918	(\$540,720)	(\$35,000)	-	(\$575,720)	(\$185,802)	\$185,802	-		-
Gas Tax	65,183	1,520,414	(7,979)	(755,000)	-	(762,979)	822,618		\$822,618		\$822,618
Asset Forfeiture & Safety Grants	245,706	5,000	(147,900)	-	-	(147,900)	102,806		102,806		102,806
Police Safety Grants	229,024	143,000	(142,000)	-	-	(142,000)	230,024		230,024		230,024
Prop A	-	673,061	(941,812)	-	-	(941,812)	(268,751)	268,751	-		-
Prop C	449,389	580,608	(111,711)	(800,000)	-	(911,711)	118,286		118,286		118,286
AB 2766	64,221	47,000	(673)	-	-	(673)	110,548		110,548		110,548
Measure R	936,899	943,497	(7,979)	(1,260,000)	-	(1,267,979)	612,417		612,417		612,417
Measure M	747,451	4,065,518	(7,979)	(4,280,000)	-	(4,287,979)	524,990		524,990		524,990
<b>Total Special Revenue Funds Balance</b>	<b>\$2,737,872</b>	<b>\$8,368,016</b>	<b>(\$1,908,753)</b>	<b>(\$7,130,000)</b>	<b>-</b>	<b>(\$9,038,753)</b>	<b>\$2,067,135</b>	<b>\$454,553</b>	<b>\$2,521,688</b>	<b>-</b>	<b>\$2,521,688</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$1,086,945	\$1,484,796	(\$127,670)	(\$650,000)	(\$771,364)	(\$1,549,034)	\$1,022,707		\$1,022,707	-	\$1,022,707
Underground Utility Construction Fund	10,002,281	-	-	-	-	-	10,002,281		10,002,281		10,002,281
<b>Total Capital Project Funds Balance</b>	<b>\$11,089,226</b>	<b>\$1,484,796</b>	<b>(\$127,670)</b>	<b>(\$650,000)</b>	<b>(\$771,364)</b>	<b>(\$1,549,034)</b>	<b>\$11,024,988</b>	<b>-</b>	<b>\$11,024,988</b>	<b>-</b>	<b>\$11,024,988</b>
<b>Enterprise Funds</b>											
Water*	\$11,065,322	\$16,075,000	(\$11,231,283)	(\$15,163,750)	(\$172,084)	(\$26,567,117)	\$573,205		\$573,205	573,205	-
Stormwater*	125,813	789,484	(987,756)	(1,710,000)	-	(2,697,756)	(1,782,459)	1,782,459	-	-	-
Wastewater	3,298,295	3,729,000	(1,706,665)	(1,408,750)	(84,666)	(3,200,081)	3,827,214		3,827,214	597,110	3,230,104
Parking	235,177	4,306,000	(1,704,618)	-	(711,213)	(2,415,831)	2,125,346		2,125,346	805,277	1,320,069
County Parking Lots	-	1,043,500	(175,077)	-	(572,000)	(747,077)	296,423	(296,423)	-	-	-
State Pier & Parking	526,981	821,000	(539,418)	-	-	(539,418)	808,563		808,563	179,806	628,757
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	371,598	-	-	-	-	-	371,598		371,598	371,598	
<b>Total Enterprise Funds Balance</b>	<b>\$15,623,186</b>	<b>\$26,763,984</b>	<b>(\$16,344,817)</b>	<b>(\$18,282,500)</b>	<b>(\$1,539,963)</b>	<b>(\$36,167,280)</b>	<b>\$6,219,890</b>	<b>\$1,486,036</b>	<b>\$7,705,926</b>	<b>\$2,526,995</b>	<b>\$5,178,930</b>

\* Not meeting current Financial Reserve Policy.



**FY 2020-2021 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

**All Funds**

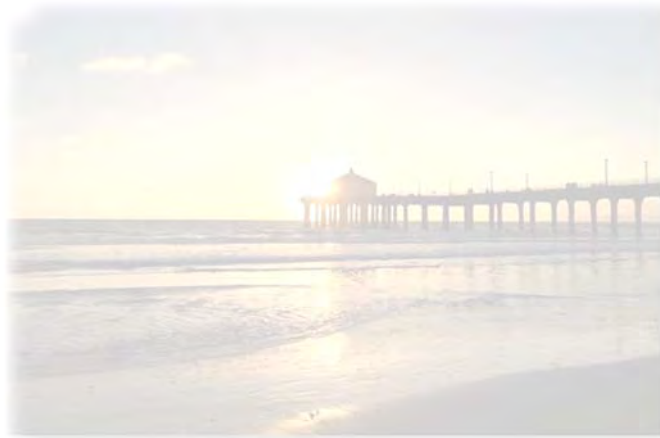
	07/01/2020 Opening Balance	FY 2021 Estimated Revenues	FY 2021 Operating Expenditures	FY 2021 Capital Equip & Projects	FY 2021 Debt Service Payments	FY 2021 Total Expenditures	FY 2021 Fund Balance Before Xfers	FY 2021 Fund Transfers	06/30/2021 Total Fund Balance	06/30/2021 Reserves & Designations	06/30/2021 Unreserved Balance
<b>Internal Service Funds</b>											
Insurance Reserve	\$4,996,293	\$7,203,980	(\$6,746,975)	-	-	(\$6,746,975)	\$5,453,298		\$5,453,298	\$2,000,000	\$3,453,298
Information Technology	795,584	2,814,340	(3,104,347)	(305,336)	-	(3,409,683)	200,241		200,241		200,241
Fleet Management	3,296,306	25,000	(1,227,502)	(459,000)	-	(1,686,502)	1,634,804		1,634,804		1,634,804
Building Maintenance & Operations	(94,238)	2,082,725	(2,001,242)	-	-	(2,001,242)	(12,755)		(12,755)		(12,755)
<b>Total Insurance Service Funds Balance</b>	<b>\$8,993,945</b>	<b>\$12,126,045</b>	<b>(\$13,080,066)</b>	<b>(\$764,336)</b>	<b>-</b>	<b>(\$13,844,402)</b>	<b>\$7,275,588</b>	<b>-</b>	<b>\$7,275,588</b>	<b>\$2,000,000</b>	<b>\$5,275,588</b>
<b>Trust &amp; Agency Funds</b>											
Underground Assessment Fund 2018 F	\$1,255,966	\$732,532	-	-	(\$717,050)	(\$717,050)	\$1,271,448		\$1,271,448	\$1,271,448	-
Underground Assessment Fund 19-12 i	-	614,943	-	-	(282,099)	(282,099)	332,844		332,844	332,844	-
Underground Assessment Fund 19-4	-	340,513	-	-	(120,279)	(120,279)	220,234		220,234	220,234	-
Post-Employment Benefits Trust Fund	95,382	220,000	(241,000)	-	-	(241,000)	74,382		74,382	74,382	-
Pension Rate Stabilization Fund	1,373,946	50,000	-	-	-	-	1,423,946	250,000	1,673,946	1,673,946	-
<b>Total Trust Agency Funds Balance</b>	<b>\$2,725,294</b>	<b>\$1,957,988</b>	<b>(\$241,000)</b>	<b>-</b>	<b>(\$1,119,428)</b>	<b>(\$1,360,428)</b>	<b>\$3,322,854</b>	<b>\$250,000</b>	<b>\$3,572,854</b>	<b>\$3,572,854</b>	<b>-</b>
<b>Grand Total</b>	<b>\$68,451,151</b>	<b>\$123,823,559</b>	<b>(\$103,951,644)</b>	<b>(\$27,222,336)</b>	<b>(\$3,910,105)</b>	<b>(\$135,084,085)</b>	<b>\$57,190,625</b>	<b>-</b>	<b>\$57,190,625</b>	<b>\$26,724,687</b>	<b>\$30,465,938</b>

\* Not meeting current Financial Reserve Policy.

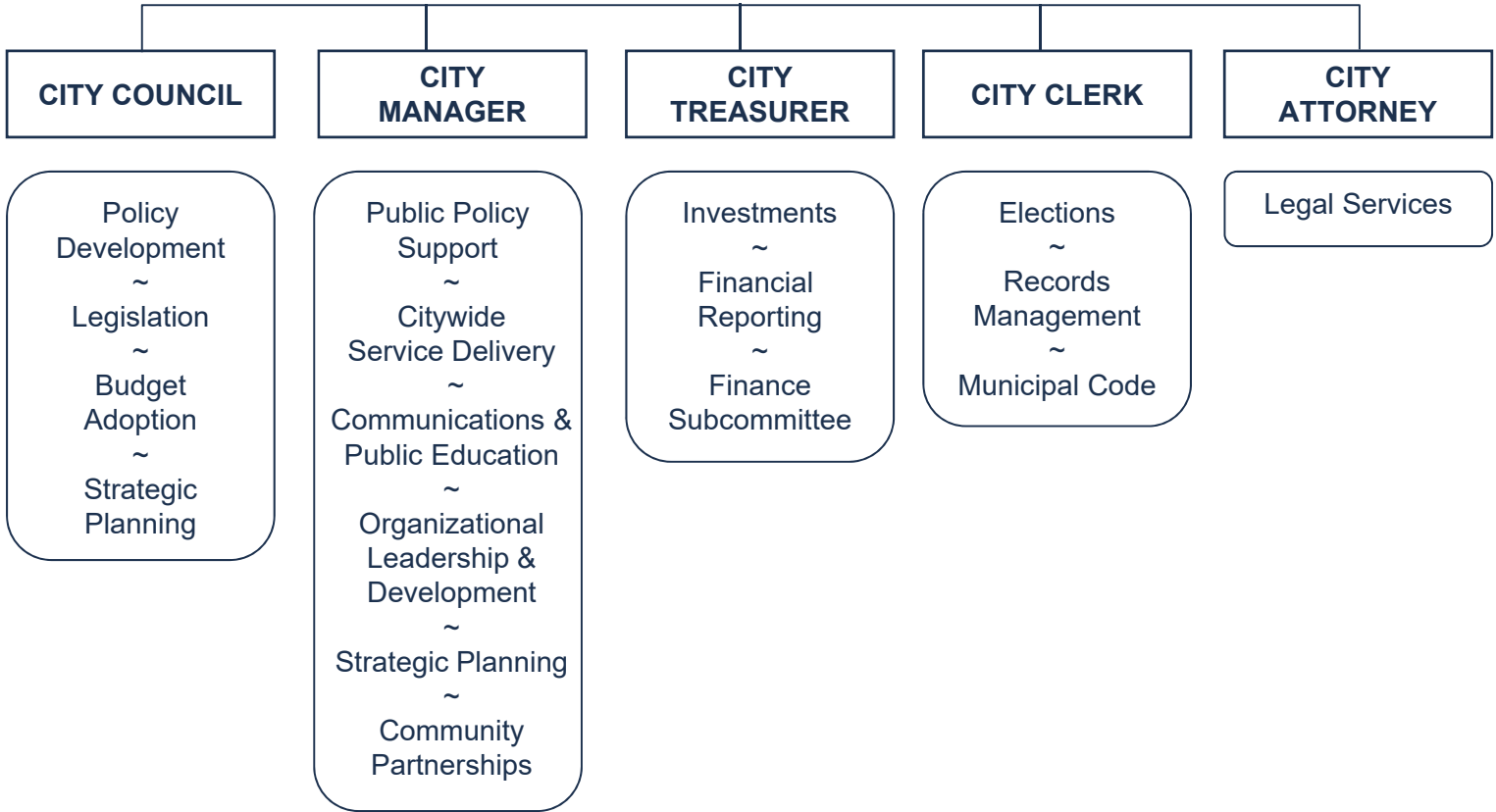
\* Not meeting current Financial Reserve Policy.



# Management Services

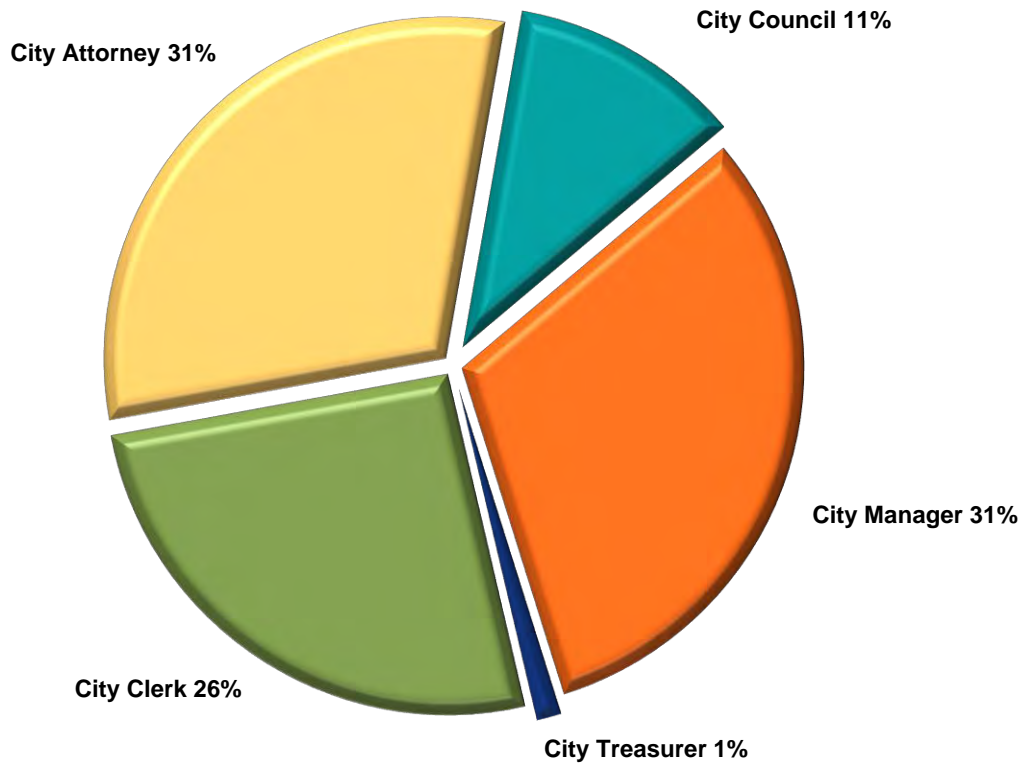


# City of Manhattan Beach Management Services



# Management Services

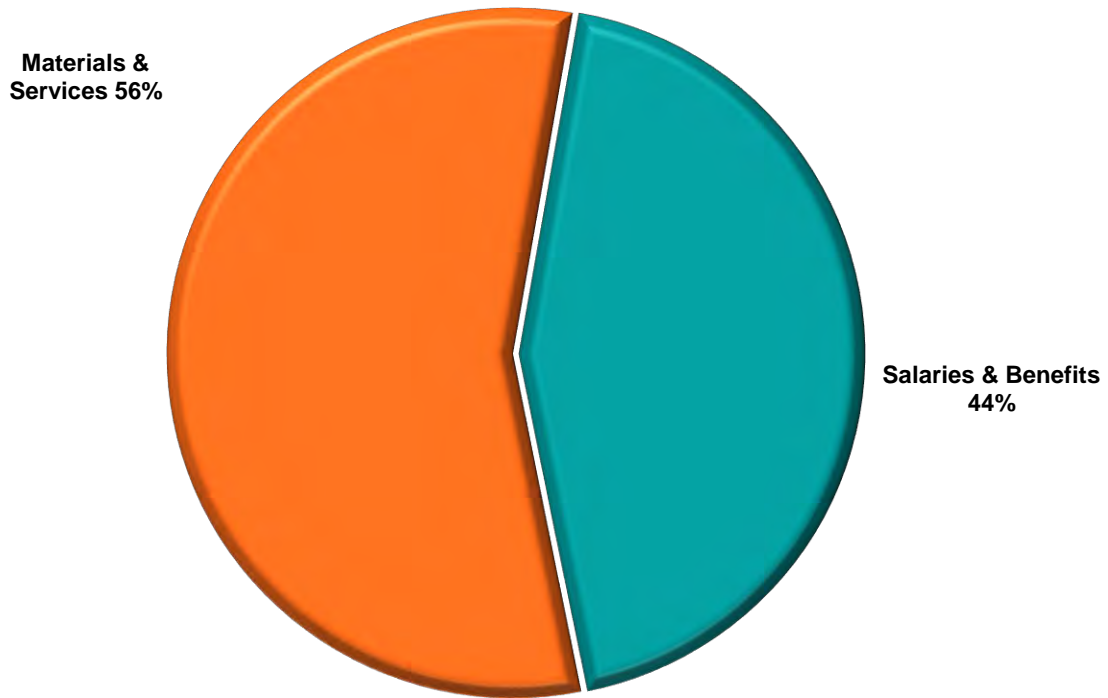
FY 2020-21  
Department Expenditure by Program



Program Expenditures	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
City Council	\$1,475,732	\$491,349	\$389,857	\$369,149
City Manager	1,305,038	1,327,374	1,380,161	1,046,083
City Treasurer	35,941	45,322	34,184	39,076
City Clerk	876,990	791,423	782,413	859,913
City Attorney	948,669	996,205	991,092	1,024,032
<b>Total</b>	<b>\$4,642,369</b>	<b>\$3,651,673</b>	<b>\$3,577,707</b>	<b>\$3,338,253</b>
<b>Full-Time Positions</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>14</b>

# Management Services

FY 2020-21  
Department Expenditure by Category



Category Expenditures	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Salaries & Benefits	\$1,586,936	\$1,561,184	\$1,441,353	\$1,470,109
Materials & Services	3,050,423	2,090,489	2,136,354	1,868,144
<b>Total</b>	<b>\$4,642,369</b>	<b>\$3,651,673</b>	<b>\$3,577,707</b>	<b>\$3,338,253</b>

# Management Services

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## Mission

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

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## Department Overview

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

## Recent Accomplishment Highlights

### City Council

- Coordinated the City's Coronavirus response with two-three weekly City Council meetings to provide staff direction and allow regular public input that addressed community concerns.
- Adopted an ordinance prohibiting the sale of all tobacco and electronic smoking devices in the City. Beginning January 2021, the City will be only the second jurisdiction in the United States to successfully prohibit the sale of all tobacco and electronic smoking devices.
- Installed additional license plate reader (LPR) technology locations in the City to generate investigative leads and locate suspects that assist law enforcement with preserving and enhancing safety in the community.
- Hosted a Mayor's Town Hall titled, "The Challenge of Climate Change."
- Reinforced the prohibition on short-term rentals, increased the fines for those who violate the Municipal code, and stepped-up enforcement efforts by utilizing technology to assist locating short-term rental violators.
- Approved Underground Utility Assessment District elections.
- Solicited and placed community art at utility boxes and murals throughout the City.
- Refurbished the City's Light Gate sculpture in front of City Hall.
- Adopted an ordinance prohibiting the sale and use of Mylar balloons and polystyrene meat trays, as well as the release of latex balloons.
- Received the Gold designation from the national SolSmart program for making it faster, easier, and more affordable for homes and businesses to go solar.
- Completed installation of 72 low profile lights on the Veterans Parkway to enhance visibility and user awareness at night to address public safety concerns.



### City Manager

- Applied for and received a \$330,666 grant from the County of Los Angeles to offer case management and coordination services to homeless individuals in the cities of Manhattan Beach, Hermosa Beach, and Redondo Beach.
- Revised the City Council Work Plan to provide an updated design, greater clarity, and more information on City Council to features consistent layouts, priority levels on projects, funding sources and images.
- Selected a new Fire Chief, Human Resources Director, and Community Development Director.

### City Clerk

- Conducted an impartial, open and transparent 2019 General Municipal Election with the Los Angeles County Registrar-Recorder/County Clerk (RR/CC).
- Continued to process contracts during the coronavirus pandemic following the implementation of a pilot electronic signature software program for City contracts and other documents.

### City Attorney

- Provided regular reports regarding litigation, lawsuits and claims, including the status of existing and potential litigation, and significant litigation.
- Achieved successful results in several lawsuits that challenged City Council decisions and staff determinations.
- Assisted the Community Development Department in drafting land use and environmental protection ordinances.
- Provided legal advice on Federal and State law including: the Brown Act, Public Records Act, Political Reform Act, Public Contracting Law, Coastal Act, NPDES, the Clean Water Act, and CEQA.



## Performance Measures

Indicator	Prior Year Actuals					Target
	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-2020 Estimate	2020-2021 Budget
% - Residents that agree Manhattan Beach is a "good" or "excellent" place to live <sup>1</sup>	No Data	No Data	87%	100%	90%	90%
% - Employees that feel "prepared" and "trained" to do their jobs <sup>2</sup>	No Data	No Data	No Data	75%	75%	75%
% - Increase of citizens engaging with the City on average via new online engagement tools including social media <sup>3</sup>	59%	23%	26%	25%	30%	15%
% - Regular City Council Meeting Minutes Presented for Approval at Next Regular City Council Meeting	71%	88%	80%	100%	80%	80%
% - Average annual portfolio yield	1.23%	1.61%	2.23%	2.00%	2.11%	2.00%
Maintain sufficient liquidity to meet operating needs	Yes	Yes	Yes	Yes	Yes	Yes
Update and adopt Investment Policy annually	Yes	Yes	Yes	Yes	Yes	Yes

<sup>1</sup>The City conducted the last Community Survey in 2019 as part of polling efforts toward assessing the viability of the Measure A. The next measurement will be taken in FY 2020-21.

<sup>2</sup>The City conducted an in-depth employee survey in the FY 2015-2016. The next measurement will be taken in FY 2020-2021.

<sup>3</sup>Online citizen engagement is defined as the number of followers and subscribers on the City's social media sites, including Twitter, Facebook and Instagram.



### Program Overview

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

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

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

### Objectives FY 2021

- Continue to focus on initiatives that reflect the needs and priorities of the community, including:
  - Finding opportunities to help the community recover from the aftermath of COVID-19.
  - Evaluate the condition of the City's infrastructure and establishes priorities for repair and replacement through the evaluation of the City's 5-Year Capital Improvement Plan that range from street repair, park equipment replacement and water infrastructure.
  - Expanding public art opportunities utilizing the City's Public Art Trust Fund.
- Examine the City's long term financial outlook by proactively reviewing revenue and expenditure forecasts as well as significant obligations of the City, including pension costs and infrastructure needs.
- Evaluate and enhance the City's public safety efforts.

### Major Service Delivery Changes

- Assist tobacco retailers impacted by the prohibition on the sale of all tobacco and electronic smoking devices in the City.

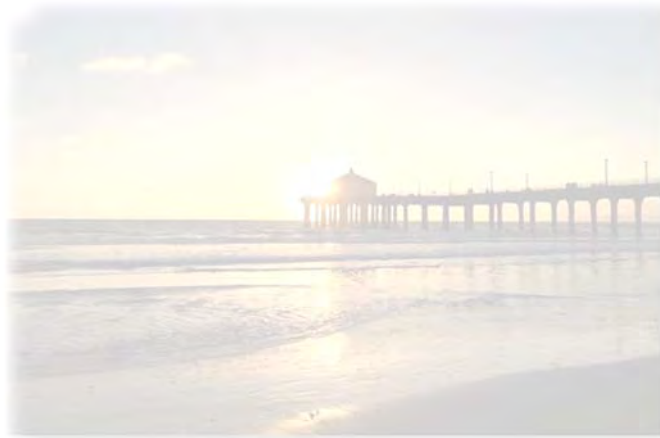
## Management Services | City Council

Authorized Full-Time Positions	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
City Councilmembers	5	5	5	5

City Council Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$63,679	\$64,560	\$60,790	\$60,664	-6.0%	16.4%
4201 Group Medical Insurance	40,469	50,826	7,660	8,046	-84.2%	2.2%
4202 Medicare Contributions	851	523	840	750	43.4%	0.2%
4211 PERS Regular Contribution	2,870	2,551	2,070	1,922	-24.7%	0.5%
4218 PERS Regular Liability Contr.	2,253	2,904	2,760	2,228	-23.3%	0.6%
<b>Total Salaries &amp; Benefits</b>	<b>\$110,124</b>	<b>\$121,364</b>	<b>\$74,120</b>	<b>\$73,610</b>	<b>-39.3%</b>	<b>19.9%</b>
5101 Contract Services	\$53,831	\$22,000	\$40,000	\$1,320	-94.0%	0.4%
5201 Office Supplies	-	-	14	-	-	-
5202 Membership & Dues	54,024	47,850	47,850	49,300	3.0%	13.4%
5203 Reference Materials	-	200	-	-	-100.0%	-
5205 Training, Conferences & Meetings	41,457	28,850	24,000	30,100	4.3%	8.2%
5207 Advertising	4,380	5,330	4,000	2,750	-48.4%	0.7%
5208 Postage	119	109	122	226	107.3%	0.1%
5217 Departmental Supplies	34,490	23,700	22,000	29,650	25.1%	8.0%
5225 Printing	412	600	100	600	-	0.2%
5240 Assessments & Taxes	2,880	2,800	3,799	4,000	42.9%	1.1%
5260 Council Contingencies	-	50,000	-	-	-100.0%	-
5262 Public Relations	31,767	28,875	28,000	13,750	-52.4%	3.7%
5269 M.B. School Support	1,000,000	-	-	-	-	-
5501 Telephone	782	1,080	615	635	-41.2%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$1,224,141</b>	<b>\$211,394</b>	<b>\$170,500</b>	<b>\$132,331</b>	<b>-37.4%</b>	<b>35.8%</b>
5611 Warehouse Services	-	\$250	-	\$250	-	0.1%
5621 Information Technology Allocation	82,548	87,481	87,481	92,802	6.1%	25.1%
5651 Building & Operations Allocation	58,919	70,860	57,756	70,156	-1.0%	19.0%
<b>Total Internal Services</b>	<b>\$141,467</b>	<b>\$158,591</b>	<b>\$145,237</b>	<b>\$163,208</b>	<b>2.9%</b>	<b>44.2%</b>
<b>Total Operating Expenditures</b>	<b>\$1,475,732</b>	<b>\$491,349</b>	<b>\$389,857</b>	<b>\$369,149</b>	<b>-24.9%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$1,475,732	\$491,349	\$389,857	\$369,149	-24.9%	100.0%
<b>Total Sources</b>	<b>\$1,475,732</b>	<b>\$491,349</b>	<b>\$389,857</b>	<b>\$369,149</b>	<b>-24.9%</b>	<b>100.0%</b>



### Program Overview

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

Major services include:

#### Public Policy Support

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

#### Citywide Service Delivery

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

#### Communications and Public Education

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

#### Organizational Leadership and Development

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



## Management Services | City Manager

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### Objectives FY 2021

- Coordinate citywide communications and expanding opportunities to communicate with the community, including social media, online platforms and other tools that broaden the reach of engagement.
- Conduct a review and assessment of security in City facilities and move towards creating a more secure environment through trainings and infrastructure upgrades.

### Major Service Delivery Changes

- Facilitate the transition of the Juvenile Diversion Program to the Beach Cities Health District.

<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
City Manager	1	1	1	1
Assistant City Manager	1	-	-	-
Economic Vitality Manager	1	-	-	-
Senior Management Analyst	-	1	1	1
Management Analyst	1	-	-	-
Management Analyst <sup>1</sup>	0.5	0.5	0.5	0.5
Executive Assistant	1	1	1	1
Receptionist Clerk <sup>2</sup>	1	1	1	-
<b>Total</b>	<b>6.5</b>	<b>4.5</b>	<b>4.5</b>	<b>3.5</b>

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

<sup>2</sup> Position transferred to Finance Department in FY 2020-21.



## Management Services | City Manager

City Manager Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$562,596	\$519,895	\$524,980	<b>\$471,838</b>	-9.2%	45.1%
4103 Part-time Salaries	1,965	3,449	2,000	-	-100.0%	-
4111 Overtime Regular Employees	-	-	-	-	-	-
4201 Group Medical Insurance	76,942	80,814	68,850	<b>55,200</b>	-31.7%	5.3%
4202 Medicare Contributions	8,028	7,625	7,500	<b>6,841</b>	-10.3%	0.7%
4203 Unemployment	420	420	420	<b>420</b>	-	-
4204 401A Plan City Contributions	24,400	23,844	24,510	<b>25,270</b>	6.0%	2.4%
4205 Worker's Compensation	59,820	59,820	59,820	<b>68,100</b>	13.8%	6.5%
4207 Contribution to City Pension Plan	54,086	-	27,043	<b>27,043</b>	-	2.6%
4211 PERS Regular Contribution	42,209	43,385	46,690	<b>43,742</b>	0.8%	4.2%
4218 PERS Regular Liability Contr.	38,778	49,980	47,520	<b>50,700</b>	1.4%	4.8%
<b>Total Salaries &amp; Benefits</b>	<b>\$869,244</b>	<b>\$789,232</b>	<b>\$809,333</b>	<b>\$749,154</b>	<b>-5.1%</b>	<b>71.6%</b>
5101 Contract Services	\$7,520	\$63,980	\$150,000	<b>\$118,400</b>	85.1%	11.3%
5104 Computer Contract Services	-	150	-	-	-100.0%	-
5201 Office Supplies	10,015	12,500	5,500	<b>12,500</b>	-	1.2%
5202 Membership & Dues	700	2,185	1,800	<b>100</b>	-95.4%	0.0%
5203 Reference Materials	21	400	150	-	-100.0%	-
5205 Training, Conferences & Meetings	19,472	45,195	2,050	<b>8,000</b>	-82.3%	0.8%
5207 Advertising	1,531	5,000	20,000	<b>3,000</b>	-40.0%	0.3%
5208 Postage	64	59	66	<b>68</b>	15.3%	-
5210 Computer Supplies & Software	1,000	-	-	-	-	-
5214 Employee Awards & Events	12,685	11,500	6,000	-	-100.0%	-
5217 Departmental Supplies	13,741	13,500	11,000	<b>9,500</b>	-29.6%	0.9%
5225 Printing	67	500	-	-	-100.0%	-
5251 Claims Paid	-	-	-	-	-	-
5270 City Manager Home Loan	-	-	-	-	-	-
5501 Telephone	1,859	2,568	1,463	<b>1,510</b>	-41.2%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$68,675</b>	<b>\$157,537</b>	<b>\$198,029</b>	<b>\$153,078</b>	<b>-2.8%</b>	<b>14.6%</b>
5611 Warehouse Services	\$62	-	\$50	-	-	-
5621 Information Technology Allocation	\$107,316	\$113,725	\$113,725	<b>\$83,493</b>	-26.6%	8.0%
5631 Insurance Allocation	224,400	224,400	224,400	<b>18,300</b>	-91.8%	1.7%
5651 Building & Operations Allocation	35,341	42,480	34,624	<b>42,058</b>	-1.0%	4.0%
<b>Total Internal Services</b>	<b>\$367,120</b>	<b>\$380,605</b>	<b>\$372,799</b>	<b>\$143,851</b>	<b>-62.2%</b>	<b>13.8%</b>
<b>Total Operating Expenditures</b>	<b>\$1,305,038</b>	<b>\$1,327,374</b>	<b>\$1,380,161</b>	<b>\$1,046,083</b>	<b>-21.2%</b>	<b>100.0%</b>
6212 CIP Bldg & Facilities - CYr	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$1,305,038</b>	<b>\$1,327,374</b>	<b>\$1,380,161</b>	<b>\$1,046,083</b>	<b>-21.2%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$1,305,038	\$1,327,374	\$1,380,161	<b>\$1,046,083</b>	-21.2%	100.0%
Capital Improvement Fund	-	-	-	-	-	-
<b>Total Sources</b>	<b>\$1,305,038</b>	<b>\$1,327,374</b>	<b>\$1,380,161</b>	<b>\$1,046,083</b>	<b>-21.2%</b>	<b>100.0%</b>

# Management Services | City Clerk

## Program Overview

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

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

The City Clerk is the City's Election Officer, and as such, conducts and certifies the City's municipal elections for six elected offices (5 City Council and 1 City Treasurer).

## Objectives FY 2021

- Conduct an impartial, open and transparent November 2020 Consolidated General Municipal Election with the Los Angeles County Registrar-Recorder/County Clerk (RR/CC).
- Continue to support the City Council's open and transparent government and meeting management initiatives including eComments, social media, closed captioning and other e-government opportunities.

## Major Service Delivery Changes

- Create robust voter outreach initiatives to maximize voter turnout and awareness for the City's upcoming General Municipal Elections.
- Continue to implement the upgrade to the City's current codification services (MuniCode) software program to enhance City Ordinance accessibility and transparency.
- Increase organizational efficiencies utilizing software programs that facilitate contract execution across all departments and City vendors.

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
<b>Authorized Full-Time Positions</b>				
City Clerk	1	1	1	1
Senior Deputy City Clerk	1	1	1	1
Management Analyst <sup>1</sup>	0.5	0.5	0.5	-
Administrative Clerk I/II	1	1	1	1
<b>Total</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.0</b>

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

Part-time hours totaling 1,040 are also included in FY 2021.

## Management Services | City Clerk

City Clerk Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$344,761	\$342,099	\$372,600	\$306,255	-10.5%	35.6%
4103 Part-time Salaries	12,650	27,400	22,000	25,449	-7.1%	3.0%
4111 Overtime Regular Employees	1,383	5,000	-	-	-100.0%	-
4201 Group Medical Insurance	47,406	46,049	47,370	38,631	-16.1%	4.5%
4202 Medicare Contributions	5,096	5,347	5,580	4,968	-7.1%	0.6%
4204 401A Plan City Contributions	11,921	12,724	13,940	12,215	-4.0%	1.4%
4211 PERS Regular Contribution	28,032	32,647	31,080	28,427	-12.9%	3.3%
4218 PERS Regular Liability Contr.	24,098	31,060	29,520	32,949	6.1%	3.8%
<b>Total Salaries &amp; Benefits</b>	<b>\$475,347</b>	<b>\$502,326</b>	<b>\$522,090</b>	<b>\$448,894</b>	<b>-10.6%</b>	<b>52.2%</b>
5101 Contract Services	\$34,197	\$29,400	\$36,000	\$32,400	10.2%	3.8%
5104 Computer Contract Services	77,707	101,623	93,400	161,815	59.2%	18.8%
5105 Elections	161,953	8,080	2,000	107,350	1228.6%	12.5%
5202 Membership & Dues	1,575	3,030	2,500	1,530	-49.5%	0.2%
5203 Reference Materials	-	-	22	-	-	-
5205 Training, Conferences & Meetings	16,714	35,125	13,000	4,000	-88.6%	0.5%
5207 Advertising	6,286	7,000	6,000	7,000	-	0.8%
5208 Postage	184	169	190	196	16.0%	-
5210 Computer Supplies & Software	1,000	-	600	-	-	-
5212 Office Equip Maintenance	-	250	250	250	-	-
5217 Departmental Supplies	7,075	3,250	3,250	2,450	-24.6%	0.3%
5225 Printing	51	400	100	400	-	-
5227 City Store Purchases	7,643	10,000	18,000	-	-100.0%	-
5501 Telephone	878	1,213	691	713	-41.2%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$315,263</b>	<b>\$199,540</b>	<b>\$176,003</b>	<b>\$318,104</b>	<b>59.4%</b>	<b>37.0%</b>
5621 Information Technology Allocation	\$57,792	\$61,237	\$61,237	\$64,876	5.9%	7.5%
5651 Building & Operations Allocation	23,578	28,320	23,083	28,039	-1.0%	3.3%
<b>Total Internal Services</b>	<b>\$81,370</b>	<b>\$89,557</b>	<b>\$84,320</b>	<b>\$92,915</b>	<b>3.7%</b>	<b>10.8%</b>
<b>Total Operating Expenditures</b>	<b>\$871,979</b>	<b>\$791,423</b>	<b>\$782,413</b>	<b>\$859,913</b>	<b>8.7%</b>	<b>100.0%</b>
6111 Furniture & Fixtures	\$5,011	-	-	-	-	-
6141 Computer Equipment & Software	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$876,990</b>	<b>\$791,423</b>	<b>\$782,413</b>	<b>\$859,913</b>	<b>8.7%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$876,990	\$791,423	\$782,413	\$859,913	8.7%	100.0%
<b>Total Sources</b>	<b>\$876,990</b>	<b>\$791,423</b>	<b>\$782,413</b>	<b>\$859,913</b>	<b>8.7%</b>	<b>100.0%</b>

## Program Overview

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

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

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

## Objectives FY 2021

### Litigation Status

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

### Legal Opinions

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

### Contract Processing

- Continue to update and refine templates for public contract agreements, professional service agreements, requests for proposals, ordinances and resolutions to increase efficiency
- Continue to draft ordinances to reflect recent developments in case law and statutory law.
- Draft ordinances to update, streamline and modernize the Municipal Code.
- Assist in improving the City's Municipal Code, policies and practices to make them more user-friendly and efficient

## Management Services | City Attorney

Authorized Full-Time Positions	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
Management Analyst <sup>1</sup>	-	-	-	0.5
Legal Secretary	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1.5</b>

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

City Attorney Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$73,340	\$78,945	-	\$115,206	45.9%	11.3%
4201 Group Medical Insurance	13,709	15,394	-	25,274	64.2%	2.5%
4202 Medicare Contributions	1,037	1,144	-	1,637	43.1%	0.2%
4204 401A Plan City Contributions	2,942	3,465	-	1,928	-44.4%	0.2%
4211 PERS Regular Contribution	5,646	6,645	-	11,016	65.8%	1.1%
4218 PERS Regular Liability Contr.	5,995	7,727	7,320	12,768	65.2%	1.2%
<b>Total Salaries &amp; Benefits</b>	<b>\$102,669</b>	<b>\$113,320</b>	<b>\$7,320</b>	<b>\$167,829</b>	<b>48.1%</b>	<b>16.4%</b>
5101 Contract Services	\$219,280	\$210,000	\$120,000	\$24,000	-88.6%	2.3%
5108 Legal Services	585,863	625,000	820,000	785,000	25.6%	76.7%
5203 Reference Materials	-	1,000	-	-	-100.0%	-
5205 Training, Conferences & Meetings	-	100	-	-	-100.0%	-
5208 Postage	70	64	72	74	15.6%	-
5210 Computer Supplies & Software	-	-	2,512	-	-	-
5217 Departmental Supplies	116	100	150	-	-100.0%	-
5501 Telephone	583	805	459	473	-41.2%	-
<b>Total Materials &amp; Services</b>	<b>\$805,910</b>	<b>\$837,069</b>	<b>\$943,193</b>	<b>\$809,547</b>	<b>-3.3%</b>	<b>79.1%</b>
5621 Information Technology Allocation	16,512	17,496	17,496	18,617	6.4%	1.8%
5651 Building & Operations Allocation	23,578	28,320	23,083	28,039	-1.0%	2.7%
<b>Total Internal Services</b>	<b>\$40,090</b>	<b>\$45,816</b>	<b>\$40,579</b>	<b>\$46,656</b>	<b>1.8%</b>	<b>4.6%</b>
<b>Total Operating Expenditures</b>	<b>\$948,669</b>	<b>\$996,205</b>	<b>\$991,092</b>	<b>\$1,024,032</b>	<b>2.8%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$948,669	\$996,205	\$991,092	\$1,024,032	2.8%	100.0%
<b>Total Sources</b>	<b>\$948,669</b>	<b>\$996,205</b>	<b>\$991,092</b>	<b>\$1,024,032</b>	<b>2.8%</b>	<b>100.0%</b>

**Program Overview**

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



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

**Objectives FY 2020-21**

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

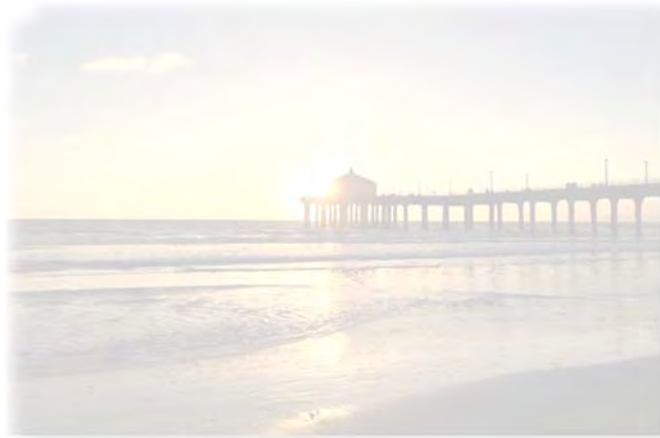
<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
City Treasurer	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

<b>City Treasurer Object Description</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>	<b>FY 2020 Y/E Est</b>	<b>FY 2021 Adopted</b>	<b>Var from FY 20 Budg</b>	<b>% of Total</b>
4101 Salaries & Allowances	\$7,740	\$12,540	\$7,380	<b>\$7,741</b>	-38.3%	19.8%
4201 Group Medical Insurance	20,242	21,212	19,470	<b>20,502</b>	-3.3%	52.5%
4202 Medicare Contributions	112	99	100	<b>105</b>	6.1%	0.3%
4211 PERS Regular Contribution	1,008	510	1,000	<b>1,053</b>	106.5%	2.7%
4218 PERS Regular Liability Contr.	451	581	540	<b>1,221</b>	110.2%	3.1%
<b>Total Salaries &amp; Benefits</b>	<b>\$29,553</b>	<b>\$34,942</b>	<b>\$28,490</b>	<b>\$30,622</b>	<b>-12.4%</b>	<b>78.4%</b>
5104 Computer Contract Services	\$3,876	\$3,885	\$4,070	<b>\$4,274</b>	10.0%	10.9%
5202 Membership & Dues	40	340	95	<b>375</b>	10.3%	1.0%
5203 Reference Books & Periodicals	-	-	-	<b>200</b>	-	0.5%
5205 Training, Conferences & Meetings	2,394	6,155	1,502	<b>3,605</b>	-41.4%	9.2%
5217 Departmental Supplies	68	-	27	-	-	-
5611 Warehouse Purchases	9	-	-	-	-	-
<b>Total Materials &amp; Services</b>	<b>\$3,916</b>	<b>\$4,225</b>	<b>\$4,165</b>	<b>\$4,649</b>	<b>10.0%</b>	<b>11.9%</b>
<b>Total Operating Expenditures</b>	<b>\$35,941</b>	<b>\$45,322</b>	<b>\$34,184</b>	<b>\$39,076</b>	<b>-13.8%</b>	<b>100.0%</b>

**Source of Funds**

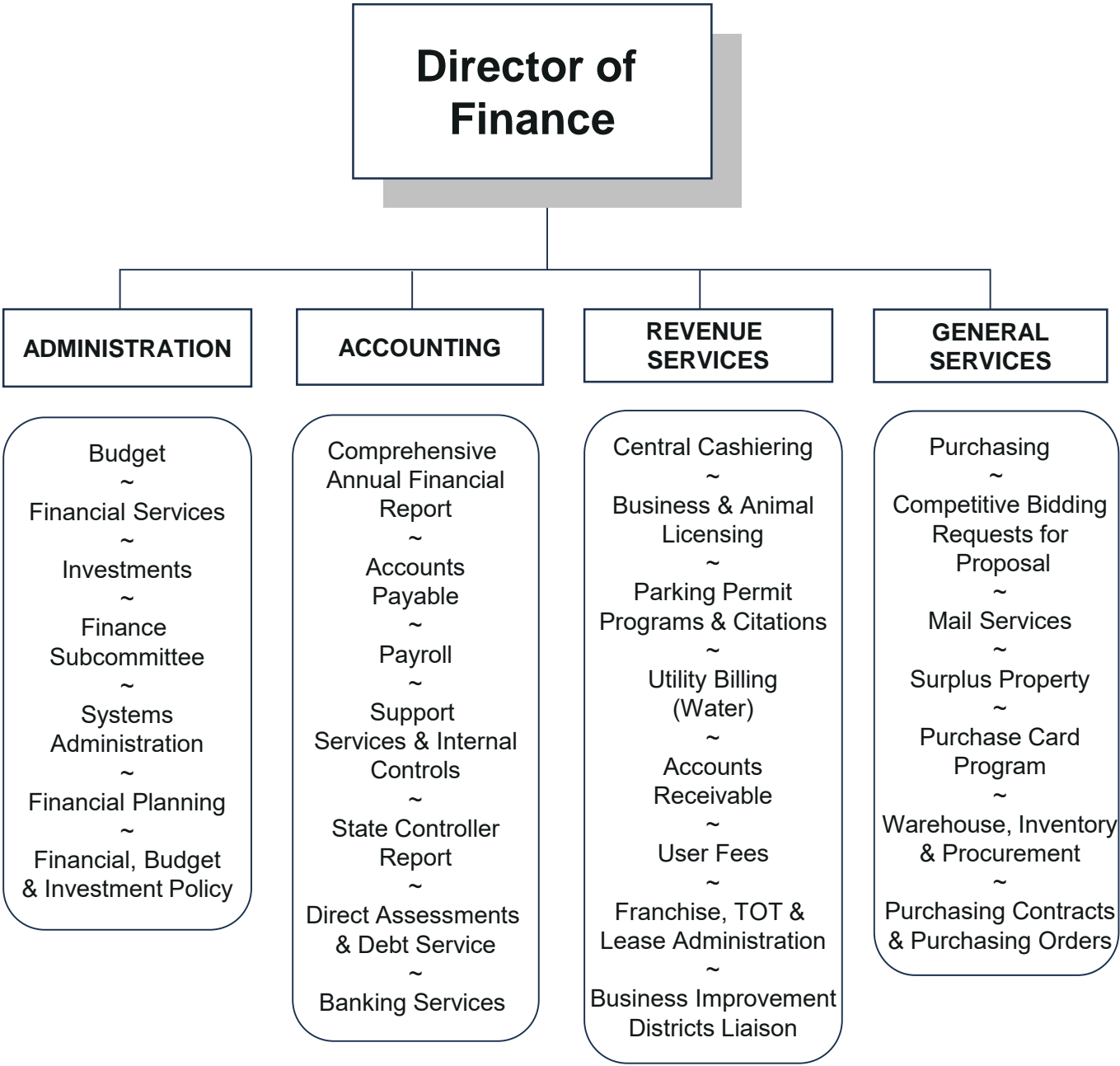
General Fund	\$35,941	\$45,322	\$34,184	<b>\$39,076</b>	-13.8%	100.0%
<b>Total Sources</b>	<b>\$35,941</b>	<b>\$45,322</b>	<b>\$34,184</b>	<b>\$39,076</b>	<b>-13.8%</b>	<b>100.0%</b>

# Finance



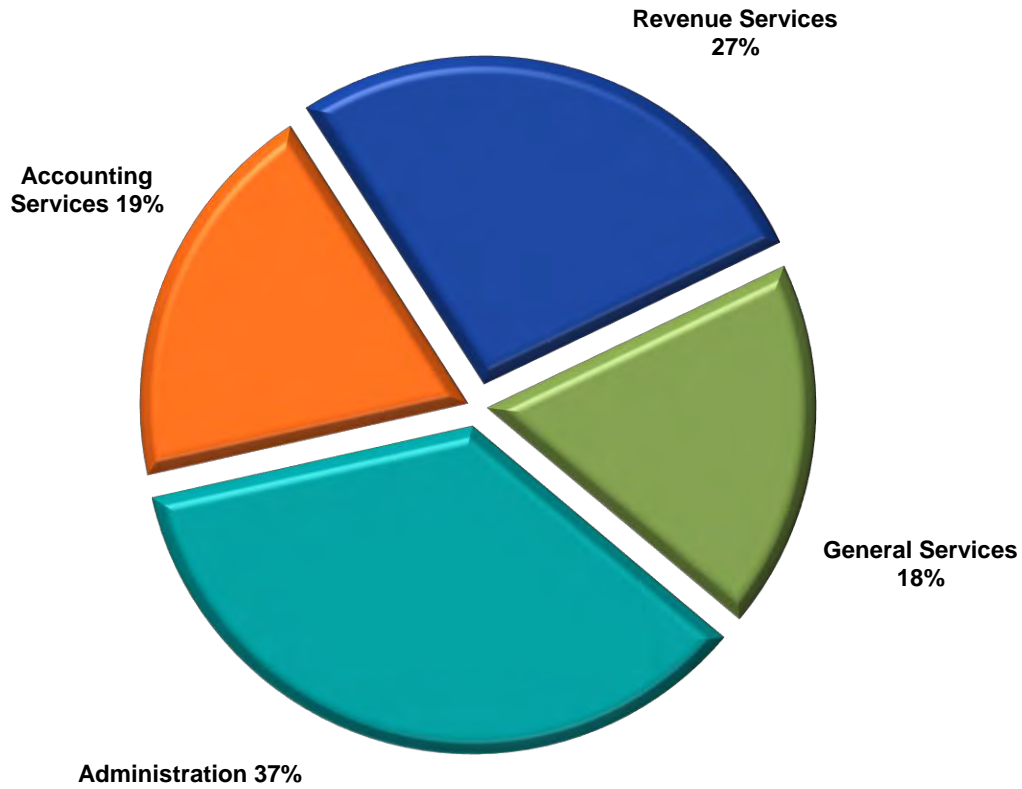


# City of Manhattan Beach Finance Department



# Finance Department

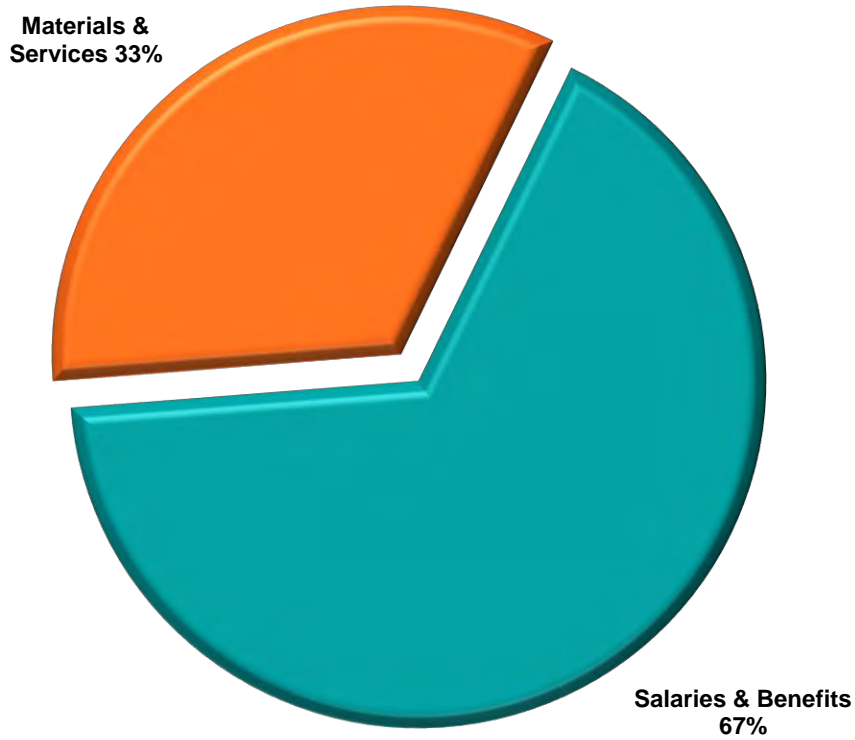
## FY 2020-21 Department Expenditure by Program



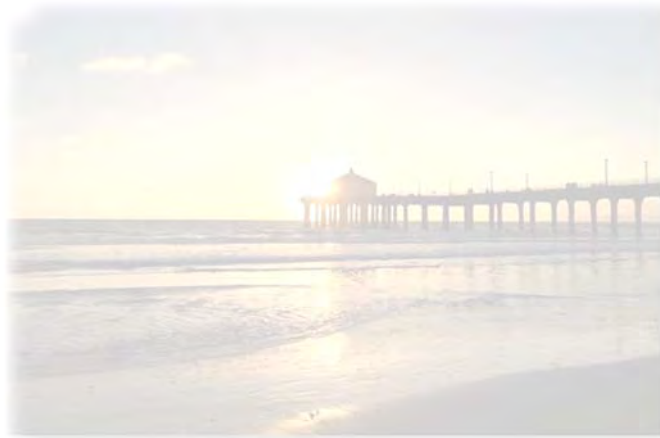
<b>Program Expenditures</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>	<b>FY 2020 Estimate</b>	<b>FY 2021 Adopted</b>
Administration	\$1,396,185	\$1,368,112	\$1,331,866	\$1,377,894
Accounting Services	741,027	728,575	734,537	755,529
Revenue Services	884,459	1,163,033	899,012	1,050,775
General Services	662,988	696,023	675,745	709,133
<b>Total</b>	<b>\$3,684,659</b>	<b>\$3,955,743</b>	<b>\$3,641,160</b>	<b>\$3,893,331</b>
<b>Full-Time Positions</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>19</b>

# Finance Department

FY 2020-21  
Department Expenditure by Category



Category Expenditures	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Salaries & Benefits	\$2,310,031	\$2,627,584	\$2,435,610	\$2,591,091
Materials & Services	1,374,628	1,328,159	1,205,550	1,302,240
<b>Total</b>	<b>\$3,684,659</b>	<b>\$3,955,743</b>	<b>\$3,641,160</b>	<b>\$3,893,331</b>



**Mission**

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

**Department Overview**

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

- Budget and Accounting
- Purchasing
- Revenue Services
- Business Licensing
- Water and Wastewater Billing

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

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

**Recent Accomplishment Highlights**

**Administration**

- Continued enhanced budget outreach efforts to obtain community input earlier in the budget process by holding a Budget Priorities Open House in January 2020. Presentation materials are available at [www.cityymb.info/Budget](http://www.cityymb.info/Budget).
- Received GFOA's Distinguished Budget Presentation Award for the City's FY 2018-19 Biennial Budget document.
- Received the Award for Budget Excellence issued by the California Society of Municipal Finance Officers (CSMFO).
- Initiated implementation of a new Enterprise Resource Planning (ERP) Financial System to replace existing software at the end of its useful life.

**Accounting**

- Received the Certificate of Achievement for Excellence in Financial Reporting issued by the Government Finance Officers Association (GFOA).
- Established a new Chart of Accounts and started the initial phases of a payroll implementation in preparation for the new ERP Financial software.
- Continue to serve the community and internal customers through extraordinary circumstances.

**CITY OF MANHATTAN BEACH**  
**BUDGET SNAPSHOT**  
 FISCAL YEAR 2019-20

The City of Manhattan Beach remains in sound financial condition and has received a top rating from the California Society of Municipal Finance Officers (CSMFO) for its budget process. The City's successful budgeting process is a testament to the City's strong financial position, its tradition of prudent fiscal decisions and a resilient economic base. All departments contribute to this achievement through high levels of service and proactive financial management.

The complete FY 2019-20 Operating Budget and Capital Investment Plan can be found at [www.cityymb.info/Budget](http://www.cityymb.info/Budget).

GLANCE AT OUR FISCAL PICTURE	
<b>GENERAL FUND REVENUES</b>	576,085,386
<b>GENERAL FUND EXPENDITURES</b>	575,024,437
<b>ESTIMATED SURPLUS</b>	1,060,949

**CITYWIDE BUDGET AS ADOPTED**  
 \$128,589,719

OPERATING BUDGET	CAPITAL BUDGET	DEBT SERVICE
\$128,589,719	\$128,589,719	\$128,589,719

**News/Notes:**

- Making significant progress with the City's long-term infrastructure program, including the \$100 million+ 42nd and other community facility upgrades.
- General Fund continues to be in a strong financial position, with a surplus of \$1.1 million over the next 3 years.
- For our customers as the City's first-ever participation in the \$1.2 billion bond issue for FY 2019-20 is being issued in early 2019.

The City continues to have a strong financial position, with the first year focus of Operations and the second year focus on the first year Capital Investment Plan.

In June 2018, the FY 2018-19 Budget was adopted and the second year of the biennial budget was approved.

In June 2019, the FY 2019-20 Approved Budget was adopted and adopted.

# Finance Department

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## Revenue Services

- Conducted a Comprehensive analysis of City User Fees and Cost Allocation Plan with City Staff and Consulting firm Matrix Consulting.
- Assisted Community Development with the implementation of the new permitting software, Energov, by providing support as needed for revenue and finance related items.
- Worked to navigate a successful end to the Street Sweeping Reimbursement Program.
- Provided initial evaluation of Tobacco Retailer Hardship applications to aid Management Services in the coordination with local retailers of the City's prohibition of tobacco product sales.
- Developed a policy for the discontinuation of water service in response to Senate Bill SB998 which required specific time parameters prior to the discontinuation of service for utility customers.
- Participated in discussions and provided guidance to Public Works with the negotiation of a Contract for upgraded city single-space parking meters, addition of multi-space parking kiosks and license plate reader at Metlox Plaza.

## General Services

- Initiated the setup of the Purchasing module for the new ERP system.
- Ensured that majority of Finance staff have completed EOC training (required by FEMA guidelines).
- Assisted with copier/printer bid, award and deployment.
- Notable Requests for Proposals and Bids included tennis court resurfacing, solar pathway lights for greenbelt, Sand Dune Park replenishment services, Concerts in the Park audio engineer services and numerous projects in support of the Engineering Division.
- Assisted with equipment donations to MBUSD and El Camino College Fire Academy.
- Acquired goods and services needed for Covid-19 response.

Performance Measures

Indicator	Prior Year Actuals					Target
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Budget
Maintain AAA/Aaa GO Bond Rating	Yes	Yes	Yes	Yes	Yes	Yes
Attain an Unmodified audit opinion	Yes	Yes	Yes	Yes	Yes	Yes
Attain CSMFO and GFOA Budget Awards (Biennial Awards received in FY 2016-2017 and FY 2018-2019)	Yes	N/A	Yes	N/A	N/A	Yes
Attain GFOA Annual Financial Reporting Achievement	Yes	Yes	Yes	Yes	Yes	Yes
% - Monthly collection rate on residential utility bill	95%	96%	96%	96%	97%	97%
% - Bi-monthly auto debit utility payments processed through Electronic Bill Presentment Payment (EBPP) Program	34%	36%	38%	38%	38%	41%
% - Bi-monthly Electronic Bill Presentment Payment (EBPP) Program paperless customers	30%	30%	30%	30%	30%	34%
% - Process purchase requests (<\$20k) w/in 5 business days	93%	85%	83%	85%	85%	85%

## Program Overview

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



## Objectives FY 2021

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

## Major Service Delivery Changes

Significant service delivery enhancements are expected with the implementation of the new ERP software, including electronic processing and approval workflows for several current manual processes (e.g. payroll and accounts payable), improved financial reporting, and a better-quality user interface. The Administration division will be coordinating the project for the department and assisting other divisions to ensure that core modules are implemented successfully and on schedule. Due to the unforeseen delay caused by the COVID-19 Safer at Home orders, the core Financials modules are expected to be completed in January 2021.

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
<b>Authorized Full-Time Positions</b>				
Director	1	1	1	1
Senior Financial Analyst	-	1	1	1
Financial Analyst	1	-	-	-
Management Analyst	-	1	1	1
Executive Secretary	1	1	1	1
<b>Total</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>

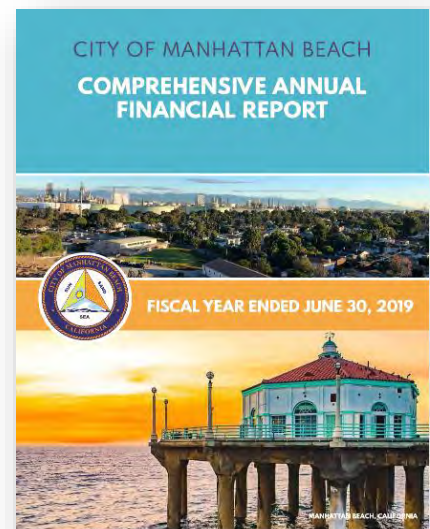


## Finance Department | Administration

<b>Administration</b>		<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Adopted</b>	<b>FY 20 Budg</b>	<b>Total</b>
4101	Salaries & Allowances	\$412,160	\$433,593	\$473,660	<b>\$448,908</b>	3.5%	32.6%
4120	Supplemental Pension Plan	22,125	23,000	21,690	<b>23,000</b>	-	1.7%
4121	Single Highest Year Plan	50,694	56,000	49,130	<b>56,000</b>	-	4.1%
4124	Fire Retiree's Health Plan	24,001	26,000	20,850	<b>26,000</b>	-	1.9%
4125	Police Retiree's Health Plan	103,525	87,000	100,530	<b>87,000</b>	-	6.3%
4126	Misc. Retiree's Health Plan	42,864	49,000	34,450	<b>49,000</b>	-	3.6%
4201	Group Medical Insurance	43,104	53,001	43,380	<b>44,499</b>	-16.0%	3.2%
4202	Medicare Contributions	5,868	6,287	6,730	<b>6,648</b>	5.7%	0.5%
4203	Unemployment	420	420	420	<b>420</b>	-	-
4204	401A Plan City Contributions	14,155	15,886	16,800	<b>16,757</b>	5.5%	1.2%
4205	Worker's Compensation	44,520	44,520	44,520	<b>24,060</b>	-46.0%	1.7%
4207	Contribution to City Pension Plan	3,480	-	1,740	<b>1,740</b>	-	0.1%
4211	PERS Regular Contribution	32,891	36,273	39,820	<b>41,426</b>	14.2%	3.0%
4218	PERS Regular Liability Contr.	25,826	33,286	31,680	<b>48,016</b>	44.3%	3.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$825,632</b>	<b>\$864,266</b>	<b>\$885,400</b>	<b>\$873,474</b>	<b>1.1%</b>	<b>63.4%</b>
5101	Contract Services	\$59,410	\$4,510	\$4,510	<b>\$4,510</b>	-	0.3%
5103	Audit Services	4,000	-	-	-	-	-
5104	Computer Contract Services	32,116	-	2,500	-	-	-
5201	Office Supplies	11,359	10,500	10,500	<b>10,500</b>	-	0.8%
5202	Membership & Dues	1,430	1,310	1,275	<b>1,315</b>	0.4%	0.1%
5203	Reference Books & Periodicals	50	-	-	<b>100</b>	-	-
5205	Training, Conferences & Meetings	11,439	9,600	4,371	<b>3,950</b>	-58.9%	0.3%
5207	Advertising	197	800	800	<b>800</b>	-	0.1%
5208	Postage	6,734	-	-	-	-	-
5210	Computer Supplies & Software	2,150	-	-	-	-	-
5214	Employee Awards & Events	456	600	600	<b>600</b>	-	-
5217	Departmental Supplies	2,640	700	1,000	<b>1,700</b>	142.9%	0.1%
5225	Printing	10,194	3,800	3,000	<b>3,800</b>	-	0.3%
5231	Bank Service Charge	173,171	178,000	170,000	<b>160,000</b>	-10.1%	11.6%
5265	Service Agency Contributions	4,000	-	-	-	-	-
5267	UAD Loan Program	1,716	-	-	-	-	-
5501	Telephone	974	1,345	766	<b>791</b>	-41.2%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$322,035</b>	<b>\$211,165</b>	<b>\$199,322</b>	<b>\$188,066</b>	<b>-10.9%</b>	<b>13.6%</b>
5611	Warehouse Services	\$353	\$1,500	\$500	<b>\$1,500</b>	-	0.1%
5621	Information Technology Allocation	41,280	43,741	43,741	<b>58,106</b>	32.8%	4.2%
5631	Insurance Allocation	6,600	6,600	6,600	<b>18,300</b>	177.3%	1.3%
5651	Building & Operations Allocation	200,284	240,840	196,303	<b>238,448</b>	-1.0%	17.3%
<b>Total Internal Services</b>		<b>\$248,517</b>	<b>\$292,681</b>	<b>\$247,144</b>	<b>\$316,354</b>	<b>8.1%</b>	<b>23.0%</b>
<b>Total Operating Expenditures</b>		<b>\$1,396,185</b>	<b>\$1,368,112</b>	<b>\$1,331,866</b>	<b>\$1,377,894</b>	<b>0.7%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,151,259	\$1,127,112	\$1,105,216	<b>\$1,136,894</b>	0.9%	82.5%
Capital Improvement Fund		1,716	-	-	-	-	-
Pension Trust		243,209	241,000	226,650	<b>241,000</b>	-	17.5%
<b>Total Sources</b>		<b>\$1,396,185</b>	<b>\$1,368,112</b>	<b>\$1,331,866</b>	<b>\$1,377,894</b>	<b>0.7%</b>	<b>100.0%</b>

## Program Overview

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



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

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

## Objectives FY 2021

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

<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
Controller	1	1	1	1
Senior Accountant	1	1	1	1
Accountant	2	2	2	2
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

Part-time hours totaling 1,750 are also included in FY 2021.

<b>Accounting Object Description</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>	<b>FY 2020 Y/E Est</b>	<b>FY 2021 Adopted</b>	<b>Var from FY 20 Budg</b>	<b>% of Total</b>
4101 Salaries & Allowances	\$430,441	\$407,016	\$427,320	<b>\$423,847</b>	4.1%	56.1%
4103 Part-time Salaries	47,178	40,883	48,000	<b>50,085</b>	22.5%	6.6%
4111 Overtime Regular Employees	175	2,500	1,000	<b>1,000</b>	-60.0%	0.1%
4201 Group Medical Insurance	48,258	49,499	47,000	<b>48,703</b>	-1.6%	6.4%
4202 Medicare Contributions	4,298	4,111	4,100	<b>4,215</b>	2.5%	0.6%
4204 401A Plan City Contributions	15,171	14,826	14,840	<b>15,222</b>	2.7%	2.0%
4211 PERS Regular Contribution	38,316	44,006	39,830	<b>41,883</b>	-4.8%	5.5%
4218 PERS Regular Liability Contr.	30,584	39,419	37,500	<b>43,790</b>	11.1%	5.8%
<b>Total Salaries &amp; Benefits</b>	<b>\$614,421</b>	<b>\$602,260</b>	<b>\$619,590</b>	<b>\$628,745</b>	<b>4.4%</b>	<b>83.2%</b>
5101 Contract Services	\$11,570	\$12,300	\$8,875	<b>\$11,000</b>	-10.6%	1.5%
5103 Audit Services	56,587	57,000	57,000	<b>57,000</b>	-	7.5%
5201 Office Supplies	50	-	-	-	-	-
5202 Membership & Dues	520	520	520	<b>520</b>	-	0.1%
5203 Reference Materials	1,490	1,100	800	<b>1,100</b>	-	0.1%
5205 Training, Conferences & Meetings	13,217	10,600	3,387	<b>8,100</b>	-23.6%	1.1%
5207 Advertising	280	500	408	<b>400</b>	-20.0%	0.1%
5208 Postage	5,860	5,258	5,906	<b>6,083</b>	15.7%	0.8%
5217 Departmental Supplies	2,545	1,800	1,904	<b>1,800</b>	-	0.2%
5225 Printing	490	900	389	<b>500</b>	-44.4%	0.1%
5501 Telephone	974	1,345	766	<b>791</b>	-41.2%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$93,582</b>	<b>\$91,323</b>	<b>\$79,955</b>	<b>\$87,294</b>	<b>-4.4%</b>	<b>11.6%</b>
5621 Information Technology Allocation	\$33,024	\$34,992	\$34,992	<b>\$39,490</b>	12.9%	5.2%
<b>Total Internal Services</b>	<b>\$33,024</b>	<b>\$34,992</b>	<b>\$34,992</b>	<b>\$39,490</b>	<b>12.9%</b>	<b>5.2%</b>
<b>Total Operating Expenditures</b>	<b>\$741,027</b>	<b>\$728,575</b>	<b>\$734,537</b>	<b>\$755,529</b>	<b>3.7%</b>	<b>100.0%</b>

**Source of Funds**

General Fund	\$741,027	\$728,575	\$734,537	<b>\$755,529</b>	3.7%	100.0%
<b>Total Sources</b>	<b>\$741,027</b>	<b>\$728,575</b>	<b>\$734,537</b>	<b>\$755,529</b>	<b>3.7%</b>	<b>100.0%</b>

## Program Overview

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



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

## Objectives FY 2021

- Participate in the implementation and set-up of the new Tyler Munis ERP system for the City by providing details and insight about Revenue Services modules: Accounts Receivable, Utility Billing CIS, Citizen Self Service, General Billing, Cashiering Integration and Business and Animal Licensing.
- Initiate an Audit of City Franchisees (SCE, SoCal Gas and Cable Companies)
- Maintain department efficiency through automation and technology
- Assist customers through the transition to Waste Management for Refuse billing
- Look for opportunities to provide additional online payment options
- Maintain the high rate of collection from utility billing and accounts receivable
- Continue to deliver expedient and professional customer service

## Major Service Delivery Changes

During fiscal year 2020, the City conducted a Comprehensive User Fee Study and Cost Allocation Plan (CAP). The study was last completed in 2015. This process identifies the current costs associated with providing each non-tax supported service and assigns the fully-burdened rate (i.e. direct labor costs plus indirect costs) to each City position involved in delivery of those services. The purpose of the CAP is to ensure the City identifies all costs associated with service delivery activities, including overhead, for the true cost of providing various City services. Indirect costs attributable to enterprise and other chargeable funds are also determined. The study, adopted in February 2020, saw major structural changes in Community Development and Fire including the addition of a technology fee to support the cost and maintenance of specific software.

Future changes in service delivery effective at the onset of the new fiscal year July 1, 2020 include: the transition of Refuse Billing to Waste Management, the transition of the City's Film Permit Program administration to Parks & Recreation, the transfer of the Receptionist position from Management Services to Revenue Services. Continue to utilize the Part-Time Administrative Clerk position hired during FY 2019-2020.

## Finance Department | Revenue Services

Authorized Full-Time Positions	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
Revenue Services Manager	1	1	1	1
Revenue Services Specialist	1	1	1	1
Account Services Representative I/II	-	-	5	5
Account Services Representative I	5	5	-	-
Receptionist Clerk <sup>1</sup>	-	-	-	1
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>

<sup>1</sup> Position transferred from Management Services Department in FY 2020-21.

Part-time hours totaling 1,000 are also included in FY 2021.

Revenue Services Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$340,196	\$502,406	\$354,850	\$418,808	-16.6%	39.9%
4103 Part Time Employee Salaries	-	32,464	16,500	46,829	44.2%	4.5%
4111 Overtime Regular Employees	5,006	8,367	9,700	8,367	-	0.8%
4201 Group Medical Insurance	90,207	119,647	96,930	115,621	-3.4%	11.0%
4202 Medicare Contributions	4,764	7,284	5,280	6,549	-10.1%	0.6%
4204 401A Plan City Contributions	-	5,771	1,080	3,859	-33.1%	0.4%
4211 PERS Regular Contribution	26,366	42,162	29,400	41,301	-2.0%	3.9%
4218 PERS Regular Liability Contr.	34,788	44,837	42,540	55,499	23.8%	5.3%
<b>Total Salaries &amp; Benefits</b>	<b>\$501,328</b>	<b>\$762,938</b>	<b>\$556,280</b>	<b>\$696,833</b>	<b>-8.7%</b>	<b>66.3%</b>
5101 Contract Services	\$137,184	\$121,850	\$132,050	\$127,270	4.4%	12.1%
5103 Audit Services	-	30,000	-	-	-100.0%	-
5104 Computer Contract Services	128,120	125,850	93,354	100,850	-19.9%	9.6%
5202 Membership & Dues	100	410	325	360	-12.2%	-
5205 Training, Conferences & Meetings	7,696	8,950	9,750	3,350	-62.6%	0.3%
5207 Advertising	725	150	504	450	200.0%	-
5208 Postage	36,897	38,507	38,333	39,484	2.5%	3.8%
5217 Departmental Supplies	3,409	4,000	4,600	4,750	18.8%	0.5%
5225 Printing	9,094	6,237	950	6,305	1.1%	0.6%
5501 Telephone	1,557	2,152	1,227	1,264	-41.3%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$324,782</b>	<b>\$338,106</b>	<b>\$281,093</b>	<b>\$284,083</b>	<b>-16.0%</b>	<b>27.0%</b>
5611 Warehouse Services	\$557	\$750	\$400	\$750	-	0.1%
5621 Information Technology Allocation	57,792	61,239	61,239	69,109	12.9%	6.6%
<b>Total Internal Services</b>	<b>\$58,349</b>	<b>\$61,989</b>	<b>\$61,639</b>	<b>\$69,859</b>	<b>12.7%</b>	<b>6.6%</b>
<b>Total Expenditures</b>	<b>\$884,459</b>	<b>\$1,163,033</b>	<b>\$899,012</b>	<b>\$1,050,775</b>	<b>-9.7%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$884,459	\$1,163,033	\$899,012	\$1,050,775	-9.7%	100.0%
<b>Total Sources</b>	<b>\$884,459</b>	<b>\$1,163,033</b>	<b>\$899,012</b>	<b>\$1,050,775</b>	<b>-9.7%</b>	<b>100.0%</b>

## Program Overview

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



## Objectives FY 2021

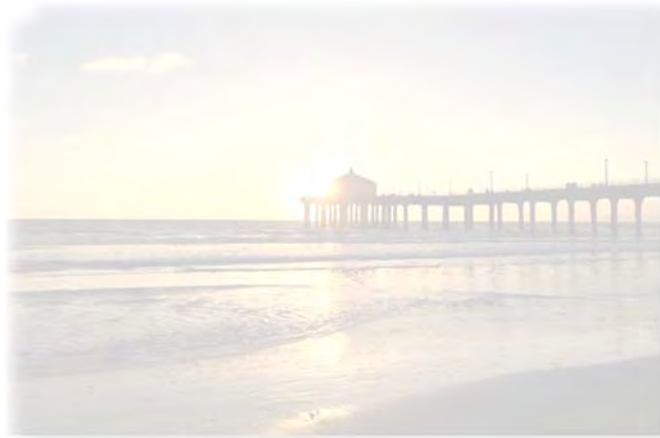
- Increase scope of original project by publishing a template for preparing a “Request for Proposal” to accompany the guide in conjunction with the Contracts Working Group.
- Initiate bid limit increase to align with Uniform Public Construction Cost Accounting Act (UPCCAA) limits and guidelines.
- Continue work on improving timing of renewal and re-solicitation of contracts to ensure routine contracts are current.
- Lead team on utilizing Document Management system to increase efficiency through automation until the ERP system is implemented.
- Implement Purchasing, Warehouse and Fixed Assets modules of the new ERP system.
- Project lead on changes to municipal code for on-line bidding including solicitation, evaluation, award and implementation of new system.

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
<b>Authorized Full-Time Positions</b>				
Purchasing Manager	1	1	1	1
General Services Coordinator	1	1	1	1
Purchasing Clerk	1	1	-	-
Purchasing Assistant	-	-	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

Part-time hours totaling 960 are included in FY 2021.

## Finance Department | General Services

<b>General Services</b>		<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Adopted</b>	<b>FY 20 Budg</b>	<b>Total</b>
4101	Salaries & Allowances	\$260,955	\$272,402	\$262,380	<b>\$265,631</b>	-2.5%	37.5%
4103	Part-time Salaries	6,613	13,354	7,700	<b>13,354</b>	-	1.9%
4111	Overtime Regular Employees	864	4,150	2,600	<b>4,150</b>	-	0.6%
4201	Group Medical Insurance	48,496	48,644	43,830	<b>46,107</b>	-5.2%	6.5%
4202	Medicare Contributions	3,753	4,137	3,710	<b>3,841</b>	-7.2%	0.5%
4204	401A Plan City Contributions	5,891	5,771	5,740	<b>5,916</b>	2.5%	0.8%
4211	PERS Regular Contribution	21,316	22,901	22,940	<b>24,566</b>	7.3%	3.5%
4218	PERS Regular Liability Contr.	20,763	26,761	25,440	<b>28,474</b>	6.4%	4.0%
<b>Total Salaries &amp; Benefits</b>		<b>\$368,651</b>	<b>\$398,120</b>	<b>\$374,340</b>	<b>\$392,039</b>	<b>-1.5%</b>	<b>55.3%</b>
5101	Contract Services	\$130,242	\$141,527	\$147,000	<b>\$167,542</b>	18.4%	23.6%
5202	Membership & Dues	486	585	666	<b>585</b>	-	0.1%
5205	Training, Conferences & Meetings	4,532	2,650	322	-	-100.0%	-
5206	Uniforms/Safety Equip	990	1,290	1,000	<b>1,290</b>	-	0.2%
5208	Postage	1,227	1,105	1,241	<b>1,278</b>	15.7%	0.2%
5211	Automotive Parts	28,577	25,000	25,000	<b>25,000</b>	-	3.5%
5217	Departmental Supplies	375	550	550	<b>550</b>	-	0.1%
5222	Warehouse Purchases	88,641	80,000	86,000	<b>80,000</b>	-	11.3%
5225	Printing	28	-	-	-	-	-
5501	Telephone	1,173	1,620	923	<b>952</b>	-41.2%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$256,272</b>	<b>\$254,327</b>	<b>\$262,702</b>	<b>\$277,197</b>	<b>9.0%</b>	<b>39.1%</b>
5611	Warehouse Services	\$6,362	\$10,280	\$5,580	<b>\$10,280</b>	-	1.4%
5621	Information Technology Allocation	24,768	26,245	26,245	<b>29,617</b>	12.8%	4.2%
5641	Fleet Rental Allocation	5,052	5,050	5,052	-	-100.0%	-
5642	Fleet Maintenance Allocation	1,883	2,001	1,826	-	-100.0%	-
<b>Total Internal Services</b>		<b>\$38,066</b>	<b>\$43,576</b>	<b>\$38,703</b>	<b>\$39,897</b>	<b>-8.4%</b>	<b>5.6%</b>
<b>Total Operating Expenditures</b>		<b>\$662,988</b>	<b>\$696,023</b>	<b>\$675,745</b>	<b>\$709,133</b>	<b>1.9%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$430,169	\$448,536	\$439,245	<b>\$465,631</b>	3.8%	65.7%
Building Maintenance & Operations Fund		232,819	247,487	236,500	<b>243,502</b>	-1.6%	34.3%
<b>Total Sources</b>		<b>\$662,988</b>	<b>\$696,023</b>	<b>\$675,745</b>	<b>\$709,133</b>	<b>1.9%</b>	<b>100.0%</b>

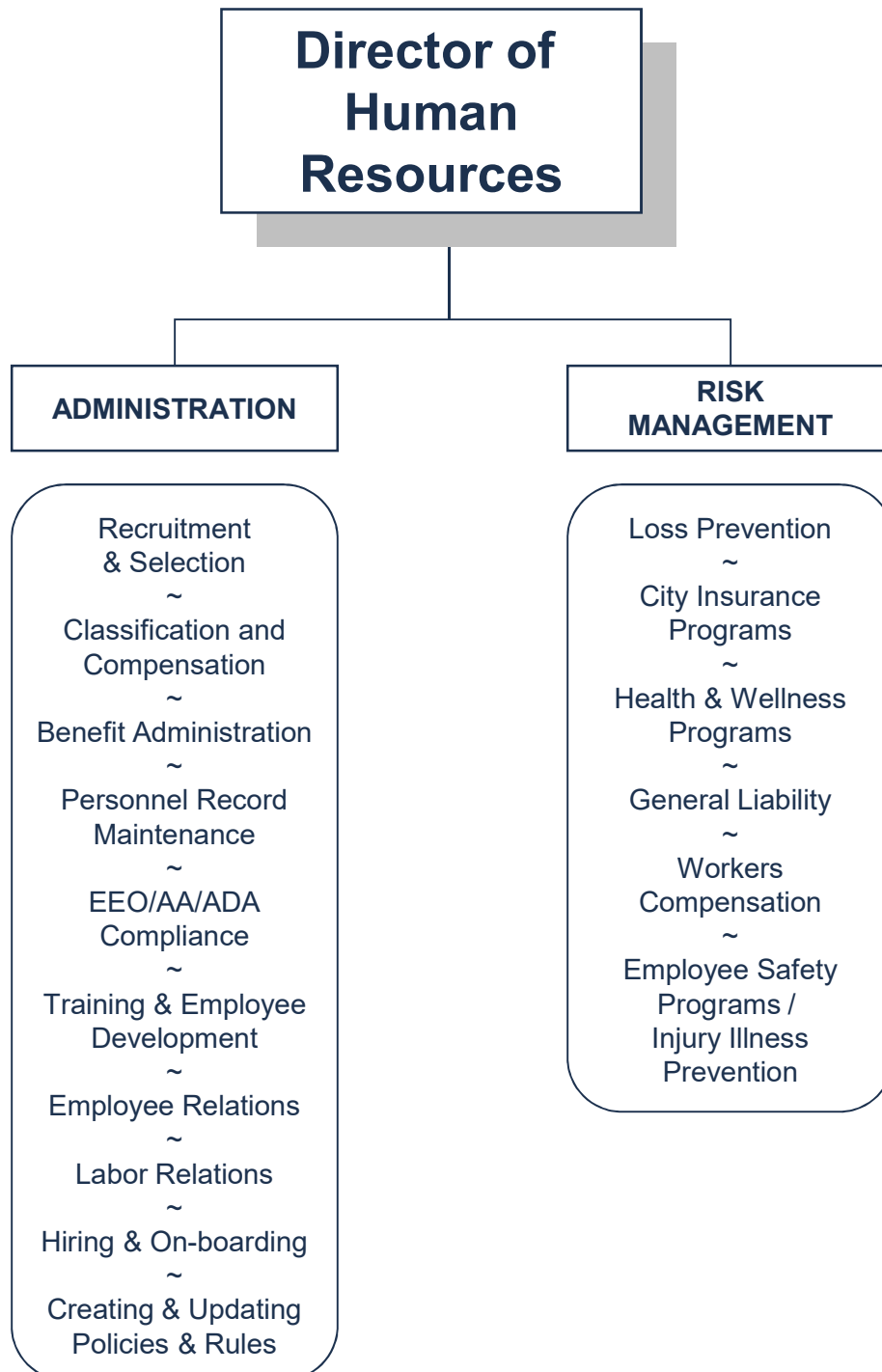




# Human Resources

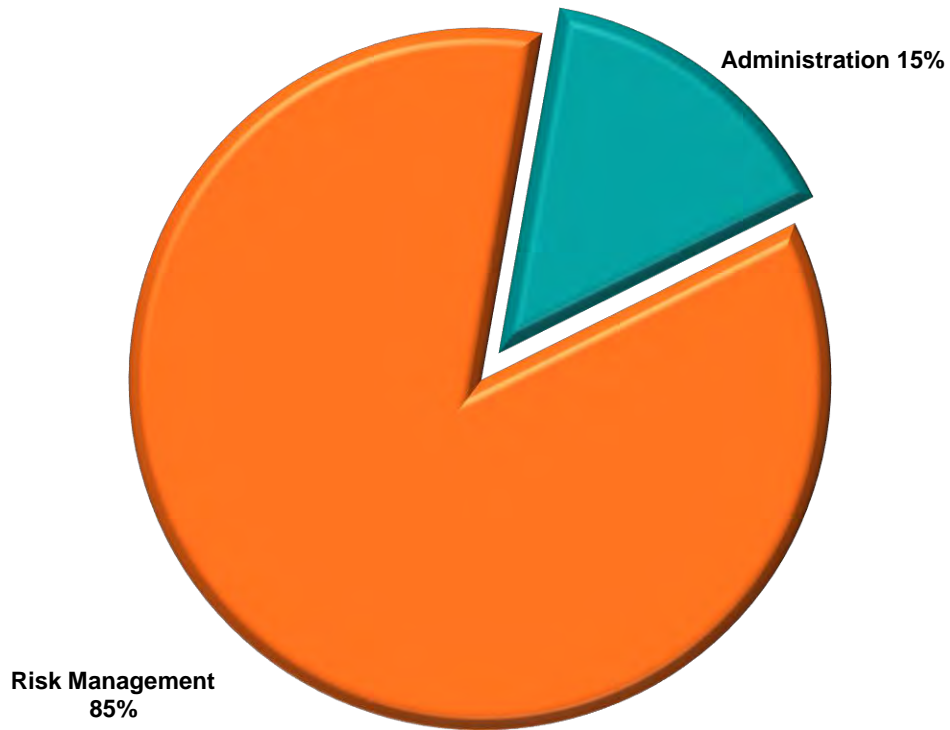


# City of Manhattan Beach Human Resources Department



# Human Resources Department

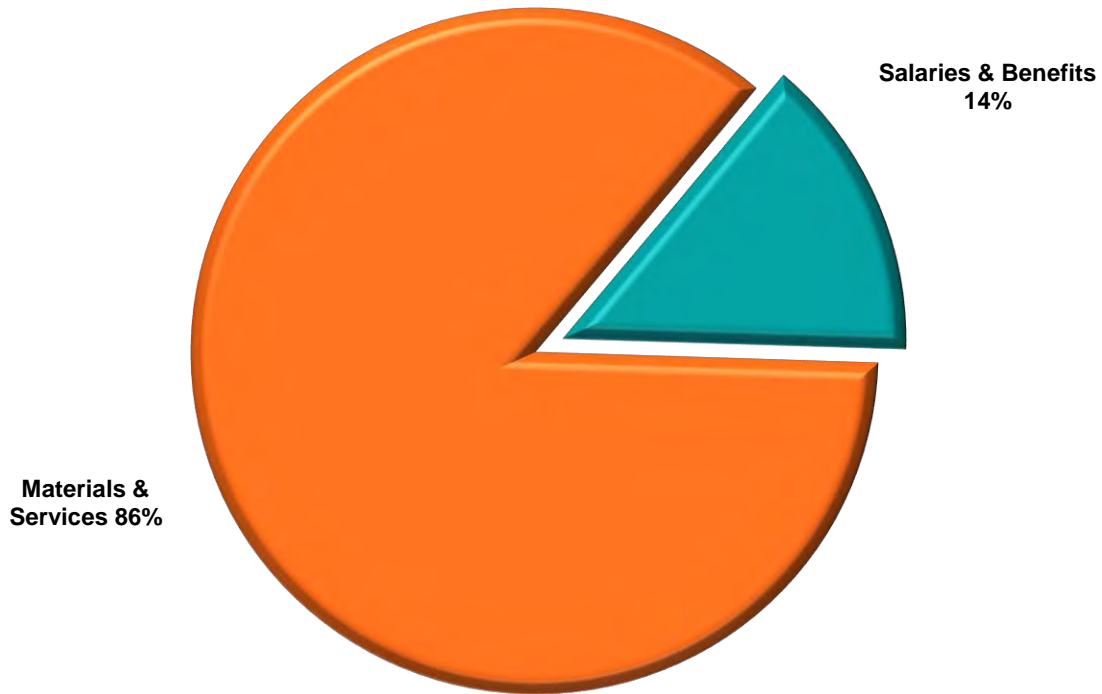
FY 2020-21  
Department Expenditure by Program



Program Expenditures	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Administration	\$1,091,510	\$1,245,190	\$1,043,875	\$1,179,070
Risk Management	5,923,071	6,527,858	6,868,630	6,746,975
<b>Total</b>	<b>\$7,014,581</b>	<b>\$7,773,048</b>	<b>\$7,912,505</b>	<b>\$7,926,045</b>
<b>Full-Time Positions</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

# Human Resources Department

FY 2020-21  
Department Expenditure by Category



Category Expenditures	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Salaries & Benefits	\$1,030,898	\$1,241,488	\$948,444	\$1,139,742
Materials & Services	5,983,683	6,531,560	6,964,061	6,786,303
<b>Total</b>	<b>\$7,014,581</b>	<b>\$7,773,048</b>	<b>\$7,912,505</b>	<b>\$7,926,045</b>

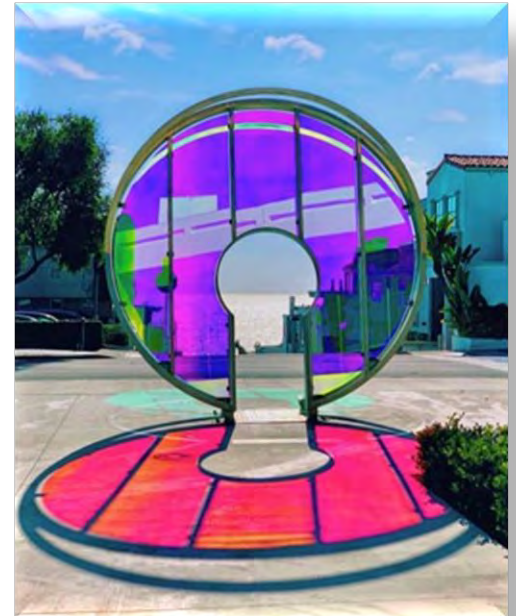
## **Mission**

*To support a productive environment in which a skilled and committed workforce can maximize the delivery of excellent municipal service, while minimizing liability and mitigating risk*

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## **Department Overview**

The Human Resources Department supports the City's most valuable resource and strives to create a safe and collaborative working environment in which employees can maximize their potential. While the Human Resources has an Administration division and Risk Management division responsible for traditional HR and Risk functions, our team works together to mitigate City liability and enhance employee engagement and commitment. The services for employees and City departments include recruitment and selection, benefits administration, classification and compensation, employee and labor relations, training and safety training, leadership development, employment/labor legal compliance, risk management, wellness initiatives and workers' compensation.



## **Recent Accomplishment Highlights**

- Negotiated bargaining agreements with three (3) labor groups
- In collaboration with the Payroll Division of Finance and the Information Technology Department, began implementation of the HR/Payroll module of the ERP
- Developed and delivered training on supervisory and management practices to Fire department staff members
- Coordinated City-wide mandatory harassment prevention training to all non-supervisory employees
- Recruited and on-boarded key executive-level recruitments (Community Development and IT Directors)
- Completed safety assessment of City Hall and Other City facilities and initiated Citywide Safety and Security Committee

## Performance Measures

Indicator	Prior Year Actuals					Target
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Budget
# - Leadership Development Training per year	12	3	8	5	5	5
% - New Employee onboarding follow up	100%	100%	80%	100%	100%	100%
% - Complete recruitment process in 75 business days	83%	90%	82%	95%	80%	90%
% - Employee Performance Reviews Completed	70%	100%	51%	100%	80%	80%
# - Workers' Comp Claims Days Lost	1,058	1,100	1,162	1,100	1,100	1,100
% - Wellness program participation	63%	40%	52%	50%	50%	50%
# - Liability claims average days open	318	200	156	250	200	200

## Program Overview

The Human Resources Administration Division leads employee communication initiatives, supports employees in all areas related to their employment and supports organizational objectives. Major functional areas include organizational development, recruitment and selection, classification and compensation, employee and labor relations, employee training, policy development, employee benefit programs, and employment law legal compliance.



## Objectives FY 2021

- Complete comprehensive update to modernize the City’s rules, policies, procedures and handbook for employees to utilize as a resource.
- Continue to expand staff development by providing a comprehensive suite of training, professional development and leadership development.
- Negotiate collective bargaining agreements with Firefighters and Firefighter Management bargaining units.
- Continue assessment of classification and compensation structure for part-time employees.
- Collaborate with Finance Department in completing implementation of the new ERP system.
- Complete implementation of a comprehensive web-based recruitment and selection software to automate manual processes.

<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
Director	0.5	0.5	0.5	0.5
Human Resources Manager	1	1	1	1
Human Resources Analyst	1	1	1	1
Human Resources Technician	1	1	1	1
Human Resources Assistant	1	1	1	1
Executive Assistant	0.5	0.5	0.5	0.5
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>



## Human Resources Department | Administration

<b>Administration</b>		<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Adopted</b>	<b>FY 20 Budg</b>	<b>Total</b>
4101	Salaries & Allowances	365,088	467,552	384,480	<b>484,008</b>	3.5%	41.0%
4111	Overtime Regular Employees	1,104	1,250	1,000	<b>1,250</b>	-	0.1%
4123	Commuter Pay	10,020	15,000	10,000	<b>10,000</b>	-33.3%	0.8%
4201	Group Medical Insurance	58,909	83,607	58,290	<b>75,264</b>	-10.0%	6.4%
4202	Medicare Contributions	4,989	6,780	5,440	<b>6,825</b>	0.7%	0.6%
4203	Unemployment	420	420	420	<b>420</b>	-	-
4204	401A Plan City Contributions	11,101	16,872	12,180	<b>17,215</b>	2.0%	1.5%
4205	Worker's Compensation	51,960	51,960	51,960	<b>26,520</b>	-49.0%	2.2%
4211	PERS Regular Contribution	28,373	39,026	32,850	<b>43,976</b>	12.7%	3.7%
4218	PERS Regular Liability Contr.	35,200	45,369	43,140	<b>50,972</b>	12.3%	4.3%
<b>Total Salaries &amp; Benefits</b>		<b>\$567,165</b>	<b>\$727,836</b>	<b>\$599,760</b>	<b>\$716,450</b>	<b>-1.6%</b>	<b>60.8%</b>
5101	Contract Services	18,671	26,262	26,262	<b>44,470</b>	69.3%	3.8%
5104	Computer Contract Services	7,501	1,767	1,530	<b>1,767</b>	-	0.1%
5107	Physical/Psych Exams	34,998	36,090	25,090	<b>12,000</b>	-66.7%	1.0%
5108	Legal Services	202,579	120,000	120,000	<b>120,000</b>	-	10.2%
5201	Office Supplies	3,271	8,450	3,000	<b>3,950</b>	-53.3%	0.3%
5202	Membership & Dues	3,566	2,434	800	<b>575</b>	-76.4%	-
5203	Reference Materials	17	750	-	-	-100.0%	-
5205	Training, Conferences & Meetings	41,306	73,375	20,000	<b>45,575</b>	-37.9%	3.9%
5208	Postage	950	887	996	<b>1,026</b>	15.7%	0.1%
5214	Employee Awards & Events	8,683	13,500	7,500	<b>24,000</b>	77.8%	2.0%
5215	Mileage Reimbursement	-	-	-	-	-	-
5216	Tuition Reimbursement	14,897	32,000	23,000	<b>30,000</b>	-6.3%	2.5%
5217	Departmental Supplies	1,768	1,500	4,700	<b>1,500</b>	-	0.1%
5218	Recruitment Costs	47,343	44,300	70,000	<b>25,500</b>	-42.4%	2.2%
5225	Printing	196	150	130	<b>150</b>	-	-
5501	Telephone	1,955	2,701	1,539	<b>1,588</b>	-41.2%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$387,700</b>	<b>\$364,166</b>	<b>\$304,547</b>	<b>\$312,101</b>	<b>-14.3%</b>	<b>26.5%</b>
5611	Warehouse Services	117	300	150	<b>200</b>	-33.3%	-
5621	Information Technology Allocation	68,976	73,088	73,088	<b>65,722</b>	-10.1%	5.6%
5631	Insurance Allocation	6,960	6,960	6,960	<b>12,480</b>	79.3%	1.1%
5651	Building & Operations Allocation	60,592	72,840	59,370	<b>72,117</b>	-1.0%	6.1%
<b>Total Internal Services</b>		<b>\$136,645</b>	<b>\$153,188</b>	<b>\$139,568</b>	<b>\$150,519</b>	<b>-1.7%</b>	<b>12.8%</b>
<b>Total Operating Expenditures</b>		<b>\$1,091,510</b>	<b>\$1,245,190</b>	<b>\$1,043,875</b>	<b>\$1,179,070</b>	<b>-5.3%</b>	<b>100.0%</b>
6141	Computer Equipment & Software	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$1,091,510</b>	<b>\$1,245,190</b>	<b>\$1,043,875</b>	<b>\$1,179,070</b>	<b>-5.3%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,091,510	\$1,245,190	\$1,043,875	<b>\$1,179,070</b>	-5.3%	100.0%
<b>Total Sources</b>		<b>\$1,091,510</b>	<b>\$1,245,190</b>	<b>\$1,043,875</b>	<b>\$1,179,070</b>	<b>-5.3%</b>	<b>100.0%</b>

# Human Resources Department | Risk Management

## Program Overview

The Risk Management Division supports employees through wellness, safety and injury/illness prevention programs, strategizes with the City Attorney and management staff to successfully resolve liability claims, administers workers' compensation and unemployment claims, and administers City insurance programs, and provides employee training in various areas.

Risk Management is committed to a proactive, preventative and creative approach to enhance employee safety and mitigate risk.



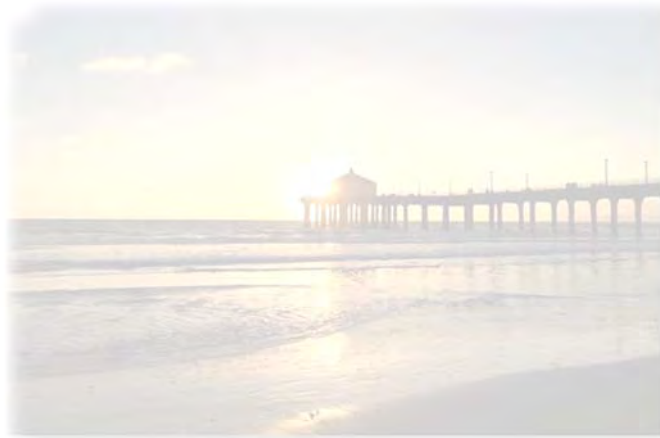
## Objectives FY 2021

- Led employee safety and security committee to develop a plan for enhancing the safety and security of City Hall and other City facilities.
- Update and implement a revised Injury and Illness Prevention Program and related policies.
- Enhance use of the Target Solutions online training program throughout all departments.
- Develop proactive strategies to expedite treatment related to workers' compensation claims in Fire and Police Departments.
- Collaborate with Finance Department to contract for actuarial valuation of the funding for the City's liability and workers' compensation programs and analyze City's funding gap; develop recommendations for long term funding.
- Complete implementation of contracted insurance tracking and management solution.

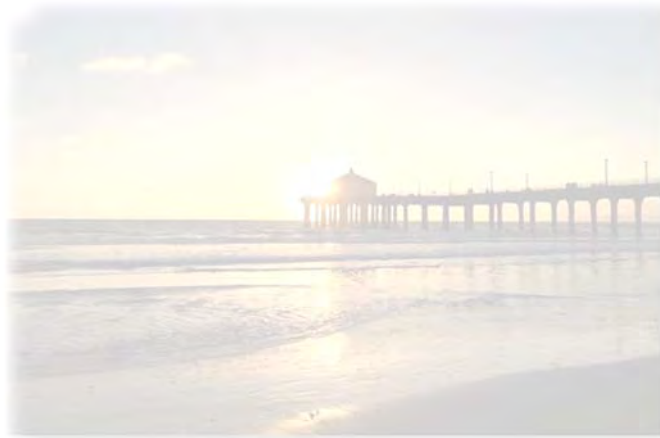
<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
Director	0.5	0.5	0.5	0.5
Risk Manager	1	1	1	1
Human Resources Technician	1	1	1	1
Executive Assistant	0.5	0.5	0.5	0.5
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## Human Resources Department | Risk Management

Risk Management		FY 2019	FY 2020	FY 2020	FY 2021	Var from	% of
Object Description		Actual	Adopted	Y/E Est	Adopted	FY 20 Budg	Total
4101	Salaries & Allowances	320,709	365,627	181,700	<b>308,141</b>	-15.7%	4.6%
4103	Part-time Salaries	26,601	-	72,524	-	-	-
4111	Overtime Regular Employees	-	1,250	-	-	-100.0%	-
4201	Group Medical Insurance	46,798	60,683	23,730	<b>33,371</b>	-45.0%	0.5%
4202	Medicare Contributions	4,769	5,301	4,130	<b>4,651</b>	-12.3%	0.1%
4204	401A Plan City Contributions	11,606	14,844	7,080	<b>13,441</b>	-9.5%	0.2%
4211	PERS Regular Contribution	25,744	30,495	25,800	<b>29,498</b>	-3.3%	0.4%
4218	PERS Regular Liability Contr.	27,506	35,452	33,720	<b>34,190</b>	-3.6%	0.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$463,733</b>	<b>\$513,652</b>	<b>\$348,684</b>	<b>\$423,292</b>	<b>-17.6%</b>	<b>6.3%</b>
5101	Contract Services	162,090	206,178	150,000	<b>167,118</b>	-18.9%	2.5%
5202	Membership & Dues	300	425	425	<b>425</b>	-	-
5203	Reference Materials	-	180	180	-	-100.0%	-
5205	Training, Conferences & Meetings	5,890	15,200	15,200	<b>12,000</b>	-21.1%	0.2%
5217	Departmental Supplies	83	-	-	-	-	-
5250	Insurance Premiums	764,723	868,633	817,709	<b>970,193</b>	11.7%	14.4%
5251	Claims Paid	3,992,830	4,300,000	5,000,000	<b>4,550,000</b>	5.8%	67.4%
5252	Claims Admin	216,410	242,658	222,654	<b>243,215</b>	0.2%	3.6%
5253	Faithful Performance Bond	6,750	9,106	7,400	<b>9,250</b>	1.6%	0.1%
5254	Unemployment Claims	28,568	25,000	25,000	<b>25,000</b>	-	0.4%
5255	Property Insurance	207,607	276,000	215,758	<b>280,500</b>	1.6%	4.2%
5501	Telephone	583	805	459	<b>473</b>	-41.2%	-
<b>Total Materials &amp; Services</b>		<b>\$5,385,833</b>	<b>\$5,944,185</b>	<b>\$6,454,785</b>	<b>\$6,258,174</b>	<b>5.3%</b>	<b>92.8%</b>
5621	Information Technology Allocation	51,600	43,741	43,741	<b>39,490</b>	-9.7%	0.6%
5651	Building & Operations Allocation	21,904	26,280	21,420	<b>26,019</b>	-1.0%	0.4%
<b>Total Internal Services</b>		<b>\$73,504</b>	<b>\$70,021</b>	<b>\$65,161</b>	<b>\$65,509</b>	<b>-6.4%</b>	<b>1.0%</b>
<b>Total Operating Expenditures</b>		<b>\$5,923,071</b>	<b>\$6,527,858</b>	<b>\$6,868,630</b>	<b>\$6,746,975</b>	<b>3.4%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Insurance Reserve Fund		\$5,923,071	\$6,527,858	\$6,868,630	<b>\$6,746,975</b>	3.4%	100.0%
<b>Total Sources</b>		<b>\$5,923,071</b>	<b>\$6,527,858</b>	<b>\$6,868,630</b>	<b>\$6,746,975</b>	<b>3.4%</b>	<b>100.0%</b>

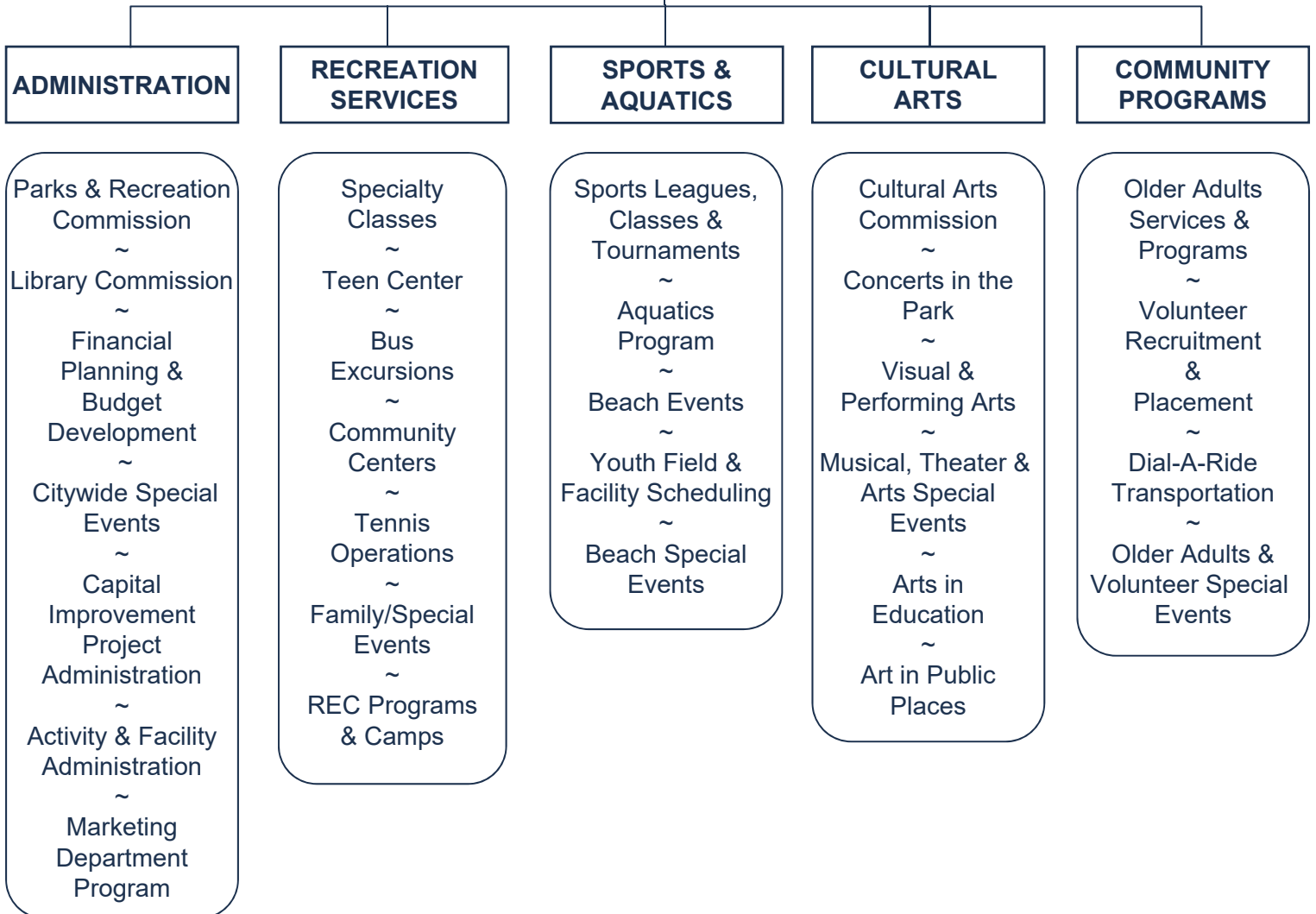


# **Parks and Recreation**



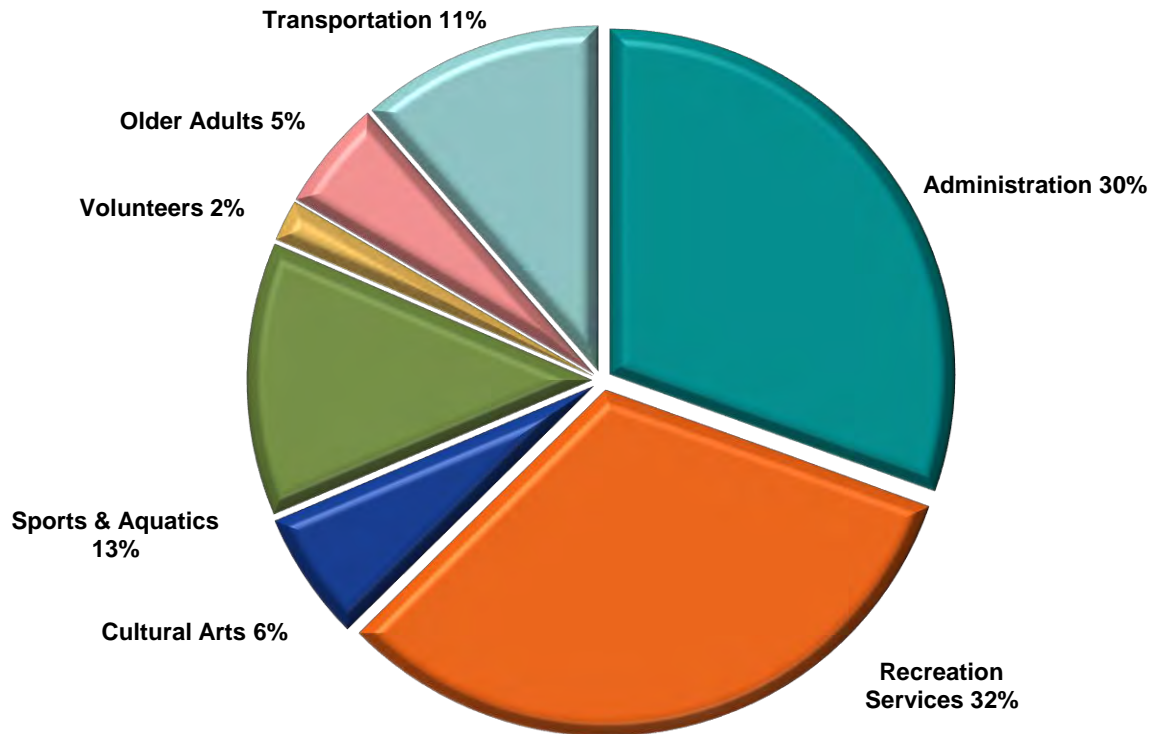
# City of Manhattan Beach Parks & Recreation Department

**Director of  
Parks and  
Recreation**



# Parks & Recreation Department

FY 2020-21  
Department Expenditure by Program



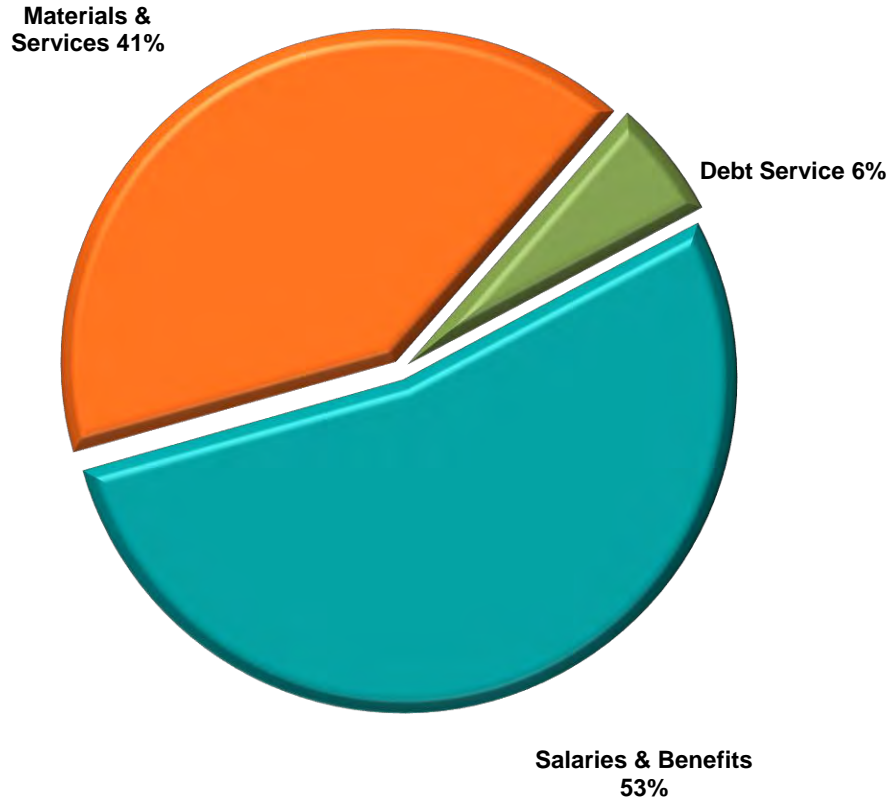
Program Expenditures	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Administration	\$3,300,487	\$4,074,158	\$2,922,958	\$2,519,574
Recreation Services	2,770,159	2,829,898	2,401,715	2,656,416
Cultural Arts	883,473	912,344	780,361	499,715
Sports & Aquatics	1,457,249	1,518,154	1,351,450	1,059,865
Volunteers	203,572	202,006	229,056	160,915
Older Adults	562,207	573,645	509,134	430,051
Transportation	966,664	1,009,249	976,538	941,812
<b>Total</b>	<b>\$10,143,810</b>	<b>\$11,119,454</b>	<b>\$9,171,212</b>	<b>\$8,268,348</b>

Program Revenues	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Recreation Services	\$1,773,008	\$1,736,000	\$1,304,754	\$1,195,944
Cultural Arts	270,475	350,000	206,214	114,703
Sports & Aquatics	1,495,045	1,434,300	1,385,694	817,145
Older Adults	103,676	100,000	49,450	67,475
<b>Total</b>	<b>\$3,642,204</b>	<b>\$3,620,300</b>	<b>\$2,946,112</b>	<b>\$2,195,267</b>
<b>Full-Time Positions</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>



# Parks & Recreation Department

FY 2020-21  
Department Expenditure by Category



Category Expenditures	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Salaries & Benefits	\$4,891,969	\$4,973,178	\$4,696,344	\$4,415,053
Materials & Services	4,442,752	4,560,801	3,964,393	3,373,945
Capital Outlay	326,514	1,100,000	25,000	-
Debt Service	482,575	485,475	485,475	479,350
<b>Total</b>	<b>\$10,143,810</b>	<b>\$11,119,454</b>	<b>\$9,171,212</b>	<b>\$8,268,348</b>



## Mission

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*Parks and Recreation Department is committed to creating community and enriching quality of life.*



## Department Overview

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

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

## Recent Accomplishment Highlights

### Administration

- Updated the Department Mission and Value statement to reflect the Department's overall ideals.
- The Parks and Recreation Department is experiencing staffing changes due to some key retirements. The hiring freeze implemented as a result of COVID-19 will affect staffing levels for the unforeseen future. As a result, the job duties for some positions have been redefined to better leverage the talents of our valued employees.
- Introduced a rebrand to the Department by designing a Manhattan Beach Parks & Rec logo and style guide.
- Received trademark and copyright for the City Logo.
- Expanded Social Media presence as a reliable source for City news and recreation offerings, reaching 7,000 followers on Facebook, 10,500 on Instagram, and 1,000 Twitter followers.

## Parks and Recreation Department

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- As a result of COVID-19 and the closure of City parks, facilities and programs, the department developed and administered the Healthy at Home campaign by providing virtual recreation opportunities for the community to use as a tool to stay active and engaged. It has become a great resource for the community to participate in recreation, leisure and overall health and wellness from the comfort of their own home.
- Updated Facility Fees.
- Updated the City Special Event Policy.
- Developed an online magazine for the quarterly brochure, Manhappenings; therefore, reducing the number of printed copies and eliminating the mailing to every household.
- Launched the City Store “Branded” in an effort to enhance the City’s brand and encourage civic pride within the community.
- Collaborative Efforts with the following organizations enabled additional program offerings: Beach Cities Health District, Manhattan Beach Rotary Club, Grand View Elementary; AARP; Manhattan Beach Country Club; Manhattan Beach Downtown Business Professional Association (MBDBPA); Medicare Health Insurance Counseling and Advocacy Program, Alzheimer’s Association, Los Angeles County Beaches & Harbor, Department of Mental Health, South Bay Family Health Care, Marriott Golf Club, American Association of Retired People (AARP), Arthritis Foundation, Center for Health Care Rights and the Manhattan Beach Unified School District.
- In collaboration with the Parks & Recreation Commission launched the Parks Master Plan initial phases, including soliciting community and stakeholder feedback.

### Sports & Aquatics

- Implemented the approved Field Use & Allocation Policy and field fees.
- Collaborated with Los Angeles County Department of Beaches and Harbors, Association of Beach Volleyball Professionals, and Manhattan Beach Downtown Business and Professionals Association to expand the MBO beach volleyball tournament programming, including free sunrise yoga, community movie night and Pier Ceremony reception.
- Expanded sport programs and tournaments including youth lacrosse classes and camps, and adult volleyball classes and Charlie Saikley 6-Man Beach Volleyball Tournament. .
- Maintained 100% cost recovery services in Sports & Fitness and Aquatics.

### Recreation Services

- Increased participation at Summer REC Program, reaching maximum capacity on a weekly basis
- Enhanced the REC Afterschool program by partnering with local businesses and the library, and expanded the walking program.
- Enhanced teen programs and partnered with Growing Great to incorporate healthy eating and gardening into the programming.
- Collaborated with the MBUSD Choice project as part of the Teen Center Afterschool program / Pumpkin Race, allowing youth with special needs to work hands-on and learn work skills.
- Enhanced the MBO Tennis Tournament and increased participation.
- Coordinated with Los Angeles County to determine grant allocations and funds available to replace the Polliwog Play Structure; then hosted community meetings and selected a design for the future project.
- Developed Innovation Hour, supplemental art workshops for REC program.

## Cultural Arts

- The Concerts in the Park summer concert series successfully executed 10 concerts in Fiscal Year 19/20, featuring high caliber acts drawing crowds of up to 10,000 per week. Due to COVID-19 and social distancing concerns, the 2020 concert series was cancelled.
- Installed five murals and wrapped utility boxes throughout the City, featuring local artists.
- The Live Oak Park Ceramics studio continues to serve the community at near capacity. The biennial art sale continues to gain in popularity and is a fun and profitable way for students and teachers to showcase their work.
- Expanded hours and a fee increase for ceramics Open Lab has resulted in increased revenue for the ceramics program.

## Community Programs

### Older Adult Program

- Continued community partnerships, including regular MAKMO with the Manhattan Beach Library.
- Expanded Mindfulness offerings, adding an outdoor Nature meditation in addition to the weekly Mindfulness class.
- Promoted safety with programs as part of the monthly Dine 'n Discover, hosting LA Found and Project Lifesaver, Beach Cities Health District and MBPD, including a "Situational Awareness" training by MBPD and SCAM Alert with LA County agencies.
- Continued intergenerational programs, including the award winning Coffee, Technology and You with Mira Costa High School students assisting older adults with technology several Saturdays a month. The Lives Well Lived documentary film was shown as the beginning of an intergenerational collaboration with Rotary, Beach Cities Health District and OAP.
- Older Adults program volunteer services offered include tax preparation, Medicare information and therapy dog visits. Volunteers were instrumental in developing the new Older Adults Program promotional video.
- In response to the COVID-19 pandemic, the City's Senior "Hotline" was established, with volunteers from Manhattan Beach CERT, Manhattan Beach Rotary Club, Parks and Rec Commissioner Laurie McCarthy, and Beach Cities Health District, responding to over 270 requests for assistance in delivering essential items to our vulnerable population of older adults.

### Transportation

- There are currently 1,338 active riders in the Dial a Ride system. Ridership continues to grow, with a 1.4% increase in Fiscal Year 2018-19. The department received a federal grant of over \$450,000 awarded to purchase four replacement buses in 2020 and 2021. These buses will have a lower profile for easier access.
- Dial a Ride Dispatchers additionally answered the City's Senior "Hotline" and communicated with the volunteer groups to ensure the seniors' needs addressed. Dial a Ride provided transportation for essential needs. There were 302 Dial a Ride calls, 271 Senior "Hotline" calls and 9 general information requests through June 10, 2020.
- Dial a Ride provided transportation for essential needs.
- Dispatchers are facilitating Older Adult Program Zoom classes.

## Parks and Recreation Department

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### Volunteers

- Mid-year of 2019-20, volunteers have donated 11,747 hours, resulting in a savings so far this year of \$275,115 for the City. The American Association of Retired Persons (AARP) has calculated that the current average value for volunteering in California is \$23.42 per hour.
- Continued to work collaboratively with the MBUSD to offer volunteer opportunities at the City for ten CHOICE (The Community, Healthy Living, Opportunity, Independence, Career, and Emotional Social Well-being) transition students. CHOICE is the MBUSD transition program for neurodiverse young adults.
- Working collaboratively with the volunteer groups that are responding to senior needs on the City's Senior "Hotline".

# Parks and Recreation Department

## Performance Measures

Indicator	Prior Year Actuals				Target	
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Budget
% - Favorable customer rating of registration process	92%	100%	98%	100%	90%	100%
% -Residents satisfied with Recreation Department's special events <sup>1</sup>	No Data	95%	No Data	100%	No Data	100%
% -Repeat customers	62%	65%	65%	70%	No Data	85%
% - Returning students in ceramics and art education programs	70%	85%	85%	85%	80%	85%
% - Parks and Recreation employees satisfied with their job <sup>2</sup>	90%	100%	No Data	100%	No Data	100%
% - Teen Center/REC programs and camps rated favorably	96%	100%	100%	100%	98%	100%
% - Facility, Park and Field reservations rated favorably	99%	100%	97%	100%	98%	100%
% - Sports, fitness and aquatics classes/programs rated favorably	93%	100%	97%	100%	93%	100%
% - Satisfaction from City residents for providing services and programs for seniors	No Data	75%	75%	75%	No Data	80%
% - Patrons rating Dial-A-Ride drivers favorably	100%	100%	100%	100%	100%	100%
<b>Workload Trends</b>						
# - Sports league and tournament teams	331	450	295	352	353	280
# - Hours donated by volunteers annually	19,200	20,000	20,000	20,000	20,000	18,620
\$ - Annual savings from use of volunteers	\$449,664	\$468,400	\$468,400	\$468,400	\$468,400	\$436,080
# - Manhattan Beach Arts Center participants	7,468	9,000	9,000	9,000	9,300	9500*

1 - A City wide survey is done every two years, next survey to be done in FY 2020-2021

2 - Department wide survey completed in 2016

\* includes virtual participants

## Program Overview

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



## Objectives FY 2020-21

- Complete a comprehensive Parks Master Plan, outlining a 10-year roadmap of projects to enhance our parks and facilities.
- Develop Department consistencies through design and marketing and update Department branding materials, including incorporating in Department mission statement, logo, and style guide.
- Promote recreational and social opportunities serving the population ranging from infants to older adults.
- Provide excellent customer service for all registrations and reservations.
- Increase the number of online registrations for maximum staff efficiency and customer ease.
- Enhance and support all online reservations through the ActiveNet registration system.
- Expand social media presence and continue to develop an interactive digital City-wide activities guide including hyperlinks, web-clips and interactive pictures.
- Continue to review and update department policies.
- Develop and implement modifications and guidelines to provide safe working environments for participants and employees.

## Major Service Delivery Changes

The Parks and Recreation Department is experiencing staffing changes due to some key retirements and hope to be at full staff soon. The hiring freeze implemented as a result of COVID-19 will affect staffing levels for the unforeseen future. As a result, the job duties for some positions have been redefined to better leverage the talents of our valued employees. The COVID-19 Pandemic will affect the number of activities the department can offer and the number of available spaces in classes for the near future. This is expected to drastically affect incoming revenue, at the very least for the first few months of the fiscal year.

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
<b>Authorized Full-Time Positions</b>				
Director	1	1	1	1
Management Analyst	1	1	1	1
Graphic Artist	1	1	1	1
Secretary	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>



## Parks and Recreation Department | Administration

Administration		FY 2019	FY 2020	FY 2020	FY 2021	Var from	% of
Object Description		Actual	Adopted	Y/E Est	Adopted	FY 20 Budg	Total
4101	Salaries & Allowances	407,775	391,200	394,100	394,026	0.7%	15.6%
4103	Part-time Salaries	26,530	378	96	378	-	-
4111	Overtime Regular Employees	1,019	2,185	-	2,185	-	0.1%
4201	Group Medical Insurance	64,451	70,434	59,580	61,678	-12.4%	2.4%
4202	Medicare Contributions	6,126	5,673	5,560	5,846	3.0%	0.2%
4203	Unemployment	8,100	8,100	8,100	8,100	-	0.3%
4204	401A Plan City Contributions	9,956	9,828	9,900	10,074	2.5%	0.4%
4205	Worker's Compensation	102,960	102,960	102,960	58,860	-42.8%	2.3%
4207	Contribution to City Pension Plan	15,075	-	7,538	7,538	-	0.3%
4211	PERS Regular Contribution	32,790	32,235	35,460	36,527	13.3%	1.4%
4218	PERS Regular Liability Contr.	28,763	37,073	35,280	41,831	12.8%	1.7%
<b>Total Salaries &amp; Benefits</b>		<b>\$703,545</b>	<b>\$660,066</b>	<b>\$658,574</b>	<b>\$627,043</b>	<b>-5.0%</b>	<b>24.9%</b>
5101	Contract Services	887,493	855,310	855,000	858,576	0.4%	34.1%
5201	Office Supplies	41,772	37,500	30,000	21,000	-44.0%	0.8%
5202	Membership & Dues	3,555	4,223	3,500	4,370	3.5%	0.2%
5203	Reference Materials	190	500	300	500	-	-
5205	Training, Conferences & Meetings	12,042	14,750	8,017	5,010	-66.0%	0.2%
5207	Advertising	7,017	16,810	10,000	20,260	20.5%	0.8%
5208	Postage	31,591	30,639	18,837	19,402	-36.7%	0.8%
5210	Computer Supplies & Software	2,399	5,316	5,316	4,396	-17.3%	0.2%
5214	Employee Awards & Events	-	-	58	-	-	-
5217	Departmental Supplies	12,809	11,580	10,000	12,280	6.0%	0.5%
5218	Recruitment Costs	5,145	4,520	1,500	4,520	-	0.2%
5225	Printing	72,051	24,144	35,000	54,444	125.5%	2.2%
5227	City Store Purchases	-	-	-	30,000	-	1.2%
5264	City Funds Exchange	161,000	200,000	200,000	-	-100.0%	-
5501	Telephone	2,710	3,603	2,439	2,517	-30.1%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$1,239,774</b>	<b>\$1,208,895</b>	<b>\$1,179,967</b>	<b>\$1,037,275</b>	<b>-14.2%</b>	<b>41.2%</b>
5611	Warehouse Services	1,003	1,000	1,000	1,100	10.0%	0.0%
5621	Information Technology Allocation	95,868	101,590	101,590	116,214	14.4%	4.6%
5631	Insurance Allocation	279,360	279,360	279,360	90,300	-67.7%	3.6%
5641	Fleet Rental Allocation	35,568	37,770	26,052	-	-100.0%	-
5642	Fleet Maintenance Allocation	23,603	30,022	27,393	-	-100.0%	-
5651	Building & Operations Allocation	141,365	169,980	138,547	168,292	-1.0%	6.7%
<b>Total Internal Services</b>		<b>\$576,767</b>	<b>\$619,722</b>	<b>\$573,942</b>	<b>\$375,906</b>	<b>-39.3%</b>	<b>14.9%</b>
<b>Total Operating Expenditures</b>		<b>\$2,520,087</b>	<b>\$2,488,683</b>	<b>\$2,412,483</b>	<b>\$2,040,224</b>	<b>-18.0%</b>	<b>81.0%</b>
6252	CIP Landscape & Site - CYr	297,825	1,100,000	25,000	-	-100.0%	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$297,825</b>	<b>\$1,100,000</b>	<b>\$25,000</b>	<b>-</b>	<b>-100.0%</b>	<b>-</b>
7101	Bond Principal	295,000	305,000	305,000	310,000	1.6%	12.3%
7102	Bond Interest	185,975	176,975	176,975	167,750	-5.2%	6.7%
7103	Bond Administration Fee	1,600	3,500	3,500	1,600	-54.3%	0.1%
<b>Total Debt Service</b>		<b>\$482,575</b>	<b>\$485,475</b>	<b>\$485,475</b>	<b>\$479,350</b>	<b>-1.3%</b>	<b>19.0%</b>
<b>Total Expenditures</b>		<b>\$3,300,487</b>	<b>\$4,074,158</b>	<b>\$2,922,958</b>	<b>\$2,519,574</b>	<b>-38.2%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$3,002,662	\$2,974,158	\$2,897,958	\$2,519,574	-15.3%	100.0%
Capital Improvement Fund		297,825	1,100,000	25,000	-	-100.0%	-
<b>Total Sources</b>		<b>\$3,300,487</b>	<b>\$4,074,158</b>	<b>\$2,922,958</b>	<b>\$2,519,574</b>	<b>-38.2%</b>	<b>100.0%</b>

## Program Overview

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



## Objectives FY 2020-21

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

## Major Service Delivery Changes

As a result of COVID-19, program modifications and guidelines will be implemented and adhered to in order to ensure a safe working environment exists for program participants.

Part-time hours totaling 54,070 are budgeted in FY 2021.

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
<b>Authorized Full-Time Positions</b>				
Senior Recreation Services Manager	-	0.5	0.5	1.0
Recreation Services Manager <sup>1</sup>	1	-	-	-
Recreation Program Supervisor*	-	1.17	1.17	1.17
Recreation Supervisor*	2.75	2.12	2.12	2.39
Recreation Coordinator*	0.35	1.37	1.37	1.89
Facilities Reservations Clerk	1	1	1	1
<b>Total</b>	<b>5.10</b>	<b>6.16</b>	<b>6.16</b>	<b>7.45</b>

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

<sup>1</sup> Position previously split with Sports & Aquatics.

## Parks and Recreation Department | Recreation Services

Recreation Services		FY 2019	FY 2020	FY 2020	FY 2021	Var from	% of
Object Description		Actual	Adopted	Y/E Est	Adopted	FY 20 Budg	Total
4101	Salaries & Allowances	\$458,110	\$496,789	\$520,900	<b>\$570,200</b>	14.8%	21.5%
4103	Part-time Salaries	959,570	928,266	741,855	<b>877,324</b>	-5.5%	33.0%
4111	Overtime Regular Employees	7,215	11,601	6,717	<b>10,180</b>	-12.3%	0.4%
4201	Group Medical Insurance	77,962	94,222	83,380	<b>94,691</b>	0.5%	3.6%
4202	Medicare Contributions	20,259	18,390	20,410	<b>21,905</b>	19.1%	0.8%
4204	401A Plan City Contributions	4,499	7,283	7,500	<b>10,470</b>	43.8%	0.4%
4211	PERS Regular Contribution	77,267	134,964	87,330	<b>90,285</b>	-33.1%	3.4%
4218	PERS Regular Liability Contr.	36,227	46,694	44,400	<b>54,525</b>	16.8%	2.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,641,109</b>	<b>\$1,738,209</b>	<b>\$1,512,492</b>	<b>\$1,729,580</b>	<b>-0.5%</b>	<b>65.1%</b>
5101	Contract Services	\$616,374	\$525,529	\$468,000	<b>\$543,769</b>	3.5%	20.5%
5104	Computer Contract Services	-	-	-	-	-	-
5202	Membership & Dues	1,030	1,600	90	<b>1,600</b>	-	0.1%
5203	Reference Materials	-	-	-	-	-	-
5204	Conferences & Meetings	-	-	-	-	-	-
5205	Training, Conferences & Meetings	14,202	15,350	4,178	<b>4,800</b>	-68.7%	0.2%
5206	Uniforms/Safety Equip	5,756	8,500	13,000	<b>8,500</b>	-	0.3%
5207	Advertising	12,177	19,540	9,200	<b>7,060</b>	-63.9%	0.3%
5210	Computer Supplies & Software	-	-	-	-	-	-
5217	Departmental Supplies	143,165	110,600	125,000	<b>110,600</b>	-	4.2%
5218	Recruitment Costs	-	1,024	-	<b>1,024</b>	-	-
5225	Printing	3,694	6,000	4,183	<b>6,000</b>	-	0.2%
5501	Telephone	9,348	13,096	9,141	<b>9,434</b>	-28.0%	0.4%
5502	Electricity	177,623	243,865	116,467	<b>120,310</b>	-50.7%	4.5%
5503	Natural Gas	9,340	6,331	8,534	<b>7,937</b>	25.4%	0.3%
<b>Total Materials &amp; Services</b>		<b>\$992,709</b>	<b>\$951,435</b>	<b>\$757,793</b>	<b>\$821,034</b>	<b>-13.7%</b>	<b>30.9%</b>
5611	Warehouse Services	\$9,706	\$12,420	\$2,000	<b>\$12,720</b>	2.4%	0.5%
5621	Information Technology Allocation	120,636	127,834	127,834	<b>93,082</b>	-27.2%	3.5%
5641	Fleet Rental Allocation	-	-	1,596	-	-	-
<b>Total Internal Services</b>		<b>\$130,342</b>	<b>\$140,254</b>	<b>\$129,834</b>	<b>\$105,802</b>	<b>-24.6%</b>	<b>4.0%</b>
6121	Machinery & Equipment	6,000	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$6,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenditures</b>		<b>\$2,770,159</b>	<b>\$2,829,898</b>	<b>\$2,401,715</b>	<b>\$2,656,416</b>	<b>-6.1%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$2,770,159	\$2,829,898	\$2,401,715	<b>\$2,656,416</b>	-6.1%	100.0%
Capital Improvement Fund		-	-	-	-	-	-
<b>Total Sources</b>		<b>\$2,770,159</b>	<b>\$2,829,898</b>	<b>\$2,401,715</b>	<b>\$2,656,416</b>	<b>-6.1%</b>	<b>100.0%</b>



## Program Overview

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

## Objectives FY 2020-21

- Maintain a highly favorable rating on swim programs, fitness classes and sport leagues.
- Maintain division revenues at a minimum of 70% of operating expenditures.
- Manage the City adult and youth sports leagues and the sports field allocation program in collaboration with youth sport organizations.

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
<b>Authorized Full-Time Positions</b>				
Senior Recreation Services Manager <sup>1</sup>	-	0.5	0.5	-
Recreation Services Manager	1	-	-	-
Recreation Program Supervisor*	-	0.83	0.83	0.83
Recreation Supervisor*	2.07	0.76	0.76	0.45
Recreation Coordinator*	2	2.51	2.51	1.95
<b>Total</b>	<b>5.54</b>	<b>4.60</b>	<b>4.60</b>	<b>3.23</b>

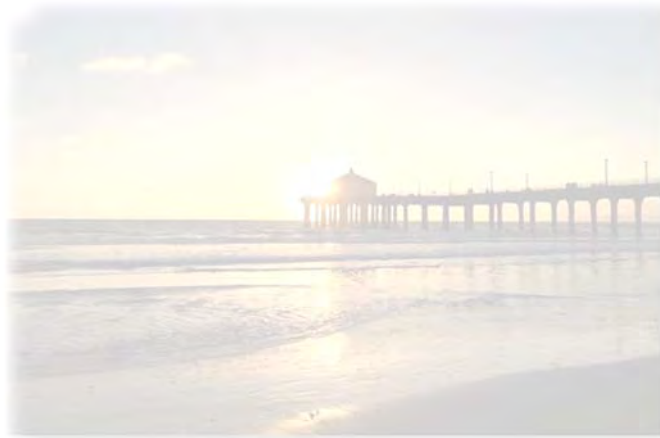
\* Position allocated to multiple programs based on actual time spent on

<sup>1</sup>Position previously split with Recreation Programs.

## Parks and Recreation Department | Sports & Aquatics

Part-time hours totaling 13,902 are budgeted in FY 2021.

<b>Sports &amp; Aquatics</b>		<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Adopted</b>	<b>FY 20 Budg</b>	<b>Total</b>
4101	Salaries & Allowances	\$294,766	\$287,269	\$313,150	<b>\$225,840</b>	-21.4%	21.3%
4103	Part-time Salaries	334,540	361,718	285,500	<b>214,609</b>	-40.7%	20.2%
4111	Overtime Regular Employees	3,129	6,074	563	<b>1,680</b>	-72.3%	0.2%
4201	Group Medical Insurance	43,908	42,610	40,690	<b>30,661</b>	-28.0%	2.9%
4202	Medicare Contributions	9,212	9,131	10,730	<b>9,770</b>	7.0%	0.9%
4204	401A Plan City Contributions	5,608	5,942	6,190	<b>3,422</b>	-42.4%	0.3%
4211	PERS Regular Contribution	29,679	24,788	32,440	<b>28,571</b>	15.3%	2.7%
4218	PERS Regular Liability Contr.	29,585	38,132	36,240	<b>32,119</b>	-15.8%	3.0%
<b>Total Salaries &amp; Benefits</b>		<b>\$750,427</b>	<b>\$775,664</b>	<b>\$725,503</b>	<b>\$546,672</b>	<b>-29.5%</b>	<b>51.6%</b>
5101	Contract Services	\$471,971	\$488,507	\$355,000	<b>\$351,264</b>	-28.1%	33.1%
5202	Membership & Dues	3,022	6,075	2,800	<b>6,075</b>	-	0.6%
5203	Reference Materials	-	-	-	-	-	-
5205	Training, Conferences & Meetings	8,058	13,000	9,665	<b>4,500</b>	-65.4%	0.4%
5206	Uniforms/Safety Equip	-	2,070	2,500	<b>2,070</b>	-	0.2%
5207	Advertising	-	4,500	1,826	<b>1,000</b>	-77.8%	0.1%
5217	Departmental Supplies	107,712	104,275	134,000	<b>69,700</b>	-33.2%	6.6%
5225	Printing	403	200	25	<b>1,000</b>	400.0%	0.1%
5501	Telephone	1,757	2,436	1,388	<b>1,432</b>	-41.2%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$592,924</b>	<b>\$621,063</b>	<b>\$507,204</b>	<b>\$437,041</b>	<b>-29.6%</b>	<b>41.2%</b>
5611	Warehouse Services	\$1,169	\$2,250	-	<b>\$2,250</b>	-	0.2%
5621	Information Technology Allocation	103,056	109,210	109,210	<b>73,902</b>	-32.3%	7.0%
5641	Fleet Rental Allocation	5,028	5,030	5,028	-	-100.0%	-
5642	Fleet Maintenance Allocation	4,645	4,937	4,505	-	-100.0%	-
6121	Machinery & Equipment	-	-	-	-	-	-
<b>Total Internal Services</b>		<b>\$113,898</b>	<b>\$121,427</b>	<b>\$118,743</b>	<b>\$76,152</b>	<b>-37.3%</b>	<b>7.2%</b>
<b>Total Operating Expenditures</b>		<b>\$1,457,249</b>	<b>\$1,518,154</b>	<b>\$1,351,450</b>	<b>\$1,059,865</b>	<b>-30.2%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,457,249	\$1,518,154	\$1,351,450	<b>\$1,059,865</b>	-30.2%	100.0%
<b>Total Sources</b>		<b>\$1,457,249</b>	<b>\$1,518,154</b>	<b>\$1,351,450</b>	<b>\$1,059,865</b>	<b>-30.2%</b>	<b>100.0%</b>



### Program Overview

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

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

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



### Objectives FY 2020-21

- Expand kids classes/camps, increase firing capacity, offer more pottery workshops at the Live Oak Ceramics Studio and set up satellite pottery program at Manhattan Beach Art Center (MBAC).
- Move our popular Raku program from Live Oak Park to MBAC to allow more classes.
- Advance the Art Education program at the Manhattan Beach Art Center through in-person and virtual workshops, classes and art exhibitions.
- Continue advancement of projects on the Arts Commission work plan, and finalize and provide recommendations for the use of Public Art Trust Funding options for City Council consideration.
- Begin developing community programming with the Manhattan Beach Historical Society.
- Expand the StArt program curriculum to include virtual components.
- Expand Manhattan Beach Art Center collaborative efforts with local art institutions and care providers, such as Beach Cities Health District.
- Evaluate the Concerts in the Park program and develop procedures for efficiencies and cross-department collaboration.

### Major Service Delivery Changes

**Fiscal year 2019-2020:** The MBAC was poised to advance education and community program initiatives based on the public response to events and exhibits of the previous fiscal year. However, many of the plans made have paused due to restrictions from the COVID-19 pandemic. In response to the shutdown, MBAC staff contributed many videos and one-sheet tutorials to the Parks and Recreation Safer at Home initiative.

## Parks and Recreation Department | Cultural Arts

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The Live Oak Ceramics Studio (LOCS) had its busiest year on record. Before COVID-19 forced the closure of the studio, the studio saw an average of 200 hundred students visiting on any given week; a major influx compared to years past. The closure of the studio prompted staff to develop and offer weekly zoom classes and virtual content through the Parks and Recreation Safer at Home webpage.

**Fiscal year 2020-2021:** In order to mitigate COVID-19 transmission and facilitate physical distancing, the LOCS is now transitioning to a subscription service that offers: drop-off firing services (for pottery made at home), exclusive video content on a private YouTube channel, and outdoor glazing sessions. The subscription service allows access to the studio's resources without putting students and staff at risk and will continue until studio operations and classes are allowed to resume.

With a capital improvement project to add a new kiln and outdoor space, slated to start Fall 2020, the studio will be operating at a capacity never seen before, increasing revenue and further serving the community.

MBAC staff have identified ways in which to engage participants through virtual platforms including, but not limited to, virtual workshops, classes, and exhibits. Moving forward, staff are including the virtual platform in their community programming as restrictions ease and on-site activities are once again feasible.

The 2020 Concerts in the Park season has been cancelled due to COVID-19 and the state and county restrictions regarding large event gatherings. This one-time major budget cut to the program will allow staff time to develop program efficiencies, streamline operations, and create solid working relationships with all departments involved in the program.

<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
Cultural Arts Manager	1	1	1	1
Recreation Supervisor*	2.13	1.06	1.06	1.05
Recreation Coordinator*	0.13	1.06	1.06	1.05
<b>Total</b>	<b>3.26</b>	<b>3.12</b>	<b>3.12</b>	<b>3.10</b>

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

Part-time hours totaling 8,515 are budgeted in FY 2021.



## Parks and Recreation Department | Cultural Arts

<b>Cultural Arts</b>		<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Adopted</b>	<b>FY 20 Budg</b>	<b>Total</b>
4101	Salaries & Allowances	\$237,942	\$262,519	\$260,680	<b>\$131,277</b>	-50.0%	26.3%
4103	Part-time Salaries	232,227	170,280	145,976	<b>165,554</b>	-2.8%	33.1%
4111	Overtime Regular Employees	844	1,641	816	<b>1,357</b>	-17.3%	0.3%
4201	Group Medical Insurance	45,808	55,608	48,600	<b>28,598</b>	-48.6%	5.7%
4202	Medicare Contributions	6,697	5,571	5,750	<b>4,534</b>	-18.6%	0.9%
4204	401A Plan City Contributions	5,289	5,181	5,130	-	-100.0%	-
4211	PERS Regular Contribution	26,015	24,470	25,930	<b>19,057</b>	-22.1%	3.8%
4218	PERS Regular Liability Contr.	15,361	19,798	18,840	<b>27,445</b>	38.6%	5.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$570,183</b>	<b>\$545,068</b>	<b>\$511,722</b>	<b>\$377,822</b>	<b>-30.7%</b>	<b>75.6%</b>
5101	Contract Services	\$161,030	\$240,771	\$165,439	<b>\$18,101</b>	-92.5%	3.6%
5202	Membership & Dues	330	795	795	<b>795</b>	-	0.2%
5203	Reference Materials	-	200	60	<b>200</b>	-	-
5205	Training, Conferences & Meetings	2,645	5,500	2,300	<b>650</b>	-88.2%	0.1%
5207	Advertising	8,110	12,684	5,835	<b>9,092</b>	-28.3%	1.8%
5217	Departmental Supplies	62,456	52,000	40,555	<b>28,500</b>	-45.2%	5.7%
5225	Printing	8,873	4,450	4,335	<b>2,700</b>	-39.3%	0.5%
<b>Total Materials &amp; Services</b>		<b>\$243,444</b>	<b>\$316,400</b>	<b>\$219,319</b>	<b>\$60,038</b>	<b>-81.0%</b>	<b>12.0%</b>
5611	Warehouse Services	\$1,088	\$2,056	\$500	<b>\$2,056</b>	-	0.4%
5621	Information Technology Allocation	46,068	48,820	48,820	<b>59,799</b>	22.5%	12.0%
<b>Total Internal Services</b>		<b>\$47,156</b>	<b>\$50,876</b>	<b>\$49,320</b>	<b>\$61,855</b>	<b>21.6%</b>	<b>12.4%</b>
<b>Total Operating Expenditures</b>		<b>\$860,783</b>	<b>\$912,344</b>	<b>\$780,361</b>	<b>\$499,715</b>	<b>-45.2%</b>	<b>100.0%</b>
6121	Machinery & Equipment	22,690	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$22,690</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$883,473</b>	<b>\$912,344</b>	<b>\$780,361</b>	<b>\$499,715</b>	<b>-45.2%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$883,473	\$912,344	\$780,361	<b>\$499,715</b>	-45.2%	100.0%
<b>Total Sources</b>		<b>\$883,473</b>	<b>\$912,344</b>	<b>\$780,361</b>	<b>\$499,715</b>	<b>-45.2%</b>	<b>100.0%</b>

## Program Overview

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



## Objectives FY 2020-21

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

## Major Service Delivery Changes

In order to continue providing high-quality programming at little to low cost to participants in the coming years, the Older Adults Program will explore ways to network, streamline and prioritize programs.

As our older adult population is of the most vulnerable to the COVID-19 pandemic, programs offered and attendance will be severely limited until Health Officer orders declare it safe to resume group activities. Once group activities are allowed, social distancing requirements will likely limit the number of participants allowed.

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
<b>Authorized Full-Time Positions</b>				
Older Adults Programs Supervisor	1	1	1	1
Recreation Supervisor*	0.05	0.06	0.06	0.11
Recreation Coordinator*	1.05	1.06	1.06	1.11
<b>Total</b>	<b>2.10</b>	<b>2.12</b>	<b>2.12</b>	<b>2.22</b>

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

Part-time hours totaling 6,501 are budgeted in FY 2021.

## Parks and Recreation Department | Older Adults

<b>Older Adults</b>		<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Adopted</b>	<b>FY 20 Budg</b>	<b>Total</b>
4101	Salaries & Allowances	\$158,682	\$154,591	\$159,040	<b>\$88,267</b>	-42.9%	20.5%
4103	Part-time Salaries	113,089	120,997	108,000	<b>123,955</b>	2.4%	28.8%
4111	Overtime Regular Employees	1,620	967	2,092	<b>1,038</b>	7.3%	0.2%
4201	Group Medical Insurance	24,995	25,855	24,310	<b>17,756</b>	-31.3%	4.1%
4202	Medicare Contributions	3,941	3,562	4,040	<b>3,076</b>	-13.6%	0.7%
4204	401A Plan City Contributions	3,860	3,781	3,750	<b>3,371</b>	-10.8%	0.8%
4211	PERS Regular Contribution	16,123	18,632	17,390	<b>11,233</b>	-39.7%	2.6%
4218	PERS Regular Liability Contr.	11,115	14,326	13,620	<b>15,180</b>	6.0%	3.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$333,426</b>	<b>\$342,711</b>	<b>\$332,242</b>	<b>\$263,876</b>	<b>-23.0%</b>	<b>61.4%</b>
5101	Contract Services	\$98,987	\$85,050	\$58,800	<b>\$35,836</b>	-57.9%	8.3%
5202	Membership & Dues	1,610	1,440	1,329	<b>1,553</b>	7.8%	0.4%
5203	Reference Materials	1,318	1,074	1,500	<b>1,074</b>	-	0.2%
5205	Training, Conferences & Meetings	990	1,275	750	<b>1,887</b>	48.0%	0.4%
5207	Advertising	2,627	5,000	1,376	<b>2,500</b>	-50.0%	0.6%
5210	Computer Supplies & Software	-	-	-	-	-	-
5217	Departmental Supplies	41,630	50,353	28,895	<b>41,391</b>	-17.8%	9.6%
5225	Printing	816	3,500	1,000	<b>3,500</b>	-	0.8%
5265	Contributions to Service Agencies	37,315	37,315	37,315	<b>37,315</b>	-	8.7%
<b>Total Materials &amp; Services</b>		<b>\$185,293</b>	<b>\$185,007</b>	<b>\$130,965</b>	<b>\$125,056</b>	<b>-32.4%</b>	<b>29.1%</b>
5611	Warehouse Services	\$349	\$211	\$211	<b>\$500</b>	137.0%	0.1%
5621	Information Technology Allocation	43,140	45,716	45,716	<b>40,619</b>	-11.1%	9.4%
<b>Total Internal Services</b>		<b>\$43,489</b>	<b>\$45,927</b>	<b>\$45,927</b>	<b>\$41,119</b>	<b>-10.5%</b>	<b>9.6%</b>
6111	Furniture & Fixtures	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenditures</b>		<b>\$562,207</b>	<b>\$573,645</b>	<b>\$509,134</b>	<b>\$430,051</b>	<b>-25.0%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$562,207	\$573,645	\$509,134	<b>\$430,051</b>	-25.0%	100.0%
<b>Total Sources</b>		<b>\$562,207</b>	<b>\$573,645</b>	<b>\$509,134</b>	<b>\$430,051</b>	<b>-25.0%</b>	<b>100.0%</b>

# Parks and Recreation Department | Transportation

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## Program Overview

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

Dial-A-Ride transports customers to a variety of locations throughout the City including shopping centers, community centers, and medical facilities, as well as to designated medical facilities in neighboring communities. Fares are \$0.25 one-way within the City and \$0.50 one-way outside the City.

## Objectives FY 2020-21

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

## Major Service Delivery Changes

Dial-A-Ride ridership continues to increase each year with a 1.4% increase in Fiscal Year 2018-2019. The number of rides provided continues to increase. An exchange of General Fund dollars for additional restricted Prop A funds from the City of Maywood is budgeted in fiscal year 2020/2021. The department received a grant of over \$450,000 from the Metropolitan Transportation Authority for the purchase of 4 new buses in 2020 and 2021.

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
<b>Authorized Full-Time Positions</b>				
Transportation Services Operator	3	3	3	3
Recreation Coordinator	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

Part-time hours totaling 12,376 are budgeted in FY 2021.

## Parks and Recreation Department | Transportation

Transportation		FY 2019	FY 2020	FY 2020	FY 2021	Var from	% of
Object Description		Actual	Adopted	Y/E Est	Adopted	FY 20 Budg	Total
4101	Salaries & Allowances	\$256,313	\$248,391	\$251,160	\$254,262	2.4%	27.0%
4103	Part-time Salaries	323,279	317,868	360,000	332,300	4.5%	35.3%
4111	Overtime Regular Employees	5,672	7,521	3,712	8,092	7.6%	0.9%
4201	Group Medical Insurance	53,765	58,003	50,860	53,499	-7.8%	5.7%
4202	Medicare Contributions	8,113	7,358	7,770	8,406	14.2%	0.9%
4205	Worker's Compensation	3,840	3,840	3,840	-	-100.0%	-
4211	PERS Regular Contribution	48,680	75,243	48,790	55,598	-26.1%	5.9%
4218	PERS Regular Liability Contr.	19,130	24,656	23,460	27,643	12.1%	2.9%
<b>Total Salaries &amp; Benefits</b>		<b>\$718,792</b>	<b>\$742,880</b>	<b>\$749,592</b>	<b>\$739,800</b>	<b>-0.4%</b>	<b>78.6%</b>
5101	Contract Services	\$20,957	\$29,263	\$12,963	\$16,983	-42.0%	1.8%
5104	Computer Contract Services	20,458	18,670	30,000	25,000	33.9%	2.7%
5202	Membership & Dues	510	965	965	965	-	0.1%
5205	Training, Conferences & Meetings	4,276	7,905	1,275	650	-91.8%	0.1%
5206	Uniforms/Safety Equip	4,269	3,775	3,775	3,775	-	0.4%
5208	Postage	1,518	1,377	1,547	1,593	15.7%	0.2%
5217	Departmental Supplies	6,296	8,393	4,393	8,393	-	0.9%
5218	Recruitment Costs	-	-	-	-	-	-
5223	Bus Pass Subsidies	6,332	6,600	4,000	6,600	-	0.7%
5224	Recreation Bus Trips	60,671	59,225	41,595	59,225	-	6.3%
5225	Printing	600	612	600	612	-	0.1%
5501	Telephone	771	925	935	965	4.3%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$126,658</b>	<b>\$137,710</b>	<b>\$102,048</b>	<b>\$124,761</b>	<b>-9.4%</b>	<b>13.2%</b>
5611	Warehouse Services	\$413	\$528	\$400	\$528	-	0.1%
5621	Information Technology Allocation	81,756	86,634	86,634	76,723	-11.4%	8.1%
5631	Insurance Allocation	-	-	-	-	-	-
5642	Fleet Maintenance Allocation	39,045	41,497	37,864	-	-100.0%	-
<b>Total Internal Services</b>		<b>\$121,214</b>	<b>\$128,659</b>	<b>\$124,898</b>	<b>\$77,251</b>	<b>-40.0%</b>	<b>8.2%</b>
<b>Total Operating Expenditures</b>		<b>\$966,664</b>	<b>\$1,009,249</b>	<b>\$976,538</b>	<b>\$941,812</b>	<b>-6.7%</b>	<b>100.0%</b>
6141	Computer Equipment & Software	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$966,664</b>	<b>\$1,009,249</b>	<b>\$976,538</b>	<b>\$941,812</b>	<b>-6.7%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Prop A		\$951,184	\$1,009,249	\$974,682	\$673,061	-33.3%	71.5%
General Fund Transfer In		15,480	-	1,856	268,751	-	28.5%
<b>Total Sources</b>		<b>\$966,664</b>	<b>\$1,009,249</b>	<b>\$976,538</b>	<b>\$941,812</b>	<b>-6.7%</b>	<b>100.0%</b>

# Parks and Recreation Department | Volunteers

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## Program Overview

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

## Objectives FY 2020-21

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

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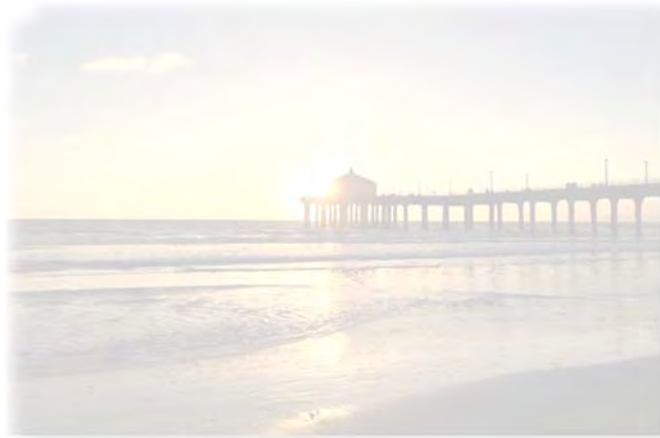
	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
<b>Authorized Full-Time Positions</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>
Recreation Services Manager	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

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Part-time hours totaling 416 are budgeted in FY 2021.

## Parks and Recreation Department | Volunteers

Volunteers Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$117,535	\$112,160	\$152,340	<b>\$89,104</b>	-20.6%	55.4%
4103 Part-time Salaries	11,239	10,099	6,789	<b>10,282</b>	1.8%	6.4%
4201 Group Medical Insurance	20,265	20,153	19,600	<b>8,297</b>	-58.8%	5.2%
4202 Medicare Contributions	1,816	1,765	2,290	<b>1,316</b>	-25.4%	0.8%
4204 401A Plan City Contributions	5,001	4,898	4,870	<b>3,919</b>	-20.0%	2.4%
4211 PERS Regular Contribution	10,681	9,256	10,610	<b>8,032</b>	-13.2%	5.0%
4218 PERS Regular Liability Contr.	7,952	10,249	9,720	<b>9,310</b>	-9.2%	5.8%
<b>Total Salaries &amp; Benefits</b>	<b>\$174,488</b>	<b>\$168,580</b>	<b>\$206,219</b>	<b>\$130,260</b>	<b>-22.7%</b>	<b>80.9%</b>
5101 Contract Services	\$7,058	\$8,757	-	<b>\$8,757</b>	-	5.4%
5202 Membership & Dues	290	300	300	<b>300</b>	-	0.2%
5217 Departmental Supplies	838	2,100	500	<b>2,100</b>	-	1.3%
5218 Recruitment Costs	-	-	-	-	-	-
5501 Telephone	391	540	308	<b>317</b>	-41.3%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$8,576</b>	<b>\$11,697</b>	<b>\$1,108</b>	<b>\$11,474</b>	<b>-1.9%</b>	<b>7.1%</b>
5621 Information Technology Allocation	\$20,508	\$21,729	\$21,729	<b>\$19,181</b>	-11.7%	11.9%
<b>Total Internal Services</b>	<b>\$20,508</b>	<b>\$21,729</b>	<b>\$21,729</b>	<b>\$19,181</b>	<b>-11.7%</b>	<b>11.9%</b>
<b>Total Operating Expenditures</b>	<b>\$203,572</b>	<b>\$202,006</b>	<b>\$229,056</b>	<b>\$160,915</b>	<b>-20.3%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$203,572	\$202,006	\$229,056	<b>\$160,915</b>	-20.3%	100.0%
<b>Total Sources</b>	<b>\$203,572</b>	<b>\$202,006</b>	<b>\$229,056</b>	<b>\$160,915</b>	<b>-20.3%</b>	<b>100.0%</b>





# **Police Department**



# City of Manhattan Beach Police Department

**Chief of  
Police**

**ADMINISTRATION &  
INVESTIGATIONS  
BUREAU**

**FIELD OPERATIONS  
BUREAU**

**Administrative  
Services Division**

**Investigations &  
Support Division**

**Patrol  
Division(s)**  
(Day Watch & Night Watch)

**Traffic  
Division**

Personnel / Recruitment & Hiring  
~  
Training  
~  
Strategic Planning  
~  
Professional Standards / Internal Affairs  
~  
Budget  
~  
Information Technology  
~  
Social Media  
~  
Grants  
~  
Community Affairs  
~  
Volunteer Programs

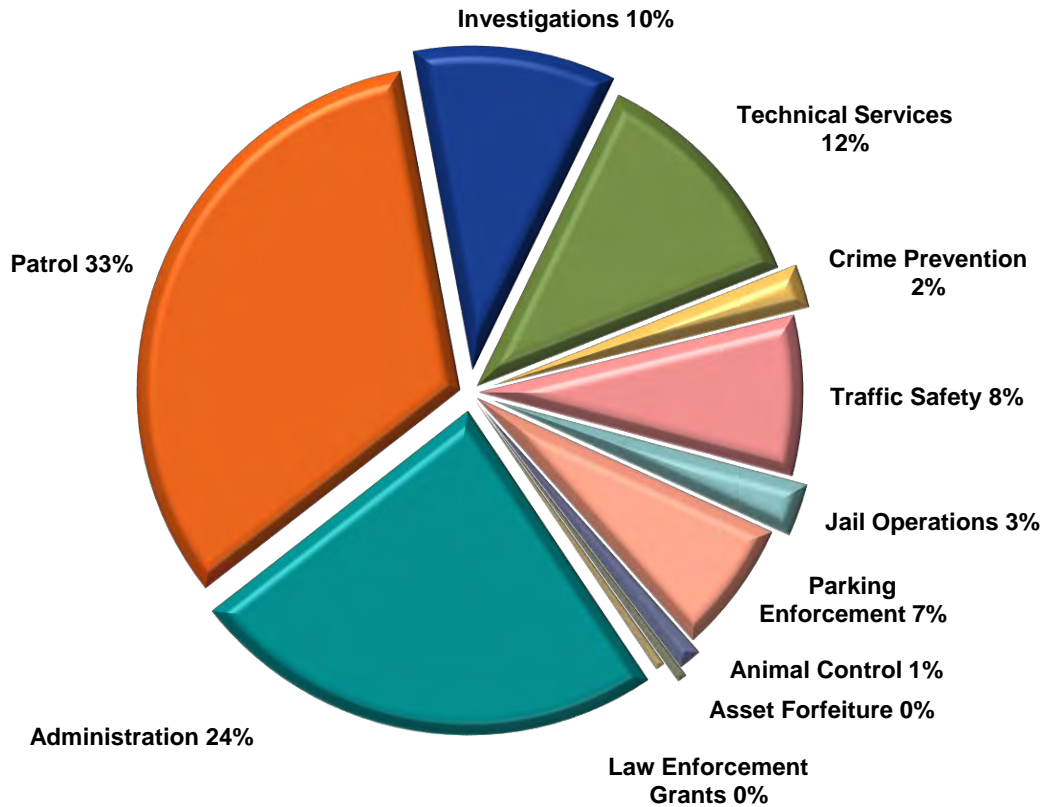
Investigations  
~  
Technical Support Services / Records  
~  
School Resource Officer Program  
~  
Court Liaison  
~  
Narcotics  
~  
Communications/ Dispatch  
~  
Property & Evidence  
~  
Facility Management

Day Shift Patrol  
~  
Night Shift Patrol  
~  
Jail  
~  
K-9 Program  
~  
SWAT  
~  
Crime Scene Investigations  
~  
Field Training Program  
~  
Crisis Negotiation Team  
~  
Bicycle Patrol  
~  
Beach Patrol  
~  
Fleet Management

Traffic Enforcement  
~  
Traffic Collision Investigations  
~  
DUI Enforcement  
~  
Special Events  
~  
Parking Enforcement  
~  
Municipal Code Enforcement  
~  
Animal Control

# Police Department

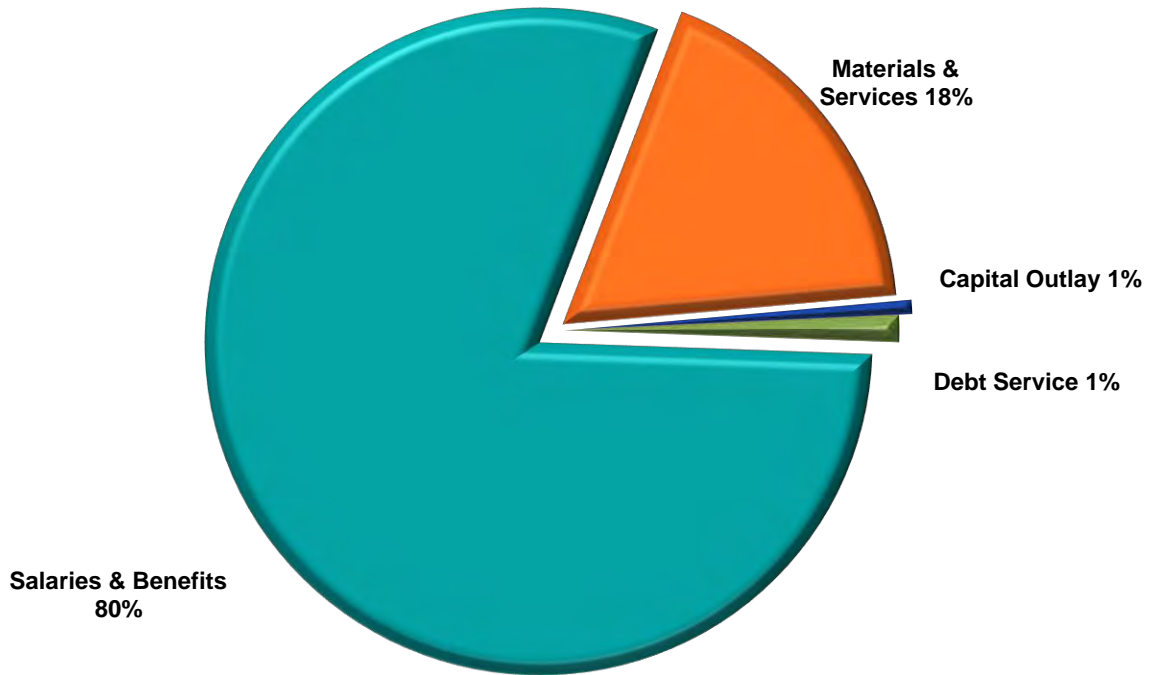
FY 2020-21  
Department Expenditure by Program



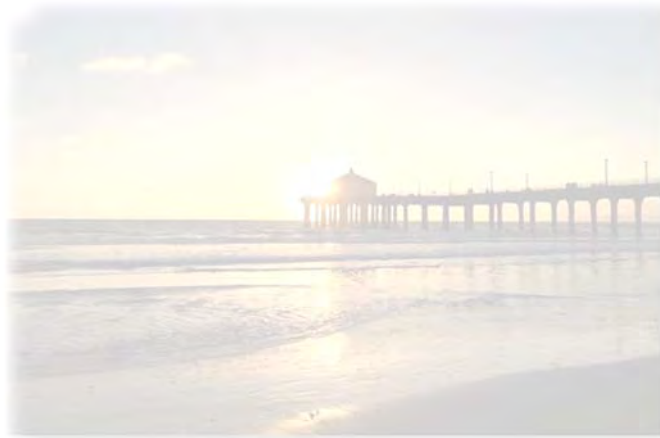
Program Expenditures	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Administration	\$6,900,809	\$6,909,372	\$6,731,841	\$7,221,594
Patrol	10,248,054	10,202,009	10,465,662	9,863,064
Investigations	2,663,489	2,930,880	2,879,620	3,076,163
Technical Services	3,938,483	3,114,635	2,962,055	3,571,631
Crime Prevention	586,288	610,424	508,285	652,468
Traffic Safety	2,367,881	2,389,146	2,384,551	2,416,261
Jail Operations	751,098	737,240	777,545	795,674
Parking Enforcement	1,776,465	2,116,906	1,789,650	2,006,004
Animal Control	326,461	315,092	329,060	356,329
Asset Forfeiture	129,709	153,700	216,197	147,900
Law Enforcement Grants	129,114	140,000	190,000	142,000
<b>Total</b>	<b>\$29,817,851</b>	<b>\$29,619,404</b>	<b>\$29,234,466</b>	<b>\$30,249,088</b>
<b>Full-Time Positions</b>	<b>107.8</b>	<b>107.8</b>	<b>107.8</b>	<b>110.8</b>

# Police Department

## FY 2020-21 Department Expenditure by Category



Category Expenditures	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Salaries & Benefits	\$22,350,193	\$22,841,260	\$22,565,401	\$24,261,893
Materials & Services	6,011,986	6,298,801	6,189,722	5,397,513
Capital Outlay	1,069,541	93,124	93,124	204,000
Debt Service	386,131	386,219	386,219	385,682
<b>Total</b>	<b>\$29,817,851</b>	<b>\$29,619,404</b>	<b>\$29,234,466</b>	<b>\$30,249,088</b>



## Mission

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

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## Department Overview

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

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

The following budgetary programs comprise the Police Department:

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

The Police Department is constantly trying to enhance the ways we communicate with our community. In March 2017, the Police Department launched its Instagram page, [www.instagram.com/manhattanbchpd](http://www.instagram.com/manhattanbchpd). The response from the community has been tremendously positive, with over 15,000 followers and over 12,000 instances of engagement each month. In April 2017, The Police Department also launched Twitter ([twitter.com/manhattanbchpd](https://twitter.com/manhattanbchpd)) and YouTube ([www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow](http://www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow)) The Police Department thanks the community for embracing our presence on social media and looks forward to future engagement.

Instagram, Twitter, and YouTube are complements to the Police Department's existing social media presence on Facebook, which was launched in March 2016 and has over 4,000 followers. Posts have generated approximately 10,000 instances of engagement each month. The Police Department also uses Nixle, a public safety notification tool where subscribers can receive text and email messages directly from the Manhattan Beach Police Department regarding community events and critical incidents. Nixle was launched in October 2013, and now reaches over 13,000 subscribers. To begin receiving text and/or email alerts and tips from Manhattan Beach Police, sign up at [www.citymb.info/nixle](http://www.citymb.info/nixle).

## Police Department

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

The Police Department's 2019-2021 Strategic Plan took effect on January 1, 2019 and ends on December 31, 2021. The plan was created through the participation of all levels within the Police Department; workshops, surveys, and meetings were conducted with sworn and civilian personnel representing every rank and Bureau. Community input was gathered through interactive community workshops. As a result of the workshops and planning sessions, three goals were identified:

**Goal 1: Community Collaboration**

Further our community policing efforts by creating additional opportunities for positive and meaningful interactions with members of our community

**Goal 2: Proactive Crime Fighting Strategies**

Continue to develop strategies to reduce crime and improve the quality of life in Manhattan Beach

**Goal 3: Staffing/Recruitment**

Use creative and innovative recruitment methods to attract the most talented employees

**Goal 4: Employee Development**

Foster a supportive culture that helps employees grow and utilize their skills to better serve the community

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

### Recent Accomplishment Highlights

- Maintained an emergency response time of under two minutes
- Enhanced community engagement through the Police Department's Instagram page ([www.instagram.com/manhattanbchpd](http://www.instagram.com/manhattanbchpd)), Facebook page ([www.facebook.com/manhattanbchpd](http://www.facebook.com/manhattanbchpd)), Twitter page ([twitter.com/manhattanbchpd](http://twitter.com/manhattanbchpd)), and YouTube Channel ([www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow](http://www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow))
- Expanded the reach of Nixle public notification service, now reaching over 13,000 subscribers
- Implemented the actions items outlined in the 2019-2021 Police Department Strategic Plan
- Continued to implement innovative crime fighting including enhanced/increased patrol foot beats, homeless outreach details, burglary suppression details, Crime Impact Team, and undercover patrols
- Hosted Community Events to promote Community Engagement: Town Hall Meeting, Neighborhood Watch Meetings, Coffee with a Cop Program, National Night Out, Trunk or Treat, Car Show, and Tip-A-Cop Event (Tip-A-Cop proceeds benefit local Special Olympics athletes)
- Provided Safe Drug Disposal options for controlled substances (Drug Drop Box in the Police Station lobby and twice yearly DEA Take Back Events)
- Recruited and hired excellent staff



- Deployed additional pole-mounted speed radar signs to augment our speed awareness and education efforts, purchased with grant funds
- Donned pink uniform patches in October in honor of Breast Cancer Awareness Month and raised over \$4,000 for Manhattan Beach's local Soroptimist International Chapter to make comfort bags for South Bay patients battling breast cancer
- Participated in a joint-agency grant for Alcoholic Beverage Control, in partnership with Hermosa Beach and El Segundo
- Secured \$70,000 in grant funds from the State Homeland Security Grant Program for radios
- Secured \$65,000 in grant funds from the California Office of Traffic Safety to augment DUI and traffic enforcement efforts
- Purchased three mobile License Plate Readers (LPRs) with Homeland Security Grant funds
- Hired the Police Department's first ever full-time, dedicated Crime Analyst
- Deployed new digital portable radios and in-car radios for the entire Department to enhance interoperability
- Completed implementation of Mark 43 Report Writing and Records Management System and are in the process of implementing a new Computer Aided Dispatch system
- Deployed Automated External Defibrillators (AEDs) in Patrol cars
- Doubled our Mental Health Evaluation Team coverage
- Provided Active Shooter Training to teachers and staff at local schools, to local places of worship, and to all City staff



Performance Measures

Indicator	Prior Year Actuals					Target
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Budget
# - Average response time to emergency calls (minutes)	1:58	2:04	1:58	1:59	1:55	1:59
%- Reduce Violent Crimes by 3%	24% Decrease	34% Increase	20% Reduction	3% Reduction	4% Reduction	3% Reduction
%- Reduce Property Crime by 3%	9% Increase	15% Reduction	4% Reduction	3% Reduction	1% Increase	3% Reduction
%- Increase Social Media Subscribers/Followers by 15%	68%	34%	30%	15%	20%	15%
% - Maintain Vacancy Factor below 5%	4%	6%	8%	<5%	5%	<5%
% - Provide Perishable Skills Training <sup>1</sup> In-House Annually	100%	100%	100%	100%	100%	100%
% - Public records requests completed within 10 days	95%	95%	95%	95%	95%	95%
% - Maintain Compliance with all State/County jail inspections	100%	100%	100%	100%	100%	100%

<sup>1</sup>The Commission on Peace Officer Standards and Training (POST) requires that each sworn officer complete training on "perishable skills" once every two years; MBPD strives to provide each of these training courses on an annual basis to ensure are trained to provide the highest level of service to our community and to reduce liability.

## Program Overview

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

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

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



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

## Objectives FY 2021

- Maintain compliance with Peace Officer Standards and Training (POST) and Standards and Training for Corrections (STC)
- Offer career development and leadership training for sworn and civilian personnel
- Provide in-house training programs to maintain and enhance skills while minimizing operational disruptions and reducing expenses
- Continue to enhance internal communication
- Implement the 2019-2021 Police Department Strategic Plan goals, objectives and action items; report progress to the community
- Continue to enhance communication with the public through social media
- Enhance usage of crime reduction technologies
- Continue to provide a high level of service to the community

**Service Level Trends & Service Delivery Changes**

With over 84% of internet users frequenting social media sites, law enforcement agencies across the Country are engaging with their communities via social media platforms. The Manhattan Beach Police Department continues to expand its reach on social media platforms, with over 15,000 followers on our Instagram page ([www.instagram.com/manhattanbchpd](http://www.instagram.com/manhattanbchpd)) and over 4,000 followers on our Facebook page ([www.facebook.com/manhattanbchpd](http://www.facebook.com/manhattanbchpd)). The Police Department thanks the community for embracing our expanded presence on social media and looks forward to future engagement.



The Police Department also uses Nixle, a public safety notification tool where subscribers can receive text and email messages directly from the Manhattan Beach Police Department regarding community events and critical incidents. Nixle was launched in October 2013, and now reaches over 13,000 subscribers. To begin receiving text and/or email alerts and tips from Manhattan Beach Police, sign up at [www.citymb.info/nixle](http://www.citymb.info/nixle). Utilization of social media and Nixle meets the Police Department’s Strategic Plan goal to engage the community.

Recruiting and hiring police officers is a challenge facing most police agencies in Southern California, so highlighting our Department on social media is also a way to reach our applicant pool and to give prospective officers a glimpse into a career with MBPD.

<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
Police Chief	1	1	1	1
Captain	1	1	1	1
Lieutenant	2	2	2	2
Sergeant	1	1	1	1
Senior Management Analyst	1	1	1	1
Executive Secretary	2	2	2	2
Information Systems Specialist*	0.8	0.8	0.8	0.8
<b>Total</b>	<b>8.8</b>	<b>8.8</b>	<b>8.8</b>	<b>8.8</b>

\*Position is shared with Fire Department.

Part-time hours totaling 2,200 are budgeted in FY 2021.

## Police Department | Administration

Administration		FY 2019	FY 2020	FY 2020	FY 2021	Var from	% of
Object Description		Actual	Adopted	Y/E Est	Adopted	FY 20 Budg	Total
4101	Salaries & Allowances	\$294,593	\$303,800	\$235,020	<b>\$297,385</b>	-2.1%	4.1%
4102	Sworn Salaries	1,102,330	998,401	1,039,840	<b>1,039,627</b>	4.1%	14.4%
4103	Part-time Salaries	105,593	67,759	104,000	<b>74,800</b>	10.4%	1.0%
4111	Overtime Regular Employees	5,127	6,695	1,500	<b>5,675</b>	-15.2%	0.1%
4112	Overtime Sworn Employees	9,078	12,636	12,600	<b>13,160</b>	4.1%	0.2%
4201	Group Medical Insurance	189,954	193,639	160,880	<b>179,938</b>	-7.1%	2.5%
4202	Medicare Contributions	20,217	19,910	20,040	<b>22,276</b>	11.9%	0.3%
4203	Unemployment	8,700	8,700	8,700	<b>8,700</b>	-	0.1%
4204	401A Plan City Contributions	9,718	9,312	9,500	<b>9,795</b>	5.2%	0.1%
4205	Worker's Compensation	2,697,660	2,697,660	2,697,660	<b>2,879,220</b>	6.7%	39.9%
4207	Contribution to City Pension Plan	19,941	-	9,971	<b>9,971</b>	-	0.1%
4211	PERS Regular Contribution	25,041	25,571	22,280	<b>27,508</b>	7.6%	0.4%
4212	PERS Sworn Contribution	212,896	195,778	218,910	<b>232,332</b>	18.7%	3.2%
4218	PERS Regular Liability Contr.	22,861	29,465	28,020	<b>31,884</b>	8.2%	0.4%
4219	PERS Sworn Liability Contr.	219,500	282,564	271,080	<b>331,700</b>	17.4%	4.6%
4221	Pers Suppl Retirement Payment	12,518	-	7,260	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$4,943,208</b>	<b>\$4,851,890</b>	<b>\$4,840,001</b>	<b>\$5,163,971</b>	<b>6.4%</b>	<b>71.5%</b>
5101	Contract Services	\$51,890	\$63,800	\$55,000	<b>\$63,900</b>	0.2%	0.9%
5104	Computer Contract Services	1,429	1,350	1,500	<b>1,650</b>	22.2%	-
5107	Physical/Psych Exams	12,000	13,900	20,000	<b>19,900</b>	43.2%	0.3%
5108	Legal Services	-	8,000	500	<b>8,000</b>	-	0.1%
5109	Background Investigations	1,962	6,820	1,800	<b>5,320</b>	-22.0%	0.1%
5201	Office Supplies	34,808	49,600	29,000	<b>40,100</b>	-19.2%	0.6%
5202	Membership & Dues	7,364	5,985	5,980	<b>5,995</b>	0.2%	0.1%
5203	Reference Materials	812	1,140	950	<b>990</b>	-13.2%	-
5205	Training, Conferences & Meetings	33,172	22,145	24,000	<b>27,100</b>	22.4%	0.4%
5206	Uniforms/Safety Equip	34,381	26,855	33,000	<b>32,250</b>	20.1%	0.4%
5207	Advertising	4,000	3,000	250	<b>500</b>	-83.3%	-
5214	Employee Awards & Events	2,261	2,900	1,500	<b>2,900</b>	-	-
5217	Departmental Supplies	58,794	55,300	57,000	<b>64,800</b>	17.2%	0.9%
5219	STC Training	6,324	3,850	2,500	<b>3,850</b>	-	0.1%
5220	POST Training	65,616	43,700	30,000	<b>49,700</b>	13.7%	0.7%
5263	City Funds Match	11,861	8,000	18,000	<b>12,000</b>	50.0%	0.2%
5501	Telephone	14,126	22,421	14,848	<b>15,323</b>	-31.7%	0.2%
5502	Electricity	124,769	167,986	130,993	<b>135,316</b>	-19.4%	1.9%
5503	Natural Gas	8,332	5,526	7,836	<b>7,287</b>	31.9%	0.1%
5504	Water	15,006	16,588	15,288	<b>15,747</b>	-5.1%	0.2%
<b>Total Materials &amp; Services</b>		<b>\$488,907</b>	<b>\$528,866</b>	<b>\$449,945</b>	<b>\$512,628</b>	<b>-3.1%</b>	<b>7.1%</b>
5621	Information Technology Allocation	\$70,032	\$74,218	\$74,218	<b>\$72,493</b>	-2.3%	1.0%
5631	Insurance Allocation	541,440	541,440	541,440	<b>606,240</b>	12.0%	8.4%
5641	Fleet Rental Allocation	34,464	25,461	22,632	-	-100.0%	-
5642	Fleet Maintenance Allocation	19,585	15,878	14,488	-	-100.0%	-
5651	Building & Operations Allocation	404,523	485,400	395,638	<b>480,580</b>	-1.0%	6.7%
<b>Total Internal Services</b>		<b>\$1,070,044</b>	<b>\$1,142,397</b>	<b>\$1,048,416</b>	<b>\$1,159,313</b>	<b>1.5%</b>	<b>16.1%</b>
<b>Total Operating Expenditures</b>		<b>\$6,514,678</b>	<b>\$6,523,153</b>	<b>\$6,345,622</b>	<b>\$6,835,912</b>	<b>4.8%</b>	<b>94.7%</b>

## Police Department | Administration

<b>Administration</b>		<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Adopted</b>	<b>FY 20 Budg</b>	<b>Total</b>
7101	Bond Principal	\$250,000	\$257,500	\$257,500	<b>\$265,000</b>	2.9%	3.7%
7102	Bond Interest	135,231	127,619	127,619	<b>119,782</b>	-6.1%	1.7%
7103	Bond Administration Fee	900	1,100	1,100	<b>900</b>	-18.2%	-
<b>Total Debt Service</b>		<b>\$386,131</b>	<b>\$386,219</b>	<b>\$386,219</b>	<b>\$385,682</b>	<b>-0.1%</b>	<b>5.3%</b>
<b>Total Expenditures</b>		<b>\$6,900,809</b>	<b>\$6,909,372</b>	<b>\$6,731,841</b>	<b>\$7,221,594</b>	<b>4.5%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$6,514,678	\$6,523,153	\$6,345,622	<b>\$6,835,912</b>	4.8%	94.7%
Capital Improvement Fund	386,131	386,219	386,219	<b>385,682</b>	-0.1%	5.3%
<b>Total Sources</b>	<b>\$6,900,809</b>	<b>\$6,909,372</b>	<b>\$6,731,841</b>	<b>\$7,221,594</b>	<b>4.5%</b>	<b>100.0%</b>

## Program Overview

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

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

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

## Objectives FY 2021

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

## Service Level Trends & Major Service Delivery Changes

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

Manhattan Beach Police Department continues to implement innovative crime fighting efforts to combat the effects of AB109 Realignment and Proposition 47, including: enhanced/increased patrol burglary suppression details, undercover details, and deployment of crime impact teams. As we are currently short-staffed due to several sworn officer vacancies, most of these details are conducted on an overtime basis. We will also continue to implement innovative crime fighting programs, as well as provide enforcement of community





priorities and address quality of life issues, including homeless outreach, Strand and bike path enforcement, and other municipal code violations.

Authorized Full-Time Positions*	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
Captain	1	1	1	1
Lieutenant	2	2	2	2
Sergeant	6	6	6	6
Police Officer	29	29	29	29
<b>Total</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>

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

Patrol Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$180,814	-	\$39,650	-	-	-
4102 Sworn Salaries	4,481,007	4,627,673	4,549,230	<b>4,803,232</b>	3.8%	48.7%
4111 Overtime Regular Employees	6,200	1,250	20,000	<b>19,000</b>	1420.0%	0.2%
4112 Overtime Sworn Employees	1,462,126	1,285,000	1,400,000	<b>1,408,500</b>	9.6%	14.3%
4114 Overtime Special Events	529,797	266,150	500,000	<b>268,200</b>	0.8%	2.7%
4201 Group Medical Insurance	669,063	657,524	680,040	<b>669,813</b>	1.9%	6.8%
4202 Medicare Contributions	91,708	67,487	95,970	<b>87,331</b>	29.4%	0.9%
4211 PERS Regular Contribution	13,814	-	3,270	-	-	-
4212 PERS Sworn Contribution	812,336	895,838	876,820	<b>910,199</b>	1.6%	9.2%
4218 PERS Regular Liability Contr.	-	-	-	-	-	-
4219 PERS Sworn Liability Contr.	995,786	1,281,884	1,229,700	<b>1,280,282</b>	-0.1%	13.0%
<b>Total Salaries &amp; Benefits</b>	<b>\$9,242,651</b>	<b>\$9,082,806</b>	<b>\$9,394,680</b>	<b>\$9,446,557</b>	<b>4.0%</b>	<b>95.8%</b>
5101 Contract Services	\$65,538	\$31,920	\$38,000	<b>\$63,480</b>	98.9%	0.6%
5202 Membership & Dues	810	1,885	1,885	<b>1,885</b>	-	-
5205 Training, Conferences & Meetings	34,542	42,650	62,000	<b>47,100</b>	10.4%	0.5%
5206 Uniforms/Safety Equip	41,341	38,200	40,000	<b>43,100</b>	12.8%	0.4%
5217 Departmental Supplies	18,379	24,000	24,000	<b>24,000</b>	-	0.2%
5501 Telephone	3,128	4,321	2,462	<b>2,540</b>	-41.2%	-
<b>Total Materials &amp; Services</b>	<b>\$163,738</b>	<b>\$142,976</b>	<b>\$168,347</b>	<b>\$182,105</b>	<b>27.4%</b>	<b>1.8%</b>
5611 Warehouse Services	-	-	-	-	-	-
5621 Information Technology Allocation	237,252	251,436	251,436	<b>234,402</b>	-6.8%	2.4%
5641 Fleet Rental Allocation	187,872	188,960	154,128	-	-100.0%	-
5642 Fleet Maintenance Allocation	416,541	442,707	403,947	-	-100.0%	-
<b>Total Internal Services</b>	<b>\$841,665</b>	<b>\$883,103</b>	<b>\$809,511</b>	<b>\$234,402</b>	<b>-73.5%</b>	<b>2.4%</b>
<b>Total Operating Expenditures</b>	<b>\$10,248,054</b>	<b>\$10,108,885</b>	<b>\$10,372,538</b>	<b>\$9,863,064</b>	<b>-2.4%</b>	<b>100.0%</b>
6121 Machinery & Equipment	-	\$93,124	\$93,124	-	-100.0%	-
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>\$93,124</b>	<b>\$93,124</b>	<b>-</b>	<b>-100.0%</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$10,248,054</b>	<b>\$10,202,009</b>	<b>\$10,465,662</b>	<b>\$9,863,064</b>	<b>-3.3%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$10,248,054	\$10,202,009	\$10,465,662	<b>\$9,863,064</b>	-3.3%	100.0%
<b>Total Sources</b>	<b>\$10,248,054</b>	<b>\$10,202,009</b>	<b>\$10,465,662</b>	<b>\$9,863,064</b>	<b>-3.3%</b>	<b>100.0%</b>



## Program Overview

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

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

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

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

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



## Objectives FY 2021

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

## Police Department | Investigations

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### Service Level Trends & Major Service Delivery Changes

Fixed license plate readers (LPRs) were installed at points of ingress and egress to the community in 2017, and additional LPRs were approved by Council in FY 2020, with installation slated for FY 2021. Three mobile LPRs were also purchased in FY 2020 with Homeland Security Grant funds. This technology continues to be an invaluable tool in detectives' investigative toolbox. The LPRs have helped to solve, or provided solid leads on, more than 100 cases. Use of the cameras also led to the arrest of a suspected burglars, numerous identity thieves, package thieves. The FY 2021 budget includes annual hosting, support, and mobile data plans for the LPRs.

In FY 2020, the vacant Secretary position was reclassified to a Crime Analyst position, and a part-time Intern position was moved from Administration to the Investigations Section to provide administrative support.

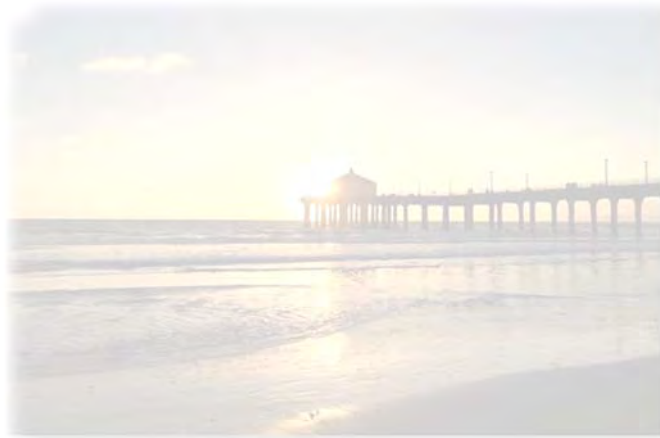
<b>Authorized Full-Time Positions*</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
Sergeant	1	1	1	1
Police Officer	11	11	11	11
Secretary	1	1	-	-
Administrative Clerk II	1	1	1	1
Crime Analyst	-	-	1	1
<b>Total</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>

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

Part-time hours totaling 960 are budgeted in FY 2021.

## Police Department | Investigations

Investigations Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$32,093	\$123,555	\$62,010	<b>\$143,178</b>	15.9%	4.7%
4102 Sworn Salaries	1,439,704	1,406,981	1,537,720	<b>1,530,534</b>	8.8%	49.8%
4103 Part-time Salaries	-	-	-	<b>13,440</b>	-	0.4%
4111 Overtime Regular Employees	-	255	-	-	-100.0%	-
4112 Overtime Sworn Employees	92,371	135,410	83,000	<b>136,300</b>	0.7%	4.4%
4201 Group Medical Insurance	147,657	200,815	163,410	<b>228,625</b>	13.8%	7.4%
4202 Medicare Contributions	22,691	22,314	24,290	<b>30,432</b>	36.4%	1.0%
4204 401A Plan City Contributions	-	3,461	620	<b>4,026</b>	16.3%	0.1%
4211 PERS Regular Contribution	2,162	10,811	5,200	<b>13,201</b>	22.1%	0.4%
4212 PERS Sworn Contribution	261,498	272,150	268,400	<b>292,516</b>	7.5%	9.5%
4218 PERS Regular Liability Contr.	8,322	10,725	10,200	<b>15,301</b>	42.7%	0.5%
4219 PERS Sworn Liability Contr.	306,941	395,128	379,020	<b>436,833</b>	10.6%	14.2%
<b>Total Salaries &amp; Benefits</b>	<b>\$2,313,438</b>	<b>\$2,581,605</b>	<b>\$2,533,870</b>	<b>\$2,844,386</b>	<b>10.2%</b>	<b>92.5%</b>
5101 Contract Services	\$42,328	\$54,950	\$55,000	<b>\$51,670</b>	-6.0%	1.7%
5104 Computer Contract Services	-	-	-	<b>45,400</b>	-	1.5%
5202 Membership & Dues	120	595	330	<b>795</b>	33.6%	-
5205 Training, Conferences & Meetings	16,952	7,800	8,500	<b>13,650</b>	75.0%	0.4%
5206 Uniforms/Safety Equip	15,454	9,900	9,900	<b>10,400</b>	5.1%	0.3%
5210 Computer Supplies & Software	-	-	-	-	-	-
5217 Departmental Supplies	7,785	8,025	7,800	<b>8,025</b>	-	0.3%
5501 Telephone	3,979	5,145	3,290	<b>3,395</b>	-34.0%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$86,617</b>	<b>\$86,415</b>	<b>\$84,820</b>	<b>\$133,335</b>	<b>54.3%</b>	<b>4.3%</b>
5621 Information Technology Allocation	\$83,088	\$88,045	\$88,045	<b>\$98,442</b>	11.8%	3.2%
5641 Fleet Rental Allocation	82,644	75,915	82,644	-	-100.0%	-
5642 Fleet Maintenance Allocation	97,702	98,900	90,241	-	-100.0%	-
<b>Total Internal Services</b>	<b>\$263,434</b>	<b>\$262,860</b>	<b>\$260,930</b>	<b>\$98,442</b>	<b>-62.5%</b>	<b>3.2%</b>
<b>Total Operating Expenditures</b>	<b>\$2,663,489</b>	<b>\$2,930,880</b>	<b>\$2,879,620</b>	<b>\$3,076,163</b>	<b>5.0%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$2,663,489	\$2,930,880	\$2,879,620	<b>\$3,076,163</b>	5.0%	100.0%
<b>Total Sources</b>	<b>\$2,663,489</b>	<b>\$2,930,880</b>	<b>\$2,879,620</b>	<b>\$3,076,163</b>	<b>5.0%</b>	<b>100.0%</b>



## Program Overview

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



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

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

## Objectives FY 2021

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

## Service Level Trends & Major Service Delivery Changes

In FY 2020, the City's Police, Fire, Public Works, and Community Development Departments transitioned to a digital radio system (from analog) that provided enhanced interoperability during multi-agency and multijurisdictional responses to emergencies. Radios are the lifeline of public safety and first responders. At the time of the cutover, it was discovered that the digital signal was not as strong as the analog signal in subterranean areas. Included in the FY 2021 budget are Bi-Directional Amplifiers which will enhance police radio communications by amplifying the signal strength within the entire subterranean portions of the Police and Fire Stations (including the Jail, Detective Bureau, Report Writing Room, Briefing Room, and Firing Range), as well as at City Hall and Metlox parking structure.

## Police Department | Technical Support Services

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The FY 2021 budget also includes the addition of a Property and Evidence Officer. Currently, the Property and Evidence Section is maintained as a collateral assignment by our Jailers on a rotation. The Property Service Officer (PSO) performs duties in the jail and also maintains the property and evidence room when assigned to such. In the past, the assigned PSO was able to manage both duties in the jail and the property room. Currently with the increase in discovery and subpoena requests, the property officer has been tasked with spending a large amount of time producing video and other items in response to discovery/subpoena requests. The passage of Senate Bill 1421 and Assembly Bill 748 will increase the video requests.

With the increased workload, the property officer has no availability to perform jailer duties. This has required other jailers to work mandatory overtime and has resulted in the closing of Police Department's jail approximately 15-20 times a year for the last several years. When the jail is closed, officers must book prisoners at neighboring cities, which depletes public safety resources in the city for a larger amount of time.

The California Peace Officer Standards and Training Evidence and Property Management Guide states, "due to the technical expertise required within the evidence/property function, the routine transfer of evidence/property personnel should not occur and be avoided whenever possible." The Property and Evidence Officer position will allow the PSO to fulfill jailer duties, which will decrease overtime, improve safety will not require the closing of our jail facility, and will provide needed consistency in the management of the Property and Evidence Section.

The FY 2021 budget also includes the upgrade of one Administrative Clerk position to a Public Records Request Specialist to align with the increased responsibilities borne by the position due to the increased number and complexity of the requests.

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<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
Police Records Manager	1	1	1	1
Police Services Officer	1	1	1	1
Lead Police Records Technician/Matron	-	2	2	2
Police Records Technician/Matron	9	7	7	7
<b>NEW</b> Property & Evidence Officer (Or similar title)	-	-	-	1
<b>NEW</b> Public Records Specialist (Or similar title)	-	-	-	1
Administrative Clerk I/II	1	2	2	1
<b>Total</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>14</b>

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Part-time hours totaling 2,300 are budgeted in FY 2021.



## Police Department | Technical Support Services

Technical Support Object Description		FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101	Salaries & Allowances	\$846,305	\$849,787	\$761,940	<b>\$940,692</b>	10.7%	26.3%
4103	Part-time Salaries	30,982	65,160	35,000	<b>65,550</b>	0.6%	1.8%
4111	Overtime Regular Employees	71,717	66,560	85,000	<b>68,000</b>	2.2%	1.9%
4113	Overtime Mutual Aid	-	-	-	-	-	-
4201	Group Medical Insurance	121,505	147,357	113,940	<b>141,502</b>	-4.0%	4.0%
4202	Medicare Contributions	13,539	13,241	12,500	<b>15,268</b>	15.3%	0.4%
4204	401A Plan City Contributions	2,563	2,517	2,500	<b>2,576</b>	2.3%	0.1%
4211	PERS Regular Contribution	67,415	74,407	61,950	<b>86,518</b>	16.3%	2.4%
4218	PERS Regular Liability Contr.	60,102	77,465	73,680	<b>92,898</b>	19.9%	2.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,214,127</b>	<b>\$1,296,494</b>	<b>\$1,146,510</b>	<b>\$1,413,004</b>	<b>9.0%</b>	<b>39.6%</b>
5101	Contract Services	\$49,470	\$45,630	\$47,000	<b>\$46,330</b>	1.5%	1.3%
5104	Computer Contract Services	58,750	148,400	148,400	<b>170,400</b>	14.8%	4.8%
5106	SBRPCA Communications	1,408,144	1,487,531	1,490,000	<b>1,595,843</b>	7.3%	44.7%
5202	Membership & Dues	724	195	600	<b>195</b>	-	-
5205	Training, Conferences & Meetings	9,183	6,150	3,000	<b>4,650</b>	-24.4%	0.1%
5206	Uniforms/Safety Equip	7,998	6,425	5,500	<b>7,200</b>	12.1%	0.2%
5208	Postage	9,959	8,959	10,063	<b>10,365</b>	15.7%	0.3%
5210	Computer Supplies & Software	8,027	3,600	10,000	<b>6,500</b>	80.6%	0.2%
5217	Departmental Supplies	7,264	8,380	8,300	<b>8,720</b>	4.1%	0.2%
5225	Printing	15,314	17,800	10,000	<b>17,100</b>	-3.9%	0.5%
5501	Telephone	5,590	7,443	5,054	<b>5,216</b>	-29.9%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$1,580,423</b>	<b>\$1,740,513</b>	<b>\$1,737,917</b>	<b>\$1,872,519</b>	<b>7.6%</b>	<b>52.4%</b>
5611	Warehouse Services	\$3,028	\$2,000	\$2,000	<b>\$2,000</b>	-	0.1%
5621	Information Technology Allocation	71,364	75,628	75,628	<b>80,108</b>	5.9%	2.2%
<b>Total Internal Services</b>		<b>\$74,392</b>	<b>\$77,628</b>	<b>\$77,628</b>	<b>\$82,108</b>	<b>5.8%</b>	<b>2.3%</b>
<b>Total Operating Expenditures</b>		<b>\$2,868,943</b>	<b>\$3,114,635</b>	<b>\$2,962,055</b>	<b>\$3,367,631</b>	<b>8.1%</b>	<b>94.3%</b>
6121	Machinery & Equipment	-	-	-	-	-	-
6141	Computer Equipment & Software	1,069,541	-	-	<b>204,000</b>	-	2.8%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$1,069,541</b>	<b>-</b>	<b>-</b>	<b>\$204,000</b>	<b>-</b>	<b>2.8%</b>
<b>Total Expenditures</b>		<b>\$3,938,483</b>	<b>\$3,114,635</b>	<b>\$2,962,055</b>	<b>\$3,571,631</b>	<b>14.7%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$3,938,483	\$3,114,635	\$2,962,055	<b>\$3,571,631</b>	14.7%	100.0%
<b>Total Sources</b>		<b>\$3,938,483</b>	<b>\$3,114,635</b>	<b>\$2,962,055</b>	<b>\$3,571,631</b>	<b>14.7%</b>	<b>100.0%</b>

### Program Overview

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

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

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

### Objectives FY 2021

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



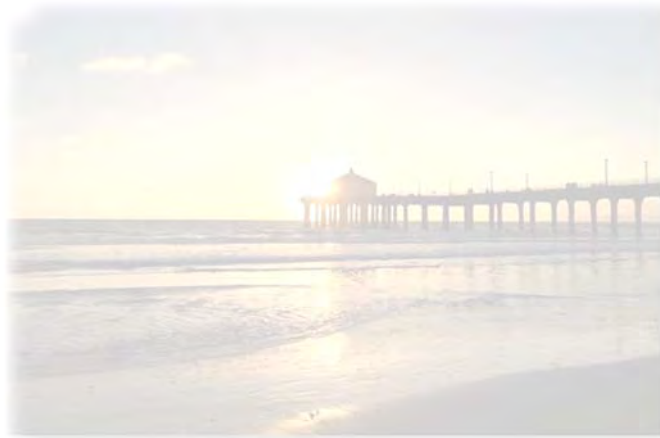
## Police Department | Community Affairs

Authorized Full-Time Positions	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
Sergeant	1	1	1	1
Police Officer	1	1	1	1
Administrative Clerk I/II	1	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

Community Affairs Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$48,067	\$49,299	\$48,180	<b>\$49,190</b>	-0.2%	7.5%
4102 Sworn Salaries	291,222	280,893	203,320	<b>298,225</b>	6.2%	45.7%
4111 Overtime Regular Employees	-	555	-	<b>344</b>	-38.0%	0.1%
4112 Overtime Sworn Employees	7,314	10,400	25,000	<b>16,110</b>	54.9%	2.5%
4114 Overtime Special Events	-	-	-	-	-	-
4201 Group Medical Insurance	61,624	66,636	49,980	<b>66,315</b>	-0.5%	10.2%
4202 Medicare Contributions	4,972	4,809	4,020	<b>6,014</b>	25.1%	0.9%
4211 PERS Regular Contribution	3,622	4,192	4,000	<b>4,636</b>	10.6%	0.7%
4212 PERS Sworn Contribution	56,873	54,612	42,590	<b>62,404</b>	14.3%	9.6%
4218 PERS Regular Liability Contr.	3,638	4,689	4,440	<b>5,373</b>	14.6%	0.8%
4219 PERS Sworn Liability Contr.	61,738	79,476	76,260	<b>89,094</b>	12.1%	13.7%
<b>Total Salaries &amp; Benefits</b>	<b>\$539,070</b>	<b>\$555,561</b>	<b>\$457,790</b>	<b>\$597,705</b>	<b>7.6%</b>	<b>91.6%</b>
5101 Contract Services	\$1,573	\$5,500	\$4,500	<b>\$5,200</b>	-5.5%	0.8%
5104 Computer Contract Services	4,916	5,100	5,064	<b>5,300</b>	3.9%	0.8%
5202 Membership & Dues	638	370	450	<b>595</b>	60.8%	0.1%
5205 Training, Conferences & Meetings	4,682	4,850	7,500	<b>8,850</b>	82.5%	1.4%
5206 Uniforms/Safety Equip	3,438	2,275	3,000	<b>2,900</b>	27.5%	0.4%
5217 Departmental Supplies	12,763	15,975	10,000	<b>12,475</b>	-21.9%	1.9%
5225 Printing	-	-	-	-	-	-
5501 Telephone	1,365	1,886	1,074	<b>1,109</b>	-41.2%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$29,374</b>	<b>\$35,956</b>	<b>\$31,588</b>	<b>\$36,429</b>	<b>1.3%</b>	<b>5.6%</b>
5621 Information Technology Allocation	\$17,844	\$18,907	\$18,907	<b>\$18,334</b>	-3.0%	2.8%
<b>Total Internal Services</b>	<b>\$17,844</b>	<b>\$18,907</b>	<b>\$18,907</b>	<b>\$18,334</b>	<b>-3.0%</b>	<b>2.8%</b>
<b>Total Operating Expenditures</b>	<b>\$586,288</b>	<b>\$610,424</b>	<b>\$508,285</b>	<b>\$652,468</b>	<b>6.9%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$586,288	\$610,424	\$508,285	<b>\$652,468</b>	6.9%	100.0%
<b>Total Sources</b>	<b>\$586,288</b>	<b>\$610,424</b>	<b>\$508,285</b>	<b>\$652,468</b>	<b>6.9%</b>	<b>100.0%</b>



### Program Overview

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

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

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

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

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

### Objectives FY 2021

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



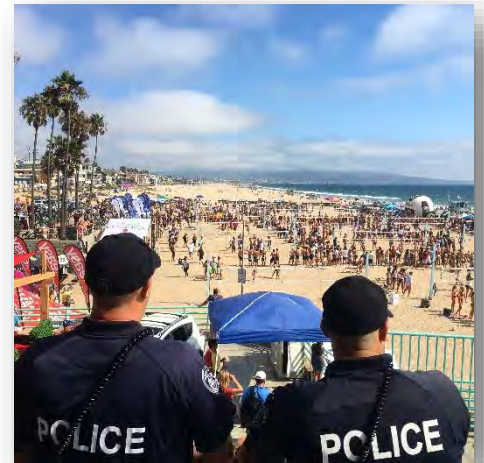
# Police Department | Traffic Safety

## Service Level Trends

Traffic and congestion continue to be a top concern of residents. Our traffic officers are dedicated to addressing these, as well as neighborhood concerns such as speeding in residential areas, and the Sepulveda corridor. They also focus their efforts on high accident locations, pedestrian safety, safety around the schools, and removing impaired drivers from our roadways.

In FY 2020, the Police Department was successful in obtaining a \$65,000 grant from the California Office of Traffic Safety to enhance DUI enforcement efforts. The Police Department is again seeking grant funding to augment DUI enforcement efforts in FY 2021.

The FY 2021 budget includes funding for contracted Crossing Guard services (object 5101), which provides safe passage for children at 26 locations throughout the City, including two new locations approved by Council in FY 2020. It also includes private security services, which are brought in to augment public safety staffing for special events (this service was previously budgeted in Parks and Recreation, and moved to the Police Department budget in FY 2019). As special events continue to grow in size, additional private security personnel are deployed to aid the Department in managing the traffic control, crowd control, and perimeter security. For the special events budgeted, it was assumed the events would continue as usual. Savings will be realized if events are cancelled due to state-imposed coronavirus gathering restrictions.



<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
Lieutenant	1	1	1	1
Sergeant	1	1	1	1
Police Officer	5	5	5	5
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

## Police Department | Traffic Safety

<b>Traffic Safety</b>		<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Adopted</b>	<b>FY 20 Budg</b>	<b>Total</b>
4102	Sworn Salaries	\$955,591	\$966,156	\$968,250	<b>\$1,088,789</b>	12.7%	45.1%
4103	Part-time Salaries	7,065	6,263	500	<b>7,165</b>	14.4%	0.3%
4111	Overtime Regular Employees	-	-	-	-	-	-
4113	Overtime Mutual Aid	-	-	-	-	-	-
4114	Overtime Special Events	-	-	-	-	-	-
4112	Overtime Sworn Employees	94,313	124,240	125,000	<b>97,440</b>	-21.6%	4.0%
4201	Group Medical Insurance	91,184	112,844	85,040	<b>125,483</b>	11.2%	5.2%
4202	Medicare Contributions	9,679	11,170	11,840	<b>17,427</b>	56.0%	0.7%
4212	PERS Sworn Contribution	182,443	185,876	198,750	<b>235,923</b>	26.9%	9.8%
4219	PERS Sworn Liability Contr.	208,676	268,630	257,700	<b>336,827</b>	25.4%	13.9%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,548,950</b>	<b>\$1,675,179</b>	<b>\$1,647,080</b>	<b>\$1,909,054</b>	<b>14.0%</b>	<b>79.0%</b>
5101	Contract Services	\$534,978	\$446,400	\$500,000	<b>\$439,300</b>	-1.6%	18.2%
5202	Membership & Dues	-	75	-	<b>75</b>	-	-
5205	Training, Conferences & Meetings	1,395	2,600	1,000	<b>2,600</b>	-	0.1%
5206	Uniforms/Safety Equip	17,458	12,090	12,000	<b>12,090</b>	-	0.5%
5217	Departmental Supplies	12,010	9,350	16,000	<b>9,350</b>	-	0.4%
5225	Printing	-	-	-	-	-	-
5501	Telephone	782	1,080	615	<b>635</b>	-41.2%	-
<b>Total Materials &amp; Services</b>		<b>\$566,623</b>	<b>\$471,595</b>	<b>\$529,615</b>	<b>\$464,050</b>	<b>-1.6%</b>	<b>19.2%</b>
5611	Warehouse Services	-	-	-	-	-	-
5621	Information Technology Allocation	41,544	44,022	44,022	<b>43,157</b>	-2.0%	1.8%
5641	Fleet Rental Allocation	78,888	79,542	55,428	-	-100.0%	-
5642	Fleet Maintenance Allocation	131,876	118,808	108,406	-	-100.0%	-
<b>Total Internal Services</b>		<b>\$252,308</b>	<b>\$242,372</b>	<b>\$207,856</b>	<b>\$43,157</b>	<b>-82.2%</b>	<b>1.8%</b>
<b>Total Operating Expenditures</b>		<b>\$2,367,881</b>	<b>\$2,389,146</b>	<b>\$2,384,551</b>	<b>\$2,416,261</b>	<b>1.1%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$2,367,881	\$2,389,146	\$2,384,551	<b>\$2,416,261</b>	1.1%	100.0%
<b>Total Sources</b>		<b>\$2,367,881</b>	<b>\$2,389,146</b>	<b>\$2,384,551</b>	<b>\$2,416,261</b>	<b>1.1%</b>	<b>100.0%</b>

## Police Department | Parking Enforcement

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

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



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

### Objectives FY 2021

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

### Service Level Trends

Our Community Service Officers (CSOs) promote quality of life in the City through effective enforcement of parking laws and regulations, ensuring safe and efficient flow of traffic, emergency access, and turnover of parking spaces, both in residential and commercial areas.

Over time, Community Services Officers have been tasked with more duties to assist officers and fire personnel to increase their availability for calls for service. They are also tasked with education and enforcement of many municipal code violations, including leaf blowers, oversized vehicles, Strand/bike path enforcement, sidewalk parking, smoking violations, etc. The Police Department utilizes the services of up to 15 part-time CSOs to be able to augment staffing during special events and busy summer weekends (object



## Police Department | Parking Enforcement

4103). We are currently experiencing a number of vacancies in our part-time staffing. Due to the FY 2021 recruitment challenges caused by the coronavirus, we anticipate a reduction in part-time hours for part of FY 2021, but will resume normal staffing levels once hiring is possible.

Authorized Full-Time Positions	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
Sergeant	1	1	1	1
Community Services Officer	12	12	12	12
Park Services Enforcement Officer	1	1	1	1
Administrative Clerk I	1	1	1	1
<b>Total</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>

Part-time hours totaling 8,500 are budgeted in FY 2021.

Parking Enforcement Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$727,879	\$896,093	\$711,620	<b>\$907,857</b>	1.3%	45.3%
4102 Sworn Salaries	99,673	166,607	149,650	<b>166,230</b>	-0.2%	8.3%
4103 Part-time Salaries	256,076	249,578	185,000	<b>175,654</b>	-29.6%	8.8%
4111 Overtime Regular Employees	54,318	27,414	75,000	<b>55,040</b>	100.8%	2.7%
4112 Overtime Sworn Employees	4,712	6,100	-	<b>4,880</b>	-20.0%	0.2%
4114 Overtime Special Events	-	-	-	-	-	-
4201 Group Medical Insurance	178,665	241,365	174,720	<b>237,634</b>	-1.5%	11.8%
4202 Medicare Contributions	14,249	16,958	14,420	<b>17,500</b>	3.2%	0.9%
4205 Worker's Compensation	-	-	-	<b>6,240</b>	-	0.3%
4211 PERS Regular Contribution	64,498	81,665	64,890	<b>85,925</b>	5.2%	4.3%
4212 PERS Sworn Contribution	19,979	32,367	33,880	<b>35,017</b>	8.2%	1.7%
4218 PERS Regular Liability Contr.	68,510	88,300	83,940	<b>97,193</b>	10.1%	4.8%
4219 PERS Sworn Liability Contr.	36,603	47,119	45,180	<b>49,994</b>	6.1%	2.5%
<b>Total Salaries &amp; Benefits</b>	<b>\$1,525,162</b>	<b>\$1,853,566</b>	<b>\$1,538,300</b>	<b>\$1,839,164</b>	<b>-0.8%</b>	<b>91.7%</b>
5101 Contract Services	\$4,622	\$7,420	\$7,400	<b>\$7,820</b>	5.4%	0.4%
5104 Computer Contract Services	21,244	23,300	23,300	<b>24,160</b>	3.7%	1.2%
5205 Training, Conferences & Meetings	734	2,950	2,200	<b>1,750</b>	-40.7%	0.1%
5206 Uniforms/Safety Equip	6,868	11,310	9,500	<b>11,450</b>	1.2%	0.6%
5217 Departmental Supplies	7,909	6,220	6,000	<b>6,220</b>	-	0.3%
5225 Printing	-	-	-	-	-	-
5501 Telephone	4,122	4,967	3,763	<b>3,883</b>	-21.8%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$45,499</b>	<b>\$56,167</b>	<b>\$52,163</b>	<b>\$55,283</b>	<b>-1.6%</b>	<b>2.8%</b>
5611 Warehouse Services	-	-	-	-	-	-
5621 Information Technology Allocation	89,208	94,535	94,535	<b>92,237</b>	-2.4%	4.6%
5631 Insurance Allocation	-	-	-	<b>19,320</b>	-	1.0%
5641 Fleet Rental Allocation	69,264	62,334	58,752	-	-100.0%	-
5642 Fleet Maintenance Allocation	47,331	50,304	45,900	-	-100.0%	-
<b>Total Internal Services</b>	<b>\$205,803</b>	<b>\$207,173</b>	<b>\$199,187</b>	<b>\$111,557</b>	<b>-46.2%</b>	<b>5.6%</b>
<b>Total Operating Expenditures</b>	<b>\$1,776,465</b>	<b>\$2,116,906</b>	<b>\$1,789,650</b>	<b>\$2,006,004</b>	<b>-5.2%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$1,776,465	\$2,116,906	\$1,789,650	<b>\$2,006,004</b>	-5.2%	100.0%
<b>Total Sources</b>	<b>\$1,776,465</b>	<b>\$2,116,906</b>	<b>\$1,789,650</b>	<b>\$2,006,004</b>	<b>-5.2%</b>	<b>100.0%</b>

## Program Overview

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

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

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

## Objectives FY 2021

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

## Service Level Trends

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



## Police Department | Animal Control

Authorized Full-Time Positions	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
Community Services Officer	3	3	3	3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

Animal Control Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$218,557	\$182,520	\$216,890	<b>\$220,452</b>	20.8%	61.9%
4111 Overtime Regular Employees	14,425	6,720	24,000	<b>9,500</b>	41.4%	2.7%
4114 Overtime Special Events	-	-	-	-	-	-
4201 Group Medical Insurance	27,361	42,104	23,850	<b>31,844</b>	-24.4%	8.9%
4202 Medicare Contributions	3,450	2,647	3,240	<b>4,205</b>	58.9%	1.2%
4205 Worker's Compensation	-	-	-	<b>6,240</b>	-	1.8%
4211 PERS Regular Contribution	16,840	15,521	18,020	<b>19,503</b>	25.7%	5.5%
4218 PERS Regular Liability Contr.	13,719	17,682	16,800	<b>22,605</b>	27.8%	6.3%
<b>Total Salaries &amp; Benefits</b>	<b>\$294,352</b>	<b>\$267,194</b>	<b>\$302,800</b>	<b>\$314,349</b>	<b>17.6%</b>	<b>88.2%</b>
5101 Contract Services	\$12,522	\$12,270	\$12,300	<b>\$15,410</b>	25.6%	4.3%
5205 Training, Conferences & Meetings	95	2,750	-	<b>2,750</b>	-	0.8%
5206 Uniforms/Safety Equip	992	1,800	1,800	<b>1,800</b>	-	0.5%
5217 Departmental Supplies	3,029	3,150	3,150	<b>2,700</b>	-14.3%	0.8%
<b>Total Materials &amp; Services</b>	<b>\$16,638</b>	<b>\$19,970</b>	<b>\$17,250</b>	<b>\$22,660</b>	<b>13.5%</b>	<b>6.4%</b>
5611 Warehouse Services	-	-	-	-	-	-
5631 Insurance Allocation	-	-	-	<b>19,320</b>	-	5.4%
5641 Fleet Rental Allocation	6,180	18,054	-	-	-100.0%	-
5642 Fleet Maintenance Allocation	9,290	9,874	9,010	-	-100.0%	-
<b>Total Internal Services</b>	<b>\$15,470</b>	<b>\$27,928</b>	<b>\$9,010</b>	<b>\$19,320</b>	<b>-30.8%</b>	<b>5.4%</b>
<b>Total Operating Expenditures</b>	<b>\$326,461</b>	<b>\$315,092</b>	<b>\$329,060</b>	<b>\$356,329</b>	<b>13.1%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$326,461	\$315,092	\$329,060	<b>\$356,329</b>	13.1%	100.0%
<b>Total Sources</b>	<b>\$326,461</b>	<b>\$315,092</b>	<b>\$329,060</b>	<b>\$356,329</b>	<b>13.1%</b>	<b>100.0%</b>

# Police Department | Jail Operations

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## Program Overview

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

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

## Objectives FY 2021

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



## Service Level Trends & Major Service Delivery Changes

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

The Manhattan Beach Police Department is required by state and federal law to provide medical services to arrestees known to have, or declaring, medical issues or injuries prior to booking and housing them in our jail. Additionally, the Department routinely requires medical services in the form of blood draws for those arrested for DUI or under the influence of controlled substance. Prior to FY 2019, arrestees requiring pre-booking medical clearance, medical care, or blood draws were transported by one or two patrol officers (based on the nature of the arrest) to local urgent care or hospitals. Costs associated with these treatments are borne by the Police Department (Contract Services, object 5101).

A local hospital medical release takes one and a half hours or more of the patrol officer's time per arrestee, which includes transporting the arrestee to the medical facility, waiting for available medical personnel, standing by during the necessary treatment and tests, and transporting the arrestee back to the City Jail. In FY 2019, the Police Department entered into an agreement with a vendor to provide on-site non-emergency medical services. Upon verbal request, on-call medical professionals come to the City's jail within 30 minutes. The vendor provides all necessary equipment and supplies to perform required medical services in a private room located in the jail. The medical exam room meets all medical, County Health Department, and Board of State and Community Corrections requirements for these types of services. Patrol officers are able to transfer the care of an arrestee to the jail staff at the time of booking and immediately return to the field. The usage of these services in our Jail has provided a more efficient and effective means of providing medical treatment to arrestees. It has also provided a more secure environment to conduct medical exams and has significantly reduced the amount of time patrol officers are removed from patrol duties to obtain medical clearances.

## Police Department | Jail Operations

Authorized Full-Time Positions	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
Police Services Officer	6	6	6	6
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

Jail Operations Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$448,097	\$428,051	\$436,030	<b>\$447,741</b>	4.6%	56.3%
4111 Overtime Regular Employees	55,254	52,500	52,000	<b>54,000</b>	2.9%	6.8%
4201 Group Medical Insurance	73,849	77,566	70,790	<b>85,180</b>	9.8%	10.7%
4202 Medicare Contributions	6,129	5,182	5,690	<b>6,228</b>	20.2%	0.8%
4211 PERS Regular Contribution	37,192	36,167	38,790	<b>41,663</b>	15.2%	5.2%
4218 PERS Regular Liability Contr.	32,818	42,299	40,200	<b>48,291</b>	14.2%	6.1%
<b>Total Salaries &amp; Benefits</b>	<b>\$653,339</b>	<b>\$641,765</b>	<b>\$643,500</b>	<b>\$683,103</b>	<b>6.4%</b>	<b>85.9%</b>
5101 Contract Services	\$43,893	\$35,900	\$80,000	<b>\$54,950</b>	53.1%	6.9%
5206 Uniforms/Safety Equip	2,088	3,700	3,000	<b>3,700</b>	-	0.5%
5217 Departmental Supplies	14,526	15,900	12,000	<b>15,700</b>	-1.3%	2.0%
5501 Telephone	1,564	2,161	1,231	<b>1,270</b>	-41.2%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$62,071</b>	<b>\$57,661</b>	<b>\$96,231</b>	<b>\$75,620</b>	<b>31.1%</b>	<b>9.5%</b>
5611 Warehouse Services	-	-	-	-	-	-
5621 Information Technology Allocation	35,688	37,814	37,814	<b>36,951</b>	-2.3%	4.6%
<b>Total Internal Services</b>	<b>\$35,688</b>	<b>\$37,814</b>	<b>\$37,814</b>	<b>\$36,951</b>	<b>-2.3%</b>	<b>4.6%</b>
<b>Total Operating Expenditures</b>	<b>\$751,098</b>	<b>\$737,240</b>	<b>\$777,545</b>	<b>\$795,674</b>	<b>7.9%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$751,098	\$737,240	\$777,545	<b>\$795,674</b>	7.9%	100.0%
<b>Total Sources</b>	<b>\$751,098</b>	<b>\$737,240</b>	<b>\$777,545</b>	<b>\$795,674</b>	<b>7.9%</b>	<b>100.0%</b>

### Program Overview

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

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

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

### Objectives FY 2021

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

### Service Level Trends

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



## Police Department | Asset Forfeiture / Grants

<b>Asset Forfeiture</b>		<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Adopted</b>	<b>FY 20 Budg</b>	<b>Total</b>
4112	Overtime Sworn Employees	57,943	35,200	50,000	<b>50,600</b>	43.8%	6.4%
4201	Group Medical Insurance	4,595	-	2,960	-	-	-
4202	Medicare Contributions	837	-	650	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>63,376</b>	<b>35,200</b>	<b>53,610</b>	<b>50,600</b>	<b>43.8%</b>	<b>6.4%</b>
5101	Contract Services	24,350	20,000	20,000	<b>5,000</b>	-75.0%	0.6%
5205	Training, Conferences & Meetings	18,467	20,500	6,000	<b>12,000</b>	-41.5%	1.5%
5206	Uniforms/Safety Equip	19,224	24,800	16,587	<b>25,800</b>	4.0%	3.2%
5210	Computer Supplies & Software	4,292	5,000	-	<b>5,000</b>	-	0.6%
5217	Departmental Supplies	-	48,200	120,000	<b>49,500</b>	2.7%	6.2%
<b>Total Materials &amp; Services</b>		<b>66,333</b>	<b>118,500</b>	<b>162,587</b>	<b>97,300</b>	<b>-17.9%</b>	<b>2.8%</b>
6111	Furniture & Fixtures	-	-	-	-	-	-
6141	Computer Equipment & Software	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		-	-	-	-	-	-
7302	Property & Equipment Principal	-	-	-	-	-	-
7303	Property & Equipment Interest	-	-	-	-	-	-
<b>Total Debt Service</b>		-	-	-	-	-	-
<b>Total Expenditures</b>		<b>129,709</b>	<b>153,700</b>	<b>216,197</b>	<b>147,900</b>	<b>-3.8%</b>	<b>18.6%</b>

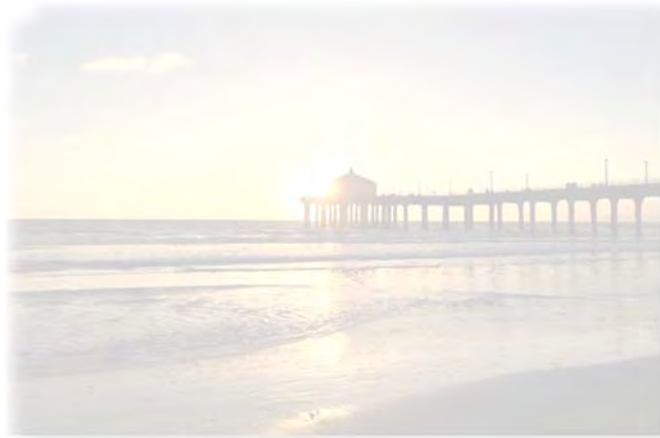
### Source of Funds

Asset Forfeiture	129,709	153,700	216,197	<b>147,900</b>	-3.8%	18.6%
<b>Total</b>	<b>129,709</b>	<b>153,700</b>	<b>216,197</b>	<b>147,900</b>	<b>-3.8%</b>	<b>18.6%</b>

<b>Grants</b>		<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Adopted</b>	<b>FY 20 Budg</b>	<b>Total</b>
5206	Uniforms/Safety Equip	-	-	-	-	-	-
5217	Departmental Supplies	129,114	140,000	190,000	<b>142,000</b>	1.4%	17.8%
6111	Furniture & Fixtures	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>129,114</b>	<b>140,000</b>	<b>190,000</b>	<b>142,000</b>	<b>1.4%</b>	<b>4.1%</b>
<b>Total Expenditures</b>		<b>129,114</b>	<b>140,000</b>	<b>190,000</b>	<b>142,000</b>	<b>1.4%</b>	<b>17.8%</b>

### Source of Funds

Law Enforcement Grants	129,114	140,000	190,000	<b>142,000</b>	1.4%	17.8%
<b>Total</b>	<b>129,114</b>	<b>140,000</b>	<b>190,000</b>	<b>142,000</b>	<b>1.4%</b>	<b>17.8%</b>





# Fire Department



# City of Manhattan Beach Fire Department

## Fire Chief

### ADMINISTRATION

### PREVENTION

### FIRE OPERATIONS

### EMERGENCY MEDICAL SRVS

### SUPPORT SERVICES

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

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

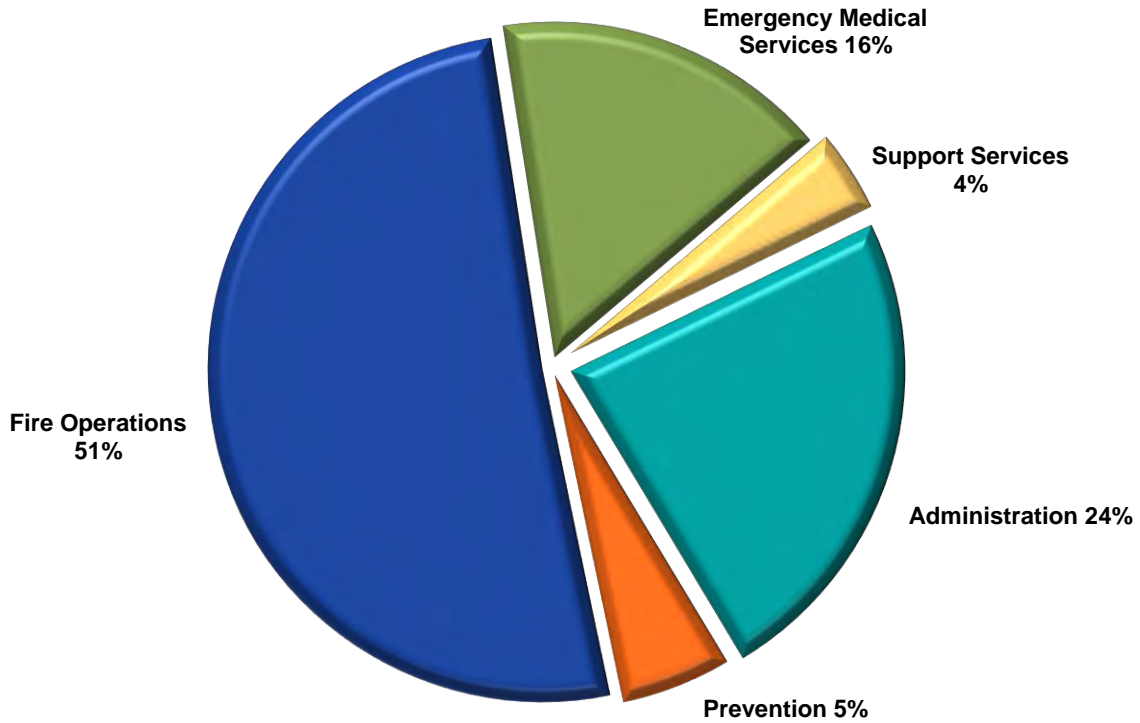
Fire Suppression  
~  
Training  
~  
Special Operations  
~  
Policy and Procedures  
~  
Operations Committee  
~  
Wild Land Deployment  
~  
Mutual & Auto Aid  
~  
Safety and Equipment  
~  
Recruiting and Hiring

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

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

# Fire Department

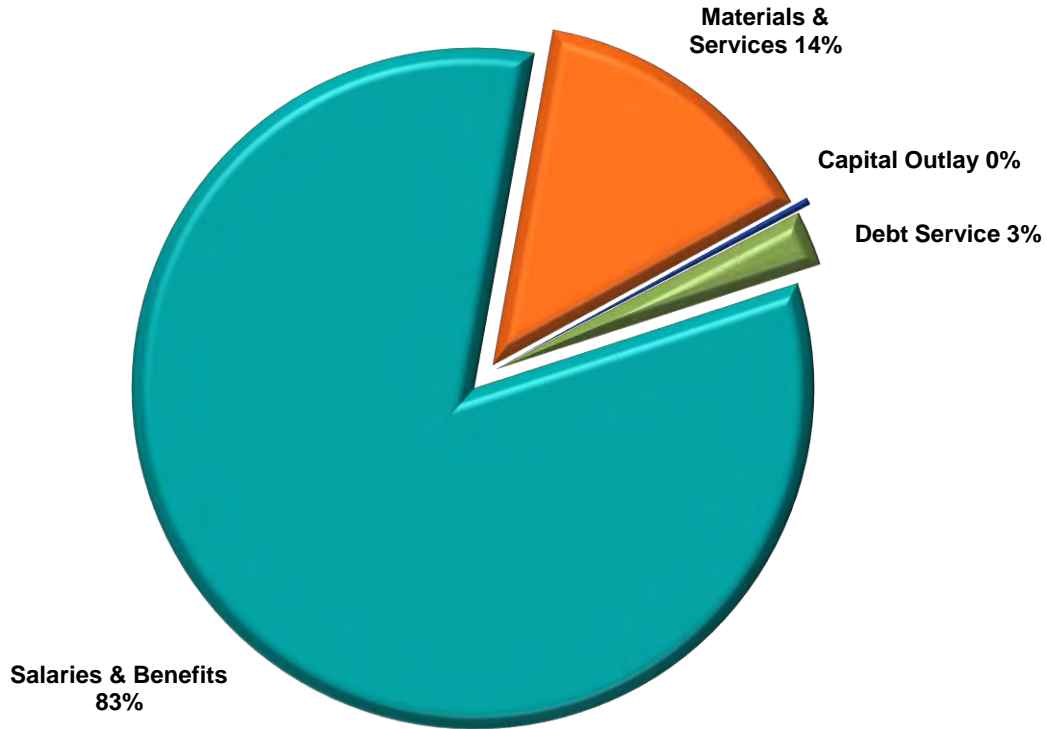
## FY 2020-21 Department Expenditure by Program



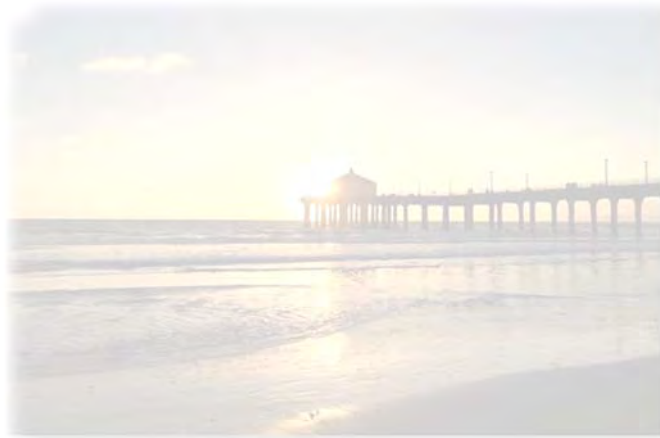
Program Expenditures	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Administration	\$3,315,134	\$3,468,413	\$3,562,820	\$3,472,710
Prevention	750,465	887,741	746,839	783,101
Fire Operations	7,617,364	7,487,711	7,323,730	7,473,067
Emergency Medical Services	2,140,412	2,409,053	2,390,871	2,397,519
Support Services	605,705	549,680	475,222	581,712
<b>Total</b>	<b>\$14,429,080</b>	<b>\$14,802,598</b>	<b>\$14,499,482</b>	<b>\$14,708,109</b>
<b>Full-Time Positions</b>	<b>31.2</b>	<b>31.2</b>	<b>31.2</b>	<b>31.2</b>

# Fire Department

FY 2020-21  
Department Expenditure by Category



Category Expenditures	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Salaries & Benefits	\$11,581,214	\$11,830,139	\$11,420,419	\$12,181,908
Materials & Services	2,069,642	2,576,240	2,425,810	2,089,019
Capital Outlay	392,093	10,000	267,034	51,500
Debt Service	386,131	386,219	386,219	385,682
<b>Total</b>	<b>\$14,429,080</b>	<b>\$14,802,598</b>	<b>\$14,499,482</b>	<b>\$14,708,109</b>



## Mission

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*The mission of the Manhattan Beach Fire Department is to preserve life, property, and the environment through decisive action, strong leadership, teamwork, and dedicated community partnerships. The purpose statement for the Department is “Always here, serving our community as family”.*

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## Department Overview

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

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

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

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



## Recent Accomplishment Highlights

- Secured contract services through McCormick Ambulance drastically improving level of service by increasing resources without increasing costs.
- Implemented a new medication distribution system for entire Area G; Paramedics can restock required medications by using specially indicated secure and closely monitored dispensers at the fire station.
- Updated and enhanced mobile electronic patient care reporting system. All field treatment of patients is documented and stored electronically.
- Received a “No Actions Required” audit for our paramedic from Los Angeles County Emergency Medical Services Agency.
- Maintained the Class 2 Public Protection Classification from the Office of Insurance Services for fire protection.
- Conducted and trained over 300 citizens in hands-only CPR during LA County’s annual Sidewalk CPR campaign.
- Secured new and updated equipment with funds available through Chevron Refinery settlement
- Upgraded equipment for the Emergency Operations Center utilizing Federal grant funds.
- MBFD hosted three days of comprehensive training to increase the effectiveness of our current and future supervisors through performance management, discipline, time management, leadership principles and effective communication practices.
- Partnered with Police Department to deliver comprehensive Active Shooter Workplace training to over 600 people including the MB School District, City employees and other community organizations.
- Collaborated with the Police Department on a Public Safety Open House, an event allows us to open the station to our citizens and showcase our facilities, equipment and response capabilities. These events help promote and highlight programs like CERT, Map Your Neighborhood and Community Risk Reduction efforts managed by MBFD.



Performance Measures

Indicator	Prior Year Actuals					Target
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Budget
% - Total property loss (based on total property value) due to fire	4%	<10% of total property value of all structures	2%	<10% of total property value of all structures	1%	<10% of total property value of all structures
% - First-arriving paramedic within 5:00 min of an emergency call	71%	90%	68%	90%	70%	90%
% - First-arriving unit to fire calls within 6:00 min	100%	90%	100%	90%	90%	90%
% - Businesses which offer services or have processes requiring an operational permit that are issued a fire permit	33%	>95%	100%	>95%	100%	>95%
% - Increase of citizens and community members that are trained as CERT or BERT (Community/Business Emergency Response Team) members	1.4%	>1.4%	1.6%	>1.4%	<1.2%	1.4%
# - Community members that were educated or trained about fire services through planned outreach activities	686	1000	948	1000	876	1000
% - Plans returned to contractors and developers for residential fire sprinkler, fire alarm and solar installation in less than 4 business days	100%	100%	100%	100%	100%	100%
% - Businesses or occupancies required to have an annual inspection that are code compliant	52%	>95%	100%	>95%	90%	>95%



## Program Overview

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

Additionally, the Division coordinates and leads emergency response training City-wide, including the federally mandated National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) training.

Annual priorities are established in conjunction with the City Manager’s office in order to maximize operational efficiencies. Administration works closely with the Finance Department to maximize community services in a transparent and fiscally responsible manner.

## Objectives FY 2021

- Complete the development and implementation of the computer-aided dispatch (CAD) build through the South Bay Regional Public Communications Authority
- Enhance data collection methodologies to identify emergency service improvement opportunities
- Provide leadership and direction to Battalion Chiefs, Fire Captains, and Fire Personnel
- Explore opportunities to improve public emergency announcements and public notifications
- Improve cooperative interaction with other City departments and existing agreements
- Provide services that continue to reduce community risk for both fire and medical emergencies
- Provide peer support offering professional clinician services catering to mental health needs resulting from exposure to traumatic or stressful events

## Major Service Delivery Changes

- Portable and Mobile radio equipment has been upgraded and made compatible with the new Los Angeles area Interagency Communications Interoperability (ICI) System. These radios allow communications between Public Works personnel, Police, Fire, and cross-jurisdictional communication in the event of a large-scale disaster.
- Fire Administration is working closely with our regional partners to develop the future computer aided dispatch system (CAD).

<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
Fire Chief	1	1	1	1
Executive Secretary	1	1	1	1
Information Systems Specialist*	0.2	0.2	0.2	0.2
<b>Total</b>	<b>2.2</b>	<b>2.2</b>	<b>2.2</b>	<b>2.2</b>

\*Position is shared with Police Department.

Part-time hours totaling 2,200 are budgeted in FY 2021.

## Fire Department | Administration

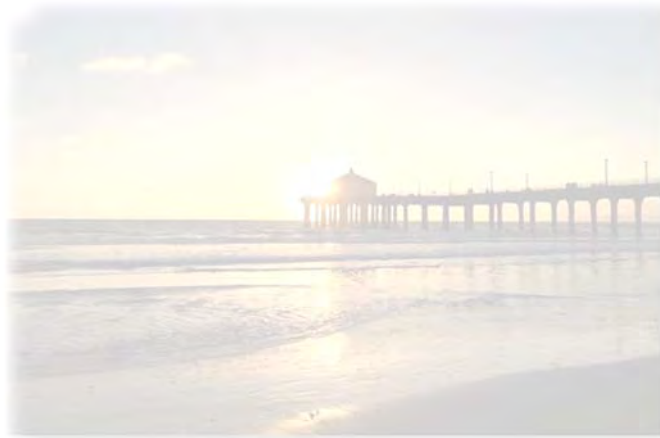
Administration		FY 2019	FY 2020	FY 2020	FY 2021	Var from	% of
Object Description		Actual	Adopted	Y/E Est	Adopted	FY 20 Budg	Total
4101	Salaries & Allowances	\$68,334	\$92,055	\$75,770	<b>\$90,758</b>	-1.4%	2.6%
4102	Sworn Salaries	52,399	232,964	218,250	<b>224,042</b>	-3.8%	6.5%
4103	Part-time Salaries	43,173	47,832	47,832	<b>48,264</b>	0.9%	1.4%
4111	Overtime Regular Employees	1,085	1,000	-	<b>1,000</b>	-	-
4112	Overtime Sworn Employees	23,334	88,560	8,000	<b>88,560</b>	-	2.6%
4201	Group Medical Insurance	21,019	45,097	31,430	<b>27,608</b>	-38.8%	0.8%
4202	Medicare Contributions	2,700	5,407	4,900	<b>4,319</b>	-20.1%	0.1%
4203	Unemployment	420	420	420	<b>420</b>	-	-
4204	401A Plan City Contributions	1,135	5,531	4,740	<b>3,665</b>	-33.7%	0.1%
4205	Worker's Compensation	1,512,780	1,512,780	1,512,780	<b>1,519,680</b>	0.5%	43.8%
4211	PERS Regular Contribution	5,865	7,829	7,170	<b>8,498</b>	8.5%	0.2%
4212	PERS Sworn Contribution	10,741	47,515	47,430	<b>38,284</b>	-19.4%	1.1%
4218	PERS Regular Liability Contr.	7,097	9,148	8,700	<b>9,850</b>	7.7%	0.3%
4219	PERS Sworn Liability Contr.	43,443	57,076	54,540	<b>54,658</b>	-4.2%	1.6%
4221	Pers Suppl Retirement Payment	6,234	-	14,930	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$1,793,527</b>	<b>\$2,153,214</b>	<b>\$2,021,962</b>	<b>\$2,119,606</b>	<b>-1.6%</b>	<b>61.0%</b>
5101	Contract Services	\$67,860	\$63,242	\$65,892	<b>\$68,689</b>	8.6%	2.0%
5104	Computer Contract Services	49,415	40,850	30,850	<b>24,750</b>	-39.4%	0.7%
5106	SBRPCA Communications	453,946	500,843	500,843	<b>536,948</b>	7.2%	15.5%
5107	Physical/Psych Exams	425	880	-	<b>880</b>	-	0.0%
5109	Background Investigations	-	864	-	<b>864</b>	-	0.0%
5201	Office Supplies	6,046	4,400	4,400	<b>4,000</b>	-9.1%	0.1%
5202	Membership & Dues	1,575	3,325	3,325	<b>2,800</b>	-15.8%	0.1%
5205	Training, Conferences & Meetings	4,802	11,200	10,273	<b>5,600</b>	-50.0%	0.2%
5206	Uniforms/Safety Equip	3,534	5,600	5,600	<b>3,100</b>	-44.6%	0.1%
5207	Advertising	-	-	-	-	-	-
5214	Employee Awards & Events	1,731	4,000	2,300	<b>2,000</b>	-50.0%	0.1%
5217	Departmental Supplies	37,065	6,000	5,000	<b>5,000</b>	-16.7%	0.1%
5218	Recruitment Costs	2,111	-	-	-	-	-
5501	Telephone	3,359	4,349	2,944	<b>3,038</b>	-30.1%	0.1%
5503	Natural Gas	5,745	4,382	6,042	<b>5,619</b>	28.2%	0.2%
<b>Total Materials &amp; Services</b>		<b>\$637,612</b>	<b>\$649,935</b>	<b>\$637,469</b>	<b>\$663,288</b>	<b>2.1%</b>	<b>19.1%</b>
5611	Warehouse Services	\$64	-	-	-	-	-
5621	Information Technology Allocation	34,356	36,404	36,404	<b>35,542</b>	-2.4%	1.0%
5631	Insurance Allocation	48,600	48,600	48,600	<b>78,360</b>	61.2%	2.3%
5642	Fleet Maintenance Allocation	1,883	2,001	1,826	-	-100.0%	-
5651	Building & Operations Allocation	151,708	182,040	148,376	<b>180,232</b>	-1.0%	5.2%
<b>Total Internal Services</b>		<b>\$236,611</b>	<b>\$269,045</b>	<b>\$235,206</b>	<b>\$294,134</b>	<b>9.3%</b>	<b>8.5%</b>
<b>Total Operating Expenditures</b>		<b>\$2,673,983</b>	<b>\$3,072,194</b>	<b>\$2,909,567</b>	<b>\$3,077,028</b>	<b>0.2%</b>	<b>88.6%</b>

## Fire Department | Administration

Administration Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
6121 Machinery & Equipment	-	\$10,000	\$17,034	\$10,000	-	3.4%
6141 Computer Equipment & Software	-	-	-	-	-	-
6212 CIP Bldg & Facilities - CYr	255,020	-	250,000	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$255,020</b>	<b>\$10,000</b>	<b>\$267,034</b>	<b>\$10,000</b>	<b>-</b>	<b>0.3%</b>
7101 Bond Principal	\$250,000	\$257,500	\$257,500	\$265,000	2.9%	7.6%
7102 Bond Interest	135,231	127,619	127,619	119,782	-6.1%	3.4%
7103 Bond Administration Fee	900	1,100	1,100	900	-18.2%	-
7302 Property & Equipment Principal	-	-	-	-	-	-
7303 Property & Equipment Interest	-	-	-	-	-	-
<b>Total Debt Service</b>	<b>\$386,131</b>	<b>\$386,219</b>	<b>\$386,219</b>	<b>\$385,682</b>	<b>-0.1%</b>	<b>11.1%</b>
<b>Total Expenditures</b>	<b>\$3,315,134</b>	<b>\$3,468,413</b>	<b>\$3,562,820</b>	<b>\$3,472,710</b>	<b>0.1%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$2,673,983	\$3,082,194	\$2,926,601	\$3,087,028	0.2%	88.9%
Capital Improvement	641,151	386,219	636,219	385,682	-0.1%	11.1%
<b>Total Sources</b>	<b>\$3,315,134</b>	<b>\$3,468,413</b>	<b>\$3,562,820</b>	<b>\$3,472,710</b>	<b>0.1%</b>	<b>100.0%</b>



## Program Overview

The Fire Operations Division safeguards Manhattan Beach citizens and visitors by continuously improving and preparing personnel to respond to all emergencies. Emergency response includes fire suppression, medical emergencies, vehicle accidents and other incident types such as physical entrapments, hazardous conditions, requests for auto/mutual aid, including deployments to wildland fires across Southern California. In Calendar year 2019, Manhattan Beach Firefighters received 3,793 incident calls for service.



The Division continues to develop a highly skilled, accountable and resilient workforce through comprehensive training and professional development. These programs include specialty, technical and leadership based training which supports the needs of the organization by maximizing operational efficiency and improving quality of service and response to our community. Cumulatively, Fire personnel completed more than 5000 hours of training and professional development.

The Fire Operations Division deploys to assist communities throughout the State. Last wildfire season, our resources were called upon to assist other agencies at the following wildfires:

- Tick Fire- Los Angeles County
- Kincade Fire- Sonoma County
- Easy Fire- Ventura County
- Cave Fire- Santa Barbara County
- Lime Fire- Siskiyou County



## Recent Accomplishment Highlights

- Fire Operations hosted Elite Command Training (Wildland Safety and Survival) a three day comprehensive training for firefighters that will be deployed into the wildland environment as part of a strike team. The curriculum includes entrapment avoidance, safety, structure defense, triage, weather and utilization of aircraft.
- The Operations Division provided over 40 hours of Green Cell Simulation Training which consisted of role playing a scenario wherein participants gain experience in command and operations control utilizing a simulated emergency incident.
- Firefighters conducted multiple ocean rescue drills with our LA County Lifeguards to better prepare our personnel and Rescue Swimmers to respond to distressed or missing swimmer incidents. Members trained in paddleboard utilization, unconscious/conscious victim approaches, command and control and

## Fire Department | Operations

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other lifesaving techniques. Our MBFD staff has to be prepared to respond to these events especially at night when Lifeguard staff are responding from distant locations.

- This Division, along with South Bay Fire Departments, participated in Wildland Refresher Training (RT-130), an operational area drill that simulated a wildland fire in the hills of Torrance and Palos Verdes. Firefighter safety, progressive hose lays, shelter deployment, radio communications and entrapment avoidance were all part of the drill that help our departments coordinate effectively and better prepare our firefighters for the fire season.
- The Division added equipment upgrades to the City gym, including a treadmill, elliptical, two bikes and new weightlifting benches.

### Objectives FY 2021

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

### Major Service Delivery Changes

- A new Fire Engine with up to date communications and fire safety tools was put into service.
- The Division represents the City while continuing to work with Area G partners to develop, implement and train on new policy and procedures for operational utilization of an interoperable network throughout the South Bay. Historically, resources operated on one radio channel to manage all incidents (fires, hazardous materials, traffic accident, etc.) Today resources are assigned four channels for each incident greatly improving communications and firefighter safety.

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<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
Fire Battalion Chief	1	1	1	1
Fire Captain/Paramedic	6	6	6	6
Fire Engineer/Paramedic	6	6	6	6
Firefighter/Paramedic	6	6	6	6
<b>Total</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>

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## Fire Department | Operations

<b>Fire Operations</b>		<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Adopted</b>	<b>FY 20 Budg</b>	<b>Total</b>
4102	Sworn Salaries	\$3,278,536	\$3,139,346	\$3,116,420	<b>\$3,173,728</b>	1.1%	42.5%
4112	Overtime Sworn Employees	1,683,480	1,445,804	1,445,804	<b>1,445,888</b>	-	19.3%
4113	Overtime Mutual Aid	300,719	169,344	136,800	<b>169,344</b>	-	2.3%
4114	Overtime Special Events	29,885	30,000	15,447	<b>25,800</b>	-14.0%	0.3%
4115	Cooperative Resources	-	-	-	-	-	-
4116	Training & Special Detail	86,873	201,600	100,000	<b>140,784</b>	-30.2%	1.9%
4201	Group Medical Insurance	475,823	455,167	469,220	<b>459,213</b>	0.9%	6.1%
4202	Medicare Contributions	70,147	45,685	68,210	<b>62,429</b>	36.7%	0.8%
4212	PERS Sworn Contribution	590,851	554,524	600,320	<b>615,453</b>	11.0%	8.2%
4219	PERS Sworn Liability Contr.	511,502	672,016	642,240	<b>878,682</b>	30.8%	11.8%
<b>Total Salaries &amp; Benefits</b>		<b>\$7,027,816</b>	<b>\$6,713,486</b>	<b>\$6,594,461</b>	<b>\$6,971,321</b>	<b>3.8%</b>	<b>93.3%</b>
5101	Contract Services	\$6,527	\$21,474	\$21,474	<b>\$20,574</b>	-4.2%	0.3%
5203	Reference Materials	432	800	400	-	-100.0%	-
5205	Training, Conferences & Meetings	26,036	51,750	36,880	<b>41,600</b>	-19.6%	0.6%
5206	Uniforms/Safety Equip	48,462	36,525	36,525	<b>29,000</b>	-20.6%	0.4%
5208	Postage	230	214	240	<b>248</b>	15.9%	0.0%
5209	Tools & Minor Equip	-	-	-	-	-	-
5217	Departmental Supplies	27,087	45,880	45,880	<b>30,000</b>	-34.6%	0.4%
5221	Auto Repair	79,945	72,100	86,750	<b>72,100</b>	-	1.0%
5225	Printing	151	400	200	<b>280</b>	-30.0%	-
5501	Telephone	9,828	11,581	9,629	<b>9,937</b>	-14.2%	0.1%
5502	Electricity	64,772	87,204	70,541	<b>72,869</b>	-16.4%	1.0%
5503	Natural Gas	1,507	994	1,360	<b>1,265</b>	27.3%	-
5504	Water	6,346	8,036	8,315	<b>8,565</b>	6.6%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$271,323</b>	<b>\$336,958</b>	<b>\$318,194</b>	<b>\$286,438</b>	<b>-15.0%</b>	<b>3.8%</b>
5611	Warehouse Services	\$5,150	\$6,500	\$5,500	<b>\$4,600</b>	-29.2%	0.1%
5621	Information Technology Allocation	204,516	216,724	216,724	<b>210,708</b>	-2.8%	2.8%
5641	Fleet Rental Allocation	81,792	186,930	164,112	-	-100.0%	-
5642	Fleet Maintenance Allocation	26,767	27,113	24,739	-	-100.0%	-
<b>Total Internal Services</b>		<b>\$318,225</b>	<b>\$437,267</b>	<b>\$411,075</b>	<b>\$215,308</b>	<b>-50.8%</b>	<b>2.9%</b>
<b>Total Operating Expenditures</b>		<b>\$7,617,364</b>	<b>\$7,487,711</b>	<b>\$7,323,730</b>	<b>\$7,473,067</b>	<b>-0.2%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$7,617,364	\$7,487,711	\$7,323,730	<b>\$7,473,067</b>	-0.2%	100.0%
<b>Total Sources</b>		<b>\$7,617,364</b>	<b>\$7,487,711</b>	<b>\$7,323,730</b>	<b>\$7,473,067</b>	<b>-0.2%</b>	<b>100.0%</b>



Program Overview



The main function of the Fire Prevention Division is to provide for public safety through the application of laws and regulations related to fire prevention, life safety, fire protection systems, building construction and protection. Our role is accomplished by performing annual business inspections, plan checks, construction inspections, state mandated inspections, and all manner of public safety requirements for everything from special effects for film and television to large special events such as the Holiday Fireworks Show. Fire Prevention is here to ensure that Manhattan Beach remains a safe environment in which to live, work, and play.



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



2019 saw the adoption of the new California Fire Code and a revised fee schedule. Moreover, by State mandate, the Fire Prevention Division inspected over 475 apartment buildings; this in addition to the more than 1200 operational, permit-required, and business inspections Prevention oversees. This accomplishment was made possible by a dedicated and enthusiastic part-time inspection staff.

# Fire Department | Prevention

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## Objectives FY 2021

- Enhance customer service while going paperless by procuring and implementing new fire inspection software
- Complete all State-mandated and operational permit required inspections.
- In conjunction with Community Development, implement electronic plan submittal and review processes.

## Major Service Delivery Changes

- The Fire Prevention Division continues to experience ever higher demands for construction inspections, permit-required operations, and mandated life safety inspections.
- Prevention is working closely with Human Resources to develop a strategic approach that will attract and retain highly qualified staff to perform these functions, including the hiring of a full-time civilian Inspector.
- 2019 Fire Code was adopted January 2020
- Fire Fee schedule was updated and adopted February 2020. Implementation scheduled for July 1 2020
- Completed State Mandated Inspections, over 475 Apartment building inspections in addition to the existing 1200 business license inspections

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	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
<b>Authorized Full-Time Positions</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Adopted</b>
Fire Marshall/Captain	1	1	1	1
Firefighter/Paramedic (assigned as Fire Inspector)	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

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## Fire Department | Prevention

Prevention Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$1,623	-	-	-	-	-
4102 Sworn Salaries	\$377,981	\$364,911	\$344,500	<b>\$336,361</b>	-7.8%	43.0%
4103 Part-time Salaries	17,024	42,052	42,052	<b>47,052</b>	11.9%	6.0%
4111 Overtime Regular Employees	-	-	-	-	-	-
4112 Overtime Sworn Employees	7,851	42,048	14,680	<b>28,724</b>	-31.7%	3.7%
4114 Overtime Special Events	-	-	-	-	-	-
4115 Cooperative Resources	47,634	69,600	39,600	<b>50,000</b>	-28.2%	6.4%
4116 Training & Special Detail	-	4,200	4,200	<b>2,100</b>	-50.0%	0.3%
4201 Group Medical Insurance	43,315	44,972	41,050	<b>44,954</b>	-0.0%	5.7%
4202 Medicare Contributions	5,613	5,919	4,410	<b>5,121</b>	-13.5%	0.7%
4211 PERS Regular Contribution	1,073	3,574	2,080	<b>1,653</b>	-53.7%	0.2%
4212 PERS Sworn Contribution	64,970	63,762	64,810	<b>67,551</b>	5.9%	8.6%
4218 PERS Regular Liability Contr.	-	-	-	-	-	-
4219 PERS Sworn Liability Contr.	59,004	77,520	74,100	<b>96,443</b>	24.4%	12.3%
<b>Total Salaries &amp; Benefits</b>	<b>\$626,088</b>	<b>\$718,558</b>	<b>\$631,482</b>	<b>\$679,959</b>	<b>-5.4%</b>	<b>86.8%</b>
5101 Contract Services	\$57,619	\$75,100	\$41,368	<b>\$60,000</b>	-20.1%	7.7%
5202 Membership & Dues	534	1,390	890	<b>885</b>	-36.3%	0.1%
5203 Reference Materials	841	2,250	2,229	<b>2,250</b>	-	0.3%
5205 Training, Conferences & Meetings	2,767	20,600	7,632	<b>11,000</b>	-46.6%	1.4%
5206 Uniforms/Safety Equip	2,972	4,700	2,700	<b>4,450</b>	-5.3%	0.6%
5217 Departmental Supplies	470	2,500	500	<b>1,500</b>	-40.0%	0.2%
5225 Printing	173	300	300	<b>300</b>	-	-
5501 Telephone	583	805	459	<b>473</b>	-41.2%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$65,958</b>	<b>\$107,645</b>	<b>\$56,078</b>	<b>\$80,858</b>	<b>-24.9%</b>	<b>10.3%</b>
5621 Information Technology Allocation	\$21,576	\$22,857	\$22,857	<b>\$22,284</b>	-2.5%	2.8%
5641 Fleet Rental Allocation	22,908	23,870	22,908	-	-100.0%	-
5642 Fleet Maintenance Allocation	13,936	14,811	13,514	-	-100.0%	-
<b>Total Internal Services</b>	<b>\$58,420</b>	<b>\$61,538</b>	<b>\$59,279</b>	<b>\$22,284</b>	<b>-63.8%</b>	<b>2.8%</b>
<b>Total Operating Expenditures</b>	<b>\$750,465</b>	<b>\$887,741</b>	<b>\$746,839</b>	<b>\$783,101</b>	<b>-11.8%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$750,465	\$887,741	\$746,839	<b>\$783,101</b>	-11.8%	100.0%
<b>Total Sources</b>	<b>\$750,465</b>	<b>\$887,741</b>	<b>\$746,839</b>	<b>\$783,101</b>	<b>-11.8%</b>	<b>100.0%</b>

# Fire Department | Emergency Medical Services

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## Program Overview

Nearly 65 percent of the Department's responses are requests for emergency medical assistance. All Firefighters, Fire Engineers and Fire Captains are licensed Paramedics. They provide Emergency Medical Services to all residents and visitors in need of emergency care. The Emergency Medical Services Division supports our highly skilled personnel by pursuing innovation, training and continuous quality improvement.



Our Department Medical Director oversees our medication supply process, quality of care audits and treatment pilot studies. Our Nurse Educator provides over 100 hours of continuing education to Manhattan Fire Paramedics Annually. This training is highly focused on Pre-Hospital Emergency Medicine. The training covers wide-range topics from evolving industry trends to subjects specific to our organization and community.

## Objectives FY 2021

- Assess our current delivery model for opportunities to increase efficiency of patient transportation and unit availability
- Meet or exceed standards for on-scene and transport times for trauma, stroke and cardiac arrest patients.
- Evaluate utilization of Auto-Pulse mechanical chest compression devices and present data to Los Angeles County Emergency Medical Services Agency
- Continue to pursue improvements in service delivery through technology, training and innovation



## Major Service Delivery Changes

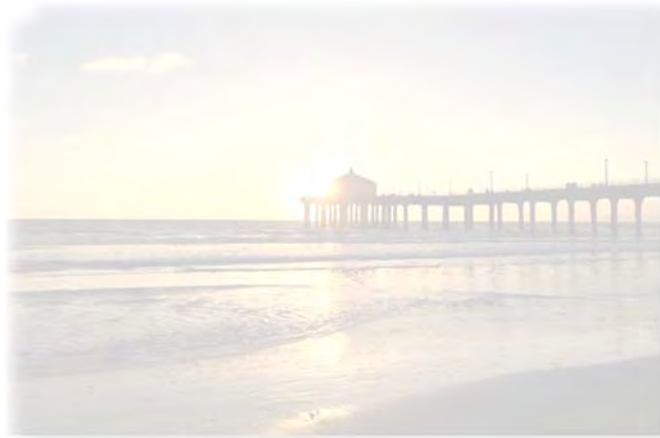
The Department recently deployed four Zoll Auto-Pulse, mechanical chest compression devices. These devices enable Paramedics to provide highly efficient, uninterrupted chest compressions to cardiac arrest patients and significantly increase the safety of personnel during transport of full arrest patients. Early and efficient CPR provides cardiac arrest patients with the best chance of survival. Six new EKG monitors have also been placed in service. These machines are capable of transmitting 12 lead EKGs to the Base Hospital

## Fire Department | Emergency Medical Services

via the iPads used for patient care documentation. Thus, eliminating the need to maintain separate wireless cellular accounts for each of the deployed EKG monitors.

Authorized Full-Time Positions	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
Fire Battalion Chief	1	1	1	1
Firefighter/Paramedic	6	6	6	6
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

Emergency Medical Services Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4102 Sworn Salaries	\$987,511	\$953,203	\$958,800	\$988,942	3.7%	41.2%
4103 Part-time Salaries	3,019	-	-	-	-	-
4111 Overtime Regular Employees	-	-	-	-	-	-
4112 Overtime Sworn Employees	245,745	314,798	314,798	314,798	-	13.1%
4114 Overtime Special Events	-	5,904	4,371	5,904	-	0.2%
4115 Cooperative Resources	-	-	-	-	-	-
4116 Training & Special Detail	4,890	24,600	4,600	20,336	-17.3%	0.8%
4201 Group Medical Insurance	143,612	129,994	129,280	159,409	22.6%	6.6%
4202 Medicare Contributions	16,766	13,883	15,880	20,233	45.7%	0.8%
4212 PERS Sworn Contribution	176,256	172,430	183,270	193,089	12.0%	8.1%
4219 PERS Sworn Liability Contr.	156,469	205,570	196,440	275,673	34.1%	11.5%
<b>Total Salaries &amp; Benefits</b>	<b>\$1,734,268</b>	<b>\$1,820,382</b>	<b>\$1,807,439</b>	<b>\$1,978,384</b>	<b>8.7%</b>	<b>82.5%</b>
5101 Contract Services	\$64,885	\$265,030	\$265,030	\$265,030	-	11.1%
5202 Membership & Dues	95	320	320	320	-	-
5203 Reference Materials	170	600	170	600	-	-
5205 Training, Conferences & Meetings	2,449	9,980	-	2,500	-74.9%	0.1%
5206 Uniforms/Safety Equip	4,034	6,740	5,600	6,740	-	0.3%
5217 Departmental Supplies	75,728	66,375	79,000	66,375	-	2.8%
<b>Total Materials &amp; Services</b>	<b>\$147,360</b>	<b>\$349,045</b>	<b>\$350,120</b>	<b>\$341,565</b>	<b>-2.1%</b>	<b>14.2%</b>
5621 Information Technology Allocation	\$75,360	\$79,861	\$79,861	\$77,570	-2.9%	3.2%
5641 Fleet Rental Allocation	161,076	140,780	136,128	-	-100.0%	-
5642 Fleet Maintenance Allocation	22,347	18,985	17,323	-	-100.0%	-
<b>Total Internal Services</b>	<b>\$258,783</b>	<b>\$239,626</b>	<b>\$233,312</b>	<b>\$77,570</b>	<b>-67.6%</b>	<b>3.2%</b>
<b>Total Operating Expenditures</b>	<b>\$2,140,412</b>	<b>\$2,409,053</b>	<b>\$2,390,871</b>	<b>\$2,397,519</b>	<b>-0.5%</b>	<b>100.0%</b>
6121 Machinery & Equipment	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$2,140,412</b>	<b>\$2,409,053</b>	<b>\$2,390,871</b>	<b>\$2,397,519</b>	<b>-0.5%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$2,140,412	\$2,409,053	\$2,390,871	\$2,397,519	-0.5%	100.0%
<b>Total Sources</b>	<b>\$2,140,412</b>	<b>\$2,409,053</b>	<b>\$2,390,871</b>	<b>\$2,397,519</b>	<b>-0.5%</b>	<b>100.0%</b>





### Program Overview

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



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

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

The Emergency Operations Center (EOC) was activated to manage all emergency needs in response to COVID -19. On March 13, 2020 The Federal Administration declared a State of Emergency and on March 14, 2020 the City of Manhattan Beach responded immediately by activating the EOC to provide logistical support and mobilize an effective public health response. The EOC is a centralized location for resources and personnel to manage and coordinate between departments. The EOC is staffed by City management personnel and City employees. The City Manager assumes the EOC Director position with Department Heads falling into positions such as Operations, Planning, Logistics and Finance to navigate the City through crisis and be eligible for State and Federal aid under the declared emergency. A mass notification system (Everbridge) was quickly implemented through the EOC and used as a means to keep the community informed and up to date on health and safety precautions in an effort to slow the spread of the novel Corona virus.



## Objectives FY 2021

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



## Major Service Delivery Changes

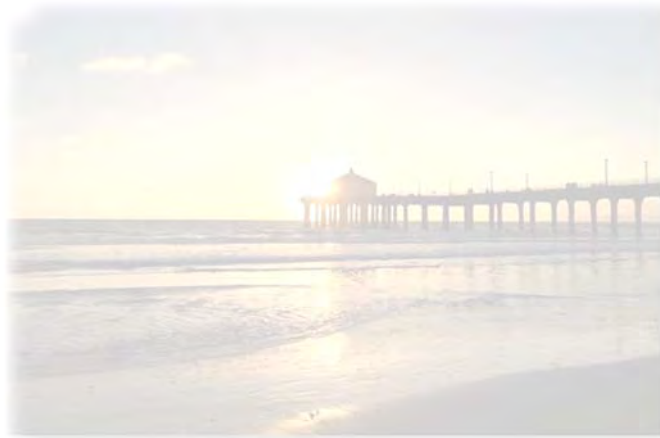
Communication upgrades to our Regional Communication Center will also require the upgrade of radio and communication equipment. Support Services expect to have this project completed by end of FY 2021. This has been an ongoing multi-year project that has been planned and anticipated for the past three years. Due to this planning the cost share of phasing into the new system is less than \$126,000.

Through coordinated efforts between MBFD and other City departments, we have trained City staff with basic training in National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) in order to meet federal guidelines and secure Federal funds that assist with recovery costs after a natural or man-made emergency. All employees are considered “Disaster Service Workers” and we strive to ensure their safety and well-being during difficult times especially after recent events related to communicable disease and control.

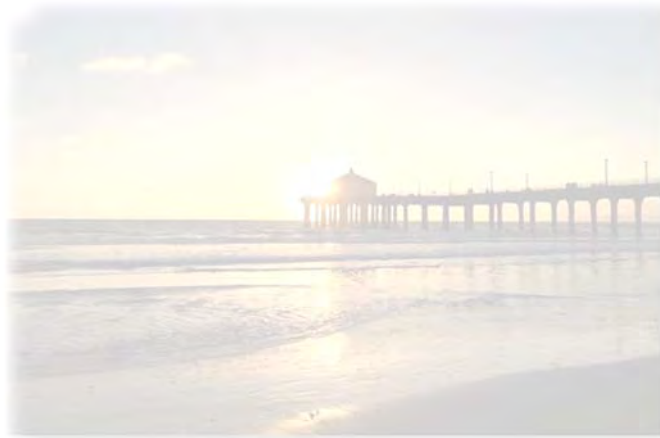
	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
<b>Authorized Full-Time Positions</b>				
Fire Battalion Chief	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

## Fire Department | Support Services

<b>Support Services</b>		<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Adopted</b>	<b>FY 20 Budg</b>	<b>Total</b>
4102	Sworn Salaries	\$216,396	\$213,587	208,060	<b>\$211,441</b>	-1.0%	36.3%
4103	Part-time Salaries	60,602	72,025	23,205	<b>72,025</b>	-	12.4%
4111	Overtime Regular Employees	693	-	-	-	-	-
4112	Overtime Sworn Employees	12,629	14,664	3,500	<b>7,286</b>	-50.3%	1.3%
4201	Group Medical Insurance	13,763	20,817	16,300	<b>21,097</b>	1.3%	3.6%
4202	Medicare Contributions	905	-	700	<b>750</b>	-	0.1%
4211	PERS Regular Contribution	5,159	8,500	4,190	<b>4,527</b>	-46.7%	0.8%
4212	PERS Sworn Contribution	43,695	43,089	44,690	<b>47,581</b>	10.4%	8.2%
4218	PERS Regular Liability Contr.	-	-	-	-	-	-
4219	PERS Sworn Liability Contr.	39,441	51,817	49,500	<b>67,931</b>	31.1%	11.7%
<b>Total Salaries &amp; Benefits</b>		<b>\$393,282</b>	<b>\$424,499</b>	<b>\$350,145</b>	<b>\$432,638</b>	<b>1.9%</b>	<b>74.4%</b>
5101	Contract Services	\$15,944	\$26,675	\$29,140	<b>\$28,990</b>	8.7%	5.0%
5107	Physical/Psych Exams	-	-	-	-	-	-
5109	Background Investigations	-	-	-	-	-	-
5201	Office Supplies	1,050	1,000	500	<b>1,000</b>	-	0.2%
5202	Membership & Dues	583	850	600	-	-100.0%	-
5205	Training, Conferences & Meetings	8,366	20,900	2,353	<b>15,050</b>	-28.0%	2.6%
5206	Uniforms/Safety Equip	705	600	600	<b>600</b>	-	0.1%
5217	Departmental Supplies	47,185	71,720	89,610	<b>59,625</b>	-16.9%	10.2%
5225	Printing	115	1,550	1,200	<b>1,200</b>	-22.6%	0.2%
5501	Telephone	1,365	1,886	1,074	<b>1,109</b>	-41.2%	0.2%
5611	Warehouse Services	38	-	-	-	-	-
<b>Total Materials &amp; Services</b>		<b>\$75,312</b>	<b>\$125,181</b>	<b>\$125,077</b>	<b>\$107,574</b>	<b>-14.1%</b>	<b>18.5%</b>
<b>Total Operating Expenditures</b>		<b>\$468,631</b>	<b>\$549,680</b>	<b>\$475,222</b>	<b>\$540,212</b>	<b>-1.7%</b>	<b>92.9%</b>
6111	Furniture & Fixtures	\$5,514	-	-	-	-	-
6121	Machinery & Equipment	-	-	-	-	-	-
6141	Computer Equipment & Software	\$131,559	-	-	<b>\$41,500</b>	-	7.1%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$137,073</b>	<b>-</b>	<b>-</b>	<b>\$41,500</b>	<b>-</b>	<b>7.1%</b>
<b>Total Expenditures</b>		<b>\$605,705</b>	<b>\$549,680</b>	<b>\$475,222</b>	<b>\$581,712</b>	<b>5.8%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$605,705	\$549,680	\$475,222	<b>\$581,712</b>	5.8%	100.0%
<b>Total Sources</b>		<b>\$605,705</b>	<b>\$549,680</b>	<b>\$475,222</b>	<b>\$581,712</b>	<b>5.8%</b>	<b>100.0%</b>



# Community Development



# City of Manhattan Beach Community Development Department

**Director of  
Community  
Development**

**ADMINISTRATION**

Department Administration  
~  
Training  
~  
Budget Development  
~  
Intradepartmental Special Studies  
~  
Records Management

**PLANNING**

Housing  
~  
Advance Planning Studies  
~  
Current Planning  
~  
Plan Review  
~  
Planning Commission  
~  
Historic Preservation Commission

**BUILDING**

Permit Processing Center  
~  
Building Plan Check  
~  
Building Permits  
~  
Building Inspection  
~  
Code Enforcement  
~  
Board of Building Appeals

**TRAFFIC  
ENGINEERING**

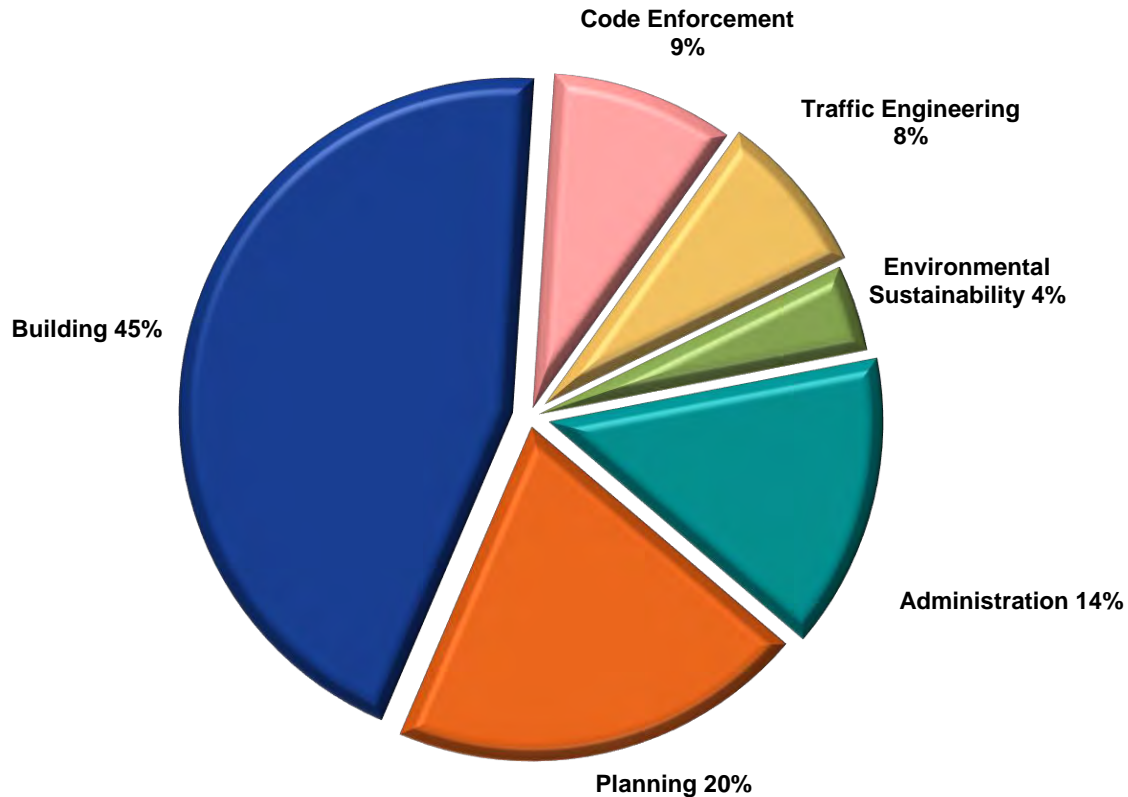
Traffic & Parking Requests / Studies  
~  
Right-of-Way Permits  
~  
Transportation Planning  
~  
Active Transportation Grants  
~  
Signal Maintenance  
~  
Engineering & Traffic Surveys  
~  
Parking & Public Improvements Commission

**ENVIRONMENTAL  
SUSTAINABILITY**

Environmental Policy & Stewardship  
~  
Climate Action & Energy  
~  
Plastic Pollution Reduction  
~  
Climate Adaptation & Resiliency  
~  
Low-Impact Development & Sustainable Building  
~  
Sea Level Rise Planning  
~  
Water Conservation & Management  
~  
Environmental Task Force

# Community Development Department

FY 2020-21  
Department Expenditure by Program



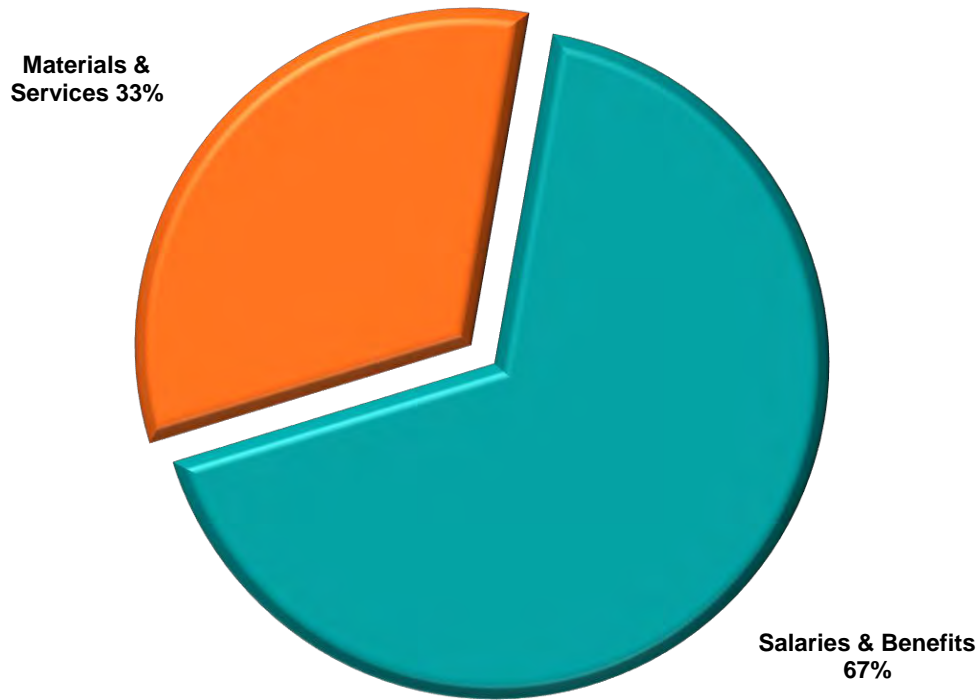
Program Expenditures	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Administration	\$1,064,026	\$834,236	\$868,697	\$798,043
Planning	1,130,753	1,290,275	1,112,925	1,126,496
Building	2,711,046	2,616,163	2,445,150	2,487,650
Code Enforcement	457,161	459,641	466,701	492,885
Traffic Engineering	398,916	430,497	419,209	442,390
Environmental Sustainability	216,017	652,426	316,670	232,110
<b>Total</b>	<b>\$5,977,920</b>	<b>\$6,283,238</b>	<b>\$5,629,352</b>	<b>\$5,579,574</b>

Program Revenues	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Building Permits	\$2,109,627	\$1,815,000	\$1,605,699	\$1,685,983
Other Permits	1,139,373	1,265,140	1,168,640	1,223,440
Plan Check Fees	1,781,421	1,805,000	1,413,663	1,454,900
Plan Filing & Report Fees	673,315	650,000	537,546	455,500
<b>Total</b>	<b>\$5,703,736</b>	<b>\$5,535,140</b>	<b>\$4,725,548</b>	<b>\$4,819,823</b>
<b>Full-Time Positions</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>



# Community Development Department

FY 2020-21  
Department Expenditure by Category



Category Expenditures	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Salaries & Benefits	\$3,689,005	\$3,900,233	\$3,649,800	\$3,764,548
Materials & Services	2,035,473	2,383,005	1,794,552	1,815,026
Capital Outlay	253,442	-	185,000	-
<b>Total</b>	<b>\$5,977,920</b>	<b>\$6,283,238</b>	<b>\$5,629,352</b>	<b>\$5,579,574</b>



## **Mission**

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

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## **Department Overview**

Administration guides the Department's 30 full-time staff members and two part-time interns to ensure collaborative work internally amongst staff and externally with the public. The department continually strives to improve customer service for our residents and businesses by developing long-term plans and policies to further the mobility and livability of the City and overseeing the implementation of those plans.

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

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

The Community Development Department maintains unprecedented and continued growth in building activity and revenues. With sustained development and building activity, construction is expected to remain stable for FY 2021.

## **Recent Accomplishment Highlights**

### **Planning**

- Completed processing of 107 discretionary applications (Use Permits, Minor Exceptions, etc).
  - In compliance with state law, the City adopted an Urgency Ordinance related to Accessory Dwelling Units (ADUs) and introduced Junior ADUs.
  - Adopted amendments to the Zoning Ordinance pertaining to Downtown land uses.
  - Approved the City's first historical landmark property in compliance with the Historic Designation Landmark Ordinance.
  - Completed discretionary review for the City's new Fire Station #2 and Peck Reservoir.
  - Managed large commercial projects including the Manhattan Village Mall Expansion and Enhancement Project and Skechers Headquarters along Sepulveda Boulevard.
-

# Community Development Department

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## Building Division and Code Enforcement

- Implemented Energov, an electronic permitting system to access, track and manage plans, permits, and Code Enforcement cases.
- Implemented Citizen Self Service (CSS), a public internet-based service to allow the public to apply for permits, track permits, request inspections, and perform records research online, minimizing in-person visits to City Hall.
- Added a CSS computer in the lobby to allow for applicants to register for an account or apply online prior to coming to the counter for further assistance.
- Upgraded the records research computer to the new OnBase Document Management System to allow for ease in use by the public.
- Added a digital sign at the public counter to assist in messaging for Code changes, service times, future educational seminars, and other important information for the Community. Reduced the number of forms required during construction by combining three paper applications into one fillable online form submitted via email.
- Implemented an online reservation system for permit issuance and submittals to reduce wait times in the Community Development lobby. Improved our online presence to assist with finding the new and updated information provided.
- Transitioned Building Inspectors and Code Enforcement Officers to iPads to enable mobile logging and tracking of cases, as well as real time syncing to Energov.
- Transitioned four fleet vehicles to Bolt EVs, emission-free electric vehicles charged with 100% renewable energy at municipal charging facilities.

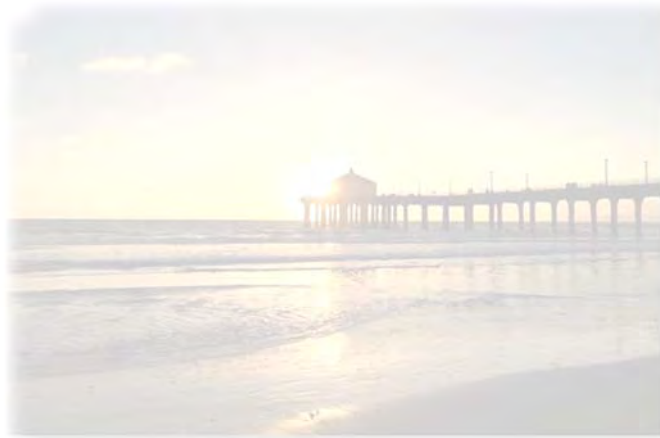
## Traffic Engineering

- Constructed 1.5 miles of Bikeways as part of the Citywide Bicycle Transportation network along Marine Avenue in two separate segments and added bike racks at several locations in Downtown.
- Provided monitoring and oversight for traffic-related conditions during the Manhattan Village Shopping Center and Gelson's Supermarket construction.
- Assisted Public Works Engineering in completing two Safe Routes to School grant projects and two Highway Safety Improvement Program projects.
- Researched potential regulations related to Shared Mobility Devices (bikeshare and scooters) in cooperation with other South Bay cities, and passed three temporary ordinances and a final ordinance ultimately prohibiting the use or operation of app-based shared mobility devices in the City.
- Completed a Citywide Pedestrian Crossing Evaluation Study and Prioritization List for capital projects.
- Initiated neighborhood traffic management plans in the Oak Avenue, Gelson's Market and Skechers neighborhood areas.
- Implemented an outdoor dining/business program to assist merchants during COVID-19 occupancy restrictions by authorizing the use of public parking spaces for seating or merchandise behind traffic barriers.

## Environmental Sustainability

- Awarded a \$225,000 grant from the California Coastal Commission for a Sea Level Rise (SLR) and Climate Change Local Coastal Program-Land Use Plan (LCP-LUP) update.

- Launched the City's Climate Resiliency Program, which includes the creation of a Climate Action and Adaptation Plan, multiple SLR hazard analyses, a beach dune enhancement project, and an LCP planning update.
- Manhattan Beach City Hall Certified as a California Green Business through green purchasing, energy efficiency, water conservation, and waste reduction.
- Brought clean, renewable energy and community choice to Manhattan Beach in 2019 through the launch of Clean Power Alliance of Southern California, in partnership with 30 other jurisdictions, to provide greater levels of local involvement in energy decisions; significantly increase the amount of renewable energy to Manhattan Beach residents and businesses; provide price stability and long-term electricity costs savings; attain opportunities for local programs; and to reduce greenhouse gases that are emitted by creating electricity for the community.
- Published Manhattan Beach's first Environmental Accomplishments Report, spanning over a decade of sustainable actions.
- Launched "Plastic Free MB" outreach and education initiative in conjunction with Council adoption of the most comprehensive plastic pollution reduction regulations in the country at the time, working closely with businesses, community groups, and other jurisdictions to further reduce single-use plastic pollution and marine debris.
- Finished the first year of the City's first Sustainability Youth Task Force, composed of 5<sup>th</sup>-12<sup>th</sup> grade students in the community to help conduct environmental outreach and education in the City. Doubled the amount of applicants for the 2019-2020 Youth Task Force in its second year and grew the program.
- Brought the City into legal compliance with the CA State Lands Commission by completing an update to the City's required revenue reporting maps for assets in the state tidelands.
- Completed Municipal and City-wide Greenhouse Gas (GHG) Emissions Inventory Analysis.
- Using updated GHG Inventories and City Climate Actions, completed a comprehensive submission to the international CDP (Carbon Disclosure Project) and achieved the highest rating available for cities: an "A" for climate leadership.
- Received a \$10,000 state grant for the Manhattan Beach Green Business Program and recognized 10 new businesses to the Manhattan Beach Green Business Program through efforts to incorporate sustainability and efficiency into business practices.
- Achieved SolSmart Gold designation (highest award) for the City.
- Initiated planning, partnerships, and funding for a Beach Dune Enhancement Project in Manhattan Beach with project partners (Los Angeles County Beaches & Harbors, The Bay Foundation, & USC Sea Grant) and secured funding from the State Coastal Conservancy, to increase coastal resiliency and create a buffer from coastal storms and sea level rise along .6 miles of the City's coastline.
- Reached over 8,000 people annually with education on environmental initiatives through more than 100 opportunities to provide education to the public- including large community events such as the Hometown Fair and Holiday Open House and presented information to 200+ Seniors at two Lunch 'N Learn Parks and Rec Programs.



# Community Development Department

## Performance Measures

Indicator	Prior Year Actuals					Target
	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Budget
% - Review of discretionary planning applications for initial completeness within 30 days (Effectiveness)*	43%	85%	88%	85%	90%	90%
% - Building plan checks of large projects (>\$250k) completed in six weeks (Efficiency)	97%	90%	97%	90%	95%	90%
% - Building plan checks completed over-the-counter (Efficiency)	24%	30%	13%	30%	10%	20%
% of Building Inspections completed next bussiness day*	95%	95%	95%	90%	95%	95%
% - Code Enforcement cases with an initial response within two days (Efficiency)*	56%	90%	68%	90%	75%	90%
% - Division level traffic and parking requests addressed within 10 days (Efficiency)*	No Data	No Data	87%	95%	75%	95%
<b>Workload Trends</b>						
# - Walk-in customers served at Permit Center <sup>1</sup>	21,117	22,600	17,854	15,000	15,000	12,000
# - Discretionary planning applications reviewed	129	120	110	120	120	120
# - Temporary encroachments issued*	No Data	No Data	355	300	700	900
# - Code Enforcement cases	644	394	600	900	600	700
# - Building Inspections*	14,796	16,032	15,272	10,993	15,000	15,000
# - Public Information and Civic Engagement Opportunities on Environmental Initiatives <sup>2</sup>	48	50	106	55	75	60
# - Individuals Reached with Education on Environmental Initiatives* <sup>3</sup>	No Data	No Data	8,010	2,150	7,000	4,500

\*Revised performance measures beginning FY 2019

<sup>1</sup> Community Development purchased new software to track counter traffic. Total numbers reported reduced due to an operational improvement for sign-in procedures.

<sup>2</sup> Public Information and Civic Engagement Opportunities via community study sessions, Sustainability Task Force meetings, website announcements, citywide newsletter articles, community meetings, advertisements in the local papers, presentations to community groups, and staff reports on environmental initiatives. This public outreach effort serves to provide timely and relevant information to educate the community and promote the City's ongoing environmental sustainability work.

<sup>3</sup> This number only includes counts that can be made, such as individuals at presentations, meetings, tablings, events, etc. This number does NOT include web, newspaper, social media, and recordings/broadcasting outreach numbers.

# Community Development Department | Administration

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## Program Overview

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

## Objectives FY 2021

- Implement plan to electronically digitize, organize and store all department files into OnBase Records Management System.
- Continue to assess, evaluate and improve departmental operations.
- Seek opportunities to educate and train staff on efficient and effective customer service skills and techniques.
- Continue to build and maintain personal interactions with residents, community stakeholders and organizations for meaningful civic engagement and outreach.

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	FY 2018	FY 2019	FY 2020	FY 2021
Authorized Full-Time Positions	Adopted	Adopted	Adopted	Adopted
Director	1	1	1	1
Senior Management Analyst	1	1	1	1
Executive Secretary	1	1	1	1
Administrative Clerk I/II	-	1	1	1
<b>Total</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>

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## Community Development Department | Administration

Administration Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$397,800	\$428,519	\$273,630	\$422,716	-1.4%	53.0%
4103 Part-time Salaries	40,370	-	84,000	-	-	-
4111 Overtime Regular Employees	737	867	6,900	-	-100.0%	-
4201 Group Medical Insurance	58,962	75,233	37,670	51,718	-31.3%	6.5%
4202 Medicare Contributions	6,041	6,214	5,670	4,915	-20.9%	0.6%
4203 Unemployment	420	420	420	420	-	0.1%
4204 401A Plan City Contributions	13,796	13,600	7,010	10,257	-24.6%	1.3%
4205 Worker's Compensation	48,960	48,960	48,960	37,320	-23.8%	4.7%
4211 PERS Regular Contribution	31,469	35,717	20,290	38,553	7.9%	4.8%
4218 PERS Regular Liability Contr.	28,878	37,220	35,400	42,273	13.6%	5.3%
<b>Total Salaries &amp; Benefits</b>	<b>\$627,432</b>	<b>\$646,750</b>	<b>\$519,950</b>	<b>\$608,172</b>	<b>-6.0%</b>	<b>76.2%</b>
5101 Contract Services	\$22,459	\$8,440	\$8,000	\$8,800	4.3%	1.1%
5104 Computer Contract Services	-	-	-	57,238	-	7.2%
5201 Office Supplies	7,765	14,000	10,000	10,000	-28.6%	1.3%
5202 Membership & Dues	2,027	1,975	200	850	-57.0%	0.1%
5203 Reference Materials	50	600	210	600	-	0.1%
5205 Training, Conferences & Meetings	13,568	16,770	1,000	4,750	-71.7%	0.6%
5206 Uniforms/Safety Equip	620	-	1,800	-	-	-
5207 Advertising	2,121	1,000	300	-	-100.0%	-
5208 Postage	529	476	535	551	15.8%	0.1%
5210 Computer Supplies & Software	3,892	6,775	8,375	8,175	20.7%	1.0%
5212 Office Equip Maintenance	-	-	-	-	-	-
5214 Employee Awards & Events	369	500	350	500	-	0.1%
5217 Departmental Supplies	9,471	3,450	5,500	4,700	36.2%	0.6%
5225 Printing	1,748	260	700	600	130.8%	0.1%
5501 Telephone	1,557	2,151	1,225	1,265	-41.2%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$66,176</b>	<b>\$56,397</b>	<b>\$38,195</b>	<b>\$98,029</b>	<b>73.8%</b>	<b>12.3%</b>
5611 Warehouse Services	\$1,929	\$2,100	\$1,800	\$1,500	-28.6%	0.2%
5621 Information Technology Allocation	35,148	37,249	37,249	44,003	18.1%	5.5%
5631 Insurance Allocation	63,420	63,420	63,420	18,300	-71.1%	2.3%
5651 Building & Operations Allocation	23,578	28,320	23,083	28,039	-1.0%	3.5%
<b>Total Internal Services</b>	<b>\$124,075</b>	<b>\$131,089</b>	<b>\$125,552</b>	<b>\$91,842</b>	<b>-29.9%</b>	<b>11.5%</b>
<b>Total Operating Expenditures</b>	<b>\$817,683</b>	<b>\$834,236</b>	<b>\$683,697</b>	<b>\$798,043</b>	<b>-4.3%</b>	<b>100.0%</b>
6141 Computer Equipment & Software	\$246,343	-	\$185,000	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$246,343</b>	<b>-</b>	<b>\$185,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$1,064,026</b>	<b>\$834,236</b>	<b>\$868,697</b>	<b>\$798,043</b>	<b>-4.3%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$1,064,026	\$834,236	\$868,697	\$798,043	-4.3%	100.0%
<b>Total Sources</b>	<b>\$1,064,026</b>	<b>\$834,236</b>	<b>\$868,697</b>	<b>\$798,043</b>	<b>-4.3%</b>	<b>100.0%</b>

## Program Overview

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

## Objectives FY 2021

- Comply with legally mandated housing requirements in response to housing affordability related to:
  - Accessory Dwelling Units (ADUs) and Junior ADUs
  - Southern California Association of Governments (SCAG) Growth Forecast and Regional Housing Needs Assessment (RHNA)
  - No Net Loss and Replacement Units
  - By Right Supportive Housing Streamlining
  - Density Bonus
  - Annual Housing Element Report to Office of Planning and Research and Housing and Community Development
- Monitor and respond to planning actions leading into the 6<sup>th</sup> Cycle RHNA and Housing Element Cycle.
- Continue to provide oversight for the Manhattan Village Mall Enhancement Project, Skechers Project and other large commercial projects under construction.
- Review large commercial projects including Sunrise Senior Assisted Living, ACE Hotel mixed-use, and Kinecta Credit Union mixed-use.
- Educate the community on Telecommunications FCC regulations and local permitting.
- Continue the Planning Intern program, filling division vacancies and training staff.



## Major Service Delivery Changes

The City will continue to process requests for property owner's requesting a historic designation in compliance with the City's Historic Designation Landmark Ordinance. However, the Historic Preservation program has been eliminated.

## Community Development Department | Planning

Authorized Full-Time Positions	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
Planning Manager	1	1	1	1
Associate Planner	2	2	2	3
Assistant Planner	3	3	3	2
Administrative Clerk I/II <sup>1</sup>	-	-	-	1
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>

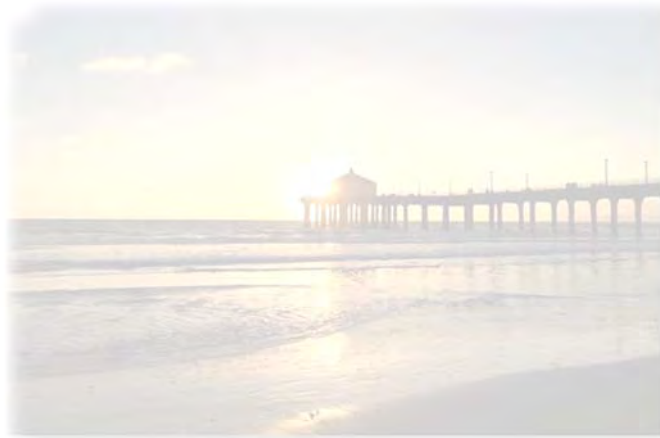
<sup>1</sup> Position transferred from Building Division in FY 2020-21.

Part-time Administrative Intern hours totaling 2,000 hours.

Planning Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$654,490	\$639,426	\$595,960	\$556,517	-13.0%	49.4%
4103 Part-time Salaries	17,216	19,924	25,105	26,650	33.8%	2.4%
4111 Overtime Regular Employees	6,775	5,000	2,300	6,378	27.6%	0.6%
4201 Group Medical Insurance	78,535	85,430	69,740	62,185	-27.2%	5.5%
4202 Medicare Contributions	9,694	9,532	9,080	8,489	-10.9%	0.8%
4204 401A Plan City Contributions	3,410	3,324	3,310	6,234	87.5%	0.6%
4211 PERS Regular Contribution	53,107	54,112	51,600	52,956	-2.1%	4.7%
4218 PERS Regular Liability Contr.	48,914	63,045	59,940	70,313	11.5%	6.2%
<b>Total Salaries &amp; Benefits</b>	<b>\$872,142</b>	<b>\$879,793</b>	<b>\$817,035</b>	<b>\$789,722</b>	<b>-10.2%</b>	<b>70.1%</b>
5101 Contract Services	\$68,154	\$189,784	\$105,000	\$120,956	-36.3%	10.7%
5202 Membership & Dues	1,968	2,700	500	3,000	11.1%	0.3%
5203 Reference Materials	-	550	400	50	-90.9%	-
5205 Training, Conferences & Meetings	6,963	8,150	4,500	2,250	-72.4%	0.2%
5206 Uniforms/Safety Equip	-	-	-	-	-	-
5207 Advertising	5,872	5,150	2,000	3,000	-41.7%	0.3%
5208 Postage	3,157	2,839	3,189	3,284	15.7%	0.3%
5210 Computer Supplies & Software	-	-	7,382	-	-	-
5217 Departmental Supplies	-	-	-	-	-	-
5225 Printing	175	1,350	200	500	-63.0%	-
5501 Telephone	1,756	2,425	1,381	1,426	-41.2%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$88,045</b>	<b>\$212,948</b>	<b>\$124,552</b>	<b>\$134,466</b>	<b>-36.9%</b>	<b>11.9%</b>
5621 Information Technology Allocation	\$52,728	\$55,874	\$55,874	\$62,055	11.1%	5.5%
5651 Building & Operations Allocation	117,838	141,660	115,464	140,253	-1.0%	12.5%
<b>Total Internal Services</b>	<b>\$170,566</b>	<b>\$197,534</b>	<b>\$171,338</b>	<b>\$202,308</b>	<b>2.4%</b>	<b>18.0%</b>
<b>Total Operating Expenditures</b>	<b>\$1,130,753</b>	<b>\$1,290,275</b>	<b>\$1,112,925</b>	<b>\$1,126,496</b>	<b>-12.7%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$1,130,753	\$1,290,275	\$1,112,925	\$1,126,496	-12.7%	100.0%
<b>Total Sources</b>	<b>\$1,130,753</b>	<b>\$1,290,275</b>	<b>\$1,112,925</b>	<b>\$1,126,496</b>	<b>-12.7%</b>	<b>100.0%</b>



## Program Overview

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

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



## Objectives FY 2021

- Implement electronic plan review to provide fully integrated service with the new permitting software.
- Complete initial plan checks application reviews within a timely manner.
- Perform all inspections by the next business day.
- Facilitate progress on key economic development projects.
- Electronically digitize, organize and store all division files into OnBase Records Management System.

## Major Service Delivery Changes

The Division moved to a new permitting software that allows for online application and outward facing live updates for the public. The new public portal is called “Citizen Self Service” or “CSS”, and allows applicants to apply online, and see the status of their project through their personalized dashboard. The Building Inspectors now use iPads to enter in the results of a building inspection that allows for a remote update of the applicants permit dashboard and provides the ability to email results at the time of the inspection. Additionally, CSS allows the online viewing of historical permitting data, in order to provide a resource to the public and reduce the number of PRA applications.

The Building Division also worked through the fee schedule to simplify the permitting process. New combo permits are now issued for New Construction as well as small bathroom, kitchen, window/door, and other minor projects. This allows the applicants to apply for one permit and complete all associated work, where previously anywhere from two to four permits were required to cover all trades associated with the project. Additionally, the Mechanical, Electrical, and Plumbing permits have been converted to square footage to remove the need to count each individual outlet, fixture, or device.

## Community Development Department | Building & Safety

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<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
Building Official	1	1	1	1
Senior Plan Check Engineer	1	1	1	1
Plan Check Engineer	1	1	1	1
Principal Building Inspector/Safety	1	1	1	1
Senior Building Inspector/Safety	2	2	2	2
Building Inspector	1	1	1	1
Building Services Analyst	1	1	1	1
Senior Permits Technician	1	1	1	1
Permits Technician	2	2	2	2
Secretary	1	1	1	1
Administrative Clerk I/II <sup>1</sup>	1	1	1	-
<b>Total</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>12</b>

<sup>1</sup> Position transferred to Planning Division in FY 2020-21.

## Community Development Department | Building & Safety

<b>Building &amp; Safety</b>		<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Adopted</b>	<b>FY 20 Budg</b>	<b>Total</b>
4101	Salaries & Allowances	\$1,063,118	\$1,119,006	\$1,081,550	\$1,082,066	-3.3%	43.5%
4103	Part-time Salaries	549	-	-	-	-	-
4111	Overtime Regular Employees	8,750	10,000	7,500	12,500	25.0%	0.5%
4201	Group Medical Insurance	174,283	190,524	173,250	178,701	-6.2%	7.2%
4202	Medicare Contributions	15,279	16,225	15,460	15,853	-2.3%	0.6%
4204	401A Plan City Contributions	6,887	7,598	7,140	7,370	-3.0%	0.3%
4211	PERS Regular Contribution	84,471	94,593	91,240	100,511	6.3%	4.0%
4218	PERS Regular Liability Contr.	84,487	108,893	103,500	116,500	7.0%	4.7%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,437,824</b>	<b>\$1,546,839</b>	<b>\$1,479,640</b>	<b>\$1,513,501</b>	<b>-2.2%</b>	<b>60.8%</b>
5101	Contract Services	\$989,253	\$700,000	\$682,000	\$700,000	-	28.1%
5202	Membership & Dues	1,779	2,860	2,860	2,795	-2.3%	0.1%
5203	Reference Materials	1,261	6,200	6,000	1,850	-70.2%	0.1%
5205	Training, Conferences & Meetings	10,639	13,940	7,000	16,100	15.5%	0.6%
5206	Uniforms/Safety Equip	2,621	3,500	3,000	3,700	5.7%	0.1%
5208	Postage	3,157	2,839	3,189	3,284	15.7%	0.1%
5210	Computer Supplies & Software	338	2,500	2,500	2,000	-20.0%	0.1%
5217	Departmental Supplies	-	500	500	500	-	-
5225	Printing	10,648	12,000	10,000	12,500	4.2%	0.5%
5501	Telephone	2,641	3,649	2,079	2,145	-41.2%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$1,022,338</b>	<b>\$747,988</b>	<b>\$719,128</b>	<b>\$744,874</b>	<b>-0.4%</b>	<b>29.9%</b>
5611	Warehouse Services	\$24	-	-	-	-	-
5621	Information Technology Allocation	\$118,236	\$125,295	\$125,295	\$117,060	-6.6%	4.7%
5641	Fleet Rental Allocation	16,896	69,758	16,896	-	-100.0%	-
5642	Fleet Maintenance Allocation	21,468	12,943	11,810	-	-100.0%	-
5651	Building & Operations Allocation	94,260	113,340	92,381	112,215	-1.0%	4.5%
<b>Total Internal Services</b>		<b>\$250,861</b>	<b>\$321,336</b>	<b>\$246,382</b>	<b>\$229,275</b>	<b>-28.6%</b>	<b>9.2%</b>
<b>Total Operating Expenditures</b>		<b>\$2,711,046</b>	<b>\$2,616,163</b>	<b>\$2,445,150</b>	<b>\$2,487,650</b>	<b>-4.9%</b>	<b>100.0%</b>
6141	Computer Equipment & Software	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$2,711,046</b>	<b>\$2,616,163</b>	<b>\$2,445,150</b>	<b>\$2,487,650</b>	<b>-4.9%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$2,711,046	\$2,616,163	\$2,445,150	\$2,487,650	-4.9%	100.0%
<b>Total Sources</b>		<b>\$2,711,046</b>	<b>\$2,616,163</b>	<b>\$2,445,150</b>	<b>\$2,487,650</b>	<b>-4.9%</b>	<b>100.0%</b>

# Community Development Department | Code Enforcement

## Program Overview

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



## Objectives FY 2021

- Code Enforcement staff to initiate contact with complainant within two days of receiving Code Enforcement complaint.
- Proactively working with residents and the construction community to address all construction-related problems, (traffic congestion, parking, noise, smoking, and dust control).
- Continue to conduct multiple daily inspections of areas with high volume construction activity (hot spots).
- Ensure follow-through and completion of cases, either to compliance or via fines.

## Major Service Delivery Changes

The Code Enforcement Division will be promoting one Code Enforcement Officer to Supervising Code Enforcement Officer to allow for additional oversight in this division. This will allow more efficiencies to be developed, and provide daily oversight for handling of complex code cases. Code Enforcement has transitioned their code case tracking software to Energov to allow for more integration with the Building and Planning divisions. With this change, Code Enforcement Officers are now able to use iPads to document cases, which allows for more dynamic enforcement since all case information, including photos can be inputted on-site. The Division's webpage has also been updated to provide education and direction on initiating code cases. Additionally, a new dedicated Code Enforcement phone line has been implemented to ensure a prompt response by Code Enforcement staff.

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
<b>Authorized Full-Time Positions</b>				
Supervising Code Enforcement Officer	-	-	-	1
Code Enforcement Officer	3	3	3	2
Administrative Clerk I/II	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>



## Community Development Department | Code Enforcement

Code Enforcement		FY 2019	FY 2020	FY 2020	FY 2021	Var from	% of
Object Description		Actual	Adopted	Y/E Est	Adopted	FY 20 Budg	Total
4101	Salaries & Allowances	\$286,540	\$287,056	\$292,110	\$301,684	5.1%	61.2%
4103	Part-time Salaries	-	-	-	-	-	-
4111	Overtime Regular Employees	845	1,000	1,000	1,000	-	0.2%
4201	Group Medical Insurance	64,111	59,194	62,390	64,658	9.2%	13.1%
4202	Medicare Contributions	4,073	4,163	4,110	4,284	2.9%	0.9%
4211	PERS Regular Contribution	23,181	24,411	25,370	27,827	14.0%	5.6%
4218	PERS Regular Liability Contr.	21,718	27,992	26,640	32,254	15.2%	6.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$400,470</b>	<b>\$403,816</b>	<b>\$411,620</b>	<b>\$431,707</b>	<b>6.9%</b>	<b>87.6%</b>
5101	Contract Services	-	-	-	\$15,000	-	3.0%
5202	Membership & Dues	\$315	\$300	\$300	\$450	50.0%	0.1%
5203	Reference Materials	-	275	275	300	9.1%	0.1%
5205	Training, Conferences & Meetings	1,986	2,500	2,000	1,000	-60.0%	0.2%
5206	Uniforms/Safety Equip	976	2,500	1,300	2,500	-	0.5%
5208	Postage	876	788	885	912	15.7%	0.2%
5210	Computer Supplies & Software	6,323	6,400	7,838	2,000	-68.8%	0.4%
5217	Departmental Supplies	-	200	200	200	-	-
5225	Printing	1,401	3,000	3,000	3,000	-	0.6%
5501	Telephone	686	948	540	557	-41.2%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$12,563</b>	<b>\$16,911</b>	<b>\$16,338</b>	<b>\$10,919</b>	<b>-35.4%</b>	<b>2.2%</b>
5611	Warehouse Services	\$59	-	-	-	-	-
5621	Information Technology Allocation	30,624	32,453	32,453	35,259	8.6%	7.2%
5641	Fleet Rental Allocation	4,464	4,460	4,464	-	-100.0%	-
5642	Fleet Maintenance Allocation	1,883	2,001	1,826	-	-100.0%	-
<b>Total Internal Services</b>		<b>\$37,030</b>	<b>\$38,914</b>	<b>\$38,743</b>	<b>\$35,259</b>	<b>-9.4%</b>	<b>7.2%</b>
6141	Computer Equipment & Software	\$7,099	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$7,099</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenditures</b>		<b>\$457,161</b>	<b>\$459,641</b>	<b>\$466,701</b>	<b>\$492,885</b>	<b>7.2%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$457,161	\$459,641	\$466,701	\$492,885	7.2%	100.0%
<b>Total Sources</b>		<b>\$457,161</b>	<b>\$459,641</b>	<b>\$466,701</b>	<b>\$492,885</b>	<b>7.2%</b>	<b>100.0%</b>

## Program Overview

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

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

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

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

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

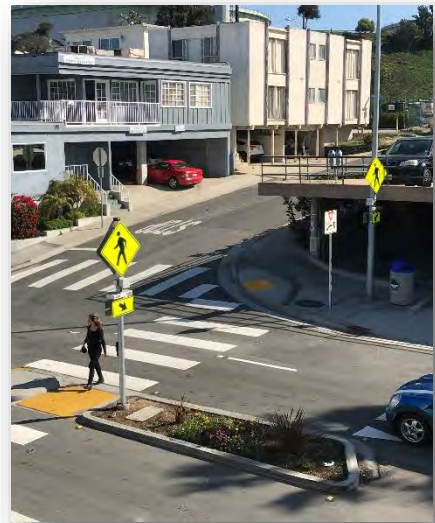
*Encouragement:* Bike to School Days, Walking School Bus, stakeholder involvement

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

The Traffic Engineering Division is also responsible for the City’s traffic signal maintenance and is the liaison for the Parking and Public Improvements Commission (PPIC). The Division partners with other divisions, departments and government agencies to provide our community with the best public service. The Division actively manages the use of public rights-of-way to issue Right-of-Way permits, traffic control plans, POD permits, temporary loading zones, and oversize vehicle permits through the City’s new Energov online permitting system.

## Objectives FY 2021

- Apply for Active Transportation Program grant projects to implement the City’s Living Streets, Bikeway and Pedestrian policies.
- Update the City’s parking code requirements for new developments.
- Establish a local Traffic Impact Guideline for new developments that includes Vehicle Miles Traveled (VMT) criteria.
- Fund and construct the City-Council list of prioritized pedestrian crossing enhancements throughout the City to improve pedestrian mobility and safety.
- Evaluate and implement Neighborhood Traffic Management Plans in various locations.
- Implement the traffic related objectives and goals of the Mobility Plan including new bus stop shelters, bike racks and sidewalk connections.



# Community Development Department | Traffic Engineering

## Major Service Delivery Changes

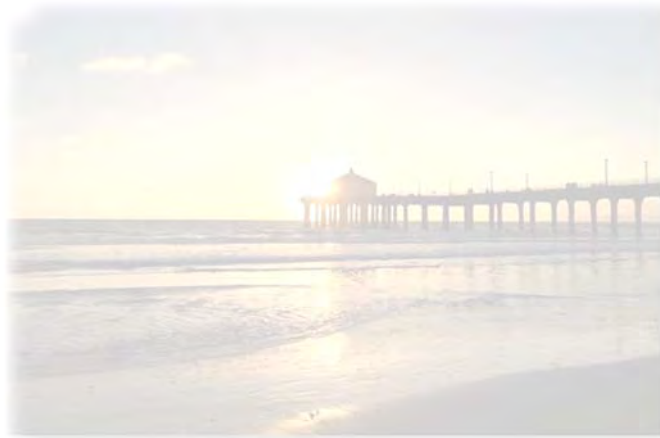
Pursuant to SB 743 and the City's General Plan Mobility Plan goals, the Traffic Engineering Division will establish a local Traffic Impact Guideline for new developments to address potential environmental impacts, using both Vehicle Miles Traveled (VMT) as well as locally sensitive significance thresholds, such as street and intersection level-of-service. In addition, commercial parking codes will be revised to reflect current parking trends and new mandated parking requirements. A planned annual program to replace antiquated or damaged traffic signal equipment will be deferred until financial reserves are restored.

<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
Traffic Engineer	1	1	1	1
Engineering Technician I/II/III	-	1	1	1
<b>Total</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>

<b>Traffic Engineering Object Description</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>	<b>FY 2020 Y/E Est</b>	<b>FY 2021 Adopted</b>	<b>Var from FY 20 Budg</b>	<b>% of Total</b>
4101 Salaries & Allowances	\$149,792	\$196,643	\$201,250	<b>\$193,079</b>	-1.8%	43.6%
4201 Group Medical Insurance	23,202	37,848	35,300	<b>31,975</b>	-15.5%	7.2%
4202 Medicare Contributions	2,127	2,852	2,860	<b>2,565</b>	-10.1%	0.6%
4204 401A Plan City Contributions	5,891	5,771	5,740	<b>5,916</b>	2.5%	1.3%
4211 PERS Regular Contribution	10,972	16,458	15,380	<b>15,894</b>	-3.4%	3.6%
4218 PERS Regular Liability Contr.	9,836	12,677	12,060	<b>18,422</b>	45.3%	4.2%
<b>Total Salaries &amp; Benefits</b>	<b>\$201,820</b>	<b>\$272,249</b>	<b>\$272,590</b>	<b>\$267,851</b>	<b>-1.6%</b>	<b>60.5%</b>
5101 Contract Services	\$179,976	\$139,000	\$130,000	<b>\$150,000</b>	7.9%	33.9%
5202 Membership & Dues	1,220	995	920	<b>670</b>	-32.7%	0.2%
5203 Reference Materials	441	600	600	<b>300</b>	-50.0%	0.1%
5205 Training, Conferences & Meetings	4,684	5,075	4,075	<b>3,975</b>	-21.7%	0.9%
5206 Uniforms/Safety Equip	-	-	160	<b>200</b>	-	-
5207 Advertising	-	500	500	<b>250</b>	-50.0%	0.1%
5209 Tools & Minor Equip	1,669	1,500	100	<b>500</b>	-66.7%	0.1%
5210 Computer Supplies & Software	-	-	-	-	-	-
5217 Departmental Supplies	-	-	300	-	-	-
5225 Printing	130	1,000	500	<b>1,000</b>	-	0.2%
5501 Telephone	192	266	152	<b>156</b>	-41.4%	-
<b>Total Materials &amp; Services</b>	<b>\$188,312</b>	<b>\$148,936</b>	<b>\$137,307</b>	<b>\$157,051</b>	<b>5.4%</b>	<b>35.5%</b>
5621 Information Technology Allocation	8,784	9,312	9,312	<b>17,488</b>	87.8%	4.0%
<b>Total Internal Services</b>	<b>\$8,784</b>	<b>\$9,312</b>	<b>\$9,312</b>	<b>\$17,488</b>	<b>87.8%</b>	<b>4.0%</b>
<b>Total Operating Expenditures</b>	<b>\$398,916</b>	<b>\$430,497</b>	<b>\$419,209</b>	<b>\$442,390</b>	<b>2.8%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$398,916	\$430,497	\$419,209	<b>\$442,390</b>	2.8%	100.0%
<b>Total Sources</b>	<b>\$398,916</b>	<b>\$430,497</b>	<b>\$419,209</b>	<b>\$442,390</b>	<b>2.8%</b>	<b>100.0%</b>



## Program Overview

Manhattan Beach's Environmental Sustainability Division strives to create a healthy, sustainable, and resilient City while furthering the City's long history of environmental leadership, policy, and stewardship, both as a community and as a city government. The City created a report highlighting environmental accomplishments Manhattan Beach has achieved over the past 12 years. Manhattan Beach has tackled numerous environmental issues that range from plastic pollution, to climate change, to urban sustainability. As a coastal city, Manhattan Beach has a responsibility to keep our beaches clean, take climate action, and promote green living. The City is proud of all of these successes, and we look forward to the next decade and beyond of being a champion in environmental sustainability.

In 2018, the City established a Sustainability Task Force, which is a community-based technical working group composed of multi-departmental City staff and a broad array of community stakeholders with environmental experience. In FY 2021, this Task Force will continue to assist the City in developing a Climate Action and Adaptation Plan and implementing programs, while sharing technical skills and lessons learned. The Sustainability Task Force and the Sustainability Youth Task Force assist the City with education and outreach to the community on environmental initiatives including (but not limited to):

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

## Objectives FY 2021

- Develop the City's first Climate Resiliency Program.
- Actively participate in the City's JPA Community Choice Energy program, Clean Power Alliance of Southern California, to transition the City's energy consumers to renewable energy sources. Provide up-to-date information to the public and outreach on how to opt-up to 100% renewable energy.
- Research and analyze new environmental sustainability initiatives through the Sustainability Task Force.
- Bring the City into compliance with state mandates and better protect the public and beach by analyzing hazards and planning for climate change through a Sea Level Rise (SLR) Risk, Hazards, and Vulnerability Assessment; Groundwater-SLR Hazard Analysis; Confluence Modeling on Stormwater Infrastructure and SLR analysis; Virtual Reality interactions with stakeholders on SLR science and



# Community Development Department | Environmental Sustainability

impacts, vulnerabilities in the community, and adaptation options; and conduct stakeholder workshops (including a senior-focused and youth-focused workshop) on SLR science and impacts, vulnerabilities in the community, and adaptation options.

- Develop Climate Action Future Emissions Scenarios and Wedge Analysis, with emission reduction strategies.
- Create a Climate Action & Adaptation Plan.
- Update the City’s Local Coastal Program-Land Use Plan (LCP-LUP) language to reflect climate change risk and adaptation.
- Develop language to ensure consistency with future Local Hazard Mitigation Plan (LHMP) and General Plan Safety Element updates (per AB379).
- Launch public meetings, permitting, and planning for the grant-funded Beach Dune Enhancement project with project partners.
- Be a municipal leader in single-use plastic pollution reduction, educate the public and businesses on the PlasticFreeMB initiative, and work with other jurisdictions on policy and outreach.
- Certify 10 new businesses into the Manhattan Beach Green Business Program.
- Provide information, education, and manage issues, complaints and service requests in an efficient and professional manner.



## Major Service Delivery Changes

With partial funding provided by grants from the California Coastal Commission and the State Coastal Conservancy, the Division is developing the City’s Climate Resiliency Program through:

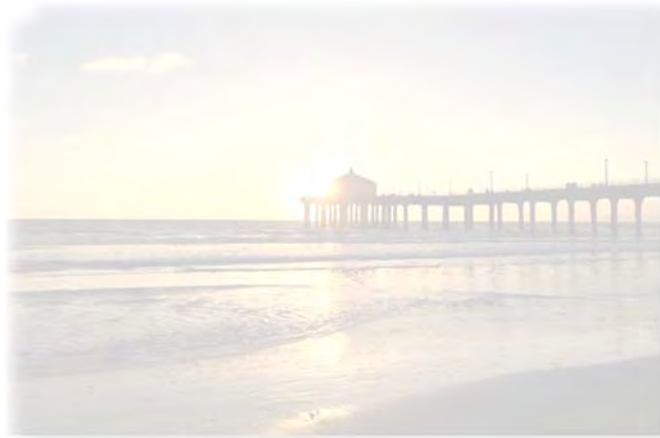
- Developing and adopting a comprehensive Climate Action and Adaptation Plan that includes both municipal and community goals.
- Using best available science and cutting-edge Sea Level Rise (SLR) models to assess the City’s vulnerability to climate change.
- Initiating the creation of a Sea Level Rise Vulnerability Assessment, which will lead to the creation of a Sea Level Rise Adaptation Plan to update the City’s Local Hazard Mitigation Plan, General Plan Safety Element, and Local Coastal Program.
- Launching permitting and public meetings for the Beach Dune Enhancement Project with project partners (Los Angeles County Beaches & Harbors, The Bay Foundation, & USC Sea Grant) to increase coastal resiliency and create a buffer from coastal storms and sea level rise along .6 miles of the City’s coastline.
- Conducting multiple public workshops and meetings for meaningful community engagement on the City’s Climate Resiliency Program, including the opportunity for residents to utilize Virtual Reality.

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
<b>Authorized Full-Time Positions</b>				
Environmental Sustainability Manager	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

Part-time Administrative Intern hours totaling 960 hours.

## Community Development Department | Environmental Sustainability

Environmental Sustainability Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$114,755	\$113,586	\$112,550	<b>\$114,071</b>	0.4%	49.1%
4103 Part-time Salaries	12,769	12,755	12,755	<b>12,792</b>	0.3%	5.5%
4201 Group Medical Insurance	1,287	1,198	1,150	<b>1,191</b>	-0.6%	0.5%
4202 Medicare Contributions	1,768	1,647	1,730	<b>1,856</b>	12.7%	0.8%
4204 401A Plan City Contributions	2,606	2,635	2,560	<b>2,643</b>	0.3%	1.1%
4211 PERS Regular Contribution	8,223	8,770	8,500	<b>9,746</b>	11.1%	4.2%
4218 PERS Regular Liability Contr.	7,910	10,195	9,720	<b>11,296</b>	10.8%	4.9%
<b>Total Salaries &amp; Benefits</b>	<b>\$149,317</b>	<b>\$150,786</b>	<b>\$148,965</b>	<b>\$153,595</b>	<b>1.9%</b>	<b>66.2%</b>
5101 Contract Services	\$15,000	\$445,000	\$130,000	<b>\$34,235</b>	-92.3%	14.7%
5202 Membership & Dues	7,700	8,500	8,654	<b>9,570</b>	12.6%	4.1%
5203 Reference Materials	271	300	240	<b>150</b>	-50.0%	0.1%
5205 Training, Conferences & Meetings	4,513	4,840	3,960	<b>7,060</b>	45.9%	3.0%
5207 Advertising	13,803	12,000	6,500	<b>6,000</b>	-50.0%	2.6%
5210 Computer Supplies & Software	-	-	-	-	-	-
5217 Departmental Supplies	25,384	30,000	17,200	<b>20,000</b>	-33.3%	8.6%
5225 Printing	28	1,000	1,151	<b>1,500</b>	50.0%	0.6%
<b>Total Materials &amp; Services</b>	<b>\$66,700</b>	<b>\$501,640</b>	<b>\$167,705</b>	<b>\$78,515</b>	<b>-84.3%</b>	<b>33.8%</b>
<b>Total Operating Expenditures</b>	<b>\$216,017</b>	<b>\$652,426</b>	<b>\$316,670</b>	<b>\$232,110</b>	<b>-64.4%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$216,017	\$652,426	\$316,670	<b>\$232,110</b>	-64.4%	100.0%
<b>Total Sources</b>	<b>\$216,017</b>	<b>\$652,426</b>	<b>\$316,670</b>	<b>\$232,110</b>	<b>-64.4%</b>	<b>100.0%</b>





# Public Works



# City of Manhattan Beach Public Works Department

**Director of  
Public Works**

## **ADMINISTRATION**

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

## **MAINTENANCE**

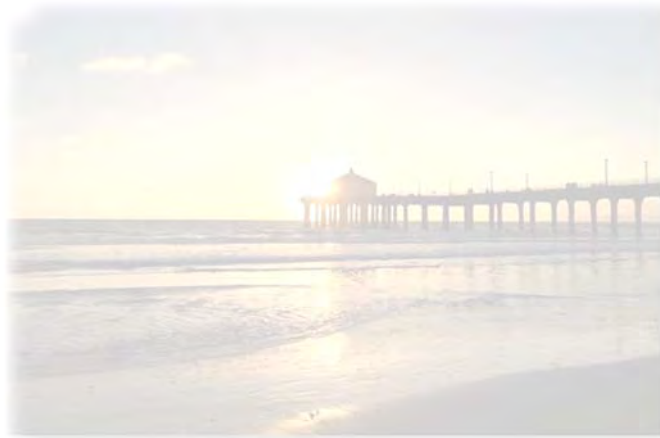
Landscape  
Maintenance  
~  
Building  
Maintenance  
~  
Street  
Maintenance  
~  
Parks  
Maintenance  
~  
Street Sweeping  
~  
Fleet Maintenance

## **UTILITIES**

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

## **ENGINEERING**

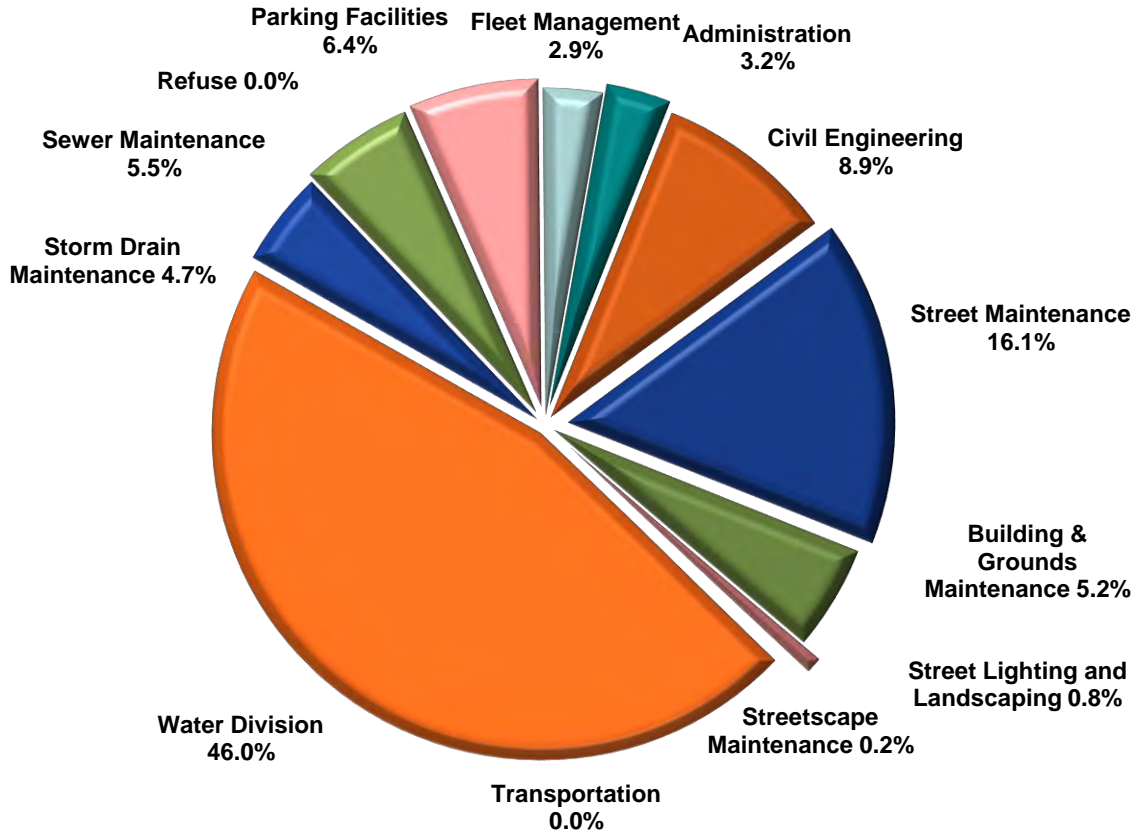
Construction  
Management  
~  
Capital  
Improvement  
Program  
~  
Project  
Design  
~  
Infrastructure  
Records  
~  
Public Works  
Inspection



# Public Works Department

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FY 2020-21  
Department Expenditure by Program



# Public Works Department

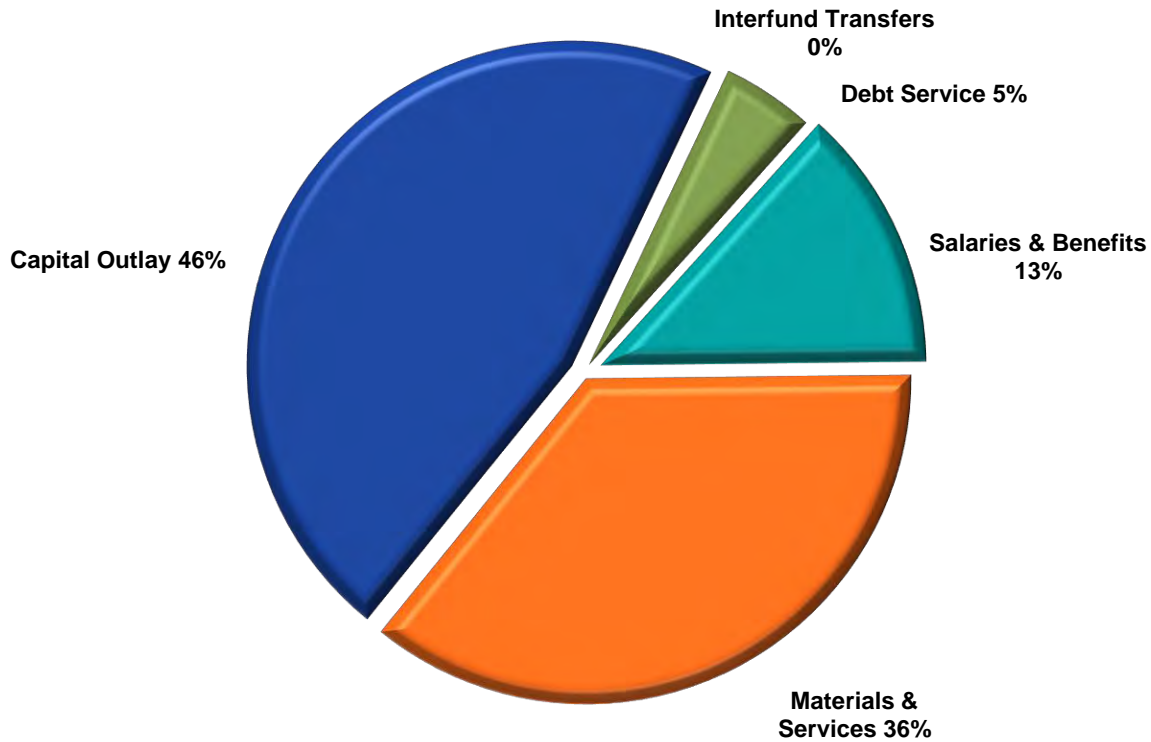


<b>Program Expenditures</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>	<b>FY 2020 Estimate</b>	<b>FY 2021 Adopted</b>
Administration	\$1,257,404	\$1,289,669	\$1,167,240	\$1,847,855
Civil Engineering	6,937,838	5,309,226	14,191,889	5,140,823
Street Maintenance	8,528,288	4,665,884	4,672,978	9,299,604
Building & Grounds Maintenance	2,833,415	3,202,191	2,898,338	2,993,197
Transportation	2,100	2,100	28,290	673
Street Lighting and Landscaping	428,078	413,093	463,251	453,418
Streetscape Maintenance	102,221	133,708	121,519	122,302
Water Division	12,082,323	13,559,497	12,287,452	26,567,117
Stormwater Maintenance	891,561	1,639,089	1,135,577	2,697,756
Sewer Maintenance	2,358,343	5,063,346	1,895,285	3,200,081
Refuse	4,095,998	4,949,052	4,212,109	-
Parking Facilities	3,773,034	5,635,250	5,535,950	3,702,326
Fleet Management	2,579,687	2,293,190	2,239,936	1,686,502
<b>Total</b>	<b>\$45,870,290</b>	<b>\$48,155,295</b>	<b>\$50,849,814</b>	<b>\$57,711,654</b>

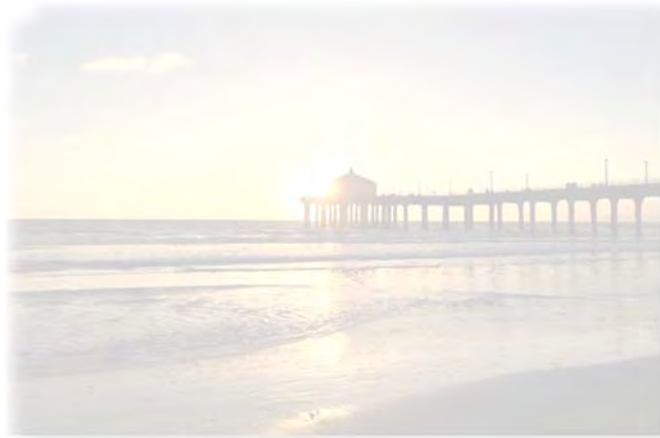
<b>Enterprise Revenues</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>	<b>FY 2020 Estimate</b>	<b>FY 2021 Adopted</b>
Water	\$17,000,149	\$15,646,664	\$16,085,719	\$16,075,000
Stormwater	397,172	368,633	791,464	789,484
Wastewater	3,914,763	3,524,488	3,829,777	3,729,000
Refuse	4,201,932	4,354,992	4,193,968	-
Parking	3,109,809	4,299,078	3,947,684	4,306,000
State & County Lots	1,539,656	1,846,933	1,734,904	1,864,500
<b>Total</b>	<b>\$30,163,481</b>	<b>\$30,040,788</b>	<b>\$30,583,516</b>	<b>\$26,763,984</b>
<b>Full-Time Positions</b>	<b>62</b>	<b>62</b>	<b>63</b>	<b>64</b>

# Public Works Department

FY 2020-21  
Department Expenditure by Category



Category Expenditures	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Salaries & Benefits	\$6,893,824	\$7,686,984	\$6,837,891	\$7,587,796
Materials & Services	24,294,635	24,879,660	32,411,040	20,790,737
Capital Outlay	13,075,531	12,889,451	8,872,319	26,661,500
Debt Service	1,596,078	2,552,088	2,488,564	2,659,391
Interfund Transfers	10,222	147,112	240,000	12,230
<b>Total</b>	<b>\$45,870,290</b>	<b>\$48,155,295</b>	<b>\$50,849,814</b>	<b>\$57,711,654</b>





### **Mission**

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

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### **Department Overview**

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

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

### **Recent Accomplishment Highlights**

#### **Utilities Division**

- The City's potable water system meets all water quality standards set by the state and EPA according to the completed annual consumer confidence report (CCR) for water quality standards. As part of this compliance, over 1,000 water samples were taken throughout the year.
- Approximately 38 miles of the City's water distribution system was flushed using a patented process that eliminates wasting water that is normally flushed into the City's storm drains. The process pumps water through a trailer-mounted filtration system, disinfects it and recirculates the water back into the water distribution system.
- Six (6) continuous monitoring devices were installed in strategic locations to monitor the sewer system for changes in flow and blockages.
- Staff provided significant support for engineering projects including Peck Reservoir, water main replacement projects, sewer lift station projects, Larsson and 2<sup>nd</sup> Street booster station upgrades, Block 35 elevated tank repainting, sewer main and storm drain mainline spot repairs, and the storm drain master plan.
- New single-space parking meters were installed to replace aging infrastructure and allow for new technologies including space availability.
- Multi-space parking is to be installed in the Metlox Plaza parking structure along with space availability signage.
- Over 30 fire hydrants were replaced and upgraded.

## Public Works

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### Maintenance Division

- 11 vehicles, 1 new PD Supervisor Unit, a New Animal Control Truck and new 45 ft. Aerial Truck were purchased and put into service.
- Staff from multiple divisions provided logistical support for all citywide events (preparation, traffic control, and breakdown/clean-up).
- Crews provided logistical support for engineering services.
- Street crews swiftly responded to and rectified pavement defects and graffiti vandalism.
- Rehabilitation of the City's athletic fields at MBUSD schools and fencing and athletic fields at municipal parks.
- Crews replaced streetscape lights with LEDs as part of an ongoing streetscape project.
- Staff assisted the Parks and Recreation Department with public art installations in various locations.
- Completed the 1.5-year solid waste contract bid process; the next contract was awarded to Waste Management.

### Engineering Division

- Completed the Slurry Seal project in areas 4, 5, and portions of 6.
- Completed the Rosecrans Avenue (Highland – Sepulveda) Slurry Seal project.
- Completed Parking Structure #2 cracked beam repair.
- Completed Pier and Roundhouse Aquarium Project.
- Completed Engineering Division Building Tenant Improvement Project.
- Completed Rehabilitation of Cycle 1 gravity sewer mains citywide (spot repairs).
- Completed Manhattan Avenue/Highland Avenue (1st-8th) Improvements.
- Completed Pedestrian Safety Improvements along Highland Avenue at 34th, 35th, and 36th Street.
- Completed City Hall Restrooms Remodel.
- Completed Wayfinding Signage Masterplan.
- Completed the City ADA Transition Plan.
- Completed upgrades to 5 traffic signals in Downtown Manhattan Beach.
- Awarded construction contract for Undergrounding District 4.
- Awarded construction contract for Undergrounding District 12 & 14.
- Initiated solicitation of construction bids for the Sepulveda Bridge Widening Project.
- Initiated solicitation of construction bids for the 8 MG Peck Reservoir Project.

## Performance Measures

Indicator	Prior Year Actuals					Target
	2016-2017 Actuals	2017-2018 Actual	2018-2019 Actual	2019-2020 Budget	2019-2020 Estimate	2020-2021 Budget
% - Project designs completed & contracts awarded	59%	70%	73%	86%	76%	78%
% - Potholes filled w/in 10 business days of work order placement	95%	95%	52%	95%	95%	95%
% - Graffiti sites abated in one or less days	96%	95%	88%	95%	95%	95%
% - Facilities work orders responded to w/in 10 business days	93%	95%	87%	95%	95%	95%
% - Imported water purchase reductions	10%	22%	10%	18%	10%	18%
% - Reduction of water use related to conservation, as compared to the baseline set in the 2010 Urban Water Management Plan	32%	35%	28%	35%	29%	35%
% - Parking meters repaired w/in 2 days of work order	100%	100%	100%	100%	100%	100%
% - Law Enforcement Vehicles Ready for Duty	95%	90%	95%	95%	95%	95%

## Public Works | Administration

### Program Overview

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



### Objectives FY 2021

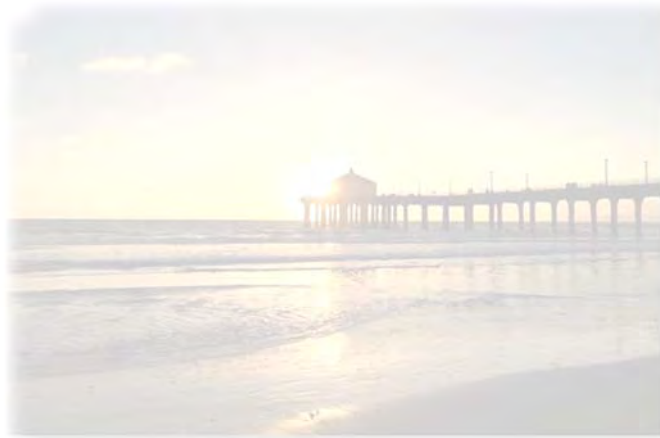
- Continue to provide superior service to the community.
- Deliver overall direction and leadership for the variety of Public Works services provided to the residents.
- Ensure compliance with County, State and Federal requirements.

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
<b>Authorized Full-Time Positions</b>				
Director	1	1	1	1
Utilities Manager	1	1	1	1
Wastewater & Electrical Supervisor	1	1	1	1
Maintenance Superintendent	1	1	1	1
Senior Management Analyst (Refuse/Admin) <sup>1</sup>	0.25	0.50	0.50	1.00
Senior Management Analyst (Engineering/Admin)	0.50	0.50	0.50	0.50
Executive Secretary	1	1	1	1
<b>Total</b>	<b>5.75</b>	<b>6.00</b>	<b>6.00</b>	<b>6.50</b>

<sup>1</sup> 0.5 Position transferred from Refuse Fund in FY 2020-21.

## Public Works | Administration

Administration		FY 2019	FY 2020	FY 2020	FY 2021	Var from	% of
Object Description		Actual	Adopted	Y/E Est	Adopted	FY 20 Budg	Total
4101	Salaries & Allowances	\$754,150	\$737,927	\$685,020	\$813,098	10.2%	44.0%
4103	Part-time Salaries	-	-	-	-	-	-
4111	Overtime Regular Employees	-	250	250	-	-100.0%	-
4201	Group Medical Insurance	116,069	113,791	89,150	102,613	-9.8%	5.6%
4202	Medicare Contributions	10,623	10,700	9,660	11,673	9.1%	0.6%
4203	Unemployment	420	420	420	420	-	-
4204	401A Plan City Contributions	27,462	27,071	23,500	30,563	12.9%	1.7%
4205	Worker's Compensation	-	-	-	-	-	-
4207	Contribution to City Pension Plan	7,418	-	3,709	3,709	-	0.2%
4211	PERS Regular Contribution	61,661	61,314	57,470	74,689	21.8%	4.0%
4218	PERS Regular Liability Contr.	55,360	71,352	67,860	86,570	21.3%	4.7%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,033,163</b>	<b>\$1,022,825</b>	<b>\$937,039</b>	<b>\$1,123,335</b>	<b>9.8%</b>	<b>60.8%</b>
5101	Contract Services	\$11,604	\$16,900	\$16,900	\$22,570	33.6%	1.2%
5108	Legal Services	3,211	-	-	-	-	-
5201	Office Supplies	20,878	11,500	11,000	10,000	-13.0%	0.5%
5202	Membership & Dues	619	-	-	9,195	-	0.5%
5203	Reference Materials	-	200	200	-	-100.0%	-
5205	Training, Conferences & Meetings	5,073	5,000	2,550	5,000	-	0.3%
5206	Uniforms/Safety Equip	-	-	-	-	-	-
5207	Advertising	-	-	-	15,000	-	0.8%
5208	Postage	198	179	201	207	15.6%	-
5210	Computers, Supplies & Software	38	500	1,000	550	10.0%	-
5214	Employee Awards & Events	1,233	1,000	1,300	1,000	-	0.1%
5217	Departmental Supplies	4,504	10,000	10,000	4,500	-55.0%	0.2%
5225	Printing	190	500	900	1,500	200.0%	0.1%
5501	Telephone	3,223	4,101	2,678	3,329	-18.8%	0.2%
5502	Electricity	(915)	28,386	10,000	29,323	3.3%	1.6%
5503	Natural Gas	8,244	6,456	6,132	5,703	-11.7%	0.3%
<b>Total Materials &amp; Services</b>		<b>\$58,101</b>	<b>\$84,722</b>	<b>\$62,861</b>	<b>\$107,877</b>	<b>27.3%</b>	<b>5.8%</b>
5611	Warehouse Services	\$660	\$1,500	\$1,500	\$1,500	-	0.1%
5621	Information Technology Allocation	58,848	62,365	62,365	83,493	33.9%	4.5%
5631	Insurance Allocation	72,960	72,960	72,960	519,420	611.9%	28.1%
5641	Fleet Rental Allocation	12,276	16,310	4,680	-	-100.0%	-
5642	Fleet Maintenance Allocation	11,174	11,875	10,835	-	-100.0%	-
<b>Total Internal Services</b>		<b>\$155,918</b>	<b>\$165,010</b>	<b>\$152,340</b>	<b>\$604,413</b>	<b>266.3%</b>	<b>32.7%</b>
<b>Total Operating Expenditures</b>		<b>\$1,247,182</b>	<b>\$1,272,557</b>	<b>\$1,152,240</b>	<b>\$1,835,625</b>	<b>44.2%</b>	<b>99.3%</b>
6141	Computer Equipment & Software	-	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
9101	Transfers Out	\$10,222	\$17,112	\$15,000	\$12,230	-28.5%	0.7%
<b>Total Transfers</b>		<b>\$10,222</b>	<b>\$17,112</b>	<b>\$15,000</b>	<b>\$12,230</b>	<b>-28.5%</b>	<b>0.7%</b>
<b>Total Expenditures</b>		<b>\$1,257,404</b>	<b>\$1,289,669</b>	<b>\$1,167,240</b>	<b>\$1,847,855</b>	<b>43.3%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,257,404	\$1,289,669	\$1,167,240	\$1,847,855	43.3%	100.0%
<b>Total Sources</b>		<b>\$1,257,404</b>	<b>\$1,289,669</b>	<b>\$1,167,240</b>	<b>\$1,847,855</b>	<b>43.3%</b>	<b>100.0%</b>



## Program Overview

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



## Objectives FY 2021

- Implement the annual cycle of storm drain system improvement project as funding becomes available.
- Implement a biennial traffic signal system improvement project as funding becomes available.
- Implement the annual street resurfacing project.
- Start Construction on the Peck Reservoir Replacement project.
- Start Construction on the Sepulveda Bridge project FY 19/20.
- Provide coordination and oversight of utility undergrounding work for UUAD 12, 14 & 4.
- Complete the Storm Drain Masterplan.
- Complete the Larson and 2<sup>nd</sup> Street Water Booster Station Design.
- Complete the Polliwog Park Playground Design.
- Complete the Roof Replacement of three City buildings.
- Provide timely response to proposed private development plan reviews and utility work requests affecting the public rights of way and existing public infrastructure.

Authorized Full-Time Positions	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
City Engineer	1	1	1	1
Principal Civil Engineer	1	1	1	1
Senior Civil Engineer	6	6	7	7
Public Works Inspector	1	2	2	2
Engineering Technician I/II/III	-	1	1	1
Engineering Technician I/II	1	-	-	-
Senior Management Analyst (Engineering/Admin)	0.5	0.5	0.5	0.5
Secretary	1	1	1	1
<b>Total</b>	<b>11.50</b>	<b>12.50</b>	<b>13.50</b>	<b>13.50</b>

Part time hours totaling 960 are included in FY 2020-2021.

## Public Works | Civil Engineering

Civil Engineering		FY 2019	FY 2020	FY 2020	FY 2021	Var from	% of
Object Description		Actual	Adopted	Y/E Est	Adopted	FY 20 Budg	Total
4101	Salaries & Allowances	\$1,190,322	\$1,319,964	\$1,215,440	\$1,498,946	13.6%	29.2%
4103	Part-time Salaries	37,575	35,497	35,497	35,500	0.0%	0.7%
4111	Overtime Regular Employees	9,562	5,000	-	4,500	-10.0%	0.1%
4201	Group Medical Insurance	144,848	205,843	136,790	151,745	-26.3%	3.0%
4202	Medicare Contributions	17,616	19,139	17,880	20,034	4.7%	0.4%
4204	401A Plan City Contributions	29,252	28,580	36,580	40,148	40.5%	0.8%
4205	Worker's Compensation	-	-	-	32,040	-	0.6%
4211	PERS Regular Contribution	94,207	111,510	103,040	124,759	11.9%	2.4%
4218	PERS Regular Liability Contr.	93,937	121,073	115,140	131,256	8.4%	2.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,617,319</b>	<b>\$1,846,606</b>	<b>\$1,660,367</b>	<b>\$2,038,928</b>	<b>10.4%</b>	<b>39.7%</b>
5101	Contract Services	\$448,686	\$32,600	\$8,419,675	\$83,200	155.2%	1.6%
5104	Computer Contract Services	-	3,000	-	4,000	33.3%	0.1%
5108	Legal Services	199,512	-	-	-	-	-
5202	Membership & Dues	1,704	3,300	1,700	1,600	-51.5%	-
5203	Reference Materials	(42)	3,000	818	2,000	-33.3%	-
5205	Training, Conferences & Meetings	6,101	10,000	6,500	5,000	-50.0%	0.1%
5206	Uniforms/Safety Equip	609	2,475	2,475	6,540	164.2%	0.1%
5207	Advertising	809	-	-	-	-	-
5208	Postage	5,146	4,639	5,211	5,367	15.7%	0.1%
5209	Tools & Minor Equip	219	-	-	-	-	-
5210	Computer Supplies & Software	9,913	11,300	18,000	11,750	4.0%	0.2%
5212	Office Equip Maintenance	440	2,100	5,748	6,000	185.7%	0.1%
5217	Departmental Supplies	3,973	9,000	28,000	8,000	-11.1%	0.2%
5225	Printing	562	1,500	600	1,750	16.7%	-
5268	UAD Construction Fund Refunds	197,474	-	-	-	-	-
5501	Telephone	2,442	3,373	1,922	1,983	-41.2%	-
<b>Total Materials &amp; Services</b>		<b>\$877,549</b>	<b>\$86,287</b>	<b>\$8,490,649</b>	<b>\$137,190</b>	<b>59.0%</b>	<b>2.7%</b>
5601	Administrative Service Charge	\$615,519	\$368,000	\$497,340	\$263,318	-28.4%	5.1%
5611	Warehouse Services	1,813	650	1,120	750	15.4%	-
5621	Information Technology Allocation	85,476	90,585	90,585	97,033	7.1%	1.9%
5641	Fleet Rental Allocation	8,196	8,190	3,912	-	-100.0%	-
5642	Fleet Maintenance Allocation	6,528	6,938	6,331	-	-100.0%	-
5651	Building & Operations Allocation	70,682	85,020	69,298	84,176	-1.0%	1.6%
<b>Total Internal Services</b>		<b>\$788,215</b>	<b>\$559,383</b>	<b>\$668,586</b>	<b>\$445,277</b>	<b>-20.4%</b>	<b>8.7%</b>
<b>Total Operating Expenditures</b>		<b>\$3,283,083</b>	<b>\$2,492,276</b>	<b>\$10,819,602</b>	<b>\$2,621,395</b>	<b>5.2%</b>	<b>51.0%</b>



## Public Works | Civil Engineering

Civil Engineering Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
6141 Computer Equipment & Software	7,750	-	-	-	-	-
6222 CIP Street Improvement - CYr	797,210	400,000	1,200,000	<b>800,000</b>	100.0%	15.6%
6263 Infrastructure Improvements	2,698,196	1,360,000	940,337	<b>600,000</b>	-55.9%	11.7%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$3,503,155</b>	<b>\$1,760,000</b>	<b>\$2,140,337</b>	<b>\$1,400,000</b>	<b>-20.5%</b>	<b>27.2%</b>
7101 Bond Principal	-	\$860,000	\$860,000	<b>\$600,000</b>	-30.2%	11.7%
7102 Bond Interest	149,850	136,950	136,950	<b>511,428</b>	273.4%	9.9%
7103 Bond Administration Fee	1,750	10,000	10,000	<b>8,000</b>	-20.0%	0.2%
<b>Total Debt Service</b>	<b>\$151,600</b>	<b>\$1,006,950</b>	<b>\$1,006,950</b>	<b>\$1,119,428</b>	<b>11.2%</b>	<b>21.8%</b>
9101 Transfers Out	-	50,000	225,000	-	-100.0%	-
<b>Total Transfers</b>	<b>-</b>	<b>\$50,000</b>	<b>\$225,000</b>	<b>-</b>	<b>-100.0%</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$6,937,838</b>	<b>\$5,309,226</b>	<b>\$14,191,889</b>	<b>\$5,140,823</b>	<b>-3.2%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$2,278,327	\$2,174,276	\$2,052,587	<b>\$2,358,077</b>	8.5%	45.9%
Streets, Highways & Sidewalks	232,775	80,000	175,000	<b>7,979</b>	-90.0%	0.2%
Prop C	1,096,457	461,000	1,316,107	<b>911,711</b>	97.8%	17.7%
Measure R	60,793	40,000	27,533	<b>7,979</b>	-80.1%	0.2%
Measure M	22,906	37,000	18,700	<b>7,979</b>	-78.4%	0.2%
Capital Improvement	2,897,507	1,510,000	1,100,337	<b>727,670</b>	-51.8%	14.2%
Underground Assessment	197,474	-	8,494,675	-	-	-
Special Assessment Redemption Fund	151,600	1,006,950	1,006,950	<b>717,050</b>	-28.8%	13.9%
Special Assessment UAD 12 14 Fund	-	-	-	<b>282,099</b>	-	5.5%
Special Assessment UAD 19-04 Fund	-	-	-	<b>120,279</b>	-	2.3%
<b>Total Sources</b>	<b>\$6,937,838</b>	<b>\$5,309,226</b>	<b>\$14,191,889</b>	<b>\$5,140,823</b>	<b>-3.2%</b>	<b>100.0%</b>



## Program Overview

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

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



In FY 2021 the Refuse Division was moved into the City's Street Maintenance Program. The Refuse Division focuses on waste reduction with a strong education and outreach program. Major program initiatives include compliance with AB 939, AB 341, AB 1826, and the upcoming SB 1383 through the reduction of residential and commercial waste sent to the landfill through the City's multiple waste reduction and recycling programs.

## Objectives FY 2021

- Maintain thermoplastic markings and continue MMA (meth methacrylate) resin markings to concrete streets to complement the pavement marking program.
- Complete concrete repairs through the identification of displaced sidewalks and the notification of property owners.
- Continue gathering metrics for sign inventory to ensure all signs meet standards for reflectivity and project upcoming sign needs for budget forecasting.
- Continue view obstruction abatements as part of the sign management program.
- Continue working with Traffic Engineer to modify and install signage and markings as directed.
- Assist with street improvements for the annual slurry program, upcoming sewer and water line replacement projects, and other capital improvement street projects.
- Continue Sepulveda sidewalk repairs through the subsidized Caltrans Delegated Maintenance Agreement.
- Emphasize speedy response to pothole repairs and other pavement defects.
- Provide support for special events, partner with event coordinators to reduce costs and use the Government Outreach work order system to streamline processes and job costing.
- Continue to pursue the use of environmentally sustainable and/or recycled materials.
- Provide the community with a smooth and helpful transition into Waste Management's next contract, which begins on July 1, 2020.
- Continue working on compliance with AB 939, AB 341, AB 1826, and the upcoming SB 1383 State mandates.



## Public Works | Street Maintenance

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- Work with the commercial districts to reduce visible trash, develop commercial waste reduction and recycling programs, and ensure businesses receive adequate solid waste services.

### Major Service Delivery Changes

In FY 2021, operational refuse expenditures will be included in the Street Maintenance Program. Waste Management will begin a new contract July 1, 2020, and all refuse billing will be handled by Waste Management instead of the City's Revenue Services Division.

<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
Maintenance Supervisor	2	1	1	1
Maintenance Worker III	1	2	2	2
Maintenance Worker I/II <sup>1</sup>	8.5	7.5	7.5	8.0
Urban Forester	1	1	1	1
Electrician	-	1	1	1
Secretary	1	0.25	0.25	0.25
<b>Total</b>	<b>13.5</b>	<b>12.75</b>	<b>12.75</b>	<b>13.25</b>

<sup>1</sup> 0.5 Position transferred from Refuse Fund in FY 2020-21.

## Public Works | Street Maintenance

Street Maintenance		FY 2019	FY 2020	FY 2020	FY 2021	Var from	% of
Object Description		Actual	Adopted	Y/E Est	Adopted	FY 20 Budg	Total
4101	Salaries & Allowances	\$713,491	\$884,573	\$654,030	<b>\$800,299</b>	-9.5%	8.6%
4111	Overtime Regular Employees	14,491	18,850	6,470	<b>19,250</b>	2.1%	0.2%
4114	Overtime Special Events	35,143	42,750	26,000	<b>49,750</b>	16.4%	0.5%
4201	Group Medical Insurance	124,714	191,002	101,830	<b>183,942</b>	-3.7%	2.0%
4202	Medicare Contributions	10,831	12,827	10,070	<b>14,784</b>	15.3%	0.2%
4203	Unemployment	5,700	5,700	5,700	<b>5,700</b>	-	0.1%
4204	401A Plan City Contributions	6,583	6,221	6,750	<b>6,833</b>	9.8%	0.1%
4205	Worker's Compensation	91,380	91,380	91,380	<b>32,040</b>	-64.9%	0.3%
4211	PERS Regular Contribution	59,617	81,471	57,600	<b>89,119</b>	9.4%	1.0%
4218	PERS Regular Liability Contr.	63,508	81,854	77,820	<b>113,039</b>	38.1%	1.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,125,458</b>	<b>\$1,416,628</b>	<b>\$1,037,650</b>	<b>\$1,314,756</b>	<b>-7.2%</b>	<b>14.1%</b>
5101	Contract Services	\$216,246	\$368,700	\$452,778	<b>\$308,600</b>	-16.3%	3.3%
5202	Membership & Dues	230	1,705	-	<b>155</b>	-90.9%	-
5205	Training, Conferences & Meetings	550	20,000	105	<b>15,000</b>	-25.0%	0.2%
5206	Uniforms/Safety Equip	7,220	8,288	5,275	<b>13,220</b>	59.5%	0.1%
5207	Advertising	-	300	-	<b>300</b>	-	-
5217	Departmental Supplies	269,347	193,100	157,000	<b>181,371</b>	-6.1%	2.0%
5225	Printing	45	-	-	<b>650</b>	-	0.0%
5501	Telephone	782	1,080	615	<b>635</b>	-41.2%	-
5502	Electricity	42,362	38,014	31,273	<b>32,305</b>	-15.0%	0.3%
5504	Water	60,215	67,297	62,610	<b>64,489</b>	-4.2%	0.7%
<b>Total Materials &amp; Services</b>		<b>\$596,995</b>	<b>\$698,484</b>	<b>\$709,656</b>	<b>\$616,725</b>	<b>-11.7%</b>	<b>6.6%</b>
5611	Warehouse Services	\$4,543	\$5,500	\$8,000	<b>\$15,500</b>	181.8%	0.2%
5621	Information Technology Allocation	69,768	73,935	73,935	<b>87,443</b>	18.3%	0.9%
5631	Insurance Allocation	252,480	252,480	252,480	<b>780,180</b>	209.0%	8.4%
5641	Fleet Rental Allocation	149,496	172,310	141,240	-	-100.0%	-
5642	Fleet Maintenance Allocation	126,879	126,547	115,468	-	-100.0%	-
<b>Total Internal Services</b>		<b>\$603,166</b>	<b>\$630,772</b>	<b>\$591,123</b>	<b>\$883,123</b>	<b>40.0%</b>	<b>9.5%</b>
<b>Total Operating Expenditures</b>		<b>\$2,325,619</b>	<b>\$2,745,884</b>	<b>\$2,338,429</b>	<b>\$2,814,604</b>	<b>2.5%</b>	<b>30.3%</b>
6131	Vehicles	-	-	-	<b>140,000</b>	-	1.5%
6141	Computer Equipment & Software	14,747	-	-	-	-	-
6222	CIP Street Improvement - CYr	6,187,922	1,870,000	2,334,549	<b>6,345,000</b>	239.3%	68.2%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$6,202,669</b>	<b>\$1,870,000</b>	<b>\$2,334,549</b>	<b>\$6,485,000</b>	<b>246.8%</b>	<b>69.7%</b>
9101	Transfers Out	-	50,000	-	-	-100.0%	-
<b>Total Transfers</b>		<b>-</b>	<b>\$50,000</b>	<b>-</b>	<b>-</b>	<b>-100.0%</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$8,528,288</b>	<b>\$4,665,884</b>	<b>\$4,672,978</b>	<b>\$9,299,604</b>	<b>99.3%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$2,340,366	\$2,795,884	\$2,338,429	<b>\$2,954,604</b>	5.7%	31.8%
Gas Tax Fund		3,626,788	800,000	792,262	<b>755,000</b>	-5.6%	8.1%
Prop C		59,375	-	90,000	-	-	-
Measure R		724,369	340,000	107,256	<b>1,260,000</b>	270.6%	13.5%
Measure M		445,575	480,000	140,000	<b>4,280,000</b>	791.7%	46.0%
Capital Improvement Fund		1,331,815	250,000	1,205,031	<b>50,000</b>	-80.0%	0.5%
<b>Total Sources</b>		<b>\$8,528,288</b>	<b>\$4,665,884</b>	<b>\$4,672,978</b>	<b>\$9,299,604</b>	<b>99.3%</b>	<b>100.0%</b>

## Public Works | Building & Grounds

### Program Overview

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



### Objectives FY 2021

- Continue to monitor service contracts to ensure quality service is delivered in a timely and cost-effective manner.
- Assist Engineering project team with implementation, rehabilitation, and repair projects as identified in the Facilities Assessment.
- Continue monitoring all street lighting through routine night inspections and work closely with Southern California Edison to ensure outage notifications and service obligations are met.
- Continue partnership with the City's Parks Department, Manhattan Beach Little League, American Youth Soccer Organization, and MBUSD to continue sustainable maintenance programs and raise the level of field playability and aesthetics.
- Continue partnership with various businesses and groups during the year to support the many special events that occur throughout the City and work on ways to contain event costs.
- Maintain the City's 2019 commitment for the use of non-organic chemicals for weed control, in place of toxic chemicals.
- Purchase the licensing to access the software for the new security camera system, which will be installed at staff-occupied city buildings only.

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
<b>Authorized Full-Time Positions</b>				
Facility Supervisor	1	1	1	1
Building Repair Craftsperson	4	4	4	4
Maintenance Worker I/II	1	2	2	2
Secretary	-	0.5	0.5	0.5
<b>Total</b>	<b>6.0</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>

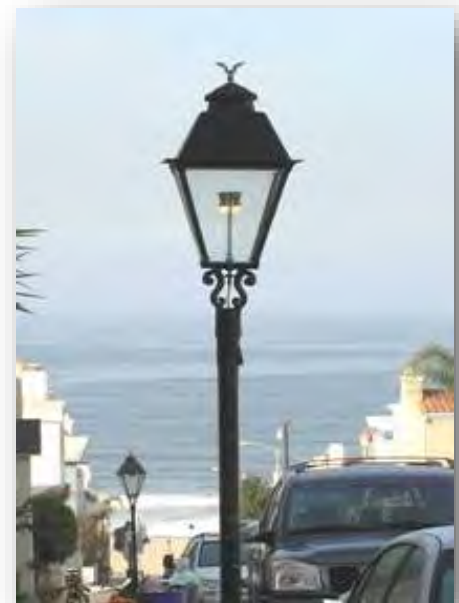
## Public Works | Building & Grounds

<b>Building &amp; Grounds</b>		<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Adopted</b>	<b>FY 20 Budg</b>	<b>Total</b>
4101	Salaries & Allowances	\$559,767	\$539,876	\$545,930	\$554,868	2.8%	18.5%
4111	Overtime Regular Employees	17,834	16,550	9,000	13,100	-20.8%	0.4%
4201	Group Medical Insurance	102,392	106,253	96,200	100,802	-5.1%	3.4%
4202	Medicare Contributions	8,220	7,828	7,940	8,244	5.3%	0.3%
4204	401A Plan City Contributions	2,277	2,231	2,200	2,287	2.5%	0.1%
4205	Worker's Compensation	18,300	18,300	18,300	10,080	-44.9%	0.3%
4206	Medical Retirement Contributions	-	-	-	-	-	-
4211	PERS Regular Contribution	44,335	45,843	46,370	51,345	12.0%	1.7%
4218	PERS Regular Liability Contr.	41,388	53,345	50,700	59,513	11.6%	2.0%
<b>Total Salaries &amp; Benefits</b>		<b>\$794,513</b>	<b>\$790,226</b>	<b>\$776,640</b>	<b>\$800,239</b>	<b>1.3%</b>	<b>26.7%</b>
5101	Contract Services	\$1,137,178	\$1,374,200	\$1,296,299	\$1,283,400	-6.6%	42.9%
5102	Contract Personnel	-	-	-	-	-	-
5201	Office Supplies	\$111	-	-	-	-	-
5205	Training, Conferences & Meetings	4,638	6,000	1,790	6,000	-	0.2%
5206	Uniforms/Safety Equip	3,655	4,875	2,975	7,820	60.4%	0.3%
5207	Advertising	-	1,000	-	-	-100.0%	-
5209	Tools & Minor Equip	2,466	-	-	-	-	-
5210	Computer Supplies & Software	625	1,500	7,000	58,500	3800.0%	2.0%
5217	Departmental Supplies	286,950	266,150	212,500	283,950	6.7%	9.5%
5225	Printing	-	150	65	150	-	-
5501	Telephone	760	1,069	943	973	-9.0%	-
5502	Electricity	131,836	190,646	121,119	125,115	-34.4%	4.2%
5503	Natural Gas	2,874	19,681	4,692	4,363	-77.8%	0.1%
5504	Water	295,570	391,045	345,423	355,786	-9.0%	11.9%
<b>Total Materials &amp; Services</b>		<b>\$1,866,663</b>	<b>\$2,256,316</b>	<b>\$1,992,806</b>	<b>\$2,126,057</b>	<b>-5.8%</b>	<b>71.0%</b>
5611	Warehouse Services	\$26,511	\$25,700	\$16,000	\$26,000	1.2%	0.9%
5621	Information Technology Allocation	39,612	33,581	33,581	40,901	21.8%	1.4%
5631	Insurance Allocation	6,600	6,600	6,600	-	-100.0%	-
5641	Fleet Rental Allocation	48,216	48,220	34,800	-	-100.0%	-
5642	Fleet Maintenance Allocation	39,675	41,548	37,911	-	-100.0%	-
<b>Total Internal Services</b>		<b>\$160,614</b>	<b>\$155,649</b>	<b>\$128,892</b>	<b>\$66,901</b>	<b>-57.0%</b>	<b>2.2%</b>
<b>Total Operating Expenditures</b>		<b>\$2,821,790</b>	<b>\$3,202,191</b>	<b>\$2,898,338</b>	<b>\$2,993,197</b>	<b>-6.5%</b>	<b>100.0%</b>
6121	Machinery & Equipment	-	-	-	-	-	-
6141	Computer Equipment & Software	11,625	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$11,625</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$2,833,415</b>	<b>\$3,202,191</b>	<b>\$2,898,338</b>	<b>\$2,993,197</b>	<b>-6.5%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$1,319,882	\$1,421,722	\$1,345,669	\$1,235,457	-13.1%	41.3%
Building Maintenance		1,513,533	1,780,469	1,552,669	1,757,740	-1.3%	58.7%
<b>Total Sources</b>		<b>\$2,833,415</b>	<b>\$3,202,191</b>	<b>\$2,898,338</b>	<b>\$2,993,197</b>	<b>-6.5%</b>	<b>100.0%</b>

## Public Works | Street Lighting & Landscaping

### Program Overview

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



### Objectives FY 2021

- Continue to seek grant funding to offset energy-efficient lighting retrofit costs throughout the City.
- Perform quarterly lighting surveys to ensure street lights are working properly.
- Continue to retrofit City-owned street lighting to LED as parts wear and fail.
- Continue testing light conversions of streetlights the City purchased from SCE in FY19-20 and finalize plans for LED conversion.

Street Lighting & Landscaping		FY 2019	FY 2020	FY 2020	FY 2021	Var from	% of
Object Description		Actual	Adopted	Y/E Est	Adopted	FY 20 Budg	Total
5101	Contract Services	\$5,943	\$7,000	\$6,000	<b>\$7,000</b>	-	1.5%
5207	Advertising	-	400	-	<b>400</b>	-	0.1%
5217	Departmental Supplies	18,287	9,000	2,000	<b>9,000</b>	-	2.0%
5502	Electricity	268,211	254,952	276,650	<b>285,779</b>	12.1%	63.0%
5503	Natural Gas	99,865	70,966	107,826	<b>100,278</b>	41.3%	22.1%
<b>Total Materials &amp; Services</b>		<b>\$392,306</b>	<b>\$342,318</b>	<b>\$392,476</b>	<b>\$402,457</b>	<b>17.6%</b>	<b>88.8%</b>
5601	Administrative Service Charge	\$35,772	\$35,775	\$35,775	<b>\$15,961</b>	-55.4%	3.5%
<b>Total Internal Services</b>		<b>\$35,772</b>	<b>\$35,775</b>	<b>\$35,775</b>	<b>\$15,961</b>	<b>-55.4%</b>	<b>3.5%</b>
6212	CIP Bldg & Facilities - CYr	-	\$35,000	\$35,000	<b>\$35,000</b>	-	7.7%
<b>Total Capital Projects &amp; Equipment</b>		<b>-</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>-</b>	<b>7.7%</b>
<b>Total Operating Expenditures</b>		<b>\$428,078</b>	<b>\$413,093</b>	<b>\$463,251</b>	<b>\$453,418</b>	<b>9.8%</b>	<b>100.0%</b>

### Source of Funds

Street Lighting & Landscaping	\$288,642	\$304,407	\$342,876	<b>\$294,643</b>	-3.2%	65.0%
Subsidy from General Fund (Transfer In)	139,437	108,686	120,375	<b>158,775</b>	46.1%	35.0%
<b>Total Sources</b>	<b>\$428,078</b>	<b>\$413,093</b>	<b>\$463,251</b>	<b>\$453,418</b>	<b>9.8%</b>	<b>100.0%</b>



**Program Overview**

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



**Objectives FY 2021**

- Work in conjunction with Engineering staff, Downtown Business Improvement Districts, and all other stakeholders in developing a rehabilitation plan for Downtown Streetscape.
- Replace traffic signal poles and signal heads, as required.
- Ensure high-level landscape and custodial maintenance in the Downtown area through continued weekend power washing service during peak season (April through September) pending any COVID-19 restrictions.
- Queen Palm maintenance has been increased from once a year to twice a year maintenance, for the Downtown and North End Business Improvement Districts.
- As the Queen Palms decline in both Districts, they are being replaced with King Palms which require less maintenance.
- Evaluate a Tree Grate replacement policy for both Districts.
- Evaluate costs for pocket landscape replacement in the Downtown Business Improvement District.

<b>Streetscape Maintenance</b>		<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Var from</b>	<b>% of</b>
<b>Object Description</b>		<b>Actual</b>	<b>Adopted</b>	<b>Y/E Est</b>	<b>Adopted</b>	<b>FY 20 Budg</b>	<b>Total</b>
5101	Contract Services	\$71,515	\$88,300	\$84,000	<b>\$83,000</b>	-6.0%	67.9%
5217	Departmental Supplies	4,512	15,500	5,000	<b>15,500</b>	-	12.7%
5502	Electricity	5,282	7,907	7,387	<b>7,631</b>	-3.5%	6.2%
5504	Water	5,552	6,537	9,772	<b>10,065</b>	54.0%	8.2%
<b>Total Materials &amp; Services</b>		<b>\$86,861</b>	<b>\$118,244</b>	<b>\$106,159</b>	<b>\$116,196</b>	<b>-1.7%</b>	<b>95.0%</b>
5601	Administrative Service Charge	\$15,360	\$15,364	\$15,360	<b>\$6,006</b>	-60.9%	4.9%
5611	Warehouse Services	-	100	-	<b>100</b>	-	0.1%
5642	Fleet Maintenance Allocation	-	-	-	-	-	-
<b>Total Internal Services</b>		<b>\$15,360</b>	<b>\$15,464</b>	<b>\$15,360</b>	<b>\$6,106</b>	<b>-60.5%</b>	<b>5.0%</b>
<b>Total Operating Expenditures</b>		<b>\$102,221</b>	<b>\$133,708</b>	<b>\$121,519</b>	<b>\$122,302</b>	<b>-8.5%</b>	<b>100.0%</b>

**Source of Funds**

Streetlighting & Landscape	\$97,023	\$90,393	\$89,893	<b>\$95,275</b>	5.4%	77.9%
Subsidy from General Fund (Transfer In)	5,198	43,315	31,626	27,027	-37.6%	22.1%
<b>Total Sources</b>	<b>\$102,221</b>	<b>\$133,708</b>	<b>\$121,519</b>	<b>\$122,302</b>	<b>-8.5%</b>	<b>100.0%</b>

### Program Overview

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

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

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

### Objectives FY 2021

- Provide excellent customer service by way of rapid response to service interruption, water quality inquiries, and advance notification of the Water Division's field activities.
- Maintain water quality regulations and reporting requirements to all regulatory agencies, including the Environmental Protection Agency and the State Water Resources Control Board.
- Decrease the use of higher-cost imported water.
- The City will continue to evaluate purchases of groundwater rights from West Basin groundwater agencies that own excess water rights, to become less reliant on imported water from the Metropolitan Water District.
- The City will collaborate with the West Basin Municipal Water District, Water Replenishment District, and Metropolitan Water District in offering water conservation education programs to the public, including drought-tolerant plants, irrigation control devices, and turf removal. Maintain normal and emergency water system performance reliability through preventative maintenance practices on pump/wells, motor control centers, automated control valves, emergency generators, critical water system isolation valves, fire hydrants, meter testing, disinfection systems, water distribution flushing, backflow and cross-connection inspections.
- The purchase of the Advance Metering Infrastructure (AMI) system was approved by City Council. This system will provide real-time water meter consumption data via radio communication that will facilitate billing accuracy eliminating of the need to perform manual field meter reads and rereads; capture water



consumption exceptions and electronically alerts customers of possible leaks; enhance water conservation performance through repairs performed by customers that are alerted of possible leaks. The installation of this system will take approximately two years.

- Update the Urban Water Management Plan as required every 5 years by the California Water Code.
- Hire a consultant to provide a Risk Assessment and Emergency Response Plan Update; the update is required by American Water Infrastructure Act
- Increase hours of Water Division Management Analyst to support increased contract and program needs and grant opportunities.

### Major Service Delivery Changes

In FY 2020-2021, continue hardware upgrades to the City’s SCADA system will be made as the current hardware is becoming obsolete. This upgrade will keep these operations in working order and allow for technology updates in the future.

<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
Water Distribution Supervisor	1	1	1	1
Senior Water Plant Operator	1	1	1	1
Water Plant Operator	1	1	1	1
Maintenance Worker III	-	1	1	1
Maintenance Worker I/II	6	5	5	5
Electrician	0.35	0.35	0.35	0.35
Water Meter Reader	1	1	1	1
Management Analyst	-	-	-	1
Secretary	1.00	0.45	0.45	0.45
<b>Total</b>	<b>11.35</b>	<b>10.80</b>	<b>10.80</b>	<b>11.80</b>

Part time hours totaling 960 are included in FY 2021.

## Public Works | Water Division

Water Division		FY 2019	FY 2020	FY 2020	FY 2021	Var from	% of
Object Description		Actual	Adopted	Y/E Est	Adopted	FY 20 Budg	Total
4101	Salaries & Allowances	\$601,879	\$748,701	\$664,210	\$774,737	3.5%	2.9%
4103	Part-time Salaries	77,356	34,464	60,600	-	-100.0%	-
4111	Overtime Regular Employees	41,978	25,900	48,000	50,000	93.1%	0.2%
4114	Overtime Special Events	200	-	-	-	-	-
4201	Group Medical Insurance	103,210	158,377	114,300	141,048	-10.9%	0.5%
4202	Medicare Contributions	10,282	10,857	11,000	12,286	13.2%	-
4204	401A Plan City Contributions	2,195	2,150	2,140	4,184	94.6%	-
4205	Worker's Compensation	120,480	120,480	120,480	20,700	-82.8%	0.1%
4211	PERS Regular Contribution	49,816	69,231	54,750	65,845	-4.9%	0.2%
4218	PERS Regular Liability Contr.	56,055	72,248	68,700	71,322	-1.3%	0.3%
4220	Accrued Leave	6,123	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$1,069,574</b>	<b>\$1,242,408</b>	<b>\$1,144,180</b>	<b>\$1,140,122</b>	<b>-8.2%</b>	<b>4.3%</b>
5101	Contract Services	\$6,847,593	\$6,950,875	\$6,965,415	\$7,062,840	1.6%	26.6%
5104	Computer Contract Services	1,019	36,100	1,000	43,041	19.2%	0.2%
5201	Office Supplies	59	-	-	-	-	-
5202	Membership & Dues	2,720	5,575	2,671	4,780	-14.3%	-
5203	Reference Materials	21	1,000	375	1,000	-	-
5204	Conferences & Meetings	-	-	-	-	-	-
5205	Training, Conferences & Meetings	1,454	22,000	6,179	22,000	-	0.1%
5206	Uniforms/Safety Equip	7,413	9,400	6,082	10,330	9.9%	-
5207	Advertising	-	300	-	300	-	-
5209	Tools & Minor Equip	4,979	5,100	3,516	5,100	-	-
5210	Computer Supplies & Software	-	-	-	-	-	-
5217	Departmental Supplies	257,363	339,600	245,000	377,600	11.2%	1.4%
5225	Printing	385	150	65	300	100.0%	-
5231	Bank Service Charge	26,538	29,000	14,760	8,800	-69.7%	-
5240	Assessments & Taxes	732,408	430,160	430,000	430,160	-	1.6%
5501	Telephone	102,587	82,742	108,644	112,122	35.5%	0.4%
5502	Electricity	134,166	214,566	114,164	117,932	-45.0%	0.4%
5503	Natural Gas	-	-	-	-	-	-
5504	Water	36,943	49,852	50,056	51,558	3.4%	0.2%
<b>Total Materials &amp; Services</b>		<b>\$8,155,644</b>	<b>\$8,176,420</b>	<b>\$7,947,927</b>	<b>\$8,247,863</b>	<b>0.9%</b>	<b>31.0%</b>
5601	Administrative Service Charge	\$1,665,005	\$1,793,157	\$1,736,480	\$1,541,763	-14.0%	5.8%
5611	Warehouse Services	4,062	3,580	5,250	3,980	11.2%	-
5621	Information Technology Allocation	135,168	108,108	108,108	116,841	8.1%	0.4%
5631	Insurance Allocation	60,300	60,300	60,300	36,540	-39.4%	0.1%
5641	Fleet Rental Allocation	63,012	70,750	65,520	-	-100.0%	-
5642	Fleet Maintenance Allocation	67,344	78,804	71,904	-	-100.0%	-
5651	Building & Operations Allocation	121,387	145,620	118,691	144,174	-1.0%	0.5%
<b>Total Internal Services</b>		<b>\$2,116,278</b>	<b>\$2,260,319</b>	<b>\$2,166,253</b>	<b>\$1,843,298</b>	<b>-18.4%</b>	<b>6.9%</b>
<b>Total Operating Expenditures</b>		<b>\$11,341,496</b>	<b>\$11,679,147</b>	<b>\$11,258,360</b>	<b>\$11,231,283</b>	<b>-3.8%</b>	<b>42.3%</b>

## Public Works | Water Division

Water Division Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
6121 Machinery & Equipment	\$15,330	-	-	-	-	-
6131 Vehicles	-	-	-	55,000	-	0.2%
6141 Computer Equipment & Software	42,330	-	-	8,750	-	-
6142 ERP Implementation	46,291	7,509	7,509	-	-100.0%	-
6212 CIP Bldg & Facilities - CYr	360,849	200,000	329,782	15,100,000	7450.0%	56.8%
6232 CIP Utility Improvements - CYr	36,780	-	218,960	-	-	-
6242 CIP Line Improvements - CYr	61,681	1,500,000	300,000	-	-100.0%	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$563,262</b>	<b>\$1,707,509</b>	<b>\$856,251</b>	<b>\$15,163,750</b>	<b>788.1%</b>	<b>57.1%</b>
7101 Bond Principal	\$137,401	\$137,350	\$137,350	\$140,752	2.5%	0.5%
7102 Bond Interest	39,765	35,091	35,091	30,932	-11.9%	0.1%
7103 Bond Administration Fee	400	400	400	400	-	-
<b>Total Debt Service</b>	<b>\$177,565</b>	<b>\$172,841</b>	<b>\$172,841</b>	<b>\$172,084</b>	<b>-0.4%</b>	<b>1.0%</b>
<b>Total Expenditures</b>	<b>\$12,082,323</b>	<b>\$13,559,497</b>	<b>\$12,287,452</b>	<b>\$26,567,117</b>	<b>95.9%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
Water	\$12,082,323	\$13,559,497	\$12,287,452	\$26,567,117	95.9%	100.0%
<b>Total Sources</b>	<b>\$12,082,323</b>	<b>\$13,559,497</b>	<b>\$12,287,452</b>	<b>\$26,567,117</b>	<b>95.9%</b>	<b>100.0%</b>

### Program Overview

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



### Objectives FY 2021

- As mandated by the new NPDES permit, seek funding to implement the Enhanced Watershed Management Plan that will support the design and construction of storm water capture structures that will reduce trash and pollutants that enter the sea; and identify and mitigate storm system Illicit Discharge and Illicit Connections.
- As mandated by the new NPDES permit, continue implementation of the Coordinated Integrated Management Plan to conduct storm water quality runoff monitoring. Maintain dry weather diversion sumps to assure dry weather run-off is conveyed away from the ocean and to the Los Angeles Sanitation District to reduce pollutant conveyance at the shoreline.
- Perform maintenance of catch basins, continuous deflector separators, low flow diversions, Westdrift Lake and Polliwog Pond to minimize trash conveyance to the sea in compliance with NPDES Total Daily Maximum Load requirements for trash and bacteria.
- Perform Clean Bay Restaurant and Fats/Oils/Grease Programs inspections of over 150 food service establishments to minimize sewer line backups that could result in sewer system overflow that may flow to the City's storm water system and cause ocean water contamination.

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
<b>Authorized Full-Time Positions</b>				
Sewer Maintenance Worker	1	1	1	1
Secretary	-	0.05	0.05	0.05
<b>Total</b>	<b>1.00</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>

## Public Works | Stormwater

Stormwater Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$42,574	\$60,286	\$62,470	<b>\$61,042</b>	1.3%	2.3%
4111 Overtime Regular Employees	7,054	4,700	4,000	<b>4,700</b>	-	0.2%
4201 Group Medical Insurance	12,882	17,820	14,680	<b>16,533</b>	-7.2%	0.6%
4202 Medicare Contributions	711	875	930	<b>980</b>	12.0%	-
4211 PERS Regular Contribution	3,246	5,126	4,930	<b>5,575</b>	8.8%	0.2%
4218 PERS Regular Liability Contr.	4,461	5,750	5,460	<b>6,462</b>	12.4%	0.2%
<b>Total Salaries &amp; Benefits</b>	<b>\$70,928</b>	<b>\$94,557</b>	<b>\$92,470</b>	<b>\$95,292</b>	<b>0.8%</b>	<b>3.5%</b>
5101 Contract Services	\$483,972	\$616,700	\$530,700	<b>\$615,100</b>	-0.3%	22.8%
5104 Computer Contract Services	-	5,800	2,531	<b>5,800</b>	-	0.2%
5202 Membership & Dues	590	600	600	-	-100.0%	-
5205 Training, Conferences & Meetings	52	3,000	-	<b>3,000</b>	-	0.1%
5206 Uniforms/Safety Equip	1,500	1,000	342	<b>1,520</b>	52.0%	0.1%
5210 Computer Supplies & Software	-	-	-	-	-	-
5217 Departmental Supplies	6,133	13,850	20,000	<b>30,250</b>	118.4%	1.1%
5225 Printing	-	5,000	366	<b>1,500</b>	-70.0%	0.1%
5501 Telephone	17,465	-	15,862	<b>16,370</b>	-	0.6%
5502 Electricity	9,714	11,805	9,000	<b>9,297</b>	-21.2%	0.3%
5504 Water	2,639	3,266	2,631	<b>2,710</b>	-17.0%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$522,065</b>	<b>\$661,021</b>	<b>\$582,032</b>	<b>\$685,547</b>	<b>3.7%</b>	<b>25.4%</b>
5601 Administrative Service Charge	161,196	161,191	161,196	<b>194,717</b>	20.8%	7.2%
5611 Warehouse Services	147	200	-	<b>200</b>	-	-
5651 Building & Operations Allocation	10,090	12,120	9,879	<b>12,000</b>	-1.0%	0.4%
<b>Total Internal Services</b>	<b>\$10,237</b>	<b>\$12,320</b>	<b>\$9,879</b>	<b>\$12,200</b>	<b>-1.0%</b>	<b>0.5%</b>
<b>Total Operating Expenditures</b>	<b>\$764,426</b>	<b>\$929,089</b>	<b>\$845,577</b>	<b>\$987,756</b>	<b>6.3%</b>	<b>36.6%</b>
6212 CIP Bldg & Facilities - CYr	127,135	710,000	290,000	<b>1,710,000</b>	140.8%	63.4%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$127,135</b>	<b>\$710,000</b>	<b>\$290,000</b>	<b>\$1,710,000</b>	<b>140.8%</b>	<b>63.4%</b>
<b>Total Expenditures</b>	<b>\$891,561</b>	<b>\$1,639,089</b>	<b>\$1,135,577</b>	<b>\$2,697,756</b>	<b>64.6%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
Stormwater	\$397,172	\$368,633	\$1,135,577	<b>\$915,297</b>	148.3%	33.9%
Subsidy from General Fund (Transfer In)	494,389	1,270,456	-	<b>1,782,459</b>	40.3%	66.1%
<b>Total Sources</b>	<b>\$891,561</b>	<b>\$1,639,089</b>	<b>\$1,135,577</b>	<b>\$2,697,756</b>	<b>64.6%</b>	<b>100.0%</b>

## Public Works | Sewer Maintenance

### Program Overview

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



### Objectives FY 2021

- Continue on-going preventative maintenance programs on sewer lift station motor/pump control centers and emergency standby generators.
- Perform cleaning of City's sewer collection system (twice per year), monthly cleaning of high sewer volume areas, and bi-weekly maintenance at the six sewer lift stations.
- Minimize sewer system overflows through proactive identification and enhanced maintenance of "hot spots," along with the continued implementation of the Fats/Oils/Grease (FOG) inspection program for over 150 food service establishments.
- Implement Sewer System Management Plan mandated sewer system overflow prevention measures, including public outreach, root control program, contractor training, staff emergency response plan.

<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
Maintenance Worker III	-	1	1	1
Sewer Maintenance Worker I/II	3	2	2	2
Electrician	0.45	0.45	0.45	0.45
Secretary	-	0.45	0.45	0.45
<b>Total</b>	<b>3.45</b>	<b>3.90</b>	<b>3.90</b>	<b>3.90</b>



## Public Works | Sewer Maintenance

Sewer Maintenance		FY 2019	FY 2020	FY 2020	FY 2021	Var from	% of
Object Description		Actual	Adopted	Y/E Est	Adopted	FY 20 Budg	Total
4101	Salaries & Allowances	\$266,529	\$262,071	\$255,880	\$307,840	17.5%	9.6%
4103	Part-time Salaries	4,481	-	-	-	-	-
4111	Overtime Regular Employees	20,577	15,000	8,000	15,000	-	0.5%
4201	Group Medical Insurance	60,680	63,341	56,390	82,783	30.7%	2.6%
4202	Medicare Contributions	4,154	3,800	3,760	4,444	16.9%	0.1%
4204	401A Plan City Contributions	-	-	-	1,980	-	0.1%
4205	Worker's Compensation	47,280	47,280	47,280	7,440	-84.3%	0.2%
4211	PERS Regular Contribution	21,952	22,286	20,460	28,891	29.6%	0.9%
4218	PERS Regular Liability Contr.	19,959	25,725	24,480	28,489	10.7%	0.9%
<b>Total Salaries &amp; Benefits</b>		<b>\$445,612</b>	<b>\$439,503</b>	<b>\$416,250</b>	<b>\$476,867</b>	<b>8.5%</b>	<b>14.9%</b>
5101	Contract Services	\$19,993	\$220,650	\$220,650	\$244,900	11.0%	7.7%
5104	Computer Contract Services	3,128	29,550	1,560	33,461	13.2%	1.0%
5202	Membership & Dues	736	775	493	565	-27.1%	-
5205	Training, Conferences & Meetings	477	6,000	200	6,000	-	0.2%
5206	Uniforms/Safety Equip	3,220	3,250	2,000	4,710	44.9%	0.1%
5217	Departmental Supplies	49,208	29,550	20,000	29,550	-	0.9%
5225	Printing	45	1,200	65	1,200	-	-
5231	Bank Service Charge	6,667	8,000	3,701	2,200	-72.5%	0.1%
5501	Telephone	43,421	-	37,883	39,095	-	1.2%
5502	Electricity	14,856	17,188	14,900	15,392	-10.4%	0.5%
5504	Water	6,076	3,468	5,379	5,540	59.7%	0.2%
<b>Total Materials &amp; Services</b>		<b>\$147,826</b>	<b>\$319,631</b>	<b>\$306,831</b>	<b>\$382,613</b>	<b>19.7%</b>	<b>12.0%</b>
5601	Administrative Service Charge	\$459,809	\$580,226	\$507,559	\$752,067	29.6%	23.5%
5611	Warehouse Services	1,687	1,100	1,200	1,100	-	-
5631	Insurance Allocation	228,060	228,060	228,060	57,960	-74.6%	1.8%
5641	Fleet Rental Allocation	67,584	67,580	71,760	-	-100.0%	-
5642	Fleet Maintenance Allocation	20,263	21,536	19,650	-	-100.0%	-
5651	Building & Operations Allocation	30,321	36,420	29,685	36,058	-1.0%	1.1%
<b>Total Internal Services</b>		<b>\$807,725</b>	<b>\$934,922</b>	<b>\$857,914</b>	<b>\$847,185</b>	<b>-9.4%</b>	<b>26.5%</b>
<b>Total Operating Expenditures</b>		<b>\$1,401,164</b>	<b>\$1,694,056</b>	<b>\$1,580,995</b>	<b>\$1,706,665</b>	<b>0.7%</b>	<b>53.3%</b>
6121	Machinery & Equipment	\$27,769	-	-	-	-	-
6141	Computer Equipment & Software	31,997	-	-	8,750	-	0.3%
6142	ERP Implementation	25,602	4,156	4,156	-	-100.0%	-
6212	CIP Bldg & Facilities - CYr	22,914	-	25,000	300,000	-	9.4%
6242	CIP Line Improvements - CYr	761,513	3,250,000	200,000	1,100,000	-66.2%	34.4%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$869,795</b>	<b>\$3,254,156</b>	<b>\$229,156</b>	<b>\$1,408,750</b>	<b>-56.7%</b>	<b>44.0%</b>
7101	Bond Principal	\$67,599	\$67,650	\$67,650	\$69,248	2.4%	2.2%
7102	Bond Interest	19,584	17,284	17,284	15,218	-12.0%	0.5%
7103	Bond Administration Fee	200	200	200	200	-	-
<b>Total Debt Service</b>		<b>\$87,384</b>	<b>\$85,134</b>	<b>\$85,134</b>	<b>\$84,666</b>	<b>-0.5%</b>	<b>2.6%</b>
9101	Transfers Out	-	\$30,000	-	-	-100.0%	-
<b>Total Transfers</b>		<b>-</b>	<b>\$30,000</b>	<b>-</b>	<b>-</b>	<b>-100.0%</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$2,358,343</b>	<b>\$5,063,346</b>	<b>\$1,895,285</b>	<b>\$3,200,081</b>	<b>-36.8%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Wastewater		\$2,358,343	\$5,063,346	\$1,895,285	\$3,200,081	-36.8%	100.0%
<b>Total Sources</b>		<b>\$2,358,343</b>	<b>\$5,063,346</b>	<b>\$1,895,285</b>	<b>\$3,200,081</b>	<b>-36.8%</b>	<b>100.0%</b>

## Public Works | Refuse Management

### Program Overview

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

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



### Major Service Delivery Changes

In FY 2021, the Refuse Division was moved into the City's Street Maintenance Program following the decision to have the City's waste hauler directly bill customers. With the start of its new contract on July 1, 2020, Waste Management will handle all refuse billing instead of the City's Revenue Services Division.

With this change, the expenditure for the refuse contract is no longer the City's responsibility and therefore eliminated from the budget. Remaining operational refuse expenditures were transferred to the Street Maintenance Program in the General Fund.

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
<b>Authorized Full-Time Positions</b>				
Senior Management Analyst (Refuse/Admin) <sup>1</sup>	0.75	0.50	0.50	-
Maintenance Workers I/II <sup>2</sup>	0.50	0.50	0.50	-
<b>Total</b>	<b>1.25</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>

<sup>1</sup> Position transferred to Administration in FY 2020-21.

<sup>2</sup> Position transferred to Street Maintenance in FY 2020-21.

## Public Works | Refuse Management

Refuse Management		FY 2019	FY 2020	FY 2020	FY 2021	Var from	% of
Object Description		Actual	Adopted	Y/E Est	Adopted	FY 20 Budg	Total
4101	Salaries & Allowances	\$87,708	\$85,472	\$82,850	-	-100.0%	-
4103	Part-time Salaries	-	-	-	-	-	-
4111	Overtime Regular Employees	255	400	228	-	-100.0%	-
4114	Overtime Special Events	2,488	2,200	1,217	-	-100.0%	-
4201	Group Medical Insurance	11,201	10,996	10,180	-	-100.0%	-
4202	Medicare Contributions	1,224	1,239	1,150	-	-100.0%	-
4204	401A Plan City Contributions	2,228	2,161	2,130	-	-100.0%	-
4211	PERS Regular Contribution	7,031	6,824	7,220	-	-100.0%	-
4218	PERS Regular Liability Contr.	6,179	7,964	7,560	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>		<b>\$118,314</b>	<b>\$117,256</b>	<b>\$112,535</b>	-	<b>-100.0%</b>	-
5101	Contract Services	\$3,716,643	\$3,894,750	\$3,800,000	-	-100.0%	-
5104	Computer Contract Services	-	-	-	-	-	-
5202	Membership & Dues	6,042	6,995	6,189	-	-100.0%	-
5203	Reference Materials	-	50	-	-	-100.0%	-
5205	Training, Conferences & Meetings	1,042	1,200	583	-	-100.0%	-
5206	Uniforms/Safety Equip	174	487	222	-	-100.0%	-
5207	Advertising	6,488	15,000	3,005	-	-100.0%	-
5210	Computer Supplies & Software	-	50	-	-	-100.0%	-
5217	Departmental Supplies	8,176	40,000	80,000	-	-100.0%	-
5225	Printing	-	1,150	-	-	-100.0%	-
5231	Bank Service Charge	9,712	11,000	5,590	-	-100.0%	-
5501	Telephone	533	683	548	-	-100.0%	-
<b>Total Materials &amp; Services</b>		<b>\$3,748,810</b>	<b>\$3,971,365</b>	<b>\$3,896,137</b>	-	<b>-100.0%</b>	-
5601	Administrative Service Charge	\$191,148	\$191,142	\$191,148	-	-100.0%	-
5611	Warehouse Services	10,029	15,000	8,000	-	-100.0%	-
5631	Insurance Allocation	-	-	-	-	-	-
<b>Total Internal Services</b>		<b>\$201,177</b>	<b>\$206,142</b>	<b>\$199,148</b>	-	<b>-100.0%</b>	-
<b>Total Operating Expenditures</b>		<b>\$4,068,301</b>	<b>\$4,294,763</b>	<b>\$4,207,820</b>	-	<b>-100.0%</b>	-
6121	Machinery & Equipment	-	-	-	-	-	-
6141	Computer Equipment & Software	1,292	-	-	-	-	-
6142	ERP Implementation	26,406	4,289	4,289	-	-100.0%	-
6212	CIP Bldg & Facilities - CYr	-	650,000	-	-	-100.0%	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$27,698</b>	<b>\$654,289</b>	<b>\$4,289</b>	-	<b>-100.0%</b>	-
<b>Total Expenditures</b>		<b>\$4,095,998</b>	<b>\$4,949,052</b>	<b>\$4,212,109</b>	-	<b>-100.0%</b>	-
<b>Source of Funds</b>							
Refuse		4,095,998	\$4,949,052	\$4,212,109	-	-100.0%	-
<b>Total Sources</b>		<b>\$4,095,998</b>	<b>\$4,949,052</b>	<b>\$4,212,109</b>	-	<b>-100.0%</b>	-

# Public Works | Parking Facilities

## Program Overview

### City Parking Lots & Meters

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



### County Parking Lots

The City operates and maintains two Los Angeles County-owned parking lots. The two County-owned lots are the El Porto parking lot with 231 spaces and the 27<sup>th</sup> Street parking lot with 68 spaces. The revenue generated through parking meters and the sale of overnight permits are governed by an agreement with the County of Los Angeles which dictates that the City provides the County with 55% of the gross annual revenue.

### State Parking Lots

The City also operates and maintains 118 parking meters at the Upper and Lower Pier parking lots, which are owned by the State of California. Under an agreement with the State of California, revenue generated through parking fees and overnight parking permits from the Pier lots may only be used for the operation and maintenance of these parking lots and the comfort station located adjacent to the pier.

## Objectives FY 2021

- Maximize collections, repair time response, and customer service through real-time data provided through the existing 1,800 IPS “smart” meters.
- Repair/replace malfunctioning parking meters within 48 hours of being reported as broken.
- Perform annual preventative maintenance on all parking meters.
- Promote new parking meter technologies including Apple Pay, Google Wallet, and mobile applications.
- Rehabilitate the wall fountain in the Metlox Plaza’s northwest section.
- Perform extensive detailing and preventative maintenance for Metlox Plaza’s escalators and elevator.
- Perform LED retrofits of lights along the Manhattan Beach Pier

	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
<b>Authorized Full-Time Positions</b>				
Meter Repair Worker	2.00	2.00	2.00	2.00
Electrician	0.20	0.20	0.20	0.20
Secretary	-	0.05	0.05	0.05
<b>Total</b>	<b>2.20</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>

## Public Works | Parking Facilities

Parking Facilities		FY 2019	FY 2020	FY 2020	FY 2021	Var from	% of
Object Description		Actual	Adopted	Y/E Est	Adopted	FY 20 Budg	Total
4101	Salaries & Allowances	\$125,460	\$143,271	\$127,190	<b>\$118,262</b>	-17.5%	3.2%
4111	Overtime Regular Employees	2,941	5,450	1,900	<b>5,450</b>	-	0.1%
4201	Group Medical Insurance	26,662	33,603	41,350	<b>32,365</b>	-3.7%	0.9%
4202	Medicare Contributions	1,826	2,074	1,810	<b>1,783</b>	-14.0%	-
4205	Worker's Compensation	37,920	37,920	37,920	<b>2,760</b>	-92.7%	0.1%
4211	PERS Regular Contribution	9,940	12,184	11,080	<b>11,318</b>	-7.1%	0.3%
4218	PERS Regular Liability Contr.	10,884	14,029	13,260	<b>13,119</b>	-6.5%	0.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$215,632</b>	<b>\$248,531</b>	<b>\$234,510</b>	<b>\$185,057</b>	<b>-25.5%</b>	<b>5.0%</b>
5101	Contract Services	\$758,820	\$770,600	\$955,900	<b>\$791,700</b>	2.7%	21.4%
5104	Computer Contract Services	-	-	-	<b>4,719</b>	-	0.1%
5205	Training, Conferences & Meetings	115	2,000	6	<b>2,000</b>	-	0.1%
5206	Uniforms/Safety Equip	1,383	1,950	1,213	<b>2,040</b>	4.6%	0.1%
5217	Departmental Supplies	32,152	158,950	112,950	<b>186,700</b>	17.5%	5.0%
5225	Printing	-	6,000	-	<b>6,000</b>	-	0.2%
5231	Bank Service Charge	385,466	421,000	357,153	<b>326,000</b>	-22.6%	8.8%
5266	DMBBPA Allocation	109,194	110,000	-	<b>103,000</b>	-6.4%	2.8%
5501	Telephone	4,776	4,882	4,347	<b>4,487</b>	-8.1%	0.1%
5502	Electricity	84,857	121,403	94,133	<b>97,239</b>	-19.9%	2.6%
5503	Natural Gas	6,890	5,330	6,196	<b>5,762</b>	8.1%	0.2%
5504	Water	29,432	35,028	32,624	<b>33,604</b>	-4.1%	0.9%
<b>Total Materials &amp; Services</b>		<b>\$1,413,084</b>	<b>\$1,637,143</b>	<b>\$1,564,522</b>	<b>\$1,563,251</b>	<b>-4.5%</b>	<b>42.2%</b>
5601	Administrative Service Charge	\$517,572	\$517,575	\$517,572	<b>\$623,513</b>	20.5%	16.8%
5611	Warehouse Services	11,248	9,900	16,300	<b>30,600</b>	209.1%	0.8%
5621	Information Technology Allocation	17,640	14,113	14,113	<b>16,692</b>	18.3%	0.5%
5631	Insurance Allocation	45,300	45,300	45,300	-	-100.0%	-
5641	Fleet Rental Allocation	6,876	6,880	6,876	-	-100.0%	-
5642	Fleet Maintenance Allocation	13,936	14,811	13,514	-	-100.0%	-
<b>Total Internal Services</b>		<b>\$612,571</b>	<b>\$608,579</b>	<b>\$613,675</b>	<b>\$670,805</b>	<b>10.2%</b>	<b>18.1%</b>
<b>Total Operating Expenditures</b>		<b>\$2,241,287</b>	<b>\$2,494,253</b>	<b>\$2,412,707</b>	<b>\$2,419,113</b>	<b>-3.0%</b>	<b>65.3%</b>
6141	Computer Equipment & Software	\$2,583	-	-	-	-	-
6142	ERP Implementation	20,294	3,834	3,834	-	-100.0%	-
6212	CIP Bldg & Facilities - CYr	329,341	1,850,000	1,875,770	-	-100.0%	-
6222	CIP Street Improvement - CYr	-	-	20,000	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$352,218</b>	<b>\$1,853,834</b>	<b>\$1,899,604</b>	<b>-</b>	<b>-100.0%</b>	<b>-</b>
7101	Bond Principal	\$460,000	\$460,000	\$460,000	<b>\$470,000</b>	2.2%	12.7%
7102	Bond Interest	269,464	253,763	253,763	<b>239,813</b>	-5.5%	6.5%
7103	Bond Administration Fee	1,375	1,400	1,400	<b>1,400</b>	-	-
<b>Total Debt Service</b>		<b>\$730,839</b>	<b>\$715,163</b>	<b>\$715,163</b>	<b>\$711,213</b>	<b>-0.6%</b>	<b>19.2%</b>
7301	Land Leases	\$448,691	\$572,000	\$508,476	<b>\$572,000</b>	-	15.4%
<b>Total Property &amp; Equipment Leases</b>		<b>\$448,691</b>	<b>\$572,000</b>	<b>\$508,476</b>	<b>\$572,000</b>	<b>-</b>	<b>15.4%</b>
<b>Total Expenditures</b>		<b>\$3,773,034</b>	<b>\$5,635,250</b>	<b>\$5,535,950</b>	<b>\$3,702,326</b>	<b>-34.3%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
Parking Meter		\$2,446,109	\$4,283,311	\$4,074,187	<b>\$2,415,831</b>	-43.6%	65.3%
County Parking Lots		555,450	752,250	673,056	<b>747,077</b>	-0.7%	20.2%
State Pier & Parking		771,475	599,689	788,707	<b>539,418</b>	-10.1%	14.6%
<b>Total Sources</b>		<b>\$3,773,034</b>	<b>\$5,635,250</b>	<b>\$5,535,950</b>	<b>\$3,702,326</b>	<b>-34.3%</b>	<b>100.0%</b>

### Program Overview

The Fleet Management Division implements Clean Air programs as part of its fleet operations and ensures that the City does its part to reduce pollution and improve air quality. The program is handled as a user-pay system with repairs charged to the departments for services rendered. The budget includes funds for fuel, tank/dispensing systems maintenance, hazardous waste disposal, major automotive and specialized repairs, and other fleet-related costs (object 5101).

Personnel assigned to Fleet Management include an Equipment Maintenance Supervisor and three Mechanics. The General Services Division of the Finance Department supports the fleet by managing the vehicle replacement fund and the auto parts warehouse. Fleet Management also maintains an inventory of commonly used tools and parts for quick and efficient repair of the fleet.

All government agencies located in the South Coast Air Quality Management District (SCAQMD) with a fleet of 15 or more non-emergency vehicles must comply with the SCAQMD 1190 Series Rules. Agencies must purchase alternative fuel vehicles (AFV) or low emission vehicles for new additions and the replacement of light and medium-duty, non-emergency vehicles. The AB2766 Subvention Fund can be used to offset the differential cost of these AFV. As of spring 2019, twenty-nine (29) alternative fuel vehicles and equipment have been purchased. This includes a mix of compressed natural gas, electric, and hybrid technologies.

### Objectives FY 2021

- Continue to develop an enhanced Fleet Replacement Program and forecast vehicle replacement needs through Fiscal Year 2021.
- Maintain a GPS Vehicle Tracking system to maintain efficient and effective use of vehicles through reduced fuel consumption and lower mileage for a cleaner environment.
- Continue to “right-size” the fleet through annual fleet utilization monitoring and sharing of vehicles.
- Complete repairs in a timely and cost-effective manner.
- Utilize preventative maintenance services to maximize the useful life of vehicles and recoup the highest resale value.
- Complete Fleet and Fuel management software upgrades to further enhance cost analysis and performance.
- Continue to formulate vehicle and equipment specifications that will meet the needs, environmental priorities, and safety standards of the City.
- Train fleet services staff on alternative fueled vehicle repairs to provide a higher level of support in efforts to promote a clean environment.
- Hire professional services to conduct a Fleet Optimization Study to analyze citywide fleet needs.



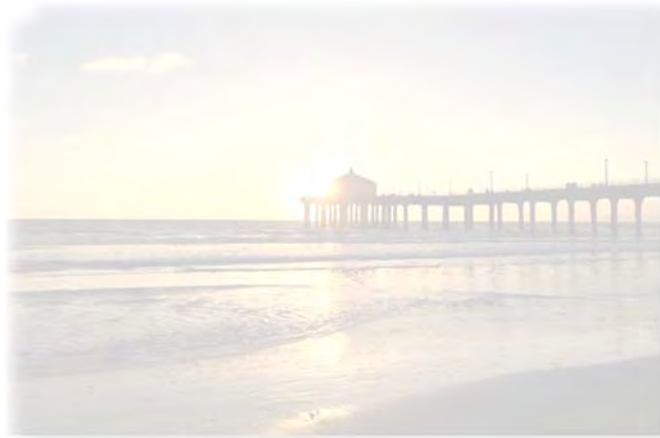
## Public Works | Fleet Management

Authorized Full-Time Positions	FY 2018 Adopted	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Equipment Mechanic I/II	3.00	3.00	3.00	3.00
Secretary	-	0.25	0.25	0.25
<b>Total</b>	<b>4.00</b>	<b>4.25</b>	<b>4.25</b>	<b>4.25</b>

Fleet Management Object Description	FY 2019 Actual	FY 2020 Adopted	FY 2020 Y/E Est	FY 2021 Adopted	Var from FY 20 Budg	% of Total
4101 Salaries & Allowances	\$276,815	\$315,300	\$290,590	<b>\$294,255</b>	-6.7%	17.4%
4111 Overtime Regular Employees	40	2,500	1,000	<b>2,500</b>	-	0.1%
4201 Group Medical Insurance	41,144	53,558	41,040	<b>42,703</b>	-20.3%	2.5%
4202 Medicare Contributions	3,952	4,572	4,150	<b>4,293</b>	-6.1%	0.3%
4204 401A Plan City Contributions	2,179	2,203	2,120	<b>2,189</b>	-0.6%	0.1%
4205 Worker's Compensation	33,420	33,420	33,420	<b>8,160</b>	-75.6%	0.5%
4211 PERS Regular Contribution	22,189	26,510	25,070	<b>27,373</b>	3.3%	1.6%
4218 PERS Regular Liability Contr.	23,571	30,381	28,860	<b>31,727</b>	4.4%	1.9%
<b>Total Salaries &amp; Benefits</b>	<b>\$403,310</b>	<b>\$468,444</b>	<b>\$426,250</b>	<b>\$413,200</b>	<b>-11.8%</b>	<b>24.5%</b>
5101 Contract Services	\$231,927	\$146,800	\$220,000	<b>\$211,300</b>	43.9%	12.5%
5104 Computer Contract Services	975	6,550	-	<b>12,000</b>	83.2%	0.7%
5202 Membership & Dues	275	400	275	<b>400</b>	-	-
5205 Training, Conferences & Meetings	5,714	7,000	4,600	<b>5,500</b>	-21.4%	0.3%
5206 Uniforms/Safety Equip	3,435	3,525	2,495	<b>4,560</b>	29.4%	0.3%
5209 Tools & Minor Equip	3,500	2,800	-	<b>2,800</b>	-	0.2%
5210 Computer Supplies & Software	-	50,000	-	<b>50,000</b>	-	3.0%
5217 Departmental Supplies	114,371	83,000	80,000	<b>83,000</b>	-	4.9%
5225 Printing	-	1,150	65	<b>1,150</b>	-	0.1%
5226 Auto Fuel	333,179	426,250	396,000	<b>371,150</b>	-12.9%	22.0%
<b>Total Materials &amp; Services</b>	<b>\$693,376</b>	<b>\$727,475</b>	<b>\$703,435</b>	<b>\$741,860</b>	<b>2.0%</b>	<b>44.0%</b>
5611 Warehouse Services	\$929	\$800	\$1,500	<b>\$800</b>	-	-
5612 Garage Purchases	32,464	25,000	25,000	<b>30,000</b>	20.0%	1.8%
5621 Information Technology Allocation	31,632	26,808	26,808	<b>33,002</b>	23.1%	2.0%
5631 Insurance Allocation	-	-	-	<b>8,640</b>	-	0.5%
<b>Total Internal Services</b>	<b>\$65,025</b>	<b>\$52,608</b>	<b>\$53,308</b>	<b>\$72,442</b>	<b>37.7%</b>	<b>4.3%</b>
<b>Total Operating Expenditures</b>	<b>\$1,161,711</b>	<b>\$1,248,527</b>	<b>\$1,182,993</b>	<b>\$1,227,502</b>	<b>-1.7%</b>	<b>72.8%</b>
6131 Vehicles	\$1,414,100	\$1,044,663	\$1,056,943	<b>\$459,000</b>	-56.1%	27.2%
6141 Computer Equipment & Software	3,875	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$1,417,975</b>	<b>\$1,044,663</b>	<b>\$1,056,943</b>	<b>\$459,000</b>	<b>-56.1%</b>	<b>27.2%</b>
<b>Total Expenditures</b>	<b>\$2,579,687</b>	<b>\$2,293,190</b>	<b>\$2,239,936</b>	<b>\$1,686,502</b>	<b>-26.5%</b>	<b>100.0%</b>

### Source of Funds

Fleet Management	\$2,579,687	\$2,293,190	\$2,239,936	<b>\$1,686,502</b>	-26.5%	100.0%
<b>Total Sources</b>	<b>\$2,579,687</b>	<b>\$2,293,190</b>	<b>\$2,239,936</b>	<b>\$1,686,502</b>	<b>-26.5%</b>	<b>100.0%</b>





# Information Technology



# City of Manhattan Beach Information Technology Department

**Director of  
Information Technology**

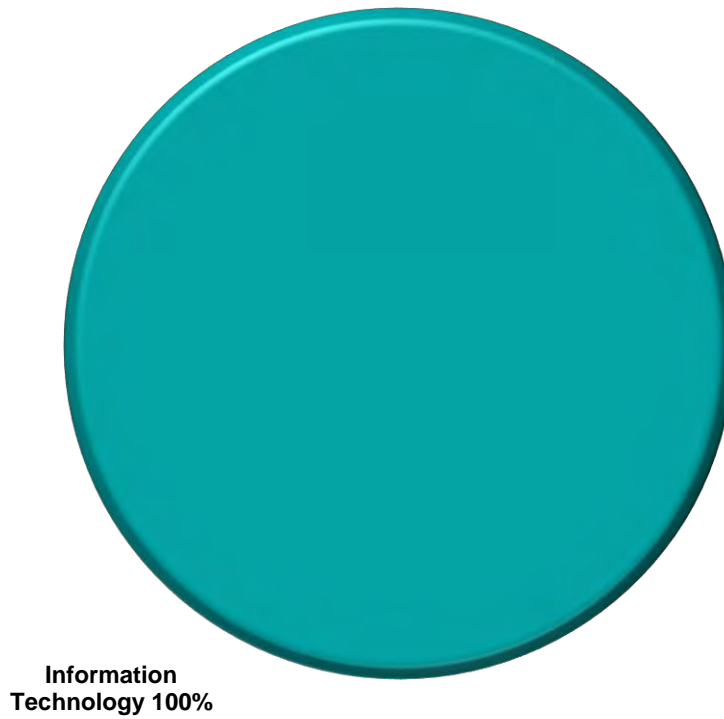
**INFORMATION  
TECHNOLOGY**

Network  
Infrastructure  
~  
Website Services  
~  
Network Security  
~  
Communications  
~  
Broadcasting &  
Audio Visual  
~  
Hardware &  
Software  
~  
Helpdesk  
~  
Geographic  
Information  
Systems

# Information Technology Department

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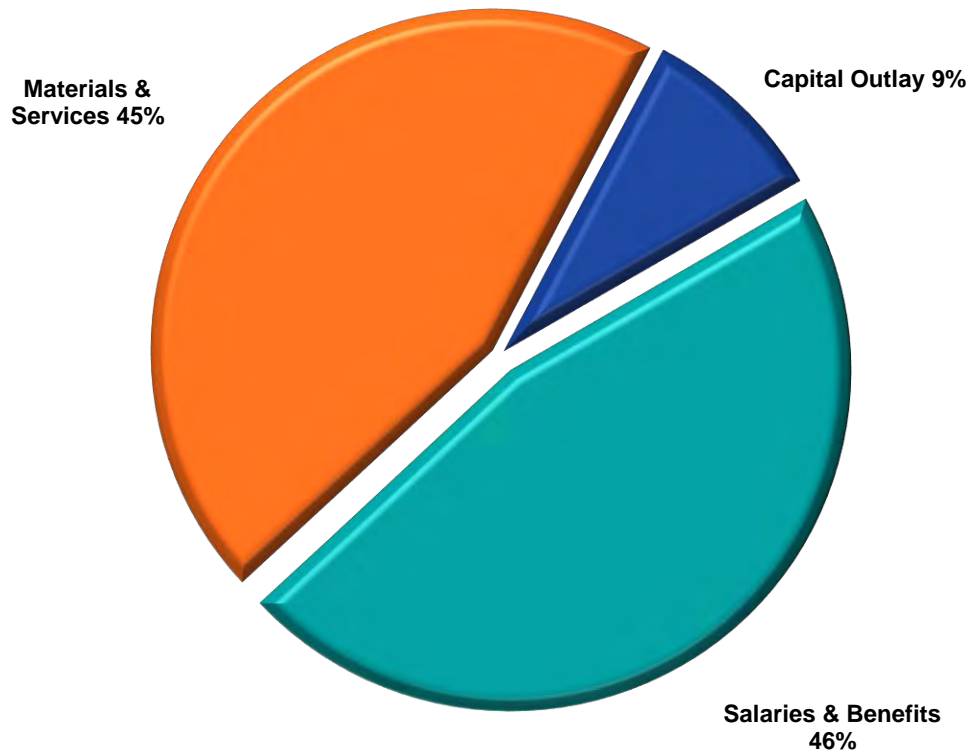
## FY 2020-21 Department Expenditure by Program



Program Expenditures	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Information Technology	2,736,024	3,229,296	3,898,647	3,409,683
<b>Total</b>	<b>\$2,736,024</b>	<b>\$3,229,296</b>	<b>\$3,898,647</b>	<b>\$3,409,683</b>
<b>Full-Time Positions</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

# Information Technology Department

FY 2020-21  
Department Expenditure by Category



Category Expenditures	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimate	FY 2021 Adopted
Salaries & Benefits	\$1,433,764	\$1,534,108	\$1,450,560	\$1,582,672
Materials & Services	1,054,348	1,442,206	1,396,175	1,521,675
Capital Outlay	247,912	252,982	1,051,912	305,336
<b>Total</b>	<b>\$2,736,024</b>	<b>\$3,229,296</b>	<b>\$3,898,647</b>	<b>\$3,409,683</b>

# Information Technology Department

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## Mission

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*To promote integrated City-wide communications, provide innovative, problem solving, long-term enterprise technology solutions, accurate geographic information systems (GIS) data, and support current and future technical needs through high quality, cost-effective, collaborative solutions and timely service, digital presence, telecommunications and infrastructure that support effective and efficient decision making throughout the organization.*

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## Department Overview

The Information Technology (IT) Department is responsible for providing technology-related services and support to all City departments, in addition to providing avenues for the dissemination of information to the public. The Department supports all computer and related hardware and software applications, Geographic Information Systems (GIS), telecommunications equipment and systems, Citywide duplication systems, and the City's public digital presence (website, public access channels, public-facing enterprise systems). The IT Department is staffed by a talented team of nine full-time and one part-time professionals.

## Recent Accomplishment Highlights

- In conjunction with the Community Development Department, implemented the Tyler EnerGov Land Management System application which replaced the City's existing Permits Plus system. The initial launch included implementation of a customer self-service portal to allow for online interaction for permit applications. Subsequent phase implementations will include online fee payment and electronic plan review.
- Improved network security and redundancy to ensure City data and information exists in a protected, safe and stable environment.
- Continued project management activities related to the replacement of the City's current Enterprise Resource Planning (ERP) system. The City is migrating from the current Tyler Eden platform to the Tyler Munis system.
- Performed upgrades and enhancements to the City's core network and server infrastructure. Continued implementation of server virtualization which provides server consolidation, decreased server cost, faster workload deployments, higher performance, increased availability and simplified operations.
- Continued expansion of the City's government cable programs on the broadcast channels and webstream.
- Continued to support the Digital Presence Subcommittee to further enhance the City's efforts to connect with citizens through online civic engagement utilizing tools such as Open City Hall, Reach Manhattan Beach, Public Records Request, social media, and online geospatial mapping enhancements.
- In conjunction with the City Clerk's Office, continued to expand the use of the Hyland OnBase document management solution. This platform provides an online public portal with access to archived records, facilitating greater government accessibility and transparency.

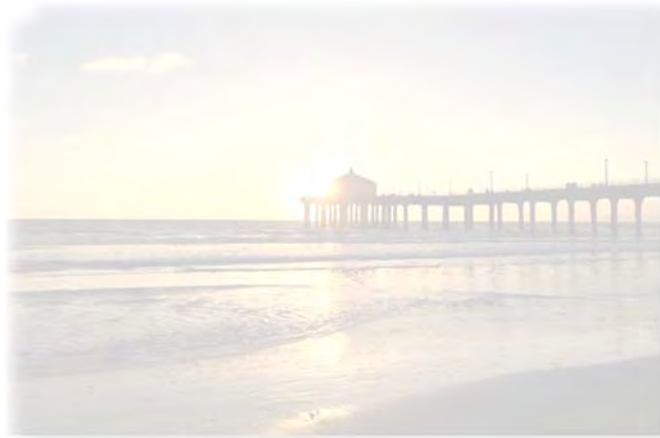


# Information Technology Department

- Completed the creation of an Employee Training Center adjacent to the IT Department in City Hall. The Center is being actively utilized by personnel throughout the organization for both training opportunities and for work related to enterprise system implementations.
- Worked with the General Services Division to coordinate the replacement of copiers throughout the organization with a managed print services solution, deploying twenty-seven new multi-function scan, print, and copy devices.

## Performance Measures

Indicator	Prior Year Actuals					Target
	2016-2017 Actual	2017-2018 Actual	2018-2019 Estimate	2019-2020 Budget	2019-2020 Estimate	2020-2021 Budget
# - City Meetings/Events Broadcasted/Recorded	64	67	71	73	75	75
# - Granicus internet viewers of City meetings	18,184	12,600	13,461	13,600	14,000	14,000
# - Website e-Notification Subscribers	5,660	2,200	5,804	5,900	6,000	6,000





## Program Overview

The Information Technology Department remains dedicated to maintaining and improving operations, services and communications through technology acquisition and data processing in support of the City's strategic and operational needs. As a key service provider to the organization, the IT Department provides support for the City's network environment, operating systems, office automation programs, telecommunication systems, audio visual needs, Geographic Information System (GIS) activities, and public outreach through the City website, social media, webcast and cable broadcast via Spectrum Channel 8 and Frontier Channel 35. The Department is committed to improving fiscal responsibility through collaboration with other departments and organizations to provide effective technological solutions which continuously facilitate and improve the City of Manhattan Beach's mission of public service and digital accessibility.



## Objectives FY 2021

- Seek opportunities to increase efficiency and enhance the customer service experience. The Department will be led by a new Director in FY 2020-21, which will provide an opportunity to evaluate the current Department structure and consider modifying existing reporting relationships, employee assignments, and internal processes.
- Complete an internal review and update of the existing Information Systems Master Plan. The current Plan was completed in 2013, and the majority of the recommended projects have been completed.
- Continue implementation of the two major enterprise application projects: Tyler EnerGov Land Management System and Tyler Munis Enterprise Resource Planning System. The EnerGov system's final phase includes the Planning module and electronic plan review. The Munis system will entail the core Financials module go-live in January 2021, with the Human Resources / Payroll module following in April 2021.
- Together with the City Clerk's Office, continue to extend OnBase document management for the Human Resources, Public Works and Community Development Departments. This endeavor will further digitize City paper records, expanding online public records access through document scanning and indexing to convert archived document and microfilm records into digital format.
- Promote e-government, e-commerce, civic engagement and use of social media to further the goals of the City, and where appropriate, assure information exists in a protected, safe and stable environment.
- Upgrade the City Council Chambers broadcast and voting system, utilizing Public Education Government (PEG) funds.



# Information Technology Department

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## Major Service Delivery Changes

As a result of recommendations contained in the Information Systems Master Plan, the IT Department presented a reorganization plan to the City Council which the Council adopted. The reorganization was recommended to increase operational efficiency and to provide required support for two major enterprise projects. All of the modifications resulting from the reorganization have been implemented, and the Department is now fully staffed.

In addition, during budget development the Department recommended incorporating the Geographic Information System (GIS) budget into the Information Systems fund. The GIS budget was previously funded directly from the General Fund, and with the incorporation of GIS into the Department's operations, it was appropriate to make this funding source change.

As a result of the worldwide COVID-19 pandemic, all City Departments were tasked with reducing operating budgets in FY 2020-21. In addition to reductions in training, conferences, and supplies, the IT Department recommended reductions in the scope of several major hardware projects, along with deferring the annual desktop refreshment program for one year.

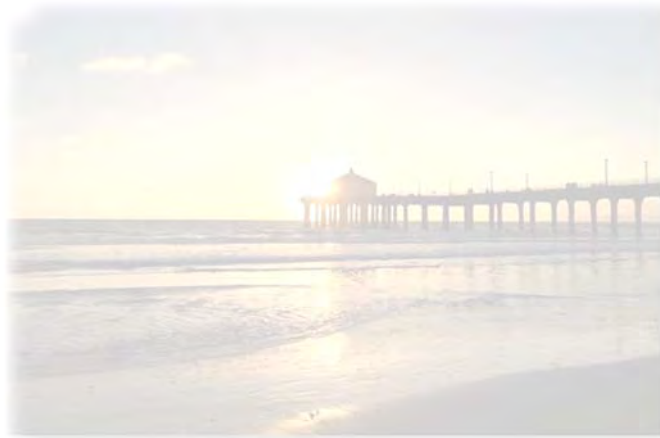
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<b>Authorized Full-Time Positions</b>	<b>FY 2018 Adopted</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>
Information Technology Director	1	1	1	1
Information Systems Manager	1	1	1	1
Geographic Information Systems Analyst	1	1	1	1
Network Administrator	2	1	1	1
Senior Management Analyst	-	1	1	1
IT Analyst	-	1	1	1
Information Systems Specialist	3	2	3	3
Geographic Information Systems Technician	1	1	-	-
<b>Total</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

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## Information Technology Department

Information Technology		FY 2019	FY 2020	FY 2020	FY 2021	Var from	% of
Object Description		Actual	Adopted	Y/E Est	Adopted	FY 20 Budg	Total
4101	Salaries & Allowances	962,303	1,027,144	930,020	<b>1,042,842</b>	1.5%	30.6%
4103	Part-time Salaries	27,708	30,254	110,000	<b>35,110</b>	16.1%	1.0%
4111	Overtime Regular Employees	68,081	37,976	22,000	<b>32,816</b>	-13.6%	1.0%
4201	Group Medical Insurance	125,676	148,757	121,600	<b>137,807</b>	-7.4%	4.0%
4202	Medicare Contributions	15,098	15,708	14,500	<b>15,952</b>	1.6%	0.5%
4204	401A Plan City Contributions	19,494	26,891	20,120	<b>19,258</b>	-28.4%	0.6%
4205	Worker's Compensation	62,400	62,400	62,400	<b>96,180</b>	54.1%	2.8%
4211	PERS Regular Contribution	76,055	85,799	75,600	<b>93,886</b>	9.4%	2.8%
4218	PERS Regular Liability Contr.	76,950	99,179	94,320	<b>108,821</b>	9.7%	3.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,433,764</b>	<b>\$1,534,108</b>	<b>\$1,450,560</b>	<b>\$1,582,672</b>	<b>3.2%</b>	<b>46.4%</b>
5101	Contract Services	68,515	89,847	93,310	<b>89,847</b>	-	2.6%
5104	Computer Contract Services	404,831	599,636	542,428	<b>798,269</b>	33.1%	23.4%
5201	Office Supplies	1,080	1,150	600	<b>1,000</b>	-13.0%	-
5202	Membership & Dues	1,900	2,400	1,195	<b>2,200</b>	-8.3%	0.1%
5203	Reference Materials	297	500	200	<b>500</b>	-	-
5205	Training, Conferences & Meetings	45,530	47,855	25,851	<b>26,705</b>	-44.2%	0.8%
5210	Computer Supplies & Software	463,301	617,843	658,777	<b>521,419</b>	-15.6%	15.3%
5212	Office Equip Maintenance	-	1,000	1,151	<b>1,500</b>	50.0%	-
5213	Computer Maintenance & Repairs	19,864	24,434	26,224	<b>24,434</b>	-	0.7%
5217	Departmental Supplies	3,484	2,300	2,033	<b>1,200</b>	-47.8%	-
5225	Printing	238	800	500	<b>700</b>	-12.5%	-
5501	Telephone	3,909	5,401	3,077	<b>3,175</b>	-41.2%	0.1%
<b>Total Materials &amp; Services</b>		<b>\$1,012,950</b>	<b>\$1,393,166</b>	<b>\$1,355,346</b>	<b>\$1,470,949</b>	<b>5.6%</b>	<b>43.1%</b>
5611	Warehouse Services	277	800	300	<b>800</b>	-	-
5631	Insurance Allocation	6,540	6,540	6,540	<b>9,660</b>	47.7%	0.3%
5651	Building & Operations Allocation	34,581	41,700	33,989	<b>40,266</b>	-3.4%	1.2%
<b>Total Internal Services</b>		<b>\$41,398</b>	<b>\$49,040</b>	<b>\$40,829</b>	<b>\$50,726</b>	<b>3.4%</b>	<b>1.5%</b>
<b>Total Operating Expenditures</b>		<b>\$2,488,112</b>	<b>\$2,976,314</b>	<b>\$2,846,735</b>	<b>\$3,104,347</b>	<b>4.3%</b>	<b>91.0%</b>
6121	Machinery & Equipment	-	-	6,548	-	-	-
6141	Computer Equipment & Software	120,326	57,719	414,119	<b>197,243</b>	241.7%	5.8%
6142	ERP Implementation	127,585	195,263	631,245	<b>108,093</b>	-44.6%	3.2%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$247,912</b>	<b>\$252,982</b>	<b>\$1,051,912</b>	<b>\$305,336</b>	<b>20.7%</b>	<b>9.0%</b>
<b>Total Expenditures</b>		<b>\$2,736,024</b>	<b>\$3,229,296</b>	<b>\$3,898,647</b>	<b>\$3,409,683</b>	<b>5.6%</b>	<b>100.0%</b>
<b>Source of Funds</b>							
General Fund		\$272,074	\$329,460	\$339,626	-	-100.0%	-
Capital Improvement		-	-	-	-	-	-
Information Technology Fund		\$2,463,951	\$2,899,836	\$3,559,021	<b>\$3,409,683</b>	17.6%	100.0%
<b>Total Sources</b>		<b>\$2,736,024</b>	<b>\$3,229,296</b>	<b>\$3,898,647</b>	<b>\$3,409,683</b>	<b>5.6%</b>	<b>100.0%</b>



# Five Year Forecast

**FIVE YEAR FORECAST**

**All Funds**

**FY 2020-2021 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2020 Opening Balance	FY 2021 Estimated Revenues	FY 2021 Operating Expenditures	FY 2021 Capital Equip & Projects	FY 2021 Debt Service Payments	FY 2021 Total Expenditures	FY 2021 Fund Balance Before Xfers	FY 2021 Fund Transfers	06/30/2021 Total Fund Balance	06/30/2021 Reserves & Designations	06/30/2021 Unreserved Balance
<b>General Fund Undesignated</b>	\$8,276,741	\$73,122,730	(\$72,249,338)	(\$395,500)	(\$479,350)	(\$73,124,188)	\$8,275,283	\$380,049	\$6,464,743		\$6,464,743
<i>Transfer from County Lots Parking Fund</i>								296,423			
<i>Transfer to Street Lighting Fund</i>								(\$185,802)			
<i>Transfer to Stormwater Fund</i>								(1,782,459)			
<i>Transfer to Prop A Fund</i>								(268,751)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(250,000)			
<i>Financial Policy Designation</i>	15,004,887						15,004,887	(380,049)	14,624,838	14,624,838	
<i>Reserve for Economic Uncertainty</i>	4,000,000						4,000,000		4,000,000	4,000,000	
<b>Total General Fund Balance</b>	<b>\$27,281,628</b>	<b>\$73,122,730</b>	<b>(\$72,249,338)</b>	<b>(\$395,500)</b>	<b>(\$479,350)</b>	<b>(\$73,124,188)</b>	<b>\$27,280,170</b>	<b>(\$2,190,589)</b>	<b>\$25,089,581</b>	<b>\$18,624,838</b>	<b>\$6,464,743</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$389,918	(\$540,720)	(\$35,000)	-	(\$575,720)	(\$185,802)	\$185,802	-		-
Gas Tax	65,183	1,520,414	(7,979)	(755,000)	-	(762,979)	822,618		\$822,618		\$822,618
Asset Forfeiture & Safety Grants	245,706	5,000	(147,900)	-	-	(147,900)	102,806		102,806		102,806
Police Safety Grants	229,024	143,000	(142,000)	-	-	(142,000)	230,024		230,024		230,024
Prop A	-	673,061	(941,812)	-	-	(941,812)	(268,751)	268,751	-		-
Prop C	449,389	580,608	(111,711)	(800,000)	-	(911,711)	118,286		118,286		118,286
AB 2766	64,221	47,000	(673)	-	-	(673)	110,548		110,548		110,548
Measure R	936,899	943,497	(7,979)	(1,260,000)	-	(1,267,979)	612,417		612,417		612,417
Measure M	747,451	4,065,518	(7,979)	(4,280,000)	-	(4,287,979)	524,990		524,990		524,990
<b>Total Special Revenue Funds Balance</b>	<b>\$2,737,872</b>	<b>\$8,368,016</b>	<b>(\$1,908,753)</b>	<b>(\$7,130,000)</b>	<b>-</b>	<b>(\$9,038,753)</b>	<b>\$2,067,135</b>	<b>\$454,553</b>	<b>\$2,521,688</b>	<b>-</b>	<b>\$2,521,688</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$1,086,945	\$1,484,796	(\$127,670)	(\$650,000)	(\$771,364)	(\$1,549,034)	\$1,022,707		\$1,022,707	-	\$1,022,707
Underground Utility Construction Fund	10,002,281	-	-	-	-	-	10,002,281		10,002,281		10,002,281
<b>Total Capital Project Funds Balance</b>	<b>\$11,089,226</b>	<b>\$1,484,796</b>	<b>(\$127,670)</b>	<b>(\$650,000)</b>	<b>(\$771,364)</b>	<b>(\$1,549,034)</b>	<b>\$11,024,988</b>	<b>-</b>	<b>\$11,024,988</b>	<b>-</b>	<b>\$11,024,988</b>
<b>Enterprise Funds</b>											
Water*	\$11,065,322	\$16,075,000	(\$11,231,283)	(\$15,163,750)	(\$172,084)	(\$26,567,117)	\$573,205		\$573,205	573,205	-
Stormwater*	125,813	789,484	(987,756)	(1,710,000)	-	(2,697,756)	(1,782,459)	1,782,459	-	-	-
Wastewater	3,298,295	3,729,000	(1,706,665)	(1,408,750)	(84,666)	(3,200,081)	3,827,214		3,827,214	597,110	3,230,104
Parking	235,177	4,306,000	(1,704,618)	-	(711,213)	(2,415,831)	2,125,346		2,125,346	805,277	1,320,069
County Parking Lots	-	1,043,500	(175,077)	-	(572,000)	(747,077)	296,423	(296,423)	-	-	-
State Pier & Parking	526,981	821,000	(539,418)	-	-	(539,418)	808,563		808,563	179,806	628,757
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	371,598	-	-	-	-	-	371,598		371,598	371,598	
<b>Total Enterprise Funds Balance</b>	<b>\$15,623,186</b>	<b>\$26,763,984</b>	<b>(\$16,344,817)</b>	<b>(\$18,282,500)</b>	<b>(\$1,539,963)</b>	<b>(\$36,167,280)</b>	<b>\$6,219,890</b>	<b>\$1,486,036</b>	<b>\$7,705,926</b>	<b>\$2,526,995</b>	<b>\$5,178,930</b>

\* Not meeting current Financial Reserve Policy.

**FIVE YEAR FORECAST**

**All Funds**

**FY 2020-2021 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2020 Opening Balance	FY 2021 Estimated Revenues	FY 2021 Operating Expenditures	FY 2021 Capital Equip & Projects	FY 2021 Debt Service Payments	FY 2021 Total Expenditures	FY 2021 Fund Balance Before Xfers	FY 2021 Fund Transfers	06/30/2021 Total Fund Balance	06/30/2021 Reserves & Designations	06/30/2021 Unreserved Balance
<b>Internal Service Funds</b>											
Insurance Reserve	\$4,996,293	\$7,203,980	(\$6,746,975)	-	-	(\$6,746,975)	\$5,453,298		\$5,453,298	\$2,000,000	\$3,453,298
Information Technology	795,584	2,814,340	(3,104,347)	(305,336)	-	(3,409,683)	200,241		200,241		200,241
Fleet Management	3,296,306	25,000	(1,227,502)	(459,000)	-	(1,686,502)	1,634,804		1,634,804		1,634,804
Building Maintenance & Operations	(94,238)	2,082,725	(2,001,242)	-	-	(2,001,242)	(12,755)		(12,755)		(12,755)
<b>Total Insurance Service Funds Balance</b>	<b>\$8,993,945</b>	<b>\$12,126,045</b>	<b>(\$13,080,066)</b>	<b>(\$764,336)</b>	<b>-</b>	<b>(\$13,844,402)</b>	<b>\$7,275,588</b>	<b>-</b>	<b>\$7,275,588</b>	<b>\$2,000,000</b>	<b>\$5,275,588</b>
<b>Trust &amp; Agency Funds</b>											
Underground Assessment Fund 2018 F	\$1,255,966	\$732,532	-	-	(\$717,050)	(\$717,050)	\$1,271,448		\$1,271,448	\$1,271,448	-
Underground Assessment Fund 19-12 i	-	614,943	-	-	(282,099)	(282,099)	332,844		332,844	332,844	-
Underground Assessment Fund 19-4	-	340,513	-	-	(120,279)	(120,279)	220,234		220,234	220,234	-
Post-Employment Benefits Trust Fund	95,382	220,000	(241,000)	-	-	(241,000)	74,382		74,382	74,382	-
Pension Rate Stabilization Fund	1,373,946	50,000	-	-	-	-	1,423,946	250,000	1,673,946	1,673,946	-
<b>Total Trust Agency Funds Balance</b>	<b>\$2,725,294</b>	<b>\$1,957,988</b>	<b>(\$241,000)</b>	<b>-</b>	<b>(\$1,119,428)</b>	<b>(\$1,360,428)</b>	<b>\$3,322,854</b>	<b>\$250,000</b>	<b>\$3,572,854</b>	<b>\$3,572,854</b>	<b>-</b>
<b>Grand Total</b>	<b>\$68,451,151</b>	<b>\$123,823,559</b>	<b>(\$103,951,644)</b>	<b>(\$27,222,336)</b>	<b>(\$3,910,105)</b>	<b>(\$135,084,085)</b>	<b>\$57,190,625</b>	<b>-</b>	<b>\$57,190,625</b>	<b>\$26,724,687</b>	<b>\$30,465,938</b>

\* Not meeting current Financial Reserve Policy.

\* Not meeting current Financial Reserve Policy.

**FIVE YEAR FORECAST**

**All Funds**

**FY 2021-2022 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2021 Opening Balance	FY 2022 Estimated Revenues	FY 2022 Operating Expenditures	FY 2022 Capital Equip & Projects	FY 2022 Debt Service Payments	FY 2022 Total Expenditures	FY 2022 Fund Balance Before Xfers	FY 2022 Fund Transfers	06/30/2022 Total Fund Balance	06/30/2022 Reserves & Designations	06/30/2022 Unreserved Balance
<b>General Fund Undesignated</b>	\$6,464,743	\$75,388,638	(\$76,441,878)	-	(\$478,300)	(\$76,920,178)	\$4,933,203	(\$759,198)	\$2,810,372		\$2,810,372
<i>Transfer from County Lots Parking Fund</i>								294,586			
<i>Transfer to Street Lighting Fund</i>								(168,137)			
<i>Transfer to Stormwater Fund</i>								(916,496)			
<i>Transfer to Prop A Fund</i>								(323,586)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(250,000)			
<i>Financial Policy Designation</i>	14,624,838						14,624,838	759,198	15,384,036	15,384,036	
<i>Reserve for Economic Uncertainty</i>	4,000,000						4,000,000		4,000,000	4,000,000	
<b>Total General Fund Balance</b>	<b>\$25,089,581</b>	<b>\$75,388,638</b>	<b>(\$76,441,878)</b>	<b>-</b>	<b>(\$478,300)</b>	<b>(\$76,920,178)</b>	<b>\$23,558,041</b>	<b>(\$1,363,633)</b>	<b>\$22,194,408</b>	<b>\$19,384,036</b>	<b>\$2,810,372</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$408,925	(\$542,061)	(\$35,000)	-	(\$577,061)	(\$168,137)	\$168,137	-		-
Gas Tax	\$822,618	1,535,768	(20,000)	(1,985,000)	-	(2,005,000)	353,386		\$353,386		\$353,386
Asset Forfeiture & Safety Grants	102,806	5,075	-	-	-	-	107,881		107,881		107,881
Police Safety Grants	230,024	143,060	(125,000)	-	-	(125,000)	248,084		248,084		248,084
Prop A	-	705,860	(1,029,447)	-	-	(1,029,447)	(323,586)	323,586	-		-
Prop C	118,286	611,838	(40,000)	-	-	(40,000)	690,124		690,124		690,124
AB 2766	110,548	47,475	(686)	-	-	(686)	157,337		157,337		157,337
Measure R	612,417	422,692	(25,000)	-	-	(25,000)	1,010,109		1,010,109		1,010,109
Measure M	524,990	2,246,794	(50,000)	(2,400,000)	-	(2,450,000)	321,784		321,784		321,784
<b>Total Special Revenue Funds Balance</b>	<b>\$2,521,688</b>	<b>\$6,127,487</b>	<b>(\$1,832,194)</b>	<b>(\$4,420,000)</b>	<b>-</b>	<b>(\$6,252,194)</b>	<b>\$2,396,981</b>	<b>\$491,723</b>	<b>\$2,888,704</b>	<b>-</b>	<b>\$2,888,704</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$1,022,707	\$1,541,283	(\$127,670)	(\$1,400,000)	(\$770,237)	(\$2,297,907)	\$266,082		\$266,082	-	\$266,082
Underground Utility Construction Fund	10,002,281	-	-	-	-	-	10,002,281		10,002,281		10,002,281
<b>Total Capital Project Funds Balance</b>	<b>\$11,024,988</b>	<b>\$1,541,283</b>	<b>(\$127,670)</b>	<b>(\$1,400,000)</b>	<b>(\$770,237)</b>	<b>(\$2,297,907)</b>	<b>\$10,268,363</b>	<b>-</b>	<b>\$10,268,363</b>	<b>-</b>	<b>\$10,268,363</b>
<b>Enterprise Funds</b>											
Water*	\$573,205	\$16,094,950	(\$11,484,915)	(\$3,758,925)	(\$174,463)	(\$15,418,303)	\$1,249,851		\$1,249,851	1,249,851	-
Stormwater*	-	790,069	(996,565)	(710,000)	-	(1,706,565)	(916,496)	916,496	-	-	-
Wastewater	3,827,214	3,738,910	(1,815,194)	(1,108,925)	(85,837)	(3,009,956)	4,556,168		4,556,168	633,677	3,922,491
Refuse	-	-	-	-	-	-	-		-	-	-
Parking	2,125,346	4,313,735	(1,746,881)	-	(716,812)	(2,463,693)	3,975,388	(300,000)	3,675,388	821,231	2,854,157
County Parking Lots	-	1,043,500	(176,914)	-	(572,000)	(748,914)	294,586	(294,586)	-	-	-
State Pier & Parking*	808,563	821,310	(468,781)	(1,400,000)	-	(1,868,781)	(238,907)	300,000	61,093	61,093	-
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	371,598	-	-	-	-	-	371,598		371,598	371,598	
<b>Total Enterprise Funds Balance</b>	<b>\$7,705,926</b>	<b>\$26,802,474</b>	<b>(\$16,689,250)</b>	<b>(\$6,977,850)</b>	<b>(\$1,549,112)</b>	<b>(\$25,216,212)</b>	<b>\$9,292,188</b>	<b>\$621,910</b>	<b>\$9,914,097</b>	<b>\$3,137,450</b>	<b>\$6,776,648</b>



**FIVE YEAR FORECAST**

**All Funds**

**FY 2021-2022 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2021 Opening Balance	FY 2022 Estimated Revenues	FY 2022 Operating Expenditures	FY 2022 Capital Equip & Projects	FY 2022 Debt Service Payments	FY 2022 Total Expenditures	FY 2022 Fund Balance Before Xfers	FY 2022 Fund Transfers	06/30/2022 Total Fund Balance	06/30/2022 Reserves & Designations	06/30/2022 Unreserved Balance
<b>Internal Service Funds</b>											
Insurance Reserve	\$5,453,298	\$7,296,559	(\$6,841,219)	-	-	(\$6,841,219)	\$5,908,638		\$5,908,638	\$2,000,000	\$3,908,638
Information Technology	200,241	2,998,040	(2,798,040)	(200,000)	-	(2,998,040)	200,241		200,241		200,241
Fleet Management	1,634,804	2,266,605	(1,246,560)	(1,250,000)	-	(2,496,560)	1,404,849		1,404,849		1,404,849
Building Maintenance & Operations	(12,755)	1,929,661	(1,916,905)	-	-	(1,916,905)	-		-		-
<b>Total Insurance Service Funds Balance</b>	<b>\$7,275,588</b>	<b>\$14,490,865</b>	<b>(\$12,802,725)</b>	<b>(\$1,450,000)</b>	<b>-</b>	<b>(\$14,252,725)</b>	<b>\$7,513,728</b>	<b>-</b>	<b>\$7,513,728</b>	<b>\$2,000,000</b>	<b>\$5,513,728</b>
<b>Trust &amp; Agency Funds</b>											
Underground Assessment Fund 2018 F	\$1,271,448	\$769,159	-	-	(\$708,650)	(\$708,650)	\$1,331,957		\$1,331,957	\$1,331,957	-
Underground Assessment Fund 19-12 i	332,844	624,167	-	-	(289,000)	(289,000)	668,011	-	668,011	668,011	-
Underground Assessment Fund 19-4	220,234	345,621	-	-	(125,200)	(125,200)	440,655	-	440,655	440,655	-
Post-Employment Benefits Trust Fund	74,382	214,530	(222,580)	-	-	(222,580)	66,332		66,332	66,332	-
Pension Rate Stabilization Fund	1,673,946	50,750	-	-	-	-	1,724,696	250,000	1,974,696	1,974,696	-
<b>Total Trust Agency Funds Balance</b>	<b>\$3,572,854</b>	<b>\$2,004,226</b>	<b>(\$222,580)</b>	<b>-</b>	<b>(\$1,122,850)</b>	<b>(\$1,345,430)</b>	<b>\$4,231,650</b>	<b>\$250,000</b>	<b>\$4,481,650</b>	<b>\$4,481,650</b>	<b>-</b>
<b>Grand Total</b>	<b>\$57,190,625</b>	<b>\$126,354,973</b>	<b>(\$108,116,298)</b>	<b>(\$14,247,850)</b>	<b>(\$3,920,499)</b>	<b>(\$126,284,647)</b>	<b>\$57,260,950</b>	<b>-</b>	<b>\$57,260,950</b>	<b>\$29,003,136</b>	<b>\$28,257,815</b>

\* Not meeting current Financial Reserve Policy.

\$5,396,739

**FIVE YEAR FORECAST**

**All Funds**

**FY 2022-2023 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2022 Opening Balance	FY 2023 Estimated Revenues	FY 2023 Operating Expenditures	FY 2023 Capital Equip & Projects	FY 2023 Debt Service Payments	FY 2023 Total Expenditures	FY 2023 Fund Balance Before Xfers	FY 2023 Fund Transfers	06/30/2023 Total Fund Balance	06/30/2023 Reserves & Designations	06/30/2023 Unreserved Balance
<b>General Fund Undesignated</b>	\$2,810,372	\$78,053,315	(\$79,144,365)	-	(\$480,200)	(\$79,624,565)	\$1,239,122	(\$540,877)	(\$682,001)		-
<i>Transfer from County Lots Parking Fund</i>								291,252			
<i>Transfer to Street Lighting Fund</i>								(166,885)			
<i>Transfer to Stormwater Fund</i>								(933,499)			
<i>Transfer to Prop A Fund</i>								(321,113)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(250,000)			
<i>Financial Policy Designation</i>	15,384,036						15,384,036	540,877	15,924,913	15,924,913	
<i>Reserve for Economic Uncertainty</i>	4,000,000						4,000,000		4,000,000	3,317,999	
<b>Total General Fund Balance</b>	<b>\$22,194,408</b>	<b>\$78,053,315</b>	<b>(\$79,144,365)</b>	<b>-</b>	<b>(\$480,200)</b>	<b>(\$79,624,565)</b>	<b>\$20,623,158</b>	<b>(\$1,380,246)</b>	<b>\$19,242,912</b>	<b>\$19,242,912</b>	<b>-</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$416,980	(\$548,865)	(\$35,000)	-	(\$583,865)	(\$166,885)	\$166,885	-		-
Gas Tax	\$353,386	1,551,278	(20,000)	(715,000)	-	(735,000)	1,169,664		\$1,169,664		\$1,169,664
Asset Forfeiture & Safety Grants	107,881	5,151	-	-	-	-	113,032		113,032		113,032
Police Safety Grants	248,084	143,121	(125,000)	-	-	(125,000)	266,204		266,204		266,204
Prop A	-	733,485	(1,054,598)	-	-	(1,054,598)	(321,113)	321,113	-		-
Prop C	690,124	623,644	(40,000)	(1,200,000)	-	(1,240,000)	73,769		73,769		73,769
AB 2766	157,337	47,955	(700)	-	-	(700)	204,591		204,591		204,591
Measure R	1,010,109	431,004	(50,000)	(1,250,000)	-	(1,300,000)	141,112		141,112		141,112
Measure M	321,784	455,730	(25,000)	-	-	(25,000)	752,514		752,514		752,514
<b>Total Special Revenue Funds Balance</b>	<b>\$2,888,704</b>	<b>\$4,408,347</b>	<b>(\$1,864,164)</b>	<b>(\$3,200,000)</b>	<b>-</b>	<b>(\$5,064,164)</b>	<b>\$2,232,888</b>	<b>\$487,999</b>	<b>\$2,720,886</b>	<b>-</b>	<b>\$2,720,886</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$266,082	\$1,585,128	(\$127,670)	(\$800,000)	(\$768,663)	(\$1,696,333)	\$154,877		\$154,877	-	\$154,877
Underground Utility Construction Fund	10,002,281	-	-	-	-	-	10,002,281		10,002,281		10,002,281
<b>Total Capital Project Funds Balance</b>	<b>\$10,268,363</b>	<b>\$1,585,128</b>	<b>(\$127,670)</b>	<b>(\$800,000)</b>	<b>(\$768,663)</b>	<b>(\$1,696,333)</b>	<b>\$10,157,158</b>	<b>-</b>	<b>\$10,157,158</b>	<b>-</b>	<b>\$10,157,158</b>
<b>Enterprise Funds</b>											
Water*	\$1,249,851	\$16,115,316	(\$11,700,499)	(\$4,974,104)	(\$175,871)	(\$16,850,473)	\$514,694		\$514,694	514,694	-
Stormwater*	-	790,664	(1,014,163)	(710,000)	-	(1,724,163)	(933,499)	933,499	-	-	-
Wastewater	4,556,168	3,749,279	(1,844,046)	(4,184,713)	(86,529)	(6,115,288)	2,190,159		2,190,159	643,525	1,546,634
Refuse	-	-	-	-	-	-	-		-	-	-
Parking	3,675,388	4,317,508	(1,772,359)	(150,000)	(709,463)	(2,631,822)	5,361,074		5,361,074	827,274	4,533,800
County Parking Lots	-	1,043,500	(180,248)	-	(572,000)	(752,248)	291,252	(291,252)	-	-	-
State Pier & Parking	61,093	821,625	(477,464)	-	-	(477,464)	405,254		405,254	159,155	246,099
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	371,598	-	-	-	-	-	371,598		371,598	371,598	
<b>Total Enterprise Funds Balance</b>	<b>\$9,914,097</b>	<b>\$26,837,891</b>	<b>(\$16,988,779)</b>	<b>(\$10,018,816)</b>	<b>(\$1,543,863)</b>	<b>(\$28,551,458)</b>	<b>\$8,200,531</b>	<b>\$642,247</b>	<b>\$8,842,778</b>	<b>\$2,516,245</b>	<b>\$6,326,534</b>

**FIVE YEAR FORECAST**

**All Funds**

**FY 2022-2023 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2022 Opening Balance	FY 2023 Estimated Revenues	FY 2023 Operating Expenditures	FY 2023 Capital Equip & Projects	FY 2023 Debt Service Payments	FY 2023 Total Expenditures	FY 2023 Fund Balance Before Xfers	FY 2023 Fund Transfers	06/30/2023 Total Fund Balance	06/30/2023 Reserves & Designations	06/30/2023 Unreserved Balance
<b>Internal Service Funds</b>											
Insurance Reserve	\$5,908,638	\$7,441,990	(\$7,042,542)	-	-	(\$7,042,542)	\$6,308,086		\$6,308,086	\$2,000,000	\$4,308,086
Information Technology	200,241	3,072,774	(2,872,774)	(200,000)	-	(3,072,774)	200,241		200,241		200,241
Fleet Management	1,404,849	2,311,437	(1,278,856)	(1,250,000)	-	(2,528,856)	1,187,430		1,187,430		1,187,430
Building Maintenance & Operations	-	1,990,365	(1,990,365)	-	-	(1,990,365)	-		-		-
<b>Total Insurance Service Funds Balance</b>	<b>\$7,513,728</b>	<b>\$14,816,566</b>	<b>(\$13,184,536)</b>	<b>(\$1,450,000)</b>	<b>-</b>	<b>(\$14,634,536)</b>	<b>\$7,695,757</b>	<b>-</b>	<b>\$7,695,757</b>	<b>\$2,000,000</b>	<b>\$5,695,757</b>
<b>Trust &amp; Agency Funds</b>											
Underground Assessment Fund	\$1,331,957	\$784,542	-	-	(\$700,200)	(\$700,200)	\$1,416,299		\$1,416,299	\$1,416,299	-
Underground Assessment Fund 19-12	668,011	633,530	-	-	(289,000)	(289,000)	1,012,541		1,012,541	1,012,541	-
Underground Assessment Fund 19-4	440,655	350,805	-	-	(125,200)	(125,200)	666,260		666,260	666,260	-
Post-Employment Benefits Trust Fund	66,332	215,065	(223,792)	-	-	(223,792)	57,605		57,605	57,605	-
Pension Rate Stabilization Fund	1,974,696	51,511	-	-	-	-	2,026,207	250,000	2,276,207	2,276,207	-
<b>Total Trust Agency Funds Balance</b>	<b>\$4,481,650</b>	<b>\$2,035,453</b>	<b>(\$223,792)</b>	<b>-</b>	<b>(\$1,114,400)</b>	<b>(\$1,338,192)</b>	<b>\$5,178,912</b>	<b>\$250,000</b>	<b>\$5,428,912</b>	<b>\$5,428,912</b>	<b>-</b>
<b>Grand Total</b>	<b>\$57,260,951</b>	<b>\$127,736,701</b>	<b>(\$111,533,306)</b>	<b>(\$15,468,816)</b>	<b>(\$3,907,126)</b>	<b>(\$130,909,248)</b>	<b>\$54,088,403</b>	<b>-</b>	<b>\$54,088,403</b>	<b>\$29,188,068</b>	<b>\$24,900,335</b>

\* Not meeting current Financial Reserve Policy.

**FIVE YEAR FORECAST**

**All Funds**

**FY 2023-2024 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2023 Opening Balance	FY 2024 Estimated Revenues	FY 2024 Operating Expenditures	FY 2024 Capital Equip & Projects	FY 2024 Debt Service Payments	FY 2024 Total Expenditures	FY 2024 Fund Balance Before Xfers	FY 2024 Fund Transfers	06/30/2024 Total Fund Balance	06/30/2024 Reserves & Designations	06/30/2024 Unreserved Balance
<b>General Fund Undesignated</b>	-	\$80,571,842	(\$81,454,009)	-	(\$476,600)	(\$81,930,609)	(\$1,358,768)	(\$461,208)	(\$3,222,412)		-
<i>Transfer from County Lots Parking Fund</i>								287,915			
<i>Transfer to Street Lighting Fund</i>								(165,570)			
<i>Transfer to Stormwater Fund</i>								(950,570)			
<i>Transfer to Prop A Fund</i>								(324,212)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(250,000)			
<i>Financial Policy Designation*</i>	15,924,913						15,924,913	461,208	16,386,120	16,386,120	
<i>Reserve for Economic Uncertainty</i>	3,317,999						3,317,999		3,317,999	95,587	
<b>Total General Fund Balance</b>	<b>\$19,242,912</b>	<b>\$80,571,842</b>	<b>(\$81,454,009)</b>	<b>-</b>	<b>(\$476,600)</b>	<b>(\$81,930,609)</b>	<b>\$17,884,144</b>	<b>(\$1,402,436)</b>	<b>\$16,481,707</b>	<b>\$16,481,707</b>	<b>-</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$425,195	(\$555,764)	(\$35,000)	-	(\$590,764)	(\$165,570)	\$165,570	-	-	-
Gas Tax	\$1,169,664	1,566,945	(20,000)	(1,825,000)	-	(1,845,000)	891,609	-	\$891,609	-	\$891,609
Asset Forfeiture & Safety Grants	113,032	5,228	-	-	-	-	118,260	-	118,260	-	118,260
Police Safety Grants	266,204	143,183	(125,000)	-	-	(125,000)	284,387	-	284,387	-	284,387
Prop A	-	755,132	(1,079,344)	-	-	(1,079,344)	(324,212)	324,212	-	-	-
Prop C	73,769	635,680	(40,000)	-	-	(40,000)	669,448	-	669,448	-	669,448
AB 2766	204,591	48,440	(714)	-	-	(714)	252,317	-	252,317	-	252,317
Measure R	141,112	439,479	(25,000)	-	-	(25,000)	555,592	-	555,592	-	555,592
Measure M	752,514	464,844	(50,000)	(800,000)	-	(850,000)	367,358	-	367,358	-	367,358
<b>Total Special Revenue Funds Balance</b>	<b>\$2,720,886</b>	<b>\$4,484,126</b>	<b>(\$1,895,823)</b>	<b>(\$2,660,000)</b>	<b>-</b>	<b>(\$4,555,823)</b>	<b>\$2,649,190</b>	<b>\$489,782</b>	<b>\$3,138,972</b>	<b>-</b>	<b>\$3,138,972</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$154,877	\$1,641,062	(\$127,670)	(\$800,000)	(\$763,763)	(\$1,691,433)	\$104,506	-	\$104,506	-	\$104,506
Underground Utility Construction Fund	10,002,281	-	-	-	-	-	10,002,281	-	10,002,281	-	10,002,281
<b>Total Capital Project Funds Balance</b>	<b>\$10,157,158</b>	<b>\$1,641,062</b>	<b>(\$127,670)</b>	<b>(\$800,000)</b>	<b>(\$763,763)</b>	<b>(\$1,691,433)</b>	<b>\$10,106,787</b>	<b>-</b>	<b>\$10,106,787</b>	<b>-</b>	<b>\$10,106,787</b>
<b>Enterprise Funds</b>											
Water*	\$514,694	\$16,136,106	(\$11,917,267)	(\$4,084,286)	(\$172,989)	(\$16,174,541)	\$476,259	-	\$476,259	476,259	-
Stormwater*	-	791,270	(1,031,840)	(710,000)	-	(1,741,840)	(950,570)	950,570	-	-	-
Wastewater	2,190,159	3,760,029	(1,872,489)	(1,509,286)	(85,111)	(3,466,886)	2,483,302	-	2,483,302	652,533	1,830,768
Refuse	-	-	-	-	-	-	-	-	-	-	-
Parking	5,361,074	4,321,351	(1,798,064)	(800,000)	(718,863)	(3,316,927)	6,365,498	300,000	6,665,498	838,976	5,826,523
County Parking Lots	-	1,043,500	(183,585)	-	(572,000)	(755,585)	287,915	(287,915)	-	-	-
State Pier & Parking	405,254	821,944	(486,253)	-	-	(486,253)	740,945	(300,000)	440,945	162,084	278,860
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	371,598	-	-	-	-	-	371,598	-	371,598	371,598	-
<b>Total Enterprise Funds Balance</b>	<b>\$8,842,778</b>	<b>\$26,874,200</b>	<b>(\$17,289,498)</b>	<b>(\$7,103,571)</b>	<b>(\$1,548,963)</b>	<b>(\$25,942,032)</b>	<b>\$9,774,946</b>	<b>\$662,655</b>	<b>\$10,437,601</b>	<b>\$2,501,450</b>	<b>\$7,936,152</b>

**FIVE YEAR FORECAST**

**All Funds**

**FY 2023-2024 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2023 Opening Balance	FY 2024 Estimated Revenues	FY 2024 Operating Expenditures	FY 2024 Capital Equip & Projects	FY 2024 Debt Service Payments	FY 2024 Total Expenditures	FY 2024 Fund Balance Before Xfers	FY 2024 Fund Transfers	06/30/2024 Total Fund Balance	06/30/2024 Reserves & Designations	06/30/2024 Unreserved Balance
<b>Internal Service Funds</b>											
Insurance Reserve	\$6,308,086	\$7,590,329	(\$7,250,752)	-	-	(\$7,250,752)	\$6,647,664		\$6,647,664	\$2,000,000	\$4,647,664
Information Technology	200,241	3,145,462	(2,945,462)	(200,000)	-	(3,145,462)	200,241		200,241		200,241
Fleet Management	1,187,430	2,357,166	(1,310,798)	(1,250,000)	-	(2,560,798)	983,798		983,798		983,798
Building Maintenance & Operations	-	2,037,899	(2,037,899)	-	-	(2,037,899)	-		-		-
<b>Total Insurance Service Funds Balance</b>	<b>\$7,695,757</b>	<b>\$15,130,857</b>	<b>(\$13,544,911)</b>	<b>(\$1,450,000)</b>	<b>-</b>	<b>(\$14,994,911)</b>	<b>\$7,831,703</b>	<b>-</b>	<b>\$7,831,703</b>	<b>\$2,000,000</b>	<b>\$5,831,703</b>
<b>Trust &amp; Agency Funds</b>											
Underground Assessment Fund	\$1,416,299	\$800,233	-	-	(\$706,225)	(\$706,225)	\$1,510,306		\$1,510,306	\$1,510,306	-
Underground Assessment Fund 19-12	1,012,541	643,033	-	-	(289,000)	(289,000)	1,366,573		1,366,573	1,366,573	-
Underground Assessment Fund 19-4	666,260	356,067	-	-	(127,000)	(127,000)	895,327		895,327	895,327	-
Post-Employment Benefits Trust Fund	57,605	215,606	(225,027)	-	-	(225,027)	48,184		48,184	48,184	-
Pension Rate Stabilization Fund	2,276,207	52,284	-	-	-	-	2,328,491	250,000	2,578,491	2,578,491	-
<b>Total Trust Agency Funds Balance</b>	<b>\$5,428,912</b>	<b>\$2,067,223</b>	<b>(\$225,027)</b>	<b>-</b>	<b>(\$1,122,225)</b>	<b>(\$1,347,252)</b>	<b>\$6,148,882</b>	<b>\$250,000</b>	<b>\$6,398,882</b>	<b>\$6,398,882</b>	<b>-</b>
<b>Grand Total</b>	<b>\$54,088,403</b>	<b>\$130,769,309</b>	<b>(\$114,536,938)</b>	<b>(\$12,013,571)</b>	<b>(\$3,911,551)</b>	<b>(\$130,462,060)</b>	<b>\$54,395,652</b>	<b>-</b>	<b>\$54,395,651</b>	<b>\$27,382,038</b>	<b>\$27,013,613</b>

\* Not meeting current Financial Reserve Policy.

**FIVE YEAR FORECAST**

**All Funds**

**FY 2024-2025 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2024 Opening Balance	FY 2025 Estimated Revenues	FY 2025 Operating Expenditures	FY 2025 Capital Equip & Projects	FY 2025 Debt Service Payments	FY 2025 Total Expenditures	FY 2025 Fund Balance Before Xfers	FY 2025 Fund Transfers	06/30/2025 Total Fund Balance	06/30/2025 Reserves & Designations	06/30/2025 Unreserved Balance
<b>General Fund Undesignated</b>	-	\$83,041,224	(\$84,045,228)	-	(\$477,500)	(\$84,522,728)	(\$1,481,504)	(\$518,426)	(\$3,424,338)		-
<i>Transfer from County Lots Parking Fund</i>								284,505			
<i>Transfer to Street Lighting Fund</i>								(160,063)			
<i>Transfer to Stormwater Fund</i>								(967,997)			
<i>Transfer to Prop A Fund</i>								(330,853)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(250,000)			
<i>Financial Policy Designation*</i>	16,386,120						16,386,120	518,426	16,904,546	13,575,795	
<i>Reserve for Economic Uncertainty</i>	95,587						95,587		95,587	-	
<b>Total General Fund Balance</b>	<b>\$16,481,707</b>	<b>\$83,041,224</b>	<b>(\$84,045,228)</b>	<b>-</b>	<b>(\$477,500)</b>	<b>(\$84,522,728)</b>	<b>\$15,000,203</b>	<b>(\$1,424,408)</b>	<b>\$13,575,795</b>	<b>\$13,575,795</b>	<b>-</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$437,698	(\$562,761)	(\$35,000)	-	(\$597,761)	(\$160,063)	\$160,063	-		-
Gas Tax	\$891,609	1,582,772	(20,000)	(715,000)	-	(735,000)	1,739,381		\$1,739,381		\$1,739,381
Asset Forfeiture & Safety Grants	118,260	5,307	-	-	-	-	123,567		123,567		123,567
Police Safety Grants	284,387	143,245	(125,000)	-	-	(125,000)	302,633		302,633		302,633
Prop A	-	773,782	(1,104,635)	-	-	(1,104,635)	(330,853)	330,853	-		-
Prop C	669,448	653,418	(40,000)	(1,200,000)	-	(1,240,000)	82,866		82,866		82,866
AB 2766	252,317	48,929	(728)	-	-	(728)	300,517		300,517		300,517
Measure R	555,592	452,225	(50,000)	(800,000)	-	(850,000)	157,817		157,817		157,817
Measure M	367,358	478,790	(25,000)	-	-	(25,000)	821,148		821,148		821,148
<b>Total Special Revenue Funds Balance</b>	<b>\$3,138,972</b>	<b>\$4,576,166</b>	<b>(\$1,928,125)</b>	<b>(\$2,750,000)</b>	<b>-</b>	<b>(\$4,678,125)</b>	<b>\$3,037,013</b>	<b>\$490,916</b>	<b>\$3,527,928</b>	<b>-</b>	<b>\$3,527,928</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$104,506	\$1,684,317	(\$127,670)	(\$800,000)	(\$765,262)	(\$1,692,932)	\$95,891		\$95,891	-	\$95,891
Underground Utility Construction Fund	10,002,281	-	-	-	-	-	10,002,281		10,002,281		10,002,281
<b>Total Capital Project Funds Balance</b>	<b>\$10,106,787</b>	<b>\$1,684,317</b>	<b>(\$127,670)</b>	<b>(\$800,000)</b>	<b>(\$765,262)</b>	<b>(\$1,692,932)</b>	<b>\$10,098,172</b>	<b>-</b>	<b>\$10,098,172</b>	<b>-</b>	<b>\$10,098,172</b>
<b>Enterprise Funds</b>											
Water*	\$476,259	\$16,157,332	(\$12,138,446)	(\$3,009,471)	(\$176,541)	(\$15,324,458)	\$1,309,133		\$1,309,133	1,309,133	-
Stormwater*	-	791,888	(1,049,885)	(710,000)	-	(1,759,885)	(967,997)	967,997	-	-	-
Wastewater	2,483,302	3,771,069	(1,901,578)	(2,509,471)	(86,859)	(4,497,909)	1,756,463		1,756,463	662,812	1,093,650
Refuse	-	-	-	-	-	-	-		-	-	-
Parking	6,665,498	4,326,761	(1,824,295)	-	(717,262)	(2,541,557)	8,450,702		8,450,702	847,186	7,603,517
County Parking Lots	-	1,043,500	(186,995)	-	(572,000)	(758,995)	284,505	(284,505)	-	-	-
State Pier & Parking	440,945	822,268	(495,221)	-	-	(495,221)	767,991		767,991	165,074	602,918
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	371,598	-	-	-	-	-	371,598		371,598	371,598	
<b>Total Enterprise Funds Balance</b>	<b>\$10,437,601</b>	<b>\$26,912,818</b>	<b>(\$17,596,420)</b>	<b>(\$6,228,943)</b>	<b>(\$1,552,662)</b>	<b>(\$25,378,024)</b>	<b>\$11,972,395</b>	<b>\$683,492</b>	<b>\$12,655,887</b>	<b>\$3,355,802</b>	<b>\$9,300,085</b>

**FIVE YEAR FORECAST**

**All Funds**

**FY 2024-2025 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2024 Opening Balance	FY 2025 Estimated Revenues	FY 2025 Operating Expenditures	FY 2025 Capital Equip & Projects	FY 2025 Debt Service Payments	FY 2025 Total Expenditures	FY 2025 Fund Balance Before Xfers	FY 2025 Fund Transfers	06/30/2025 Total Fund Balance	06/30/2025 Reserves & Designations	06/30/2025 Unreserved Balance
<b>Internal Service Funds</b>											
Insurance Reserve	\$6,647,664	\$7,741,636	(\$7,467,654)	-	-	(\$7,467,654)	\$6,921,646		\$6,921,646	\$2,000,000	\$4,921,646
Information Technology	200,241	3,219,669	(3,019,669)	(200,000)	-	(3,219,669)	200,241		200,241		200,241
Fleet Management	983,798	2,403,809	(1,343,404)	(1,250,000)	-	(2,593,404)	794,203		794,203		794,203
Building Maintenance & Operations	-	2,086,423	(2,086,423)	-	-	(2,086,423)	-		-		-
<b>Total Insurance Service Funds Balance</b>	<b>\$7,831,703</b>	<b>\$15,451,537</b>	<b>(\$13,917,150)</b>	<b>(\$1,450,000)</b>	<b>-</b>	<b>(\$15,367,150)</b>	<b>\$7,916,090</b>	<b>-</b>	<b>\$7,916,090</b>	<b>\$2,000,000</b>	<b>\$5,916,090</b>
<b>Trust &amp; Agency Funds</b>											
Underground Assessment Fund	\$1,510,306	\$824,240	-	-	(\$716,425)	(\$716,425)	\$1,618,121		\$1,618,121	\$1,618,121	-
Underground Assessment Fund 19-12	1,366,573	652,678	-	-	(289,000)	(289,000)	1,730,251		1,730,251	1,730,251	-
Underground Assessment Fund 19-4	895,327	361,408	-	-	(127,000)	(127,000)	1,129,735		1,129,735	1,129,735	-
Post-Employment Benefits Trust Fund	48,184	216,153	(226,288)	-	-	(226,288)	38,049		38,049	38,049	-
Pension Rate Stabilization Fund	2,578,491	53,068	-	-	-	-	2,631,559	250,000	2,881,559	2,881,559	-
<b>Total Trust Agency Funds Balance</b>	<b>\$6,398,882</b>	<b>\$2,107,547</b>	<b>(\$226,288)</b>	<b>-</b>	<b>(\$1,132,425)</b>	<b>(\$1,358,713)</b>	<b>\$7,147,716</b>	<b>\$250,000</b>	<b>\$7,397,716</b>	<b>\$7,397,716</b>	<b>-</b>
<b>Grand Total</b>	<b>\$54,395,651</b>	<b>\$133,773,608</b>	<b>(\$117,840,880)</b>	<b>(\$11,228,943)</b>	<b>(\$3,927,849)</b>	<b>(\$132,997,671)</b>	<b>\$55,171,588</b>	<b>-</b>	<b>\$55,171,588</b>	<b>\$26,329,313</b>	<b>\$28,842,275</b>

\* Not meeting current Financial Reserve Policy.



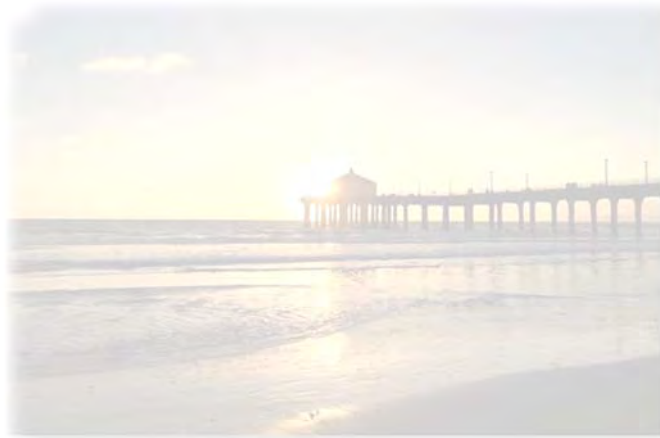


## Growth Factors for FY 2021 to FY 2025 Projections

	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
	Actual	Actual	Actual	Estimate	Budget	Forecast	Forecast	Forecast	Forecast
<b>Core Revenues</b>									
Property Tax	7.1%	7.5%	5.9%	7.1%	2.2%	3.1%	3.1%	3.1%	3.1%
Sales & Use Tax	-3.6%	0.3%	3.9%	-11.7%	-1.1%	5.0%	4.0%	3.0%	2.5%
Other Taxes & Assessments	-13.4%	0.9%	-2.2%	-8.0%	-0.1%	5.0%	2.0%	2.0%	3.0%
Transient Occupancy Tax	0.4%	-15.0%	15.8%	-8.1%	9.9%	8.0%	5.5%	5.5%	5.5%
Business License Tax	5.2%	1.6%	9.0%	-8.7%	-10.1%	2.0%	5.0%	5.0%	5.0%
Charges for Services	17.6%	24.1%	-18.4%	-14.1%	3.8%	3.0%	3.0%	3.0%	3.0%
Parks and Rec Class Revenues	5.8%	13.6%	1.2%	-19.1%	-25.5%	35.0%	15.0%	6.0%	3.0%
Building Permits	-4.5%	30.7%	-8.9%	-24.3%	5.0%	3.0%	4.0%	4.5%	4.5%
Building Plan Check Fees	78.0%	-4.6%	-1.8%	-20.6%	2.9%	3.0%	4.0%	4.5%	4.5%
Licenses & Permits	-1.5%	15.2%	-10.3%	-13.0%	17.4%	3.0%	4.0%	4.5%	4.5%
Fines	-0.4%	-0.9%	-20.6%	-11.2%	5.6%	1.0%	1.0%	1.0%	1.0%
Interest Earnings	20.4%	27.3%	35.9%	9.3%	-15.9%	1.5%	1.5%	1.5%	1.5%
Rents & Leases	9.5%	-27.9%	38.3%	-7.3%	-8.5%	1.7%	1.7%	1.9%	2.0%
Real Estate Transfer Tax	-4.6%	4.3%	-0.6%	-10.7%	-7.1%	2.0%	2.0%	2.0%	2.0%
From Other Agencies	-45.1%	-0.3%	-4.6%	32.7%	-20.7%	1.0%	1.0%	1.0%	1.0%
Miscellaneous	37.1%	20.4%	-5.8%	-27.9%	4.1%	1.0%	1.0%	1.0%	1.0%
Operating Transfers In	0.0%	6.1%	15.2%	0.0%	-7.3%	0.0%	0.0%	0.0%	0.0%
<b>Core Revenues</b>	<b>5.0%</b>	<b>4.1%</b>	<b>4.4%</b>	<b>-3.3%</b>	<b>-0.5%</b>	<b>4.2%</b>	<b>3.6%</b>	<b>3.2%</b>	<b>3.1%</b>
<b>Non-Core Revenues</b>									
Unrealized Investment Gain/Loss	-306.9%	-3.6%	-306.6%	-100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grants	-13.5%	63.7%	2.3%	24.0%	263.8%	-100.0%	0.0%	0.0%	0.0%
UUAD Reimbursements (From PW F	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Non-core Revenues</b>	<b>133.0%</b>	<b>-111.4%</b>	<b>-964.4%</b>	<b>-84.5%</b>	<b>128.5%</b>	<b>-91.4%</b>	<b>-100.0%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Total Revenues &amp; Other Inflows</b>	<b>7.1%</b>	<b>0.1%</b>	<b>8.3%</b>	<b>-5.9%</b>	<b>0.1%</b>	<b>3.1%</b>	<b>3.5%</b>	<b>3.2%</b>	<b>3.1%</b>
<b>Core Expenditures</b>									
Salary & Wages	3.9%	2.2%	1.9%	-3.2%	4.7%	2.1%	2.0%	2.0%	2.0%
Employee Benefits	4.6%	6.0%	17.7%	5.1%	9.5%	7.1%	7.1%	5.9%	5.7%
Contract & Professional Services	-2.3%	6.6%	11.3%	-2.4%	-3.3%	-0.5%	3.3%	0.8%	3.2%
Materials & Services	-2.5%	-0.6%	18.4%	-10.4%	-7.1%	7.8%	1.8%	1.8%	1.8%
Utilities	0.9%	-7.7%	-10.1%	-2.2%	4.9%	0.0%	1.0%	1.0%	1.0%
Internal Service Charges	7.8%	0.8%	-10.7%	-0.4%	-11.5%	30.9%	2.4%	2.2%	2.2%
Property Leases & Rentals	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Bond Debt Service	23.9%	3.8%	4.7%	0.6%	-1.3%	-0.2%	0.4%	-0.7%	0.2%
Operating Transfers Out	-59.1%	-5.5%	-44.5%	46.7%	-18.5%	0.0%	0.0%	0.0%	0.0%
<b>Core Expenditures</b>	<b>3.4%</b>	<b>3.1%</b>	<b>5.3%</b>	<b>-1.2%</b>	<b>2.6%</b>	<b>5.8%</b>	<b>3.5%</b>	<b>2.9%</b>	<b>3.2%</b>
<b>Non-Core Expenditures</b>									
Property & Equipment	3.4%	-81.3%	2022.0%	-80.6%	34.0%	-100.0%	0.0%	0.0%	0.0%
Capital Improvement Projects	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Non-core Expenditures</b>	<b>-80.0%</b>	<b>-85.4%</b>	<b>3416.8%</b>	<b>-88.3%</b>	<b>34.0%</b>	<b>-100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Total Expenditures &amp; Other Outflows</b>	<b>0.3%</b>	<b>2.4%</b>	<b>8.9%</b>	<b>-4.1%</b>	<b>2.8%</b>	<b>5.2%</b>	<b>3.5%</b>	<b>2.9%</b>	<b>3.2%</b>



# Capital Budget Summary



## SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year						TOTAL
	Appropriation <sup>1</sup>	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	Five-Year
<b>CIP Project Funding Summary</b>							
Street Lighting and Landscape Fund	35,000	35,000	35,000	35,000	35,000	35,000	210,000
Streets & Highways Fund	2,609,360	755,000	1,985,000	715,000	1,825,000	715,000	8,604,360
Prop C Fund	20,266,979	800,000	-	1,200,000	-	1,200,000	23,466,979
Measure R Fund	625,000	1,260,000	-	1,250,000	-	800,000	3,935,000
Measure M Fund	480,000	4,280,000	2,400,000	-	800,000	-	7,960,000
CIP Fund	7,534,256	650,000	1,400,000	800,000	800,000	800,000	11,984,256
Water Fund	30,141,668	15,100,000	3,750,000	4,965,000	4,075,000	3,000,000	61,031,668
Stormwater Fund	1,524,798	1,710,000	710,000	710,000	710,000	710,000	6,074,798
Wastewater Fund	10,408,132	1,400,000	1,100,000	4,175,609	1,500,000	2,500,000	21,083,741
Parking Fund	989,542	-	-	150,000	800,000	-	1,939,542
State Pier & Lot Fund	150,084	-	1,400,000	-	-	-	1,550,084
	<b>\$74,764,819</b>	<b>\$25,990,000</b>	<b>\$12,780,000</b>	<b>\$14,000,609</b>	<b>\$10,545,000</b>	<b>\$9,760,000</b>	<b>\$147,840,428</b>

<sup>1</sup> Prior Year Appropriation column includes estimated carryover funding that will be expended as multi-year projects progress. Reported carryover funds reflect the amount of fund balance previously committed to projects in prior year adopted budgets. In the Five Year Forecast, Opening Fund Balances include assumptions for Committed Capital Project expenditures and, where applicable, anticipated grant revenue.

Items highlighted in red represent modifications made from the previously adopted 5-year CIP.  
 Items highlighted in blue shading represent grant funded projects.

# SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	TOTAL Five-Year
<b>Street Lighting &amp; Landscape Fund</b>							
Annual Streetlight Replacement	35,000	35,000	35,000	\$35,000	\$35,000	\$35,000	\$210,000
<b>Street Lighting &amp; Landscape Total</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$210,000</b>
<b>Streets &amp; Highways Fund</b>							
<b>Streets-Concrete Repairs</b>							
Annual Curb, Gutter and Ramp Replacement	\$289,158	\$365,000	\$365,000	\$365,000	\$365,000	\$365,000	\$2,114,158
Village Field ADA Access Design (w/CIP Funding)	58,165	-	-	-	-	-	\$58,165
<b>Streets-Concrete Repairs Total</b>	<b>\$347,323</b>	<b>\$365,000</b>	<b>\$365,000</b>	<b>\$365,000</b>	<b>\$365,000</b>	<b>\$365,000</b>	<b>\$2,172,323</b>
<b>Streets-Pavement Projects</b>							
Biennial Slurry Seal Program			\$970,000		\$770,000	-	\$1,740,000
Annual Street Resurfacing Program	298,390	350,000	650,000	350,000	650,000	350,000	\$2,648,390
Street Resurfacing Project: Rosecrans from Village to Aviation	330,000	-	-	-	-	-	\$330,000
Triennial Pavement Management System Update	-	40,000	-	-	40,000	-	\$80,000
<b>Streets-Pavement Projects Total</b>	<b>\$628,390</b>	<b>\$390,000</b>	<b>\$1,620,000</b>	<b>\$350,000</b>	<b>\$1,460,000</b>	<b>\$350,000</b>	<b>\$4,798,390</b>
<b>Streets-Capacity Improvements</b>							
Aviation at Artesia, SB to WB Right-Turn Lane (SBHP Grant)	\$1,299,789	-	-	-	-	-	\$1,299,789
Sepulveda & 8th St Intersection Improvements (HSIP Grant)	333,858	-	-	-	-	-	\$333,858
<b>Streets-Capacity Improvements Total</b>	<b>\$1,633,647</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$1,633,647</b>
<b>Streets &amp; Highways Total</b>	<b>\$2,609,360</b>	<b>\$755,000</b>	<b>\$1,985,000</b>	<b>\$715,000</b>	<b>\$1,825,000</b>	<b>\$715,000</b>	<b>\$8,604,360</b>
<b>Prop C Fund</b>							
<b>Streets-Pavement Projects</b>							
Annual Street Resurfacing Program	732,790	800,000	-	1,200,000	-	1,200,000	\$3,932,790
<b>Streets-Pavement Projects Total</b>	<b>\$732,790</b>	<b>\$800,000</b>	<b>-</b>	<b>\$1,200,000</b>	<b>-</b>	<b>\$1,200,000</b>	<b>\$3,932,790</b>
<b>Streets-Capacity Improvements</b>							
Dual LT Lanes on MBB at Sepulveda (SBHP Grant)	\$1,204,980	-	-	-	-	-	\$1,204,980
Sepulveda Bridge (SBHP Grant)	7,871,422	-	-	-	-	-	\$7,871,422
Sepulveda Bridge Widening (MTA Call Grant)	6,399,876	-	-	-	-	-	\$6,399,876
Sepulveda Bridge Widening Prop C Local	3,557,911	-	-	-	-	-	\$3,557,911
Sepulveda Intersection Improvements - Cedar/Marine	500,000	-	-	-	-	-	\$500,000
<b>Streets-Capacity Improvements Total</b>	<b>\$19,534,189</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$19,534,189</b>
<b>Prop C Total</b>	<b>\$20,266,979</b>	<b>\$800,000</b>	<b>-</b>	<b>\$1,200,000</b>	<b>-</b>	<b>\$1,200,000</b>	<b>\$23,466,979</b>
<b>Measure R</b>							
<b>Streets-Pavement Projects</b>							
Annual Street Resurfacing Program	-	\$400,000	-	\$800,000	-	\$800,000	\$2,000,000
<b>Streets-Pavement Projects Total</b>	<b>-</b>	<b>\$400,000</b>	<b>-</b>	<b>\$800,000</b>	<b>-</b>	<b>\$800,000</b>	<b>\$2,000,000</b>
<b>Streets-Capacity Improvements</b>							
Protected LT Lanes: MBB at Peck Ave	\$285,000	\$260,000	-	-	-	-	\$545,000
<b>Streets-Capacity Improvements Total</b>	<b>\$285,000</b>	<b>\$260,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$545,000</b>
<b>Streets-Pedestrian Improvements</b>							
Ocean Drive Walk Street Crossings		-	-	\$450,000	-	-	\$450,000
Rosecrans Bike Lane Improvements	\$240,000	-	-	-	-	-	\$240,000
Aviation (West-side) and 33rd Sidewalk (partial grant 5310)	100,000	600,000	-	-	-	-	\$700,000
<b>Streets-Pedestrian Improvements Total</b>	<b>\$340,000</b>	<b>\$600,000</b>	<b>-</b>	<b>\$450,000</b>	<b>-</b>	<b>-</b>	<b>\$1,390,000</b>
<b>Measure R Total</b>	<b>\$625,000</b>	<b>\$1,260,000</b>	<b>-</b>	<b>\$1,250,000</b>	<b>-</b>	<b>\$800,000</b>	<b>\$3,935,000</b>

Items highlighted in red represent modifications made from the previously adopted 5-Year CIP.

Items highlighted in blue shading represent grant funded projects.

# SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	TOTAL Five-Year
<b>Measure M</b>							
Manhattan Beach Automated Traffic Sync (MBATS)		\$3,640,000	\$1,800,000	-	-	-	\$5,440,000
Rowell Avenue Sidewalk Connection (Curtis & 1st St.)	200,000	640,000	-	-	-	-	\$840,000
Annual Street Resurfacing Program	-	-	600,000	-	800,000	-	\$1,400,000
Traffic Signal Pole: 15th and Highland	280,000	-	-	-	-	-	\$280,000
<b>Streets-Pedestrian Improvements Total</b>	<b>\$480,000</b>	<b>\$4,280,000</b>	<b>\$2,400,000</b>	<b>-</b>	<b>\$800,000</b>	<b>-</b>	<b>\$7,960,000</b>
<b>Measure M Total</b>	<b>\$480,000</b>	<b>\$4,280,000</b>	<b>\$2,400,000</b>	<b>-</b>	<b>\$800,000</b>	<b>-</b>	<b>\$7,960,000</b>
<b>CIP Fund</b>							
<b>Facilities Projects</b>							
Facility Improvements	\$161,853	\$600,000	\$400,000	\$600,000	\$600,000	\$600,000	\$2,961,853
Citywide Security Cameras	\$430,000						\$430,000
City Hall HVAC Replacement/Repair	\$1,300,000						\$1,300,000
Roof Replacements - Marine/Live Oak/Rec Hall	\$354,020						\$354,020
Streetlight LED Retrofit	332,023	-	-	-	-	-	\$332,023
Fiber Master Plan	67,133						\$67,133
Mariposa Fitness Station	138,420	-	-	-	-	-	\$138,420
Ceramics Studio Upgrades	259,500	-	-	-	-	-	\$259,500
Fire Station 2 Design Development	442,762	-	-	-	-	-	\$442,762
Senior & Scout House	1,000,000						\$1,000,000
Replacement/Upgrade Fire Station 1 Diesel Exhaust Removal System	30,000	-	-	-	-	-	\$30,000
Begg Field Improvements			500,000				\$500,000
School District Project	250,000						\$250,000
Historic Document Repository	-		250,000				\$250,000
City Owned Refuse Enclosure Sewer Connections (annual)			100,000	100,000	100,000	100,000	\$400,000
<b>Facilities Projects Total</b>	<b>\$4,765,711</b>	<b>\$600,000</b>	<b>\$1,250,000</b>	<b>\$700,000</b>	<b>\$700,000</b>	<b>\$700,000</b>	<b>\$8,715,711</b>
<b>Right-of-Way Projects</b>							
Downtown Streetscape Improvements: Traffic Signal Pole Replacement	\$842,650	-	-	-	-	-	\$842,650
Traffic Signal Battery Back-Up Installation	110,000	-	-	-	-	-	\$110,000
Traffic Signal Preemption Devices	158,282	-	-	-	-	-	\$158,282
Annual Non-Motorized Transport. Prog. (Bikelanes, Crosswalks)	107,715	50,000					\$157,715
Automatic License Plate Readers - Sepulveda Pole	149,898	-	-	-	-	-	\$149,898
<b>Right-of-Way Projects Subtotal</b>	<b>1,368,545</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,418,545</b>
<b>Grants and Special Funds Projects</b>							
Polliwog Playground Resurfacing & Equip. Replacement (Prop A/CIP)	1,000,000	-	-	-	-	-	\$1,000,000
Polliwog Band Stage (Public Art Trust Fund)	100,000	-	-	-	-	-	\$100,000
Village Field Access Ramp Construction (CDBG Funds)	300,000	-	-	-	-	-	\$300,000
Annual ADA Improvements Program (CDBG Funds)		-	100,000	100,000	100,000	100,000	\$400,000
Sepulveda/Oak Neighborhood Intrusion Study		-	50,000	-	-	-	\$50,000
<b>Grants and Special Funds Projects Total</b>	<b>\$1,400,000</b>	<b>-</b>	<b>\$150,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$1,850,000</b>
<b>CIP Fund Total</b>	<b>\$7,534,256</b>	<b>\$650,000</b>	<b>\$1,400,000</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$11,984,256</b>

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 Items highlighted in blue shading represent grant funded projects.

# SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	TOTAL Five-Year
<b>Water Fund</b>							
<b>Water Projects</b>							
Annual Pipe Replacement Program	\$379,080	-	\$2,500,000	\$3,000,000	\$3,000,000	\$3,000,000	\$11,879,080
Water Meter Upgrade and Automation	5,321,040	-	-	-	-	-	\$5,321,040
Block 35 Ground Level Reservoir Replacement (Design Only)	-	-	-	1,200,000	-	-	\$1,200,000
Chloramination System at Wells 11 & 15	-	-	-	300,000	-	-	\$300,000
Larsson Street and 2nd Street Booster Station Improvement	648,941	-	1,000,000	-	-	-	\$1,648,941
Paint Block 35 Elevated Tank (interior and exterior)	841,428	800,000	-	-	-	-	\$1,641,428
Peck Ground Level Reservoir Replacement	22,751,179	14,000,000	-	-	-	-	\$36,751,179
Redrill & Equip Well 15	-	-	-	-	650,000	-	\$650,000
Utility Radio Telemetry	-	-	-	215,000	-	-	\$215,000
Well 11A Variable Frequency Drive Installation	-	-	-	-	125,000	-	\$125,000
Well 15 Electrical Panel Replacement and VFD Installation	-	-	-	-	300,000	-	\$300,000
Water Masterplan Update	-	300,000	-	-	-	-	\$300,000
Electronics Automation - SCADA, etc.	200,000	-	-	-	-	-	\$200,000
Generator Upgrades - Well 15 and Block 35	-	-	250,000	250,000	-	-	\$500,000
<b>Water Projects Total</b>	<b>\$30,141,668</b>	<b>\$15,100,000</b>	<b>\$3,750,000</b>	<b>\$4,965,000</b>	<b>\$4,075,000</b>	<b>\$3,000,000</b>	<b>\$61,031,668</b>
<b>Water Total</b>	<b>\$30,141,668</b>	<b>\$15,100,000</b>	<b>\$3,750,000</b>	<b>\$4,965,000</b>	<b>\$4,075,000</b>	<b>\$3,000,000</b>	<b>\$61,031,668</b>
<b>Stormwater Fund</b>							
<b>Stormwater Projects</b>							
Storm Drain Capital BMPs	-	\$710,000	\$210,000	\$210,000	\$210,000	\$210,000	\$1,550,000
Strand Infiltration Feasibility Study	\$200,000	-	-	-	-	-	\$200,000
Storm Drain Repairs	924,798	500,000	500,000	500,000	500,000	500,000	\$3,424,798
CCTV Storm Drain System	150,000	-	-	-	-	-	\$150,000
Stormwater Masterplan Update	250,000	-	-	-	-	-	\$250,000
Joint Watershed Infiltration Project	-	500,000	-	-	-	-	\$500,000
<b>Stormwater Projects Total</b>	<b>\$1,524,798</b>	<b>\$1,710,000</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$6,074,798</b>
<b>Stormwater Total</b>	<b>\$1,524,798</b>	<b>\$1,710,000</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$6,074,798</b>
<b>Wastewater Fund</b>							
<b>Wastewater Projects</b>							
Annual Rehabilitation of Gravity Sewer Mains	\$2,560,652	\$1,100,000	\$1,100,000	\$1,100,000	\$1,500,000	\$1,500,000	\$8,860,652
Poinsettia Sewage Lift Station and Force Main Replacement	3,297,480	-	-	-	-	-	\$3,297,480
Pacific Lift Station Upgrade	2,400,000	-	-	-	-	-	\$2,400,000
Utility Radio Telemetry	-	-	-	75,609	-	-	\$75,609
Voorhees Lift Station Upgrade	2,150,000	-	-	-	-	-	\$2,150,000
Meadows Lift Station Upgrade	-	-	-	1,600,000	-	-	\$1,600,000
Wastewater Master Plan Update	-	300,000	-	-	-	-	\$300,000
Palm Lift Station Upgrade	-	-	-	1,400,000	-	-	\$1,400,000
City Hall Lift Station	-	-	-	-	-	1,000,000	\$1,000,000
<b>Wastewater Projects Total</b>	<b>\$10,408,132</b>	<b>\$1,400,000</b>	<b>\$1,100,000</b>	<b>\$4,175,609</b>	<b>\$1,500,000</b>	<b>\$2,500,000</b>	<b>\$18,583,741</b>
<b>Wastewater Total</b>	<b>\$10,408,132</b>	<b>\$1,400,000</b>	<b>\$1,100,000</b>	<b>\$4,175,609</b>	<b>\$1,500,000</b>	<b>\$2,500,000</b>	<b>\$18,583,741</b>

Items highlighted in red represent modifications made from the previously adopted 5-Year CIP.  
 Items highlighted in blue shading represent grant funded projects.



## SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	TOTAL Five-Year
<b>Parking Fund</b>							
<b>Parking Projects</b>							
Parking Structure Structural Rehab: Lot 4	642,358	-	-	-	-	-	\$642,358
Parking Structure Structural Analysis/Design: Lot 3	-	-	-	150,000	800,000	-	\$950,000
Way Finding Program (Phase 1)	347,184	-	-	-	-	-	\$347,184
<b>Parking Projects Total</b>	<b>\$989,542</b>	-	-	<b>\$150,000</b>	<b>\$800,000</b>	-	<b>\$1,939,542</b>
<b>Parking Total</b>	<b>\$989,542</b>	-	-	<b>\$150,000</b>	<b>\$800,000</b>	-	<b>\$1,939,542</b>
<b>State Pier &amp; Lot Fund</b>							
<b>Parking Projects</b>							
Pier Railings - Design	150,084	-	1,400,000	-	-	-	\$1,550,084
<b>Parking Projects Total</b>	<b>\$150,084</b>	-	<b>\$1,400,000</b>	-	-	-	<b>\$1,550,084</b>
<b>State Pier &amp; Lot Fund Total</b>	<b>\$150,084</b>	-	<b>\$1,400,000</b>	-	-	-	<b>\$1,550,084</b>

Items highlighted in red represent modifications made from the previously adopted 5-Year CIP.  
Items highlighted in blue shading represent grant funded projects.

## FY 2020-21 SCHEDULE OF CAPITAL PURCHASES - EQUIPMENT & VEHICLES

Department	Description / Vehicle to Be Replaced	Expenditure Type	Prior Year Carryforward	Proposed Expenditure	FY 2021 Adopted
<b>COMPUTER EQUIPMENT &amp; SOFTWARE (Objects 6141 &amp; 6142)</b>					
Police Department	BackUp Solution with Additional Storage Capac	Replacement		\$24,000	\$24,000
Police Department	Bi-Directional Radio Amplifier	Replacement		180,000	180,000
Fire Department	Upgrade Mobile Data Computing Devices	Replacement		41,500	41,500
Public Works	Hot Spots and Wi-Fi for iWater Program	New		17,500	17,500
Information Technology	Tyler Munis ERP (Finance/HR System)	Replacement	\$263,177		263,177
Information Technology	Core Switch Replacement and Redundancy	Replacement		65,000	65,000
Information Technology	Citywide Network Equipment Replacements	Replacement		87,243	87,243
Information Technology	DMZ VMWare Environment	Replacement		45,000	45,000
<b>Total Equipment Purchases</b>			<b>\$263,177</b>	<b>\$460,243</b>	<b>\$723,420</b>
<b>VEHICLES (Object 6131)</b>					
<b>New Vehicles for FY 2021</b>					
Public Works	Paint Truck	New		\$140,000	\$140,000
Public Works	Mini Dump Truck for Utilities Division	New		55,000	55,000
<b>Replacement Vehicles for FY 2021</b>					
Police Department	Ford Explorer Patrol	Replacement		80,000	80,000
Police Department	Chevrolet Tahoe PPV Supervisor	Replacement		72,000	72,000
Police Department	Chevrolet Tahoe	Replacement		70,000	70,000
Police Department	Chevrolet Tahoe	Replacement		70,000	70,000
Public Works	Ford F250 Valve Cycle Truck	Replacement	167,000		167,000
<b>Total Vehicle Purchases</b>			<b>\$167,000</b>	<b>\$487,000</b>	<b>\$654,000</b>
<b>Total Funded Capital Purchases - Equipment &amp; Vehicles</b>			<b>\$430,177</b>	<b>\$947,243</b>	<b>\$1,377,420</b>
<b>TOTAL CAPITAL PURCHASES BY DEPARTMENT</b>					
Management Services			-	-	-
Finance			-	-	-
Human Resources			-	-	-
Parks and Recreation			-	-	-
Police Department			-	496,000	496,000
Fire Department			-	41,500	41,500
Community Development			-	-	-
Public Works			167,000	212,500	379,500
Information Technology			263,177	197,243	460,420
<b>Grand Total</b>			<b>\$430,177</b>	<b>\$947,243</b>	<b>\$1,377,420</b>

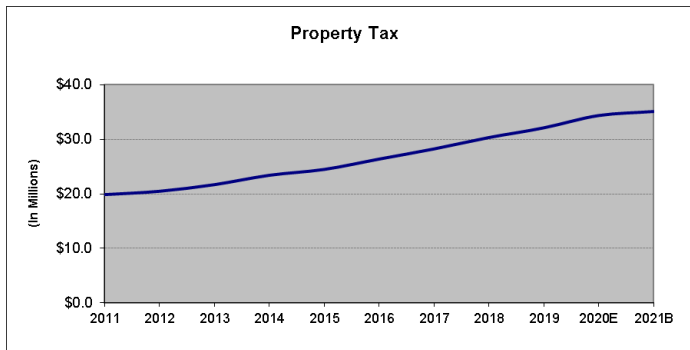
*Represents capital expenditures (units > \$5k) only.*

*A majority of the vehicles are purchased by Public Works through the Fleet Fund. A rental charge is then assessed to the respective departments for the estimated life of the vehicle.*

# Appendix

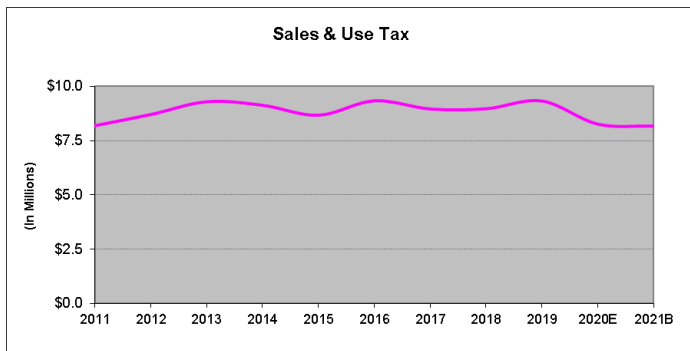
# Major Revenue Sources

The following are the major revenue sources and basis for estimates for the General Fund. These revenue sources comprise over 75% percent of the City's General Fund revenues. Other revenues not detailed here are estimated based on local economic trends and historical data.



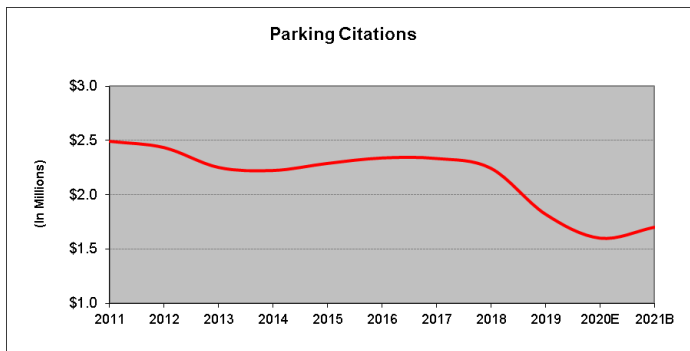
## Property Tax

Property Tax remains the largest component of General Fund revenues (48% of total), and is expected to increase by 2.2% from the FY 2019-20 estimate. With a stable housing market, and residential construction and remodeling adding to the assessed valuation of properties, a measured continuation of steady growth is expected to continue. Property tax is estimated based on historical data, local economic trends, and independent third party analysis.



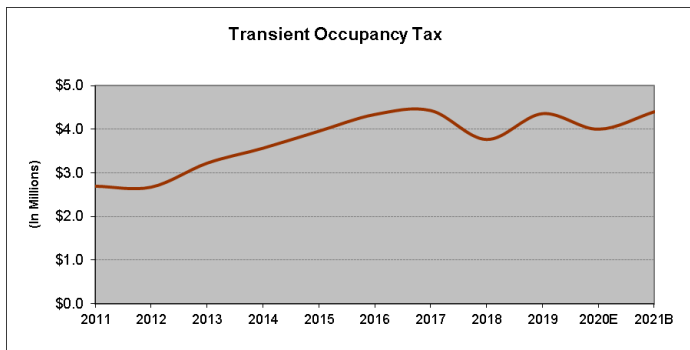
## Sales & Use Tax

The city's second largest General Fund revenue source (11% of total revenue) is expected to decrease from the current year estimate by \$92,778 (-1.1%). Conservative estimates for retail sales, Restaurants & Hotels, and Food & Drugs indicate a minimal (but not catastrophic) impact from the Coronavirus pandemic and resulting economic downturn. The Manhattan Village Mall revitalization project, which is currently in its final stages, is expected to help sustain the local economy.



## Parking Citations

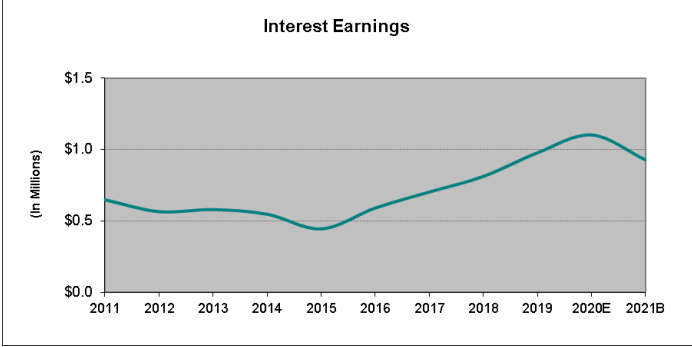
Parking Citation fees were increased in FY 2016 in an effort to offset losses in sales tax revenues. The fine of \$53 for most citations is aligned with neighboring cities. A portion of parking citation revenues (\$4 of all citations except for expired meters) is dedicated to the Capital Improvement Fund (not included in the figures here). Additionally, \$12.50 of each citation goes to the County and State Construction Trust Funds.



## Transient Occupancy Tax

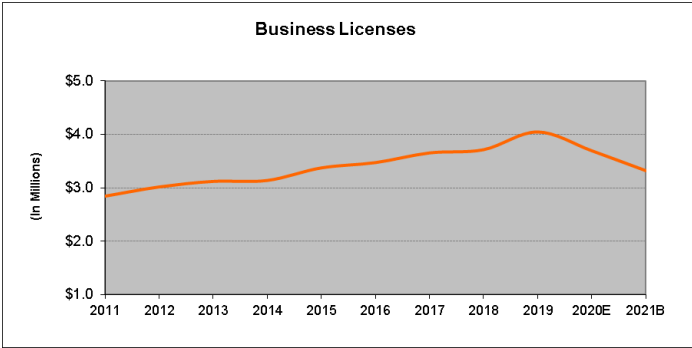
This revenue is expected to generate approximately \$4.4 million in revenue in FY 2021, or \$400,000 (10.0%) over the FY 2020 estimate, which was negatively impacted by the Coronavirus pandemic. The loss of revenue due to the pandemic resulted in the year-end estimate to be under budget by \$750,000 (-15.8%). TOT revenues are expected to rebound in the coming months as more safety measures go into effect and consumers are more comfortable traveling. (Note: TOT also effects the CIP Fund since 15% of the first 10% of TOT is dedicated to that fund.)

# Major Revenue Sources



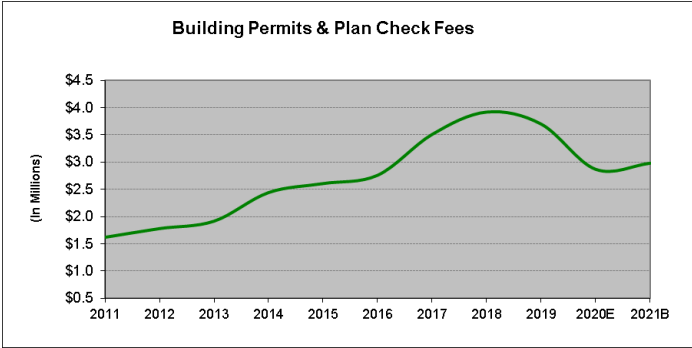
## Interest Earnings

The City invests a portion of its reserved funds as authorized by the Investment Policy. These high-grade investments include Federal agency securities, medium-term notes, and Treasury Securities. Recent moves by the Fed have depressed rates, resulting in the City’s maturing investments to be reinvested at lower rates. The portfolio was recently yielding 1.813% in May 2020, down from 2.241% one year prior.



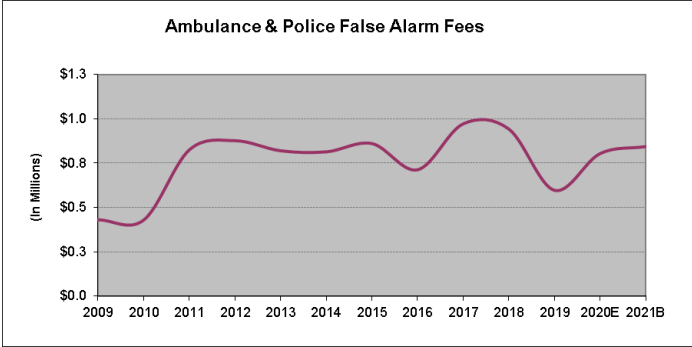
## Business License Tax

The City issues approximately 5,000 business licenses annually, and revenue from this tax is based primarily on the type of business and gross receipts reported. This tax has been resilient in previous economic downturns and has remained consistent over the past few years, but will likely see impacts due to the nature of the social response to the Coronavirus pandemic. Business License Tax is anticipated to come in \$375,000 (10.1%) lower than the FY 2019-20 estimate.



## Building Permits & Plan Check Fees

Residential and Commercial building activity remains steady within the City. Building Permit and Plan Check fees were recently at all-time highs due to several large commercial projects, including the Manhattan Village Mall remodel. New cost recovery fees go into effect in July 2020. At the new fee structure, Building Permits and Plan Check Services are expected to increase by \$113,523 (4.0%) over year-end estimates in FY 2020.



## Ambulance and Police False Alarm Fees

Since FY 2010-2011, ambulance service fees are matched to those of Los Angeles County, and the number of free police false alarms per 12-month period was reduced from two to one resulting in a jump in those fees that year. Since then, these fees have leveled off and are expected to remain steady in future years. Ambulance fees are based on the total number of Advanced Life Support (ALS) and Basic Life Support (BLS) transports.

## FY 2020-21 SCHEDULE OF FULL-TIME POSITIONS

Department	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	Change
Management Services	17.0	15.0	15.0	14.0	(1.0)
Finance	17.0	18.0	18.0	19.0	1.0
Human Resources	8.0	8.0	8.0	8.0	-
Parks and Recreation	25.0	25.0	25.0	25.0	-
Police	106.8	107.8	107.8	108.8	1.0
Fire	31.2	31.2	31.2	31.2	-
Community Development	28.0	30.0	30.0	30.0	-
Public Works	60.0	62.0	63.0	64.0	1.0
Information Technology	9.0	9.0	9.0	9.0	-
<b>Total</b>	<b>302.0</b>	<b>306.0</b>	<b>307.0</b>	<b>309.0</b>	<b>2.0</b>

### Discussion of Changes in Full-Time Positions:

The Fiscal Year 2020-21 Budget includes 309 authorized full-time positions. The following staffing changes are introduced this budget cycle:

*Management Services:* Transfer out Receptionist Clerk to Finance.

*Finance:* Re-classify Senior Accountant and Upgrade Accountant classification. Transfer in Receptionist Clerk from Management Services.

*Human Resources:* Upgrade Human Resources Assistant classification.

*Parks and Recreation:* No changes.

*Police:* Added a non-sworn Property & Evidence Officer. Reclassified one Administrative Clerk II to a new specialized Public Records Specialist position.

*Fire:* No changes.

*Community Development:* Reclassify one Code Enforcement Officer to a Supervising Code Enforcement Officer.

*Public Works:* Added one Management Analyst offset by elimination of Part-time Management Analyst.

*Information Technology:* No changes.

Recruitments have been frozen for the following authorized full-time positions in FY 2020-21:

*Finance:* Revenue Services Specialist.

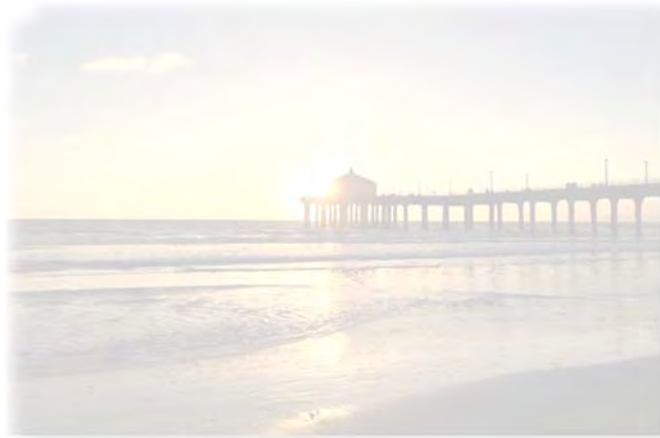
*Parks & Recreation:* Cultural Arts Manager and Older Adults Recreation Coordinator.

*Community Development:* Assistant Planner.

*Public Works:* Two Street Maintenance Worker I/II.

## FY 2020-21 FULL-TIME POSITION COUNT

Department/Title	Department/Title	Department/Title
<b>Management Services</b>	<b>Police</b>	<b>Public Works</b>
City Clerk 1.0	Administrative Clerk I/II 4.0	Building Repair Craftsperson 4.0
City Manager 1.0	Chief of Police 1.0	City Engineer 1.0
Deputy City Clerk 1.0	Community Services Officer 15.0	Director 1.0
City Treasurer (Elected) 1.0	Crime Analyst 1.0	Electrician 2.0
Councilmember (Elected) 5.0	Executive Secretary 2.0	Engineering Technician I/II/III 1.0
Executive Assistant 1.0	IS Specialist ( <i>shared with Fire</i> ) 0.8	Equipment Maint Supervisor 1.0
Legal Secretary 1.0	Lead Records Technician 2.0	Equipment Mechanic I/II 3.0
Management Analyst 1.0	Records Manager 1.0	Executive Secretary 1.0
Senior Deputy City Clerk 1.0	Park Enforcement Officer 1.0	Public Works Inspector 2.0
Senior Management Analyst 1.0	Police Captain 2.0	Maint Worker I/II 15.0
<b>Management Services Total 14.0</b>	Police Lieutenant 5.0	Maint Worker III 4.0
<b>Finance</b>	Police Officer 46.0	Maintenance Supervisor 3.0
Accountant 2.0	Police Sergeant 11.0	Maintenance Superintendent 1.0
Account Services Rep I/II 5.0	Police Services Officer 7.0	Management Analyst 1.0
General Services Coordinator 1.0	Property & Evidence Officer 1.0	Meter Repair Worker 2.0
Controller 1.0	Public Records Specialist 1.0	Principal Engineer 1.0
Director 1.0	Records Technician 7.0	Secretary 3.0
Executive Secretary 1.0	Senior Management Analyst 1.0	Sewer Maint Worker I/II 3.0
Management Analyst 1.0	<b>Police Total 108.8</b>	Senior Civil Engineer 7.0
Manager 2.0	<b>Fire</b>	Senior Management Analyst 2.0
Purchasing Clerk 1.0	Battalion Chief 3.0	Senior Plant Operator 1.0
Receptionist Clerk 1.0	Executive Secretary 1.0	Urban Forester 1.0
Revenue Services Specialist 1.0	Fire Captain/Paramedic 6.0	Utilities Manager 1.0
Senior Accountant 1.0	Fire Chief 1.0	Water Dist Supervisor 1.0
Senior Financial Analyst 1.0	Fire Engineer/Paramedic 6.0	Water Meter Reader 1.0
<b>Finance Total 19.0</b>	Fire Marshal/Captain 1.0	Water Plant Operator 1.0
<b>Human Resources</b>	Firefighter/Paramedic 13.0	<b>Public Works Total 64.0</b>
Director 1.0	IS Specialist ( <i>shared with Police</i> ) 0.2	<b>Information Technology</b>
Executive Assistant 1.0	<b>Fire Total 31.2</b>	Director 1.0
Human Resources Assistant 1.0	<b>Community Development</b>	GIS Analyst 1.0
Human Resources Analyst 1.0	Administrative Clerk I/II 3.0	IS Specialist 3.0
Human Resources Manager 1.0	Assistant Planner 2.0	IT Analyst 1.0
Human Resources Technician 2.0	Associate Planner 3.0	Manager 1.0
Risk Manager 1.0	Building Official 1.0	Network Administrator 1.0
<b>Human Resources Total 8.0</b>	Building Services Analyst 1.0	Senior Management Analyst 1.0
<b>Parks and Recreation</b>	Code Enforcement Officer 2.0	<b>Information Tech Total 9.0</b>
Director 1.0	Director 1.0	<b>Total City-Wide 309.0</b>
Secretary 1.0	Executive Secretary 1.0	
Graphic Artist 1.0	Environmental Sust. Manager 1.0	
Manager 2.0	Inspector 1.0	
Management Analyst 1.0	Plan Check Engineer 1.0	
Recreation Supervisor 4.0	Planning Manager 1.0	
Recreation Coordinator 7.0	Permits Technician 2.0	
Reservation Clerk 1.0	Principal Building Inspector 1.0	
Senior Manager 1.0	Secretary 1.0	
Recreation Prog. Supervisor 3.0	Senior Building Inspector 2.0	
Transportation Operator 3.0	Senior Management Analyst 1.0	
<b>Parks and Recreation Total 25.0</b>	Senior Permits Technician 1.0	
	Senior Plan Check Engineer 1.0	
	Supervising Code Enf. Officer 1.0	
	Traffic Engineer 1.0	
	Traffic Engineering Tech I/II 1.0	
	<b>Community Development Total 30.0</b>	





## SCHEDULE OF ADMINISTRATIVE SERVICE CHARGES

In Fiscal Year 2019-2020, the City retained the services of Matrix Consulting Group, a firm that specializes in municipal cost allocation plans. Based on their analysis, the following funds receive support from the General Fund in the form of salary and benefits of support staff, utilities, depreciation on buildings, and other indirect costs. The study conducted in FY 2019-2020 was adopted by the City Council on February 18, 2020.

<b>General Fund Support Cost</b>	
<b>Fund</b>	<b>FY 2020-21</b>
Street Lighting & Landscape Fund	\$21,967
Gas Tax Fund*	7,979
Prop C Fund*	111,711
AB 2766 Fund	673
Measure R Fund*	7,979
Measure M Fund*	7,979
CIP Fund*	127,670
Water Fund	1,541,763
Stormwater Fund	194,717
Wastewater Fund	752,067
Parking Fund	541,980
County Parking Lot Fund	37,358
State Pier & Parking Lot Fund	44,175
<b>Total</b>	<b>\$3,398,018</b>

*Administrative service charges do not apply to funds supported by subventions or internal service funds.*

*\*General Fund support cost charged to these funds is based on Engineering staff hours worked on Capital Improvement Projects.*

## **SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS**

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### **CITY DEBT SERVICE**

#### **Marine Sports Fields Lease – General Fund**

##### **Maturity Date: January 1, 2033**

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

In Fiscal Year 2017, the City refunded the variable rate Certificates of Participation and issued fixed rate Certificates of Participation to secure lower interest rate payments through the maturity date of 2033. Debt service payments can be found in the Parks & Recreation administration budget.

#### **Metlox Refunding Certificates of Participation – Parking Fund**

##### **Maturity Date: January 1, 2032**

In January 2003 the City issued Certificates of Participation to Finance public improvements at the Metlox site. These funds were used to construct a two-level underground parking garage as well as a 45,000 square foot town square open space to complement the retail developments. The amount of the bond was \$13,350,000. In July 2012, with the call date of January 2013 approaching, the City determined to take advantage of a substantially improved interest rate environment by issuing \$10,210,000 of Certificates of Participation to refund the 2003 Metlox Public Improvements Certificates of Participation. The refunding took place in January 2013.

#### **Water/Wastewater Refunding Certificates of Participation – Water/Wastewater Fund**

##### **Maturity Date: January 1, 2032**

In Fiscal Year 2013, the City was able to take advantage of the current interest rate market and refund existing debt that carried interest rates that were substantially higher than current rates. The existing debt, issued in 1996 was used to finance 1996 and 1997 water and wastewater projects. Since these bonds could be called without penalty, the City issued \$2,765,000 of Certificate of Participation refunding bonds in July 2012 (concurrent with the Metlox refunding bonds) and the 1996 issue was refunded in August 2012.

## **SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS**

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### **Police/Fire Facility Refunding Certificates of Participation – CIP Fund**

#### **Maturity Date: January 1, 2032**

In February 2013, the City issued \$10,510,000 of Certificates of Participation to advance refund the 2004 Police Fire Facility Certificates of Participation. This refunding mirrors that of the Metlox and Water/Wastewater refunding in that the City took advantage of the reduced interest rate environment. This advance refunding will reduce debt service payments over 19 years by \$3,608,790. The 2004 Certificates of Participation were redeemed in January 2014. The original certificates were issued to complete financing for the January 2007 construction of the Police/Fire/Civic Center.

### **Legal Debt Limit**

The City is subject to a legal general bonded debt limit equal to 3.75 percent of the total assessed value of property in Manhattan Beach. The City's total net taxable assessed property value is approximately \$16.4 billion, resulting in a legal general bonded debt limit of \$615,000,000. The City has no general bonded debt subject to the debt limit.

## **ASSESSMENT DISTRICTS**

### **Underground Utility Assessment Bonds 2018 Refunding – Special Assessment UUAD 2018 Refunding Fund**

#### **Maturity Date: September 2, 2026**

In fiscal years 2005 and 2006 the City issued 1915 Act Underground Utility Assessment Bonds that financed the undergrounding of overhead appurtenances in five districts within the City. The two series were refinanced in FY 2018 to take advantage of lower interest rates. These bonds are not debt of the City, which acts a conduit between the property owners and the bond holders. Assessments are placed on the property tax bill in order to fund annual debt service.

### **Underground Utility Assessment Bonds 19-12 & 19-14 – Special Assessment UUAD 19-12 & 19-14 Fund**

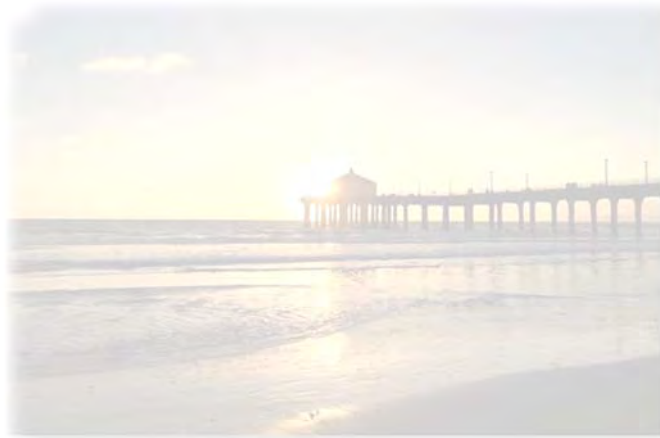
#### **Maturity Date: September 2, 2040**

In 2019, the City issued 1915 Act Underground Utility Assessment Bonds that financed the undergrounding of overhead appurtenances in two districts (19-12 & 19-14) within the City. These bonds are not debt of the City, which acts a conduit between the property owners and the bond holders. Assessments are placed on the property tax bill in order to fund annual debt service.

### **Underground Utility Assessment Bonds 19-4 – Special Assessment UUAD 19-4 Fund**

#### **Maturity Date: September 2, 2040**

In 2019, the City issued 1915 Act Underground Utility Assessment Bonds that financed the undergrounding of overhead appurtenances in district 19-4 within the City. These bonds are not debt of the City, which acts a conduit between the property owners and the bond holders. Assessments are placed on the property tax bill in order to fund annual debt service.



## FY 2020-21 SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

Description	Fund	FY 2021 Principal	FY 2021 Interest	FY 2021 Lease	FY 2021 Total	Principal Remaining	Interest Remaining	Total Remaining
<b>City Debt Service</b>								
Marine Avenue Sports Field Bonds	General	\$310,000	\$176,975	-	\$486,975	\$4,730,000	\$965,725	\$5,695,725
Water/Wastewater Refunding Bonds	Water/Wastewater	210,000	52,375	-	262,375	1,195,000	104,475	1,299,475
Metlox Refunding Bonds	Parking	470,000	253,763	-	723,763	6,500,000	1,353,969	7,853,969
Police/Fire Facility Refunding Bonds	Capital Improvement	530,000	255,238	-	785,238	6,635,000	1,246,675	7,881,675
<b>Subtotal</b>		<b>\$1,520,000</b>	<b>\$738,350</b>	<b>-</b>	<b>\$2,258,350</b>	<b>\$19,060,000</b>	<b>\$3,670,844</b>	<b>\$22,730,844</b>
<b>Assessment Districts</b>								
Utility Assessment Districts (2018)	Spec Assess UAD 2018 Ref	600,000	115,050	-	715,050	3,535,000	304,275	3,839,275
Utility Assessment Districts (19-12 & 19-14)	Spec Assess UAD 12 14	-	278,099	-	278,099	9,390,000	2,641,047	12,031,047
Utility Assessment Districts (19-4)	Spec Assess UAD 4	-	118,280	-	118,280	5,245,000	1,406,781	6,651,781
<b>Subtotal</b>		<b>\$600,000</b>	<b>\$511,429</b>	<b>-</b>	<b>\$1,111,429</b>	<b>\$18,170,000</b>	<b>\$4,352,103</b>	<b>\$22,522,103</b>
<b>Total Bonded Debt Service</b>		<b>\$2,120,000</b>	<b>\$1,249,779</b>	<b>-</b>	<b>\$3,369,779</b>	<b>\$37,230,000</b>	<b>\$8,022,947</b>	<b>\$45,252,947</b>
Operating Leases - County Lots	County Parking Lots	-	-	\$572,000	\$572,000	-	-	-
<b>Total Operating Leases</b>		<b>-</b>	<b>-</b>	<b>\$572,000</b>	<b>\$572,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total</b>		<b>\$2,120,000</b>	<b>\$1,249,779</b>	<b>\$572,000</b>	<b>\$3,941,779</b>	<b>\$37,230,000</b>	<b>\$8,022,947</b>	<b>\$45,252,947</b>

*Excludes Administration Costs. Interest calculated on modified accrual basis.*

## SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

Object	Description	2018-19	2019-20	2019-20	2020-21	Change from	
		Actual	Adopted	Estimate	Adopted	2019-20	Adopted
4101	Salaries & Allowances	\$16,226,641	\$17,253,535	\$15,759,300	\$17,097,598	(\$155,937)	(0.9%)
4102	Sworn Employee Salaries	13,282,350	13,350,722	13,294,040	13,861,151	510,429	3.8%
4103	Part Time Employee Salaries	2,837,039	2,710,719	2,582,486	2,474,121	(236,598)	(8.7%)
4111	Overtime Regular Employees	436,771	364,898	404,248	419,052	54,154	14.8%
4112	Overtime Sworn Employees	3,700,895	3,514,860	3,482,382	3,612,246	97,386	2.8%
4113	Overtime Mutual Aid	300,719	169,344	136,800	169,344	-	-
4114	Overtime Special Events	597,514	347,004	547,035	349,654	2,650	0.8%
4115	Cooperative Resources	47,634	69,600	39,600	50,000	(19,600)	(28.2%)
4116	Overtime Training & Special Detail	91,763	230,400	108,800	163,220	(67,180)	(29.2%)
4120	Supplemental Pension Plan	22,125	23,000	21,690	23,000	-	-
4121	Single Highest Year Plan	50,694	56,000	49,130	56,000	-	-
4123	Commuter Pay	10,020	15,000	10,000	10,000	(5,000)	(33.3%)
4124	Fire Retiree's Health Ins	24,001	26,000	20,850	26,000	-	-
4125	Police Retiree's Health Plan	103,525	87,000	100,530	87,000	-	-
4126	Miscellaneous Retirees Health Plan	42,864	49,000	34,450	49,000	-	-
4201	Group Medical Insurance	4,398,544	4,984,926	4,199,430	4,667,782	(317,144)	(6.4%)
4202	Medicare	506,849	464,952	508,480	533,851	68,899	14.8%
4203	Unemployment	25,020	25,020	25,020	25,020	-	-
4204	401A Plan City	269,074	302,173	272,170	303,003	830	0.3%
4205	Workers Compensation	4,933,680	4,933,680	4,933,680	4,835,640	(98,040)	(2.0%)
4207	Contribution to City Pension Plan	100,000	-	50,001	50,001	50,001	-
4211	PERS Regular Contributions	1,398,158	1,650,585	1,437,240	1,670,032	19,447	1.2%
4212	PERS Sworn Contributions	2,432,540	2,517,941	2,579,870	2,730,349	212,408	8.4%
4218	PERS Regular Net Pension Liability	1,265,437	1,630,999	1,550,640	1,833,631	202,632	12.4%
4219	PERS Sworn Net Pension Liability	2,639,102	3,418,800	3,275,760	3,898,117	479,317	14.0%
4220	Accrued Leave	6,123	-	-	-	-	-
4221	PERS Supplement Retirement Paym	18,752	-	22,190	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$55,749,082</b>	<b>\$58,196,158</b>	<b>\$55,445,822</b>	<b>\$58,994,812</b>	<b>798,654</b>	<b>1.4%</b>
5101	Contract Services	\$19,435,339	\$20,306,651	\$28,088,630	\$15,560,107	(\$4,746,544)	(23.4%)
5103	Audit Services	60,587	87,000	57,000	57,000	(30,000)	(34.5%)
5104	Computer Contract Services	815,484	1,151,581	981,487	1,523,894	372,313	32.3%
5105	Elections	161,953	8,080	2,000	107,350	99,270	1228.6%
5106	SBRPCA Communications	1,862,089	1,988,374	1,990,843	2,132,791	144,417	7.3%
5107	Physical/Psychological Exams	47,423	50,870	45,090	32,780	(18,090)	(35.6%)
5108	Legal Services	991,165	753,000	940,500	913,000	160,000	21.2%
5109	Background Investigations	1,962	7,684	1,800	6,184	(1,500)	(19.5%)
5201	Office Supplies	138,265	150,600	104,514	114,050	(36,550)	(24.3%)
5202	Memberships & Dues	115,356	128,557	106,972	120,518	(8,039)	(6.3%)
5203	Reference Books & Periodicals	7,639	23,469	16,079	13,764	(9,705)	(41.4%)
5205	Training, Conferences & Meetings	483,068	701,735	362,004	463,717	(238,018)	(33.9%)
5206	Uniforms/Safety Equipment	252,789	248,405	234,926	267,355	18,950	7.6%
5207	Advertising	76,422	115,964	72,504	80,062	(35,902)	(31.0%)
5208	Postage	108,468	99,107	90,823	93,648	(5,459)	(5.5%)
5209	Tools & Minor Equipment	12,832	9,400	3,616	8,400	(1,000)	(10.6%)
5210	Computers, Supplies & Software	503,298	710,784	729,300	670,290	(40,494)	(5.7%)
5211	Automotive Parts	28,577	25,000	25,000	25,000	-	-
5212	Office Equipment Maintenance	440	3,350	7,149	7,750	4,400	131.3%
5213	Computer Maintenance & Repairs	19,864	24,434	26,224	24,434	-	-
5214	Employee Awards & Events	27,419	34,000	19,608	31,000	(3,000)	(8.8%)
5216	Tuition Reimbursement	14,897	32,000	23,000	30,000	(2,000)	(6.3%)
5217	Departmental Supplies	1,993,635	2,119,526	2,064,647	2,066,875	(52,651)	(2.5%)
5218	Recruitment Costs	54,598	49,844	71,500	31,044	(18,800)	(37.7%)
5219	STC Training	6,324	3,850	2,500	3,850	-	-
5220	POST Training	65,616	43,700	30,000	49,700	6,000	13.7%
5221	Automotive Repair Services	79,945	72,100	86,750	72,100	-	-
5222	Warehouse Inventory Purchases	88,641	80,000	86,000	80,000	-	-
5223	Bus Pass Subsidies	6,332	6,600	4,000	6,600	-	-
5224	Recreation Bus Trips	60,671	59,225	41,595	59,225	-	-
5225	Printing	138,319	107,753	79,689	132,891	25,138	23.3%
5226	Automotive Fuel	333,179	426,250	396,000	371,150	(55,100)	(12.9%)
5227	City Store Purchases	7,643	10,000	18,000	30,000	20,000	200.0%
5231	Bank Service Charge	601,555	647,000	551,204	497,000	(150,000)	(23.2%)

## SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

Object Description	2018-19	2019-20	2019-20	2020-21	Change from	
	Actual	Adopted	Estimate	Adopted	2019-20	Adopted
5240 Assessments & Taxes	735,288	432,960	433,799	434,160	1,200	0.3%
5250 Insurance Premiums	764,723	868,633	817,709	970,193	101,560	11.7%
5251 Claims Paid	3,992,830	4,300,000	5,000,000	4,550,000	250,000	5.8%
5252 Claims Administration	216,410	242,658	222,654	243,215	557	0.2%
5253 Miscellaneous Bonds/Insurance	6,750	9,106	7,400	9,250	144	1.6%
5254 Unemployment Claims	28,568	25,000	25,000	25,000	-	-
5255 Property Insurance	207,607	276,000	215,758	280,500	4,500	1.6%
5260 Council Contingencies	-	50,000	-	-	(50,000)	(100.0%)
5262 Public Service Events	31,767	28,875	28,000	13,750	(15,125)	(52.4%)
5263 City Funds Match	11,861	8,000	18,000	12,000	4,000	50.0%
5264 City Funds Exchange	161,000	200,000	200,000	-	(200,000)	(100.0%)
5265 Service Agency Contributions	41,315	37,315	37,315	37,315	-	-
5266 DMBBPA Allocation	109,194	110,000	-	103,000	(7,000)	(6.4%)
5267 UAD Loan Program	1,716	-	-	-	-	-
5268 UAD Construction Fund Refunds	197,474	-	-	-	-	-
5269 M.B. School Support	1,000,000	-	-	-	-	-
5501 Telephone	262,813	217,049	251,458	259,501	42,452	19.6%
5502 Electricity	1,057,532	1,383,922	996,627	1,048,508	(335,414)	(24.2%)
5503 Natural Gas	142,798	119,666	148,618	138,214	18,548	15.5%
5504 Water	457,778	581,117	532,098	548,064	(33,053)	(5.7%)
5601 Administrative Service Charge	3,663,481	3,664,530	3,664,530	3,398,018	(266,512)	(7.3%)
<b>Total Materials &amp; Services</b>	<b>\$41,692,701</b>	<b>\$42,840,724</b>	<b>\$49,959,920</b>	<b>\$37,754,217</b>	<b>(5,086,507)</b>	<b>(11.9%)</b>
5611 Warehouse Purchases	\$93,386	\$106,975	\$79,261	\$121,564	\$14,589	13.6%
5612 Garage Purchases	32,464	25,000	25,000	30,000	5,000	20.0%
5621 Information Systems Allocation	2,718,132	2,814,647	2,814,647	2,814,340	(307)	-
5631 Insurance Allocation	1,843,020	1,843,020	1,843,020	2,293,320	450,300	24.4%
5641 Fleet Rental Allocation	1,147,752	1,314,154	1,084,608	-	(1,314,154)	(100.0%)
5642 Fleet Maintenance Allocation	1,165,586	1,194,841	1,090,231	-	(1,194,841)	(100.0%)
5651 Building & Operations Allocation	1,624,529	1,951,560	1,590,670	1,931,161	(20,399)	(1.0%)
<b>Total Internal Services</b>	<b>\$8,624,869</b>	<b>\$9,250,197</b>	<b>\$8,527,437</b>	<b>\$7,190,385</b>	<b>(2,059,812)</b>	<b>(22.3%)</b>
9101 Transfers Out	\$10,222	\$147,112	\$15,000	\$12,230	(\$134,882)	(91.7%)
<b>Total Transfers</b>	<b>\$10,222</b>	<b>\$147,112</b>	<b>\$15,000</b>	<b>\$12,230</b>	<b>(134,882)</b>	<b>(91.7%)</b>
<b>Total Operating Expenditures</b>	<b>\$106,095,626</b>	<b>\$110,434,191</b>	<b>\$113,948,179</b>	<b>\$103,951,644</b>	<b>(6,482,547)</b>	<b>3.2%</b>
6111 Furniture & Fixtures	\$10,525	-	-	-	-	-
6121 Machinery & Equipment	71,788	\$103,124	\$142,896	\$10,000	(\$93,124)	(90.3%)
6131 Vehicles	1,414,100	1,044,663	1,056,943	654,000	(390,663)	(37.4%)
6141 Computer Equipment & Software	1,691,065	57,719	599,119	460,243	402,524	697.4%
6142 ERP Implementation	246,178	215,051	651,033	108,093	(106,958)	(49.7%)
6212 CIP Bldg & Facility - CYr	1,095,259	3,445,000	2,805,552	17,145,000	13,700,000	397.7%
6222 CIP Street Improvements - CYr	6,985,132	2,270,000	3,554,549	7,145,000	4,875,000	214.8%
6232 CIP Utility Improvements - CYr	36,780	-	218,960	-	-	-
6242 CIP Line Improvements - CYr	823,195	4,750,000	500,000	1,100,000	(3,650,000)	(76.8%)
6252 CIP Landscape & Site - CYr	297,825	1,100,000	25,000	-	(1,100,000)	(100.0%)
6263 Infrastructure Improvements	2,698,196	1,360,000	940,337	600,000	(760,000)	(55.9%)
<b>Total Capital Projects &amp; Equipment</b>	<b>\$15,370,043</b>	<b>\$14,345,557</b>	<b>\$10,494,389</b>	<b>\$27,222,336</b>	<b>12,876,779</b>	<b>89.8%</b>
7101 Bond Principal	\$1,460,000	\$2,345,000	\$2,345,000	\$2,120,000	(\$225,000)	(9.6%)
7102 Bond Interest	935,100	875,301	875,301	1,204,705	329,404	37.6%
7103 Bond Administration Fee	7,125	17,700	17,700	13,400	(4,300)	(24.3%)
7301 Land Leases	448,691	572,000	508,476	572,000	-	-
<b>Total Debt Service</b>	<b>\$2,850,916</b>	<b>\$3,810,001</b>	<b>\$3,746,477</b>	<b>\$3,910,105</b>	<b>\$100,104</b>	<b>2.6%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>	<b>\$18,220,959</b>	<b>\$18,155,558</b>	<b>\$14,240,866</b>	<b>\$31,132,441</b>	<b>\$12,976,883</b>	<b>71.5%</b>
<b>Total City-Wide Expenditures</b>	<b>\$124,316,585</b>	<b>\$128,589,749</b>	<b>\$128,189,045</b>	<b>\$135,084,085</b>	<b>\$6,494,336</b>	<b>5.1%</b>

## SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

Object	Description	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	Change from 2019-20 Adopted	
4101	Salaries & Allowances	\$13,038,165	\$13,800,377	\$12,713,730	\$13,538,676	(\$261,701)	(1.9%)
4102	Sworn Employee Salaries	13,282,350	13,350,722	13,294,040	13,861,151	510,429	3.8%
4103	Part Time Employee Salaries	2,377,614	2,328,133	1,979,362	2,106,711	(221,422)	(9.5%)
4111	Overtime Regular Employees	276,077	250,751	308,408	290,494	39,743	15.8%
4112	Overtime Sworn Employees	3,642,951	3,479,660	3,432,382	3,561,646	81,986	2.4%
4113	Overtime Mutual Aid	300,719	169,344	136,800	169,344	-	-
4114	Overtime Special Events	594,826	344,804	545,818	349,654	4,850	1.4%
4115	Cooperative Resources	47,634	69,600	39,600	50,000	(19,600)	(28.2%)
4116	Overtime Training & Special Detail	91,763	230,400	108,800	163,220	(67,180)	(29.2%)
4123	Commuter Pay	10,020	15,000	10,000	10,000	(5,000)	(33.3%)
4201	Group Medical Insurance	3,861,116	4,330,806	3,687,380	4,064,830	(265,976)	(6.1%)
4202	Medicare	452,130	410,283	455,820	475,141	64,858	15.8%
4203	Unemployment	25,020	25,020	25,020	25,020	-	-
4204	401A Plan City	231,839	254,381	239,060	259,664	5,283	2.1%
4205	Workers Compensation	4,610,040	4,610,040	4,610,040	4,690,320	80,280	1.7%
4207	Contribution to City Pension Plan	100,000	-	50,001	50,001	50,001	-
4211	PERS Regular Contributions	1,114,256	1,299,764	1,147,480	1,314,760	14,996	1.2%
4212	PERS Sworn Contributions	2,432,540	2,517,941	2,579,870	2,730,349	212,408	8.4%
4218	PERS Regular Net Pension Liability	1,005,407	1,295,849	1,232,040	1,468,638	172,789	13.3%
4219	PERS Sworn Net Pension Liability	2,639,102	3,418,800	3,275,760	3,898,117	479,317	14.0%
4221	PERS Supplement Retirement Paym	18,752	-	22,190	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$50,152,320</b>	<b>\$52,201,675</b>	<b>\$49,893,601</b>	<b>\$53,077,736</b>	<b>876,061</b>	<b>1.7%</b>
5101	Contract Services	\$6,399,608	\$6,418,901	\$6,032,017	\$5,374,917	(\$1,043,984)	(16.3%)
5103	Audit Services	60,587	87,000	57,000	57,000	(30,000)	(34.5%)
5104	Computer Contract Services	448,931	523,275	471,396	601,604	78,329	15.0%
5105	Elections	161,953	8,080	2,000	107,350	99,270	1228.6%
5106	SBRPCA Communications	1,862,089	1,988,374	1,990,843	2,132,791	144,417	7.3%
5107	Physical/Psychological Exams	47,423	50,870	45,090	32,780	(18,090)	(35.6%)
5108	Legal Services	791,652	753,000	940,500	913,000	160,000	21.2%
5109	Background Investigations	1,962	7,684	1,800	6,184	(1,500)	(19.5%)
5201	Office Supplies	137,126	149,450	103,914	113,050	(36,400)	(24.4%)
5202	Memberships & Dues	102,479	110,822	94,354	111,183	361	0.3%
5203	Reference Books & Periodicals	7,321	21,739	15,324	12,264	(9,475)	(43.6%)
5205	Training, Conferences & Meetings	401,033	567,130	304,171	367,862	(199,268)	(35.1%)
5206	Uniforms/Safety Equipment	209,570	196,318	199,995	209,340	13,022	6.6%
5207	Advertising	69,934	99,264	69,499	79,362	(19,902)	(20.0%)
5208	Postage	106,949	97,730	89,276	92,055	(5,675)	(5.8%)
5209	Tools & Minor Equipment	1,887	1,500	100	500	(1,000)	(66.7%)
5210	Computers, Supplies & Software	35,647	39,391	64,723	35,871	(3,520)	(8.9%)
5212	Office Equipment Maintenance	440	3,350	7,149	6,250	2,900	86.6%
5214	Employee Awards & Events	27,419	34,000	19,608	31,000	(3,000)	(8.8%)
5216	Tuition Reimbursement	14,897	32,000	23,000	30,000	(2,000)	(6.3%)
5217	Departmental Supplies	1,202,420	1,052,483	1,033,304	949,182	(103,301)	(9.8%)
5218	Recruitment Costs	54,598	49,844	71,500	31,044	(18,800)	(37.7%)
5219	STC Training	6,324	3,850	2,500	3,850	-	-
5220	POST Training	65,616	43,700	30,000	49,700	6,000	13.7%
5221	Automotive Repair Services	79,945	72,100	86,750	72,100	-	-
5225	Printing	137,051	91,841	77,963	121,279	29,438	32.1%
5227	City Store Purchases	7,643	10,000	18,000	30,000	20,000	200.0%
5231	Bank Service Charge	173,171	178,000	170,000	160,000	(18,000)	(10.1%)
5240	Assessments & Taxes	2,880	2,800	3,799	4,000	1,200	42.9%
5260	Council Contingencies	-	50,000	-	-	(50,000)	(100.0%)
5262	Public Service Events	31,767	28,875	28,000	13,750	(15,125)	(52.4%)
5263	City Funds Match	11,861	8,000	18,000	12,000	4,000	50.0%
5264	City Funds Exchange	161,000	200,000	200,000	-	(200,000)	(100.0%)
5265	Service Agency Contributions	41,315	37,315	37,315	37,315	-	-
5269	M.B. School Support	1,000,000	-	-	-	-	-
5501	Telephone	88,400	121,082	79,068	81,841	(39,241)	(32.4%)
5502	Electricity	454,889	627,228	393,179	425,146	(202,082)	(32.2%)



## SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

Object Description	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	<i>Change from 2019-20 Adopted</i>	
5503 Natural Gas	33,678	24,147	30,328	28,205	4,058	16.8%
5504 Water	367,003	472,153	420,859	433,486	(38,667)	(8.2%)
<b>Total Materials &amp; Services</b>	<b>\$14,808,471</b>	<b>\$14,263,296</b>	<b>\$13,232,324</b>	<b>\$12,767,261</b>	<b>(1,496,035)</b>	<b>(10.5%)</b>
5611 Warehouse Purchases	\$32,307	\$39,767	\$26,811	\$48,256	\$8,489	21.3%
5621 Information Systems Allocation	2,360,724	2,501,662	2,501,662	2,490,691	(10,971)	(0.4%)
5631 Insurance Allocation	1,496,220	1,496,220	1,496,220	2,180,520	684,300	45.7%
5641 Fleet Rental Allocation	966,444	1,125,104	910,032	-	(1,125,104)	(100.0%)
5642 Fleet Maintenance Allocation	989,968	1,001,582	913,893	-	(1,001,582)	(100.0%)
5651 Building & Operations Allocation	1,406,245	1,689,420	1,377,006	1,672,644	(16,776)	(1.0%)
<b>Total Internal Services</b>	<b>\$7,251,908</b>	<b>\$7,853,755</b>	<b>\$7,225,624</b>	<b>\$6,392,111</b>	<b>(1,461,644)</b>	<b>(18.6%)</b>
9101 Transfers Out	\$10,222	\$117,112	\$15,000	\$12,230	(\$104,882)	(89.6%)
<b>Total Transfers</b>	<b>\$10,222</b>	<b>\$117,112</b>	<b>\$15,000</b>	<b>\$12,230</b>	<b>(104,882)</b>	<b>(89.6%)</b>
<b>Total Operating Expenditures</b>	<b>\$72,222,921</b>	<b>\$74,435,838</b>	<b>\$70,366,549</b>	<b>\$72,249,338</b>	<b>(2,186,500)</b>	<b>(5.5%)</b>
6111 Furniture & Fixtures	\$10,525	-	-	-	-	-
6121 Machinery & Equipment	28,689	\$103,124	\$110,158	\$10,000	(\$93,124)	(90.3%)
6141 Computer Equipment & Software	1,482,204	-	185,000	245,500	245,500	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$1,521,419</b>	<b>\$103,124</b>	<b>\$295,158</b>	<b>\$395,500</b>	<b>292,376</b>	<b>283.5%</b>
7101 Bond Principal	\$295,000	\$305,000	\$305,000	\$310,000	\$5,000	1.6%
7102 Bond Interest	185,975	176,975	176,975	167,750	(9,225)	(5.2%)
7103 Bond Administration Fee	1,600	3,500	3,500	1,600	(1,900)	(54.3%)
<b>Total Debt Service</b>	<b>\$482,575</b>	<b>\$485,475</b>	<b>\$485,475</b>	<b>\$479,350</b>	<b>(6,125)</b>	<b>(1.3%)</b>
<b>Total Capital Expenditures &amp; Debt Service</b>	<b>\$2,003,994</b>	<b>\$588,599</b>	<b>\$780,633</b>	<b>\$874,850</b>	<b>\$286,251</b>	<b>48.6%</b>
<b>Total General Fund Expenditures</b>	<b>\$74,226,915</b>	<b>\$75,024,437</b>	<b>\$71,147,182</b>	<b>\$73,124,188</b>	<b>(1,900,249)</b>	<b>(2.5%)</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Management Services

Object	Description	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	% of Total
4101	Salaries & Allowances	\$1,052,116	\$1,018,039	\$965,750	\$961,704	28.8%
4103	Part Time Employee Salaries	14,615	30,849	24,000	25,449	0.8%
4111	Overtime Regular Employees	1,383	5,000	-	-	-
4201	Group Medical Insurance	198,769	214,295	143,350	147,653	4.4%
4202	Medicare	15,125	14,738	14,020	14,301	0.4%
4203	Unemployment	420	420	420	420	-
4204	401A Plan City	39,263	40,033	38,450	39,413	1.2%
4205	Workers Compensation	59,820	59,820	59,820	68,100	2.0%
4207	Contribution to City Pension Plan	54,086	-	27,043	27,043	0.8%
4211	PERS Regular Contribution	79,765	85,738	80,840	86,160	2.6%
4218	PERS Regular Net Pensions Liability	71,575	92,252	87,660	99,866	3.0%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,586,936</b>	<b>\$1,561,184</b>	<b>\$1,441,353</b>	<b>\$1,470,109</b>	<b>44.0%</b>
5101	Contract Services	\$314,827	\$325,380	\$346,000	\$176,120	5.3%
5104	Computer Contract Services	81,583	105,658	97,470	166,089	5.0%
5105	Elections	161,953	8,080	2,000	107,350	3.2%
5108	Legal Services	585,863	625,000	820,000	785,000	23.5%
5201	Office Supplies	10,015	12,500	5,514	12,500	0.4%
5202	Memberships & Dues	56,339	53,405	52,245	51,305	1.5%
5203	Reference Books & Periodicals	21	1,600	172	200	-
5205	Training, Conferences & Meetings	80,036	115,425	40,552	45,705	1.4%
5207	Advertising	12,197	17,330	30,000	12,750	0.4%
5208	Postage	436	401	450	564	-
5210	Computers, Supplies & Software	2,000	-	3,112	-	-
5212	Office Equipment Maintenance	-	250	250	250	-
5214	Employee Awards & Events	12,685	11,500	6,000	-	-
5217	Departmental Supplies	55,489	40,550	36,427	41,600	1.2%
5225	Printing	530	1,500	200	1,000	-
5227	City Store Purchases	7,643	10,000	18,000	-	-
5240	Assessments & Taxes	2,880	2,800	3,799	4,000	0.1%
5260	Council Contingencies	-	50,000	-	-	-
5262	Public Service Events	31,767	28,875	28,000	13,750	0.4%
5269	M.B. School Support	1,000,000	-	-	-	-
5501	Telephone	4,102	5,666	3,228	3,331	0.1%
<b>Total Materials &amp; Services</b>		<b>\$2,420,368</b>	<b>\$1,415,920</b>	<b>\$1,493,419</b>	<b>\$1,421,514</b>	<b>42.6%</b>
5611	Warehouse Purchases	\$72	\$250	\$50	\$250	-
5621	Information Technology Allocation	264,168	279,939	279,939	259,788	7.8%
5631	Insurance Allocation	224,400	224,400	224,400	18,300	0.5%
5651	Building & Operations Allocation	141,415	169,980	138,546	168,292	5.0%
<b>Total Internal Services</b>		<b>\$630,055</b>	<b>\$674,569</b>	<b>\$642,935</b>	<b>\$446,630</b>	<b>13.4%</b>
<b>Total Operating Expenditures</b>		<b>\$4,637,359</b>	<b>\$3,651,673</b>	<b>\$3,577,707</b>	<b>\$3,338,253</b>	<b>100.0%</b>
6111	Furniture & Fixtures	\$5,011	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$5,011</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$4,642,369</b>	<b>\$3,651,673</b>	<b>\$3,577,707</b>	<b>\$3,338,253</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund		\$4,642,369	\$3,651,673	\$3,577,707	\$3,338,253	100.0%
Capital Improvement Fund		-	-	-	-	-
<b>Total Source of Funds</b>		<b>\$4,642,369</b>	<b>\$3,651,673</b>	<b>\$3,577,707</b>	<b>\$3,338,253</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Finance

Object	Description	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	% of Total
4101	Salaries & Allowances	\$1,443,751	\$1,615,417	\$1,518,210	\$1,557,194	40.0%
4103	Part Time Employee Salaries	53,791	86,701	72,200	110,268	2.8%
4111	Overtime Regular Employees	6,044	15,017	13,300	13,517	0.3%
4120	Supplemental Pension Plan	22,125	23,000	21,690	23,000	0.6%
4121	Single Highest Year Plan	50,694	56,000	49,130	56,000	1.4%
4124	Fire Retiree's Health Insurance	24,001	26,000	20,850	26,000	0.7%
4125	Police Retiree's Health Plan	103,525	87,000	100,530	87,000	2.2%
4126	Miscellaneous Retirees Health Plan	42,864	49,000	34,450	49,000	1.3%
4201	Group Medical Insurance	230,065	270,791	231,140	254,930	6.5%
4202	Medicare	18,684	21,819	19,820	21,253	0.5%
4203	Unemployment	420	420	420	420	-
4204	401A Plan City	35,216	42,254	38,460	41,754	1.1%
4205	Workers Compensation	44,520	44,520	44,520	24,060	0.6%
4207	Contribution to City Pension Plan	3,480	-	1,740	1,740	-
4211	PERS Regular Contribution	118,889	145,342	131,990	149,176	3.8%
4218	PERS Regular Net Pension Liability	111,961	144,303	137,160	175,779	4.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$2,310,031</b>	<b>\$2,627,584</b>	<b>\$2,435,610</b>	<b>\$2,591,091</b>	<b>66.6%</b>
5101	Contract Services	\$338,406	\$280,187	\$292,435	\$310,322	8.0%
5103	Audit Services	60,587	87,000	57,000	57,000	1.5%
5104	Computer Contract Services	160,235	125,850	95,854	100,850	2.6%
5201	Office Supplies	11,409	10,500	10,500	10,500	0.3%
5202	Memberships & Dues	2,536	2,825	2,786	2,780	0.1%
5203	Reference Books & Periodicals	1,540	1,100	800	1,200	-
5205	Training, Conferences & Meetings	36,884	31,800	17,830	15,400	0.4%
5206	Uniforms/Safety Equipment	990	1,290	1,000	1,290	-
5207	Advertising	1,202	1,450	1,712	1,650	-
5208	Postage	50,718	44,870	45,480	46,845	1.2%
5210	Computer Supplies & Software	2,150	-	-	-	-
5211	Automotive Parts	28,577	25,000	25,000	25,000	0.6%
5214	Employee Awards & Events	456	600	600	600	-
5217	Departmental Supplies	8,969	7,050	8,054	8,800	0.2%
5222	Warehouse Inventory Purchases	88,641	80,000	86,000	80,000	2.1%
5225	Printing	19,807	10,937	4,339	10,605	0.3%
5231	Bank Service Charge	173,171	178,000	170,000	160,000	4.1%
5265	Service Agency Contributions	4,000	-	-	-	-
5267	UAD Loan Program	1,716	-	-	-	-
5501	Telephone	4,678	6,462	3,682	3,798	0.1%
<b>Total Materials &amp; Services</b>		<b>\$996,672</b>	<b>\$894,921</b>	<b>\$823,072</b>	<b>\$836,640</b>	<b>21.5%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Finance

Object	Description	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	% of Total
5611	Warehouse Purchases	\$7,273	\$12,530	\$6,480	\$12,530	0.3%
5621	Information Technology Allocation	156,864	166,217	166,217	196,322	5.0%
5631	Insurance Allocation	6,600	6,600	6,600	18,300	0.5%
5641	Fleet Rental Allocation	5,052	5,050	5,052	-	-
5642	Fleet Maintenance Allocation	1,883	2,001	1,826	-	-
5651	Building & Operations Allocation	200,284	240,840	196,303	238,448	6.1%
<b>Total Internal Services</b>		<b>\$377,956</b>	<b>\$433,238</b>	<b>\$382,478</b>	<b>\$465,600</b>	<b>12.0%</b>
<b>Total Operating Expenditures</b>		<b>\$3,684,659</b>	<b>\$3,955,743</b>	<b>\$3,641,160</b>	<b>\$3,893,331</b>	<b>100.0%</b>
<b>Total Expenditures</b>		<b>\$3,684,659</b>	<b>\$3,955,743</b>	<b>\$3,641,160</b>	<b>\$3,893,331</b>	<b>100.0%</b>
<b>Source of Funds</b>						
	General Fund	\$3,206,915	\$3,467,256	\$3,178,010	\$3,408,829	87.6%
	Capital Improvement Fund	1,716	-	-	-	-
	Building Maintenance & Operations Fund	232,819	247,487	236,500	243,502	6.3%
	Pension Trust Fund	243,209	241,000	226,650	241,000	6.2%
<b>Total Source of Funds</b>		<b>\$3,684,659</b>	<b>\$3,955,743</b>	<b>\$3,641,160</b>	<b>\$3,893,331</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Human Resources

Object	Description	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	% of Total
4101	Salaries & Allowances	\$685,797	\$833,179	\$566,180	\$792,149	10.0%
4103	Part Time Employee Salaries	26,601	-	72,524	-	-
4111	Overtime Regular Employees	1,104	2,500	1,000	1,250	-
4123	Commuter Pay	10,020	15,000	10,000	10,000	0.1%
4201	Group Medical Insurance	105,707	144,290	82,020	108,635	1.4%
4202	Medicare	9,758	12,081	9,570	11,476	0.1%
4203	Unemployment	420	420	420	420	-
4204	401A Plan City	22,707	31,716	19,260	30,656	0.4%
4205	Workers Compensation	51,960	51,960	51,960	26,520	0.3%
4211	PERS Regular Contribution	54,117	69,521	58,650	73,474	0.9%
4218	PERS Regular Net Pension Liability	62,706	80,821	76,860	85,162	1.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,030,898</b>	<b>\$1,241,488</b>	<b>\$948,444</b>	<b>\$1,139,742</b>	<b>14.4%</b>
5101	Contract Services	\$180,761	\$232,440	\$176,262	\$211,588	2.7%
5104	Computer Contract Services	7,501	1,767	1,530	1,767	-
5107	Physical/Psychological Exams	34,998	36,090	25,090	12,000	0.2%
5108	Legal Services	202,579	120,000	120,000	120,000	1.5%
5201	Office Supplies	3,271	8,450	3,000	3,950	-
5202	Memberships & Dues	3,866	2,859	1,225	1,000	-
5203	Reference Books & Periodicals	17	930	180	-	-
5205	Training, Conferences & Meetings	47,195	88,575	35,200	57,575	0.7%
5208	Postage	950	887	996	1,026	-
5214	Employee Awards & Events	8,683	13,500	7,500	24,000	0.3%
5216	Tuition Reimbursement	14,897	32,000	23,000	30,000	0.4%
5217	Departmental Supplies	1,851	1,500	4,700	1,500	-
5218	Recruitment Costs	47,343	44,300	70,000	25,500	0.3%
5225	Printing	196	150	130	150	-
5250	Insurance Premiums	764,723	868,633	817,709	970,193	12.2%
5251	Claims Paid	3,992,830	4,300,000	5,000,000	4,550,000	57.4%
5252	Claims Administration	216,410	242,658	222,654	243,215	3.1%
5253	Miscellaneous Bonds/Insurance	6,750	9,106	7,400	9,250	0.1%
5254	Unemployment	28,568	25,000	25,000	25,000	0.3%
5255	Property Insurance	207,607	276,000	215,758	280,500	3.5%
5501	Telephone	2,538	3,506	1,998	2,061	-
<b>Total Materials &amp; Services</b>		<b>\$5,773,534</b>	<b>\$6,308,351</b>	<b>\$6,759,332</b>	<b>\$6,570,275</b>	<b>82.9%</b>
5611	Warehouse Purchases	\$117	\$300	\$150	\$200	-
5621	Information Technology Allocation	120,576	116,829	116,829	105,212	1.3%
5631	Insurance Allocation	6,960	6,960	6,960	12,480	0.2%
5651	Building & Operations Allocation	82,497	99,120	80,790	98,136	1.2%
<b>Total Internal Services</b>		<b>\$210,149</b>	<b>\$223,209</b>	<b>\$204,729</b>	<b>\$216,028</b>	<b>2.7%</b>
<b>Total Operating Expenditures</b>		<b>\$7,014,581</b>	<b>\$7,773,048</b>	<b>\$7,912,505</b>	<b>\$7,926,045</b>	<b>100.0%</b>
<b>Total Expenditures</b>		<b>\$7,014,581</b>	<b>\$7,773,048</b>	<b>\$7,912,505</b>	<b>\$7,926,045</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund		\$1,091,510	\$1,245,190	\$1,043,875	\$1,179,070	14.9%
Insurance Reserve		5,923,071	6,527,858	6,868,630	6,746,975	85.1%
<b>Total Source of Funds</b>		<b>\$7,014,581</b>	<b>\$7,773,048</b>	<b>\$7,912,505</b>	<b>\$7,926,045</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Parks and Recreation

Object	Description	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	% of Total
4101	Salaries & Allowances	\$1,931,121	\$1,952,919	\$2,051,370	\$1,752,976	21.2%
4103	Part Time Employee Salaries	2,000,474	1,909,606	1,648,216	1,724,402	20.9%
4111	Overtime Regular Employees	19,499	29,989	13,900	24,532	0.3%
4201	Group Medical Insurance	331,155	366,885	327,020	295,180	3.6%
4202	Medicare	56,164	51,450	56,550	54,853	0.7%
4203	Unemployment	8,100	8,100	8,100	8,100	0.1%
4204	401A Plan City	34,212	36,913	37,340	31,256	0.4%
4205	Workers Compensation	106,800	106,800	106,800	58,860	0.7%
4207	Contribution to City Pension Plan	15,075	-	7,538	7,538	0.1%
4211	PERS Regular Contribution	241,236	319,588	257,950	249,303	3.0%
4218	PERS Regular Net Pension Liability	148,134	190,928	181,560	208,053	2.5%
<b>Total Salaries &amp; Benefits</b>		<b>\$4,891,969</b>	<b>\$4,973,178</b>	<b>\$4,696,344</b>	<b>\$4,415,053</b>	<b>53.4%</b>
5101	Contract Services	\$2,263,871	\$2,233,187	\$1,915,202	\$1,833,286	22.2%
5104	Computer Contract Services	20,458	18,670	30,000	25,000	0.3%
5201	Office Supplies	41,772	37,500	30,000	21,000	0.3%
5202	Memberships & Dues	10,347	15,398	9,779	15,658	0.2%
5203	Reference Books & Periodicals	1,508	1,774	1,860	1,774	-
5205	Training, Conferences & Meetings	42,213	57,780	26,185	17,497	0.2%
5206	Uniforms/Safety Equipment	10,025	14,345	19,275	14,345	0.2%
5207	Advertising	29,930	58,534	28,237	39,912	0.5%
5208	Postage	33,110	32,016	20,384	20,995	0.3%
5210	Computer Supplies & Software	2,399	5,316	5,316	4,396	0.1%
5217	Departmental Supplies	374,906	339,301	343,343	272,964	3.3%
5218	Recruitment Costs	5,145	5,544	1,500	5,544	0.1%
5223	Bus Pass Subsidies	6,332	6,600	4,000	6,600	0.1%
5224	Recreation Bus Trips	60,671	59,225	41,595	59,225	0.7%
5225	Printing	86,437	38,906	45,143	68,256	0.8%
5227	City Store Purchases	-	-	-	30,000	0.4%
5264	City Funds Exchange	161,000	200,000	200,000	-	-
5265	Service Agency Contributions	37,315	37,315	37,315	37,315	0.5%
5501	Telephone	14,977	20,600	14,211	14,665	0.2%
5502	Electricity	177,623	243,865	116,467	120,310	1.5%
5503	Natural Gas	9,340	6,331	8,534	7,937	0.1%
<b>Total Materials &amp; Services</b>		<b>\$3,389,378</b>	<b>\$3,432,207</b>	<b>\$2,898,404</b>	<b>\$2,616,679</b>	<b>31.6%</b>
5611	Warehouse Purchases	\$13,727	\$18,465	\$4,111	\$19,154	0.2%
5621	Information Technology Allocation	511,032	541,533	541,533	479,520	5.8%
5631	Insurance Allocation	279,360	279,360	279,360	90,300	1.1%
5641	Fleet Rental Allocation	40,596	42,800	32,676	-	-
5642	Fleet Maintenance Allocation	67,294	76,456	69,762	-	-
5651	Building & Operations Allocation	141,365	169,980	138,547	168,292	2.0%
<b>Total Internal Services</b>		<b>\$1,053,374</b>	<b>\$1,128,594</b>	<b>\$1,065,989</b>	<b>\$757,266</b>	<b>9.2%</b>
<b>Total Operating Expenditures</b>		<b>\$9,334,721</b>	<b>\$9,533,979</b>	<b>\$8,660,737</b>	<b>\$7,788,998</b>	<b>94.2%</b>
6121	Machinery & Equipment	\$28,689	-	-	-	-
6252	CIP Landscape & Site - CYr	297,825	\$1,100,000	\$25,000	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$326,514</b>	<b>\$1,100,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>-</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Parks and Recreation

Object	Description	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	% of Total
7101	Bond Principal	\$295,000	\$305,000	\$305,000	\$310,000	3.7%
7102	Bond Interest	185,975	176,975	176,975	167,750	2.0%
7103	Bond Administration Fee	1,600	3,500	3,500	1,600	-
<b>Total Debt Service</b>		<b>\$482,575</b>	<b>\$485,475</b>	<b>\$485,475</b>	<b>\$479,350</b>	<b>5.8%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$809,089</b>	<b>\$1,585,475</b>	<b>\$510,475</b>	<b>\$479,350</b>	<b>5.8%</b>
<b>Total Expenditures</b>		<b>\$10,143,810</b>	<b>\$11,119,454</b>	<b>\$9,171,212</b>	<b>\$8,268,348</b>	<b>100.0%</b>
<b>Source of Funds</b>						
	General Fund	\$8,879,321	\$9,010,205	\$8,169,674	\$7,326,536	88.6%
	Proposition A Fund	966,664	1,009,249	976,538	941,812	11.4%
	Capital Improvement Fund	297,825	1,100,000	25,000	-	-
<b>Total Source of Funds</b>		<b>\$10,143,810</b>	<b>\$11,119,454</b>	<b>\$9,171,212</b>	<b>\$8,268,348</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Police

Object	Description	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	% of Total
4101	Salaries & Allowances	\$2,796,405	\$2,833,105	\$2,511,340	\$3,006,495	9.9%
4102	Sworn Employee Salaries	8,369,527	8,446,711	8,448,010	8,926,637	29.5%
4103	Part Time Employee Salaries	399,716	388,760	324,500	336,609	1.1%
4111	Overtime Regular Employees	207,041	161,949	257,500	211,559	0.7%
4112	Overtime Sworn Employees	1,727,856	1,608,986	1,695,600	1,726,990	5.7%
4114	Overtime Special Events	529,797	266,150	500,000	268,200	0.9%
4201	Group Medical Insurance	1,565,458	1,739,850	1,525,610	1,766,334	5.8%
4202	Medicare	187,470	163,718	192,660	206,681	0.7%
4203	Unemployment	8,700	8,700	8,700	8,700	-
4204	401A Plan City	12,281	15,290	12,620	16,397	0.1%
4205	Workers Compensation	2,697,660	2,697,660	2,697,660	2,891,700	9.6%
4207	Contribution to City Pension Plan	19,941	-	9,971	9,971	-
4211	PERS Regular Contribution	230,583	248,334	218,400	278,954	0.9%
4212	PERS Sworn Contributions	1,546,026	1,636,621	1,639,350	1,768,391	5.8%
4218	PERS Regular Net Pension Liability	209,970	270,625	257,280	313,545	1.0%
4219	PERS Sworn Net Pension Liability	1,829,243	2,354,801	2,258,940	2,524,730	8.3%
4221	PERS Supplement Retirement Paym	12,518	-	7,260	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$22,350,193</b>	<b>\$22,841,260</b>	<b>\$22,565,401</b>	<b>\$24,261,893</b>	<b>80.2%</b>
5101	Contract Services	\$831,164	\$723,790	\$819,200	\$753,060	2.5%
5104	Computer Contract Services	86,340	178,150	178,264	246,910	0.8%
5106	SBRPCA Communications	1,408,144	1,487,531	1,490,000	1,595,843	5.3%
5107	Physical/Psychological Exams	12,000	13,900	20,000	19,900	0.1%
5108	Legal Services	-	8,000	500	8,000	-
5109	Background Investigations	1,962	6,820	1,800	5,320	-
5201	Office Supplies	34,808	49,600	29,000	40,100	0.1%
5202	Memberships & Dues	9,656	9,105	9,245	9,540	-
5203	Reference Books & Periodicals	812	1,140	950	990	-
5205	Training, Conferences & Meetings	119,221	112,395	114,200	120,450	0.4%
5206	Uniforms/Safety Equipment	149,241	137,355	134,287	150,690	0.5%
5207	Advertising	4,000	3,000	250	500	-
5208	Postage	9,959	8,959	10,063	10,365	-
5210	Computer Supplies & Software	12,319	8,600	10,000	11,500	-
5214	Employee Awards & Events	2,261	2,900	1,500	2,900	-
5217	Departmental Supplies	271,573	334,500	454,250	343,490	1.1%
5219	STC Training	6,324	3,850	2,500	3,850	-
5220	POST Training	65,616	43,700	30,000	49,700	0.2%
5225	Printing	15,314	17,800	10,000	17,100	0.1%
5263	City Funds Match	11,861	8,000	18,000	12,000	-
5501	Telephone	34,656	49,424	32,337	33,371	0.1%
5502	Electricity	124,769	167,986	130,993	135,316	0.4%
5503	Natural Gas	8,332	5,526	7,836	7,287	0.0%
5504	Water	15,006	16,588	15,288	15,747	0.1%
<b>Total Materials &amp; Services</b>		<b>\$3,235,338</b>	<b>\$3,398,619</b>	<b>\$3,520,463</b>	<b>\$3,593,929</b>	<b>11.9%</b>



## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Police

Object	Description	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	% of Total
5611	Warehouse Purchases	\$3,028	\$2,000	\$2,000	\$2,000	-
5621	Information Technology Allocation	646,020	684,605	684,605	676,124	2.2%
5631	Insurance Allocation	541,440	541,440	541,440	644,880	2.1%
5641	Fleet Rental Allocation	459,312	450,266	373,584	-	-
5642	Fleet Maintenance Allocation	722,325	736,471	671,992	-	-
5651	Building & Operations Allocation	404,523	485,400	395,638	480,580	1.6%
<b>Total Internal Services</b>		<b>\$2,776,648</b>	<b>\$2,900,182</b>	<b>\$2,669,259</b>	<b>\$1,803,584</b>	<b>6.0%</b>
<b>Total Operating Expenditures</b>		<b>\$28,362,179</b>	<b>\$29,140,061</b>	<b>\$28,755,123</b>	<b>\$29,659,406</b>	<b>98.1%</b>
6121	Machinery & Equipment	-	\$93,124	\$93,124	-	-
6141	Computer Equipment & Software	1,069,541	-	-	204,000	0.7%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$1,069,541</b>	<b>\$93,124</b>	<b>\$93,124</b>	<b>\$204,000</b>	<b>0.7%</b>
7101	Bond Principal	\$250,000	\$257,500	\$257,500	\$265,000	0.9%
7102	Bond Interest	135,231	127,619	127,619	119,782	0.4%
7103	Bond Administration	900	1,100	1,100	900	-
<b>Total Debt Service</b>		<b>\$386,131</b>	<b>\$386,219</b>	<b>\$386,219</b>	<b>\$385,682</b>	<b>1.3%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$1,455,672</b>	<b>\$479,343</b>	<b>\$479,343</b>	<b>\$589,682</b>	<b>1.9%</b>
<b>Total Expenditures</b>		<b>\$29,817,851</b>	<b>\$29,619,404</b>	<b>\$29,234,466</b>	<b>\$30,249,088</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund		\$29,172,897	\$28,939,485	\$28,442,050	\$29,573,506	97.8%
Asset Forfeiture		129,709	153,700	216,197	147,900	0.5%
Police Safety Grants Fund		129,114	140,000	190,000	142,000	0.5%
Capital Improvement Fund		386,131	386,219	386,219	385,682	1.3%
<b>Total Source of Funds</b>		<b>\$29,817,851</b>	<b>\$29,619,404</b>	<b>\$29,234,466</b>	<b>\$30,249,088</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Fire

Object	Description	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	% of Total
4101	Salaries & Allowances	\$69,957	\$92,055	\$75,770	\$90,758	0.6%
4102	Sworn Employee Salaries	4,912,823	4,904,011	4,846,030	4,934,514	33.5%
4103	Part Time Employee Salaries	123,818	161,909	113,089	167,341	1.1%
4111	Overtime Regular Employees	1,778	1,000	-	1,000	-
4112	Overtime Sworn Employees	1,973,038	1,905,874	1,786,782	1,885,256	12.8%
4113	Overtime Mutual Aid	300,719	169,344	136,800	169,344	1.2%
4114	Overtime Special Events	29,885	35,904	19,818	31,704	0.2%
4115	Cooperative Resources	47,634	69,600	39,600	50,000	0.3%
4116	Overtime Training & Special Detail	91,763	230,400	108,800	163,220	1.1%
4201	Group Medical Insurance	697,532	696,047	687,280	712,281	4.8%
4202	Medicare	96,131	70,894	94,100	92,852	0.6%
4203	Unemployment	420	420	420	420	-
4204	401A Plan City	1,135	5,531	4,740	3,665	-
4205	Workers Compensation	1,512,780	1,512,780	1,512,780	1,519,680	10.3%
4211	PERS Regular Contribution	12,097	19,903	13,440	14,678	0.1%
4212	PERS Sworn Contributions	886,514	881,320	940,520	961,958	6.5%
4218	PERS Regular Net Pension Liability	7,097	9,148	8,700	9,850	0.1%
4219	PERS Sworn Net Pension Liability	809,859	1,063,999	1,016,820	1,373,387	9.3%
4221	PERS Supplement Retirement Paym	6,234	-	14,930	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$11,581,214</b>	<b>\$11,830,139</b>	<b>\$11,420,419</b>	<b>\$12,181,908</b>	<b>82.8%</b>
5101	Contract Services	\$212,835	\$451,521	\$422,904	\$443,283	3.0%
5104	Computer Contract Services	49,415	40,850	30,850	24,750	0.2%
5106	SBRPCA Communications	453,946	500,843	500,843	536,948	3.7%
5107	Physical/Psychological Exams	425	880	-	880	-
5109	Background Investigations	-	864	-	864	-
5201	Office Supplies	7,095	5,400	4,900	5,000	-
5202	Memberships & Dues	2,787	5,885	5,135	4,005	-
5203	Reference Books & Periodicals	1,442	3,650	2,799	2,850	-
5205	Training, Conferences & Meetings	44,419	114,430	57,138	75,750	0.5%
5206	Uniforms/Safety Equipment	59,707	54,165	51,025	43,890	0.3%
5208	Postage	230	214	240	248	-
5214	Employee Awards & Events	1,731	4,000	2,300	2,000	-
5217	Departmental Supplies	187,534	192,475	219,990	162,500	1.1%
5218	Recruitment Costs	2,111	-	-	-	-
5221	Automotive Repair Services	79,945	72,100	86,750	72,100	0.5%
5225	Printing	439	2,250	1,700	1,780	-
5501	Telephone	15,135	18,621	14,106	14,557	0.1%
5502	Electricity	64,772	87,204	70,541	72,869	0.5%
5503	Natural Gas	7,252	5,376	7,402	6,884	-
5504	Water	6,346	8,036	8,315	8,565	0.1%
<b>Total Materials &amp; Services</b>		<b>\$1,197,565</b>	<b>\$1,568,764</b>	<b>\$1,486,938</b>	<b>\$1,479,723</b>	<b>10.1%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Fire

Object	Description	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	% of Total
5611	Warehouse Purchases	\$5,251	\$6,500	\$5,500	\$4,600	-
5621	Information Technology Allocation	335,808	355,846	355,846	346,104	2.4%
5631	Insurance Allocation	48,600	48,600	48,600	78,360	0.5%
5641	Fleet Rental Allocation	265,776	351,580	323,148	-	-
5642	Fleet Maintenance Allocation	64,933	62,910	57,402	-	-
5651	Building & Operations Allocation	151,708	182,040	148,376	180,232	1.2%
<b>Total Internal Services</b>		<b>\$872,076</b>	<b>\$1,007,476</b>	<b>\$938,872</b>	<b>\$609,296</b>	<b>4.1%</b>
<b>Total Operating Expenditures</b>		<b>\$13,650,856</b>	<b>\$14,406,379</b>	<b>\$13,846,229</b>	<b>\$14,270,927</b>	<b>97.0%</b>
6111	Furniture & Fixtures	\$5,514	-	-	-	-
6121	Machinery & Equipment	-	\$10,000	\$17,034	\$10,000	0.1%
6141	Computer Equipment & Software	131,559	-	-	41,500	0.3%
6212	CIP Bldg & Facility - CYr	255,020	-	250,000	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$386,579</b>	<b>\$10,000</b>	<b>\$267,034</b>	<b>\$51,500</b>	<b>0.4%</b>
7101	Bond Principal	\$250,000	\$257,500	\$257,500	\$265,000	1.8%
7102	Bond Interest	135,231	127,619	127,619	119,782	0.8%
7103	Bond Administration	900	1,100	1,100	900	-
<b>Total Debt Service</b>		<b>\$386,131</b>	<b>\$386,219</b>	<b>\$386,219</b>	<b>\$385,682</b>	<b>2.6%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$778,224</b>	<b>\$396,219</b>	<b>\$653,253</b>	<b>\$437,182</b>	<b>3.0%</b>
<b>Total Expenditures</b>		<b>\$14,429,080</b>	<b>\$14,802,598</b>	<b>\$14,499,482</b>	<b>\$14,708,109</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund		\$13,787,929	\$14,416,379	\$13,863,263	\$14,322,427	97.4%
Capital Improvement Fund		641,151	386,219	636,219	385,682	2.6%
<b>Total Source of Funds</b>		<b>\$14,429,080</b>	<b>\$14,802,598</b>	<b>\$14,499,482</b>	<b>\$14,708,109</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Community Development

Object	Description	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	% of Total
4101	Salaries & Allowances	\$2,666,496	\$2,784,236	\$2,557,050	\$2,670,133	47.9%
4103	Part Time Employee Salaries	70,904	32,679	121,860	39,442	0.7%
4111	Overtime Regular Employees	17,108	16,867	17,700	19,878	0.4%
4201	Group Medical Insurance	400,380	449,427	379,500	390,428	7.0%
4202	Medicare	38,981	40,633	38,910	37,962	0.7%
4203	Unemployment	420	420	420	420	-
4204	401A Plan City	32,590	32,928	25,760	32,420	0.6%
4205	Workers Compensation	48,960	48,960	48,960	37,320	0.7%
4211	PERS Regular Contribution	211,423	234,061	212,380	245,487	4.4%
4218	PERS Regular New Pension Liability	201,743	260,022	247,260	291,058	5.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$3,689,005</b>	<b>\$3,900,233</b>	<b>\$3,649,800</b>	<b>\$3,764,548</b>	<b>67.5%</b>
5101	Contract Services	\$1,274,842	\$1,482,224	\$1,055,000	\$1,028,991	18.4%
5104	Computer Contract Services	-	-	-	57,238	1.0%
5201	Office Supplies	7,765	14,000	10,000	10,000	0.2%
5202	Memberships & Dues	15,009	17,330	13,434	17,335	0.3%
5203	Reference Books & Periodicals	2,023	8,525	7,725	3,250	0.1%
5205	Training, Conferences & Meetings	42,354	51,275	22,535	35,135	0.6%
5206	Uniforms/Safety Equipment	4,216	6,000	6,260	6,400	0.1%
5207	Advertising	21,796	18,650	9,300	9,250	0.2%
5208	Postage	7,720	6,942	7,798	8,031	0.1%
5209	Tools & Minor Equipment	1,669	1,500	100	500	-
5210	Computer Supplies & Software	10,553	15,675	26,095	12,175	0.2%
5214	Employee Awards & Events	369	500	350	500	-
5217	Departmental Supplies	34,855	34,150	23,400	25,400	0.5%
5225	Printing	14,131	18,610	15,551	19,100	0.3%
5501	Telephone	6,831	9,439	5,377	5,549	0.1%
<b>Total Materials &amp; Services</b>		<b>\$1,444,134</b>	<b>\$1,684,820</b>	<b>\$1,202,925</b>	<b>\$1,238,854</b>	<b>22.2%</b>
5611	Warehouse Purchases	\$2,012	\$2,100	\$1,800	\$1,500	-
5621	Information Technology Allocation	245,520	260,183	260,183	275,865	4.9%
5631	Insurance Allocation	63,420	63,420	63,420	18,300	0.3%
5641	Fleet Rental Allocation	21,360	74,218	21,360	-	-
5642	Fleet Maintenance Allocation	23,352	14,944	13,636	-	-
5651	Building & Operations Allocation	235,676	283,320	230,928	280,507	5.0%
<b>Total Internal Services</b>		<b>\$591,339</b>	<b>\$698,185</b>	<b>\$591,327</b>	<b>\$576,172</b>	<b>10.3%</b>
<b>Total Operating Expenditures</b>		<b>\$5,724,478</b>	<b>\$6,283,238</b>	<b>\$5,444,052</b>	<b>\$5,579,574</b>	<b>100.0%</b>
6141	Computer Equipment & Software	\$253,442	-	\$185,000	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$253,442</b>	<b>-</b>	<b>\$185,000</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>\$5,977,920</b>	<b>\$6,283,238</b>	<b>\$5,629,052</b>	<b>\$5,579,574</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund		\$5,977,920	\$6,283,238	\$5,629,052	\$5,579,574	100.0%
<b>Total Source of Funds</b>		<b>\$5,977,920</b>	<b>\$6,283,238</b>	<b>\$5,629,052</b>	<b>\$5,579,574</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Public Works

Object	Description	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	% of Total
4101	Salaries & Allowances	\$4,618,695	\$5,097,441	\$4,583,610	\$5,223,347	9.1%
4103	Part Time Employee Salaries	119,412	69,961	96,097	35,500	0.1%
4111	Overtime Regular Employees	114,732	94,600	78,848	114,500	0.2%
4114	Overtime Special Events	37,831	44,950	27,217	49,750	0.1%
4201	Group Medical Insurance	743,801	954,584	701,910	854,534	1.5%
4202	Medicare	69,440	73,911	68,350	78,521	0.1%
4203	Unemployment	6,120	6,120	6,120	6,120	-
4204	401A Plan City	72,176	70,617	75,420	88,184	0.2%
4205	Workers Compensation	348,780	348,780	348,780	113,220	0.2%
4207	Contribution to City Pension Plan	7,418	-	3,709	3,709	-
4211	PERS Regular Contribution	373,994	442,299	387,990	478,914	0.8%
4218	PERS Regular Net Pension Liability	375,302	483,721	459,840	541,497	0.9%
4220	Accrued Leave	6,123	-	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$6,893,824</b>	<b>\$7,686,984</b>	<b>\$6,837,891</b>	<b>\$7,587,796</b>	<b>13.1%</b>
5101	Contract Services	\$13,950,119	\$14,488,075	\$22,968,317	\$10,713,610	18.6%
5104	Computer Contract Services	5,122	81,000	5,091	103,021	0.2%
5108	Legal Services	202,723	-	-	-	-
5201	Office Supplies	21,048	11,500	11,000	10,000	-
5202	Memberships & Dues	12,916	19,350	11,928	16,695	-
5203	Reference Books & Periodicals	(21)	4,250	1,393	3,000	-
5205	Training, Conferences & Meetings	25,216	82,200	22,513	69,500	0.1%
5206	Uniforms/Safety Equipment	28,609	35,250	23,079	50,740	0.1%
5207	Advertising	7,297	17,000	3,005	16,000	-
5208	Postage	5,344	4,818	5,412	5,574	-
5209	Tools & Minor Equipment	11,163	7,900	3,516	7,900	-
5210	Computer Supplies & Software	10,576	63,350	26,000	120,800	0.2%
5212	Office Equipment Maintenance	440	2,100	5,748	6,000	-
5214	Employee Awards & Events	1,233	1,000	1,300	1,000	-
5217	Departmental Supplies	1,054,973	1,167,700	972,450	1,209,421	2.1%
5225	Printing	1,227	16,800	2,126	14,200	-
5226	Automotive Fuel	333,179	426,250	396,000	371,150	0.6%
5231	Banking Service Fees	428,383	469,000	381,204	337,000	0.6%
5240	Assessments & Taxes	732,408	430,160	430,000	430,160	0.7%
5266	DMMBPA Allocation	109,194	110,000	-	103,000	0.2%
5268	UAD Construction Fund Refunds	197,474	-	-	-	-
5501	Telephone	175,989	97,930	173,442	178,994	0.3%
5502	Electricity	690,368	884,867	678,626	720,013	1.2%
5503	Natural Gas	117,874	102,433	124,846	116,106	0.2%
5504	Water	436,426	556,493	508,495	523,752	0.9%
<b>Total Materials &amp; Services</b>		<b>\$18,559,280</b>	<b>\$19,079,426</b>	<b>\$26,755,491</b>	<b>\$15,127,636</b>	<b>26.2%</b>
5601	Administrative Service Charge	\$3,663,481	\$3,664,530	\$3,664,530	\$3,398,018	5.9%
5611	Warehouse Purchases	61,629	64,030	58,870	80,530	0.1%
5612	Garage Purchases	32,464	25,000	25,000	30,000	0.1%
5621	Information Technology Allocation	438,144	409,495	409,495	475,405	0.8%
5631	Insurance Allocation	665,700	665,700	665,700	1,402,740	2.4%
5641	Fleet Rental Allocation	355,656	390,240	328,788	-	-
5642	Fleet Maintenance Allocation	285,799	302,059	275,613	-	-
5651	Building & Operations Allocation	\$232,481	\$279,180	227,553	\$276,408	0.5%
<b>Total Internal Services</b>		<b>\$5,735,355</b>	<b>\$5,800,234</b>	<b>\$5,655,549</b>	<b>\$5,663,101</b>	<b>9.8%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Public Works

Object	Description	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	% of Total
9101	Transfers Out	\$10,222	\$147,112	\$15,000	\$12,230	-
<b>Total Transfers</b>		<b>\$10,222</b>	<b>\$147,112</b>	<b>\$15,000</b>	<b>\$12,230</b>	<b>-</b>
<b>Total Operating Expenditures</b>		<b>\$31,198,681</b>	<b>\$32,713,756</b>	<b>\$39,263,931</b>	<b>\$28,390,763</b>	<b>49.2%</b>
6121	Machinery & Equipment	\$43,099	-	\$26,190	-	-
6131	Vehicles	1,414,100	1,044,663	1,056,943	654,000	1.1%
6141	Computer Equipment & Software	116,197	-	-	17,500	-
6142	ERP Implementation	118,593	19,788	19,788	-	-
6212	CIP Bldg. & Facility - CYr	840,239	3,445,000	2,555,552	17,145,000	29.7%
6222	CIP Street Improvements - CYr	6,985,132	2,270,000	3,554,549	7,145,000	12.4%
6232	CIP Utility Improvements - CYr	36,780	-	218,960	-	-
6242	CIP Line Improvements - CYr	823,195	4,750,000	500,000	1,100,000	1.9%
6263	Infrastructure Improvements	2,698,196	1,360,000	940,337	600,000	1.0%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$13,075,531</b>	<b>\$12,889,451</b>	<b>\$8,872,319</b>	<b>\$26,661,500</b>	<b>46.2%</b>
7101	Bond Principal	\$665,000	\$1,525,000	\$1,525,000	\$1,280,000	2.2%
7102	Bond Interest	478,663	443,088	443,088	797,391	1.4%
7103	Bond Administration	3,725	12,000	12,000	10,000	-
<b>Total Debt Service</b>		<b>\$1,147,388</b>	<b>\$1,980,088</b>	<b>\$1,980,088</b>	<b>\$2,087,391</b>	<b>3.6%</b>
7301	Land Leases	\$448,691	\$572,000	\$508,476	\$572,000	1.0%
<b>Total Property &amp; Equipment Leases</b>		<b>\$448,691</b>	<b>\$572,000</b>	<b>\$508,476</b>	<b>\$572,000</b>	<b>1.0%</b>
<b>Total Capital Expenditures &amp; Debt Service</b>		<b>\$14,671,609</b>	<b>\$15,441,539</b>	<b>\$11,360,883</b>	<b>\$29,320,891</b>	<b>50.8%</b>
<b>Total Expenditures</b>		<b>\$45,870,290</b>	<b>\$48,155,295</b>	<b>\$50,624,814</b>	<b>\$57,711,654</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund		\$7,195,979	\$7,681,551	\$6,903,925	\$8,395,993	14.5%
Street Lighting & Landscape Fund		530,299	546,801	584,770	575,720	1.0%
Gas Tax		3,859,563	880,000	967,262	762,979	1.3%
Proposition C Fund		1,155,831	461,000	1,406,107	911,711	1.6%
AB 2766 Fund		2,100	2,100	28,290	673	-
Measure R		785,162	380,000	134,789	1,267,979	2.2%
Measure M		468,481	517,000	158,700	4,287,979	7.4%
Capital Improvement Fund		4,229,322	1,760,000	2,305,368	777,670	1.3%
Underground Assessment Districts		197,474	-	8,269,675	-	-
Water Fund		12,082,323	13,559,497	12,287,452	26,567,117	46.0%
Stormwater Fund		891,561	1,639,089	1,135,577	2,697,756	4.7%
Wastewater Fund		2,358,343	5,063,346	1,895,285	3,200,081	5.5%
Refuse Fund		4,095,998	4,949,052	4,212,109	-	-
Parking Fund		2,446,109	4,283,311	4,074,187	2,415,831	4.2%
County Parking Lots Fund		555,450	752,250	673,056	747,077	1.3%
State Pier and Parking Lot Fund		771,475	599,689	788,707	539,418	0.9%
Fleet Management Fund		2,579,687	2,293,190	2,239,936	1,686,502	2.9%
Building Maintenance & Operations Fund		1,513,533	1,780,469	1,552,669	1,757,740	3.0%
Special Assessment Redemption Fund		151,600	1,006,950	1,006,950	717,050	1.2%
Special Assessment UAD 12 14 Fund		-	-	-	282,099	0.5%
Special Assessment UAD 19-04 Fund		-	-	-	120,279	0.2%
<b>Total Source of Funds</b>		<b>\$45,870,290</b>	<b>\$48,155,295</b>	<b>\$50,624,814</b>	<b>\$57,711,654</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Information Technology

Object	Description	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	% of Total
4101	Salaries & Allowances	\$962,303	\$1,027,144	\$930,020	\$1,042,842	30.6%
4103	Part Time Employee Salaries	27,708	30,254	110,000	35,110	1.0%
4111	Overtime Regular Employees	68,081	37,976	22,000	32,816	1.0%
4201	Group Medical Insurance	125,676	148,757	121,600	137,807	4.0%
4202	Medicare	15,098	15,708	14,500	15,952	0.5%
4204	401A Plan City	19,494	26,891	20,120	19,258	0.6%
4205	Workers Compensation	62,400	62,400	62,400	96,180	2.8%
4211	PERS Regular Contribution	76,055	85,799	75,600	93,886	2.8%
4218	PERS Regular Net Pension Liability	76,950	99,179	94,320	108,821	3.2%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,433,764</b>	<b>\$1,534,108</b>	<b>\$1,450,560</b>	<b>\$1,582,672</b>	<b>46.4%</b>
5101	Contract Services	\$68,515	\$89,847	\$93,310	\$89,847	2.6%
5104	Computer Contract Services	404,831	599,636	542,428	798,269	23.4%
5201	Office Supplies	1,080	1,150	600	1,000	-
5202	Memberships & Dues	1,900	2,400	1,195	2,200	0.1%
5203	Reference Books & Periodicals	297	500	200	500	-
5205	Training, Conferences & Meetings	45,530	47,855	25,851	26,705	0.8%
5210	Computer Supplies & Software	463,301	617,843	658,777	521,419	15.3%
5212	Office Equipment Maintenance	-	1,000	1,151	1,500	-
5213	Computer Maintenance & Repair	19,864	24,434	26,224	24,434	0.7%
5217	Departmental Supplies	3,484	2,300	2,033	1,200	-
5225	Printing	238	800	500	700	-
5501	Telephone	3,909	5,401	3,077	3,175	0.1%
<b>Total Materials &amp; Services</b>		<b>\$1,012,950</b>	<b>\$1,393,166</b>	<b>\$1,355,346</b>	<b>\$1,470,949</b>	<b>43.1%</b>
5611	Warehouse Purchases	\$277	\$800	\$300	\$800	-
5631	Insurance Allocation	6,540	6,540	6,540	9,660	0.3%
5651	Building & Operations Allocation	34,581	41,700	33,989	40,266	1.2%
<b>Total Internal Services</b>		<b>\$41,398</b>	<b>\$49,040</b>	<b>\$40,829</b>	<b>\$50,726</b>	<b>1.5%</b>
<b>Total Operating Expenditures</b>		<b>\$2,488,112</b>	<b>\$2,976,314</b>	<b>\$2,846,735</b>	<b>\$3,104,347</b>	<b>91.0%</b>
6121	Machinery & Equipment	-	-	\$6,548	-	-
6141	Computer Equipment & Software	\$120,326	\$57,719	414,119	\$197,243	5.8%
6142	ERP Implementation	\$127,585	\$195,263	631,245	108,093	3.2%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$120,326</b>	<b>\$57,719</b>	<b>\$420,667</b>	<b>\$197,243</b>	<b>5.8%</b>
<b>Total Expenditures</b>		<b>\$2,736,024</b>	<b>\$3,229,296</b>	<b>\$3,898,647</b>	<b>\$3,409,683</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund		\$272,074	\$329,460	\$339,626	-	-
Capital Improvement Fund		-	-	-	-	-
Information Systems Fund		2,463,951	2,899,836	3,559,021	\$3,409,683	100.0%
<b>Total Source of Funds</b>		<b>\$2,736,024</b>	<b>\$3,229,296</b>	<b>\$3,898,647</b>	<b>\$3,409,683</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	<i>Change from 2019-20 Adopted</i>	
<b>Management Services</b>						
City Council	\$1,475,732	\$491,349	\$389,857	\$369,149	(\$122,200)	(24.9%)
City Manager	1,305,038	1,327,374	1,380,161	1,046,083	(281,291)	(21.2%)
City Treasurer	35,941	45,322	34,184	39,076	(6,246)	(13.8%)
City Clerk	876,990	791,423	782,413	859,913	68,490	8.7%
City Attorney	948,669	996,205	991,092	1,024,032	27,827	2.8%
<b>Total Management Services</b>	<b>\$4,642,369</b>	<b>\$3,651,673</b>	<b>\$3,577,707</b>	<b>\$3,338,253</b>	<b>(\$313,420)</b>	<b>(8.6%)</b>
<b>Finance</b>						
Administration	\$1,396,185	\$1,368,112	\$1,331,866	\$1,377,894	\$9,782	0.7%
Accounting	741,027	728,575	734,537	755,529	26,954	3.7%
Revenue Services	398,924	640,940	413,047	547,577	(93,363)	(14.6%)
Business Licensing	107,841	107,317	103,163	107,574	257	0.2%
Parking Citations	191,673	230,127	192,288	205,284	(24,843)	(10.8%)
Utility Billing	186,021	184,649	190,514	190,340	5,691	3.1%
Purchasing	430,169	448,536	439,245	465,631	17,095	3.8%
General Services	232,819	247,487	236,500	243,502	(3,985)	(1.6%)
<b>Total Finance</b>	<b>\$3,684,659</b>	<b>\$3,955,743</b>	<b>\$3,641,160</b>	<b>\$3,893,331</b>	<b>(\$62,412)</b>	<b>(1.6%)</b>
<b>Human Resources</b>						
Administration	\$1,091,510	\$1,245,190	\$1,043,875	\$1,179,070	(\$66,120)	(5.3%)
Risk Management	654,500	762,720	536,368	629,327	(133,393)	(17.5%)
Liability	1,332,004	1,350,965	2,310,607	1,755,826	404,861	30.0%
Workers Compensation	3,936,567	4,414,173	4,021,655	4,361,822	(52,351)	(1.2%)
<b>Total Human Resources</b>	<b>\$7,014,581</b>	<b>\$7,773,048</b>	<b>\$7,912,505</b>	<b>\$7,926,045</b>	<b>\$152,997</b>	<b>2.0%</b>
<b>Parks &amp; Recreation</b>						
Administration	\$3,300,487	\$4,074,158	\$2,922,958	\$2,519,574	(\$1,554,584)	(38.2%)
Recreation Services	1,056,736	1,157,927	928,942	1,132,126	(25,801)	(2.2%)
Teen Drop In Center	164,791	184,134	154,916	177,162	(6,972)	(3.8%)
Special Activity Classes	140,662	141,222	124,466	91,703	(49,519)	(35.1%)
Special Events	608,042	505,247	501,868	473,851	(31,396)	(6.2%)
Tennis Operations	381,002	394,027	273,788	336,102	(57,925)	(14.7%)
Facility & Parks Reservations	418,926	447,341	417,735	445,472	(1,869)	(0.4%)
Cultural Arts	495,758	513,347	440,597	319,244	(194,103)	(37.8%)
Art Classes	287,726	288,054	224,622	179,325	(108,729)	(37.7%)
Concerts In The Park	99,989	110,943	115,142	1,146	(109,797)	(99.0%)
Sports Leagues & Tournaments	216,145	215,657	191,953	139,260	(76,397)	(35.4%)
Sports Classes	524,569	545,650	452,048	388,918	(156,732)	(28.7%)
Swimming Activities	523,856	559,231	498,329	451,031	(108,200)	(19.3%)
Sports & Aquatics Administration	192,679	197,616	209,120	80,656	(116,960)	(59.2%)
Volunteers	203,572	202,006	229,056	160,915	(41,091)	(20.3%)
Older Adults Activities	179,002	158,605	136,198	113,350	(45,255)	(28.5%)
Senior Services	383,206	415,040	372,936	316,701	(98,339)	(23.7%)
Transportation	966,664	1,009,249	976,538	941,812	(67,437)	(6.7%)
<b>Total Parks &amp; Recreation</b>	<b>\$10,143,810</b>	<b>\$11,119,454</b>	<b>\$9,171,212</b>	<b>\$8,268,348</b>	<b>(\$2,851,106)</b>	<b>(25.6%)</b>
<b>Police Department</b>						
Administration	\$6,900,809	\$6,909,372	\$6,731,841	\$7,221,594	\$312,222	4.5%
Patrol	10,248,054	10,202,009	10,465,662	9,863,064	(338,945)	(3.3%)
Investigations	2,632,911	2,899,216	2,861,235	3,055,583	156,367	5.4%
School Resource Officer	30,578	31,664	18,385	20,580	(11,084)	(35.0%)
Technical Support Services	2,529,789	1,626,537	1,471,395	1,795,107	168,570	10.4%
Communications	1,408,694	1,488,098	1,490,660	1,776,524	288,426	19.4%
Crime Prevention	586,288	610,424	508,285	652,468	42,044	6.9%
Traffic Safety	2,367,881	2,389,146	2,384,551	2,416,261	27,115	1.1%
Jail Operations	751,098	737,240	777,545	795,674	58,434	7.9%
Parking Enforcement	1,776,465	2,116,906	1,789,650	2,006,004	(110,902)	(5.2%)
Animal Control	326,461	315,092	329,060	356,329	41,237	13.1%
Treasury Regional	-	-	-	75,300	75,300	-
DOJ Regional	129,709	153,700	199,610	67,600	(86,100)	(56.0%)
State Regional	-	-	16,587	5,000	5,000	-
State SLES Grant	129,114	140,000	190,000	142,000	2,000	1.4%
<b>Total Police Department</b>	<b>\$29,817,851</b>	<b>\$29,619,404</b>	<b>\$29,234,466</b>	<b>\$30,249,088</b>	<b>\$629,684</b>	<b>2.1%</b>



## SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	2018-19 Actual	2019-20 Adopted	2019-20 Estimate	2020-21 Adopted	<i>Change from 2019-20 Adopted</i>	
<b>Fire Department</b>						
Administration	\$3,315,134	\$3,468,413	\$3,562,820	\$3,472,710	\$4,297	0.1%
Prevention	748,639	853,373	745,439	767,511	(85,862)	(10.1%)
Fire Investigation	1,826	34,368	1,400	15,590	(18,778)	(54.6%)
Fire Operations	7,617,364	7,487,711	7,323,730	7,473,067	(14,644)	(0.2%)
Emergency Medical Services	2,140,412	2,409,053	2,390,871	2,397,519	(11,534)	(0.5%)
Support Services	327,169	333,835	320,483	352,350	18,515	5.5%
Emergency Preparedness	99,162	114,577	62,479	98,166	(16,411)	(14.3%)
CERT	14,114	26,520	11,000	16,928	(9,592)	(36.2%)
Communications	150,339	48,390	60,540	98,088	49,698	102.7%
Public Education	14,920	26,358	20,720	16,180	(10,178)	(38.6%)
<b>Total Fire Department</b>	<b>\$14,429,080</b>	<b>\$14,802,598</b>	<b>\$14,499,482</b>	<b>\$14,708,109</b>	<b>(\$94,489)</b>	<b>(0.6%)</b>
<b>Community Development</b>						
Administration	\$1,064,026	\$834,236	\$868,697	\$798,043	(\$36,193)	(4.3%)
Current Planning	1,109,955	1,290,275	1,112,925	1,126,496	(163,779)	(12.7%)
Advance Planning	20,798	-	-	-	-	-
Plan Check	1,683,174	1,445,694	1,397,753	1,430,553	(15,141)	(1.0%)
Inspection	1,027,872	1,170,469	1,047,397	1,057,097	(113,372)	(9.7%)
Code Enforcement	457,161	459,641	466,701	492,885	33,244	7.2%
Traffic Engineering	398,916	430,497	419,209	442,390	11,893	2.8%
Environmental Sustainability	216,017	652,426	316,670	232,110	(420,316)	(64.4%)
<b>Total Community Development</b>	<b>\$5,977,920</b>	<b>\$6,283,238</b>	<b>\$5,629,352</b>	<b>\$5,579,574</b>	<b>(\$703,664)</b>	<b>(11.2%)</b>
<b>Public Works</b>						
Administration	\$1,257,404	\$1,289,669	\$1,167,240	\$1,847,855	\$558,186	43.3%
Civil Engineering	6,937,838	5,309,226	14,191,889	5,140,823	(168,403)	(3.2%)
Street Repair	7,445,500	3,978,506	3,881,394	8,543,486	4,564,980	114.7%
Sidewalk Repair	738,354	300,000	304,762	365,000	65,000	21.7%
Traffic Control	344,434	387,378	486,822	391,118	3,740	1.0%
Bldg & Grounds Maintenance	1,513,458	1,780,469	1,552,669	1,757,740	(22,729)	(1.3%)
Parks Maintenance	1,072,569	1,187,169	1,138,066	1,039,247	(147,922)	(12.5%)
School District Maintenance	247,388	234,553	207,603	196,210	(38,343)	(16.3%)
Transportation	2,100	2,100	28,290	673	(1,427)	(68.0%)
Street Lighting	425,195	408,551	461,185	448,909	40,358	9.9%
Arbolado Tract Lighting	2,883	4,542	2,066	4,509	(33)	(0.7%)
Streetscape Maintenance	102,221	133,708	121,519	122,302	(11,406)	(8.5%)
Water Administration	2,475,109	3,858,164	2,708,976	16,976,255	13,118,091	340.0%
Water Source Of Supply	6,700,889	6,515,100	6,513,595	6,584,941	69,841	1.1%
Water Pumping	1,382,717	1,306,772	1,386,449	1,238,069	(68,703)	(5.3%)
Water Treatment	60,466	296,695	263,343	304,515	7,820	2.6%
Water Maintenance	1,463,142	1,582,766	1,415,089	1,463,337	(119,429)	(7.5%)
Stormwater Maintenance	891,561	1,639,089	1,135,577	2,697,756	1,058,667	64.6%
Sewer Maintenance	2,358,343	5,063,346	1,895,285	3,200,081	(1,863,265)	(36.8%)
Refuse Management	4,095,998	4,949,052	4,212,109	-	(4,949,052)	(100.0%)
Street Meters & City Lots	2,446,109	4,283,311	4,074,187	2,415,831	(1,867,480)	(43.6%)
State Lot A Pier	771,475	599,689	788,707	539,418	(60,271)	(10.1%)
County Lot B - 26th St	188,461	210,618	194,793	211,691	1,073	0.5%
County Lot C - El Porto Fleet	366,990	541,632	478,263	535,386	(6,246)	(1.2%)
Maintenance	1,165,586	1,248,527	1,182,993	1,207,502	(41,025)	(3.3%)
Fleet Replacement	1,414,100	1,044,663	1,056,943	479,000	(565,663)	(54.1%)
<b>Total Public Works</b>	<b>\$45,870,290</b>	<b>\$48,155,295</b>	<b>\$50,849,814</b>	<b>\$57,711,654</b>	<b>\$9,556,359</b>	<b>19.8%</b>
<b>Information Technology</b>						
Information Technology	2,463,951	2,899,836	3,559,021	3,409,683	509,847	17.6%
Geographic Information Services	272,074	329,460	339,626	-	(329,460)	(100.0%)
<b>Total Information Technology</b>	<b>\$2,736,024</b>	<b>\$3,229,296</b>	<b>\$3,898,647</b>	<b>\$3,409,683</b>	<b>\$180,387</b>	<b>5.6%</b>
<b>Total</b>	<b>\$124,316,585</b>	<b>\$128,589,749</b>	<b>\$128,414,345</b>	<b>\$135,084,085</b>	<b>\$6,494,336</b>	<b>5.1%</b>

RESOLUTION NO. 20-0075

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL ADOPTING THE FISCAL YEAR 2020-2021 OPERATING BUDGET; AND AUTHORIZING THE CITY MANAGER TO TAKE CERTAIN PERSONNEL-RELATED ACTIONS

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council makes the following findings:

A. The Manhattan Beach Municipal Code provides that the City Manager shall cause to be prepared and submitted to the City Council an annual budget;

B. The budget covering the fiscal year 2020-2021 has been reviewed by the City Council with regard to the approval of estimated revenues and expenditures; and

C. The City Council has made such necessary revisions to the budget as provided for in Exhibit "A" attached hereto.

SECTION 2. The Fiscal Year 2020-2021 Operating Budget as presented to the City Council at the May 26, 2020, City Council meeting, and as amended by the revisions set forth in the attached Exhibit A, is hereby adopted as the official municipal budget for the City of Manhattan Beach ("Fiscal Year 2020-2021 Operating Budget").

SECTION 3. The City Clerk is directed to maintain one copy of the Fiscal Year 2020-2021 Operating Budget on file at all times for inspection by the public.

SECTION 4. Beginning on July 1, 2020, the City Manager is hereby authorized to proceed with the implementation of the programs as set forth in the approved and adopted budget, and to transfer any sum of appropriated funds between departments and programs provided they do not cross funds.

SECTION 5. The City Manager is hereby authorized to establish the new classification of Records Specialist (or similar title), as a result of upgrading one existing Administrative Clerk II position in Fiscal Year 2020-2021, following the completion of a classification and compensation analysis by Human Resources.

SECTION 6. The City Manager is hereby authorized to establish the new classification of Property & Evidence Officer (or similar title) in Fiscal Year 2020-2021, following the completion of a classification and compensation analysis by Human Resources.



**Certified to be  
a true copy of  
said document  
on file in my  
office.**

  
City Clerk of  
the City of  
Manhattan  
Beach

SECTION 7. The City Manager is hereby authorized to establish the new classification of Supervising Code Enforcement Officer (or similar title), as a result of upgrading one existing Code Enforcement Officer position in Fiscal Year 2020-2021, following the completion of a classification and compensation analysis by Human Resources.

SECTION 8. The City Manager is hereby authorized to amend the salary range for the Human Resources Assistant classification in Fiscal Year 2020-2021, following the completion of a classification and compensation analysis by Human Resources.

SECTION 9. The City Manager is hereby authorized to amend the salary range for the Accountant classification in Fiscal Year 2020-2021, following the completion of a classification and compensation analysis by Human Resources and consultation with the associated bargaining unit.

SECTION 10. The City Manager is hereby authorized to reclassify the Senior Accountant position in Fiscal Year 2020-2021, following the completion of a classification and compensation analysis by Human Resources.

SECTION 11. Unexpended appropriations from the Fiscal Year 2020-2021 Operating Budget may be carried forward to the next fiscal year provided the funds have been previously encumbered for a specific purpose, or apply to authorized, but uncompleted projects in the Capital Improvement Plan.

SECTION 12. This Resolution shall take effect immediately upon adoption.

SECTION 13. The City Clerk shall certify to the passage and adoption of this Resolution.

ADOPTED on June 25, 2020.

AYES: Hersman, Napolitano, Stern, Hadley and Mayor Montgomery.  
NOES: None.  
ABSENT: None.  
ABSTAIN: None.

/s/ Richard Montgomery  
RICHARD MONTGOMERY  
Mayor

ATTEST:

/s/ Liza Tamura  
LIZA TAMURA  
City Clerk



**Certified to be  
a true copy of  
said document  
on file in my  
office.**

*[Signature]*  
City Clerk of  
the City of  
Manhattan  
New York

**CHANGES FROM FY 2020-2021 PROPOSED BUDGET**

Res. 20-0075  
**EXHIBIT A**

**GENERAL FUND**

<b>Proposed Revenues</b>	<b>\$73,076,730</b>
<i>Special Events - Included in Budget; If canceled due to COVID-19, revenue will not be received.</i>	
6-Man Volleyball Tournament	\$46,000
<b>Revised Revenues</b>	<b>\$73,122,730</b>

**Proposed Expenditures** **\$73,231,254**

<i>Special Events - Included in Budget; If canceled due to COVID-19, expenditures will not be incurred.</i>	
6-Man Volleyball Tournament	\$107,859
Holiday Fireworks	111,785
Manhattan Beach 10K	45,282
Pier Lighting/Open House	45,203
Pumpkin Race/Friendship Walk	26,302
MBO Tennis Tournament	18,100
North End Holiday Stroll	1,500
<i>Existing Programs - Included in Budget</i>	
BCHD Juvenile Diversion Program	\$50,000
Older Adult Program Holiday Lunch	7,216
Volunteer Program	5,429
<i>Proposed Personnel Additions - Removed from Budget</i>	
New Police Officer	(\$175,106)
New Police Officer	(175,106)
<i>Proposed Capital Equipment and Other Additions - Removed from Budget</i>	
Cellular Connectivity	(\$30,000)
LiveScan Machine	(4,500)
Upgrade PD Security Access Control	(48,000)
Backup Solution & Storage	(159,000)
Patrol Vehicle In-car Video	(60,680)
Barriers during Special Events	(15,000)
<i>Proposed Minor Cuts - Added Back to Budget</i>	
#16 Eliminate Refreshments for CC Meetings	\$20,000
#30 Independent Cities Association Conferences	10,000
#31 National League of Cities Conference	10,000
#35 Community Police Academy Staff Overtime	10,000
#37 Fire Dept Overtime for Special Events	10,000
#39 ComDev Contract Inspection Services	10,000
#57 Reduce CA Contract Cities Assoc Conf	3,000
#58 Reduce US Conference of Mayors	3,750
#61 Community Police Academy Facilitator OT	7,200
#62 League of CA Cities Annual Conference	2,800
#69 Police Department Open House OT	6,000
#71 Santa Float Police Overtime	6,000
#72 Police Dept Volunteer Recognition	5,800
#75 Grades of Green	5,500
#76 TEDx Sponsorship	5,500
#77 Police National Night Out OT	5,500
#79 Hardship Assistance for Tobacco Retailers	5,000
#108 National League of Cities Membership	3,600
#109 US Conference of Mayors Membership	3,500
#110 CA Contract Cities Membership	3,500



**Certified to be a true copy of said document on file in my office.**

*[Signature]*  
for City Clerk of the City of Manhattan Beach

**CHANGES FROM FY 2020-2021 PROPOSED BUDGET**

Res. 20-0075  
**EXHIBIT A**

#121	Community Police Academy Supplies	3,000
#185	Police Department Open House Supplies	1,500
#204	Storage for Beach Cities Toy Drive	500
	Subtotal Changes	(\$107,066)
	<b>Revised Expenditures</b>	<b>\$73,124,188</b>

**GAS TAX FUND**

<b>Proposed Revenues</b>	<b>\$1,397,358</b>
Adjust State Gas Tax 2105 per Revised State Budget Estimate	\$14,908
Adjust State Gas Tax 2106 per Revised State Budget Estimate	14,233
Adjust State Gas Tax 2107 per Revised State Budget Estimate	20,440
Adjust State Gas Tax 2103 per Revised State Budget Estimate	32,822
Adjust State Gas Tax Highway Users Loan per Revised State Budget Estimate	(40,587)
Adjust State SBI Road Maintenance Rehab per Revised State Budget Estimate	81,240
	Subtotal Changes
<b>Revised Revenues</b>	<b>\$1,520,414</b>

**MEASURE M FUND**

<b>Proposed Revenues</b>	<b>\$425,518</b>
Add Advanced Traffic Signal System Project (MBATS Grant Revenue)	\$3,640,000
<b>Revised Revenues</b>	<b>\$4,065,518</b>
<b>Proposed Expenditures</b>	<b>\$647,979</b>
Add Advanced Traffic Signal System Project (Grant Funded)	\$3,640,000
<b>Revised Expenditures</b>	<b>\$4,287,979</b>

**UNDERGROUND ASSESSMENT DISTRICTS CONSTRUCTION FUND**

<b>Proposed Expenditures</b>	<b>\$9,216,133</b>
Eliminate UUAD Construction Budget for project costs budgeted in prior year	(\$9,216,133)
<b>Revised Expenditures</b>	<b>\$0</b>

**WATER FUND**

<b>Proposed Expenditures</b>	<b>\$26,574,230</b>
Proposed Personnel Change - Removed from Budget	
Upgrade Water Meter Reader to Water Meter Technician	(\$7,113)
<b>Revised Expenditures</b>	<b>\$26,567,117</b>

**INFORMATION TECHNOLOGY FUND**

<b>Proposed Expenditures</b>	<b>\$3,469,683</b>
Reduce Estimated Cost to Replace Core Switch	(\$60,000)
<b>Revised Expenditures</b>	<b>\$3,409,683</b>

**BUILDING MAINTENANCE & OPERATIONS FUND**

<b>Proposed Expenditures</b>	<b>\$1,972,242</b>
Proposed Minor Cuts - Added Back to Budget	
#13 Coffee Service at City Facilities	\$29,000
<b>Revised Expenditures</b>	<b>\$2,001,242</b>



Certified to be a true copy  
of the original of said  
document on file in my  
office.

*[Signature]*  
for City Clerk of the City of  
Manhattan Beach, California

RESOLUTION NO. 20-0076

A RESOLUTION OF THE MANHATTAN BEACH CITY  
COUNCIL ESTABLISHING THE APPROPRIATIONS LIMIT  
FOR FISCAL YEAR 2020-2021

THE MANHATTAN BEACH CITY COUNCIL HEREBY RESOLVES AS  
FOLLOWS:

SECTION 1. The City Council makes the following findings:

A. Government code Section 7910 requires the City Council to establish its appropriations limit pursuant to Article XIII B of the State Constitution; and

B. The appropriations limit to be applied to the "proceeds of taxes" as defined by Section 7910 of the Government Code for Fiscal Year 2020-2021 has been calculated to be \$85,443,111.

SECTION 2. The City Council elects to use as the annual adjustment factors in calculating the appropriations limit, the percentage change in California per capita income and the annual population for the City of Manhattan Beach.

SECTION 3. The City Council hereby establishes the appropriations limit for the City of Manhattan Beach for Fiscal Year 2020-2021 at \$85,443,111.

SECTION 4. This Resolution shall take effect immediately.

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

ADOPTED on June 25, 2020.

AYES: Hersman, Napolitano, Stern, Hadley and Mayor Montgomery.  
NOES: None.  
ABSENT: None.  
ABSTAIN: None.


/s/ Richard Montgomery  
RICHARD MONTGOMERY  
Mayor

ATTEST:

/s/ Liza Tamura  
LIZA TAMURA  
City Clerk



Certified to be a true copy  
of the original of said  
document on file in my  
office.

  
City Clerk of the City of  
Manhattan Beach, California

# APPROPRIATIONS LIMIT CALCULATION

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Article XIII B of the California State Constitution, commonly referred to as the Gann Initiative or Gann Appropriations Limit, was adopted by California voters in 1980 and placed limits on the amount of proceeds of taxes that State and local agencies can appropriate and spend each year.

The limit is different for every agency and changes each year. The annual limit is based on the amount of tax proceeds that were authorized to be spent in fiscal year 1978-79, modified for changes in inflation and population. Inflationary adjustments are based on increases in the California per capita income or the increase in non-residential assessed valuation due to new construction. An adjustment is also made based on changes in Manhattan Beach's population or County population.

For fiscal year 2020-2021, the estimated tax proceeds appropriated by the Manhattan Beach City Council are under the Limit. The adjusted Appropriation Limit for fiscal year 2020-2021 is \$85,443,111. This amount is the maximum amount of tax proceeds the City is able to appropriate and spend in fiscal year 2020-2021. The appropriations subject to the Limit are \$55,966,268, leaving the City with an appropriations capacity of \$31,476,843.

Section 7910 of the State Government Code requires a governing body to annually adopt, by resolution, an Appropriations Limit for the upcoming fiscal year.

## SPENDING LIMIT CALCULATION - FISCAL YEAR 2020-2021

### Appropriations subject to limit

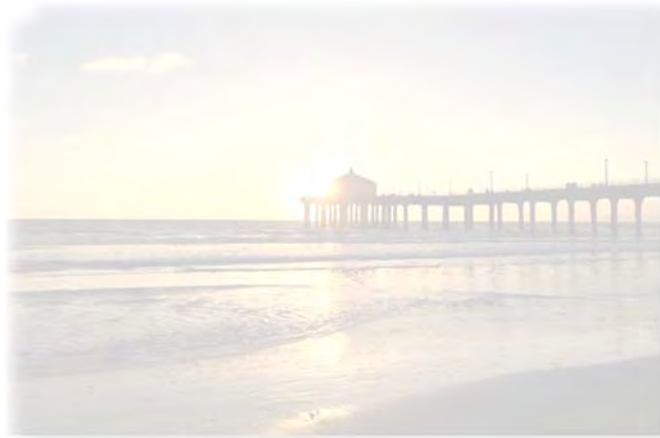
Fiscal Year 2020-2021 Revenues (all funds)	\$123,823,559
Less: Non tax proceeds	69,857,291
Plus: User fees in excess of costs	-
<b>Total appropriations subject to limit</b>	<b><u>\$53,966,268</u></b>

### Appropriation limit

Fiscal year 2019-2020 adjusted appropriation limit	\$82,461,392
A. Population adjustment (Based on change in City/County population)	0.998900
B. Change in per capita income	1.037300
<b>Total Annual Adjustment = (A multiplied by B)</b>	<b><u>1.036159</u></b>
Increase in appropriation limit	\$2,981,719
<b>Fiscal year 2020-2021 appropriation limit</b>	<b><u>\$85,443,111</u></b>

Appropriations subject to limit	<b><u>\$53,966,268</u></b>
Remaining appropriation capacity	\$31,476,843

**Available capacity as a percent of appropriation limit** **36.84%**





# *City of Manhattan Beach*



Revised/Adopted by City Council June 21, 2011

## **Statement of Purpose**

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. Our City has evolved with a variety of financial policies that can be found in many different sources, including: City Council Resolutions; Budget documents; and Capital Improvement Programs. The set of policies within this document, adopted contemporaneously each year with our budget, serves as a central reference point of the most important of our policies, which are critical to the continued financial health of our local government. .

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency and effectiveness.

The following policies are divided into eight (8) general categories for ease of reference. These categories include: **1) General Policies; 2) Accounting, Auditing, and Financial Reporting Policies; 3) General Fund Balance Policies; 4) Debt Policies; 5) Revenue Policies; 6) Capital Improvement Policies; 7) Capitalization & Depreciation Policies; 8) Cash Management Investment Policies; and 9) Operating Budget Policies.** Except as otherwise noted, all policies included in this document are currently adhered to.

## GENERAL POLICIES

The City will:

- ❖ manage its financial assets in a sound and prudent manner;
- ❖ maintain and further develop programs to ensure its long term ability to pay all costs necessary to provide the level and quality of service required by its citizens;
- ❖ establish and maintain investment policies that are in accordance with State laws;

## ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

### **FINANCIAL INFORMATION**

It is the policy of the City of Manhattan Beach to provide all financial information in a thorough, timely fashion, and in a format that is easy for Council, citizens, and City employees to understand and utilize.

### **ACCOUNTING STANDARDS**

The City's accounting of financial systems shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP), standards of the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

### **ANNUAL AUDIT**

An independent public accounting firm will perform an annual audit and its opinions will be included in the comprehensive annual financial report.

The independent audit firm will be selected through a competitive process at least once every five years. The contract will be for an initial period of three years with two additional one-year options at the City Council's discretion. The Finance Subcommittee, City Manager and Finance Director will review the qualifications of prospective firms and make a recommendation to the City Council. The audit contract, and any extensions, will be awarded by the City Council.

An Annual Financial Report shall be prepared within six months of the close of the previous fiscal year. It will be reviewed with the Finance Subcommittee, and presented to the City Council and community at a public meeting no later than February 1<sup>st</sup> of the following year.

It is the City's goal to maintain accounting records, processes and procedures in such a manner as to receive an unqualified audit opinion and to maintain a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

## FUND BALANCE POLICIES

The City utilizes a variety of accounting funds for recording revenues and expenditures. At each fiscal year-end, budgeted/appropriated expenditure authority lapses with the exception of capital project spending, and operating expenses that have been incurred but not paid (encumbered). The remaining dollars left in each fund that are Unassigned constitute available funds of the City. The Unassigned fund balance shall include the City's Financial Policy components. The Council authorizes the City Manager or Director of Finance to make assignment of funds. Where Council has not established a formal policy the Governmental Accounting Standards Board Statement 54 will be operative.

### **GENERAL FUND**

The General Fund Unassigned Fund Balance will be maintained in an amount equal to at least 20 percent of the annual General Fund expenditure budget. These funds are designed to be used in the event of significant financial emergency. Council may, at its discretion, set aside additional funds above the 20% minimum. Such additional amounts may be allocated for specific purposes, such as capital projects or for known significant future cost items. Any residual balance shall be available for general operational working capital uses.

### **CITY COUNCIL CONTINGENCY ACCOUNT**

A contingency account in an amount not to exceed one-half of one percent (0.5 percent) of the City's General Fund expenditure budget will be maintained annually in the City Council's budget. This account will be available for unanticipated, unbudgeted expenditures and will require City Council approval to spend. The purpose of this account is to provide some flexibility for unforeseen events without the necessity to appropriate additional funds from the City's Unassigned Fund Balance.

### **ENTERPRISE FUNDS**

The City's Enterprise Funds will maintain reserves equal to four months of operating expenses.

### **FLEET MANAGEMENT FUND**

Through the use of the Fleet Management Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of the City's vehicles. This fund is supported by charges to user departments which are adjusted annually based on the department's proportionate share of estimated fleet management expenses. Sufficient working capital will be maintained in the fund to provide for the scheduled replacement of fleet vehicles at the end of their useful lives.

### **INFORMATION SYSTEMS FUND**

Through the use of the Information Systems Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of the City's technology infrastructure. This fund is supported by charges to user departments which are adjusted annually based on departments' proportionate share of estimated expenses. Such share may be determined based upon the departments' number of devices supported by the IS Division. Sufficient reserves will be maintained in the fund to provide for the scheduled replacement of equipment at the end of their useful lives.

## **RISK MANAGEMENT FUND**

The City maintains a self-insurance fund for the purpose of property, liability, and workers' compensation expenses. This fund pays insurance premiums, benefit and settlement payments, and administrative and operating expenses. The Risk Management Fund is supported by charges to other City funds for the services it provides. These annual charges for service shall reflect historical experience and shall be established to approximately equal the annual expenses of the fund. Separate reserves shall be maintained for current and long term general liability and workers' compensation liability at a level which will adequately fund the City's potential loss exposure in each area as determined by historical loss data. The Risk Management Fund shall maintain an annual working capital balance of \$2 million.

## **TRUST AND AGENCY FUNDS**

The City maintains funds on a trustee basis for a number of purposes, including City-sponsored post employment benefits programs and trust accounts for such purposes as utility underground projects. These funds shall be segregated from the City's general funds.

The estimated cost of City-sponsored retirement programs will be actuarially valued biennially. Ongoing annual normal costs for such programs will be budgeted in the department receiving the benefit. Unfunded liabilities will be disclosed and accounted for in accordance with Generally Accepted Accounting Principles (GAAP).

## **DEBT POLICIES**

### **ISSUANCE OF DEBT**

The City will not use long-term debt to pay for current operations.

The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.

The term of the debt shall never extend beyond the useful life of the improvements to be financed.

### **CREDIT RATING**

It is the City's goal to maintain our AAA/Aaa credit rating from all three major rating agencies. The factors that contribute to our high rating include the City's strong financial management, low debt levels, budgetary and fiscal controls, and accountability. To support this policy, the City will continue to maintain its position of full financial disclosure and proactive fiscal planning.

### **LEASE-PURCHASE**

The City will lease-purchase equipment if necessary because of funding availability, or if lease rates are more favorable than the rate attained from investment return. Equipment may also be leased if the lease terms compare favorably when reviewing the total life cycle cost of the equipment. In no case shall the City lease-purchase equipment whose useful life is not greater than the term of the lease.

## REVENUE POLICIES

### **GENERAL FUND REVENUE**

The City will strive to develop and maintain a diversified and reliable revenue stream so as to avoid becoming overly dependent on any single type of revenue. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources.

Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.

If revenues from “one-time” or limited duration sources are used to balance the City’s annual operating budget, it is to be fully disclosed and explained at the time the budget is presented. It is the City’s goal to not rely on these types of revenues to balance the operating budget.

The City will pursue revenue collection and auditing to assure that moneys due the City are accurately received in a timely manner.

The City will seek reimbursement for State and Federal mandated costs whenever possible.

### **GRANTS AND GIFTS**

The City shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting any grant the City shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.

### **ENTERPRISE FUND CHARGES**

The City will set user fees for each enterprise fund at a rate that fully covers direct and indirect costs of providing the service, as well as planned capital improvements that may be necessary from time to time.

### **PARKS AND RECREATION FEES**

All Parks and Recreation department expenses and revenues will flow through the General Fund (except those transactions related to Proposition A). The goal of the Parks and Recreation Department shall be to generate General Fund revenue equal to at least 35 percent of the total General Fund expenditures of the department.

Recreation fees for such activities as classes and room rentals shall be established and reviewed periodically. The purpose of these fees is to recover the direct cost of the program, and to generate additional revenues to support the overall operation of the Parks and Recreation department and programs. As appropriate within the marketing of the recreation programs, higher non-resident fees are charged, as well as priority registration procedures for Manhattan Beach residents.

## **USER SERVICE FEES**

The City may impose user fees wherever appropriate. Such fees will recover the cost of providing the service, including all direct and indirect costs, administrative overhead, depreciation, etc. By policy, Council may direct certain fees to be lowered for particular purposes. Waivers of user fees will be presented for Council approval as appropriate. Fees will be reviewed periodically, but not less than every five years, to ensure that full cost recovery levels are identified.

Fees such as space rental, parking meter rates, etc. are based upon market conditions and are not subject to the limitations of cost recovery. These fees may be adjusted periodically by the City Council.

## **CAPITAL IMPROVEMENT POLICIES**

### **DEDICATED CIP FUNDING SOURCES**

Most of the City's infrastructure has a designated revenue source to pay for its upgrade or replacement as appropriate. For example, water/wastewater rates fund utility infrastructure needs; gas tax revenues fund street needs; and storm drainage needs are paid for with related fees and assessments. However, our public buildings and our park system are the primary beneficiaries of the City's Capital Improvement Fund (CIP). Specific revenue sources have been designated to provide permanent funding in support of general operational infrastructure. In particular, the City has dedicated:

- ❖ 15% of annual hotel transient occupancy tax (1.5% of the 10% tax);
- ❖ Fifty cents of the per hour charge for all on-street city parking meter collections;
- ❖ \$4 of each parking citation (with the exception of expired meter cites).

Transfers into the CIP Fund will be processed by the Finance Department on a monthly basis and recorded as such in the annual adopted budget.

### **FIVE YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)**

The City shall annually prepare a capital improvement spending program projecting capital needs for a five year period. This CIP shall address all of the City's funds.

The first year of the five year CIP will be consistent with, and adopted as a component of, the annual operating budget.

In the development of the Capital Improvement Program, the operating costs associated with the capital project will be projected and considered in conjunction with the CIP.

### **ENTERPRISE FUND CAPITAL IMPROVEMENTS**

Capital Improvements funded from the Enterprise Funds shall be paid for in combination of "pay-as-you-go" financing and the use of long-term debt. The City shall periodically review its enterprise capital needs and establish capital spending plans that are appropriate and reflect a combination of debt and "pay-as-you-go," while attempting to keep our rates competitive with those in the surrounding area.

## CAPITALIZATION & DEPRECIATION POLICIES

The City shall capitalize equipment and facilities within the following parameters:

Equipment - \$5,000 per unit  
Buildings & Facilities - \$100,000

Minor equipment that falls below the \$5,000 threshold, but is subject to shrinkage, such as cellular telephones and computers, shall have a non-numbered City of Manhattan Beach property tag affixed when placed into City service.

The City shall depreciate capital assets such as machinery, equipment, buildings and improvements, and infrastructure (roads, sidewalks, parks, etc.). Depreciation shall be performed on a straight line basis over the expected useful life of the asset and in accordance with Generally Accepted Accounting Principles (GAAP).

## CASH MANAGEMENT & INVESTMENT POLICIES

The Finance Subcommittee & City Council shall annually review and update, or modify as appropriate, the City's investment policy. Reviews shall take place at public meetings and the policy shall be adopted by minute action of the City Council based upon the Finance Subcommittee's recommendations

Reports on the City's investment portfolio and cash position shall be developed and presented to the City Council monthly. Additionally, expenditure reporting showing year-to-date budgeted and actual expenditures shall be prepared monthly and distributed to all departments.

City funds will be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.

## OPERATING BUDGET POLICIES

### **BALANCED OPERATING BUDGET**

It is the City's policy to adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. In the event that a budget shortfall is expected to continue beyond one year, the planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.

Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital projects and/or "one-time only" General Fund expenditures.



## **BUDGET DOCUMENT**

The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals and objectives. The budget shall provide the staff the resources necessary to accomplish City Council determined service levels.

The City Manager shall annually prepare and present a proposed operating budget to the City Council no later than the second regular Council meeting in May of each year; and Council will adopt said budget no later than June 30 of each year. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.

The City's annual budget will be presented by department, with a logical breakdown of programs and proposed expenses. The budget document will also summarize expenditures at the personnel, operating and maintenance, and capital levels.

Where practical, the City's annual budget will include measures of workload, efficiency, and effectiveness.

## **BUDGET CONTROL AND ACCOUNTABILITY**

Budget control is maintained at the departmental level. The City Manager has the authority to approve appropriation transfers between programs or departments. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment. Amendments to the budget are approved by the City Council with the exception of the appropriation and transfer of funds from employee leave reserves to a specific department's program budget to cover unplanned customary termination leave expenditures within a given year. Such amendments may be approved by the City Manager.

Budget accountability rests primarily with the operating departments of the City.

## **CAPITAL PLANT AND EQUIPMENT**

The annual budget will provide for adequate maintenance and replacement of capital assets.

## **ENTERPRISE FUNDS**

The Enterprise Funds shall be supported by their own rates and not subsidized by the General Fund.

The Enterprise Funds will pay their share of overhead services provided by the General Fund.



## GENERAL BUDGET POLICY

The budget process consists of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets. The mission of the budget process is to help the City Council make informed choices about the provision of those services and capital assets, and to promote stakeholder participation in the process. According to the National Advisory Council on State and Local Budgeting, the budget process:

- Incorporates a long-term perspective, including long range forecasting;
- Establishes linkages to broad organizational goals;
- Focuses budget decisions on results and outcomes;
- Involves and promotes effective communication with stakeholders; and
- Provides guidance to government management and employees.

In addition to these key characteristics, the City has Financial Policies (located in the Appendix of the Budget), and general Budget Policies which are the basis on which staff develops budget recommendations and establishes funding priorities within the limited resources the City has available to provide municipal services. These Budget Policies are as follows:

### 1) Overall Budget Principles

- a. The budget shall be a performance, financing, and spending plan adopted by the City Council. It will contain information and data regarding expected revenues and expenditures, as well as goals and performance metrics.
- b. The Finance Director shall prepare and present a budget preparation calendar to City Council by the end of January each year. The calendar will include review dates as well as City Council budget study session dates.
- c. The City Manager prepares and refines written policies and goals to guide the preparation of performance, financing and spending plans for the City's Budget. Adopted budgets will comply with the adopted policies and City Council priorities.
- d. The City's budget presentation shall display the City's plan in a Council Constituent-friendly format. The City will use a program budgeting format to convey the purposes and goals of the City operations. The City will also prepare and post on its website the line item detail for those who wish to review that information.
- e. Decision making for capital improvements will be coordinated with the operating budget to make effective use of the City's limited resources for operating and maintaining facilities.
- f. The City Manager has primary responsibility for formulating budget proposals in line with City Council priority directions, and implementing those proposals once they are approved.
- g. The budget will be developed with an understanding of what the City is required to do versus what it has chosen to do.
- h. Consideration shall be given to alternative service delivery options and opportunities to innovate.
- i. Staff will pursue the streamlining of processes and reduction of costs wherever possible.
- j. The City shall actively pursue federal, state and other grant opportunities when deemed appropriate.

## BUDGET POLICIES

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- k. Total compensation will be considered when negotiating/setting employee salaries and benefits.
  - l. Staffing will be set at a level appropriate to the service needs of the community. Authorized positions, as approved by the City Council, are included in the Budget. The City Manager may approve short-term over-hires for authorized positions based on organizational needs, provided that budgetary savings are available within the requesting department.
- 2) Fiscal Integrity
- a. Ongoing operating expenditure budgets will not exceed the amount of ongoing revenue budgets. New program requests will identify either a new ongoing source of revenue or identify offsetting/ongoing expenditures to be eliminated.
  - b. Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital projects and/or “one-time only” expenditures.
  - c. The City will maintain the fiscal integrity of its operating and capital improvement budgets which provide services and maintain certain public facilities, streets and utilities. It is the City’s intent to maximize the level of public goods and services while minimizing the level of debt.
  - d. The City will maintain a structurally balanced operating budget which is defined as projected on-going (core) revenues equal to or in excess of planned expenditures, excluding approved one-time capital purchases.
    - a. Prior year budgetary savings resulting from vacant full-time positions (“vacancy savings”) will be analyzed with each budget cycle. Vacancy savings may be included in the operating budget provided that:
      - i. The vacancy factor used to estimate savings is based on a three-year simple moving average of prior year trends.
      - ii. The vacancy factor does not exceed 4.0% of salaries in line with the City’s conservative budgeting approach.
  - e. Restricted funds and non-General Fund moneys shall be utilized first when appropriate.
  - f. One time resources shall not be used for on-going expenses.
  - g. Long term debt shall not be utilized to fund on-going operations.
  - h. Adequate reserves shall be maintained and enhanced, and reviewed annually by the City Council through the budget process.
- 3) Revenues
- a. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
  - b. Generally, revenue estimates shall not assume growth rates in excess of inflation and scheduled rate increases.
  - c. If revenues from “one-time” or limited duration sources are used to balance the City’s annual operating budget, it is to be fully disclosed and explained at the time the budget is

presented. It is the City's goal to not rely on these types of revenues to balance the operating budget.

#### 4) Funding Non-Current Liabilities

- a. Maintenance and Replacement funding will be prioritized each year to ensure that capital facilities and equipment are sufficiently maintained to avoid service disruptions and minimize future costs. A schedule of equipment replacements will be maintained and included in the five year projections.
- b. The City obtains Valuation Reports containing actuarially determined contributions (ADC) for the purpose of funding the long-term costs of benefits provided to employees and annuitants through Pension and Other Post-Employment Benefits (OPEB) plans. The ADC includes the "Normal Cost" for current service and Amortization of any under-funded amount. The City will review all Valuation Reports to validate the completeness and accuracy of the member census data and the reasonableness of the actuarial assumptions.
  - i. Pension and OPEB costs will be budgeted no less than the full amount of the ADC, including the Normal Cost (as a percent of current payroll) and Amortization to collect any under-funded amount.
  - ii. The funding status of the City's Pension and OPEB plans will be presented during annual budget presentations to assist the City Council in resource allocation decisions. In addition to the ADC, additional funds (e.g. budgetary surpluses or unanticipated one-time revenues) may also be allocated toward the City's unfunded liabilities to accelerate the payoff.

#### 5) Internal Service Charges

The City will utilize Internal Service Funds to allocate costs incurred across multiple departments, including fleet, technology, insurance costs including workers compensation and liability, and building maintenance and operational costs.

##### a. Fleet Management Fund

- i. Through the use of the Fleet Management Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of the City's vehicles. This fund is supported by charges to user departments which are adjusted annually based on the department's proportionate share of estimated fleet management expenses. Sufficient working capital will be maintained in the fund to provide for the scheduled replacement of fleet vehicles at the end of their useful lives.
- ii. In order to maintain an optimal working fleet and minimize repair costs, it is the City's intent to follow the established vehicle replacement schedule.

##### b. Information Technology Fund

- i. Through the use of the Information Technology Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of the City's technology infrastructure. This fund is supported by charges to user departments which are adjusted annually based on departments' proportionate

## BUDGET POLICIES

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share of estimated expenses. Such share may be determined based upon the departments' number of devices supported by the IT Department.

- c. Insurance Reserve Fund
  - i. The City maintains a self-insurance fund for the purpose of property, liability, and workers' compensation expenses. This fund pays insurance premiums, benefit and settlement payments, and administrative and operating expenses.
  - ii. The Insurance Reserve Fund is supported by charges to other City funds for the services it provides. These annual charges for service shall reflect historical experience and shall be established to approximately equal the annual expenses of the fund.
  - iii. Separate reserves shall be maintained for current and long term general liability and workers' compensation liability at a level which will adequately fund the City's potential loss exposure in each area as determined by historical loss data.
  - iv. The Insurance Reserve Fund shall maintain an annual working capital balance of \$2 million.

### 6) Reporting

- a. A revenue/expenditure report will be produced monthly so that it can be directly compared to the actual results of the fiscal year to date.
- b. At mid-year, staff will produce a Budget Status Report reflecting financial performance and present the data to City Council.
- c. With the presentation of the proposed budget, staff will provide revenue and expenditure projections for the next five years for all funds. Projections will include estimated operating costs for future capital improvements that are included in the capital budget (See the Capital Improvement Plan). This data will be presented to the City Council in a form to facilitate annual budget decisions, based on a multi-year strategic planning perspective.
- d. The City will also monitor progress toward citywide strategic objectives through performance measures. The measures will illustrate trends, targets, and other criteria by which the City's efforts on a given program can be evaluated on a periodic basis. This evaluation is intended to inform organizational learning and assist policymakers in decision-making.

### 7) Civic Engagement

- a. Citizen involvement during the budget process shall be encouraged through community meetings, study sessions, and public hearings.
- b. Social media, the City website, periodic resident surveys and other such tools shall be utilized.
- c. City Council budget study sessions shall be broadcast live to make available real-time information on the budget to those not able to attend in person.

### 8) Capital Budget – Fiscal Policies

- a. Capital project proposals shall include substantially complete, reliable and attainable cost estimates. Project cost estimates for the Capital Budget should be based upon a

- preliminary analysis of the project and are expected to be as reliable as the level of detail known about the project.
- b. Proposals shall include a comprehensive project sheet. The project sheet shall include a detailed description of the scope of the project, approximate schedule, and proposed funding plan. The plan should indicate resources necessary to complete any given phase of the project, e.g., design, rights-of-way acquisition, construction, project management, contingency, etc.
  - c. All proposals for capital projects will be presented to the City Council within the framework of a Capital Budget. Consideration will be given to the commitment of capital funds outside the presentation of the annual capital budget review process for emergency capital projects, time sensitive projects, projects funded through grants or other non-city funding sources and for projects that present and answer the following questions for Council consideration: 1) Impacts to other projects, and 2) Funding sources.
  - d. Capital project proposals shall include all reasonably attainable cost estimates for operating and maintenance costs necessary for the life cycle of the asset.
  - e. Major changes in project cost must be presented to the City Council for review and approval. These changes are typically reviewed by City Council as part of the CIP budget process or through specific recommended actions for individual projects.
  - f. Staff shall seek ways of ensuring administrative costs of implementing the Capital Budget are kept at appropriate levels.
  - g. The Capital Budget shall contain only those projects that can be reasonably expected to be accomplished during the budget period, unless the project is a multi-year funded project. The detail sheet for each project shall contain a project schedule with milestones indicated.
  - h. Capital projects that are not expensed during the budget period will be re-budgeted or carried over to the next fiscal period except as reported to the City Council for its approval. Multi-year projects with unexpended funds will be carried over to the next fiscal period.
  - i. A capital project will not be budgeted unless there is a reasonable expectation that funding is available.
  - j. Whenever feasible, practical and allowable, salaries and benefits for Public Works Engineers will be charged against enterprise, special revenue or grant funds utilized for the design and construction of capital projects.

*\*As Adopted on October 15, 2019*

## Glossary of Terms & Abbreviations

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**Administrative Service Charge:** A transfer of moneys to the General Fund to reimburse the General Fund for work performed in other funds by an employee whose salary is budgeted in the General Fund.

**Appropriation:** Legal authorization by the City Council to make expenditures and to incur obligations for specific purposes.

**Appropriations Limit:** Article XIII B, of the California Constitution, was amended by Proposition 4, "The Gann Initiative," in 1979. This Article limits growth in government spending to changes in population and inflation, by multiplying the limit for the prior year, by the percentage change in the cost of living (or per capital personal income, whichever is lower); then multiplying the figure resulting from the first step, by the percentage change in population. The base year limit (FY 1978-79) amount consists of all tax proceeds appropriated in that year. The Appropriations Limit calculation worksheet can be found in the Appendix of the budget.

**ARRA:** American Recovery and Reinvestment Act

**Assessed Valuation:** A dollar value placed upon real estate or other property, by Los Angeles County, as a basis for levying property taxes.

**Beginning Fund Balance:** Fund balance of a fund, from the end of the prior year, including both available, designated and restricted reserves carrying over into the following year.

**BIDs:** Business Improvement Districts

**Bond:** A city may raise capital by issuing a written promise to pay a specified sum of money called the face value, or principal amount, at a specified date or dates in the future, together with periodic interest, at a special rate.

**Budget:** The financial plan for the operation of a program or organization that includes an estimate of proposed expenditures for a given period of time and the proposed means of financing those expenditures.

**Budget Message:** A general outline of the budget which includes comments regarding the City's financial status at the time of the message, and recommendations regarding the financial policies for the coming period.

**Capital Improvement Plan (CIP):** A financial plan of proposed capital improvement projects. CIP projects typically improve City owned assets such as buildings, parks, streets and other infrastructure components. Capital projects often span more than one fiscal year.

**Capital Projects & Purchases:** A budget category which budgets major equipment purchases and capital improvement projects.

**Capital Projects:** Improvements costing \$10,000 or more, that have a useful life of one year or more, and selected studies costing in excess of \$5,000, that are expected to lead to a capital project. Examples include constructing a new park, street resurfacing, building remodels/repairs, and construction of water mains.

**CIP:** Capital Improvement Project/Capital Improvement Plan/Capital Improvement Program.

**Debt Service:** Annual principal and interest payments owed on money has borrowed.

**Department:** An organizational unit comprised of divisions, or programs. The City of Manhattan Beach has nine departments: Management Services, Finance, Personnel, Parks & Recreation, Police, Fire, Community Development, Public Works and Information Technology.

**Division:** A program, or activity, within a department, which furthers the objectives of the City Council by providing services, or a product.

**Encumbrances:** Financial commitments related to unperformed contracts for goods, or services, for which part of an appropriation is reserved. Encumbrances end when the obligations are paid, or otherwise terminated.

**Enterprise Funds:** Funds established to account for the total costs of those governmental facilities and services that are operated in a manner similar to private enterprise. These programs are entirely, or predominately, self-supporting.

**Expenditure:** The cost of goods received or services rendered for the government unit.



## Glossary of Terms & Abbreviations

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**Fiscal Year:** A 12-month period of time to which an annual operating budget applies. The City of Manhattan Beach's fiscal year is July 1 through June 30.

**Fund:** A self-balancing set of accounts. Governmental accounting information is organized into funds, each with separate revenues, expenditures and fund balances. There are four major types of funds: General, Proprietary, Special Revenue, and Trust & Agency.

**Fund Balance:** The difference between a fund's assets and its liabilities. Portions of the fund balance may be reserved for various purposes, such as contingencies or encumbrances.

**GAAP:** Generally Accepted Accounting Principles

**GASB:** Governmental Accounting Standards Board

**General Fund:** The primary fund of the City, used to account for all revenues and expenditures of the City not legally required to be accounted for in another fund.

**GFOA:** Government Finance Officers Association

**Grant:** Contributions, or gifts of cash, or other assets from another entity. Grants are typically to be used, or expended for a specific purpose.

**HVAC:** Heating, Ventilation & Air Conditioning

**Infrastructure:** The underlying foundation or basic framework of a system or organization, such as the roads, sewers, and storm drains, etc.

**Internal Service Charge:** A charge to departments' budgets designed to provide the operation, maintenance and replacement of some shared City function. The City of Manhattan Beach uses internal service charges to provide for its City-wide computer network, operation and replacement of its vehicle fleet, allocation of insurance costs and the maintenance and operation of City facilities.

**Internal Service Fund:** The City of Manhattan Beach operates four internal service funds: Insurance Reserve; Information Systems; Fleet Management and Building Maintenance and Operation. Internal service funds provide for the operation, maintenance and replacement of some shared City functions.

**Line-item:** Refers to any individual expenditure object or appropriation detailed in the department's budget.

**Materials & Services:** This budget category accounts for all non-personnel, and non-capital expenses. Such expenditures include building maintenance, contract services, equipment maintenance, office supplies, and utility costs.

**MTA:** Metropolitan Transportation Authority

**Municipal Code:** The collection of City Council approved ordinances currently in effect. The Municipal Code defines City policy in various categories (i.e., building regulations, planning and zoning regulations, sanitation and health standards, and traffic regulations).

**Operating Budget:** The financial plan for the operation of a program or organization that includes an estimate of proposed expenditures for a given period of time and the proposed means of financing those expenditures.

**Ordinance:** A formal legislative enactment by the City Council. An ordinance has the full force and effect of law within the City boundaries, unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has a higher legal standing than a resolution.

**Overhire:** An authorized position without moneys budgeted for salary and fringe benefits. The overhire concept assumes that a department (particularly Police and Fire) experiences several position vacancies during a fiscal year, and that the salary and fringe benefit savings from these vacancies will off-set the cost of the overhire personnel. The overhire personnel in-turn ensures that the department will not be forced to limit operations because of staffing shortages and can better control overtime expenditures.

**Performance Measure:** Indicators used in budgets to show, for example, the amount of work accomplished, the efficiency with which tasks are accomplished, or the effectiveness of a program.

**Program:** An activity, or division, within a department, which furthers the objectives of the City Council, by

## Glossary of Terms & Abbreviations

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providing services or a product.

**RCC:** South Bay Regional Public Communications Authority (SBRPCA)

**Reserve:** Used to earmark a portion of the fund balance as segregated for a specific use.

**Resolution:** A special order of the City Council, which requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval. A resolution has lower legal standing than an ordinance. The Operating Budget is approved by resolution, and requires a majority vote of the Council Members present.

**Salaries & Benefits:** A budget category, which accounts for full-time and part-time employees, overtime expenses, and fringe benefits.

**Service Indicator:** Indicators used in budgets to show, for example, the amount of work accomplished, the efficiency with which tasks are accomplished, or the effectiveness of a program.

**Special Revenue Funds:** Funds used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**TOT:** Transient Occupancy Tax

**Transfer:** Moneys appropriated from one fund to another, in order to reimburse the fund for expenses, or to finance the operation of the other fund. Transfers between a Proprietary Fund and a Governmental Fund are budgeted as revenues and expenditures in the various funds, to comply with governmental accounting principles.

**Trust & Agency Funds:** A classification of funds, which temporarily holds cash for other agencies or legal entities.

**UUT:** Utility User Tax

