



# 2021-2022

FISCAL YEAR

# ADOPTED ANNUAL BUDGET

CITY OF MANHATTAN BEACH









Mayor Pro Tem  
Hildy Stern



Mayor  
Suzanne Hadley



Councilmember  
Steve Napolitano



*Elected Officials*



Councilmember  
Richard Montgomery



Councilmember  
Joe Franklin



City Treasurer  
Tim Lilligren





## Elected Officials & Executive Staff

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### Elected Officials

### Term Ends

<i>Mayor</i>	<i>Suzanne Hadley</i>	<i>November 2022</i>
<i>Mayor Pro-Tem</i>	<i>Hildy Stern</i>	<i>November 2022</i>
<i>City Council Members</i>	<i>Steve Napolitano</i>	<i>November 2024</i>
	<i>Richard Montgomery</i>	<i>November 2024</i>
	<i>Joe Franklin</i>	<i>November 2024</i>
<i>City Treasurer</i>	<i>Tim Lilligren</i>	<i>November 2024</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>Fire Chief</i>	<i>Michael Lang</i>
<i>Community Development Director</i>	<i>Carrie Tai, AICP</i>
<i>Public Works Director</i>	<i>Erick Lee</i>
<i>Information Technology Director</i>	<i>Terry Hackelman</i>

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# Introduction





# CITY MANAGER'S BUDGET MESSAGE

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Honorable Mayor Hadley and Members of the City Council:

It is my pleasure to present the Fiscal Year (FY) 2021-2022 Operating Budget. The Coronavirus COVID-19 pandemic has challenged our community more than we could have imagined, but as the City reemerges from the pandemic and resulting economic impacts, 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 has guided the City's pandemic response over the last year. Likewise, the priorities of public safety and core City services guided our budget development for FY 2021-2022. 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 over the last year 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 "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 made forecasting budgetary impacts a challenge. City staff has made every effort to prudently estimate FY 2021-2022 revenues, and reduce expenditures accordingly, but it should be noted that the duration and severity of the coronavirus-fueled economic shutdown remain uncertain. Therefore, we will be providing periodic budget updates during City Council meetings to review our financial position and seek adjustments as necessary.

With the passage of the American Rescue Plan Act (ARPA) on March 11, 2021, \$350 billion in emergency funding for state, local, territorial, and Tribal governments ("State and Local Fiscal Recovery Fund") to respond to the COVID-19 public health emergency, or its negative economic impacts, have been allotted by the Federal government. The City's estimated allotment of \$8,416,521 is expected in two installments, with half expected in July 2021 and the remaining funds expected a year later in July 2022. Although the receipt of these funds is included in the Budget, the monies are shown as set aside in a separate Reserve Fund until Staff makes recommendations and City Council makes decisions on the use of funds. At this time, the specific details for the use of the ARPA funds are yet to be determined.

In FY 2020-2021, the City also received CARES Act monies totaling \$435,236. The CARES Act, passed by the Federal Government on March 27, 2020, provided allocations to smaller cities through the State to assist in local governments' response to the pandemic.

In addition, funding from the Federal Emergency Management Agency (FEMA) became available to various jurisdictions since the pandemic is classified as a State of Emergency. On January 21, 2021, the White House issued a memorandum to increase the FEMA reimbursements from 75% to 100% of eligible expenses. The City's three applications, which are currently in the final review stage with FEMA, total \$1.1 million for reimbursable expenditures through February 28, 2021.

# CITY MANAGER'S BUDGET MESSAGE

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Since FEMA released new guidelines that restricted reimbursable categories effective September 15, 2020, reimbursements for expenses after that date were significantly reduced compared to the previous submittals. While personal protective equipment (PPE), the costs of communication with the public, and coordinating vaccination efforts will be reimbursable under the new guidelines, the City will no longer be able to submit sworn overtime and legal fees. Staff continues to monitor all opportunities for State and Federal level grants that may become available.

The FY 2021-2022 Operating Budget was developed as a conservative spending plan that maintains City Council and community priorities. Where appropriate, the budget includes efficiencies and expenditure reductions to minimize the impact on reserves without hindering service levels. City staff is committed to helping achieve the financial goals set forward by the City Council during these challenging times.

## **BUDGETARY SAVINGS FROM PENSION OBLIGATION BONDS**

Prior to the devastating effects of the COVID-19 pandemic, the City's financial forecasts projected structural deficits due to slowing revenue growth and rising payments toward CalPERS Unfunded Accrued Liabilities (UAL). Additionally, ongoing transfers to the Stormwater Fund and Street Lighting & Landscape Fund continue to put a strain on General Fund resources. Despite efforts to reduce costs, the pandemic's disruption to the City's revenue streams created new challenges for the City's fiscal future, especially considering some of these impacted revenue streams were always considered stable and growing pre-pandemic. Staff therefore expedited the exploration of options to reduce personnel costs, including the funding of employee pensions, to address the anticipated structural budget deficits given the City's finite resources and the evolving nature of an uncertain economy.

After several meetings with the City's Finance Subcommittee, the City Council approved the issuance of Pension Obligation Bonds (POBs) on December 15, 2020. The sale of the POBs in FY 2020-2021 allowed the City to prepay 100% of the UAL of \$90.8 million (projected UAL as of June 30, 2019 Valuation) in May 2021. The POBs will result in lower payments with the City's potential budgetary savings estimated at \$39.4 million over the amortization period. The City's Public Safety (Police and Fire) and Miscellaneous plans were combined to align repayment schedules to all mature in 2043 thereby reducing the amortization period. The new level debt service payments, averaging \$5.5 million annually city-wide, can be found in the Debt Service category in each department's General Fund Administration program as well as in any Enterprise and Internal Service Fund with a staffing allocation.

Annual budgetary savings in the next ten years are projected to range from \$1.0 million to \$4.3 million. The City Council approved a Pension Liability Policy on March 2, 2021, to memorialize how the City plans to utilize the projected budgetary savings. Each year during the budget process, a recommendation for the precise savings allocation for the next fiscal year will be determined based on CalPERS' latest year-end investment return. For example, if CalPERS' fiscal year-end investment return is below its benchmark, the City Council may choose to allocate a higher portion of savings to fund future UAL costs. Alternatively, if CalPERS' fiscal year-end investment return is higher than its benchmark, then the City Council may choose to allocate more of the budgetary savings to fund capital improvements and/or pay down debt

# CITY MANAGER'S BUDGET MESSAGE

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service ahead of schedule. The FY 2021-2022 Adopted Budget and Five Year Forecast includes allocations of approximately 60% to fund future UAL costs (set aside in the Pension Stabilization Trust Fund) and 40% to the CIP Fund for future capital improvements and related debt service.

The Pension Stabilization Trust Fund was approved by the City Council in 2017. The current balance of about \$1.8 million may be used at any time to offset payments to CalPERS although, currently, the City intends to continue building up the fund with transfers from the General Fund per the Pension Liability Policy. With transfers ranging from \$603,944 to \$1.8 million over the next five years, the Pension Stabilization Trust Fund balance is projected to be \$8.9 million at the end of FY 2025-2026.

## FISCAL OUTLOOK

At this time, the extent of economic impacts from the COVID-19 pandemic and resulting “Safer at Home” orders are becoming more clear, but long-term effects to our local economy remain unknown. As a beach community, and regional destination for fine dining and retail shopping, a significant portion of our General Fund revenues are 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 Tax receipts. As the full scope of business activity restrictions and reopening efforts are 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 maintains 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 \$14.6 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 \$5.9 million at the end of fiscal year 2020-2021. Together, these designated and undesignated funds total \$24.5 million, which may be drawn upon for transfers to other funds or, if necessary, to temporarily fund operations. Additionally, the ARPA funds will provide supplementary resources as directed by the City Council.

## BUDGET PROCESS AND CIVIC ENGAGEMENT EFFORTS

This year's budget process began with a review of 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).



# CITY MANAGER'S BUDGET MESSAGE

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In February 2021, the City released an online Budget Priorities survey. The survey, which received over 750 responses, asked respondents to reallocate a General Fund “budget dollar” based on their priorities as well as rank specific spending priorities and infrastructure projects. Highlights of the survey responses include:

- When asked to prioritize operational services, respondents ranked Public Safety and Public Works in their top five priorities:
  - Police Patrol
  - Fire Emergency Medical Services
  - Fire Operations
  - Police Investigations
  - Public Works Street Maintenance and Facilities
- When asked to rank infrastructure to maintain and improve, respondents’ top four priorities were:
  - Water Infrastructure Maintenance and replacements
  - Street Maintenance and Resurfacing projects
  - Sewer Infrastructure Maintenance and Replacements
  - Outdoor Recreation Facilities and Parks

The FY 2021-2022 Budget strives to maintain and enhance investments in these key community priorities.

## 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 continue the most efficient and effective levels of service delivery, the following staffing changes are included in the Budget:

### *Management Services Reorganization*

The Adopted Budget for FY 2021-2022 includes a Management Services reorganization, which addresses many longstanding challenges and needs within the City Manager’s Office. The reorganization recognizes the complexity of work assignments and unique nature of policy-making, community outreach and citywide leadership within the City Manager’s Office. Further, the reorganization seeks to address the longstanding need to centralize and formalize communications and public information to ensure consistent and effective messaging and community outreach efforts throughout the City. The reorganization accompanies a citywide reduction in headcount, and satisfies these needs without increasing headcount by eliminating the vacant Legal Secretary position and realigning the City’s existing communications resources within Management Services, as described below:

- Added Communications/Civic Engagement Manager to lead a Communications/Public Information Office in Management Services, to centralize all communications and public information initiatives, promote civic engagement, develop the City’s communications and marketing plan, enhance brand strategy, create innovative city programs, and coordinate the City’s business relations and partnerships. Costs of the position are partially offset by the elimination of the vacant Legal Secretary position. (+\$81,178)

# CITY MANAGER'S BUDGET MESSAGE

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- Reclassify the Graphic Artist position, previously in the Parks & Recreation Department, to Digital Communications and Graphics Coordinator as part of the Public Information Office. This change recognizes and extends graphic and communication services citywide to ensure consistency and quality. The position will be responsible for developing the City's graphic arts materials, and drafting and editing content for the City's website and other online resources. (+\$14,520)  
*(Note: This position title will be further evaluated by Human Resources following the completion of a classification and compensation analysis.)*
- Reclassify the Recreation Coordinator (Marketing & Media), previously in the Parks & Recreation Department, to Marketing and Media Coordinator. This change ensures the deployment of citywide strategic communication initiatives to ensure consistency and quality. Specifically, the position will be responsible for developing and coordinating social media content, ensuring the City's brand message is consistent, developing and editing content for the web and other communication platforms, evaluating and monitoring the effectiveness of the marketing strategy, and promoting engagement within the community and employees. (+\$26,016)  
*(Note: This position title will be further evaluated by Human Resources following the completion of a classification and compensation analysis.)*
- Reclassify the Senior Management Analyst to an Assistant to the City Manager position to match current duties and scope of work. Specifically, the reclassification recognizes the unique nature of reporting directly to and presenting on behalf of the City Manager, the complex management analyses, high level professional assistance and authority needed to represent the City Manager in support of activities and functions in the Management Services Department both within the organization and externally in the community (+\$5,631)
- Reclassify the Management Analyst to a Policy and Management Analyst position to match current duties and scope of work. The position recognizes the complex professional and analytical duties requiring oversight and presentation of significant community and City projects and Council priorities, specialized knowledge of legal framework, the City's policies, procedures, projects and programs and City Council priorities (+\$5,076)
- Reclassify the Executive Assistant to an Executive Assistant to the City Manager position to match current duties and scope of work. The reclassification recognizes the unique demands of providing administrative support to the agency's chief executive and City Council, and is consistent with titling conventions for similar classifications assisting the City Manager across local governments (+\$4,713)
- Reclassify the Senior Deputy City Clerk to an Assistant City Clerk position to match current duties and scope of work. The reclassification change recognizes the professional level of work performed and is consistent with titling conventions for City Clerk classifications across local governments (+\$5,138)
- Changes result in an increase of two positions in Management Services as a result of two transfers from Parks and Recreation

# CITY MANAGER'S BUDGET MESSAGE

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## *Finance Department Reorganization*

After the retirement of two long-term employees (one due to the Early Retirement Incentive), the Finance Department has been reorganized to reduce the number of division managers from three to two. Overall, these changes resulted in a net savings of \$79,546.

The Financial Controller position now oversees both the Accounting and Purchasing divisions, with the assistance of division leads now titled Accounting Supervisor (upgraded Senior Accountant in FY 2020-2021) and Purchasing Supervisor (offset by the elimination of the Purchasing Manager).

In the Administration and Revenue Services divisions, the Senior Financial Analyst position was reclassified to Financial Services Manager in FY 2020-2021. The vacant Revenue Services Manager was eliminated in lieu of a Revenue Services Supervisor and the “frozen” Revenue Services Specialist was re-activated in lieu of the elimination of one Account Services Representative I/II due to the Early Retirement Incentive.

- Eliminated Purchasing Manager (due to Early Retirement Incentive) and added Purchasing Supervisor (-\$50,490)
- Eliminated vacant Revenue Services Manager and added Revenue Services Supervisor (-\$21,543)
- Eliminated Account Services Representative I/II (due to Early Retirement Incentive) in lieu of reactivating “frozen” Revenue Services Specialist (-\$7,513)
- Changes result in a net reduction of one full-time position in the Finance Department

## *Parks and Recreation Department*

- Transferred Graphic Artist and Recreation Coordinator to Management Services
- Reactivated “frozen” Cultural Arts Manager (+\$138,997)
- Eliminated two Transportation Services Operators due to Early Retirement Incentive (-\$174,197) – *Proposition “A” Fund*
- Changes result in a net reduction of four full-time positions in Parks and Recreation, including two positions transferred to Management Services

## *Police Department*

- Eliminated two Community Services Officers to offset new Code Enforcement Officers in Community Development (-\$190,526)
- Eliminated Community Services Officer due to Early Retirement Incentive (-\$94,241)
- Changes result in a net reduction of three full-time positions

## *Fire Department*

- Added full-time Fire Inspector to keep pace with State mandated inspections, the costs of which are recouped through cost recovery fees (+\$52,136 after offsetting elimination of part-time hours; FY 2021-2022 also includes one-time purchase of vehicle for \$30,000)
- Change results in the addition of one full-time position

## *Community Development Department*



# CITY MANAGER'S BUDGET MESSAGE

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- Added two Code Enforcement Officers as approved by City Council during the February 16, 2021 City Council Meeting (+\$210,174; FY 2021-2022 also includes one-time purchase of two new vehicles for \$40,000 each); Offset by two eliminated Community Services Officers
- Eliminated “frozen” unfilled Assistant Planner position (\$0)
- Reclassified Executive Assistant to a new position (title to be determined) (+\$6,316) *(Note: This position title will be established following the completion of a classification and compensation analysis.)*
- Changes result in the net addition of one full-time position

## *Information Technology Department*

- Eliminated Information Systems Manager (due to Early Retirement Incentive) and added IT Analyst (-\$69,247).
- Reclassified IS Specialist to Technology Systems Engineer to match current scope of duties (+\$14,431). *(Note: This position title will be further evaluated by Human Resources following the completion of a classification and compensation analysis.)*

At this time, these position changes are critical to our mission and organizational needs, and are needed to maintain service levels.

Staff regularly assesses the need for positions when vacancies occur. Given current circumstances, the hiring freeze implemented in FY 2020-2021 was maintained for three of the six positions frozen in last year’s budget. These positions will remain on the count of authorized positions but are not funded in the FY 2021-2022 Budget for a total fiscal year budgetary savings of \$235,532, including all salaries and benefits:

- Older Adults Recreation Coordinator (-\$81,466)
- Street Maintenance Worker I/II (-\$77,033)
- Street Maintenance Worker I/II (-\$77,033)

These positions will remain vacant and unfunded in FY 2021-2022 in order to minimize costs. However, the positions are vital to the operations of their respective programs and the need to hire will be revisited during next year’s budget process, or sooner, should critical needs arise.

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

## *Public Safety*

- Upgrade Police Department’s exterior and interior door digital access control system (+\$49,500)
- Switch Patrol Vehicle Video systems for better integration and data management (+\$42,000)
- Upgrade of Cellular Connectivity at the Police Station by installing Cel-Fi boosters (+\$30,000)
- Citywide Engineering and Traffic Speed Survey as required by the State to legally enforce the posted speed limits and to enable the Police Department to utilize radar or other electronic speed measuring devices for speed enforcement (+\$50,000)

# CITY MANAGER'S BUDGET MESSAGE

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## *Information Technology Investments*

- Reinstatement Technology Refresh funding, which was temporarily reduced in FY 2020-2021 as a budget balancing measure, for needed upgrades and replacements in the City's existing technology environment to ensure reliability, availability and cybersecurity (+\$100,014) – *IT Fund*
- Office365 Subscription and Implementation to improve accessibility, flexibility, geo-redundancy, cybersecurity, and disaster recovery while aligning the City with industry best practices by strategically leveraging the cloud (+\$75,000 initial annual cost; \$50,000 annually thereafter) – *IT Fund*
- Storage Area Network (SAN) Expansion to ensure redundancy if primary SAN fails (+\$55,000) – *IT Fund*
- Core Switch Redundancy to ensure high availability and reliability by eliminating a single point of failure for a critical network infrastructure component (+\$35,000) – *IT Fund*
- Disaster Recovery Infrastructure Expansion at the City's off-site data center location to provide more processing and storage capacity to support the City's disaster recovery and business continuity (+\$20,000) – *IT Fund*
- Reinstatement OnBase Upgrades and Enhancements funding, which was temporarily reduced in FY 2020-2021 as a budget balancing measure, to keep pace with OnBase software version upgrades per industry standards (+\$18,000) – *IT Fund*
- Secondary Fiber Connection from City Hall to Police/Fire Facility to remove a single point of failure that exists between the two buildings (+\$10,000) – *IT Fund*

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

- Reinstatement frequency of Landscaping Contract Services temporarily reduced in FY 2020-2021 as a budget balancing measure (+\$164,377)
- Purchase of three new vehicles for Fire Inspector and two Code Enforcement Officers (+\$110,000)

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

Additional significant changes to the FY 2021-2022 Budget include the reinstatement of other budget reductions that were temporarily excluded in last year's budget to meet the anticipated revenue declines resulting from the economic impacts of the COVID-19 pandemic. Several community Special Events were not funded in the FY 2020-2021 Budget due to cancellations. Given current reopening plans, all previously held Special Events have been reinstated in the FY 2021-2022 Adopted Budget.

Other reinstated funding includes Internal Service Fund charges that were temporarily reduced in FY 2020-2021 as a General Fund budget balancing measure. The fund balance in the Fleet Fund was sufficient to temporarily suspend internal service fund department charges for one year without impacting future scheduled vehicle replacements. However, to ensure the balance in the Fleet Fund keeps pace with the scheduled fleet replacements totaling nearly \$2.8 million in FY 2021-2022, the internal service department charges were reinstated. Additionally, after a one-time reduction of \$400,000 in the prior year, the Information Technology department charges were reinstated to 100% to ensure sufficient funding for future technology replacements and projects.

# CITY MANAGER'S BUDGET MESSAGE

## 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 2021-2022 Budget as it compares to the prior year adopted budget.

Fund	Revenues			Expenditures		
	Adopted FY 2021	Adopted FY 2022	% Change	Adopted FY 2021	Adopted FY 2022	% Change
General	\$73,122,730	\$82,260,057	12.5%	\$73,124,188	\$77,698,292	6.3%
<u>Special Revenue Funds</u>						
Street Lighting & Landscape	389,918	389,689	(0.1%)	575,720	570,702	(0.9%)
Gas Tax	1,520,414	1,395,158	(8.2%)	762,979	2,098,738	175.1%
Asset Forfeiture & Safety Grants	5,000	28,824	476.5%	147,900	108,500	(26.6%)
Police Safety Grants	143,000	159,192	11.3%	142,000	155,000	9.2%
Proposition A	673,061	737,244	9.5%	941,812	932,081	(1.0%)
Proposition C	580,608	634,279	9.2%	911,711	192,332	(78.9%)
AB 2766	47,000	46,641	(0.8%)	673	673	-
Measure R	943,497	458,499	(51.4%)	1,267,979	263,738	(79.2%)
Measure M	4,065,518	2,309,690	(43.2%)	4,287,979	2,413,738	(43.7%)
<u>Capital Project Funds</u>						
Capital Improvement Project	1,484,796	2,919,601	96.6%	1,549,034	4,103,784	164.9%
Underground Assess District Construction	-	42,110	-	-	1,779,705	-
<u>Enterprise Funds</u>						
Water	16,075,000	15,586,832	(3.0%)	26,567,117	15,551,079	(41.5%)
Stormwater	789,484	779,889	(1.2%)	2,697,756	1,787,478	(33.7%)
Wastewater	3,729,000	3,604,073	(3.4%)	3,200,081	3,045,862	(4.8%)
Refuse	-	-	-	-	-	-
Parking	4,306,000	3,730,433	(13.4%)	2,415,831	2,933,472	21.4%
County Parking Lots	1,043,500	1,263,000	21.0%	747,077	872,452	16.8%
State Pier & Parking Lot	821,000	894,383	8.9%	539,418	2,160,254	300.5%
<u>Internal Service Funds</u>						
Insurance Reserve	7,203,980	7,389,560	2.6%	6,746,975	7,179,370	6.4%
Information Technology	2,814,340	3,039,108	8.0%	3,409,683	3,520,830	3.3%
Fleet Management	25,000	2,363,382	9353.5%	1,686,502	4,056,296	140.5%
Building Maintenance & Operations	2,082,725	2,104,412	1.0%	2,001,242	2,097,330	4.8%
<u>Trust &amp; Agency Funds</u>						
Special Assessment Redemption Fund	732,532	707,750	(3.4%)	717,050	708,900	(1.1%)
Special Assessment UAD 19-12/19-14 Fund	614,943	614,943	-	282,099	606,707	115.1%
Special Assessment UAD 19-4 Fund	340,513	336,313	(1.2%)	120,279	336,163	179.5%
Pension Trust	220,000	197,697	(10.1%)	241,000	196,680	(18.4%)
PARS Investment Trust	50,000	100,000	100.0%	-	-	-
<b>Budget Totals</b>	<b>\$123,823,559</b>	<b>\$134,092,759</b>	<b>8.3%</b>	<b>\$135,084,085</b>	<b>\$135,370,156</b>	<b>0.2%</b>

# CITY MANAGER'S BUDGET MESSAGE

Fund Type	Funds	FY 2021 to FY 2022 Year-Over-Year Change in Budget			
		Revenues	% Change	Expenditures	% Change
General	General	\$9,137,327	12.5%	\$4,574,104	6.3%
Special Revenue	Gas Tax, Prop A, Prop C, Meas R, Meas M, Street Lighting, etc.	(2,208,800)	(26.4%)	(2,303,251)	(25.5%)
Enterprise	Water, Sewer, Parking, etc.	(905,374)	(3.4%)	(9,816,683)	(27.1%)
Capital Projects	CIP Fund, UAD Construction Fund	1,476,915	99.5%	4,334,455	279.8%
Internal Service	Insurance, Information Tech, Fleet, Building Maintenance	2,770,417	22.8%	3,009,424	21.7%
Trust & Agency	Underground Assessments, Pension Trust, PARS Trust	(1,285)	(0.1%)	488,022	35.9%
	<b>Total Increase/(Decrease)</b>	<b>\$10,269,200</b>	<b>8.3%</b>	<b>\$286,071</b>	<b>0.2%</b>

Specific information on each of these funds follows this section. 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 2020-2021 indicated that revenues will exceed expenditures by about \$557,105. This anticipated surplus is primarily due to unanticipated savings from vacant positions and programs still delayed or modified due to COVID-19 restrictions. The unreserved (available) General Fund balance on June 30, 2021 is projected to be nearly \$5.9 million after accounting for financial policy designations. These funds will likely be needed to relieve future anticipated deficits in the Stormwater Fund and Street Lighting & Landscape Fund.

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021. ARPA provides \$350 billion in emergency funding for state, local, territorial, and Tribal governments ("State and Local Fiscal Recovery Fund") to respond to the COVID-19 public health emergency, or its negative economic impacts. The City's estimated allotment of \$8,416,521 is expected in two tranches. One half (\$4,208,261) is expected to be received in July 2021 and the remaining funds (\$4,208,260) are expected in July 2022. As the ARPA funds are received, the monies will be set aside in a separate reserve fund until the City Council makes decisions on the use of funds.

FY 2021-2022 General Fund revenues, including the second tranche of the ARPA funds, are currently projected at \$82,260,057. Expenditures total \$77,698,292, resulting in an anticipated operating budget surplus of \$4,561,765. Excluding the ARPA funds, the Adopted Budget

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surplus is \$353,505. Taking into account expected transfers and policy reserves, the unreserved General Fund balance is projected to total \$3.5 million on June 30, 2022.

## *General Fund Revenues:*

General Fund revenues are projected to be \$82,260,057 in FY 2021-2022, an increase of \$9.1 million or 12.5% from the FY 2020-2021 Adopted Budget. The increase is mainly due to American Rescue Plan Act funds (\$4.2 million) and increases in Property Taxes, Sales and Other Taxes, Charges for Services, and Operating Service Transfers.

Specific impacts on our key revenue sources include:

**Property Taxes:** For FY 2021-2022, Property Taxes remain largely unaffected by the economic downturn since assessed values continue to rise based on higher sales prices given the low supply and pent-up demand. At over 40% of the General Fund, overall Property Tax receipts are expected to increase 8.3% over the prior year budget to \$38.0 million in FY 2020-2021. Compared to the more recent FY 2020-2021 mid-year projection, Property Taxes are estimated to increase \$1.86 million or 5.1%.

Our leading indicator for potential changes in property values is Real Estate Transfer Taxes, which is based on sales transactions. At this time, sales activity has rebounded from the temporary slowdown in 2020 that was prompted by virus concerns and economic uncertainty. Recent estimates for FY 2020-2021 indicate Real Estate Transfer Taxes will end the year at \$800,000. Assuming the current level of sales activity continues next fiscal year, Real Estate Transfer Taxes are projected at \$810,000 or 25% above the prior year budget of \$650,000, which was a conservative estimate. This data is closely monitored for impacts to our largest General Fund revenue source.

**Sales Tax:** The City's second largest General Fund revenue source (12% of total revenue) was significantly impacted starting in March 2020. At this point in time, sales tax in FY 2021-2022 is projected to rebound to nearly \$9.3 million, about \$1.1 million above the conservative prior year budget. Industry groups hit hardest by the "Safer at Home" orders included most retail, restaurants and hotels. Stores reopened with curbside pick-up and physical distancing measures, but the timing of fully reopening is undetermined, leaving uncertainty in revenue projections.

Construction has continued without interruption on the Manhattan Village Mall revitalization project and mall space leasing is active and remains optimistic. At the heart of the Manhattan Village redevelopment is the recently completed 53,300-square-foot expansion called the Village Shops. The Village Shops consist of curated open-air dining and retail space with a modern look that is expected to be a regional draw.

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. Importantly, the amount received from the countywide pool is forecasted to increase corresponding with the final implementation of the Wayfair decision, wherein the Supreme Court ruled that out-of-state retailers selling above certain thresholds into a State



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(e.g., California) can be required to collect and remit state sales & use taxes on their sales within the state. This trend towards online shopping is expected to continue.

**Transient Occupancy Tax (TOT):** Hotel occupancy taxes are expected to generate approximately \$4.0 million in General Fund revenue in FY 2021-2022, \$375,000 (8.5%) below the prior year budget. Business and leisure travelers are slowly returning, however, the short and long term impacts to the hotel industry from COVID-19 are uncertain. During the pandemic, occupancy rates dropped below 25%. The budget for FY 2021-2022 assumes occupancy rates will continue rising over the coming months as travel gains momentum. Additionally, the approved increase in the tax rate of 2% went into effect in July 2020. However, like Sales Tax, uncertainty makes projecting this revenue a challenge. TOT revenue also affects the Capital Improvement Fund since 15% of the base tax is dedicated to that fund (the CIP amount is in addition to the \$4.0 million expected in the General Fund).

**Business License Tax:** Business License Tax in FY 2021-2022 is expected to generate \$3.6 million, which is an increase over the prior year budget of \$275,000 (8.3%). In past economic downturns, this revenue proved to be somewhat resilient and stable due to the taxing structure.

Understanding the sudden hardship caused by the pandemic, the City Council proactively granted extensions for the payment of FY 2019-2020 Business License Taxes due and deferred penalties to help local businesses. Impacts of the 2020 business closures will be fully known at the end of 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 continued during the pandemic, with the Community Development Department processing Building Permits and Plan Checks through the City's new on-line permitting system. At this time, Building Permits are expected to be on par with the prior year at \$1.5 million based on the number of recently approved Plan Checks and Permits in progress. Given recent plan check submittal trends, Plan Check Fees, estimated at \$1.8 million, are increasing by \$305,000 (21.0%) over the prior year, which was conservatively estimated in anticipation of the possibility that new developments might be postponed due to the economy.

**Service Charges:** Service Charges in the prior year were severely impacted by Parks and Recreation classes being canceled or modified due to public health orders. With many restrictions now lifted and vaccine distribution widespread, the City is hopeful that community programs will be fully operational in FY 2021-2022. Accordingly, Service Charges from Recreation class fees are anticipated to increase by \$231,911 over the prior year budget. Other significant adjustments in Service Charges include cost recovery reimbursements for Community Development services and Fire Reimbursements for resources deployed to assist other agencies throughout the State during largescale wildfires.

**Operating Service Transfers:** Operating Service Transfers estimated at \$3.98 million are increasing by \$583,320 or 17% over the prior year budget after the implementation of a new Comprehensive Cost Allocation Plan in 2020. Operating Service Transfers into the General Fund reflect support costs allocated to other funds for salaries and benefits of support staff, utilities, depreciation on buildings, and other indirect costs. Additionally, Engineering staff



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hours worked on Capital Improvement Projects are reimbursed by Special Revenue Funds (Gas Tax, Proposition “C”, Measure “R”, and Measure “M”), the CIP Fund, and Enterprise Funds (Water, Stormwater, and Wastewater).

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

*General Fund Expenditures:*

General Fund expenditures equal \$77,698,292 in FY 2021-2022, an increase from the FY 2020-2021 Budget of \$4.6 million (6.3%). When comparing to the more recent FY 2020-2021 mid-year estimates, the FY 2022 Budget is \$6.5 million (9.1%) higher. The following chart illustrates the specific budget categories and the associated changes from FY 2020-2021:

**General Fund Budgeted Expenditures by Category**

Expenditure Category	Budget FY 2021	Estimated FY 2021	Budget FY 2022	FY21 Budget to FY22		FY21 Estimate to FY22	
				Change	Percent	Change	Percent
Salaries & Benefits	\$53,077,736	\$51,162,144	\$49,540,163	(\$3,537,573)	(6.7%)	(\$1,621,981)	(3.2%)
Materials and Services	12,767,261	12,926,060	13,475,892	708,631	5.6%	549,832	4.3%
Internal Service Charges	6,392,111	6,384,875	8,698,193	2,306,082	36.1%	2,313,318	36.2%
Capital Equipment	395,500	229,141	218,190	(177,310)	(44.8%)	(10,951)	(4.8%)
Debt Service	479,350	479,350	5,643,853	5,164,503	1077.4%	5,164,503	1077.4%
Interfund Transfers	12,230	12,230	122,001	109,771	897.6%	109,771	897.6%
<b>Totals</b>	<b>\$73,124,188</b>	<b>\$71,193,800</b>	<b>\$77,698,292</b>	<b>\$4,574,104</b>	<b>6.3%</b>	<b>\$6,504,492</b>	<b>9.1%</b>

At 64% of General Fund Expenditures, Salaries and Benefits represent the largest portion of the budget in FY 2021-2022. This category shows a significant decrease due to the prepayment of the City’s CalPERS UAL payments with Pension Obligation Bond proceeds. Salaries & Benefits decreased \$3.5 million, mainly due to the elimination of the UAL payments, which was offset by the increase of nearly \$5.2 million in the Debt Service category for POB principal and interest payments. These variances can be found in each Department/Program expenditure schedule and the accompanying Appendix tables in object codes 51213 (PERS Regular Unfunded Liability), 51214 (PERS Sworn Unfunded Liability), 71107 (POB Miscellaneous Principal), 71108 (POB Miscellaneous Interest), 71109 (POB Safety Principal), 71110 (POB Safety Interest).

Aside from the CalPERS UAL and POB changes, other significant variances within the category include modest cost-of-living increases to Regular and Sworn salaries, as well as the reinstatement of Part-time Employee Salaries (in anticipation of Parks and Recreation programs returning to pre-Pandemic levels) and Special Events Overtime (in anticipation of Special Events). Also, in addition to the three specified “frozen” positions, Salaries and Benefits includes a 4.0% vacancy factor for full-time staffing, which equates to \$1.75 million

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across all funds, and approximately \$1.55 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 recognizes vacancies up-front, with the expected savings factored into the budget.

Materials and Services are increasing \$708,631 (5.6%) from last year's budget as a result of the restoration of some Contract Services, Departmental Supplies and Training & Conferences that were reduced in the prior year in order to balance the budget. Notable changes in Contract Services include reinstating the frequency of Landscaping Contract Services at a cost of \$164,377 and adding back Security and Traffic Contract Services at Special Events for \$221,000. Utility costs are projected to be level with the prior year at \$964,361. The City Council Contingency, which is also included in this category, was eliminated in FY 2021-2022 since the budget may be adjusted at any time through a City Council majority vote.

Another significant driver of the increase in General Fund Expenditures is the reinstatement of Internal Service Fund charges. Internal Services include the Insurance Reserve, Fleet, Information Technology and Building Maintenance funds, which are used to capture and allocate common costs across all departments. Overall, this category is increasing by \$2.3 million, or 36.1%, from the prior year, which included a one-time reduction in Information Technology charges, and the one-year suspension of Fleet Rental and Fleet Maintenance Charges. When actual expenditures came in lower than expected, these two funds built healthy fund balances that sufficiently absorbed costs in FY 2020-2021. However, to ensure both funds maintain a sufficient fund balance for future costs, the department charges have been reinstated in FY 2021-2022.

The decrease in capital outlay was mainly attributed to prior year one-time technology and equipment purchases. The increase in Transfers Out includes funding for the purchase of three new vehicles for the full-time Fire Inspector and two new Code Enforcement Officers. The vehicles will be purchased from the Fleet Fund and the cost reimbursed by a transfer from the General Fund.

## ***Other Fund Highlights***

### **Capital Improvements 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

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These revenues are projected to generate \$1.4 million in FY 2020-2021. Approximately half of the revenue generated within the CIP Fund is dedicated to funding existing debt service of \$766,864 on the Police & Fire facility. Other projects are funded from available fund balance and future General Fund surpluses on a pay-as-you-go basis.

In FY 2021-2022, one-time revenues include:

- CDBG Grant revenues totaling \$100,000 are also anticipated to offset sidewalk projects.
- LA County Proposition "A" Project funds totaling \$610,890 are allocated for the Polliwog Park Playground Resurfacing & Equipment Replacement project.
- Bond Proceeds of \$770,000 reimbursing the CIP Fund for previously expended costs to Design the Fire Station #2 replacement.

With the budgetary savings achieved through the issuance of the POBs, the CIP Fund will begin receiving transfers-in from the General Fund in FY 2021-2022. The budgeted transfer in FY 2021-2022 is \$450,000 to offset the projected Fire Station #2 debt service cost. In future years, the transfer amounts will be adjusted during the budget process in accordance with the City's Pension Liability Policy (see Five Year Forecast section below) and set aside in a separate "Reserve for Debt Service or Capital" until allocated by the City Council.

Construction costs for the replacement of Fire Station #2 will be funded by the City through the sale of Certificates of Participation (COPs). Using the current construction estimate of \$9.5 million, the average annual debt service cost is budgeted at \$454,000.

Additional budgeted expenditures to complete the Polliwog Park Playground Resurfacing & Equipment Replacement project is included for \$1.6 million, but offset by the aforementioned LA County Proposition "A" Project funds.

The City's CIP Fund accounts for other capital improvement projects funded by general use revenue sources. In FY 2021-2022, this includes \$550,000 for general facility improvements, \$250,000 for a School District Project, \$100,000 for City-owned refuse enclosure improvements, and \$50,000 for Non-Motorized Transportation projects such as bike lane and crosswalk improvements.

With these funded projects, the CIP fund is expected to have an unreserved fund balance of \$949,361 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 2021-2022 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 \$181,013 in FY 2021-2022. In addition to the subsidy, the City contributes \$12,001 to cover the City's portion of the Streetscape zone. This Fund exhausted its reserves long ago and, until new assessments are in place, General Fund transfers will continue to further strain core municipal services.

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The **Streets & Highways Fund** (Gas Tax and SB1 Funds) accounts for gas tax moneys dedicated to roadway and sidewalk projects. These funds held steady over the last year and were largely unaffected by the economic downturn. The FY 2021-2022 Budget includes revenues estimated at \$1.4 million and capital expenditures of \$2.1 million. Funded projects include the Biennial Slurry Seal Program (\$970,000), and allotments for the annual street resurfacing program (\$650,000) and annual curb, gutter and ramp replacements program (\$365,000). Additional funds of \$100,000 were also included to complete the Village Field & Senior Villas ADA Access project.

The **Asset Forfeiture Fund** includes estimated revenues of nearly \$29,000 consisting of anticipated interest earnings on the fund balance and reimbursement for Overtime Costs related to narcotic enforcement efforts through L.A. IMPACT. The receipt of other Asset Forfeiture funds is unpredictable and therefore not programmed into the budget. FY 2021-2022 will be the last year that operational expenditures (totaling \$108,500) 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** includes anticipated revenues of \$159,192 in grant funds and interest income, and \$155,000 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. Unlike the City's General Fund sales taxes, these funds received through the County were not significantly impacted in the least year. FY 2021-2022 revenues are estimated at \$737,244 and operating expenditures for the Dial-A-Ride and other transit services are budgeted at \$932,081. This year's budget includes a significant reduction in salary and benefits (\$174,197) due to the elimination of two transportation services operators who opted into the Early Retirement Incentive program. However, a one-time Liability Insurance cost allocation of \$216,660 offset this savings in FY 2021-2022.

The funding deficit of \$194,837 will be covered by existing fund balance that was acquired through prior year funding exchanges with other LA County cities. For FY 2020-2021, the City was able to exchange General Fund moneys for Proposition "A" funds at 70 cents on the dollar, saving \$80,625.

The **Proposition "C" Fund**, established for transportation and street improvement programs, reflects estimated revenues of \$634,279. Revenues include \$590,465 in transit sales tax (also not significantly impacted by the economic downturn) and \$43,814 in interest generated from existing fund balance. A budget of \$1,200,000 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 \$46,641 and expenditures of \$673 are budgeted in FY 2021-2022. Unexpended revenues will be retained for future electric vehicle and/or charging station purchases.

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During FY 2010, the City began receiving funds from a new sales tax resulting from **Measure "R"** which was approved by the LA County voters in November 2008. This half cent sales tax can be used for projects such as pothole repairs, major street resurfacing, left-turn signals, bikeways, pedestrian improvements, streetscapes, traffic signal synchronization and local transit services (including subsidizing Dial-A-Ride services as done in the past). Revenues totaling \$458,499 are anticipated in FY 2021-2022. Funding for capital projects includes \$250,000 to complete the design for 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. Funded projects include an allotment for the annual street resurfacing program (\$600,000) and \$1.8 million for the Manhattan Beach Advance Traffic Signal (MBATS) project. The City was awarded \$5.44 million in Measure M grant funds for the MBATS project, which will upgrade signal controller equipment and connect them through a fiber optic backbone infrastructure and support emerging traffic management technologies. The project will support 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 previously included in the FY 2020-2021 Budget.

## Enterprise Funds

FY 2021-2022 revenues in the **Water Fund** are estimated at \$15.6 million while operating expenses, capital projects and debt service in this fund total \$15.6 million. Capital projects planned for next year include \$2.5 million for the annual pipe replacement program and \$1.0 million for improvements to the Larsson Street and 2<sup>nd</sup> Street Booster Station.

Construction of the \$40.5 million Peck Ground Level Reservoir Replacement project is currently underway. The project's significant cost will be paid out of the Water Fund balance. Consequently, the Fund's reserves may temporarily no longer meet the minimum policy of four months of operational expenditures. The City is currently conducting a water rate study to determine appropriate rates that will maintain operations as well as fund future infrastructure projects.

Revenues in the **Wastewater Fund** are projected to be \$3.6 million with operating expenses, capital projects and debt service estimated at \$3.0 million. Like the Water Fund, the Wastewater Fund includes a budget \$1.1 million in annual funding for the rehabilitation of gravity sewer mains program.

The **Stormwater Fund** includes revenues of \$779,889 (including assessment taxes of \$345,000 and Measure W funding) and expenditures of \$1.8 million. The deficit of \$1.0 million is funded through a General Fund transfer (as predicted when fund reserves were exhausted). The FY 2021-2022 Budget allocates funds for street sweeping and mandated National Pollution Discharge Elimination System Permit Compliance Programs as well as capital projects of \$710,000, including \$210,000 for storm drain debris collection devices and



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\$500,000 for the annual storm drain repair program. 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 storm water 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 storm water infrastructure. The City began receiving Measure W funds in FY 2020-2021, and will continue receiving an estimated \$410,000 per year.

Current assessments, last changed in 1996, are not sufficient to sustain the program's current and future capital needs. Additionally, Stormwater runoff is under increased regulatory and environmental pressures, which has resulted in increased costs. In the near term, General Fund transfers must be used to fund this operation, which crowds out other funding priorities and puts a strain on the General Fund. As a result, a Proposition 218 vote to increase the assessments will be required to adequately fund this operation.

The **Refuse Fund** was dissolved in FY 2020-2021 since the City is no longer serving as a pass-through for refuse billing and payments. The fund balance was allocated to the Capital Improvements Fund for City refuse enclosure improvement projects (\$800,000) with the remaining funds (\$378,926) 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. In September 2020, the City Council approved meter rate increases for Streets (\$1.75 to \$2.00 per hour) and City lots (\$1.50 to \$2.00 per hour). With the new meter rates in effect for FY 2021-2022, revenues are projected at \$3.7 million. Expenditures are estimated at \$2.9 million, which includes debt service on the Metlox parking structure (\$727,306) and \$490,000 for a Rehabilitation and Analysis study for the Lot 3 Parking Structure at 12<sup>th</sup> Street and Morningside Drive. 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. Any excess parking meter revenues are being accumulated in fund balance for future parking infrastructure projects and debt service.

The **County Parking Lot Fund** accounts for the two county-owned beach parking lots commonly referred to as El Porto and 26<sup>th</sup> Street. On March 16, 2021, the City Council approved a meter rate increase for the County and State Beach Lots from \$2.00 per hour to \$2.50 per hour. With the rate increase in effect as of April 2021, revenues are projected at \$1.3 million in FY 2021-2022. Expenditures of \$872,540 include operational costs and \$687,000 for the County Lots operating lease. Excess funds (\$390,460) 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. As with the County Parking beach lots, the State Pier Fund parking lot meter rates were also increased to \$2.50 per hour. Revenues of \$894,383 are projected in FY 2021-2022 and operating and capital expenditures are budgeted at \$2,160,343. Fund revenues are used to maintain and operate the pier and parking lots, and the pier comfort stations. Fund



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balance, as well as a temporary loan of \$700,000 from the Parking Fund, will be used for the design and replacement of the Pier Railings project, which is budgeted at \$1,650,000. With the recent meter rate increase, payback of the temporary loan is estimated to be completed by FY 2025-2026.

## 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 2021-2022 **Insurance Reserve Fund** budget contains revenues (derived from charge-outs) of \$7.4 million and expenditures of \$7.2 million. The Insurance Reserve allocates charges to other funds based on recent experience and actuarial funding estimates. In FY 2021-2022, charge outs to departments for liability and property claims are up by \$337,440 (14.7%), while Workers Compensation charge-outs to departments are lower by \$186,840 (-3.9%). These charge-outs are the funding source for insurance premiums, claims paid and claims administration costs paid out of the Insurance Reserve Fund. The significant increase in in property insurance premiums is attributed to extensive losses throughout the State from wildfires and other natural disaster events.

Overall, budgeted claims paid in FY 2021-2022 are stable with the prior year at \$750,000 for liability and \$3.8 million for workers' compensation. Because the City's Self-Insured Retention (SIR) is \$500,000 for liability and \$750,000 for Workers Compensation, claims paid will represent the largest and most varied cost from year to year.

Workers' Compensation continues to be a challenge both in terms of cost control and predictability. For example, the City faces challenges on funding old cases (20+ years) that have exceeded the SIR. These increased costs often raise the City's liability by tens to hundreds of thousands of dollars. While proactive work place injury prevention programs help with our current employees, we could be exposed to escalating costs for many years after separation from employment.

Workers compensation and liability expense are 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 adequately fund liabilities that could arise due to future claims costs. This new approach will be balanced with an internal assessment of funding needs and an update to the risk management fund reserve policy.

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 2021-2022, Information Technology Fund revenues are \$3.0 million and expenditures are budgeted at \$3.5 million (the difference is funded through available fund

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balance). Budgeted expenditures includes replacement workstations, servers and network components (switches and wireless access point hardware) as well as one-time purchases for critical upgrades.

The **Fleet Management Fund** is charged to departments in two separate line items - fleet maintenance and fleet rental. Fleet maintenance accounts for repairs and routine vehicle maintenance based on the average maintenance and repair cost according to the type and number of vehicles a department operates. The fleet rental charge provides for the replacement of City vehicles, and is a straight-line depreciated charge based on the cost and expected life of each vehicle. However, the City hasn't always replaced vehicles according to the "expected life" schedule, which has resulted in an accumulation of fund balance. Having these excess funds available allowed a temporary suspension of the charges in FY 2020-2021 to relieve pressure on the General Fund. The charges have been reinstated for FY 2021-2022 in order to fully fund operations of \$1.3 million and vehicle replacements of \$2.8 million, including two significant purchases of a fire engine (\$984,164) and a sewer vacuum truck (\$899,095). (A list of vehicle replacements is included in the Appendix of this document.) The Fleet Management Fund is expected to have \$1.3 million remaining after FY 2021-2022 changes for future vehicle replacements.

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 2021-2022 Budget includes revenues of \$2.1 million and expenditures of nearly \$2.1 million. Expenditures associated with this fund are allocated to departments based on their number of employees and the square feet of building they occupy.

## FIVE YEAR FORECAST

The City of Manhattan Beach is committed to strong stewardship of taxpayer dollars, including developing a responsive budget that delivers 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, economic data and known future changes.

Our forecast also projects fund balances including policy reserves and unreserved balances. Fund transfers are indicated for easy identification of fund subsidies, such as the Street Lighting and Landscape Fund and Stormwater 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% of General Fund expenditures in reserve funds for emergencies and urgent needs and, additionally, an Economic Uncertainty reserve of \$4 million through FY 2025-2026. Throughout the last year, the City's economic outlook was vulnerable to the dynamics of the COVID-19 situation. By holding the line on costs, and taking

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prudent, low-impact measures like issuing Pension Obligation Bonds and temporarily suspending internal service fund charges, the City was able to mitigate the immediate impacts of revenue losses as we await additional federal assistance in the form of FEMA reimbursements (potentially up to \$1.1 million) and American Rescue Plan Act funds totaling \$8.4 million.

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 the pressure on the General Fund by identifying additional sources of funding for operations in the Stormwater Fund and Street Lighting and Landscaping Fund. Clearly and unequivocally, proactive steps should 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 recreational facilities, additional parking, and upgrades to essential public buildings such as our community centers. With our local economy still hindered by the pandemic and 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 through December 31, 2021. Negotiations will soon be underway for multi-year agreements to bring predictability in one of the City's biggest cost centers. After salaries, the second largest compensation driver for the City is retirement system costs. In FY 2021-2022, the City has budgeted \$4.7 million for current service costs associated with providing employees defined benefit pension plans through the California Public Employees' Retirement System (CalPERS).

As mentioned above in the section on Budgetary Savings from Pension Obligation Bonds, CalPERS unfunded liabilities of approximately \$90.8 million were paid in full with the Pension Obligation Bond proceeds in May 2021. Annual level debt service payments of \$5.5 million are included in each of the forecast years, as are transfers for the budgetary savings achieved by the issuance of the POBs in accordance with the aforementioned Pension Liability Policy.

The City Council has skillfully guided the City during the challenging times of COVID-19 pandemic and resulting economic downturn. Decisions made for cost-controls, and specifically pension cost reductions through the issuance of Pension Obligation Bonds, supported our goal of long-term financial sustainability 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 staff in every City department as well as community members who provided their valuable input on funding priorities. We are proud to point out that the City's last adopted budget once

# CITY MANAGER'S BUDGET MESSAGE

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again received awards from the California Society of Municipal Finance Officers and 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, particularly given the continuing challenges faced through COVID-19. Special thanks to the Finance Department, especially Steve Charelian, Libby Bretthauer, Marcelo Serrano, and Julie Bondarchuk, who skillfully balanced multiple demands and priorities to create this prudent and appropriate spending plan for City Council consideration. Finally, Standard and Poors' recent affirmation of the City's AAA credit rating is a testament to City Council's judicious policy setting and guidance, and staff's hard work and dedication to managing the City's fiscal health.

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. The City bills both residential and commercial properties.

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

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

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

### Internal Service Funds

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

*The Information Technology 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.

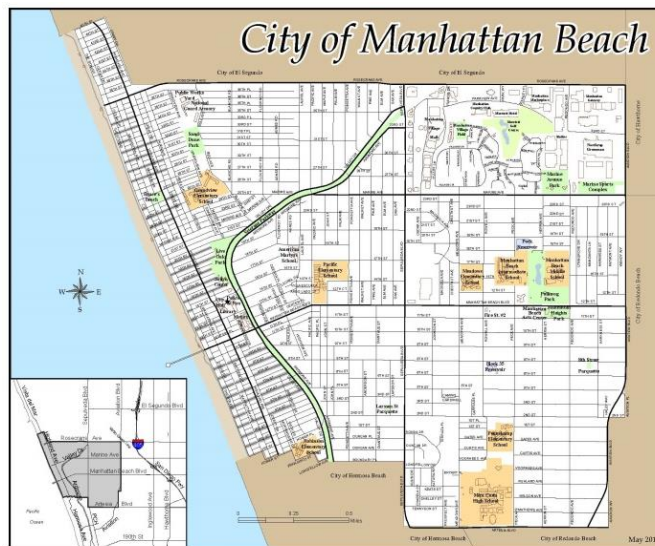
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# City of Manhattan Beach Facts and Figures

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, 305 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:** 305

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

## Parks & Public Facilities

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

# City of Manhattan Beach Facts and Figures

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**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:** \$ 2,785,340 (as of March 31, 2021 – Zillow data)

**Median Household Income (in 2018 dollars):** \$153,023 (U.S. Census Bureau, 2010-2019 data)

**Assessed Valuation:** \$21.2 billion (Office of the Assessor, Los Angeles County, 2020 Annual Report)

**Housing Units** (U.S. Census Bureau, 2010-2019 American Community Survey Estimates)

1-Unit Detached	10,773	71.7%
1-Unit Attached	1,320	8.8%
2-4 Units	1,893	12.6%
5+ Units	941	6.3%
Other	93	0.6%
<b>Total Housing Units</b>	<b>15,020</b>	<b>100%</b>

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

Services	1,136	18%
Contractors	3,550	57%
Home Occupation	473	8%
Retail	217	3%
Professionals	417	7%
Apartment Houses	255	4%
Commercial Property	143	2%
Miscellaneous	49	1%
<b>Total</b>	<b>6,240</b>	<b>100.0%</b>

**CITIZENS OF MANHATTAN BEACH**

**City Council**

**City Treasurer**

**Parking & Public Improvements Commission**

**Board of Building Appeals**

**Planning Commission**

**Parks & Recreation Commission**

**Cultural Arts Commission**

**Library Commission**

**City Attorney**

**City Manager**

**Finance**

**Community Development**

**Police**

**Fire**

**Public Works**

**City Clerk**

**Human Resources**

**Parks & Recreation**

**Information Technology**

Administration  
~  
Accounting  
~  
Revenue Services  
~  
General Services

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

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

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

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

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

Administration  
~  
Risk Management

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

Information Technology  
~  
Geographic Information Systems



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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Manhattan Beach  
California**

For the Fiscal Year Beginning

**July 1, 2020**

*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 annual budget beginning July 1, 2020. 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 communication device.

This award is valid for a period of one year 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*

## ***Operating Budget Excellence Award Fiscal Year 2020-2021***

*Presented to the*

***City of Manhattan Beach***

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

*January 31, 2021*



*Marcus Pimentel*

*Marcus Pimentel  
CSMFO President*

*Michael Manno*

*Michael Manno, Chair  
Recognition Committee*

*Dedicated Excellence in Municipal Financial Reporting*

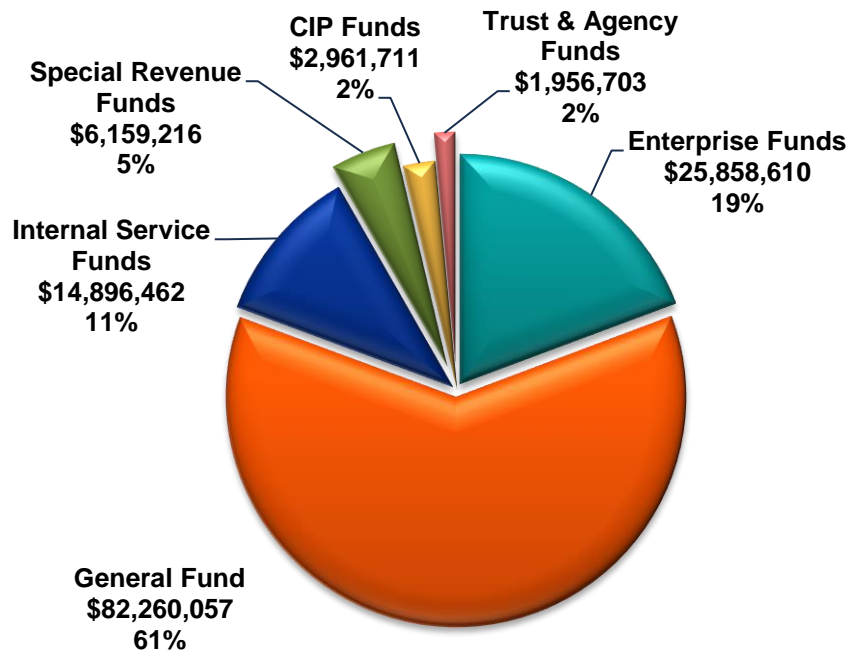


# Summaries

## SOURCE OF FUNDS BY FUND TYPE

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FY 2021-22 Source of Funds - City-Wide = \$134,092,759





## SCHEDULE OF REVENUES BY FUND & CATEGORY

	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	Change from 2020-21 Adopted	
<b>General Fund</b>						
Property Tax Revenues	\$34,002,016	\$35,123,856	\$36,192,247	\$38,049,313	\$2,925,457	8.3%
Sales & Use Tax Revenues	8,407,953	8,157,222	8,200,000	9,260,000	1,102,778	13.5%
Transient Occupancy Tax Revenues	3,571,309	4,400,000	2,500,000	4,025,000	(375,000)	(8.5%)
Business License Tax Revenue	3,652,228	3,325,000	3,175,000	3,600,000	275,000	8.3%
Other Tax Revenues	2,410,876	2,131,463	2,354,361	2,355,000	223,537	10.5%
Permit Revenues	3,281,858	3,401,323	3,303,468	3,360,586	(40,737)	(1.2%)
Fine & Forfeiture Revenues	1,925,543	1,840,000	1,837,500	2,030,000	190,000	10.3%
Use of Property & Money Revenues	4,824,993	3,803,796	3,527,088	3,441,318	(362,478)	(9.5%)
Other Government Revenues	455,989	815,850	5,308,773	4,756,889	3,941,039	483.1%
Service Charge Revenues	6,559,136	5,893,702	5,265,910	6,778,113	884,411	15.0%
Operating Service Transfers Revenues	3,569,704	3,398,018	3,699,819	3,981,338	583,320	17.2%
Miscellaneous Revenues	539,239	832,500	595,000	622,500	(210,000)	(25.2%)
<b>Total General Fund</b>	<b>\$73,200,844</b>	<b>\$73,122,730</b>	<b>\$75,959,166</b>	<b>\$82,260,057</b>	<b>\$9,137,327</b>	<b>12.5%</b>
<b>Special Revenue Funds</b>						
Street Lighting & Landscaping	\$380,779	\$389,918	\$386,513	\$389,689	(\$229)	(0.1%)
Gas Tax	1,577,750	1,520,414	2,986,573	1,395,158	(125,256)	(8.2%)
Asset Forfeiture	48,697	5,000	31,077	28,824	23,824	476.5%
Police Safety Grants	171,304	143,000	161,488	159,192	16,192	11.3%
Proposition A	998,894	673,061	983,522	737,244	64,183	9.5%
Proposition C	2,232,162	580,608	4,379,441	634,279	53,671	9.2%
AB 2766	64,294	47,000	46,015	46,641	(359)	(0.8%)
Measure R	486,714	943,497	423,992	458,499	(484,998)	(51.4%)
Measure M	515,765	4,065,518	608,654	2,309,690	(1,755,828)	(43.2%)
<b>Total Special Revenue Funds</b>	<b>\$6,476,359</b>	<b>\$8,368,016</b>	<b>\$10,007,275</b>	<b>\$6,159,216</b>	<b>(\$2,208,800)</b>	<b>(26.4%)</b>
<b>Capital Project Funds</b>						
Capital Improvement	\$1,664,882	\$1,484,796	\$1,552,726	\$2,919,601	\$1,434,805	96.6%
<b>Total Capital Projects Funds</b>	<b>\$1,664,882</b>	<b>\$1,484,796</b>	<b>\$1,552,726</b>	<b>\$2,919,601</b>	<b>\$1,434,805</b>	<b>96.6%</b>
<b>Underground Utility Construction Fund</b>						
Underground Utility Construction	\$18,573,325	-	\$137,018	\$42,110	\$42,110	-
<b>Total Underground Utility Construction Fund</b>	<b>\$18,573,325</b>	<b>-</b>	<b>\$137,018</b>	<b>\$42,110</b>	<b>\$42,110</b>	<b>-</b>
<b>Enterprise Funds</b>						
Water	\$17,118,328	\$16,075,000	\$15,750,075	\$15,586,832	(\$488,168)	(3.0%)
Stormwater	497,323	789,484	1,211,068	779,889	(9,595)	(1.2%)
Wastewater	4,126,191	3,729,000	3,644,002	3,604,073	(124,927)	(3.4%)
Refuse	4,532,037	-	-	-	-	-
Parking	3,057,819	4,306,000	3,595,242	3,730,433	(575,567)	(13.4%)
County Parking Lots	852,090	1,043,500	1,021,460	1,263,000	219,500	21.0%
State Pier & Parking Lot	563,235	821,000	644,834	894,383	73,383	8.9%
<b>Total Enterprise Funds</b>	<b>\$30,747,023</b>	<b>\$26,763,984</b>	<b>\$25,866,681</b>	<b>\$25,858,610</b>	<b>(\$905,374)</b>	<b>(3.4%)</b>
<b>Internal Service Funds</b>						
Insurance Reserve	\$6,907,588	\$7,203,980	\$7,155,630	\$7,389,560	\$185,580	2.6%
Information Technology	2,814,624	2,814,340	2,814,340	3,039,108	224,768	8.0%
Fleet Management	2,325,176	25,000	96,542	2,363,382	2,338,382	9353.5%
Building Maintenance & Operations	1,803,386	2,082,725	2,078,725	2,104,412	21,687	1.0%
<b>Total Internal Service Funds</b>	<b>\$13,850,774</b>	<b>\$12,126,045</b>	<b>\$12,145,237</b>	<b>\$14,896,462</b>	<b>\$2,770,417</b>	<b>22.8%</b>
<b>Trust &amp; Agency Funds</b>						
Special Assessment Redemption Fund	\$748,082	\$732,532	\$739,557	\$707,750	(\$24,782)	(3.4%)
Special Assessment UAD 12 14 Fund	1,536	614,943	614,963	614,943	-	-
Special Assessment UAD 19-04 Fund	49	340,513	340,523	336,313	(4,200)	(1.2%)
Pension Trust	212,274	220,000	219,511	197,697	(22,303)	(10.1%)
PARS Investment Trust	46,898	50,000	150,000	100,000	50,000	100.0%
<b>Total Trust &amp; Agency Funds</b>	<b>\$1,008,839</b>	<b>\$1,957,988</b>	<b>\$2,064,554</b>	<b>\$1,956,703</b>	<b>(\$1,285)</b>	<b>(0.1%)</b>
<b>Grand Total</b>	<b>\$145,522,045</b>	<b>\$123,823,559</b>	<b>\$127,732,657</b>	<b>\$134,092,759</b>	<b>\$10,269,200</b>	<b>8.3%</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	2021-22 Adopted
<b>General Fund</b>												
General Fund	\$38,049,313	\$9,260,000	\$9,980,000	\$2,635,586	\$245,850	\$7,250,413	\$2,030,000	\$3,441,318	\$4,511,039	\$3,981,338	\$875,200	\$82,260,057
<b>Special Revenue Funds</b>												
Street Lighting & Landscaping	-	-	377,688	-	-	-	-	-	-	12,001	-	389,689
Gas Tax	-	-	-	-	1,014,932	-	-	14,792	365,434	-	-	1,395,158
Asset Forfeiture	-	-	-	-	25,000	-	-	3,824	-	-	-	28,824
Police Safety Grants	-	-	-	-	-	-	-	4,192	155,000	-	-	159,192
Proposition A	-	-	711,856	-	-	7,700	-	188	-	-	17,500	737,244
Proposition C	-	-	590,465	-	-	-	-	43,814	-	-	-	634,279
AB 2766	-	-	-	-	46,000	-	-	641	-	-	-	46,641
Measure R	-	-	442,849	-	-	-	-	15,650	-	-	-	458,499
Measure M	-	-	501,896	-	-	-	-	7,794	1,800,000	-	-	2,309,690
<b>Capital Project Funds</b>												
Capital Improvement	-	-	697,059	10,902	610,890	650,750	80,000	-	100,000	-	770,000	2,919,601
<b>Undergr. Utility Constr. Fund</b>												
Underground Utility Construction	-	-	-	-	-	-	-	42,110	-	-	-	42,110
<b>Enterprise Funds</b>												
Water	-	-	-	-	-	15,192,000	-	388,832	-	-	6,000	15,586,832
Stormwater	410,000	-	-	-	-	349,484	-	20,405	-	-	-	779,889
Wastewater	-	-	-	20,000	-	3,441,000	-	145,073	-	-	(2,000)	3,604,073
Refuse	-	-	-	-	-	-	-	-	-	-	-	-
Parking	-	-	100,000	-	-	3,577,000	-	27,933	-	-	25,500	3,730,433
County Parking Lots	-	-	-	-	-	1,263,000	-	-	-	-	-	1,263,000
State Pier & Parking Lot	-	-	-	-	-	885,000	-	8,383	-	-	1,000	894,383
<b>Internal Service Funds</b>												
Insurance Reserve	-	-	-	-	-	-	-	-	-	7,339,560	50,000	7,389,560
Information Technology	-	-	-	-	-	-	-	-	-	3,039,108	-	3,039,108
Fleet Management	-	-	-	-	-	-	-	-	-	2,338,382	25,000	2,363,382
Building Maintenance & Operator	-	-	-	-	-	-	-	-	-	2,104,412	-	2,104,412
<b>Trust &amp; Agency Funds</b>												
Special Assessment Redemption	-	-	707,750	-	-	-	-	-	-	-	-	707,750
Special Assessment UAD 12 14	-	-	614,943	-	-	-	-	-	-	-	-	614,943
Special Assessment UAD 19-04	-	-	336,313	-	-	-	-	-	-	-	-	336,313
Pension Trust	-	-	-	-	-	-	-	1,017	-	33,680	163,000	197,697
PARS Investment Trust	-	-	-	-	-	-	-	100,000	-	-	-	100,000
<b>Grand Total</b>	<b>\$38,459,313</b>	<b>\$9,260,000</b>	<b>\$15,060,819</b>	<b>\$2,666,488</b>	<b>\$1,942,672</b>	<b>\$32,616,347</b>	<b>\$2,110,000</b>	<b>\$4,265,966</b>	<b>\$6,931,473</b>	<b>\$18,848,481</b>	<b>\$1,931,200</b>	<b>\$134,092,759</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	<i>Change from 2020-21 Adopted</i>	
<b>General Fund</b>						
41101 CYr Secured Property Tax	\$27,509,740	\$28,728,000	\$29,297,873	\$30,986,000	\$2,258,000	7.9%
41102 CYr Unsecured Property Tax	1,035,609	1,049,695	1,049,695	1,021,039	(28,656)	(2.7%)
41103 PYr Secured Property Tax	(70,112)	-	-	-	-	-
41104 PYr Unsecured Property Tax	33,303	35,000	30,000	35,000	-	-
41105 Supplemental Property Tax	782,739	800,000	785,000	800,000	-	-
41106 Property Tax Collection Administrati	(382,491)	(378,000)	(418,173)	(428,989)	(50,989)	13.5%
41107 Interest & Penalties	82,563	80,000	80,000	80,000	-	-
41108 Property Tax in Lieu of VLF	5,010,666	4,809,161	5,367,852	5,556,263	747,102	15.5%
<b>Revenue from Property Tax</b>	<b>\$34,002,016</b>	<b>\$35,123,856</b>	<b>\$36,192,247</b>	<b>\$38,049,313</b>	<b>\$2,925,457</b>	<b>8.3%</b>
41201 Sales & Use Tax	\$8,407,953	\$8,157,222	\$8,200,000	\$9,260,000	\$1,102,778	13.5%
41203 PSAF Sales Tax	409,239	346,463	419,361	410,000	63,537	18.3%
41211 Transient Occupancy Tax	3,571,309	4,400,000	2,500,000	4,025,000	(375,000)	(8.5%)
41212 Vacation Rental TOT	5,450	-	-	-	-	-
41213 Franchise Tax	1,167,345	1,135,000	1,135,000	1,135,000	-	-
41214 Real Estate Transfer Tax	828,842	650,000	800,000	810,000	160,000	24.6%
41221 Business License Tax	3,652,228	3,325,000	3,175,000	3,600,000	275,000	8.3%
<b>Revenue from Other Taxes</b>	<b>\$18,042,366</b>	<b>\$18,013,685</b>	<b>\$16,229,361</b>	<b>\$19,240,000</b>	<b>\$1,226,315</b>	<b>6.8%</b>
42101 Building Permits	\$1,617,100	\$1,532,712	\$1,532,712	\$1,532,712	-	-
42102 Building Permits Surcharge	159,393	153,271	153,271	153,271	-	-
42103 Other Construction Permits	429,884	472,500	500,000	350,000	(\$122,500)	(25.9%)
42104 EnerGov Tech Fee Admin	-	130,000	60,000	101,963	(28,037)	(21.6%)
42105 Right of Way Permits	\$709,399	\$725,000	\$710,000	\$725,000	-	-
42106 Outdoor Facilities Permits	482	500	2,885	2,000	1,500	300.0%
42108 Other Permits	2,727	4,240	-	4,240	-	-
42111 Home Occupation Permits	4,234	5,200	5,200	5,200	-	-
42201 Fire Code Permits - Annual	136,596	150,000	150,000	205,000	55,000	36.7%
42202 Fire Permits - One Time	25,587	25,000	3,500	25,000	-	-
42203 Fire Construction Inspections	35,944	27,000	52,000	37,000	10,000	37.0%
42204 Studio Tenant Fees	3,035	2,200	1,900	2,200	-	-
42301 Police Alarm Permits	73,370	86,700	72,000	130,000	43,300	49.9%
42302 Animal License Fees	49,439	52,000	52,000	52,000	-	-
42401 Film Permits	34,669	35,000	8,000	35,000	-	-
<b>Revenue from Permits</b>	<b>\$3,281,858</b>	<b>\$3,401,323</b>	<b>\$3,303,468</b>	<b>\$3,360,586</b>	<b>(\$40,737)</b>	<b>(1.2%)</b>
43101 Vehicle Code Fines	\$102,594	\$95,000	\$80,000	\$95,000	-	-
43102 Parking Citations	1,684,503	1,700,000	1,700,000	1,875,000	\$175,000	10.3%
43301 Comm Dev Fines	120,276	15,000	55,000	30,000	15,000	100.0%
43401 Municipal Code Fines	18,170	30,000	2,500	30,000	-	-
<b>Revenue from Fines &amp; Forfeitures</b>	<b>\$1,925,543</b>	<b>\$1,840,000</b>	<b>\$1,837,500</b>	<b>\$2,030,000</b>	<b>\$190,000</b>	<b>10.3%</b>
44101 Interest Earnings	\$923,935	\$925,000	\$798,800	\$637,522	(\$287,478)	(31.1%)
44102 Unrealized Investment Gain/Loss	976,791	-	-	-	-	-
44103 Investment Amortization	108,475	-	117,731	-	-	-
44204 Installment Fund Earnings	51	-	-	-	-	-
44401 Metlox Lease Payments	582,753	400,000	475,000	475,000	75,000	18.8%
44402 Tennis Club Rent	312,789	312,789	312,789	312,789	-	-
44403 Tennis Club Percent Rent	180,000	100,000	100,000	100,000	-	-
44404 1334 Building Lease	47,006	47,006	47,006	47,006	-	-
44405 Tennis Club Parking Lot Lease	34,134	36,000	36,000	36,000	-	-
44406 Minimum Hotel Rent Payments	400,000	400,000	400,000	400,000	-	-
44407 Marriott Hotel Rent	785,809	1,100,000	750,000	950,000	(150,000)	(13.6%)
44408 Golf Course Rent	6,555	10,000	9,762	10,000	-	-
44409 Mall Parking Lot Lease	184,993	185,000	185,000	185,000	-	-
44410 Post Office Lease	53,000	53,800	53,800	53,800	-	-
44411 Library Parking Lot Lease	6,269	6,200	6,200	6,200	-	-
44412 Misc. Rents & Concessions	38,547	43,001	50,000	43,001	-	-
44421 Wireless Communication Income	183,887	185,000	185,000	185,000	-	-
<b>Revenue from Use of Property &amp; Money</b>	<b>\$4,824,993</b>	<b>\$3,803,796</b>	<b>\$3,527,088</b>	<b>\$3,441,318</b>	<b>(\$362,478)</b>	<b>(9.5%)</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	<i>Change from 2020-21 Adopted</i>	
45121 Vehicle in Lieu	\$28,431	\$17,000	\$17,000	\$17,000	-	-
45122 Homeowners Property Tax Relief	145,181	150,000	145,000	150,000	-	-
45123 State Mandated Cost Reimburseme	59,284	15,000	15,000	15,000	-	-
45131 STC Reimbursement	8,910	3,850	2,500	3,850	-	-
45132 POST Reimbursement	29,308	25,000	20,000	30,000	\$5,000	20.0%
45201 State Grant Programs	10,000	225,000	123,229	171,771	(53,229)	(23.7%)
45301 Federal Grant Programs	72,927	103,000	113,888	-	(103,000)	-
45303 Federal/State Emergency	5,596	-	4,643,497	4,208,260	4,208,260	-
45401 Proposition A Project Specific	65,644	-	-	-	-	-
45502 BCHD Grant	30,709	29,000	29,000	30,000	1,000	3.4%
45601 Miscellaneous Revenue	-	248,000	199,659	131,008	(116,992)	(47.2%)
<b>Revenue from Other Governments</b>	<b>\$455,989</b>	<b>\$815,850</b>	<b>\$5,308,773</b>	<b>\$4,756,889</b>	<b>\$3,941,039</b>	<b>483.1%</b>
46101 Building Plan Check Fees	\$1,418,857	\$1,450,000	\$1,700,000	\$1,755,000	\$305,000	21.0%
46102 Microfilm Fees	131,833	70,000	200,000	200,000	130,000	185.7%
46103 Building Record Report Fees	127,886	120,000	150,000	150,000	30,000	25.0%
46104 New Residential Unit Fee	3,568	4,900	4,900	4,900	-	-
46111 Planning Filing Fees	191,332	250,000	120,000	200,000	(50,000)	(20.0%)
46112 Appeal Fees	-	500	500	500	-	-
46113 Community Development Reimburs	2,546	-	11,865	-	-	-
46121 Traffic Engineering Services	14,304	16,000	25,000	20,500	4,500	28.1%
46201 Police False Alarm Fees	80,707	70,000	40,000	70,000	-	-
46202 Police Service Fees	49,668	50,000	3,000	30,000	(20,000)	(40.0%)
46203 Special Event OT Reimbursement	146,397	28,000	25,000	190,000	162,000	578.6%
46204 DUI Cost Recovery	18,803	25,000	5,000	25,000	-	-
46205 Booking Fees	8,733	19,000	2,000	10,000	(9,000)	(47.4%)
46206 Book Removal	2,616	6,000	1,200	4,000	(2,000)	(33.3%)
46207 Vehicle Release Fee	55,805	60,000	60,000	60,000	-	-
46208 Animal Impound Fees	771	1,000	1,500	1,000	-	-
46301 Fire Services Fees	130,972	150,000	395,000	250,000	100,000	66.7%
46302 Ambulance Fees	907,875	775,000	800,000	835,000	60,000	7.7%
46303 Fire Plan Check	91,355	100,000	71,000	75,000	(25,000)	(25.0%)
46304 Fire Inspection Fees	476	5,000	-	30,000	25,000	500.0%
46412 Refuse City Cost Recovery	-	75,835	70,000	75,835	-	-
46415 Recycling	-	-	37,000	38,000	38,000	-
46416 Construction Debris Plan Review	2,016	75,000	60,000	75,000	-	-
46421 Inter-City Median Maintenance	7,443	7,000	7,607	7,000	-	-
46422 Sepulveda Sweeping Reimburseme	-	2,000	-	2,000	-	-
46451 Public Works Misc Fees	7,380	20,000	44,111	20,000	-	-
46452 Public Works Reimbursement	165,248	302,700	306,400	252,700	(50,000)	(16.5%)
46461 Public Records Request	734	-	-	-	-	-
46501 Facility & Parks Reservations	377,700	431,464	180,000	372,000	(59,464)	(13.8%)
46502 Special Activities Classes	92,440	104,291	40,000	65,000	(39,291)	(37.7%)
46503 Special Events	573,696	387,949	130,000	450,000	62,051	16.0%
46504 Tennis Operations	344,530	272,240	301,000	426,000	153,760	56.5%
46505 Arts/Education Classes	113,695	104,703	10,000	104,703	-	-
46506 Sports Leagues & Tournaments	254,260	97,829	485	132,500	34,671	35.4%
46507 Sports Classes	590,267	365,432	254,000	343,500	(21,932)	(6.0%)
46508 Swimming Classes	498,678	353,884	200,000	410,000	56,116	15.9%
46509 Concerts in the Park	87,398	10,000	-	10,000	-	-
46510 Older Adults Activities	48,049	67,475	1,342	67,475	-	-
46601 Returned Check Fees	322	500	-	500	-	-
46602 Reproduction Fees	5,775	15,000	8,000	15,000	-	-
<b>Revenue from Service Charges</b>	<b>\$6,554,136</b>	<b>\$5,893,702</b>	<b>\$5,265,910</b>	<b>\$6,778,113</b>	<b>\$884,411</b>	<b>15.0%</b>
49151 Operating Service Transfers	\$3,569,704	\$3,398,018	\$3,699,819	\$3,981,338	\$583,320	17.2%
<b>Revenue from Interfund Charges &amp; Trans</b>	<b>\$3,569,704</b>	<b>\$3,398,018</b>	<b>\$3,699,819</b>	<b>\$3,981,338</b>	<b>583,320</b>	<b>17.2%</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	Change from 2020-21 Adopted		
47101 Workers Comp Salary Continuation	\$415,227	\$700,000	\$500,000	\$500,000	(\$200,000)	(28.6%)	
47107 Damage Recovery-Traffic Signal	5,000	-	-	-	-	-	
47201 Cash Over/Short	(4)	-	-	-	-	-	
47203 Bad Debt Recovery	35,312	25,000	20,000	25,000	-	-	
47301 Miscellaneous Revenues	18,708	25,000	15,000	25,000	-	-	
47302 P-Card Incentive	42,716	40,000	40,000	40,000	-	-	
47303 City Store Sales	23,449	40,000	20,000	30,000	(10,000)	(25.0%)	
47306 Sale of Property	3,832	2,500	-	2,500	-	-	
<b>Miscellaneous Revenue</b>	<b>\$544,239</b>	<b>\$832,500</b>	<b>\$595,000</b>	<b>\$622,500</b>	<b>(\$210,000)</b>	<b>(25.2%)</b>	
<b>Total General Fund</b>	<b>\$73,200,844</b>	<b>\$73,122,730</b>	<b>\$75,959,166</b>	<b>\$82,260,057</b>	<b>\$9,137,327</b>	<b>12.5%</b>	
<b>Street Lighting &amp; Landscaping Fund</b>							
41301 CYr Assessments	\$264,696	\$267,283	\$267,283	\$270,183	\$2,900	1.1%	
41302 PYr Assessments	-	2,900	-	-	(2,900)	-	
41303 CYr Streetscape Assessments	105,894	107,005	107,000	107,505	500	0.5%	
41304 PYr Streetscape Assessments	-	500	-	-	(500)	-	
44102 Unrealized Investment Gain/Loss	(33)	-	-	-	-	-	
49201 Transfers In	10,222	12,230	12,230	12,001	(229)	(1.9%)	
<b>Total Street Lighting &amp; Landscaping Fund</b>	<b>\$380,779</b>	<b>\$389,918</b>	<b>\$386,513</b>	<b>\$389,689</b>	<b>(\$229)</b>	<b>(0.1%)</b>	
<b>Streets &amp; Highways Fund</b>							
44101 Interest Earnings	\$26,826	\$30,000	\$26,708	\$14,792	(\$15,208)	(50.7%)	
44102 Unrealized Investment Gain/Loss	11,801	-	-	-	-	-	
45101 State Gas Tax 2105	183,241	190,407	191,611	183,484	(6,923)	(3.6%)	
45102 State Gas Tax 2106	108,723	116,798	111,120	106,925	(9,873)	(8.5%)	
45103 State Gas Tax 2107	237,377	235,061	249,212	232,682	(2,379)	(1.0%)	
45104 State Gas Tax 2103	247,695	303,513	277,991	227,224	(76,289)	(25.1%)	
45111 Road Maintenance Rehab	627,869	617,379	641,063	604,224	(13,155)	(2.1%)	
45112 Highway Users Loan	40,384	-	-	-	-	-	
45125 SB 821 TDA	2,000	27,256	27,256	25,827	(1,429)	(5.2%)	
45202 Aid to Cities/STP-Local	-	-	817,472	-	-	-	
45411 Measure R Regional	48,527	-	300,000	-	-	-	
45601 Miscellaneous Grants	4,140	-	344,140	-	-	-	
47307 Contrs From Private Parties	39,165	-	-	-	-	-	
<b>Total Streets &amp; Highways Fund</b>	<b>\$1,577,750</b>	<b>\$1,520,414</b>	<b>\$2,986,573</b>	<b>\$1,395,158</b>	<b>(\$125,256)</b>	<b>(8.2%)</b>	
<b>Asset Forfeiture Fund</b>							
44101 Interest Earnings	\$6,936	\$5,000	\$3,557	\$3,824	(\$1,176)	(23.5%)	
44102 Unrealized Investment Gain/Loss	5,270	-	-	-	-	-	
45803 State Forfeitures - Regional	36,492	-	27,520	25,000	25,000	-	
<b>Total Asset Forfeiture Fund</b>	<b>\$48,697</b>	<b>\$5,000</b>	<b>\$31,077</b>	<b>\$28,824</b>	<b>\$23,824</b>	<b>476.5%</b>	
<b>Police Safety Grants Fund</b>							
44101 Interest Earnings	\$7,603	\$4,000	\$5,297	\$4,192	\$192	4.8%	
44102 Unrealized Investment Gain/Loss	7,753	-	-	-	-	-	
45124 State SLES Program	155,948	139,000	156,191	155,000	16,000	11.5%	
<b>Total Federal Law Enforcement Services</b>	<b>\$171,304</b>	<b>\$143,000</b>	<b>\$161,488</b>	<b>\$159,192</b>	<b>\$16,192</b>	<b>11.3%</b>	
<b>Proposition A Fund</b>							
41204 Transit Sales Tax	\$698,362	\$647,861	\$693,211	\$711,856	\$63,995	9.9%	
44101 Interest Earnings	341	-	1,165	188	188	-	
44102 Unrealized Investment Gain/Loss	322	-	-	-	-	-	
46521 Dial-A-Ride Fares	5,303	6,500	1,696	6,500	-	-	
46522 Bus Pass Subsidies	913	1,200	1,200	1,200	-	-	
47301 Miscellaneous Revenues	19,680	17,500	17,500	17,500	-	-	
47305 City Funds Exchange	273,973	-	268,750	-	-	-	
<b>Total Proposition A Fund</b>	<b>\$998,894</b>	<b>\$673,061</b>	<b>\$983,522</b>	<b>\$737,244</b>	<b>\$64,183</b>	<b>9.5%</b>	



## SCHEDULE OF REVENUE DETAIL BY FUND

	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	<i>Change from 2020-21 Adopted</i>	
<b>Proposition C Fund</b>						
41204 Transit Sales Tax	\$579,293	\$500,608	\$535,651	\$590,465	\$89,857	17.9%
44101 Interest Earnings	79,459	80,000	61,794	43,814	(36,186)	(45.2%)
44102 Unrealized Investment Gain/Loss	66,900	-	-	-	-	-
45411 Measure R SB Highway	1,506,510	-	1,298,036	-	-	-
45412 MTA Call For Grants	-	-	2,483,960	-	-	-
<b>Total Proposition C Fund</b>	<b>\$2,232,162</b>	<b>\$580,608</b>	<b>\$4,379,441</b>	<b>\$634,279</b>	<b>\$53,671</b>	<b>9.2%</b>
<b>AB 2766 Fund</b>						
44101 Interest Earnings	\$1,162	\$1,000	\$1,015	\$641	(\$359)	(35.9%)
44102 Unrealized Investment Gain/Loss	219	-	-	-	-	-
45201 State Grant Programs	17,500	-	-	-	-	-
45501 AB 2766 Air Quality	45,413	46,000	45,000	46,000	-	-
<b>Total AB 2766 Fund</b>	<b>\$64,294</b>	<b>\$47,000</b>	<b>\$46,015</b>	<b>\$46,641</b>	<b>(\$359)</b>	<b>(0.8%)</b>
<b>Measure R</b>						
41204 Proposition R Sales Tax	\$433,848	\$375,497	\$401,782	\$442,849	\$67,352	17.9%
44101 Interest Earnings	28,382	28,000	22,210	15,650	(12,350)	(44.1%)
44102 Unrealized Investment Gain/Loss	24,484	-	-	-	-	-
45601 Unrealized Investment Gain/Loss	-	540,000	-	-	(540,000)	-
<b>Total Measure R Fund</b>	<b>\$486,714</b>	<b>\$943,497</b>	<b>\$423,992</b>	<b>\$458,499</b>	<b>\$55,002</b>	<b>5.8%</b>
<b>Measure M</b>						
41204 Measure M Sales Tax	\$488,664	\$425,518	\$455,304	\$501,896	\$76,378	17.9%
44101 Interest Earnings	14,135	-	13,350	7,794	7,794	-
44102 Unrealized Investment Gain/Loss	12,966	-	-	-	-	-
45601 Miscellaneous Grants	-	3,640,000	140,000	1,800,000	(1,840,000)	(50.5%)
<b>Total Measure M Fund</b>	<b>\$515,765</b>	<b>\$4,065,518</b>	<b>\$608,654</b>	<b>\$2,309,690</b>	<b>(\$1,755,828)</b>	<b>(43.2%)</b>
<b>Capital Improvement Fund</b>						
41211 Transient Occupancy Tax	\$626,267	\$635,144	\$400,000	\$697,059	\$61,915	9.7%
42107 Park Development/Quimby	14,536	10,902	10,902	10,902	-	-
43102 Parking Citations	72,260	88,000	72,000	80,000	(8,000)	(9.1%)
44204 Installment Fund Earnings	544	-	-	-	-	-
45201 State Grant Programs	297,825	-	-	-	-	-
45202 Aid to Cities/STP-Local	96,359	-	-	-	-	-
45301 Federal Grant Programs	6,414	100,000	419,430	100,000	-	-
45401 Prop A Project Specific	-	-	-	610,890	610,890	-
45601 Miscellaneous Grants	30,000	-	-	-	-	-
46431 Parking Meters	520,676	650,750	550,000	650,750	-	-
47301 Miscellaneous Revenues	-	-	100,394	-	-	-
47402 Bond Proceeds Construction	-	-	-	770,000	770,000	-
<b>Total Capital Improvement Fund</b>	<b>\$1,664,882</b>	<b>\$1,484,796</b>	<b>\$1,552,726</b>	<b>\$2,919,601</b>	<b>\$1,434,805</b>	<b>96.6%</b>
<b>Underground Utility Construction Fund</b>						
44101 Interest Earnings	\$76,369	-	\$137,018	\$42,110	\$42,110	-
44102 Unrealized Investment Gain/Loss	-	-	-	-	-	-
47402 Bond Proceeds	13,577,905	-	-	-	-	-
47406 Homeowner Payoff	4,919,051	-	-	-	-	-
<b>Total Underground Utility Construction Fund</b>	<b>\$18,573,325</b>	<b>\$0</b>	<b>\$137,018</b>	<b>\$42,110</b>	<b>\$42,110</b>	<b>-</b>
<b>Water Fund</b>						
44101 Interest Earnings	\$886,639	\$800,000	\$572,545	\$388,832	(\$411,168)	(51.4%)
44102 Unrealized Investment Gain/Loss	839,682	-	-	-	-	-
44103 Investment Amortization	40,030	-	19,030	-	-	-
46401 Utility Service Charge	14,970,768	15,000,000	15,000,000	15,000,000	-	-
46402 Utility Connection Fees	191,022	150,000	80,000	102,000	(48,000)	(32.0%)
46403 Meter Installation	73,244	70,000	45,000	50,000	(20,000)	(28.6%)
46404 Penalties	33,036	40,000	35,000	40,000	-	-
47203 Bad Debt Recovery	1,541	4,000	2,000	4,000	-	-
47204 Bad Debt Wrieff	(40,636)	(9,000)	(4,500)	(9,000)	-	-
47301 Miscellaneous Revenues	120,000	10,000	-	10,000	-	-
47306 Sale of Property	3,002	10,000	1,000	1,000	(9,000)	(90.0%)
<b>Total Water Fund</b>	<b>\$17,118,328</b>	<b>\$16,075,000</b>	<b>\$15,750,075</b>	<b>\$15,586,832</b>	<b>(\$488,168)</b>	<b>(3.0%)</b>

## SCHEDULE OF REVENUE DETAIL BY FUND

	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	<i>Change from 2020-21 Adopted</i>	
<b>Stormwater Fund</b>						
41109 Measure W Parcel Tax	-	\$410,000	\$820,000	\$410,000	-	-
44101 Interest Earnings	\$37,006	30,000	19,673	20,405	(\$9,595)	(32.0%)
44102 Unrealized Investment Gain/Loss	38,986	-	-	-	-	-
44103 Investment Amortization	1,496	-	670	-	-	-
46401 Utility Service Charge	338,924	345,000	345,000	345,000	-	-
46422 Street Sweeping	4,482	4,484	4,484	4,484	-	-
47301 Miscellaneous Revenues	76,430	-	21,241	-	-	-
<b>Total Stormwater Fund</b>	<b>\$497,323</b>	<b>\$789,484</b>	<b>\$1,211,068</b>	<b>\$779,889</b>	<b>(\$9,595)</b>	<b>(1.2%)</b>
<b>Wastewater Fund</b>						
42109 Fats, Oil, Grease Permit	\$14,607	\$20,000	\$10,000	\$20,000	-	-
44101 Interest Earnings	263,099	200,000	188,656	145,073	(\$54,927)	(27.5%)
44102 Unrealized Investment Gain/Loss	251,468	-	-	-	-	-
44103 Investment Amortization	11,679	-	6,346	-	-	-
46401 Utility Service Charges	3,310,269	3,300,000	3,300,000	3,300,000	-	-
46402 Utility Connection Fees	275,712	200,000	130,000	130,000	(70,000)	(35.0%)
46404 Penalties	8,268	11,000	10,000	11,000	-	-
47204 Bad Debt Writeoff	(8,910)	(2,000)	(1,000)	(2,000)	-	-
<b>Total Wastewater Fund</b>	<b>\$4,126,191</b>	<b>\$3,729,000</b>	<b>\$3,644,002</b>	<b>\$3,604,073</b>	<b>(\$124,927)</b>	<b>(3.4%)</b>
<b>Refuse Fund</b>						
44101 Interest Earnings	\$24,161	-	-	-	-	-
44102 Unrealized Investment Gain/Loss	22,916	-	-	-	-	-
44103 Investment Amortization	1,087	-	-	-	-	-
45601 Miscellaneous Grants	9,759	-	-	-	-	-
46404 Penalties	301,271	-	-	-	-	-
46411 Residential Refuse Fee	2,156,331	-	-	-	-	-
46412 Residential City Cost Recovery	243,652	-	-	-	-	-
46413 Commercial Refuse Fee	1,494,277	-	-	-	-	-
46414 Commercial City Cost Recovery	154,194	-	-	-	-	-
46415 Recycling	45,117	-	-	-	-	-
46416 Waste Management Plan	89,077	-	-	-	-	-
47204 Bad Debt Writeoff	(12,992)	-	-	-	-	-
47301 Miscellaneous Revenues	3,185	-	-	-	-	-
<b>Total Refuse Fund</b>	<b>\$4,532,037</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>
<b>Parking Fund</b>						
41222 BID - A License Surcharge	\$58,829	\$108,000	\$108,000	\$75,000	(33,000)	(30.6%)
41223 BID - B License Surcharge	20,151	29,000	29,000	25,000	(4,000)	(13.8%)
44101 Interest Earnings	50,658	35,000	21,684	27,933	(\$7,067)	(20.2%)
44102 Unrealized Investment Gain/Loss	51,806	-	-	-	-	-
44103 Investment Amortization	1,813	-	758	-	-	-
44204 Installment Fund Earnings	99	-	-	-	-	-
46122 Permit Parking Program	1,755	3,000	1,500	3,000	-	-
46431 Parking Meters	2,704,537	3,870,000	3,245,500	3,364,000	(506,000)	(13.1%)
46432 Parking Lot Spaces	144,803	225,000	173,800	210,000	(15,000)	(6.7%)
47301 Miscellaneous Revenues	15,804	21,000	10,000	18,000	(3,000)	(14.3%)
47307 Contribution From Private Parties	7,563	15,000	5,000	7,500	(7,500)	(50.0%)
<b>Total Parking Meter Fund</b>	<b>\$3,057,819</b>	<b>\$4,306,000</b>	<b>\$3,595,242</b>	<b>\$3,730,433</b>	<b>(\$575,567)</b>	<b>(13.4%)</b>
<b>County Parking Lots Fund</b>						
46433 Parking Lot B Meters	\$171,196	\$210,000	\$204,000	\$265,000	55,000	26.2%
46434 Parking Lot C Meters	669,684	820,000	804,000	985,000	165,000	20.1%
46435 Parking Lot B Spaces	1,890	2,500	2,280	1,800	(\$700)	(28.0%)
46436 Parking Lot C Spaces	9,320	11,000	11,180	11,200	200	1.8%
<b>Total County Parking Lots Fund</b>	<b>\$852,090</b>	<b>\$1,043,500</b>	<b>\$1,021,460</b>	<b>\$1,263,000</b>	<b>\$219,500</b>	<b>21.0%</b>
<b>State Pier &amp; Parking Lot Fund</b>						
44101 Interest Earnings	\$15,203	\$20,000	\$9,880	\$8,383	(\$11,617)	(58.1%)
44102 Unrealized Investment Gain/Loss	12,506	-	-	-	-	-
44103 Investment Amortization	898	-	343	-	-	-
46431 Parking Meters	528,426	800,000	634,111	885,000	85,000	10.6%
47301 Miscellaneous Revenues	432	1,000	500	1,000	-	-
47307 Contributions From Private Parties	5,770	-	-	-	-	-
<b>Total State Pier &amp; Parking Lot Fund</b>	<b>\$563,235</b>	<b>\$821,000</b>	<b>\$644,834</b>	<b>\$894,383</b>	<b>\$73,383</b>	<b>8.9%</b>

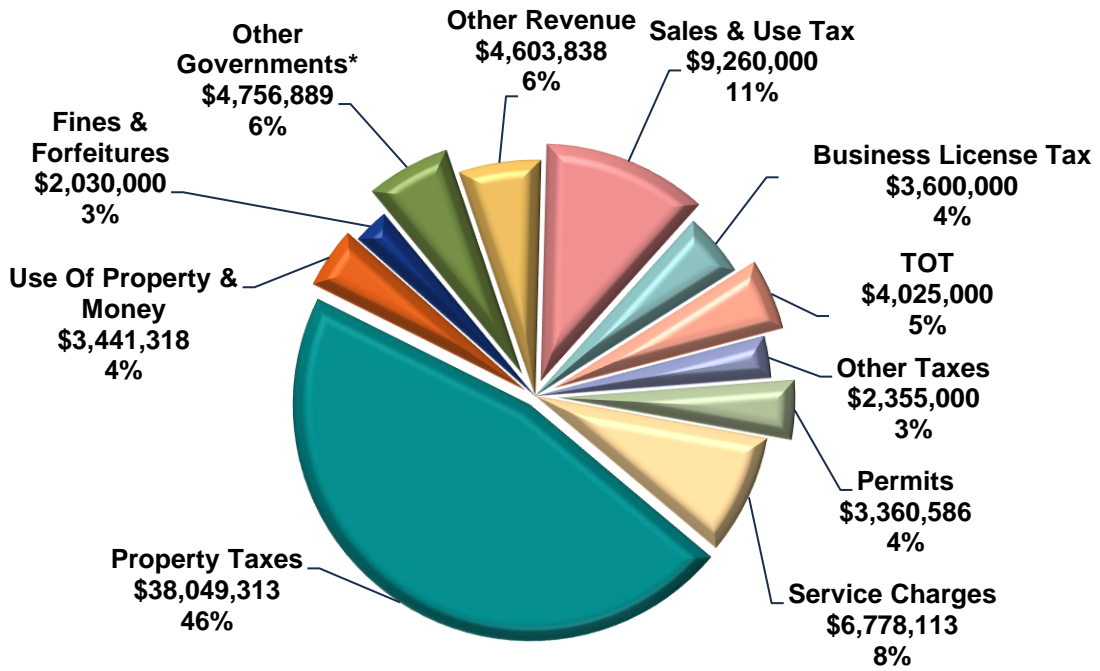
## SCHEDULE OF REVENUE DETAIL BY FUND

	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	<i>Change from 2020-21 Adopted</i>	
<b>Insurance Reserve Fund</b>						
47102 Excess of SIR Recoveries	-	\$50,000	\$100	\$50,000	-	-
47103 Insurance Recoveries	\$107,117	-	-	-	-	-
47104 Damage Claims	467	-	-	-	-	-
47105 Cobra Payments	165	-	150	-	-	-
47301 Miscellaneous Revenues	(1,881)	-	1,400	-	-	-
49101 Workers Comp Billing	4,933,680	4,835,640	4,835,640	4,648,800	(\$186,840)	(3.9%)
49102 Unemployment Billings	25,020	25,020	25,020	60,000	34,980	139.8%
49103 Liability Insurance Billings	1,843,020	2,293,320	2,293,320	2,630,760	337,440	14.7%
<b>Total Insurance Reserve fund</b>	<b>\$6,907,588</b>	<b>\$7,203,980</b>	<b>\$7,155,630</b>	<b>\$7,389,560</b>	<b>\$185,580</b>	<b>2.6%</b>
<b>Information Technology Fund</b>						
49121 Information Technology Charge	\$2,814,624	\$2,814,340	\$2,814,340	\$3,039,108	\$224,768	8.0%
<b>Total Information Technology Fund</b>	<b>\$2,814,624</b>	<b>\$2,814,340</b>	<b>\$2,814,340</b>	<b>\$3,039,108</b>	<b>\$224,768</b>	<b>8.0%</b>
<b>Fleet Management Fund</b>						
47104 Damage Claims	\$6,815	-	\$45,686	-	-	-
47306 Sale of Property	26,328	-	28,856	-	-	-
47902 Reimbursement Gas Charges MBU	22,343	\$25,000	22,000	\$25,000	-	-
49111 Fleet Rental Charge	1,114,056	-	-	1,041,440	\$1,041,440	-
49112 Fleet Maintenance Charge	1,155,634	-	-	1,186,942	1,186,942	-
49201 Transfers In	-	-	-	110,000	110,000	-
<b>Total Fleet Management Fund</b>	<b>\$2,325,176</b>	<b>\$25,000</b>	<b>\$96,542</b>	<b>\$2,363,382</b>	<b>\$2,338,382</b>	<b>9353.5%</b>
<b>Building Maintenance &amp; Operations Fund</b>						
49131 Building Maintenance	\$1,698,042	\$1,931,161	\$1,931,161	\$1,954,976	\$23,815	1.2%
49141 Warehouse Sales	79,147	121,564	121,564	119,436	(2,128)	(1.8%)
49142 Garage Sales	26,197	30,000	26,000	30,000	-	-
<b>Total Building Maintenance &amp; Operation F</b>	<b>\$1,803,386</b>	<b>\$2,082,725</b>	<b>\$2,078,725</b>	<b>\$2,104,412</b>	<b>\$21,687</b>	<b>1.0%</b>
<b>Special Assessment Redemption Fund</b>						
41301 C.Yr Assessments	\$734,473	\$732,532	\$732,532	\$707,750	(\$24,782)	(3.4%)
44202 Bond Reserve Fund Earnings	5,470	-	25	-	-	-
44204 Installment Fund Earnings	996	-	-	-	-	-
47407 Bond Redemption	7,144	-	7,000	-	-	-
<b>Total Special Assessment Redemption Fu</b>	<b>\$748,082</b>	<b>\$732,532</b>	<b>\$739,557</b>	<b>\$707,750</b>	<b>(\$24,782)</b>	<b>(3.4%)</b>
<b>Special Assessment UAD 12 14 Fund</b>						
41301 C.Yr Assessments	-	\$614,943	\$614,943	\$614,943	-	-
44202 Bond Reserve Fund Earnings	\$823	-	20	-	-	-
44204 Installment Fund Earnings	713	-	-	-	-	-
<b>Total Pension Trust Fund</b>	<b>\$1,536</b>	<b>\$614,943</b>	<b>\$614,963</b>	<b>\$614,943</b>	<b>\$0</b>	<b>-</b>
<b>Special Assessment UAD 19-04 Fund</b>						
41301 C.Yr Assessments	-	\$340,513	\$340,513	\$336,313	(\$4,200)	(1.2%)
44202 Bond Reserve Fund Earnings	\$26	-	10	-	-	-
44204 Installment Fund Earnings	22	-	-	-	-	-
<b>Total Pension Trust Fund</b>	<b>\$49</b>	<b>\$340,513</b>	<b>\$340,523</b>	<b>\$336,313</b>	<b>(\$4,200)</b>	<b>(1.2%)</b>
<b>Pension Trust Fund</b>						
44101 Interest Earnings	\$1,845	\$2,000	\$1,511	\$1,017	(\$983)	(49.2%)
44102 Unrealized Investment Gain/Loss	1,332	-	-	-	-	-
47901 Reimbursement Ca Emplr Ret Ben 1	159,097	168,000	168,000	163,000	(5,000)	(3.0%)
49202 Contributions	50,000	50,000	50,000	33,680	(16,320)	(32.6%)
<b>Total Pension Trust Fund</b>	<b>\$212,274</b>	<b>\$220,000</b>	<b>\$219,511</b>	<b>\$197,697</b>	<b>(\$22,303)</b>	<b>(10.1%)</b>
<b>PARS Investment Trust</b>						
44206 PARS Section 115 Interest	\$46,898	50,000	\$150,000	\$100,000	\$50,000	100.0%
<b>Total Pension Trust Fund</b>	<b>\$46,898</b>	<b>\$50,000</b>	<b>\$150,000</b>	<b>\$100,000</b>	<b>\$50,000</b>	<b>100.0%</b>
<b>Grand Total</b>	<b>\$145,522,045</b>	<b>\$123,823,559</b>	<b>\$127,732,657</b>	<b>\$134,092,759</b>	<b>\$10,269,200</b>	<b>8.3%</b>

# SOURCE OF FUNDS - GENERAL FUND

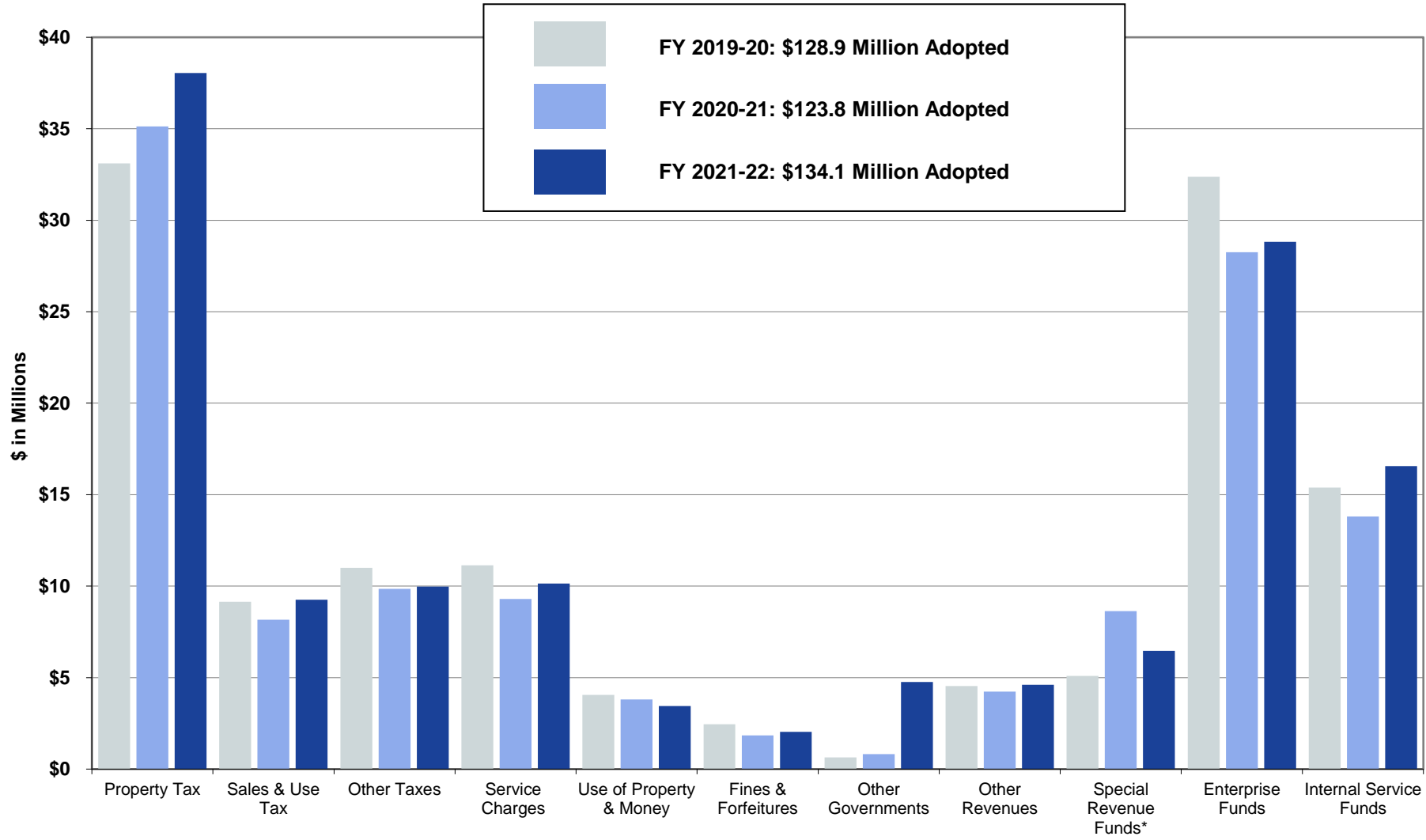
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**FY 2021-22 Source of Funds - General Fund = \$82,260,057**



\*Includes second installment of American Rescue Plan Funds totaling 4.2 million dollars.

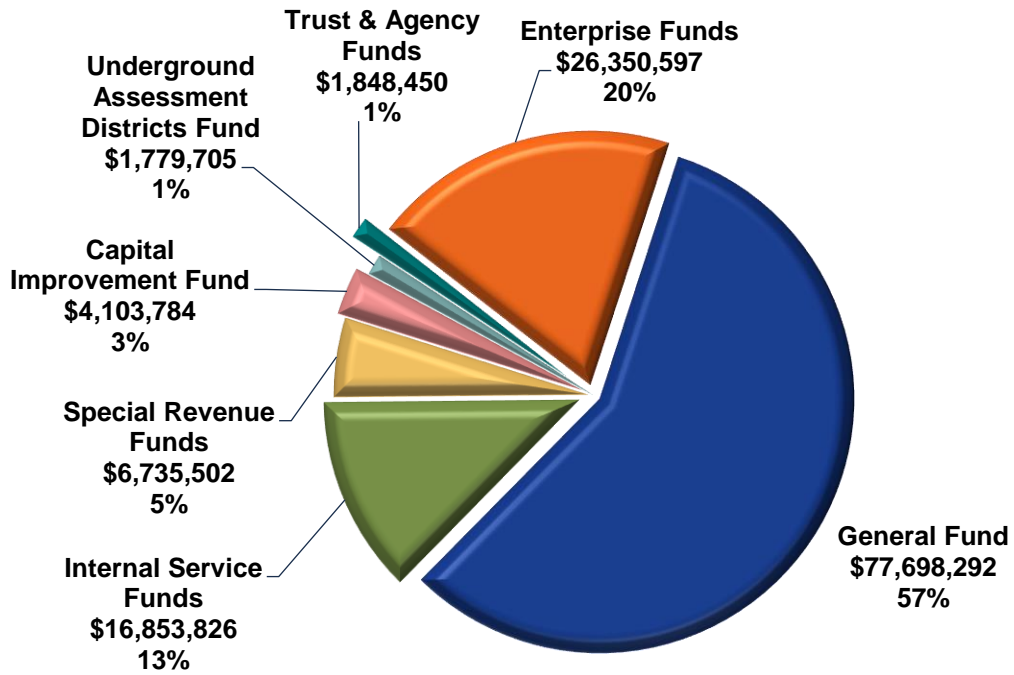
# COMPARISON OF BUDGETED REVENUES



\* Includes Trust Funds

## USE OF FUNDS BY FUND TYPE

FY 2021-22 Use of Funds - City-Wide = \$135,370,156





## SCHEDULE OF EXPENDITURES BY FUND

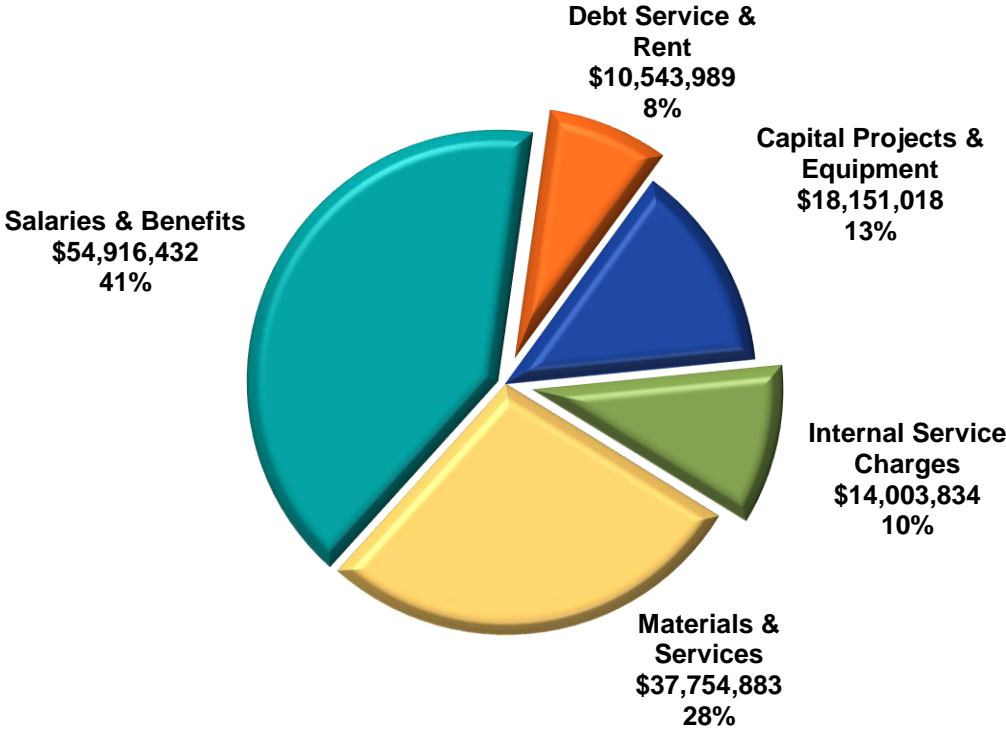
	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	<i>Change from Prior 2020-21 Adopted</i>	
<b>General Fund</b>	<b>\$72,958,584</b>	<b>\$73,124,188</b>	<b>\$71,193,800</b>	<b>\$77,698,292</b>	<b>\$4,574,104</b>	<b>6.3%</b>
Street Lighting & Landscaping Fund	\$514,791	\$575,720	\$500,597	\$570,702	(\$5,018)	(0.9%)
Gas Tax Fund	1,071,915	762,979	2,029,925	2,098,738	1,335,759	175.1%
Asset Forfeiture Fund	196,967	147,900	233,846	108,500	(39,400)	(26.6%)
Police Safety Grants Fund	51,030	142,000	242,000	155,000	13,000	9.2%
Proposition A Fund	911,505	941,812	668,532	932,081	(9,731)	(1.0%)
Proposition C Fund	1,369,003	911,711	9,820,813	192,332	(719,379)	(78.9%)
AB 2766 Fund	34,421	673	673	673	-	0.0%
Measure R Fund	30,000	1,267,979	248,723	263,738	(1,004,241)	(79.2%)
Measure M Fund	38,890	4,287,979	815,755	2,413,738	(1,874,241)	(43.7%)
<b>Total Special Revenue Funds</b>	<b>\$4,218,521</b>	<b>\$9,038,753</b>	<b>\$14,560,864</b>	<b>\$6,735,502</b>	<b>(\$2,303,251)</b>	<b>(25.5%)</b>
Capital Improvement Fund	\$2,836,077	\$1,549,034	\$2,480,024	\$4,103,784	\$2,554,750	164.9%
<b>Total Capital Improvement Fund</b>	<b>\$2,836,077</b>	<b>\$1,549,034</b>	<b>\$2,480,024</b>	<b>\$4,103,784</b>	<b>\$2,554,750</b>	<b>164.9%</b>
Underground Assessment Districts Fund	\$7,600,099	-	\$7,755,512	\$1,779,705	1,779,705	-
<b>Underground Assessment Districts Fund</b>	<b>\$7,600,099</b>	<b>\$0</b>	<b>\$7,755,512</b>	<b>\$1,779,705</b>	<b>\$1,779,705</b>	<b>-</b>
Water Fund	\$14,172,517	\$26,567,117	\$25,219,993	\$15,551,079	(\$11,016,038)	(41.5%)
Stormwater Fund	965,589	2,697,756	2,483,896	1,787,478	(910,278)	(33.7%)
Wastewater Fund	1,649,304	3,200,081	3,867,419	3,045,862	(154,219)	(4.8%)
Refuse Fund	4,224,381	-	-	-	-	-
Parking Fund	3,943,726	2,415,831	3,710,993	2,933,472	517,641	21.4%
County Parking Lots Fund	602,192	747,077	737,471	872,452	125,375	16.8%
State Pier & Parking Lot Fund	538,832	539,418	596,522	2,160,254	1,620,836	300.5%
<b>Total Enterprise Funds</b>	<b>\$26,096,542</b>	<b>\$36,167,280</b>	<b>\$36,616,294</b>	<b>\$26,350,597</b>	<b>(\$9,816,683)</b>	<b>(27.1%)</b>
Insurance Reserve Fund	\$6,459,294	\$6,746,975	\$6,956,285	\$7,179,370	\$432,395	6.4%
Information Technology Fund	2,758,073	3,409,683	3,874,805	3,520,830	111,147	3.3%
Fleet Management Fund	1,506,201	1,686,502	1,254,782	4,056,296	2,369,794	140.5%
Building Maintenance & Operations Fund	1,803,386	2,001,242	2,034,423	2,097,330	96,088	4.8%
<b>Total Internal Service Funds</b>	<b>\$12,526,953</b>	<b>\$13,844,402</b>	<b>\$14,120,295</b>	<b>\$16,853,826</b>	<b>\$3,009,424</b>	<b>21.7%</b>
Special Assessment Redemption Fund	\$998,700	\$717,050	\$717,050	\$708,900	(\$8,150)	(1.1%)
Special Assessment UAD 12 14 Fund	-	282,099	282,099	606,707	324,608	115.1%
Special Assessment UAD 19-04 Fund	-	120,279	120,279	336,163	215,884	179.5%
Post-Employment Benefits Trust Fund	232,897	241,000	203,868	196,680	(44,320)	(18.4%)
Public Agency Retirement Serv. Trust Fund	-	-	-	-	-	-
<b>Total Trust &amp; Agency Funds</b>	<b>\$1,231,597</b>	<b>\$1,360,428</b>	<b>\$1,323,296</b>	<b>\$1,848,450</b>	<b>\$488,022</b>	<b>35.9%</b>
<b>Grand Total</b>	<b>\$127,468,374</b>	<b>\$135,084,085</b>	<b>\$148,050,085</b>	<b>\$135,370,156</b>	<b>\$286,071</b>	<b>0.2%</b>
<b>Total Operating Expenses</b>	<b>\$118,697,931</b>	<b>\$109,094,085</b>	<b>\$114,902,282</b>	<b>\$120,500,156</b>	<b>\$11,406,071</b>	<b>10.5%</b>
<b>Total Capital Projects*</b>	<b>\$8,770,443</b>	<b>\$25,990,000</b>	<b>\$33,147,803</b>	<b>\$14,870,000</b>	<b>(\$11,120,000)</b>	<b>(42.8%)</b>

\*FY2020-21 estimate includes carryover projects from the prior year.

# USE OF FUNDS BY CATEGORY

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FY 2021-22 Use of Funds - City-Wide = \$135,370,156



## FY 2021-22 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	\$49,540,163	\$13,597,893	\$218,190	\$5,643,853	\$8,698,193	\$77,698,292	57.4%
Street Lighting & Landscaping Fund	-	513,635	35,000	-	22,067	570,702	0.4%
Gas Tax Fund	-	-	2,085,000	-	13,738	2,098,738	1.6%
Asset Forfeiture Fund	57,000	51,500	-	-	-	108,500	0.1%
Police Safety Grants Fund	-	155,000	-	-	-	155,000	0.1%
Proposition A Fund	493,626	124,031	-	13,374	301,050	932,081	0.7%
Proposition C Fund	-	-	-	-	192,332	192,332	0.1%
AB 2766 Fund	-	-	-	-	673	673	0.0%
Measure R Fund	-	-	250,000	-	13,738	263,738	0.2%
Measure M Fund	-	-	2,400,000	-	13,738	2,413,738	1.8%
Capital Improvement Fund	-	-	2,650,000	1,220,238	233,546	4,103,784	3.0%
Undergr. Assessment Dist. Fund	-	1,779,705	-	-	-	1,779,705	1.3%
Water Fund	1,126,340	8,398,172	3,508,750	259,547	2,258,270	15,551,079	11.5%
Stormwater Fund	110,602	751,913	710,000	7,902	207,061	1,787,478	1.3%
Wastewater Fund	423,867	386,222	1,108,750	117,714	1,009,309	3,045,862	2.3%
Refuse Fund	-	-	-	-	-	-	-
Parking Fund	134,140	995,942	490,000	726,973	586,417	2,933,472	2.2%
County Parking Lot Fund	36,188	109,196	-	689,710	37,358	872,452	0.6%
State Pier & Parking Lot Fund	39,036	399,334	1,650,000	2,709	69,175	2,160,254	1.6%
Insurance Reserve Fund	455,536	6,621,635	-	35,482	66,717	7,179,370	5.3%
Information Technology Fund	1,365,414	1,731,826	280,792	100,645	42,153	3,520,830	2.6%
Fleet Management Fund	400,814	758,060	2,764,536	31,852	101,034	4,056,296	3.0%
Building Maintenance Fund	537,026	1,380,819	-	42,220	137,265	2,097,330	1.5%
Spec. Assessment Redemption Bond	-	-	-	708,900	-	708,900	0.5%
Spec. Assessment UAD 12-14 Fund	-	-	-	606,707	-	606,707	0.4%
Spec. Assessment UAD 19-04 Fund	-	-	-	336,163	-	336,163	0.2%
Post-Employment Benefits Trust Fund	196,680	-	-	-	-	196,680	0.1%
<b>Total All Funds FY 2021-22</b>	<b>\$54,916,432</b>	<b>\$37,754,883</b>	<b>\$18,151,018</b>	<b>\$10,543,989</b>	<b>\$14,003,834</b>	<b>\$135,370,156</b>	<b>100.0%</b>
<b>Total All Funds FY 2020-21 Adoptec</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>Dollar Change</b>	<b>(\$4,078,380)</b>	<b>\$3,386,454</b>	<b>(\$9,071,318)</b>	<b>\$6,633,884</b>	<b>\$3,415,431</b>	<b>\$286,071</b>	
<b>Percent Change</b>	<b>(6.91%)</b>	<b>9.85%</b>	<b>(33.32%)</b>	<b>169.66%</b>	<b>32.26%</b>	<b>0.21%</b>	

## EXPENDITURES BY DEPARTMENT PROGRAM

	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	<i>Change from 2020-21 Adopted</i>	
<b>Management Services</b>						
City Council	\$391,272	\$369,149	\$335,365	\$410,398	\$41,249	11.2%
City Manager	1,385,935	1,046,083	1,219,039	1,482,985	436,902	41.8%
City Treasurer	35,475	39,076	35,680	45,222	6,146	15.7%
City Clerk	830,040	859,913	891,699	727,824	(132,089)	(15.4%)
City Attorney	1,058,642	1,024,032	1,133,484	933,276	(90,756)	(8.9%)
<b>Total Management Services</b>	<b>\$3,701,364</b>	<b>\$3,338,253</b>	<b>\$3,615,267</b>	<b>\$3,599,705</b>	<b>\$261,452</b>	<b>7.8%</b>
<b>Finance</b>						
Administration	\$1,352,212	\$1,377,894	\$1,592,215	\$1,713,538	\$335,644	24.4%
Accounting	761,219	755,529	744,176	660,570	(94,959)	(12.6%)
Revenue Services	885,693	1,050,775	939,326	1,029,268	(21,507)	(2.0%)
General Services	676,528	709,133	647,768	606,853	(102,280)	(14.4%)
<b>Total Finance</b>	<b>\$3,675,653</b>	<b>\$3,893,331</b>	<b>\$3,923,485</b>	<b>\$4,010,229</b>	<b>\$116,898</b>	<b>3.0%</b>
<b>Human Resources</b>						
Administration	\$1,149,060	\$1,179,070	\$1,289,696	\$1,416,358	\$237,288	20.1%
Risk Management	6,459,294	6,746,975	6,956,285	7,179,370	432,395	6.4%
<b>Total Human Resources</b>	<b>\$7,608,353</b>	<b>\$7,926,045</b>	<b>\$8,245,981</b>	<b>\$8,595,728</b>	<b>\$669,683</b>	<b>8.4%</b>
<b>Parks &amp; Recreation</b>						
Administration	\$2,875,492	\$2,519,574	\$2,784,804	\$4,594,511	\$2,074,937	82.4%
Recreation Services	2,388,161	2,400,970	1,691,201	2,513,495	112,525	4.7%
Cultural Arts	749,323	499,715	466,216	830,626	330,911	66.2%
Sports & Aquatics	1,466,333	1,315,311	1,181,178	1,486,936	171,625	13.0%
Volunteers	209,517	160,915	183,909	182,441	21,526	13.4%
Older Adults	466,635	430,051	348,511	409,562	(20,489)	(4.8%)
Transportation	911,505	941,812	668,532	932,081	(9,731)	(1.0%)
<b>Total Parks &amp; Recreation</b>	<b>\$9,066,965</b>	<b>\$8,268,348</b>	<b>\$7,324,351</b>	<b>\$10,949,652</b>	<b>\$2,681,304</b>	<b>32.4%</b>
<b>Police</b>						
Administration	\$6,912,332	\$7,221,594	\$7,253,186	\$9,470,399	\$2,248,805	31.1%
Technical Support Services	2,831,565	3,571,631	3,217,903	3,402,720	(168,911)	(4.7%)
Crime Prevention	585,457	652,468	629,026	624,137	(28,331)	(4.3%)
Patrol	11,122,849	9,863,064	9,720,937	9,747,721	(115,343)	(1.2%)
Investigations	2,976,439	3,076,163	2,724,392	2,793,975	(282,188)	(9.2%)
Traffic Safety	2,519,085	2,416,261	2,422,615	2,609,908	193,647	8.0%
Jail Operations	795,682	795,674	804,501	779,465	(16,209)	(2.0%)
Parking Enforcement	1,916,509	2,006,004	1,904,565	1,729,097	(276,907)	(13.8%)
Animal Control	344,807	356,329	354,802	345,504	(10,825)	(3.0%)
Asset Forfeiture	196,967	147,900	233,846	108,500	(39,400)	(26.6%)
Law Enforcement Grants	51,030	142,000	242,000	155,000	13,000	9.2%
<b>Total Police</b>	<b>\$30,252,723</b>	<b>\$30,249,088</b>	<b>\$29,507,773</b>	<b>\$31,766,426</b>	<b>\$1,517,338</b>	<b>5.0%</b>
<b>Fire</b>						
Administration	\$3,540,891	\$3,472,710	\$3,261,670	\$5,507,145	\$2,034,435	58.6%
Prevention	757,147	783,101	658,709	801,096	17,995	2.3%
Fire Operations	7,503,435	7,473,067	7,789,032	6,752,774	(720,293)	(9.6%)
Emergency Medical Services	2,344,376	2,397,519	2,393,379	2,290,302	(107,217)	(4.5%)
Support Services	506,722	581,712	449,351	505,221	(76,491)	(13.1%)
<b>Total Fire</b>	<b>\$14,652,572</b>	<b>\$14,708,109</b>	<b>\$14,552,141</b>	<b>\$15,856,538</b>	<b>\$1,148,429</b>	<b>7.8%</b>

## EXPENDITURES BY DEPARTMENT PROGRAM

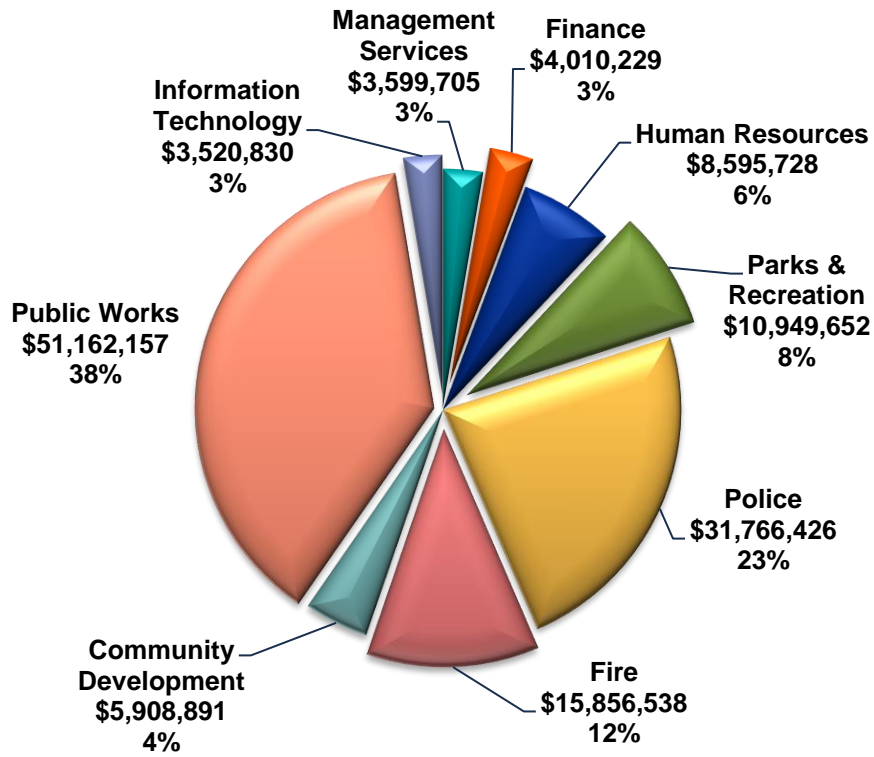
	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	<i>Change from 2020-21 Adopted</i>	
<b>Community Development</b>						
Administration	\$894,555	\$798,043	\$754,242	\$1,079,988	\$281,945	35.3%
Planning	1,028,318	1,126,496	845,689	967,835	(158,661)	(14.1%)
Building	2,671,320	2,487,650	2,513,563	2,426,727	(60,923)	(2.4%)
Code Enforcement	490,742	492,885	704,441	770,779	277,894	56.4%
Traffic Engineering	429,329	442,390	441,825	449,270	6,880	1.6%
Environmental Sustainability	310,422	232,110	478,835	214,292	(17,818)	(7.7%)
<b>Total Community Development</b>	<b>\$5,824,685</b>	<b>\$5,579,574</b>	<b>\$5,738,595</b>	<b>\$5,908,891</b>	<b>\$329,317</b>	<b>5.9%</b>
<b>Public Works</b>						
Administration	\$1,145,731	\$1,847,855	\$1,535,300	\$1,720,730	(\$127,125)	(6.9%)
Civil Engineering	13,303,305	5,140,823	20,751,766	7,134,915	1,994,092	38.8%
Street Maintenance	4,125,353	9,299,604	7,665,227	8,069,923	(1,229,681)	(13.2%)
Building & Grounds	2,831,104	2,993,197	2,943,048	3,258,321	265,124	8.9%
Transportation	34,421	673	673	673	-	0.0%
Street Lighting & Landscaping	422,796	453,418	383,578	450,696	(2,722)	(0.6%)
Streetscape Maintenance	91,995	122,302	117,019	120,006	(2,296)	(1.9%)
Water Administration	4,724,767	16,976,255	15,817,903	4,749,143	(12,227,112)	(72.0%)
Water Source of Supply	6,983,800	6,584,941	6,575,796	6,784,247	199,306	3.0%
Water Pumping/Treatment	1,082,457	1,542,584	1,559,783	2,494,333	951,749	61.7%
Water Maintenance	1,381,494	1,463,337	1,266,511	1,523,356	60,019	4.1%
Storm Drain Maintenance	965,589	2,697,756	2,483,896	1,787,478	(910,278)	(33.7%)
Sewer Maintenance	1,649,304	3,200,081	3,867,419	3,045,862	(154,219)	(4.8%)
Refuse Management	4,224,381	-	-	-	-	-
Parking Facilities	5,084,750	3,702,326	5,044,986	5,966,178	2,263,852	61.1%
Fleet Maintenance	1,506,201	1,686,502	1,254,782	4,056,296	2,369,794	140.5%
<b>Total Public Works</b>	<b>\$49,557,447</b>	<b>\$57,711,654</b>	<b>\$71,267,687</b>	<b>\$51,162,157</b>	<b>(\$6,549,497)</b>	<b>(11.3%)</b>
<b>Information Technology</b>						
Information Technology	\$3,128,611	\$3,409,683	\$3,874,805	\$3,520,830	\$111,147	3.3%
<b>Total Information Technology</b>	<b>\$3,128,611</b>	<b>\$3,409,683</b>	<b>\$3,874,805</b>	<b>\$3,520,830</b>	<b>\$111,147</b>	<b>3.3%</b>
<b>Grand Total</b>	<b>\$127,468,374</b>	<b>\$135,084,085</b>	<b>\$148,050,085</b>	<b>\$135,370,156</b>	<b>\$286,071</b>	<b>0.2%</b>





# USE OF FUNDS BY DEPARTMENT

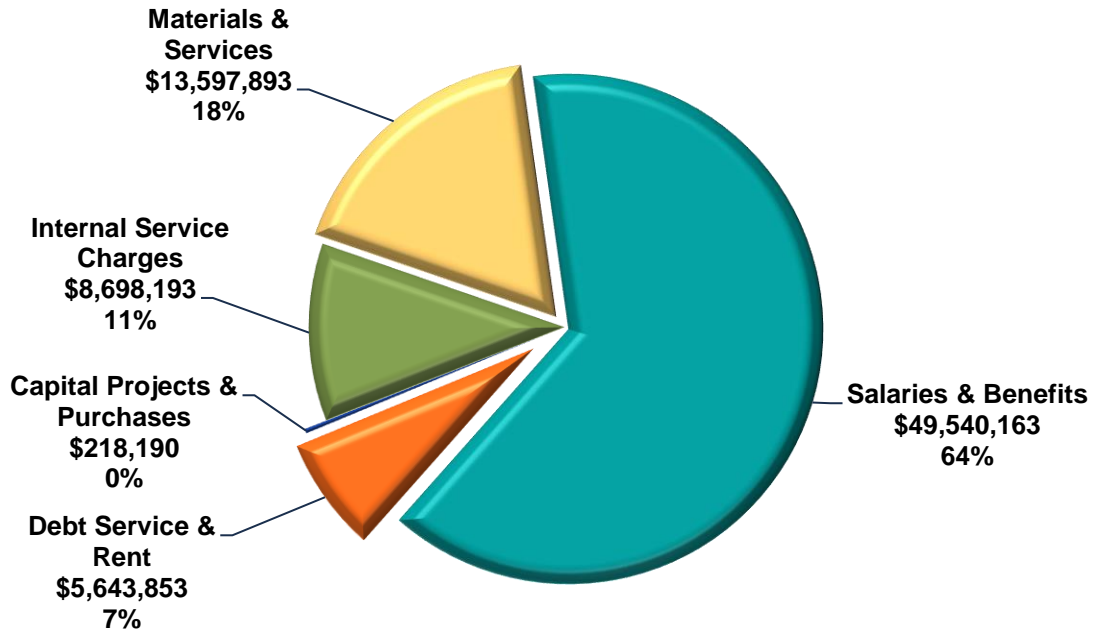
FY 2021-22 Use of Funds - City-Wide = \$135,370,156



## USE OF FUNDS - GENERAL FUND

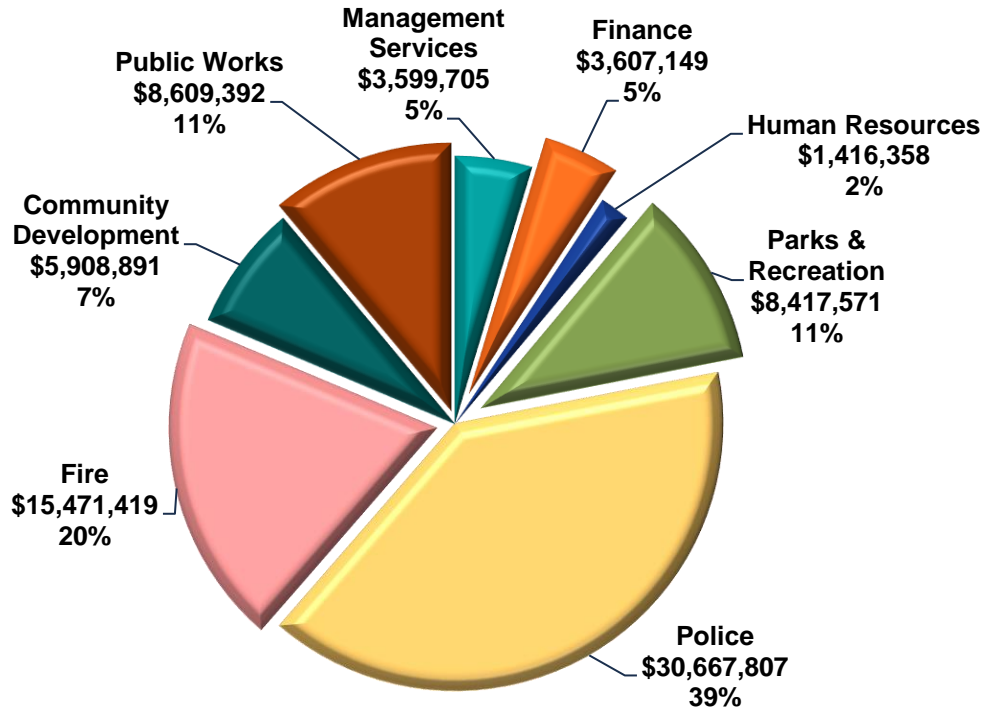
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FY 2021-22 Use of Funds by Category = \$77,698,292



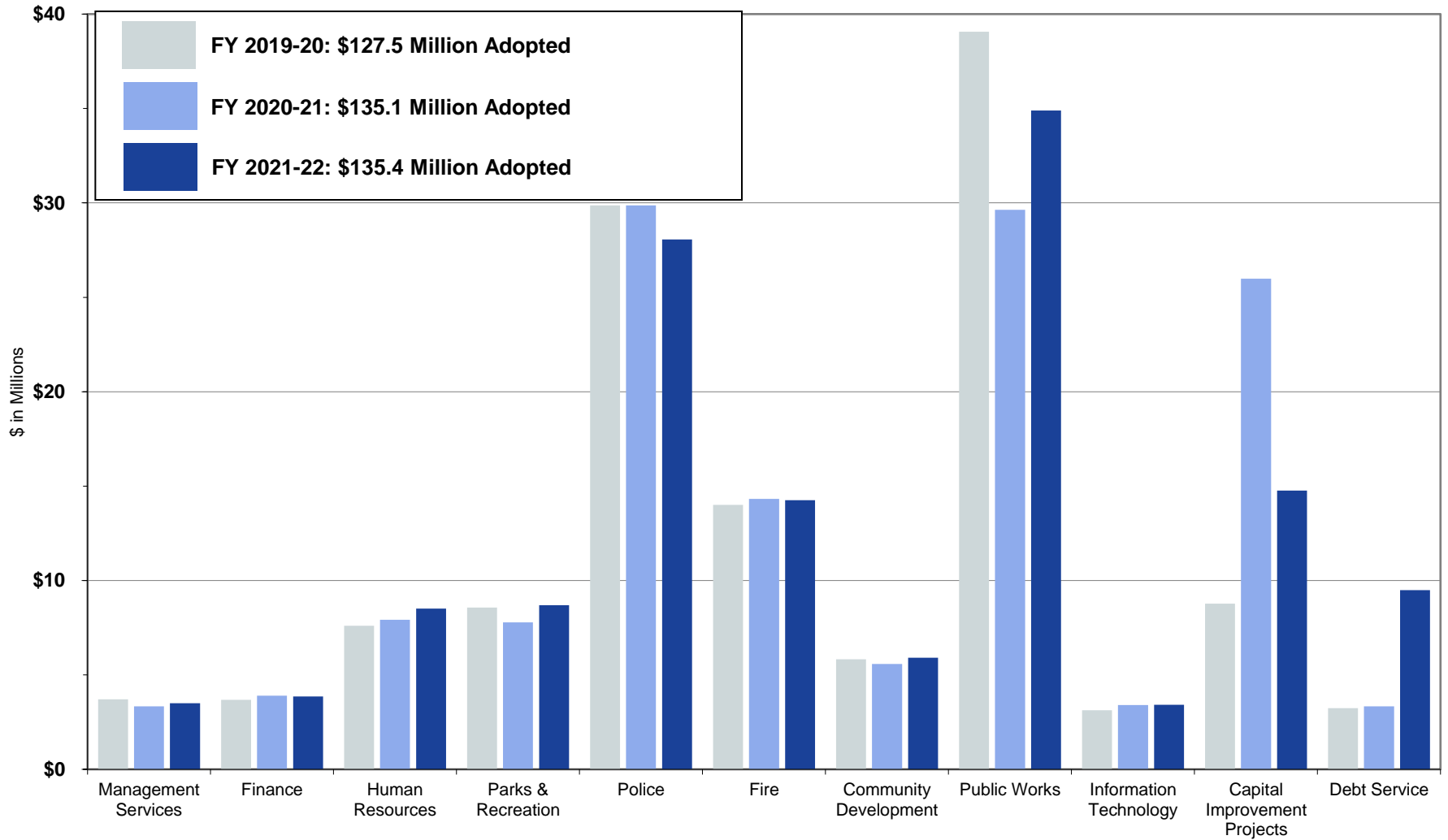
# USE OF FUNDS BY DEPT - GENERAL FUND

FY 2021-22 Use of Funds by Department = \$77,698,292





# COMPARISON OF BUDGETED EXPENDITURES



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

**All Funds**

	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>	\$5,911,413	\$82,260,057	(\$71,836,249)	(\$218,190)	(\$5,643,853)	(\$77,698,292)	\$10,473,178	(\$5,123,080)	\$3,498,100		\$3,498,100
<i>Transfer from County Lots Parking Fund</i>								390,548			
<i>Transfer to Street Lighting Fund</i>								(181,013)			
<i>Transfer to Stormwater Fund</i>								(1,007,589)			
<i>Transfer to CIP Fund</i>								(625,000)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(428,944)			
<i>Financial Policy Designation</i>	14,624,838						14,624,838	914,820	15,539,658	15,539,658	
<i>Reserve for Economic Uncertainty</i>	4,000,000						4,000,000		4,000,000	4,000,000	
<i>American Rescue Plan Reserve</i>	4,208,261						4,208,261	4,208,260	8,416,521	8,416,521	
<b>Total General Fund Balance</b>	<b>\$28,744,512</b>	<b>\$82,260,057</b>	<b>(\$71,836,249)</b>	<b>(\$218,190)</b>	<b>(\$5,643,853)</b>	<b>(\$77,698,292)</b>	<b>\$33,306,277</b>	<b>(\$1,851,998)</b>	<b>\$31,454,279</b>	<b>\$27,956,179</b>	<b>\$3,498,100</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$389,689	(\$535,702)	(\$35,000)	-	(\$570,702)	(\$181,013)	\$181,013	-		-
Gas Tax	1,787,989	1,395,158	(13,738)	(2,085,000)	-	(2,098,738)	1,084,409		1,084,409		1,084,409
Asset Forfeiture & Safety Grants	98,530	28,824	(108,500)	-	-	(108,500)	18,854		18,854		18,854
Police Safety Grants	314,548	159,192	(155,000)	-	-	(155,000)	318,740		318,740		318,740
Prop A	402,380	737,244	(918,707)	-	(13,374)	(932,081)	207,543		207,543		207,543
Prop C	975,260	634,279	(192,332)	-	-	(192,332)	1,417,207		1,417,207		1,417,207
AB 2766	120,072	46,641	(673)	-	-	(673)	166,040		166,040		166,040
Measure R	629,361	458,499	(13,738)	(250,000)	-	(263,738)	824,122		824,122		824,122
Measure M	235,154	2,309,690	(13,738)	(2,400,000)	-	(2,413,738)	131,106		131,106		131,106
<b>Total Special Revenue Funds Balance</b>	<b>\$4,563,294</b>	<b>\$6,159,216</b>	<b>(\$1,952,128)</b>	<b>(\$4,770,000)</b>	<b>(\$13,374)</b>	<b>(\$6,735,502)</b>	<b>\$3,987,008</b>	<b>\$181,013</b>	<b>\$4,168,021</b>	<b>-</b>	<b>\$4,168,021</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$1,508,544	\$2,919,601	(\$233,546)	(\$2,650,000)	(\$1,220,238)	(\$4,103,784)	\$324,361	\$625,000	\$949,361		\$949,361
Underground Utility Construction Fund	3,354,732	42,110	(1,779,705)	-	-	(1,779,705)	1,617,137		1,617,137		1,617,137
<b>Total Capital Project Funds Balance</b>	<b>\$4,863,275</b>	<b>\$2,961,711</b>	<b>(\$2,013,251)</b>	<b>(\$2,650,000)</b>	<b>(\$1,220,238)</b>	<b>(\$5,883,489)</b>	<b>\$1,941,497</b>	<b>\$625,000</b>	<b>\$2,566,497</b>	<b>-</b>	<b>\$2,566,497</b>
<b>Enterprise Funds</b>											
Water*	\$1,843,711	\$15,586,832	(\$11,782,782)	(\$3,508,750)	(\$259,547)	(\$15,551,079)	\$1,879,464		\$1,879,464	1,879,464	-
Stormwater*	-	779,889	(1,069,576)	(710,000)	(7,902)	(1,787,478)	(1,007,589)	1,007,589	-	-	-
Wastewater	13,992,012	3,604,073	(1,819,398)	(1,108,750)	(117,714)	(3,045,862)	14,550,223		14,550,223	645,704	13,904,519
Refuse	-	-	-	-	-	-	-		-	-	-
Parking*	463,657	3,730,433	(1,716,499)	(490,000)	(726,973)	(2,933,472)	1,260,618	(700,000)	560,618	560,618	-
County Parking Lots	-	1,263,000	(182,742)	-	(689,710)	(872,452)	390,548	(390,548)	-	-	-
State Pier & Parking*	576,007	894,383	(507,545)	(1,650,000)	(2,709)	(2,160,254)	(689,864)	700,000	10,136	10,136	-
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	308,505	-	-	-	-	-	308,505		308,505	308,505	
<b>Total Enterprise Funds Balance</b>	<b>\$17,183,892</b>	<b>\$25,858,610</b>	<b>(\$17,078,542)</b>	<b>(\$7,467,500)</b>	<b>(\$1,804,555)</b>	<b>(\$26,350,597)</b>	<b>\$16,691,905</b>	<b>\$617,041</b>	<b>\$17,308,946</b>	<b>\$3,404,427</b>	<b>\$13,904,519</b>

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

**All Funds**

	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	\$5,519,360	\$7,389,560	(\$7,143,888)	-	(\$35,482)	(\$7,179,370)	\$5,729,550		\$5,729,550	\$2,000,000	\$3,729,550
Information Technology	536,043	3,039,108	(3,139,393)	(280,792)	(100,645)	(3,520,830)	54,321		54,321		54,321
Fleet Management	2,961,234	2,363,382	(1,259,908)	(2,764,536)	(31,852)	(4,056,296)	1,268,320		1,268,320		1,268,320
Building Maintenance & Operations	44,302	2,104,412	(2,055,110)	-	(42,220)	(2,097,330)	51,384		51,384		51,384
<b>Total Insurance Service Funds Balance</b>	<b>\$9,060,939</b>	<b>\$14,896,462</b>	<b>(\$13,598,299)</b>	<b>(\$3,045,328)</b>	<b>(\$210,199)</b>	<b>(\$16,853,826)</b>	<b>\$7,103,575</b>	<b>-</b>	<b>\$7,103,575</b>	<b>\$2,000,000</b>	<b>\$5,103,575</b>
<b>Trust &amp; Agency Funds</b>											
Underground Assessment Fund 2018 R	\$1,282,906	\$707,750	-	-	(\$708,900)	(\$708,900)	\$1,281,756		\$1,281,756	\$1,281,756	-
Underground Assessment Fund 19-12 &	334,400	614,943	-	-	(606,707)	(606,707)	342,636		342,636	342,636	-
Underground Assessment Fund 19-4	220,293	336,313	-	-	(336,163)	(336,163)	220,443		220,443	220,443	-
Post-Employment Benefits Trust Fund	145,757	197,697	(196,680)	-	-	(196,680)	146,774		146,774	146,774	-
Pension Rate Stabilization Fund	1,765,844	100,000	-	-	-	-	1,865,844	428,944	2,294,788	2,294,788	-
<b>Total Trust Agency Funds Balance</b>	<b>\$3,749,199</b>	<b>\$1,956,703</b>	<b>(\$196,680)</b>	<b>-</b>	<b>(\$1,651,770)</b>	<b>(\$1,848,450)</b>	<b>\$3,857,452</b>	<b>\$428,944</b>	<b>\$4,286,396</b>	<b>\$4,286,396</b>	<b>-</b>
<b>Grand Total</b>	<b>\$68,165,112</b>	<b>\$134,092,759</b>	<b>(\$106,675,149)</b>	<b>(\$18,151,018)</b>	<b>(\$10,543,989)</b>	<b>(\$135,370,156)</b>	<b>\$66,887,715</b>	<b>-</b>	<b>\$66,887,715</b>	<b>\$37,647,002</b>	<b>\$29,240,712</b>

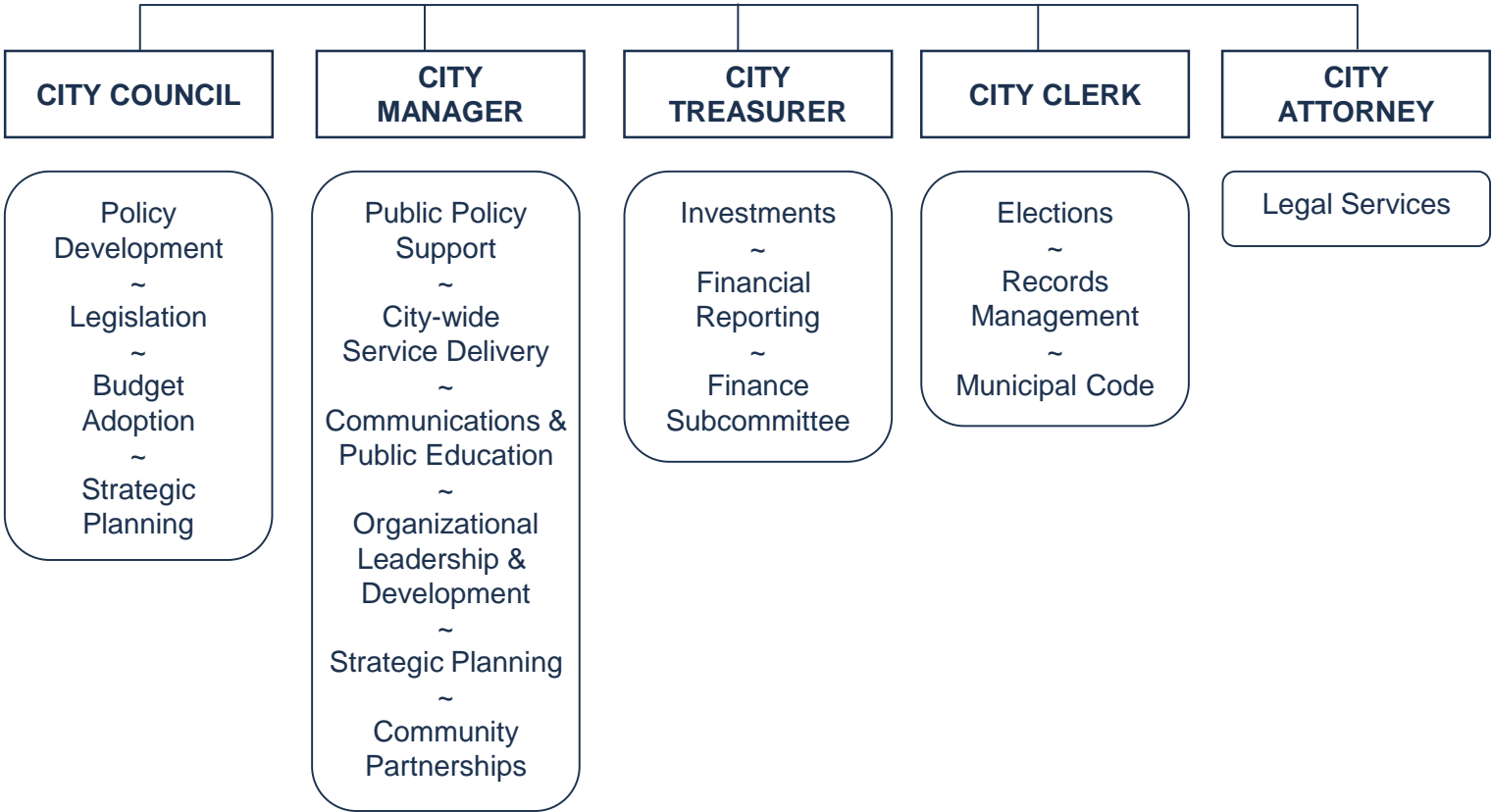
\* Not meeting current Financial Reserve Policy.



# Management Services

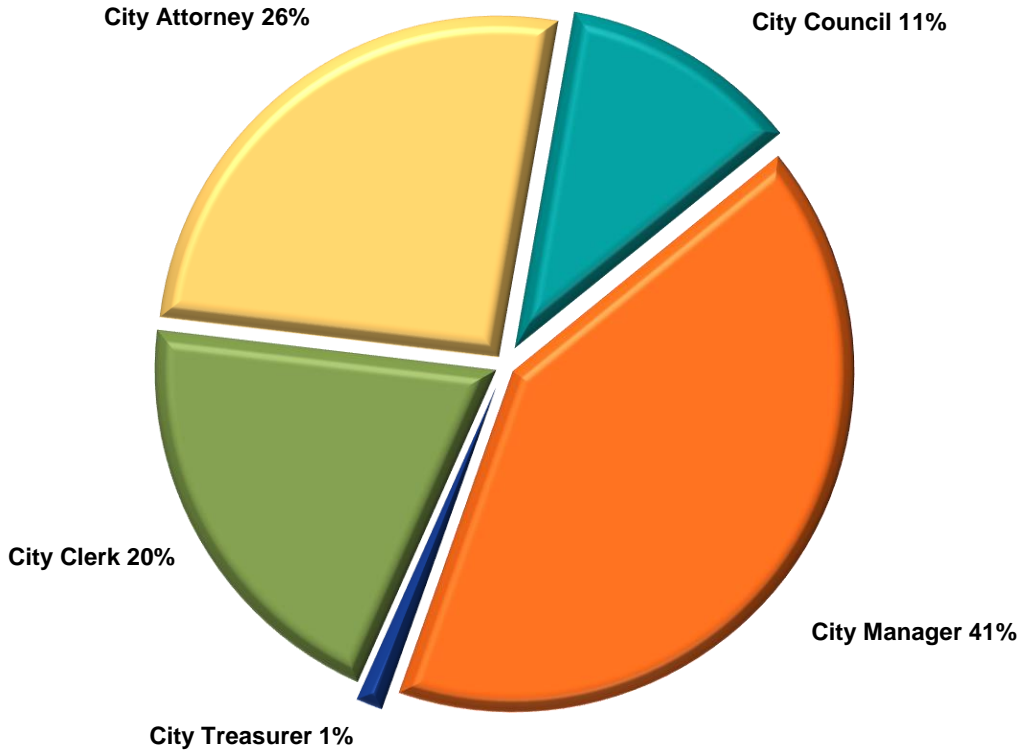


# City of Manhattan Beach Management Services



# Management Services

## FY 2021-22 Department Expenditure by Program

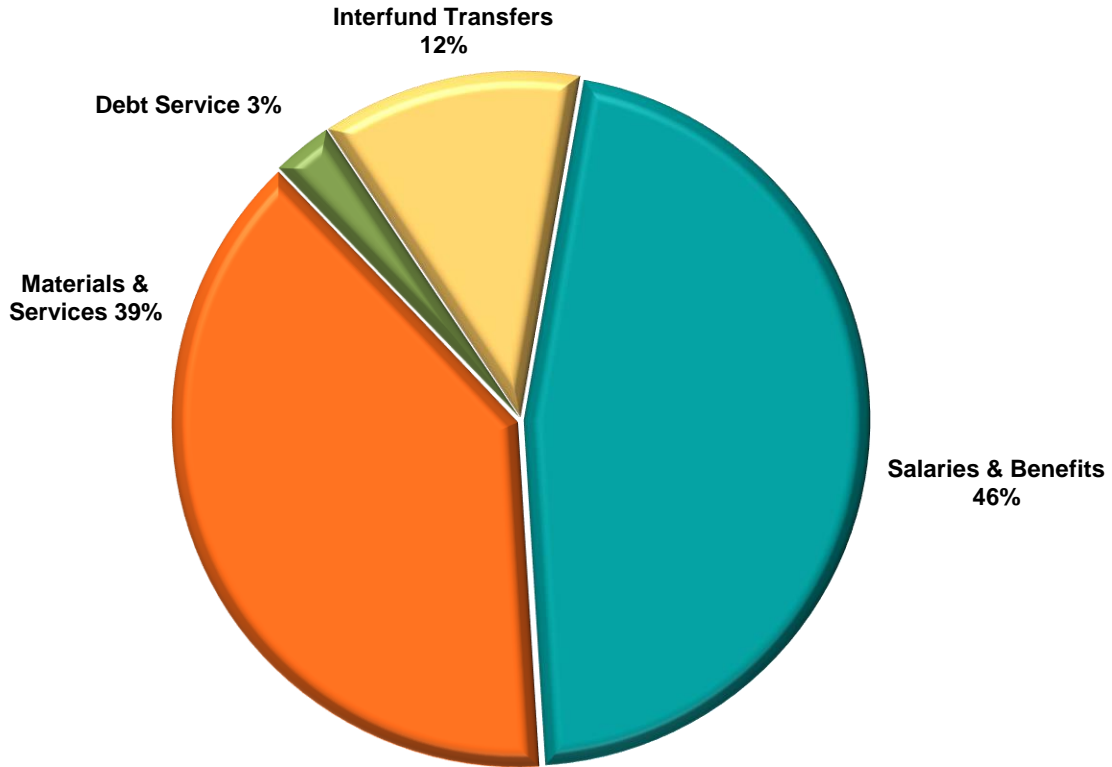


Program Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
City Council	\$391,272	\$369,149	\$335,365	\$410,398
City Manager	1,385,935	1,046,083	1,219,039	1,486,198
City Treasurer	35,475	39,076	35,680	45,222
City Clerk	830,040	859,913	891,699	727,824
City Attorney	1,058,642	1,024,032	1,133,484	933,276
<b>Total</b>	<b>\$3,701,364</b>	<b>\$3,338,253</b>	<b>\$3,615,267</b>	<b>\$3,602,918</b>
<b>Full-Time Positions</b>	<b>15</b>	<b>14</b>	<b>14</b>	<b>16</b>



# Management Services

FY 2021-22  
Department Expenditure by Category



Category Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Salaries & Benefits	\$1,506,549	\$1,470,109	\$1,480,459	\$1,665,440
Materials & Services	1,542,070	1,421,514	1,688,428	1,398,421
Capital Outlay	480	-	-	-
Debt Service	-	-	-	101,341
Interfund Transfers	652,265	446,630	446,380	437,716
<b>Total</b>	<b>\$3,701,364</b>	<b>\$3,338,253</b>	<b>\$3,615,267</b>	<b>\$3,602,918</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 nine 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 by undertaking a balancing act that protected public health, assisted businesses, and enhanced our communications all-around.
- Established a hotline which assisted older adults and disabled individuals impacted that COVID-19 where the City answered over 674 calls for service to vulnerable residents and delivered countless goods and groceries.
- Allowed businesses to utilize public streets, parking spaces, parks to offer outdoor business operations.
- Created a \$250,000 fund to assist local small businesses impacted by COVID-19 by offering loans up to \$10,000.
- Authorized the issuance of Pension Obligation Bonds that aims to achieve savings of up to \$31.8 million over the next 25 years.
- Appointed 13 members and two alternates to a Bruce's Beach Task Force which resulted in the City Council:
  - Supporting the creation of artwork memorializing the history of Bruce's Beach by creating two new plaques at Bruce's Beach and allocate funding to allow installation of a new plaque by December 31, 2021.
  - Authorizing the continuation of the Bruce's Beach webpage on the City website to host the History Subcommittee document; and
  - Approving a statement of acknowledgement, empathy, and condemnation regarding Bruce's Beach.

- Began the “Climate Ready Manhattan Beach,” campaign which among various initiatives, used virtual reality to help residents and visitors better understand the impacts of sea-level rise and their role in implementing climate solutions.
- Adopted a new Parks Master Plan that will chart the course for future park improvements, and develop funding options in the future.

### City Manager

- Through the work of the City’s homeless services provider, interacted with over 153 homeless individuals, placing 37 of those into interim housing, 14 in the State/County sponsored Project Room Key locations, 7 into treatment programs, and 16 in stable housing placements across the beach cities of Manhattan Beach, Hermosa Beach and Redondo Beach.
- Adopted an Ordinance to prohibit the use of city resources for campaign activity, restrict political activity in and on city facilities, add a CPI adjustment to the donation limit, and make campaign finance provisions and definitions consistent with changes in state law.
- Selected a new Information Technology Director.

### City Clerk

- Continued to process contracts during the coronavirus pandemic following the implementation of a pilot electronic signature software program for City contracts and other documents.
- Assisted the Los Angeles County Registrar - Recorder/County Clerk with conducting the November 3, 2020, General Municipal Election by facilitating voter outreach and conveying information to residents.

### City Attorney

- Provided regular reports regarding litigation, lawsuits and claims, including the status of existing and potential litigation, and significant litigation.
- Advised the City on various Emergency Orders and Ordinances to assist the City’s COVID-19 Emergency Response.
- 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
	2018-2019 Actual	2019-2020 Actual	2020-2021 Budget	2020-2021 Estimate	2021-2022 Budget
% - Residents that agree Manhattan Beach is a "good" or "excellent" place to live <sup>1</sup>	87%	100%	90%	No Data	90%
% - Employees that feel "prepared" and "trained" to do their jobs <sup>2</sup>	No Data	75%	75%	No Data	75%
% - Increase of citizens engaging with the City on average via new online engagement tools including social media <sup>3</sup>	26%	25%	15%	50%	15%
% - Regular City Council Meeting Minutes Presented for Approval at Next Regular City Council Meeting	80%	100%	80%	90%	85%
% - Average annual portfolio yield	2.11%	2.08%	2.00%	1.50%	1.25%
Maintain sufficient liquidity to meet operating needs	Yes	Yes	Yes	Yes	Yes
Update and adopt Investment Policy annually	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 2021-22.

<sup>2</sup>The City conducted an in-depth employee survey in the FY 2015-2016. The next measurement will be taken in FY 2021-2022.

<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 2021-2022

- 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.
- Examine the City's long term financial outlook by proactively forecasting expenditures and revenues.
- Evaluate and enhance the City's public safety efforts.



Major Service Delivery Changes

- Enhance the City’s Code Enforcement response by approving the addition of two additional Code Enforcement Officers.

Authorized Full-Time Positions	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
City Councilmembers	5	5	5	5

City Council Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$58,579	\$60,664	\$60,418	<b>\$62,700</b>	3.4%	15.3%
51201 Group Medical Insurance	8,355	8,046	8,604	<b>9,302</b>	15.6%	2.3%
51202 Medicare	797	750	814	<b>495</b>	-34.0%	0.1%
51211 PERS Regular Contributions	2,192	1,922	2,241	<b>2,730</b>	42.0%	0.7%
51213 PERS Regular Net Pension Liab	2,761	2,228	2,154	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$72,685</b>	<b>\$73,610</b>	<b>\$74,231</b>	<b>\$75,227</b>	<b>2.2%</b>	<b>18.3%</b>
52101 Contract Services	\$32,341	\$1,320	\$1,700	<b>\$2,820</b>	113.6%	0.7%
52201 Departmental Supplies	28,171	29,650	5,000	<b>31,150</b>	5.1%	7.6%
52202 Office Supplies	14	-	-	-	-	-
52203 Printing	125	600	600	<b>600</b>	-	0.1%
52204 Postage	92	226	183	<b>93</b>	-58.8%	0.0%
52206 Advertising	7,280	2,750	30,000	<b>4,750</b>	72.7%	1.2%
52301 Training, Conf & Meetings	22,231	30,100	7,500	<b>49,275</b>	63.7%	12.0%
52307 Memberships & Dues	43,882	49,300	49,300	<b>49,800</b>	1.0%	12.1%
52406 Assessments & Taxes	3,798	4,000	3,704	<b>4,000</b>	-	1.0%
52702 Public Service Events	30,726	13,750	-	<b>21,750</b>	58.2%	5.3%
53101 Telephone	792	635	189	<b>803</b>	26.5%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$169,452</b>	<b>\$132,331</b>	<b>\$98,176</b>	<b>\$165,041</b>	<b>24.7%</b>	<b>40.2%</b>
54102 Warehouse Purchases	-	\$250	-	-	-100.0%	-
54104 Information Systems Allocation	\$87,480	92,802	\$92,802	<b>\$99,130</b>	6.8%	24.2%
54108 Building & Ops Allocation	61,655	70,156	70,156	<b>71,000</b>	1.2%	17.3%
<b>Total Internal Services</b>	<b>\$149,135</b>	<b>\$163,208</b>	<b>\$162,958</b>	<b>\$170,130</b>	<b>4.2%</b>	<b>41.5%</b>
<b>Total Operating Expenditures</b>	<b>\$391,272</b>	<b>\$369,149</b>	<b>\$335,365</b>	<b>\$410,398</b>	<b>11.2%</b>	<b>100.0%</b>

Source of Funds

General Fund	\$391,272	\$369,149	\$335,365	<b>\$410,398</b>	<b>11.2%</b>	100.0%
<b>Total Sources</b>	<b>\$391,272</b>	<b>\$369,149</b>	<b>\$335,365</b>	<b>\$410,398</b>	<b>11.2%</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, championing efforts to increase civic engagement efforts and ensuring 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 communications and marketing among the City's departments, media, and the public.*

#### Organizational Leadership and Development

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



## Objectives FY 2021-2022

- Coordinate citywide communications and expand opportunities to communicate with the community, including social media, online platforms and other tools that broaden engagement in the City of Manhattan Beach.
- Facilitate the City Council's actions to address the history of Bruce's Beach.
- Continue efforts to address homelessness locally and regionally by coordinating the beach cities response, training staff and placing individuals in housing.

## Major Service Delivery Changes

- Conduct the education campaign for the public and businesses regarding the prohibition on the sale of all tobacco and electronic smoking devices in the City.
- Reorganized the City Manager's division to centralize all communication and public information initiatives to ensure consistency and promote civic engagement. Costs of the reorganization are partially offset by the elimination of the vacant Legal Secretary position.

	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
<b>Authorized Full-Time Positions</b>				
City Manager	1	1	1	1
Assistant to the City Manager <sup>1</sup>	-	-	-	1
Communications & Civic Engagement Manager <sup>2</sup>	-	-	-	1
Senior Management Analyst <sup>1</sup>	1	1	1	-
Policy & Management Analyst <sup>3</sup>	-	-	-	0.5
Management Analyst <sup>3</sup>	0.5	0.5	0.5	-
Executive Assistant to City Manager <sup>4</sup>	-	-	-	1
Executive Assistant <sup>4</sup>	1	1	1	-
Digital Communications and Graphics Coordinator <sup>5</sup>	-	-	-	1
Marketing and Communications Coordinator <sup>6</sup>	-	-	-	1
Receptionist Clerk <sup>7</sup>	1	1	-	-
<b>Total</b>	<b>4.5</b>	<b>4.5</b>	<b>3.5</b>	<b>6.5</b>

<sup>1</sup> Senior Management Analyst reclassified to Assistant to the City Manager in FY 2021-2022.

<sup>2</sup> Position added in FY 2021-2022; partially offset by vacant Legal Secretary in City Attorney division.

<sup>3</sup> Position split with City Attorney's Office. Reclassified to Policy & Management Analyst in FY 2021-2022.

<sup>4</sup> Position reclassified to Executive Assistant to City Manager in FY 2021-2022.

<sup>5</sup> Position transferred from Parks & Recreation in FY 2021-2022 and reclassified from Graphic Artist.

<sup>6</sup> Position transferred from Parks & Recreation in FY 2021-2022 and reclassified from Recreation Coordinator.

<sup>7</sup> Position transferred to Finance Department in FY 2020-2021.

## Management Services | City Manager

City Manager Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$552,724	\$471,838	\$506,074	\$812,657	72.2%	54.8%
51103 Part Time Employee Salaries	1,891	-	-	-	-	-
51201 Group Medical Insurance	77,725	55,200	65,821	106,125	92.3%	7.2%
51202 Medicare	7,878	6,841	7,284	11,784	72.3%	0.8%
51204 401A Plan City	25,725	25,270	20,427	23,681	-6.3%	1.6%
51205 Contributions to City Pension	27,043	27,043	27,043	-	-100.0%	-
51211 PERS Regular Contributions	48,983	43,742	47,806	72,611	66.0%	4.9%
51213 PERS Regular Net Pension Liab	47,525	50,700	49,014	-	-100.0%	-
51231 Unemployment	420	420	420	200	-52.4%	-
51232 Workers Compensation	59,820	68,100	68,100	1,980	-97.1%	0.1%
<b>Total Salaries &amp; Benefits</b>	<b>\$849,734</b>	<b>\$749,154</b>	<b>\$791,989</b>	<b>\$1,029,038</b>	<b>37.4%</b>	<b>69.4%</b>
52101 Contract Services	\$100,171	\$118,400	\$265,110	\$148,650	25.5%	10.0%
52103 Computer Contract Services	384	-	-	-	-	-
52201 Departmental Supplies	5,363	9,500	6,000	13,700	44.2%	0.9%
52202 Office Supplies	4,299	12,500	2,000	8,000	-36.0%	0.5%
52203 Printing	225	-	-	-	-	-
52204 Postage	50	68	39	50	-26.5%	-
52206 Advertising	22,773	3,000	8,000	4,500	50.0%	0.3%
52301 Training, Conf & Meetings	20,094	8,000	-	22,500	181.3%	1.5%
52304 Employee Awards & Events	4,042	-	-	-	-	-
52307 Memberships & Dues	1,690	100	1,600	4,075	3975.0%	0.3%
52308 Reference Books & Periodicals	110	-	-	-	-	-
52403 City Store Purchases	-	-	-	30,000	-	2.0%
52801 Computers, Supplies & Software	-	-	-	1,000	-	0.1%
53101 Telephone	1,883	1,510	450	1,910	26.5%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$161,084</b>	<b>\$153,078</b>	<b>\$283,199</b>	<b>\$234,385</b>	<b>53.1%</b>	<b>15.8%</b>
54102 Warehouse Purchases	\$31	-	-	-	-	-
54104 Information Systems Allocation	113,724	\$83,493	\$83,493	\$69,330	-17.0%	4.7%
54105 Insurance Allocation	224,400	18,300	18,300	9,540	-47.9%	0.6%
54108 Building & Ops Allocation	36,962	42,058	42,058	42,564	1.2%	2.9%
<b>Total Internal Services</b>	<b>\$375,116</b>	<b>\$143,851</b>	<b>\$143,851</b>	<b>\$121,434</b>	<b>-15.6%</b>	<b>8.2%</b>
<b>Total Operating Expenditures</b>	<b>\$1,385,935</b>	<b>\$1,046,083</b>	<b>\$1,219,039</b>	<b>\$1,384,857</b>	<b>32.4%</b>	<b>93.4%</b>
71107 POB Miscellaneous Principal	-	-	-	\$56,218	-	7.7%
71108 POB Miscellaneous Interest	-	-	-	41,910	-	5.8%
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$98,128</b>	<b>-</b>	<b>13.5%</b>
<b>Total Expenditures</b>	<b>\$1,385,935</b>	<b>\$1,046,083</b>	<b>\$1,219,039</b>	<b>\$1,482,985</b>	<b>41.8%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$1,385,935	\$1,046,083	\$1,219,039	\$1,482,985	41.8%	100.0%
Capital Improvement Fund	-	-	-	-	-	-
<b>Total Sources</b>	<b>\$1,385,935</b>	<b>\$1,046,083</b>	<b>\$1,219,039</b>	<b>\$1,482,985</b>	<b>41.8%</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 2021-2022

- 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.
- Develop a centralized contract management system that integrates all departments with the City’s online public records system.
- Enhance the public records request experience by exploring different public records request systems.

## Major Service Delivery Changes

- 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 and digital signatures across all departments and City vendors.

	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
<b>Authorized Full-Time Positions</b>				
City Clerk	1	1	1	1
Assistant City Clerk <sup>1</sup>	-	-	-	1
Senior Deputy City Clerk <sup>1</sup>	1	1	1	-
Deputy City Clerk	-	1	1	1
Administrative Clerk I/II	1	-	-	-
Management Analyst <sup>2</sup>	0.5	0.5	-	-
<b>Total</b>	<b>3.5</b>	<b>3.5</b>	<b>3.0</b>	<b>3.0</b>

<sup>1</sup>Senior Deputy City Clerk reclassified to Assistant City Clerk in FY 2021-2022.

<sup>2</sup>Position previously split with City Manager’s Office.

1,040 hours are budgeted in FY 2021-2022 for part-time staff.

## Management Services | City Clerk

City Clerk Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$387,957	\$306,255	\$352,501	\$334,359	9.2%	45.9%
51103 Part Time Employee Salaries	21,811	25,449	25,449	25,449	-	3.5%
51104 Overtime Regular Employees	-	-	-	500	-	0.1%
51201 Group Medical Insurance	52,621	38,631	44,045	48,997	26.8%	6.7%
51202 Medicare	5,824	4,968	5,617	5,217	5.0%	0.7%
51204 401A Plan City	15,245	12,215	14,806	14,678	20.2%	2.0%
51211 PERS Regular Contributions	33,482	28,427	31,938	29,787	4.8%	4.1%
51213 PERS Regular Net Pension Liab	29,534	32,949	31,853	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$546,475</b>	<b>\$448,894</b>	<b>\$506,209</b>	<b>\$458,987</b>	<b>2.2%</b>	<b>63.1%</b>
52101 Contract Services	\$56,961	\$32,650	\$32,400	\$42,400	29.9%	5.8%
52103 Computer Contract Services	87,561	161,815	150,000	119,935	-25.9%	16.5%
52104 Elections	869	107,350	100,000	500	-99.5%	0.1%
52201 Departmental Supplies	7,432	2,450	2,450	2,450	-	0.3%
52203 Printing	-	400	400	400	-	-
52204 Postage	142	196	113	144	-26.5%	-
52206 Advertising	7,646	7,000	4,000	7,000	-	1.0%
52301 Training, Conf & Meetings	11,643	4,000	1,500	5,500	37.5%	0.8%
52307 Memberships & Dues	2,238	1,530	1,500	1,630	6.5%	0.2%
52308 Reference Books & Periodicals	22	-	-	-	-	-
52403 City Store Purchases	21,208	-	-	-	-	-
52801 Computers, Supplies & Software	596	-	-	-	-	-
53101 Telephone	890	713	212	902	26.5%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$197,208</b>	<b>\$318,104</b>	<b>\$292,575</b>	<b>\$180,861</b>	<b>-43.1%</b>	<b>24.8%</b>
54104 Information Systems Allocation	\$61,236	\$64,876	\$64,876	\$59,600	-8.1%	8.2%
54108 Building & Ops Allocation	24,641	28,039	28,039	28,376	1.2%	3.9%
<b>Total Internal Services</b>	<b>\$85,877</b>	<b>\$92,915</b>	<b>\$92,915</b>	<b>\$87,976</b>	<b>-5.3%</b>	<b>12.1%</b>
<b>Total Operating Expenditures</b>	<b>\$829,560</b>	<b>\$859,913</b>	<b>\$891,699</b>	<b>\$727,824</b>	<b>-15.4%</b>	<b>100.0%</b>
61203 Computer Equipment & Software	\$480	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$480</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$830,040</b>	<b>\$859,913</b>	<b>\$891,699</b>	<b>\$727,824</b>	<b>-15.4%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$830,040	\$859,913	\$891,699	\$727,824	-15.4%	100.0%
<b>Total Sources</b>	<b>\$830,040</b>	<b>\$859,913</b>	<b>\$891,699</b>	<b>\$727,824</b>	<b>-15.4%</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 2021-2022**

- 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 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 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 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Y/E Est</b>	<b>FY 2022 Adopted</b>	<b>Var from FY 21 Budg</b>	<b>% of Total</b>
51101 Salaries & Allowances	\$7,606	\$7,741	\$7,930	<b>\$12,540</b>	62.0%	27.7%
51201 Group Medical Insurance	21,003	20,502	21,464	<b>23,583</b>	15.0%	52.1%
51202 Medicare	97	105	99	<b>99</b>	-5.7%	0.2%
51211 PERS Regular Contributions	1,049	1,053	733	<b>546</b>	-48.1%	1.2%
51213 PERS Regular Net Pension Liab	552	1,221	1,180	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$30,307</b>	<b>\$30,622</b>	<b>\$31,406</b>	<b>\$36,768</b>	<b>20.1%</b>	<b>81.3%</b>
52103 Computer Contract Services	\$4,070	\$4,274	\$4,274	<b>\$4,274</b>	-	9.5%
52307 Memberships & Dues	95	375	-	<b>375</b>	-	0.8%
52308 Reference Books & Periodicals	-	200	-	<b>200</b>	-	0.4%
52301 Training, Conf & Meetings	909	3,605	-	<b>3,605</b>	-	8.0%
52201 Departmental Supplies	27	-	-	-	-	-
52203 Printing	67	-	-	-	-	-
<b>Total Materials &amp; Services</b>	<b>\$5,168</b>	<b>\$8,454</b>	<b>\$4,274</b>	<b>\$8,454</b>	-	<b>18.7%</b>
<b>Total Operating Expenditures</b>	<b>\$35,475</b>	<b>\$39,076</b>	<b>\$35,680</b>	<b>\$45,222</b>	<b>15.7%</b>	<b>100.0%</b>

**Source of Funds**

General Fund	\$35,475	\$39,076	\$35,680	<b>\$45,222</b>	15.7%	100.0%
<b>Total Sources</b>	<b>\$35,475</b>	<b>\$39,076</b>	<b>\$35,680</b>	<b>\$45,222</b>	<b>15.7%</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 2021-2022

### 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.
- 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 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
Policy & Management Analyst <sup>1</sup>	-	-	-	0.5
Management Analyst <sup>1</sup>	-	-	0.5	-
Legal Secretary <sup>2</sup>	1	1	1	-
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1.5</b>	<b>0.5</b>

<sup>1</sup> Position split with City Manager's Office in FY 2021. Reclassified to Policy & Management Analyst in FY 2022.

<sup>2</sup> Vacant position eliminated in FY 2021-2022 as part of department reorganization.

City Attorney Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	-	\$115,206	\$46,035	<b>\$46,743</b>	-59.4%	5.0%
51201 Group Medical Insurance	-	25,274	11,121	<b>11,697</b>	-53.7%	1.3%
51202 Medicare	-	1,637	660	<b>678</b>	-58.6%	0.1%
51204 401A Plan City	-	1,928	2,053	<b>2,085</b>	8.1%	0.2%
51211 PERS Regular Contributions	-	11,016	4,412	<b>4,217</b>	-61.7%	0.5%
51213 PERS Regular Net Pension Liab	\$7,347	12,768	12,343	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$7,347</b>	<b>\$167,829</b>	<b>\$76,624</b>	<b>\$65,420</b>	<b>-61.0%</b>	<b>7.0%</b>
52101 Contract Services	\$69,073	\$24,000	\$10,000	<b>\$24,000</b>	-	2.6%
52107 Legal Services	936,315	785,000	1,000,000	<b>785,000</b>	-	84.1%
52201 Departmental Supplies	524	-	-	-	-	-
52203 Printing	65	-	-	-	-	-
52204 Postage	79	74	63	<b>81</b>	9.5%	0.0%
52801 Computers, Supplies & Software	2,512	-	-	-	-	-
53101 Telephone	590	473	141	<b>599</b>	26.6%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$1,009,158</b>	<b>\$809,547</b>	<b>\$1,010,204</b>	<b>\$809,680</b>	<b>0.0%</b>	<b>86.8%</b>
54104 Information Systems Allocation	\$17,496	\$18,617	\$18,617	<b>\$29,800</b>	60.1%	3.2%
54108 Building & Ops Allocation	24,641	28,039	28,039	<b>28,376</b>	1.2%	3.0%
<b>Total Internal Services</b>	<b>\$42,137</b>	<b>\$46,656</b>	<b>\$46,656</b>	<b>\$58,176</b>	<b>24.7%</b>	<b>6.2%</b>
<b>Total Operating Expenditures</b>	<b>\$1,058,642</b>	<b>\$1,024,032</b>	<b>\$1,133,484</b>	<b>\$933,276</b>	<b>-8.9%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$1,058,642	\$1,024,032	\$1,133,484	<b>\$933,276</b>	-8.9%	100.0%
<b>Total Sources</b>	<b>\$1,058,642</b>	<b>\$1,024,032</b>	<b>\$1,133,484</b>	<b>\$933,276</b>	<b>-8.9%</b>	<b>100.0%</b>

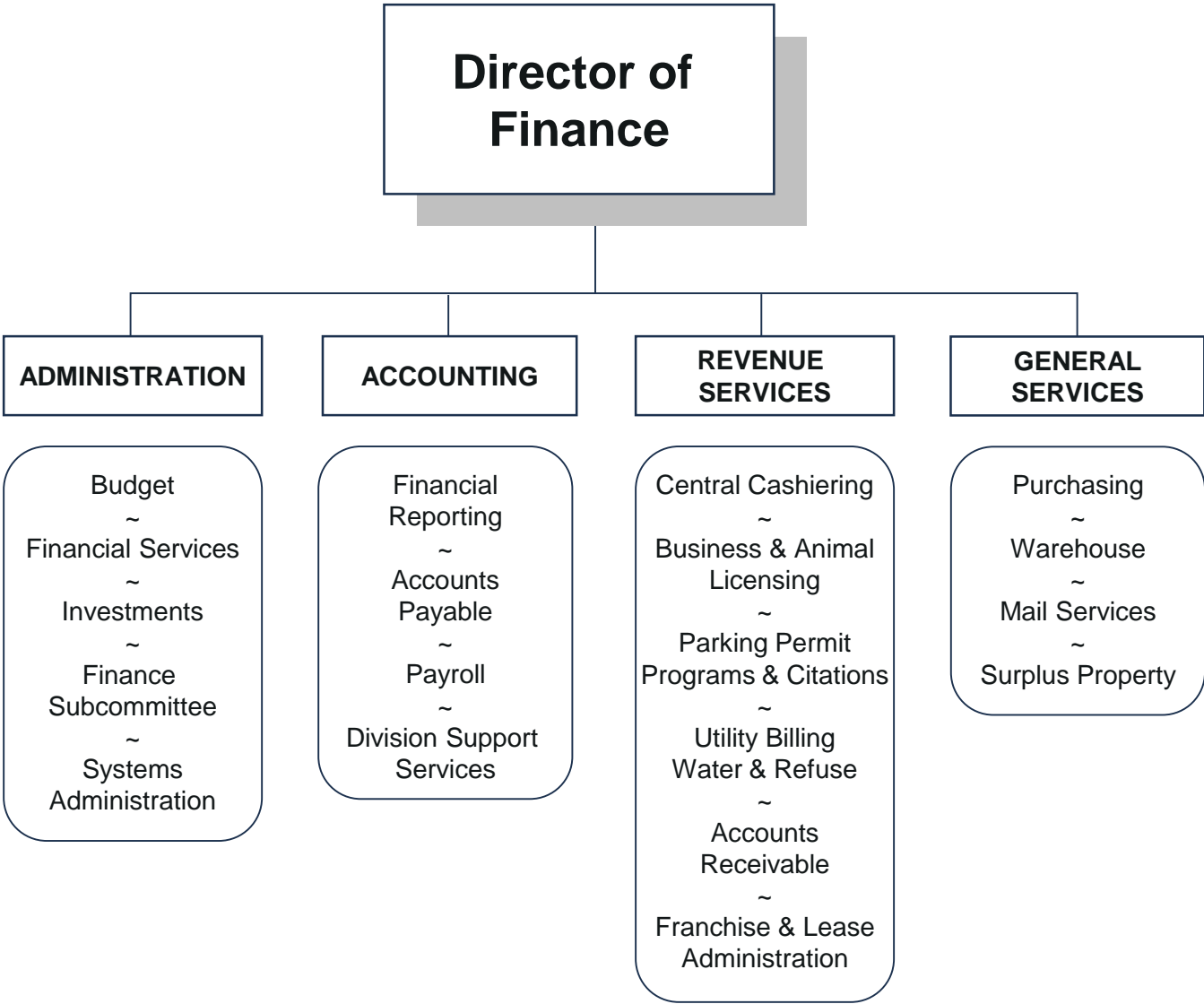


# Finance



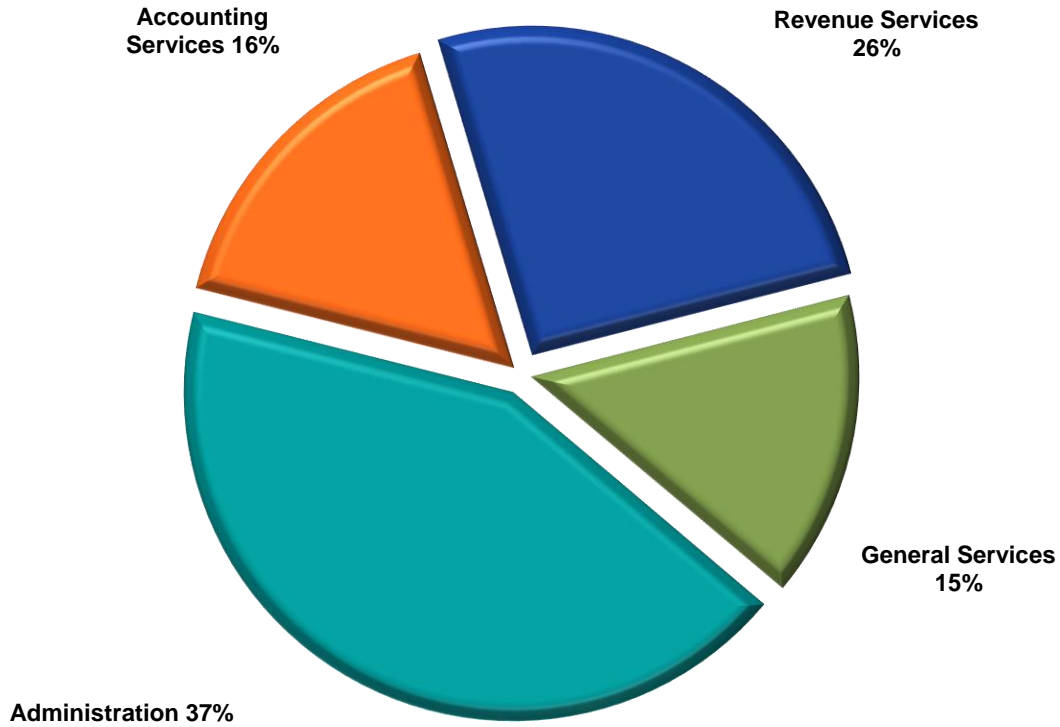


# City of Manhattan Beach Finance Department



# Finance Department

FY 2021-22  
Department Expenditure by Program

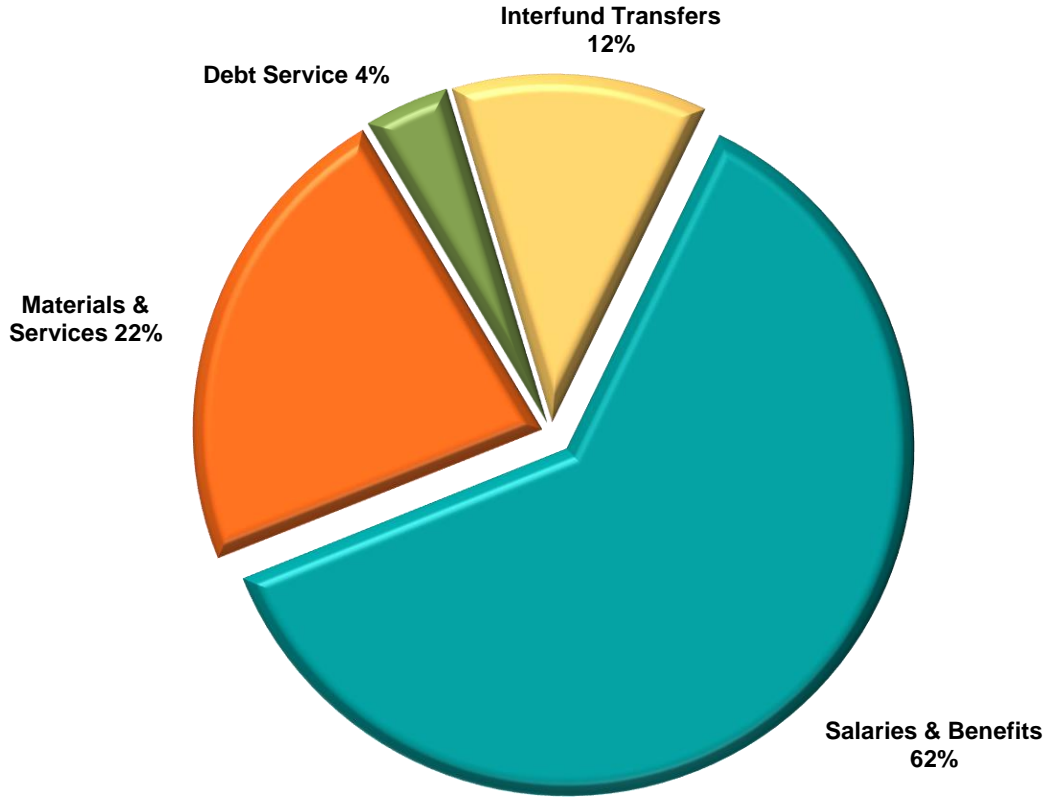


Program Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Administration	\$1,352,212	\$1,377,894	\$1,592,215	\$1,718,557
Accounting Services	761,219	755,529	744,176	660,570
Revenue Services	885,693	1,050,775	939,326	1,029,268
General Services	676,528	709,133	647,768	606,853
<b>Total</b>	<b>\$3,675,653</b>	<b>\$3,893,331</b>	<b>\$3,923,485</b>	<b>\$4,015,248</b>
<b>Full-Time Positions</b>	<b>18</b>	<b>19</b>	<b>19</b>	<b>18</b>

# Finance Department

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**FY 2021-22  
Department Expenditure by Category**



Category Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Salaries & Benefits	\$2,523,360	\$2,591,091	\$2,561,322	\$2,477,666
Materials & Services	757,018	836,640	899,573	902,339
Debt Service	-	-	-	158,272
Interfund Transfers	395,275	465,600	462,590	476,971
<b>Total</b>	<b>\$3,675,653</b>	<b>\$3,893,331</b>	<b>\$3,923,485</b>	<b>\$4,015,248</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, cashing and utility billing. These services are provided through the following department functions:

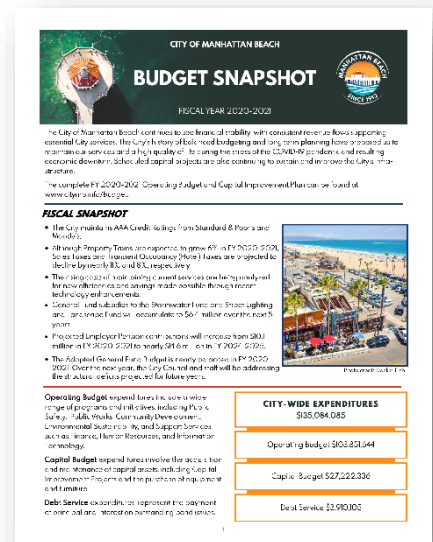
- Budget and Accounting
- Purchasing
- Revenue Services
- Business Licensing
- Water and Wastewater Billing

The City recently had its “AAA” issuer credit rating re-affirmed by Standard and Poor’s, an achievement maintained by few California cities. 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 eighteen full-time professionals.

**Recent Accomplishment Highlights**

- Coordinated issuance of Pension Obligation Bonds to replace the City’s CalPERS Pension Unfunded Liability payments with level debt service payments for potential long-term budgetary savings of \$39.4 million.
- Achieved re-affirmation of City’s “AAA” issuer credit rating from Standard and Poor’s.
- Implemented new Enterprise Resource Planning (ERP) Munis Financial System to replace previous software at the end of its useful life.
- Created the process and criteria for a COVID Small Business Loan program per City Council direction. Staff reviewed applications and issued loans to eligible businesses.
- Continued enhanced budget outreach efforts to obtain community input earlier in the budget process by disseminating a budget survey during the month of February 2021. Survey results are available at [www.citymb.info/Budget](http://www.citymb.info/Budget).
- Received GFOA’s Distinguished Budget Presentation Award and the Award for Budget Excellence issued by the California Society of Municipal Finance Officers (CSMFO) for the City’s FY 2020-2021 Budget document.



## Finance Department

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- Received the Certificate of Achievement for Excellence in Financial Reporting issued by the Government Finance Officers Association (GFOA).
- Initiated the implementation of a payroll and timekeeping system that integrates with the new ERP Financial software.
- Continued to serve the community and internal customers through extraordinary circumstances.
- Implemented new User Fees and Comprehensive Cost Allocation Plan on July 1, 2020.
- Completed integration with existing Tyler Cashiering system, which required the creation of a new charge code structure for the Accounts Receivable Module within Munis Financials system.
- Completed integration of Community Development Energov permitting solution and Munis Financials system and launched Bridgepay portal to receive online payments through Energov's customer self-service portal.
- Completed extensions for Tobacco Retailer Hardship exemptions.
- Implemented parking meter rate increases in the City lots and streets as approved by City Council in September 2020. Also, implemented meter rate increases approved by City Council in March 2021 in the County and State lots within the coastal zones following approval from the California Coastal Commission.
- In conjunction with Measure A ballot measure approved by voters in 2019, implemented Transient Occupancy Tax rate increase from 10% to 12%.
- Initiated a citywide eProcurement solution for all goods and services.
- Ensured that Finance staff have completed required FEMA EOC training.
- Acquired goods and services needed for Covid-19 response and submitted applications to FEMA for reimbursements.

Performance Measures

Indicator	Prior Year Actuals				Target
	2018-2019 Actual	2019-2020 Actual	2020-2021 Budget	2020-2021 Estimate	2021-2022 Budget
Maintain AAA/Aaa GO Bond Rating	Yes	Yes	Yes	Yes	Yes
Attain an Unmodified audit opinion	Yes	Yes	Yes	Yes	Yes
Attain CSMFO and GFOA Budget Awards (Biennial awards received in FY2016-2017 for 2016-2018 and FY2018-2019 for 2018-2020.)	Yes	N/A	Yes	Yes	Yes
Attain GFOA Annual Financial Reporting Achievement	Yes	Yes	Yes	Yes	Yes
% - Monthly collection rate on residential utility bill	96%	97%	97%	97%	97%
% - Bi-monthly auto debit utility payments processed through Electronic Bill Presentment Payment (EBPP) Program	38%	39%	41%	43%	47%
% - Bi-monthly Electronic Bill Presentment Payment (EBPP) Program paperless customers	30%	35%	34%	40%	43%
% - Process purchase requests (<\$20k) w/in 5 business days	83%	94%	85%	92%	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 2021-2022

- 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 other Funds by evaluating potential revenue enhancements and grant opportunities
- Maintain City-wide ERP financial system; collaborate with all departments to integrate existing City systems, improve workflow efficiencies and enhance financial data reporting

## Major Service Delivery Changes

Significant service delivery enhancements have occurred with the implementation of the new ERP software, including improved financial reporting, and a better-quality user interface. The Administration division has been coordinating the project for the department and assisting other divisions to ensure that core modules are implemented successfully and on schedule. In addition to transferring data to the new software, the division has been working with other departments to develop queries, processes, and reports utilizing the new system to provide real-time information.

The Finance Department was reorganized in 2021 after the retirement of two long-term employees (one due to the Early Retirement Incentive) and the number of division managers was reduced from three to two. The Financial Controller position now oversees the Accounting and Purchasing divisions, with the assistance of division leads now titled Accounting Supervisor (upgraded Senior Accountant in FY 2020-2021) and Purchasing Supervisor (offset by eliminated Purchasing Manager). The Senior Financial Analyst position was reclassified to Financial Services Manager in FY 2020-2021 and now oversees the Budget and Revenue Services functions. The vacant Revenue Services Manager was eliminated in lieu of a Revenue Services Supervisor and the Revenue Services Specialist was re-activated in lieu of the elimination of one Account Services Representative I/II due to the Early Retirement Incentive. The Department reorganization has increased efficiencies and communications within the divisions while also resulting in a net savings of \$79,546.

## Finance Department | Administration

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<b>Authorized Full-Time Positions</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Director	1	1	1	1
Financial Services Manager <sup>1</sup>	-	-	-	1
Senior Financial Analyst <sup>1</sup>	1	1	1	-
Management Analyst	1	1	1	1
Executive Assistant	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

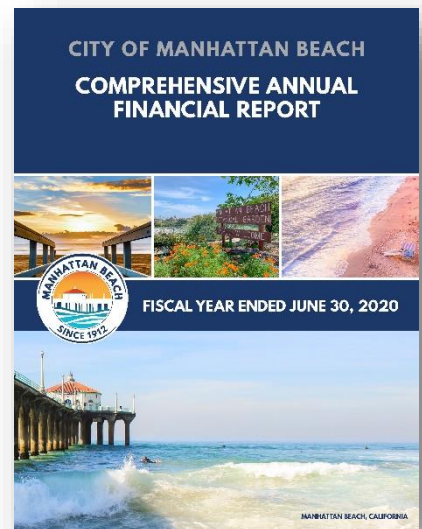
<sup>1</sup>Senior Financial Analyst reclassified to Financial Services Manager in Department reorganization.

## Finance Department | Administration

Administration Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$474,251	\$448,908	\$484,957	\$466,421	3.9%	50.0%
51110 Supplemental Pension Plan	22,327	23,000	15,592	13,228	-42.5%	1.4%
51111 Single Highest Year Plan	51,473	56,000	29,362	20,452	-63.5%	2.2%
51114 Fire Retiree's Health Ins	22,524	26,000	22,677	23,000	-11.5%	2.5%
51115 Police Retiree's Health Plan	101,047	87,000	94,661	95,000	9.2%	10.2%
51116 Misc Retirees Health Plan	35,527	49,000	41,576	45,000	-8.2%	4.8%
51201 Group Medical Insurance	53,330	44,499	63,511	68,177	53.2%	7.3%
51202 Medicare	6,703	6,648	6,947	6,763	1.7%	0.7%
51204 401A Plan City	16,969	16,757	17,382	17,117	2.1%	1.8%
51205 Contributions to City Pension	1,740	1,740	1,740	650	-62.6%	0.1%
51211 PERS Regular Contributions	40,635	41,426	44,803	41,596	0.4%	4.5%
51213 PERS Regular Net Pension Liab	31,651	48,016	46,419	-	-100.0%	-
51231 Unemployment	420	420	420	200	-52.4%	0.0%
51232 Workers Compensation	44,520	24,060	24,060	136,140	465.8%	14.6%
<b>Total Salaries &amp; Benefits</b>	<b>\$903,115</b>	<b>\$873,474</b>	<b>\$894,107</b>	<b>\$933,744</b>	<b>6.9%</b>	<b>54.5%</b>
52101 Contract Services	\$4,202	\$4,510	\$4,510	\$4,510	-	0.5%
52103 Computer Contract Services	2,500	-	-	-	-	-
52201 Departmental Supplies	2,298	1,700	1,700	2,300	35.3%	0.2%
52202 Office Supplies	7,063	10,500	4,000	7,000	-33.3%	0.8%
52203 Printing	2,790	3,800	3,868	3,800	-	0.4%
52206 Advertising	-	800	400	450	-43.8%	0.0%
52301 Training, Conf & Meetings	4,406	3,950	1,780	3,250	-17.7%	0.3%
52304 Employee Awards & Events	414	600	600	600	-	0.1%
52307 Memberships & Dues	835	1,315	1,315	1,315	-	0.1%
52308 Reference Books & Periodicals	20	100	100	50	-50.0%	0.0%
52404 Bank Service Charge	160,283	160,000	263,995	291,061	81.9%	31.2%
52711 UAD Loan Program	1,798	-	-	-	-	-
52713 City Issued Loans	-	-	100,000	-	-	-
52801 Computers, Supplies & Software	710	-	-	-	-	-
53101 Telephone	986	791	236	1,000	26.4%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$188,305</b>	<b>\$188,066</b>	<b>\$382,504</b>	<b>\$315,336</b>	<b>67.7%</b>	<b>18.4%</b>
54102 Warehouse Purchases	\$899	\$1,500	\$750	\$750	-50.0%	0.1%
54104 Information Systems Allocation	43,740	58,106	58,106	59,600	2.6%	6.4%
54105 Insurance Allocation	6,600	18,300	18,300	9,540	-47.9%	1.0%
54108 Building & Ops Allocation	209,554	238,448	238,448	241,315	1.2%	25.9%
<b>Total Internal Services</b>	<b>\$260,792</b>	<b>\$316,354</b>	<b>\$315,604</b>	<b>\$311,205</b>	<b>-1.6%</b>	<b>18.2%</b>
<b>Total Operating Expenditures</b>	<b>\$1,352,212</b>	<b>\$1,377,894</b>	<b>\$1,592,215</b>	<b>\$1,560,285</b>	<b>13.2%</b>	<b>91.1%</b>
71107 POB Miscellaneous Principal	-	-	-	\$87,799	-	9.4%
71108 POB Miscellaneous Interest	-	-	-	65,454	-	7.0%
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$153,253</b>	<b>-</b>	<b>8.9%</b>
<b>Total Expenditures</b>	<b>\$1,352,212</b>	<b>\$1,377,894</b>	<b>\$1,592,215</b>	<b>\$1,713,538</b>	<b>24.4%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$1,117,517	\$1,136,894	\$1,388,347	\$1,516,858	33.4%	88.5%
Capital Improvement Fund	1,798	-	-	-	-	-
Pension Trust	232,897	241,000	203,868	196,680	-18.4%	11.5%
<b>Total Sources</b>	<b>\$1,352,212</b>	<b>\$1,377,894</b>	<b>\$1,592,215</b>	<b>\$1,713,538</b>	<b>24.4%</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 20 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 2021-2022

- Implement a new timekeeping and payroll system that integrates with the City's new financial system
- Assist with implementation of Enterprise Asset Management (EAM) solution in relation to capital assets
- 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 due to the implementation of new ERP modules
- Evaluate and revise processes of the newly implemented financial modules for efficiency

<b>Authorized Full-Time Positions</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Financial Controller	1	1	1	1
Accounting Supervisor	-	-	1	1
Senior Accountant	1	1	-	-
Accountant	2	2	2	2
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

1,837 hours are budgeted in FY 2021-2022 for part-time staff.

<b>Accounting Object Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Y/E Est</b>	<b>FY 2022 Adopted</b>	<b>Var from FY 21 Budg</b>	<b>% of Total</b>
51101 Salaries & Allowances	\$437,548	\$423,847	\$429,086	<b>\$366,456</b>	-13.5%	39.3%
51103 Part Time Employee Salaries	51,646	50,085	50,085	<b>52,577</b>	5.0%	5.6%
51104 Overtime Regular Employees	-	1,000	100	-	-100.0%	-
51201 Group Medical Insurance	51,535	48,703	48,134	<b>61,449</b>	26.2%	6.6%
51202 Medicare	4,352	4,215	4,606	<b>6,076</b>	44.2%	0.7%
51204 401A Plan City	15,520	15,222	14,664	<b>16,229</b>	6.6%	1.7%
51211 PERS Regular Contributions	42,111	41,883	41,951	<b>37,603</b>	-10.2%	4.0%
51213 PERS Regular Net Pension Liab	37,483	43,790	42,333	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$640,194</b>	<b>\$628,745</b>	<b>\$630,959</b>	<b>\$540,390</b>	<b>-14.1%</b>	<b>81.8%</b>
52101 Contract Services	\$18,649	\$11,000	\$11,000	<b>\$11,000</b>	-	1.2%
52102 Audit Services	56,690	57,000	53,310	<b>57,000</b>	-	6.1%
52201 Departmental Supplies	1,949	1,800	1,800	<b>1,800</b>	-	0.2%
52203 Printing	389	500	560	<b>600</b>	20.0%	0.1%
52204 Postage	4,418	6,083	3,521	<b>4,476</b>	-26.4%	0.5%
52206 Advertising	308	400	480	<b>400</b>	-	0.0%
52301 Training, Conf & Meetings	1,992	8,100	1,200	<b>2,450</b>	-69.8%	0.3%
52304 Employee Awards & Events	48	-	-	-	-	-
52307 Memberships & Dues	485	520	520	<b>520</b>	-	0.1%
52308 Reference Books & Periodicals	50	1,100	1,100	<b>1,100</b>	-	0.1%
53101 Telephone	986	791	236	<b>1,000</b>	26.4%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$85,964</b>	<b>\$87,294</b>	<b>\$73,727</b>	<b>\$80,346</b>	<b>-8.0%</b>	<b>12.2%</b>
54102 Warehouse Purchases	\$69	-	-	-	-	-
54104 Information Systems Allocation	34,992	\$39,490	\$39,490	<b>\$39,834</b>	0.9%	4.3%
<b>Total Internal Services</b>	<b>\$35,061</b>	<b>\$39,490</b>	<b>\$39,490</b>	<b>\$39,834</b>	<b>0.9%</b>	<b>6.0%</b>
<b>Total Operating Expenditures</b>	<b>\$761,219</b>	<b>\$755,529</b>	<b>\$744,176</b>	<b>\$660,570</b>	<b>-12.6%</b>	<b>100.0%</b>

**Source of Funds**

General Fund	\$761,219	\$755,529	\$744,176	<b>\$660,570</b>	-12.6%	100.0%
<b>Total Sources</b>	<b>\$761,219</b>	<b>\$755,529</b>	<b>\$744,176</b>	<b>\$660,570</b>	<b>-12.6%</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, 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 cashing 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 2021-2022

- Maintain department efficiency through automation and technology
- 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
- Implement Business License Module of new ERP System
- Begin implementation of Utility Billing Module of new ERP System
- Set up a Citizen Self Service portal through Munis for online payments to Licensing, Utility Billing and Accounts receivable

## Major Service Delivery Changes

With the advent of the pandemic, staff was tasked with maintaining the same standards of service while working remotely and increasingly utilizing digital means to provide customer solutions. Additionally, the division identified increased efficiencies by transitioning payment processing for water billing to an offsite contractor, freeing staff to focus on other tasks.



<b>Authorized Full-Time Positions</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Revenue Services Manager <sup>1</sup>	1	1	1	-
Revenue Services Supervisor <sup>2</sup>	-	-	-	1
Revenue Services Specialist	1	1	1	1
Account Services Representative I/II <sup>3</sup>	-	5	5	4
Account Services Representative I	5	-	-	-
Receptionist Clerk <sup>4</sup>	-	-	1	1
<b>Total</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>7</b>

<sup>1</sup> Vacant Revenue Services Manager eliminated.

<sup>2</sup> Revenue Services Supervisor added as part of Department Reorganization.

<sup>3</sup> Account Services Representative I/II eliminated due to Early Retirement Incentive.

<sup>4</sup> Position transferred from Management Services Department in FY 2020-2021.

1,500 hours are budgeted in FY 2021-2022 for part-time staff.

<b>Revenue Services Object Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Y/E Est</b>	<b>FY 2022 Adopted</b>	<b>Var from FY 21 Budg</b>	<b>% of Total</b>
51101 Salaries & Allowances	\$373,565	\$418,808	\$391,832	<b>\$458,906</b>	9.6%	49.2%
51103 Part Time Employee Salaries	28,330	46,829	43,000	<b>44,787</b>	-4.4%	4.8%
51104 Overtime Regular Employees	8,534	8,367	3,400	<b>4,689</b>	-44.0%	0.5%
51201 Group Medical Insurance	95,869	115,621	96,830	<b>110,623</b>	-4.3%	11.9%
51202 Medicare	5,649	6,549	6,005	<b>7,302</b>	11.5%	0.8%
51204 401A Plan City	3,025	3,859	2,144	<b>3,856</b>	-0.1%	0.4%
51211 PERS Regular Contributions	31,389	41,301	37,231	<b>45,469</b>	10.1%	4.9%
51213 PERS Regular Net Pension Liab	42,634	55,499	53,652	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$588,995</b>	<b>\$696,833</b>	<b>\$634,094</b>	<b>\$675,632</b>	<b>-3.0%</b>	<b>65.6%</b>
52101 Contract Services	\$106,484	\$127,270	\$116,720	<b>\$127,220</b>	-0.0%	13.6%
52103 Computer Contract Services	84,490	100,850	95,000	<b>100,000</b>	-0.8%	10.7%
52201 Departmental Supplies	3,925	4,750	3,000	<b>4,750</b>	-	0.5%
52203 Printing	5,148	6,305	4,960	<b>6,347</b>	0.7%	0.7%
52204 Postage	29,994	39,484	14,422	<b>30,384</b>	-23.0%	3.3%
52206 Advertising	451	450	300	<b>300</b>	-33.3%	0.0%
52301 Training, Conf & Meetings	2,663	3,350	595	<b>1,950</b>	-41.8%	0.2%
52307 Memberships & Dues	100	360	100	<b>360</b>	-	0.0%
53101 Telephone	1,578	1,264	376	<b>1,601</b>	26.7%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$234,833</b>	<b>\$284,083</b>	<b>\$235,473</b>	<b>\$272,912</b>	<b>-3.9%</b>	<b>26.5%</b>
54102 Warehouse Purchases	\$629	\$750	\$650	<b>\$750</b>	-	0.1%
54104 Information Systems Allocation	61,236	69,109	69,109	<b>79,974</b>	15.7%	8.6%
<b>Total Internal Services</b>	<b>\$61,865</b>	<b>\$69,859</b>	<b>\$69,759</b>	<b>\$80,724</b>	<b>15.6%</b>	<b>7.8%</b>
<b>Total Expenditures</b>	<b>\$885,693</b>	<b>\$1,050,775</b>	<b>\$939,326</b>	<b>\$1,029,268</b>	<b>-2.0%</b>	<b>100.0%</b>

#### Source of Funds

General Fund	\$885,693	\$1,050,775	\$939,326	<b>\$1,029,268</b>	-2.0%	100.0%
<b>Total Sources</b>	<b>\$885,693</b>	<b>\$1,050,775</b>	<b>\$939,326</b>	<b>\$1,029,268</b>	<b>-2.0%</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 2021-2022

- Continue work on improving timing of renewal and re-solicitation of contracts to ensure routine contracts are current by utilizing the new eProcurement software
- Continue training of staff on new eProcurement software and specification writer, enabling a more efficient and streamlined bidding process
- Evaluate and revise procedures of the new ERP system to encourage a more efficient contract, purchase order, and purchase card process
- Implement the Enterprise Asset Management (EAM) module of the ERP system for warehouse inventory and fixed assets
- Maintain efforts on FEMA reimbursements
- Carry through on cost effective sourcing of personal protective equipment due to the demand caused by the pandemic

Authorized Full-Time Positions	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
Purchasing Manager <sup>1</sup>	1	1	1	-
Purchasing Supervisor <sup>2</sup>	-	-	-	1
General Services Coordinator	1	1	1	1
Purchasing Assistant	-	1	1	1
Purchasing Clerk	1	-	-	-
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

<sup>1</sup> Purchasing Manager eliminated due to Early Retirement Incentive.

<sup>2</sup> Purchasing Supervisor added as part of Department reorganization.

960 hours are budgeted in FY 2021-2022 for part-time staff.

## Finance Department | General Services

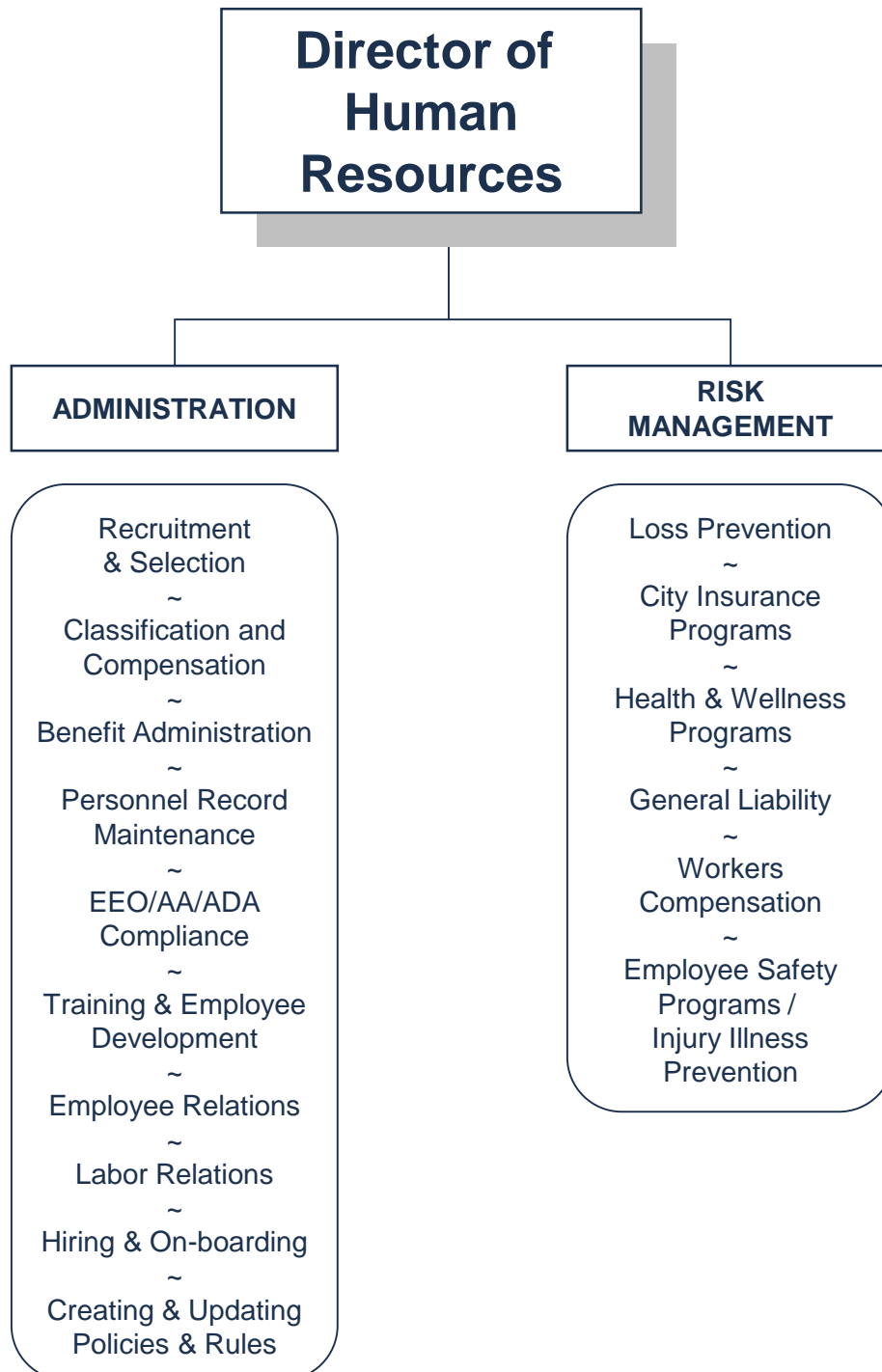
General Services Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$277,156	\$265,631	\$277,629	\$229,113	-13.7%	24.5%
51103 Part Time Employee Salaries	6,812	13,354	14,600	18,240	36.6%	2.0%
51104 Overtime Regular Employees	2,299	4,150	3,000	2,076	-50.0%	0.2%
51201 Group Medical Insurance	44,438	46,107	42,510	50,300	9.1%	5.4%
51202 Medicare	4,034	3,841	4,167	3,586	-6.6%	0.4%
51204 401A Plan City	6,032	5,916	6,006	3,809	-35.6%	0.4%
51211 PERS Regular Contributions	24,837	24,566	26,723	20,776	-15.4%	2.2%
51213 PERS Regular Net Pension Liab	25,446	28,474	27,527	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$391,055</b>	<b>\$392,039</b>	<b>\$402,162</b>	<b>\$327,900</b>	<b>-16.4%</b>	<b>54.0%</b>
52101 Contract Services	\$121,847	\$167,542	\$94,240	\$117,600	-29.8%	12.6%
52201 Departmental Supplies	1,580	550	550	700	27.3%	0.1%
52204 Postage	929	1,278	740	941	-26.4%	0.1%
52205 Uniforms/Safety Equipment	696	1,290	1,470	1,690	31.0%	0.2%
52208 Automotive Parts	29,800	25,000	25,000	25,000	-	2.7%
52301 Training, Conf & Meetings	322	-	-	1,024	-	0.1%
52307 Memberships & Dues	666	585	585	585	-	0.1%
52401 Warehouse Inventory Purchases	90,888	80,000	85,000	85,000	6.3%	9.1%
53101 Telephone	1,188	952	284	1,205	26.6%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$247,916</b>	<b>\$277,197</b>	<b>\$207,869</b>	<b>\$233,745</b>	<b>-15.7%</b>	<b>38.5%</b>
54102 Warehouse Purchases	\$4,325	\$10,280	\$8,120	\$8,080	-21.4%	0.9%
54104 Information Technology Allocation	26,244	29,617	29,617	30,104	1.6%	3.2%
54106 Insurance Allocation	5,052	-	-	5,050	-	0.5%
54107 Building & Operations Allocation	1,935	-	-	1,974	-	0.2%
<b>Total Internal Services</b>	<b>\$37,557</b>	<b>\$39,897</b>	<b>\$37,737</b>	<b>\$45,208</b>	<b>13.3%</b>	<b>7.4%</b>
<b>Total Operating Expenditures</b>	<b>\$676,528</b>	<b>\$709,133</b>	<b>\$647,768</b>	<b>\$606,853</b>	<b>-14.4%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$456,629	\$465,631	\$474,768	\$400,453	-14.0%	66.0%
Building Maintenance & Operations Fund	219,898	243,502	173,000	206,400	-15.2%	34.0%
<b>Total Sources</b>	<b>\$676,528</b>	<b>\$709,133</b>	<b>\$647,768</b>	<b>\$606,853</b>	<b>-14.4%</b>	<b>100.0%</b>



# Human Resources

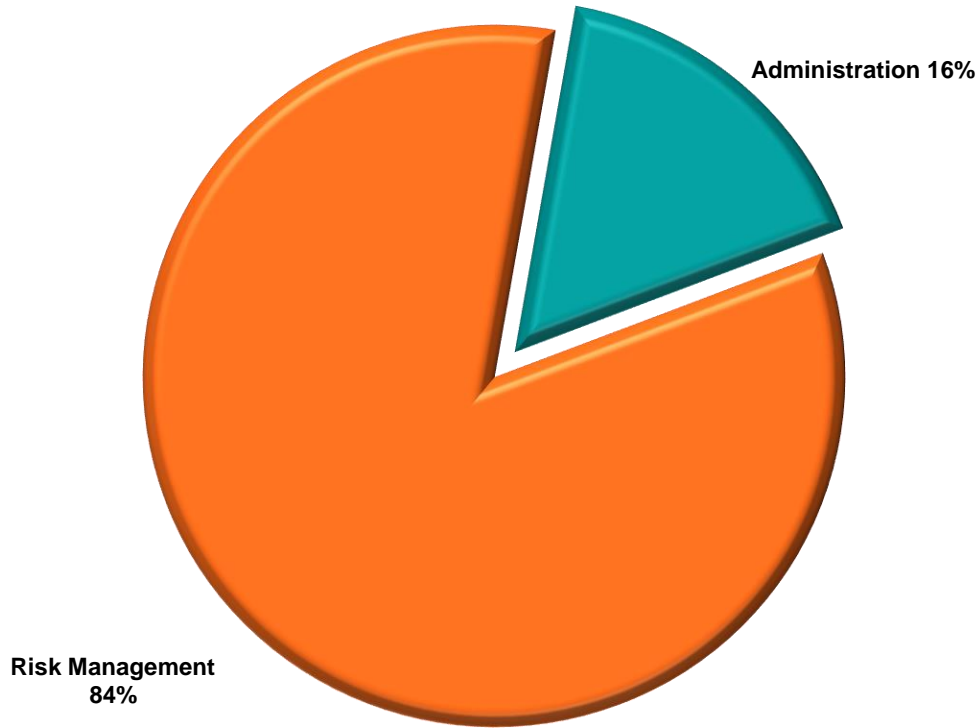


# City of Manhattan Beach Human Resources Department



# Human Resources Department

FY 2021-22  
Department Expenditure by Program

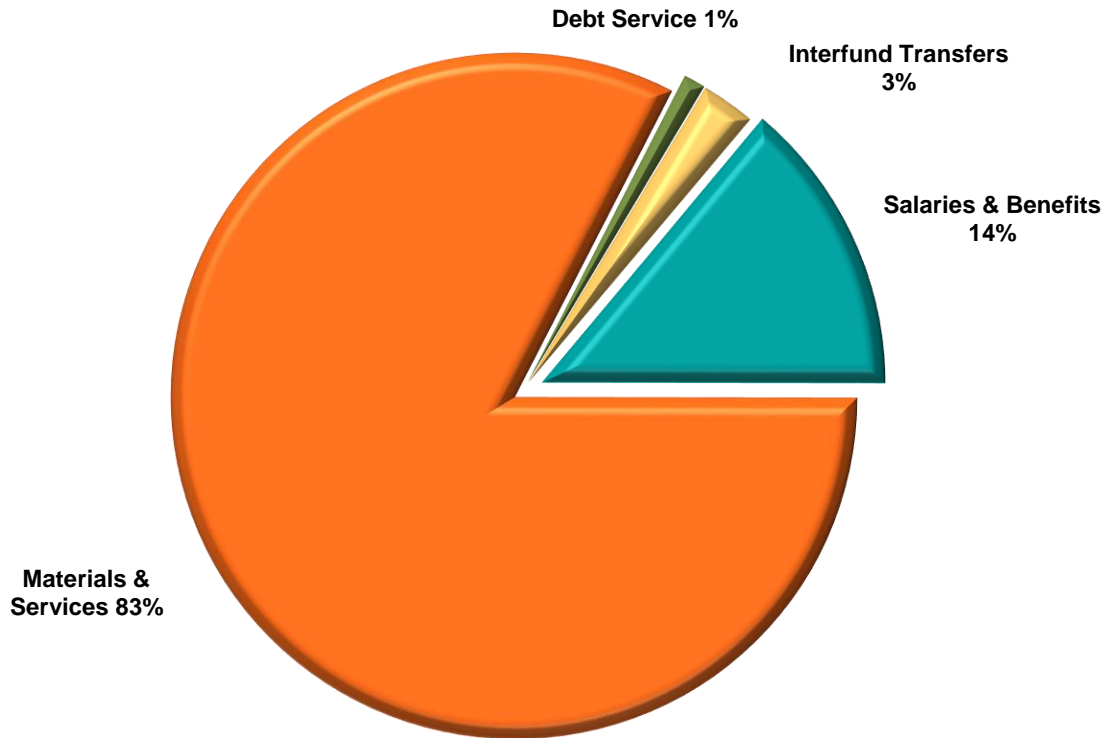


Program Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Administration	\$1,149,060	\$1,179,070	\$1,289,696	\$1,417,998
Risk Management	6,459,294	6,746,975	6,956,285	7,180,533
<b>Total</b>	<b>\$7,608,353</b>	<b>\$7,926,045</b>	<b>\$8,245,981</b>	<b>\$8,598,531</b>
<b>Full-Time Positions</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>



# Human Resources Department

FY 2021-22  
Department Expenditure by Category



Category Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Salaries & Benefits	\$1,122,131	\$1,139,742	\$1,222,676	\$1,196,743
Materials & Services	6,276,028	6,570,275	6,807,377	7,095,912
Debt Service	-	-	-	88,321
Interfund Transfers	210,194	216,028	215,928	217,555
<b>Total</b>	<b>\$7,608,353</b>	<b>\$7,926,045</b>	<b>\$8,245,981</b>	<b>\$8,598,531</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. The Human Resources and Risk Management divisions work 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 Fire Management labor group
- In collaboration with the Payroll Division of Finance and the Information Technology Department, began implementation of the HR/Payroll module of the ERP
- Completed training on mandatory harassment prevention training to supervisory and managerial staff members
- As part of the Emergency Operations Center/pandemic response and in conjunction with Citywide departments and committees, spearheaded the creation of the Employee Care and Outreach unit to encourage continued engagement and productivity from a newly remote workforce. As part of this effort, provided staff with various remote health and wellness trainings and support sessions.
- Initiated a policy and procedure to encourage flexible workplace arrangements for employees while continuing to provide high quality municipal services in a remote way.
- Supported the implementation of weekly/biweekly virtual All Hands Meetings with the City Manager throughout the duration of the pandemic.
- Collaborated with the Citywide Safety and Security Committee and Emergency Operations Center (EOC) Safety Team during the COVID-19 pandemic to implement federal, state, and local safety related protocols.
- Coordinated COVID-19 testing and vaccinations for staff.
- Recruited and on-boarded key executive-level recruitment (Fire Chief)
- Implemented a comprehensive web-based recruitment and selection software (NEOGOV) to automate manual processes.
- Provided staff working onsite during the pandemic the opportunity to receive flu vaccinations.
- Completed implementation of contracted insurance tracking and management solution.



## Performance Measures

Indicator	Prior Year Actuals				Target
	2018-2019 Actual	2019-2020 Actual	2020-2021 Budget	2020-2021 Estimate	2021-2022 Budget
# - Leadership Development Training per year	8	5	5	5	5
% - New Employee onboarding follow up	80%	100%	100%	N/A	80%
% - Complete recruitment process in 75 business days	82%	80%	90%	50%	75%
% - Employee Performance Reviews Completed	51%	80%	80%	50%	80%
# - Workers' Comp Claims Days Lost	1,162	600	1,100	600	1,000
% - Wellness program participation	52%	50%	50%	50%	50%
# - Liability claims average days open	156	200	200	200	200

## Program Overview

The Human Resources Administration Division leads employee communication and engagement 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 2021-2022

- Continue to complete comprehensive update to modernize the City’s rules, policies, procedures and handbook for employees to utilize as a resources
- Work with City leadership to determine work methods, online services to the public and flexible working arrangements to continue into the future in order to support a user friendly online customer experience for the public while retaining a committed and engaged City workforce
- Continue to expand staff development by providing a comprehensive suite of training, professional development and leadership development
- Coordinate City-wide mandatory harassment prevention training to all non-supervisory employees
- Negotiate collective bargaining agreements with all bargaining units
- Re-start the assessment of classification and compensation structure for part-time employees which was on hold due to COVID-19 pandemic
- Continue to collaborate with Finance Department in completing implementation of the new ERP system

<b>Authorized Full-Time Positions</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 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

Administration Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$457,454	\$484,008	\$499,344	\$496,153	2.5%	53.2%
51104 Overtime Regular Employees	446	1,250	1,250	1,250	-	0.1%
51113 Commuter Pay	8,520	10,000	2,000	10,000	-	1.1%
51201 Group Medical Insurance	70,389	75,264	80,045	93,145	23.8%	10.0%
51202 Medicare	6,441	6,825	7,087	7,193	5.4%	0.8%
51204 401A Plan City	16,646	17,215	22,177	21,732	26.2%	2.3%
51211 PERS Regular Contributions	40,184	43,976	47,664	44,574	1.4%	4.8%
51213 PERS Regular Net Pension Liab	43,140	50,972	49,276	-	-100.0%	-
51231 Unemployment	420	420	420	200	-52.4%	0.0%
51232 Workers Compensation	51,960	26,520	26,520	66,960	152.5%	7.2%
<b>Total Salaries &amp; Benefits</b>	<b>\$695,600</b>	<b>\$716,450</b>	<b>\$735,783</b>	<b>\$741,207</b>	<b>3.5%</b>	<b>52.3%</b>
52101 Contract Services	\$33,808	\$44,470	\$86,058	\$59,590	34.0%	6.4%
52103 Computer Contract Services	1,530	1,767	16,274	11,767	565.9%	1.3%
52106 Physical/Psychological Exams	21,620	12,000	23,455	29,400	145.0%	3.2%
52107 Legal Services	133,272	120,000	163,000	210,000	75.0%	22.5%
52201 Departmental Supplies	4,743	1,500	1,500	1,500	-	0.2%
52202 Office Supplies	3,182	3,950	2,000	3,950	-	0.4%
52203 Printing	130	150	150	150	-	0.0%
52204 Postage	762	1,026	584	772	-24.8%	0.1%
52301 Training, Conf & Meetings	13,887	45,575	20,000	58,400	28.1%	6.3%
52304 Employee Awards & Events	5,414	24,000	24,000	20,000	-16.7%	2.1%
52305 Recruitment Costs	70,018	25,500	40,000	44,500	74.5%	4.8%
52306 Tuition Reimbursement	19,459	30,000	25,000	30,000	-	3.2%
52307 Memberships & Dues	66	575	1,000	2,139	272.0%	0.2%
52308 Reference Books & Periodicals	-	-	-	100	-	0.0%
53101 Telephone	1,981	1,588	473	2,009	26.5%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$309,872</b>	<b>\$312,101</b>	<b>\$403,494</b>	<b>\$474,277</b>	<b>52.0%</b>	<b>33.5%</b>
54102 Warehouse Purchases	\$158	\$200	\$100	\$200	-	0.0%
54104 Information Technology Allocation	73,092	65,722	65,722	68,114	3.6%	7.3%
54105 Insurance Allocation	6,960	12,480	12,480	9,540	-23.6%	1.0%
54108 Building & Ops Allocation	63,378	72,117	72,117	72,984	1.2%	7.8%
<b>Total Internal Services</b>	<b>\$143,588</b>	<b>\$150,519</b>	<b>\$150,419</b>	<b>\$150,838</b>	<b>0.2%</b>	<b>10.6%</b>
<b>Total Operating Expenditures</b>	<b>\$1,149,060</b>	<b>\$1,179,070</b>	<b>\$1,289,696</b>	<b>\$1,366,322</b>	<b>15.9%</b>	<b>96.5%</b>
71107 POB Miscellaneous Principal	-	-	-	\$28,666	-	3.1%
71108 POB Miscellaneous Interest	-	-	-	21,370	-	2.3%
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$50,036</b>	<b>-</b>	<b>2.9%</b>
<b>Total Expenditures</b>	<b>\$1,149,060</b>	<b>\$1,179,070</b>	<b>\$1,289,696</b>	<b>\$1,416,358</b>	<b>20.1%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$1,149,060	\$1,179,070	\$1,289,696	\$1,416,358	20.1%	100.0%
<b>Total Sources</b>	<b>\$1,149,060</b>	<b>\$1,179,070</b>	<b>\$1,289,696</b>	<b>\$1,416,358</b>	<b>20.1%</b>	<b>100.0%</b>

## 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 2021-2022

- Perform safety inspections of City facilities
- Continue to provide all employees training opportunities on various health, safety, and wellness topics.
- Enhance use of the Target Solutions online training program throughout all departments
- Provide supervisor training on Cal/OSHA requirements and the Injury and Illness Prevention Program
- Develop a new employee safety orientation
- Create a "safety first" culture via training and education



Authorized Full-Time Positions	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
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 Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$246,692	\$308,141	\$364,477	\$357,067	15.9%	38.3%
51103 Part Time Employee Salaries	72,524	-	-	-	-	-
51104 Overtime Regular Employees	-	-	-	1,250	-	0.1%
51201 Group Medical Insurance	31,083	33,371	33,967	44,789	34.2%	4.8%
51202 Medicare	4,509	4,651	5,146	5,177	11.3%	0.6%
51204 401A Plan City	9,611	13,441	15,956	15,635	16.3%	1.7%
51211 PERS Regular Contributions	28,401	29,498	34,294	31,618	7.2%	3.4%
51213 PERS Regular Net Pension Liab	33,710	34,190	33,053	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$426,531</b>	<b>\$423,292</b>	<b>\$486,893</b>	<b>\$455,536</b>	<b>7.6%</b>	<b>6.3%</b>
52101 Contract Services	\$151,269	\$167,118	\$189,000	\$238,368	42.6%	25.5%
52201 Departmental Supplies	37	-	-	-	-	-
52301 Training, Conf & Meetings	9,023	12,000	12,000	12,000	-	1.3%
52307 Memberships & Dues	300	425	425	425	-	0.0%
52308 Reference Books & Periodicals	180	-	-	-	-	-
52601 Insurance Premiums	817,709	970,193	913,898	1,040,993	7.3%	111.5%
52602 Claims Paid	4,406,844	4,550,000	4,550,000	4,550,000	-	487.5%
52603 Claims Administration	241,744	243,215	245,283	255,000	4.8%	27.3%
52604 Miscellaneous Bonds/Insurance	7,400	9,250	8,497	10,250	10.8%	1.1%
52605 Unemployment Claims	115,302	25,000	195,000	100,000	300.0%	10.7%
52606 Property Insurance	215,758	280,500	289,639	414,000	47.6%	44.4%
53101 Telephone	590	473	141	599	26.6%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$5,966,156</b>	<b>\$6,258,174</b>	<b>\$6,403,883</b>	<b>\$6,621,635</b>	<b>5.8%</b>	<b>92.2%</b>
54104 Information Technology Allocation	\$43,740	\$39,490	\$39,490	\$40,385	2.3%	4.3%
54108 Building & Ops Allocation	22,866	26,019	26,019	26,332	1.2%	2.8%
<b>Total Internal Services</b>	<b>\$66,606</b>	<b>\$65,509</b>	<b>\$65,509</b>	<b>\$66,717</b>	<b>1.8%</b>	<b>0.9%</b>
71107 POB Miscellaneous Principal	-	-	-	\$20,328	-	2.2%
71108 POB Miscellaneous Interest	-	-	-	15,154	-	1.6%
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$35,482</b>	<b>-</b>	<b>2.1%</b>
<b>Total Operating Expenditures</b>	<b>\$6,459,294</b>	<b>\$6,746,975</b>	<b>\$6,956,285</b>	<b>\$7,179,370</b>	<b>6.4%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
Insurance Reserve Fund	\$6,459,294	\$6,746,975	\$6,956,285	\$7,179,370	6.4%	100.0%
<b>Total Sources</b>	<b>\$6,459,294</b>	<b>\$6,746,975</b>	<b>\$6,956,285</b>	<b>\$7,179,370</b>	<b>6.4%</b>	<b>100.0%</b>

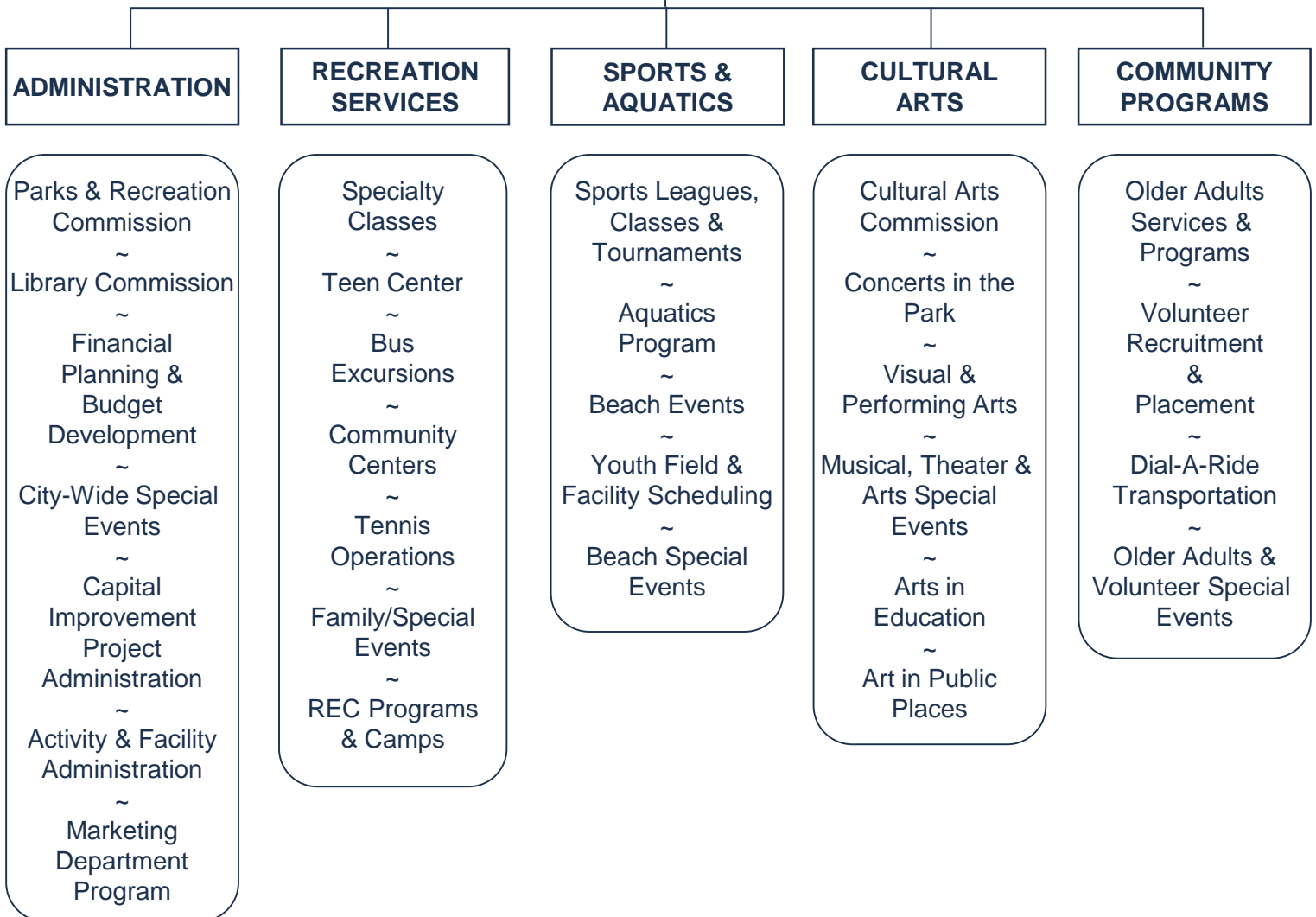


# **Parks and Recreation**



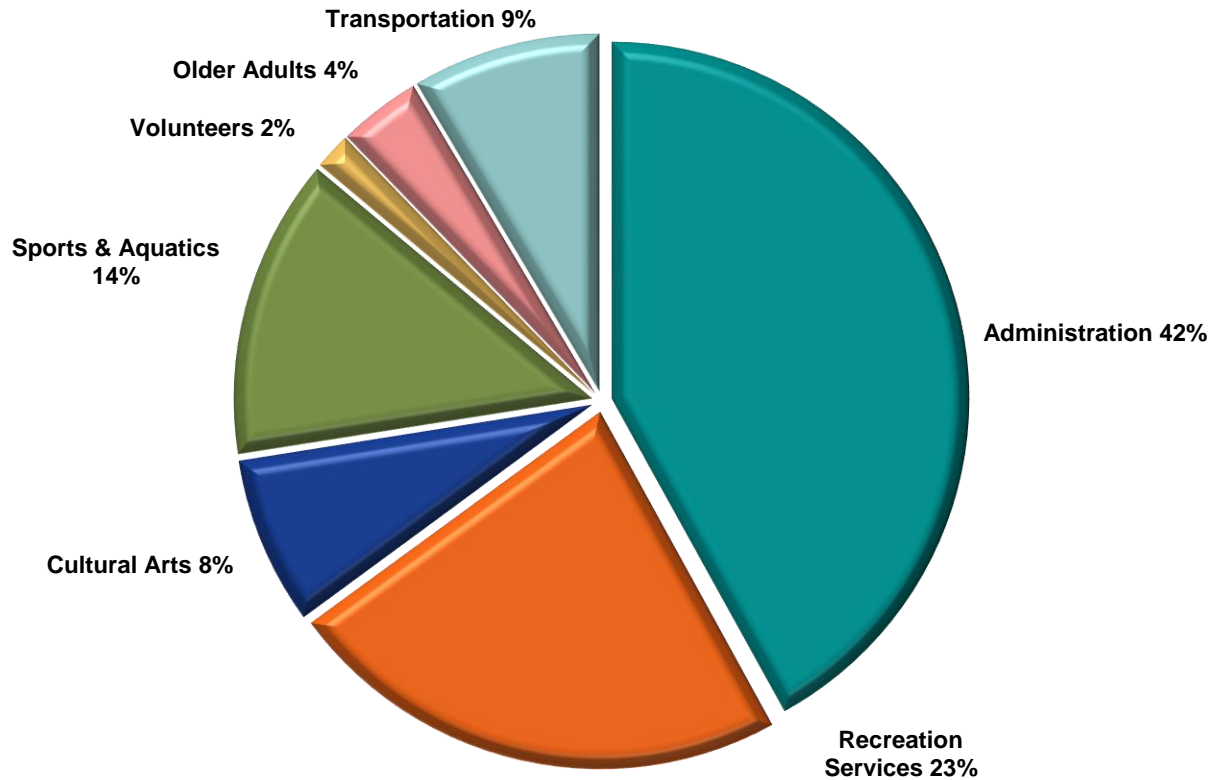
# City of Manhattan Beach Parks & Recreation Department

**Director of  
Parks and  
Recreation**



# Parks & Recreation Department

FY 2021-22  
Department Expenditure by Program

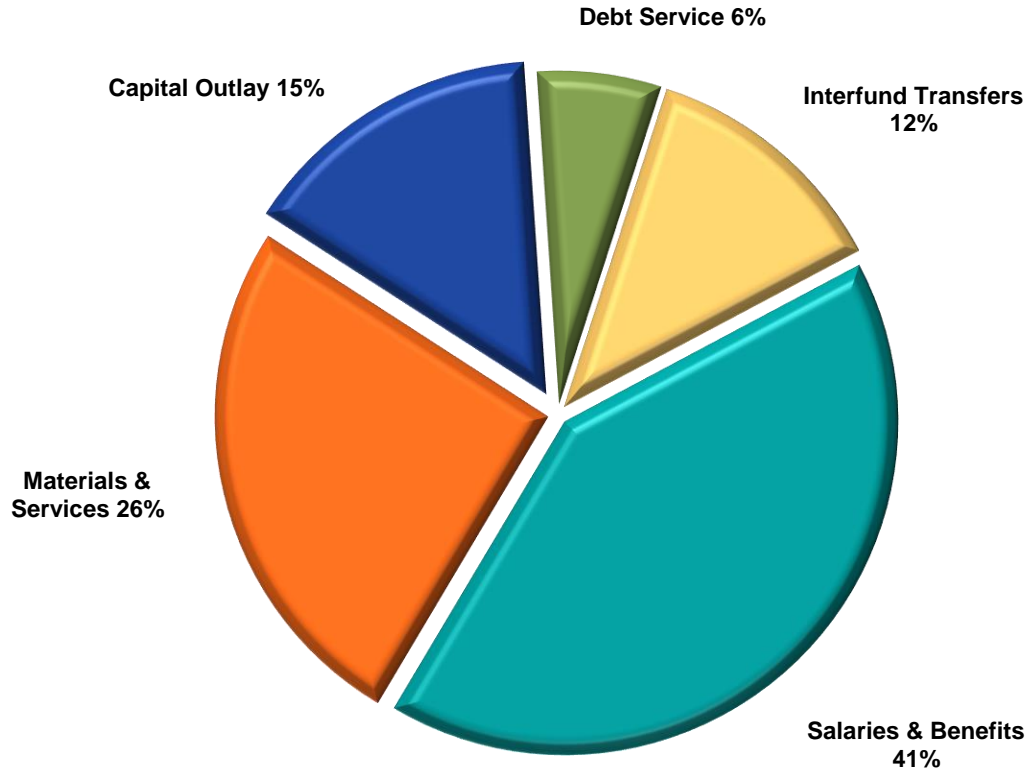


Program Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Administration	\$2,875,492	\$2,519,574	\$2,784,804	\$4,599,859
Recreation Services	2,388,161	2,400,970	1,691,201	2,513,495
Cultural Arts	749,323	499,715	466,216	830,626
Sports & Aquatics	1,466,333	1,315,311	1,181,178	1,486,936
Volunteers	209,517	160,915	183,909	182,441
Older Adults	466,635	430,051	348,511	409,562
Transportation	911,505	941,812	668,532	932,518
<b>Total</b>	<b>\$9,066,965</b>	<b>\$8,268,348</b>	<b>\$7,324,351</b>	<b>\$10,955,437</b>

Program Revenues	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Recreation Services	\$1,388,366	\$1,195,944	\$651,000	\$1,313,000
Cultural Arts	201,093	114,703	10,000	114,703
Sports & Aquatics	1,343,204	817,145	454,485	886,000
Older Adults	48,049	67,475	1,342	67,475
<b>Total</b>	<b>\$2,980,713</b>	<b>\$2,195,267</b>	<b>\$1,116,827</b>	<b>\$2,381,178</b>
<b>Full-Time Positions</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>21</b>

# Parks & Recreation Department

FY 2021-22  
Department Expenditure by Category



Category Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Salaries & Benefits	\$4,604,883	\$4,415,053	\$3,864,281	\$4,528,548
Materials & Services	2,888,063	2,616,679	2,072,054	2,800,163
Capital Outlay	10,665	-	157,054	1,622,690
Debt Service	483,575	479,350	479,350	660,733
Interfund Transfers	1,079,779	757,266	751,612	1,343,303
<b>Total</b>	<b>\$9,066,965</b>	<b>\$8,268,348</b>	<b>\$7,324,351</b>	<b>\$10,955,437</b>





## Mission

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



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## 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 21 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

- The Parks and Recreation Department is experiencing staffing changes due to some key retirements and City reorganization. The hiring freeze implemented as a result of COVID-19 will affect staffing levels for the unforeseen future. As a result of the hiring freeze, the job duties for some positions have been redefined to better leverage the talents of our valued employees.
- Expanded Social Media presence as a reliable source for City news and recreation offerings, reaching 7,000 followers on Facebook, 12,000 on Instagram, and 2,000 Twitter followers.
- 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 while sheltering in

## Parks and Recreation Department

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place. As more activities are allowed, the Department is moving forward with in-person activities as permissible by the Los Angeles County Department of Public Health (LACDPH) guidelines.

- Updated the City Banner 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.
- Completed the Parks Master Plan and is working with the Parks & Recreation Commission to research and implement plan recommendations.
- Partnered with the Employee Care and Outreach Unit established by the Emergency Operations Center to provide engagement efforts to City employees.
- Partnered with the Chamber of Commerce, Downtown Manhattan Beach Business and Professional Association, North End Business Improvement District, and Village Mall to develop the MB Local Love marketing campaign to encourage residents to support locally.
- Received an Award of Excellence through the California Parks & Recreation Society for the Healthy at Home marketing campaign, which brought recreation and wellness activities to the community through business partnerships and employee-led activities.
- Developed online reservation systems for tennis and pickleball operations, Begg Pool and the Skatespot.

### Sports & Aquatics

- As a result of COVID-19, tournaments and indoor fitness classes were canceled. In addition the pool and fields were closed through October 2021, and re-opened with the protocols defined by LACDPH.
- The Division continues to follow the re-opening protocols defined by the LA County Department of Public Health and re-open programs, tournaments and fields when permissible.
- Collaborated with the Engineering Division to develop a contract for the Peck Reservoir capital project to include Begg Field lighting, sod, and irrigation replacements in exchange for utilizing the field as a staging area for the project.
- Partnered with local youth sport organizations and pool operators to use fields and MCHS pool in a safe manner.
- Begg Pool permissible programs continue to be at capacity.

### Recreation Services

- As a result of the COVID-19 pandemic, all special events, and indoor programs were canceled. In addition, parks and amenities closed and re-opened when permissible.
- The Division pivoted and provided the REC Learning Center as a childcare option for parents.

REC Summer Camp adapted to the defined protocols and provided a daily summer camp to youth.

- The Teen Center was closed through March, 2021 and re-opened as an after-school hub in April.
- Developed a Tennis Sub-Committee to update protocols to ensure a balanced tennis program exists between public use for residents, non-residents, private instruction, recreation classes, pickleball, and tennis leagues.
- Partnered with MBUSD to successfully open school fields and playgrounds safely for community use.

### **Cultural Arts**

- Due to COVID-19 and social distancing concerns, the 2020 Concerts in the Park series was cancelled. Plans are being made for a reduced series if restrictions are lifted and the timeline allows.
- Installed five murals and wrapped utility boxes throughout the City, featuring local artists.
- Expanded hours and a fee increase for ceramics Open Lab has resulted in increased revenue for the ceramics program.
- Paused artwork installation for City Murals and Sculpture Garden due to COVID restrictions.
- The Live Oak Park Ceramics studio continues to serve the community at near capacity. To continue operating during the pandemic, a subscription model was piloted and continues to run. Additionally, micro classes for youth were introduced with great success.
- Craft Kits were created and introduced to allow art projects to be done from home and introduce an additional revenue stream during the pandemic.
- While the Manhattan Beach Art Center (MBAC) was closed to the public since March 2020, exhibitions continued to be installed with expanded virtual components including free Tool Kits, gallery walk-throughs, documentary videos, and social media posts.
- The Historical Red House was closed to the public, but work continued and nearly 2000 items from the Historical Collection were documented, relocated, and preserved.

### **Community Programs**

#### **Older Adult Program**

- Continued community partnerships, including Beach Cities Health District, AARP Tax-Aide tax assistance, Center for the Health Care Rights' Medicare assistance.
- Incorporated virtual fitness, social, technology classes into the Parks and Recreation's Healthy at Home. Offered a variety of 454 classes.
- Expanded newsletter content to be more interactive with Older Adults. Included activities to be completed at home and additional coping and emotional support resources.
- Promoted health, safety and educational programs on-site before pandemic and during pandemic through zoom. Programs such as Dine N' Discover, Gary Hartzell Educational Presentations, Arthritis Foundation Exercise, ABC (Agility, Balance and Coordination), Zumba, Meditation and Support Groups.
- Continued socialization classes and bus excursions (on-site/virtually) for the wellbeing of Older Adults. Programs such as Discussion Groups, Woman to Woman, Chatting with Charlotte, and Dementia Caregiver Support Group provide social and emotional support. Bus excursions prior to COVID 19 included the Hollywood Bowl Trip and Descanso Gardens. National Parks with Jacquie

## Parks and Recreation Department

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became a monthly virtual program.

- Older Adults Program volunteer services offered include tax preparation, Medicare information and therapy dog visits. Volunteers were instrumental in assisting during COVID transition from being on-site to virtual programming. The Discussion Group with Steve, Agility, Balance and Coordination with Bob, and Movies with Bob, are new volunteer led programs in addition to ongoing Woman to Woman and iPhone training.
- 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 1,170 active riders in the Dial a Ride system. Dial-A-Ride has continued to provide essential services transportation to seniors throughout pandemic. 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.

### Volunteers

- Mid-year of 2020-21, volunteers have donated 9,311 hours, resulting in a savings so far this year of \$278,864 for the City. The American Association of Retired Persons (AARP) has calculated that the current average value for volunteering in California is \$29.95 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
	2018-2019 Actual	2019-2020 Actual	2020-2021 Budget	2020-2021 Estimate	2021-2022 Budget
% - Favorable customer rating of registration process	98%	90%	100%	80%	90%
% -Residents satisfied with Recreation Department's special events <sup>1</sup>	No Data	No Data	100%	N/A	100%
% -Repeat customers	65%	No Data	85%	No Data	N/A
% - Returning students in ceramics and art education programs	85%	80%	85%	40%	85%
% - Parks and Recreation employees satisfied with their job <sup>2</sup>	No Data	No Data	100%	No Data	N/A
% - Teen Center/REC programs and camps rated favorably	100%	98%	100%	93%	100%
% - Facility, Park and Field reservations rated favorably	97%	98%	100%	N/A	100%
% - Sports, fitness and aquatics classes/programs rated favorably	97%	93%	100%	98%	100%
% - Satisfaction from City residents for providing services and programs for seniors	75%	No Data	80%	No Data	90%
% - Patrons rating Dial-A-Ride drivers favorably	100%	100%	100%	No Data	100%
<b>Workload Trends</b>					
# - Sports league and tournament teams	295	353	280	N/A	200
# - Hours donated by volunteers annually	20,000	20,000	18,620	9,311	18,620
\$ - Annual savings from use of volunteers	\$468,400	\$468,400	\$436,080	\$278,864	\$557,669
# - Manhattan Beach Arts Center participants	9,000	9,300	9500*	600	4,500

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

<sup>2</sup> - 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 2021-2022

- Update the comprehensive Parks Master Plan, outlining a 10-year roadmap of projects to enhance our parks and facilities and develop timelines, cost estimates and potentially funding options for the projects
- Support the City's efforts to enhance communications.
- Coordinate with Special Event Operators to provide events following defined protocols, if permissible by LACDPH.
- Promote the Department's 80<sup>th</sup> Year Celebration through a marketing campaign.
- Develop Department consistencies through design and marketing and update Department branding materials, including incorporating 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 Citywide reorganization. The Graphic Artist and Recreation Coordinator (Marketing and Media) will be reassigned to the newly created Communications Office within Management Services to centralize Citywide communications and enhance business and community partnerships. The hiring freeze implemented due to 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

## Parks and Recreation Department | Administration

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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.

<b>Authorized Full-Time Positions</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Director	1	1	1	1
Management Analyst	1	1	1	1
Graphic Artist <sup>1</sup>	1	1	1	-
Secretary	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>

<sup>1</sup>Graphic Artist reclassified and transferred to Management Services in FY 2021-2022.



## Parks and Recreation Department | Administration

Administration Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$413,348	\$394,026	\$404,658	\$331,696	-15.8%	35.5%
51103 Part Time Employee Salaries	96	378	100	378	-	0.0%
51104 Overtime Regular Employees	3,618	2,185	5,000	3,000	37.3%	0.3%
51201 Group Medical Insurance	64,466	61,678	65,671	70,693	14.6%	7.6%
51202 Medicare	5,899	5,846	5,864	4,810	-17.7%	0.5%
51204 401A Plan City	10,294	10,074	10,043	9,866	-2.1%	1.1%
51205 Contributions to City Pension	7,538	7,538	7,538	11,766	56.1%	1.3%
51211 PERS Regular Contributions	36,611	36,527	37,945	29,330	-19.7%	3.1%
51213 PERS Regular Net Pension Liab	35,252	41,831	40,440	-	-100.0%	-
51231 Unemployment	8,100	8,100	8,100	46,816	478.0%	5.0%
51232 Workers Compensation	102,960	58,860	58,860	122,040	107.3%	13.1%
<b>Total Salaries &amp; Benefits</b>	<b>\$688,181</b>	<b>\$627,043</b>	<b>\$644,219</b>	<b>\$630,395</b>	<b>0.5%</b>	<b>13.7%</b>
52101 Contract Services	\$773,721	\$858,576	\$855,000	\$889,236	3.6%	95.3%
52201 Departmental Supplies	9,022	12,280	4,000	12,280	-	1.3%
52202 Office Supplies	31,814	21,000	6,000	16,000	-23.8%	1.7%
52203 Printing	40,823	54,444	8,000	54,514	0.1%	5.8%
52204 Postage	12,224	19,402	9,005	12,383	-36.2%	1.3%
52206 Advertising	10,172	20,260	15,000	20,260	-	2.2%
52301 Training, Conf & Meetings	8,166	5,010	3,000	2,010	-59.9%	0.2%
52304 Employee Awards & Events	57	-	-	-	-	-
52305 Recruitment Costs	2,264	4,520	500	4,520	-	0.5%
52307 Memberships & Dues	6,238	4,370	4,000	3,350	-23.3%	0.4%
52308 Reference Books & Periodicals	491	500	-	500	-	0.1%
52403 City Store Purchases	-	30,000	30,000	-	-100.0%	-
52704 City Funds Exchange	200,000	-	188,125	-	-	-
52801 Computers, Supplies & Software	9,400	4,396	4,000	4,396	-	0.5%
53101 Telephone	2,836	2,517	1,645	2,876	14.3%	0.3%
<b>Total Materials &amp; Services</b>	<b>\$1,107,229</b>	<b>\$1,037,275</b>	<b>\$1,128,275</b>	<b>\$1,022,325</b>	<b>-1.4%</b>	<b>22.3%</b>
54102 Warehouse Purchases	\$1,901	\$1,100	\$1,100	\$2,000	81.8%	0.2%
54104 Information Technology Allocation	101,592	116,214	116,214	133,795	15.1%	14.3%
54105 Insurance Allocation	279,360	90,300	90,300	339,780	276.3%	36.4%
54106 Fleet Rental Allocation	26,052	-	-	24,720	-	2.6%
54107 Fleet Maintenance Allocation	29,037	-	-	29,607	-	3.2%
54108 Building & Ops Allocation	147,899	168,292	168,292	170,315	1.2%	18.2%
<b>Total Internal Services</b>	<b>\$585,841</b>	<b>\$375,906</b>	<b>\$375,906</b>	<b>\$700,217</b>	<b>86.3%</b>	<b>15.2%</b>
<b>Total Operating Expenditures</b>	<b>\$2,381,252</b>	<b>\$2,040,224</b>	<b>\$2,148,400</b>	<b>\$2,352,937</b>	<b>15.3%</b>	<b>51.2%</b>
62202 Landscape & Site Improvements	\$10,665	-	\$157,054	\$1,600,000	-	171.4%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$10,665</b>	<b>-</b>	<b>\$157,054</b>	<b>\$1,600,000</b>	<b>-</b>	<b>34.8%</b>
71101 Bond Principal	\$305,000	\$310,000	\$310,000	\$320,000	3.2%	34.3%
71102 Bond Interest	176,975	167,750	167,750	156,700	-6.6%	16.8%
71103 Bond Administration Fee	1,600	1,600	1,600	1,600	-	0.2%
71107 POB Miscellaneous Principal	-	-	-	93,540	-	10.0%
71108 POB Miscellaneous Interest	-	-	-	69,734	-	7.5%
<b>Total Debt Service</b>	<b>\$483,575</b>	<b>\$479,350</b>	<b>\$479,350</b>	<b>\$641,574</b>	<b>33.8%</b>	<b>14.0%</b>
<b>Total Expenditures</b>	<b>\$2,875,492</b>	<b>\$2,519,574</b>	<b>\$2,784,804</b>	<b>\$4,594,511</b>	<b>82.4%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$2,864,827	\$2,519,574	\$2,627,750	\$2,994,511	18.8%	65.2%
Capital Improvement Fund	10,665	-	157,054	1,600,000	-	34.8%
<b>Total Sources</b>	<b>\$2,875,492</b>	<b>\$2,519,574</b>	<b>\$2,784,804</b>	<b>\$4,594,511</b>	<b>82.4%</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 2021-2022

- 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
- Re-open parks and facilities safely following LACDPH guidelines
- Support the Parks & Recreation Commission by assisting with completing approved City Council/Commission Work Plan items

## 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.

	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
<b>Authorized Full-Time Positions</b>				
Senior Recreation Services Manager <sup>1</sup>	0.5	0.5	1.0	1.0
Recreation Program Supervisor*	1.17	1.17	1.17	1.17
Recreation Supervisor*	2.12	2.12	2.39	2.39
Recreation Coordinator* <sup>2</sup>	1.37	1.37	1.89	2
Facilities Reservations Clerk	1	1	1	1
<b>Total</b>	<b>6.16</b>	<b>6.16</b>	<b>7.45</b>	<b>7.06</b>

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

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

<sup>2</sup> One Recreation Coordinator reclassified and transferred to Management Services in FY 2021-2022.

75,218 hours are budgeted in FY 2021-2022 for part-time staff.

## Parks and Recreation Department | Recreation Services

Recreation Services Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$598,675	\$551,959	\$604,139	\$570,599	3.4%	61.1%
51103 Part Time Employee Salaries	643,360	759,855	299,413	887,898	16.9%	95.1%
51104 Overtime Regular Employees	8,240	9,626	6,000	9,714	0.9%	1.0%
51107 Overtime Special Events	898	-	-	-	-	-
51201 Group Medical Insurance	104,173	92,360	112,014	114,512	24.0%	12.3%
51202 Medicare	17,775	21,257	16,299	21,149	-0.5%	2.3%
51204 401A Plan City	10,924	10,470	10,889	10,377	-0.9%	1.1%
51211 PERS Regular Contributions	83,261	87,789	83,614	87,729	-0.1%	9.4%
51213 PERS Regular Net Pension Liab	52,815	59,397	57,421	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$1,520,120</b>	<b>\$1,592,713</b>	<b>\$1,189,789</b>	<b>\$1,701,978</b>	<b>6.9%</b>	<b>67.7%</b>
52101 Contract Services	\$343,278	\$387,365	\$191,000	\$398,467	2.9%	42.7%
52201 Departmental Supplies	145,429	85,600	40,500	85,600	-	9.2%
52203 Printing	3,133	5,000	300	4,000	-20.0%	0.4%
52205 Uniforms/Safety Equipment	15,906	8,500	2,000	8,500	-	0.9%
52206 Advertising	4,147	2,060	-	4,060	97.1%	0.4%
52301 Training, Conf & Meetings	3,829	4,800	-	4,800	-	0.5%
52304 Employee Awards & Events	48	-	-	-	-	-
52305 Recruitment Costs	-	1,024	-	1,024	-	0.1%
52307 Memberships & Dues	90	1,600	-	1,600	-	0.2%
53101 Telephone	10,170	9,434	7,368	10,313	9.3%	1.1%
53102 Electricity	93,762	120,310	85,295	95,919	-20.3%	10.3%
53103 Natural Gas	8,736	7,937	8,042	8,867	11.7%	1.0%
<b>Total Materials &amp; Services</b>	<b>\$628,528</b>	<b>\$633,630</b>	<b>\$334,505</b>	<b>\$623,150</b>	<b>-1.7%</b>	<b>24.8%</b>
54102 Warehouse Purchases	\$870	\$12,720	\$5,000	\$13,020	2.4%	1.4%
54104 Information Technology Allocation	237,048	161,907	161,907	170,589	5.4%	18.3%
54106 Fleet Rental Allocation	1,596	-	-	1,600	-	0.2%
54107 Fleet Maintenance Allocation	-	-	-	3,158	-	0.3%
<b>Total Internal Services</b>	<b>\$239,514</b>	<b>\$174,627</b>	<b>\$166,907</b>	<b>\$188,367</b>	<b>7.9%</b>	<b>7.5%</b>
<b>Total Operating Expenditures</b>	<b>\$2,388,161</b>	<b>\$2,400,970</b>	<b>\$1,691,201</b>	<b>\$2,513,495</b>	<b>4.7%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$2,388,161	\$2,400,970	\$1,691,201	\$2,513,495	4.7%	100.0%
<b>Total Sources</b>	<b>\$2,388,161</b>	<b>\$2,400,970</b>	<b>\$1,691,201</b>	<b>\$2,513,495</b>	<b>4.7%</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 2021-2022

- 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.
- Re-open fields, programs and pool operations safely following LACDPH guidelines.
- Seek opportunities to collaborate with Youth Sport Organizations to install synthetic turf at Begg Field.
- Update tennis protocols based on the Sub-Committee recommendations.



## Parks and Recreation Department | Sports & Aquatics

Authorized Full-Time Positions	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
Senior Recreation Services Manager <sup>1</sup>	0.5	0.5	-	-
Recreation Program Supervisor*	0.83	0.83	0.83	0.83
Recreation Supervisor*	0.76	0.76	0.45	0.45
Recreation Coordinator* <sup>2</sup>	2.51	2.51	1.95	1.50
<b>Total</b>	<b>4.60</b>	<b>4.60</b>	<b>3.23</b>	<b>2.78</b>

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

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

<sup>2</sup>One Recreation Coordinator reclassified and transferred to Management Services in FY 2021-2022.

36,494 hours are budgeted in FY 2021-2022 for part-time staff.

Sports & Aquatics Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$274,545	\$244,081	\$267,610	\$227,220	-6.9%	24.3%
51103 Part Time Employee Salaries	374,373	332,078	388,736	467,618	40.8%	50.1%
51104 Overtime Regular Employees	2,131	2,234	2,200	4,072	82.3%	0.4%
51201 Group Medical Insurance	34,868	32,992	34,908	33,129	0.4%	3.5%
51202 Medicare	9,365	10,418	10,393	10,076	-3.3%	1.1%
51204 401A Plan City	3,489	3,422	3,475	3,447	0.7%	0.4%
51211 PERS Regular Contributions	34,434	31,067	39,413	33,832	8.9%	3.6%
51213 PERS Regular Net Pension Liab	27,844	27,247	26,340	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$761,048</b>	<b>\$683,539</b>	<b>\$773,075</b>	<b>\$779,394</b>	<b>14.0%</b>	<b>52.4%</b>
52101 Contract Services	\$509,177	\$507,668	\$365,000	\$525,458	3.5%	56.3%
52201 Departmental Supplies	161,976	94,700	31,000	143,700	51.7%	15.4%
52203 Printing	1,405	2,000	-	2,000	-	0.2%
52205 Uniforms/Safety Equipment	2,078	2,070	1,500	2,070	-	0.2%
52206 Advertising	6,780	6,000	-	6,000	-	0.6%
52301 Training, Conf & Meetings	8,676	4,500	1,600	4,500	-	0.5%
52307 Memberships & Dues	2,943	6,075	1,000	4,075	-32.9%	0.4%
53101 Telephone	1,787	1,432	426	1,812	26.5%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$694,821</b>	<b>\$624,445</b>	<b>\$400,526</b>	<b>\$689,615</b>	<b>10.4%</b>	<b>46.4%</b>
54102 Warehouse Purchases	\$662	\$2,250	\$2,500	\$2,250	-	0.2%
54104 Information Technology Allocation	-	5,077	5,077	5,778	13.8%	0.6%
54106 Fleet Rental Allocation	5,028	-	-	5,030	-	0.5%
54107 Fleet Maintenance Allocation	4,775	-	-	4,869	-	0.5%
<b>Total Internal Services</b>	<b>\$10,465</b>	<b>\$7,327</b>	<b>\$7,577</b>	<b>\$17,927</b>	<b>144.7%</b>	<b>1.2%</b>
<b>Total Expenditures</b>	<b>\$1,466,333</b>	<b>\$1,315,311</b>	<b>\$1,181,178</b>	<b>\$1,486,936</b>	<b>13.0%</b>	<b>179.0%</b>

### Source of Funds

General Fund	\$1,466,333	\$1,315,311	\$1,181,178	\$1,486,936	13.0%	100.0%
<b>Total Sources</b>	<b>\$1,466,333</b>	<b>\$1,315,311</b>	<b>\$1,181,178</b>	<b>\$1,486,936</b>	<b>13.0%</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 2021-2022

- 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

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.

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 2021, 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 was 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 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Cultural Arts Manager	1	1	1	1
Recreation Supervisor*	1.06	1.06	1.05	1.05
Recreation Coordinator* <sup>1</sup>	1.06	1.06	1.05	1
<b>Total</b>	<b>3.12</b>	<b>3.12</b>	<b>3.10</b>	<b>3.05</b>

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

<sup>1</sup> One Recreation Coordinator reclassified and transferred to Management Services in FY 2021-2022.

10,638 hours are budgeted in FY 2021-2022 for part-time staff.



## Parks and Recreation Department | Cultural Arts

Cultural Arts Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$226,181	\$131,277	\$157,608	<b>\$258,943</b>	97.2%	27.7%
51103 Part Time Employee Salaries	161,467	165,554	120,000	<b>182,266</b>	10.1%	19.5%
51104 Overtime Regular Employees	900	1,357	200	<b>572</b>	-57.8%	0.1%
51201 Group Medical Insurance	35,788	28,598	36,654	<b>49,018</b>	71.4%	5.3%
51202 Medicare	5,503	4,534	4,188	<b>6,398</b>	41.1%	0.7%
51204 401A Plan City	2,675	-	-	<b>4,542</b>	-	0.5%
51211 PERS Regular Contributions	21,789	19,057	23,535	<b>31,406</b>	64.8%	3.4%
51213 PERS Regular Net Pension Liab	18,826	27,445	26,532	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$473,128</b>	<b>\$377,822</b>	<b>\$368,717</b>	<b>\$533,145</b>	<b>41.1%</b>	<b>66.0%</b>
52101 Contract Services	\$171,969	\$18,101	\$14,500	<b>\$160,421</b>	786.3%	17.2%
52201 Departmental Supplies	43,053	28,500	13,000	<b>34,000</b>	19.3%	3.6%
52203 Printing	4,799	2,700	2,500	<b>4,200</b>	55.6%	0.5%
52206 Advertising	5,835	9,092	5,000	<b>7,092</b>	-22.0%	0.8%
52301 Training, Conf & Meetings	1,662	650	200	<b>650</b>	-	0.1%
52307 Memberships & Dues	-	795	300	<b>795</b>	-	0.1%
52308 Reference Books & Periodicals	60	200	200	<b>200</b>	-	0.0%
<b>Total Materials &amp; Services</b>	<b>\$227,378</b>	<b>\$60,038</b>	<b>\$35,700</b>	<b>\$207,358</b>	<b>245.4%</b>	<b>25.7%</b>
54102 Warehouse Purchases	-	\$2,056	\$2,000	<b>\$2,056</b>	-	0.2%
54104 Information Technology Allocation	\$48,816	59,799	59,799	<b>65,377</b>	9.3%	7.0%
<b>Total Internal Services</b>	<b>\$48,816</b>	<b>\$61,855</b>	<b>\$61,799</b>	<b>\$67,433</b>	<b>9.0%</b>	<b>8.3%</b>
<b>Total Operating Expenditures</b>	<b>\$749,323</b>	<b>\$499,715</b>	<b>\$466,216</b>	<b>\$807,936</b>	<b>61.7%</b>	<b>100.0%</b>
61301 Machinery	-	-	-	<b>\$22,690</b>	-	2.4%
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$22,690</b>	<b>-</b>	<b>0.9%</b>
<b>Total Expenditures</b>	<b>\$749,323</b>	<b>\$499,715</b>	<b>\$466,216</b>	<b>\$830,626</b>	<b>66.2%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$749,323	\$499,715	\$466,216	<b>\$830,626</b>	66.2%	100.0%
<b>Total Sources</b>	<b>\$749,323</b>	<b>\$499,715</b>	<b>\$466,216</b>	<b>\$830,626</b>	<b>66.2%</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 2021-2022

- Continue to create programs to meet the needs of the older adult population following health guidelines.
- Continue to establish relationships and build a network of service providers to address the needs of older adult residents of Manhattan Beach
- Continue to engage older adults by offering social, health, and educational programs through virtual platforms, transferring programs to on site when permitted.
- 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. Currently the Recreation Coordinator position is vacant.

	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
<b>Authorized Full-Time Positions</b>				
Older Adults Programs Supervisor	1	1	1	1
Recreation Supervisor*	0.06	0.06	0.11	0.11
Recreation Coordinator* <sup>1</sup>	1.06	1.06	1.11	1.00
<b>Total</b>	<b>2.12</b>	<b>2.12</b>	<b>2.22</b>	<b>2.11</b>

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

<sup>1</sup> One Recreation Coordinator reclassified and transferred to Management Services in FY 2021-2022.

7,587 hours are budgeted in FY 2021-2022 for part-time staff.

## Parks and Recreation Department | Older Adults

Older Adults Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$125,352	\$88,267	\$101,917	\$92,998	5.4%	10.0%
51103 Part Time Employee Salaries	105,283	123,955	41,393	109,902	-11.3%	11.8%
51104 Overtime Regular Employees	2,176	1,038	1,198	1,184	14.1%	0.1%
51201 Group Medical Insurance	21,416	17,756	17,753	16,884	-4.9%	1.8%
51202 Medicare	3,344	3,076	1,987	2,942	-4.4%	0.3%
51204 401A Plan City	3,031	3,371	3,422	3,396	0.7%	0.4%
51211 PERS Regular Contributions	13,813	11,233	9,563	11,446	1.9%	1.2%
51213 PERS Regular Net Pension Liab	13,622	15,180	14,675	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$288,038</b>	<b>\$263,876</b>	<b>\$191,908</b>	<b>\$238,752</b>	<b>-9.5%</b>	<b>58.3%</b>
52101 Contract Services	\$55,420	\$35,836	\$42,000	\$35,836	-	3.8%
52201 Departmental Supplies	30,417	41,391	30,416	40,391	-2.4%	4.3%
52203 Printing	368	3,500	1,000	3,500	-	0.4%
52206 Advertising	4,972	2,500	1,000	2,500	-	0.3%
52301 Training, Conf & Meetings	487	1,887	1,000	1,887	-	0.2%
52307 Memberships & Dues	1,329	1,553	1,553	1,553	-	0.2%
52308 Reference Books & Periodicals	1,099	1,074	200	500	-53.4%	0.1%
52705 Service Agency Contributions	37,315	37,315	37,315	37,315	-	4.0%
52801 Computers, Supplies & Software	960	-	-	-	-	-
<b>Total Materials &amp; Services</b>	<b>\$132,366</b>	<b>\$125,056</b>	<b>\$114,484</b>	<b>\$123,482</b>	<b>-1.3%</b>	<b>30.1%</b>
54102 Warehouse Purchases	\$511	\$500	\$1,500	\$500	-	0.1%
54104 Information Technology Allocation	45,720	40,619	40,619	46,828	15.3%	11.4%
<b>Total Internal Services</b>	<b>\$46,231</b>	<b>\$41,119</b>	<b>\$42,119</b>	<b>\$47,328</b>	<b>15.1%</b>	<b>11.6%</b>
<b>Total Expenditures</b>	<b>\$466,635</b>	<b>\$430,051</b>	<b>\$348,511</b>	<b>\$409,562</b>	<b>-4.8%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$466,635	\$430,051	\$348,511	\$409,562	-4.8%	100.0%
<b>Total Sources</b>	<b>\$466,635</b>	<b>\$430,051</b>	<b>\$348,511</b>	<b>\$409,562</b>	<b>-4.8%</b>	<b>100.0%</b>

### Program Overview

The Transportation Division is part of the Community Programs Division and is funded predominantly by Proposition "A" Local Return transportation funds. These monies, which are administered by the Los Angeles Metropolitan Transportation Authority (MTA), are generated by a one-half cent sales tax approved by the voters for use in transportation related services. These services include the Dial-A-Ride program, bus pass subsidies, recreational bus trips for all ages, and fixed route bus service provided 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 2021-2022

- Continue to offer Dial-A-Ride service to destinations in Manhattan Beach, as well as to select medical facilities outside of the City.
- Offer level of service as needed to meet the return 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.
- Answer calls to senior "hot line" and provide information and assistance to callers.

### Major Service Delivery Changes

Two long-term, full-time Transportation Services Operators retired in April, 2021. This staffing change provides an opportunity to evaluate software program platforms that are able to support the high level and quality of service provided by Dial-A-Ride with adaptability and efficiency.

The Department received a grant of over \$450,000 from the Metropolitan Transportation Authority for the purchase of 4 new buses, which will be purchased over the next fiscal year.

## Parks and Recreation Department | Transportation

Authorized Full-Time Positions	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
Transportation Services Operator <sup>1</sup>	3	3	3	1
Recreation Coordinator	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>2</b>

<sup>1</sup>Two Transportation Services Operators eliminated due to Early Retirement Incentive.

10,368 hours are budgeted in FY 2021-2022 for part-time staff.

Transportation Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$253,851	\$254,262	\$259,887	<b>\$130,977</b>	-48.5%	14.0%
51103 Part Time Employee Salaries	291,357	332,300	150,000	<b>285,104</b>	-14.2%	30.5%
51104 Overtime Regular Employees	4,642	8,092	2,500	<b>8,232</b>	1.7%	0.9%
51201 Group Medical Insurance	53,905	53,499	53,878	<b>25,417</b>	-52.5%	2.7%
51202 Medicare	7,553	8,406	5,484	<b>6,033</b>	-28.2%	0.6%
51211 PERS Regular Contributions	48,386	55,598	35,866	<b>37,863</b>	-31.9%	4.1%
51213 PERS Regular Net Pension Liab	23,445	27,643	26,724	-	-100.0%	-
51232 Workers Compensation	3,840	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$686,979</b>	<b>\$739,800</b>	<b>\$534,339</b>	<b>\$493,626</b>	<b>-33.3%</b>	<b>53.7%</b>
52101 Contract Services	\$15,474	\$16,983	\$16,983	<b>\$16,983</b>	-	1.8%
52103 Computer Contract Services	22,755	25,000	25,000	<b>25,000</b>	-	2.7%
52201 Departmental Supplies	3,194	8,393	3,194	<b>8,393</b>	-	0.9%
52203 Printing	4,750	612	1,200	<b>612</b>	-	0.1%
52204 Postage	1,157	1,593	922	<b>1,172</b>	-26.4%	0.1%
52205 Uniforms/Safety Equipment	894	3,775	-	<b>4,025</b>	6.6%	0.4%
52301 Training, Conf & Meetings	1,954	650	1,954	<b>650</b>	-	0.1%
52307 Memberships & Dues	1,240	965	1,240	<b>1,475</b>	52.8%	0.2%
52501 Bus Pass Subsidies	4,450	6,600	4,450	<b>5,600</b>	-15.2%	0.6%
52502 Recreation Bus Trips	40,595	59,225	-	<b>59,225</b>	-	6.3%
53101 Telephone	883	965	1,127	<b>896</b>	-7.2%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$97,345</b>	<b>\$124,761</b>	<b>\$56,070</b>	<b>\$124,031</b>	<b>-0.6%</b>	<b>5.6%</b>
54102 Warehouse Purchases	\$405	\$528	\$1,400	<b>\$1,200</b>	127.3%	0.3%
54104 Information Technology Allocation	86,640	76,723	76,723	<b>42,267</b>	-44.9%	10.3%
54105 Insurance Allocation	-	-	-	<b>216,660</b>	-	52.9%
54107 Fleet Maintenance Allocation	40,135	-	-	<b>40,923</b>	-	10.0%
<b>Total Internal Services</b>	<b>\$127,181</b>	<b>\$77,251</b>	<b>\$78,123</b>	<b>\$301,050</b>	<b>289.7%</b>	<b>32.8%</b>
<b>Total Operating Expenditures</b>	<b>\$911,505</b>	<b>\$941,812</b>	<b>\$668,532</b>	<b>\$918,707</b>	<b>-2.5%</b>	<b>100.0%</b>
71107 POB Miscellaneous Principal	-	-	-	<b>\$7,662</b>	-	0.8%
71108 POB Miscellaneous Interest	-	-	-	<b>5,712</b>	-	0.6%
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$13,374</b>	<b>-</b>	<b>0.3%</b>
<b>Total Expenditures</b>	<b>\$911,505</b>	<b>\$941,812</b>	<b>\$668,532</b>	<b>\$932,081</b>	<b>-1.0%</b>	<b>227.6%</b>

### Source of Funds

Prop A	\$911,505	\$941,812	\$668,532	<b>\$932,081</b>	-1.0%	100.0%
<b>Total Sources</b>	<b>\$911,505</b>	<b>\$941,812</b>	<b>\$668,532</b>	<b>\$932,081</b>	<b>-1.0%</b>	<b>100.0%</b>



# Parks and Recreation Department | Volunteers

## Program Overview

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



## Objectives FY 2021-2022

- 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.
- Establish a Veterans Outreach Program
- Maintain strong relationship with community groups providing essential services to older adults.

<b>Authorized Full-Time Positions</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Recreation Services Manager	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

416 hours are budgeted in FY 2021-2022 for part-time staff.

## Parks and Recreation Department | Volunteers

<b>Volunteers Object Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Y/E Est</b>	<b>FY 2022 Adopted</b>	<b>Var from FY 21 Budg</b>	<b>% of Total</b>
51101 Salaries & Allowances	\$137,267	\$89,104	\$115,509	<b>\$114,529</b>	28.5%	12.3%
51103 Part Time Employee Salaries	7,582	10,282	10,282	<b>10,354</b>	0.7%	1.1%
51201 Group Medical Insurance	14,671	8,297	9,275	<b>9,561</b>	15.2%	1.0%
51202 Medicare	2,061	1,316	1,727	<b>1,661</b>	26.2%	0.2%
51204 401A Plan City	5,101	3,919	5,054	<b>5,014</b>	27.9%	0.5%
51211 PERS Regular Contributions	10,960	8,032	11,387	<b>10,139</b>	26.2%	1.1%
51213 PERS Regular Net Pension Liab	9,746	9,310	9,000	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$187,389</b>	<b>\$130,260</b>	<b>\$162,234</b>	<b>\$151,258</b>	<b>16.1%</b>	<b>82.9%</b>
52101 Contract Services	-	\$8,757	-	<b>\$8,000</b>	-8.6%	0.9%
52201 Departmental Supplies	-	2,100	\$2,100	<b>1,500</b>	-28.6%	0.2%
52307 Memberships & Dues	-	300	300	<b>300</b>	-	0.0%
53101 Telephone	\$396	317	94	<b>402</b>	26.8%	0.0%
<b>Total Materials &amp; Services</b>	<b>\$396</b>	<b>\$11,474</b>	<b>\$2,494</b>	<b>\$10,202</b>	<b>-11.1%</b>	<b>5.6%</b>
54104 Information Systems Allocation	\$21,732	\$19,181	\$19,181	<b>\$20,981</b>	9.4%	2.2%
<b>Total Internal Services</b>	<b>\$21,732</b>	<b>\$19,181</b>	<b>\$19,181</b>	<b>\$20,981</b>	<b>9.4%</b>	<b>11.5%</b>
<b>Total Expenditures</b>	<b>\$209,517</b>	<b>\$160,915</b>	<b>\$183,909</b>	<b>\$182,441</b>	<b>13.4%</b>	<b>22.0%</b>
<b>Source of Funds</b>						
General Fund	\$209,517	\$160,915	\$183,909	<b>\$182,441</b>	13.4%	100.0%
<b>Total Sources</b>	<b>\$209,517</b>	<b>\$160,915</b>	<b>\$183,909</b>	<b>\$182,441</b>	<b>13.4%</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

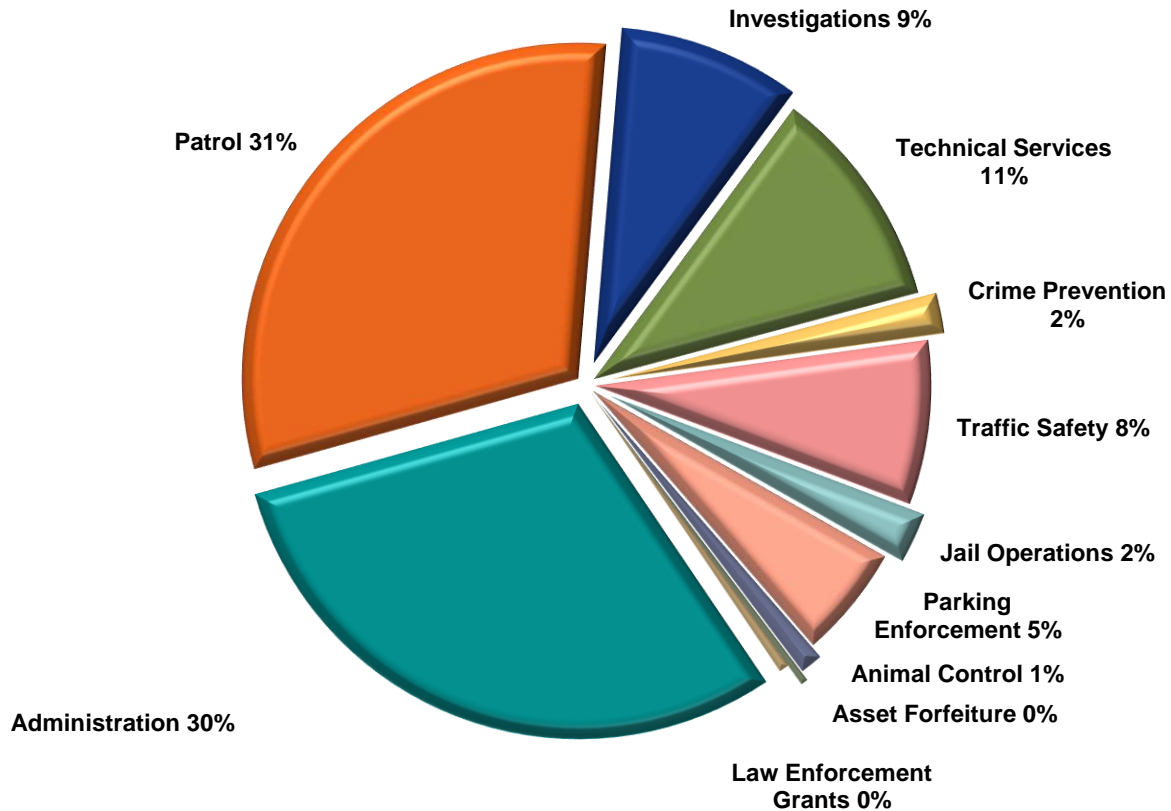
Investigations  
~  
Technical Support Services / Records  
~  
School Resource Officer Program  
~  
Court Liaison  
~  
Narcotics  
~  
Communications/ Dispatch  
~  
Property & Evidence  
~  
Facility Management

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

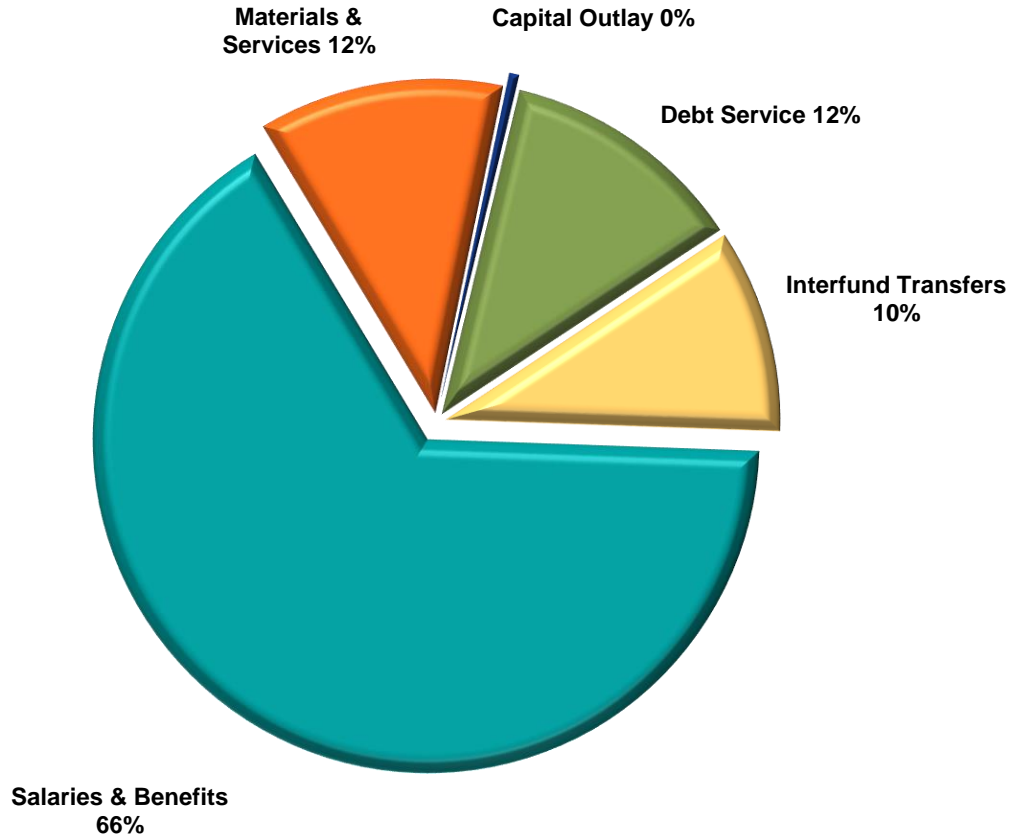
## FY 2021-22 Department Expenditure by Program



Program Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Administration	\$6,912,332	\$7,221,594	\$7,253,186	\$9,559,475
Patrol	11,122,849	9,863,064	9,720,937	9,747,721
Investigations	2,976,439	3,076,163	2,724,392	2,793,975
Technical Services	2,831,565	3,571,631	3,217,903	3,402,720
Crime Prevention	585,457	652,468	629,026	624,137
Traffic Safety	2,519,085	2,416,261	2,422,615	2,520,622
Jail Operations	795,682	795,674	804,501	779,465
Parking Enforcement	1,916,509	2,006,004	1,904,565	1,729,097
Animal Control	344,807	356,329	354,802	345,504
Asset Forfeiture	196,967	147,900	233,846	108,500
Law Enforcement Grants	51,030	142,000	242,000	155,000
<b>Total</b>	<b>\$30,252,723</b>	<b>\$30,249,088</b>	<b>\$29,507,773</b>	<b>\$31,766,216</b>
<b>Full-Time Positions</b>	<b>107.8</b>	<b>108.8</b>	<b>108.8</b>	<b>105.8</b>

# Police Department

FY 2021-22  
Department Expenditure by Category



Category Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Salaries & Benefits	\$23,801,186	\$24,261,893	\$23,558,947	\$20,914,389
Materials & Services	3,195,722	3,593,929	3,683,060	3,769,235
Capital Outlay	104,120	204,000	74,000	154,000
Debt Service	386,019	385,682	385,682	3,793,564
Interfund Transfers	2,765,676	1,803,584	1,806,084	3,135,028
<b>Total</b>	<b>\$30,252,723</b>	<b>\$30,249,088</b>	<b>\$29,507,773</b>	<b>\$31,766,216</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 16,000 followers and over 8,000 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 new presence on social media and looks forward to future engagement.

Instagram, Twitter, and YouTube are complements to the Police Department's existing social media presence on Facebook, which was launched in March 2016 and has over 5,000 followers. Posts have generated approximately 10,000 instances of engagement each month. The Police Department also uses Nixle (soon to be renamed Everbridge), 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 <https://local.nixle.com/city-of-manhattan-beach>.

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## 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

- Adapted to and navigated through the pandemic while serving the community at the highest level, including:
    - Deploying field staff across all sections of the Department on a modified "team policing" schedule to limit potential Covid exposures amongst staff
    - Facilitating a contract with a local medical provider to offer expedited rapid Covid testing and results for City personal
    - Managing the deployment of contracted Mask Enforcement teams
    - Responding to over 30,000 calls for service and 18,000 self-initiated calls for service in calendar year 2020
  - 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](https://twitter.com/manhattanbchpd)), and YouTube Channel ([www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow](http://www.youtube.com/channel/UCOZWT2NPCePK2SznVMH12ow))
  - Expanded the reach of Nixle public notification service, now reaching over 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 three virtual Coffee with a Cop Community Events and a virtual swearing-in ceremony to promote community engagement
- 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
- Participated in a joint-agency grant for Alcoholic Beverage Control, in partnership with Hermosa Beach and El Segundo
- Secured \$80,000 in grant funds from the California Office of Traffic Safety to augment DUI and traffic enforcement efforts.
- Purchased and installed additional fixed License Plate Readers (LPRs)
- 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



Performance Measures

Indicator	Prior Year Actuals				Target
	2018-2019 Actual	2019-2020 Actual	2020-2021 Budget	2020-2021 Estimate	2021-2022 Budget
%- Reduce Violent Crimes by 3%	20% Reduction	4% Reduction	3% Reduction	15% Reduction	3% Reduction
%- Reduce Property Crime by 3%	4% Reduction	1% Increase	3% Reduction	8% reduction	3% Reduction
%- Increase Social Media Subscribers/Followers by 15%	30%	20%	15%	26%	15%
% - Maintain Vacancy Factor below 5%	8%	5%	<5%	5%	<5%
% - Provide Perishable Skills Training <sup>1</sup> In-House Annually	100%	100%	100%	100%	100%
% - Public records requests completed within 10 days	95%	95%	95%	96%	95%
% - Maintain Compliance with all State/County jail inspections	100%	100%	100%	100%	100%

<sup>1</sup>The Commission on Peace Officer Standards and Training (POST) requires that each "perishable skills" once every two years; MBPD strives to provide each of these training 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 52303) and STC Training (object 52302) 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 2021-2022

- 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 16,000 followers on our Instagram page ([www.instagram.com/manhattanbchpd](http://www.instagram.com/manhattanbchpd)) and over 5,000 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. Nixle subscribers will be transitioned to Nixle’s parent company, Everbridge, in 2021 – same information, different name. Utilization of social media and Nixle/Everbridge to communicate with our community meets the Police Department’s Strategic Plan goal of community engagement.

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 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 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 Assistant	2	2	2	2
Administrative Clerk I/II <sup>1</sup>	-	-	1	1
Information Systems Specialist <sup>2</sup>	0.8	0.8	0.8	0.8
<b>Total</b>	<b>8.8</b>	<b>8.8</b>	<b>9.8</b>	<b>9.8</b>

<sup>1</sup>Administrative Clerk I/II transferred from Investigations in FY 2020-2021.

<sup>2</sup>Position is shared with Fire Department.

2,200 hours are budgeted in FY 2021-2022 for part-time staff.

## Police Department | Administration

Administration Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$279,588	\$297,385	\$355,271	\$359,019	20.7%	38.5%
51102 Sworn Employee Salaries	1,103,231	1,039,627	1,098,788	1,068,832	2.8%	114.5%
51103 Part Time Employee Salaries	97,251	74,800	55,000	74,800	-	8.0%
51104 Overtime Regular Employees	862	5,675	250	3,300	-41.9%	0.4%
51105 Overtime Sworn Employees	8,971	13,160	8,000	13,320	1.2%	1.4%
51201 Group Medical Insurance	162,801	179,938	168,840	192,027	6.7%	20.6%
51202 Medicare	21,391	22,276	22,173	21,790	-2.2%	2.3%
51204 401A Plan City	9,954	9,795	9,306	9,632	-1.7%	1.0%
51205 Contributions to City Pension	9,971	9,971	9,971	15,474	55.2%	1.7%
51211 PERS Regular Contributions	25,371	27,508	33,794	32,387	17.7%	3.5%
51212 PERS Sworn Contributions	233,475	232,332	251,678	235,808	1.5%	25.3%
51213 PERS Regular Net Pension Liab	28,018	31,884	30,823	-	-100.0%	-
51214 PERS Sworn Net Pension Liab	271,061	331,700	320,654	-	-100.0%	-
51219 PERS Suppl Retire Pymt (415)	4,178	-	4,373	4,504	-	0.5%
51231 Unemployment	8,700	8,700	8,700	4,175	-52.0%	0.4%
51232 Workers Compensation	2,697,660	2,879,220	2,879,220	1,800,840	-37.5%	193.0%
<b>Total Salaries &amp; Benefits</b>	<b>\$4,962,483</b>	<b>\$5,163,971</b>	<b>\$5,256,841</b>	<b>\$3,835,908</b>	<b>-25.7%</b>	<b>40.5%</b>
52101 Contract Services	\$56,449	\$63,900	\$64,000	\$66,550	4.1%	7.1%
52103 Computer Contract Services	1,170	1,650	1,650	1,650	-	0.2%
52106 Physical/Psychological Exams	22,650	19,900	30,000	27,200	36.7%	2.9%
52107 Legal Services	-	8,000	1,000	5,000	-37.5%	0.5%
52108 Background Investigations	1,903	5,320	2,000	4,020	-24.4%	0.4%
52201 Departmental Supplies	65,688	64,800	65,000	64,800	-	6.9%
52202 Office Supplies	25,644	40,100	20,000	32,100	-20.0%	3.4%
52205 Uniforms/Safety Equipment	59,683	32,250	30,000	32,250	-	3.5%
52206 Advertising	-	500	-	800	60.0%	0.1%
52301 Training, Conf & Meetings	20,798	27,100	6,000	27,100	-	2.9%
52302 STC Training	1,669	3,850	2,500	3,850	-	0.4%
52303 POST Training	22,712	49,700	25,000	49,700	-	5.3%
52304 Employee Awards & Events	1,619	2,900	1,000	2,900	-	0.3%
52307 Memberships & Dues	2,660	5,995	5,800	5,995	-	0.6%
52308 Reference Books & Periodicals	691	990	800	990	-	0.1%
52703 City Funds Match	14,293	12,000	8,000	12,000	-	1.3%
52801 Computers, Supplies & Software	2,508	-	-	-	-	-
53101 Telephone	15,081	15,323	15,803	15,292	-0.2%	1.6%
53102 Electricity	134,918	135,316	148,268	138,021	2.0%	14.8%
53103 Natural Gas	9,086	7,287	9,292	9,222	26.6%	1.0%
53104 Water	14,280	15,747	15,237	14,466	-8.1%	1.6%
<b>Total Materials &amp; Services</b>	<b>\$473,501</b>	<b>\$512,628</b>	<b>\$451,350</b>	<b>\$513,906</b>	<b>0.2%</b>	<b>5.4%</b>
54102 Warehouse Purchases	\$500	-	-	-	-	-
54104 Information Technology Allocation	74,220	\$72,493	\$72,493	\$96,393	33.0%	23.5%
54105 Insurance Allocation	541,440	606,240	606,240	745,680	23.0%	182.1%
54106 Fleet Rental Allocation	36,468	-	-	36,480	-	8.9%
54107 Fleet Maintenance Allocation	15,357	-	-	51,187	-	12.5%
54108 Building & Ops Allocation	422,344	480,580	480,580	486,357	1.2%	118.8%
<b>Total Internal Services</b>	<b>\$1,090,329</b>	<b>\$1,159,313</b>	<b>\$1,159,313</b>	<b>\$1,416,097</b>	<b>22.1%</b>	<b>15.0%</b>
61203 Computer Equipment & Software	-	-	-	-	-	-
<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>\$6,526,313</b>	<b>\$6,835,912</b>	<b>\$6,867,504</b>	<b>\$5,765,911</b>	<b>-15.7%</b>	<b>60.9%</b>

## Police Department | Administration

<b>Administration Object Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Y/E Est</b>	<b>FY 2022 Adopted</b>	<b>Var from FY 21 Budg</b>	<b>% of Total</b>
71101 Bond Principal	\$257,500	\$265,000	\$265,000	<b>\$582,500</b>	119.8%	142.2%
71102 Bond Interest	127,619	119,782	119,782	<b>251,719</b>	110.1%	61.5%
71103 Bond Administration Fee	900	900	900	<b>900</b>	-	0.2%
71107 POB Miscellaneous Principal	-	-	-	<b>164,125</b>	-	40.1%
71108 POB Miscellaneous Interest	-	-	-	<b>122,354</b>	-	29.9%
71109 POB Safety Principal	-	-	-	<b>1,480,000</b>	-	361.4%
71110 POB Safety Interest	-	-	-	<b>1,102,890</b>	-	269.3%
<b>Total Debt Service</b>	<b>\$386,019</b>	<b>\$385,682</b>	<b>\$385,682</b>	<b>\$3,704,488</b>	<b>860.5%</b>	<b>39.1%</b>
<b>Total Expenditures</b>	<b>\$6,912,332</b>	<b>\$7,221,594</b>	<b>\$7,253,186</b>	<b>\$9,470,399</b>	<b>31.1%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$6,526,313	\$6,835,912	\$6,867,504	<b>\$8,635,280</b>	26.3%	91.2%
Capital Improvement Fund	386,019	385,682	385,682	<b>835,119</b>	116.5%	8.8%
<b>Total Sources</b>	<b>\$6,912,332</b>	<b>\$7,221,594</b>	<b>\$7,253,186</b>	<b>\$9,470,399</b>	<b>31.1%</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.

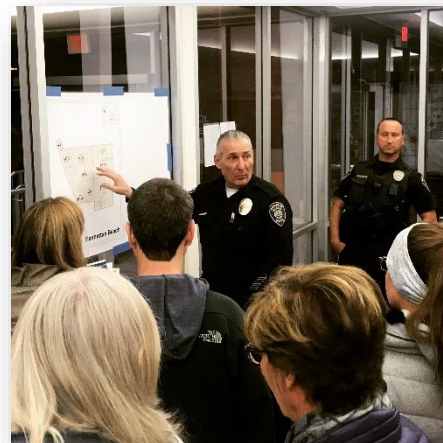
## Objectives FY 2021-2022

- 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 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 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 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$45,721	-	\$149,819	-	-	-
51102 Sworn Employee Salaries	4,791,383	\$4,803,232	4,704,301	<b>\$5,035,108</b>	4.8%	539.5%
51104 Overtime Regular Employees	17,851	19,000	20,000	<b>23,000</b>	21.1%	2.5%
51105 Overtime Sworn Employees	1,171,461	1,408,500	1,250,000	<b>1,439,400</b>	2.2%	154.2%
51107 Overtime Special Events	993,524	268,200	280,000	<b>385,700</b>	43.8%	41.3%
51201 Group Medical Insurance	726,579	669,813	635,015	<b>618,189</b>	-7.7%	66.2%
51202 Medicare	99,930	87,331	88,327	<b>73,005</b>	-16.4%	7.8%
51211 PERS Regular Contributions	3,738	-	14,233	-	-	-
51212 PERS Sworn Contributions	914,076	910,199	951,634	<b>1,131,570</b>	24.3%	121.2%
51214 PERS Sworn Net Pension Liab	1,229,701	1,280,282	1,237,649	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$9,993,964</b>	<b>\$9,446,557</b>	<b>\$9,330,978</b>	<b>\$8,705,972</b>	<b>-7.8%</b>	<b>89.3%</b>
52101 Contract Services	\$38,766	\$63,480	\$55,000	<b>\$37,320</b>	-41.2%	4.0%
52201 Departmental Supplies	28,936	24,000	30,000	<b>30,050</b>	25.2%	3.2%
52205 Uniforms/Safety Equipment	40,180	43,100	38,000	<b>43,100</b>	-	4.6%
52301 Training, Conf & Meetings	61,594	47,100	30,000	<b>51,600</b>	9.6%	5.5%
52307 Memberships & Dues	1,376	1,885	1,800	<b>1,885</b>	-	0.2%
53101 Telephone	3,169	2,540	757	<b>3,213</b>	26.5%	0.3%
<b>Total Materials &amp; Services</b>	<b>\$174,021</b>	<b>\$182,105</b>	<b>\$155,557</b>	<b>\$167,168</b>	<b>-8.2%</b>	<b>1.7%</b>
54102 Warehouse Purchases	\$260	-	-	-	-	-
54104 Information Technology Allocation	251,412	\$234,402	\$234,402	<b>\$287,051</b>	22.5%	70.1%
54106 Fleet Rental Allocation	170,892	-	-	<b>154,640</b>	-	37.8%
54107 Fleet Maintenance Allocation	428,180	-	-	<b>432,890</b>	-	105.7%
<b>Total Internal Services</b>	<b>\$850,744</b>	<b>\$234,402</b>	<b>\$234,402</b>	<b>\$874,581</b>	<b>273.1%</b>	<b>9.0%</b>
<b>Total Operating Expenditures</b>	<b>\$11,018,729</b>	<b>\$9,863,064</b>	<b>\$9,720,937</b>	<b>\$9,747,721</b>	<b>-1.2%</b>	<b>100.0%</b>
61301 Machinery	\$104,120	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$104,120</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$11,122,849</b>	<b>\$9,863,064</b>	<b>\$9,720,937</b>	<b>\$9,747,721</b>	<b>-1.2%</b>	<b>100.0%</b>

**Source of Funds**

General Fund	\$11,122,849	\$9,863,064	\$9,720,937	<b>\$9,747,721</b>	-1.2%	100.0%
<b>Total Sources</b>	<b>\$11,122,849</b>	<b>\$9,863,064</b>	<b>\$9,720,937</b>	<b>\$9,747,721</b>	<b>-1.2%</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 2021-2022

- 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 installed in 2020 and 2021. 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 2022 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. The Investigations Section Administrative Clerk position was moved to Administration, 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 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Sergeant	1	1	1	1
Police Officer	11	11	11	11
Secretary	1	-	-	-
Administrative Clerk I/II <sup>1</sup>	1	1	-	-
Crime Analyst	-	1	1	1
<b>Total</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>13</b>

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

*<sup>1</sup>Administrative Clerk I/II transferred to Police Administration in FY 2020-2021.*

960 hours are budgeted in FY 2021-2022 for part-time staff.

## Police Department | Investigations

Investigations Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$106,954	\$143,178	\$87,612	\$89,684	-37.4%	9.6%
51102 Sworn Employee Salaries	1,553,940	1,530,534	1,400,759	1,532,572	0.1%	164.2%
51103 Part Time Employee Salaries	437	13,440	15,000	14,400	7.1%	1.5%
51105 Overtime Sworn Employees	97,790	136,300	84,000	141,300	3.7%	15.1%
51201 Group Medical Insurance	174,812	228,625	173,036	219,057	-4.2%	23.5%
51202 Medicare	25,485	30,432	23,231	23,731	-22.0%	2.5%
51204 401A Plan City	2,464	4,026	4,068	4,036	0.2%	0.4%
51211 PERS Regular Contributions	9,039	13,201	8,474	8,161	-38.2%	0.9%
51212 PERS Sworn Contributions	283,207	292,516	274,380	342,110	17.0%	36.7%
51213 PERS Regular Net Pension Liab	10,198	15,301	14,792	-	-100.0%	-
51214 PERS Sworn Net Pension Liab	379,043	436,833	422,286	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$2,643,370</b>	<b>\$2,844,386</b>	<b>\$2,507,638</b>	<b>\$2,375,051</b>	<b>-16.5%</b>	<b>85.0%</b>
52101 Contract Services	\$39,446	\$51,670	\$51,000	\$59,970	16.1%	6.4%
52103 Computer Contract Services	-	45,400	45,000	50,940	12.2%	5.5%
52201 Departmental Supplies	5,869	8,025	6,800	10,325	28.7%	1.1%
52205 Uniforms/Safety Equipment	11,320	10,400	10,000	10,400	-	1.1%
52301 Training, Conf & Meetings	8,027	13,650	3,000	16,300	19.4%	1.7%
52307 Memberships & Dues	70	795	480	795	-	0.1%
53101 Telephone	4,033	3,395	2,032	4,090	20.5%	0.4%
<b>Total Materials &amp; Services</b>	<b>\$68,766</b>	<b>\$133,335</b>	<b>\$118,312</b>	<b>\$152,820</b>	<b>14.6%</b>	<b>5.5%</b>
54104 Information Technology Allocation	88,044	98,442	98,442	98,218	-0.2%	24.0%
54106 Fleet Rental Allocation	80,604	-	-	67,460	-	16.5%
54107 Fleet Maintenance Allocation	95,655	-	-	100,426	-	24.5%
<b>Total Internal Services</b>	<b>\$264,303</b>	<b>\$98,442</b>	<b>\$98,442</b>	<b>\$266,104</b>	<b>170.3%</b>	<b>9.5%</b>
<b>Total Operating Expenditures</b>	<b>\$2,976,439</b>	<b>\$3,076,163</b>	<b>\$2,724,392</b>	<b>\$2,793,975</b>	<b>-9.2%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$2,976,439	\$3,076,163	\$2,724,392	\$2,793,975	-9.2%	100.0%
<b>Total Sources</b>	<b>\$2,976,439</b>	<b>\$3,076,163</b>	<b>\$2,724,392</b>	<b>\$2,793,975</b>	<b>-9.2%</b>	<b>100.0%</b>

# Police Department | Technical Support Services

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## 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 52105).

## Objectives FY 2021-2022

- 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 technician duties
- Maintain timely response to public records requests
- Continually review, update, and revise Department forms to ensure completeness and viability.
- Upgrade all Police Department radios to meet Federal requirements, as well as to enhance interoperability

## Service Level Trends & Major Service Delivery Changes

The FY 2022 budget includes replacement of the Department's station security access and control system and enhanced cellular connectivity to improve critical communications during emergency situations (object 52101). It also includes replacement of the Department's 15 year old in-car video system and back-end video storage system, which will improve video quality and create operational efficiencies that will save staff time (object 52103).



## Police Department | Technical Support Services

Authorized Full-Time Positions	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
Administrative Clerk I/II	2	2	1	1
Lead Police Records Technician	2	2	2	2
Police Records Manager	1	1	1	1
Police Records Specialist	-	-	1	1
Police Records Technician	7	7	7	7
Police Services Officer	1	1	1	1
Property & Evidence Officer	-	-	1	1
<b>Total</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>14</b>

2,300 hours are budgeted in FY 2021-2022 for part-time staff.

Technical Support Services Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$811,283	\$940,692	\$785,177	\$942,411	0.2%	101.0%
51103 Part Time Employee Salaries	35,588	65,550	65,000	66,700	1.8%	7.1%
51104 Overtime Regular Employees	72,456	68,000	35,000	68,000	-	7.3%
51201 Group Medical Insurance	123,238	141,502	133,601	180,893	27.8%	19.4%
51202 Medicare	13,086	15,268	12,599	14,632	-4.2%	1.6%
51204 401A Plan City	2,624	2,576	1,431	4,542	76.3%	0.5%
51211 PERS Regular Contributions	65,333	86,518	75,163	85,478	-1.2%	9.2%
51213 PERS Regular Net Pension Liab	73,659	92,898	89,807	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$1,197,267</b>	<b>\$1,413,004</b>	<b>\$1,197,778</b>	<b>\$1,362,656</b>	<b>-3.6%</b>	<b>14.4%</b>
52101 Contract Services	\$46,404	\$46,330	\$46,000	\$166,342	259.0%	17.8%
52103 Computer Contract Services	130,547	170,400	170,000	237,900	39.6%	25.5%
52105 SBRPCA Communications	1,329,408	1,595,843	1,595,843	1,311,575	-17.8%	140.5%
52201 Departmental Supplies	8,801	8,720	12,000	8,720	-	0.9%
52203 Printing	10,509	17,100	9,000	16,100	-5.8%	1.7%
52204 Postage	7,528	10,365	6,000	7,626	-26.4%	0.8%
52205 Uniforms/Safety Equipment	5,448	7,200	7,000	6,700	-6.9%	0.7%
52301 Training, Conf & Meetings	2,054	4,650	6,000	6,150	32.3%	0.7%
52307 Memberships & Dues	542	195	195	195	-	0.0%
52801 Computers, Supplies & Software	9,536	6,500	6,500	8,500	30.8%	0.9%
53101 Telephone	5,854	5,216	2,979	5,936	13.8%	0.6%
<b>Total Materials &amp; Services</b>	<b>\$1,556,631</b>	<b>\$1,872,519</b>	<b>\$1,861,517</b>	<b>\$1,775,744</b>	<b>-5.2%</b>	<b>18.8%</b>
54102 Warehouse Purchases	\$2,043	\$2,000	\$4,500	\$4,500	125.0%	1.1%
54104 Information Technology Allocation	75,624	80,108	80,108	105,820	32.1%	25.8%
<b>Total Internal Services</b>	<b>\$77,667</b>	<b>\$82,108</b>	<b>\$84,608</b>	<b>\$110,320</b>	<b>34.4%</b>	<b>1.2%</b>
61203 Computer Equipment & Software	-	\$204,000	\$74,000	\$154,000	-24.5%	37.6%
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>\$204,000</b>	<b>\$74,000</b>	<b>\$154,000</b>	<b>-24.5%</b>	<b>37.6%</b>
<b>Total Expenditures</b>	<b>\$2,831,565</b>	<b>\$3,571,631</b>	<b>\$3,217,903</b>	<b>\$3,402,720</b>	<b>-4.7%</b>	<b>35.9%</b>

### Source of Funds

General Fund	\$2,831,565	\$3,571,631	\$3,217,903	\$3,402,720	-4.7%	35.9%
<b>Total Sources</b>	<b>\$2,831,565</b>	<b>\$3,571,631</b>	<b>\$3,217,903</b>	<b>\$3,402,720</b>	<b>-4.7%</b>	<b>35.9%</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 2021-2022

- 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 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 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 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$52,302	\$49,190	\$52,862	<b>\$55,325</b>	12.5%	5.9%
51102 Sworn Employee Salaries	259,320	298,225	299,294	<b>300,389</b>	0.7%	32.2%
51104 Overtime Regular Employees	-	344	-	<b>344</b>	-	0.0%
51105 Overtime Sworn Employees	23,672	16,110	6,000	<b>22,110</b>	37.2%	2.4%
51201 Group Medical Insurance	57,838	66,315	62,210	<b>67,693</b>	2.1%	7.3%
51202 Medicare	4,821	6,014	5,118	<b>5,158</b>	-14.2%	0.6%
51211 PERS Regular Contributions	4,359	4,636	5,113	<b>5,035</b>	8.6%	0.5%
51212 PERS Sworn Contributions	54,157	62,404	67,603	<b>67,858</b>	8.7%	7.3%
51213 PERS Regular Net Pension Liab	4,459	5,373	5,194	-	-100.0%	-
51214 PERS Sworn Net Pension Liab	76,241	89,094	86,127	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$537,169</b>	<b>\$597,705</b>	<b>\$589,521</b>	<b>\$523,912</b>	<b>-12.3%</b>	<b>5.5%</b>
52101 Contract Services	\$5,678	\$5,200	\$4,000	<b>\$42,500</b>	717.3%	4.6%
52103 Computer Contract Services	5,064	5,300	5,641	<b>5,900</b>	11.3%	0.6%
52201 Departmental Supplies	7,166	12,475	6,000	<b>15,575</b>	24.8%	1.7%
52205 Uniforms/Safety Equipment	3,820	2,900	2,400	<b>2,900</b>	-	0.3%
52301 Training, Conf & Meetings	5,990	8,850	2,500	<b>8,850</b>	-	0.9%
52307 Memberships & Dues	275	595	300	<b>595</b>	-	0.1%
53101 Telephone	1,383	1,109	330	<b>1,403</b>	26.5%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$29,376</b>	<b>\$36,429</b>	<b>\$21,171</b>	<b>\$77,723</b>	<b>113.4%</b>	<b>0.8%</b>
54104 Information Technology Allocation	\$18,912	\$18,334	\$18,334	<b>\$22,502</b>	22.7%	5.5%
<b>Total Internal Services</b>	<b>\$18,912</b>	<b>\$18,334</b>	<b>\$18,334</b>	<b>\$22,502</b>	<b>22.7%</b>	<b>0.2%</b>
<b>Total Expenditures</b>	<b>\$585,457</b>	<b>\$652,468</b>	<b>\$629,026</b>	<b>\$624,137</b>	<b>-4.3%</b>	<b>6.6%</b>

### Source of Funds

General Fund	\$585,457	\$652,468	\$629,026	<b>\$624,137</b>	-4.3%	6.6%
<b>Total Sources</b>	<b>\$585,457</b>	<b>\$652,468</b>	<b>\$629,026</b>	<b>\$624,137</b>	<b>-4.3%</b>	<b>6.6%</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 2021-2022

- 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 52101)
- 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 52101)



# 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 2021, the Police Department was successful in obtaining a \$80,000 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 2022.

The FY 2022 budget includes funding for contracted Crossing Guard services (object 52101), 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 and crowded beach days and to aid the Department in managing the traffic control, crowd control, and perimeter security.



<b>Authorized Full-Time Positions</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 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

Traffic Safety Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51102 Sworn Employee Salaries	\$1,063,751	\$1,088,789	\$1,114,653	\$1,092,673	0.4%	117.1%
51103 Part Time Employee Salaries	567	7,165	7,000	9,000	25.6%	1.0%
51104 Overtime Regular Employees	442	-	-	-	-	-
51105 Overtime Sworn Employees	109,222	97,440	90,000	139,100	42.8%	14.9%
51107 Overtime Special Events	585	-	-	-	-	-
51201 Group Medical Insurance	93,284	125,483	102,593	122,006	-2.8%	13.1%
51202 Medicare	12,257	17,427	12,613	12,905	-25.9%	1.4%
51212 PERS Sworn Contributions	219,245	235,923	248,924	244,645	3.7%	26.2%
51214 PERS Sworn Net Pension Liab	257,694	336,827	325,611	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$1,757,047</b>	<b>\$1,909,054</b>	<b>\$1,901,394</b>	<b>\$1,620,329</b>	<b>-15.1%</b>	<b>62.1%</b>
52101 Contract Services	\$522,236	\$439,300	\$450,000	\$762,786	73.6%	81.7%
52201 Departmental Supplies	13,843	9,350	15,000	9,350	-	1.0%
52205 Uniforms/Safety Equipment	9,894	12,090	11,000	12,090	-	1.3%
52301 Training, Conf & Meetings	585	2,600	1,800	2,600	-	0.3%
52307 Memberships & Dues	-	75	75	75	-	0.0%
53101 Telephone	792	635	189	803	26.5%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$547,349</b>	<b>\$464,050</b>	<b>\$478,064</b>	<b>\$787,704</b>	<b>69.7%</b>	<b>28.2%</b>
54104 Information Technology Allocation	\$44,028	\$43,157	\$43,157	\$52,910	22.6%	12.9%
54106 Fleet Rental Allocation	55,752	-	-	55,750	-	13.6%
54107 Fleet Maintenance Allocation	114,909	-	-	93,215	-	22.8%
<b>Total Internal Services</b>	<b>\$214,689</b>	<b>\$43,157</b>	<b>\$43,157</b>	<b>\$201,875</b>	<b>367.8%</b>	<b>7.2%</b>
<b>Total Expenditures</b>	<b>\$2,519,085</b>	<b>\$2,416,261</b>	<b>\$2,422,615</b>	<b>\$2,609,908</b>	<b>8.0%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$2,519,085	\$2,416,261	\$2,422,615	\$2,609,908	8.0%	100.0%
<b>Total Sources</b>	<b>\$2,519,085</b>	<b>\$2,416,261</b>	<b>\$2,422,615</b>	<b>\$2,609,908</b>	<b>8.0%</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 2021-2022

- 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 51103)

### Service Level Trends & Major Service Delivery Changes

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. 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 51103).

Over time, Community Services Officers have been tasked with more duties to assist police officers and fire personnel to increase their availability for calls for service. They are also tasked with education and



## Police Department | Parking Enforcement

enforcement of many municipal code violations, including leaf blowers, oversized vehicles, Strand/bike path enforcement, sidewalk parking, smoking violations, etc.

Authorized Full-Time Positions	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
Sergeant	1	1	1	1
Community Services Officer <sup>1</sup>	12	12	12	9
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>12</b>

<sup>1</sup>Two Community Services Officers eliminated to offset two new Code Enforcement Officers in Community Development. One Community Services Officer eliminated due to Early Retirement Incentive.

8,500 hours are budgeted in FY 2021-2022 for part-time staff.

Parking Enforcement Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$819,409	\$907,857	\$831,708	<b>\$725,363</b>	-20.1%	77.7%
51102 Sworn Employee Salaries	165,325	166,230	170,094	<b>170,602</b>	2.6%	18.3%
51103 Part Time Employee Salaries	160,437	175,654	195,000	<b>248,000</b>	41.2%	26.6%
51104 Overtime Regular Employees	62,112	55,040	60,000	<b>66,230</b>	20.3%	7.1%
51105 Overtime Sworn Employees	1,116	4,880	1,200	<b>3,660</b>	-25.0%	0.4%
51201 Group Medical Insurance	202,866	237,634	188,311	<b>177,480</b>	-25.3%	19.0%
51202 Medicare	15,172	17,500	15,176	<b>15,609</b>	-10.8%	1.7%
51211 PERS Regular Contributions	71,539	85,925	79,434	<b>65,537</b>	-23.7%	7.0%
51212 PERS Sworn Contributions	35,797	35,017	38,495	<b>38,539</b>	10.1%	4.1%
51213 PERS Regular Net Pension Liab	83,962	97,193	93,960	-	-100.0%	-
51214 PERS Sworn Net Pension Liab	45,201	49,994	48,329	-	-100.0%	-
51232 Workers Compensation	-	6,240	6,240	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$1,662,936</b>	<b>\$1,839,164</b>	<b>\$1,727,947</b>	<b>\$1,511,020</b>	<b>-17.8%</b>	<b>87.4%</b>
52101 Contract Services	\$4,934	\$7,820	\$7,000	<b>\$7,300</b>	-6.6%	0.8%
52103 Computer Contract Services	20,973	24,160	36,000	<b>24,160</b>	-	2.6%
52201 Departmental Supplies	5,918	6,220	6,500	<b>6,220</b>	-	0.7%
52205 Uniforms/Safety Equipment	14,286	11,450	11,000	<b>11,450</b>	-	1.2%
52301 Training, Conf & Meetings	1,632	1,750	750	<b>1,750</b>	-	0.2%
53101 Telephone	4,160	3,883	3,811	<b>4,219</b>	8.7%	0.5%
<b>Total Materials &amp; Services</b>	<b>\$51,903</b>	<b>\$55,283</b>	<b>\$65,061</b>	<b>\$55,099</b>	<b>-0.3%</b>	<b>3.2%</b>
54102 Warehouse Purchases	\$4	-	-	-	-	-
54104 Information Technology Allocation	94,536	\$92,237	\$92,237	<b>\$90,616</b>	-1.8%	22.1%
54105 Insurance Allocation	-	19,320	19,320	-	-100.0%	-
54106 Fleet Rental Allocation	58,476	-	-	<b>29,070</b>	-	7.1%
54107 Fleet Maintenance Allocation	48,653	-	-	<b>43,292</b>	-	10.6%
<b>Total Internal Services</b>	<b>\$201,669</b>	<b>\$111,557</b>	<b>\$111,557</b>	<b>\$162,978</b>	<b>46.1%</b>	<b>9.4%</b>
<b>Total Operating Expenditures</b>	<b>\$1,916,509</b>	<b>\$2,006,004</b>	<b>\$1,904,565</b>	<b>\$1,729,097</b>	<b>-13.8%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$1,916,509	\$2,006,004	\$1,904,565	<b>\$1,729,097</b>	-13.8%	100.0%
<b>Total Sources</b>	<b>\$1,916,509</b>	<b>\$2,006,004</b>	<b>\$1,904,565</b>	<b>\$1,729,097</b>	<b>-13.8%</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 52101). 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 2021-2022

- 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 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 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 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$229,851	\$220,452	\$183,909	<b>\$196,833</b>	-10.7%	21.1%
51104 Overtime Regular Employees	26,221	9,500	65,000	<b>27,000</b>	184.2%	2.9%
51201 Group Medical Insurance	27,715	31,844	24,749	<b>42,042</b>	32.0%	4.5%
51202 Medicare	3,629	4,205	3,571	<b>2,854</b>	-32.1%	0.3%
51211 PERS Regular Contributions	19,082	19,503	15,210	<b>17,912</b>	-8.2%	1.9%
51213 PERS Regular Net Pension Liab	16,813	22,605	21,853	-	-100.0%	-
51232 Workers Compensation	-	6,240	6,240	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$323,312</b>	<b>\$314,349</b>	<b>\$320,532</b>	<b>\$286,641</b>	<b>-8.8%</b>	<b>16.6%</b>
52101 Contract Services	\$7,561	\$15,410	\$11,000	<b>\$16,150</b>	4.8%	1.7%
52201 Departmental Supplies	2,270	2,700	2,500	<b>2,900</b>	7.4%	0.3%
52205 Uniforms/Safety Equipment	2,114	1,800	1,200	<b>1,800</b>	-	0.2%
52301 Training, Conf & Meetings	-	2,750	250	<b>2,750</b>	-	0.3%
<b>Total Materials &amp; Services</b>	<b>\$11,945</b>	<b>\$22,660</b>	<b>\$14,950</b>	<b>\$23,600</b>	<b>4.1%</b>	<b>1.4%</b>
54105 Insurance Allocation	-	\$19,320	\$19,320	<b>\$540</b>	-97.2%	0.1%
54106 Fleet Rental Allocation	-	-	-	<b>10,380</b>	-	2.5%
54107 Fleet Maintenance Allocation	\$9,550	-	-	<b>24,343</b>	-	5.9%
<b>Total Internal Services</b>	<b>\$9,550</b>	<b>\$19,320</b>	<b>\$19,320</b>	<b>\$35,263</b>	<b>82.5%</b>	<b>2.0%</b>
<b>Total Operating Expenditures</b>	<b>\$344,807</b>	<b>\$356,329</b>	<b>\$354,802</b>	<b>\$345,504</b>	<b>-3.0%</b>	<b>20.0%</b>

### Source of Funds

General Fund	\$344,807	\$356,329	\$354,802	<b>\$345,504</b>	-3.0%	20.0%
<b>Total Sources</b>	<b>\$344,807</b>	<b>\$356,329</b>	<b>\$354,802</b>	<b>\$345,504</b>	<b>-3.0%</b>	<b>20.0%</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 2021-2022

- 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 52101).

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 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 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 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$455,954	\$447,741	\$462,571	<b>\$454,767</b>	1.6%	48.7%
51104 Overtime Regular Employees	42,990	54,000	35,000	<b>57,000</b>	5.6%	6.1%
51201 Group Medical Insurance	74,107	85,180	77,108	<b>77,898</b>	-8.5%	8.3%
51202 Medicare	5,993	6,228	5,876	<b>5,523</b>	-11.3%	0.6%
51211 PERS Regular Contributions	40,411	41,663	44,232	<b>40,712</b>	-2.3%	4.4%
51213 PERS Regular Net Pension Liab	40,221	48,291	46,685	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$659,676</b>	<b>\$683,103</b>	<b>\$671,472</b>	<b>\$635,900</b>	<b>-6.9%</b>	<b>81.6%</b>
52101 Contract Services	\$84,690	\$54,950	\$80,000	<b>\$73,950</b>	34.6%	7.9%
52201 Departmental Supplies	9,039	15,700	12,000	<b>18,100</b>	15.3%	1.9%
52205 Uniforms/Safety Equipment	2,879	3,700	3,700	<b>4,600</b>	24.3%	0.5%
53101 Telephone	1,585	1,270	378	<b>1,607</b>	26.5%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$98,194</b>	<b>\$75,620</b>	<b>\$96,078</b>	<b>\$98,257</b>	<b>29.9%</b>	<b>12.6%</b>
54104 Information Technology Allocation	\$37,812	\$36,951	\$36,951	<b>\$45,308</b>	22.6%	11.1%
<b>Total Internal Services</b>	<b>\$37,812</b>	<b>\$36,951</b>	<b>\$36,951</b>	<b>\$45,308</b>	<b>22.6%</b>	<b>5.8%</b>
<b>Total Operating Expenditures</b>	<b>\$795,682</b>	<b>\$795,674</b>	<b>\$804,501</b>	<b>\$779,465</b>	<b>-2.0%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$795,682	\$795,674	\$804,501	<b>\$779,465</b>	-2.0%	100.0%
<b>Total Sources</b>	<b>\$795,682</b>	<b>\$795,674</b>	<b>\$804,501</b>	<b>\$779,465</b>	<b>-2.0%</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 2021-2022

- 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

Asset Forfeiture/Grants Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51105 Overtime Sworn Employees	\$59,145	\$50,600	\$50,600	<b>\$57,000</b>	12.6%	6.1%
51201 Group Medical Insurance	3,961	-	3,550	-	-	-
51202 Medicare	855	-	696	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$63,961</b>	<b>\$50,600</b>	<b>\$54,846</b>	<b>\$57,000</b>	<b>12.6%</b>	<b>21.6%</b>
52101 Contract Services	\$13,771	\$5,000	\$140,000	<b>\$20,000</b>	300.0%	2.1%
52201 Departmental Supplies	142,452	191,500	274,000	<b>129,500</b>	-32.4%	13.9%
52205 Uniforms/Safety Equipment	22,758	25,800	4,000	<b>27,000</b>	4.7%	2.9%
52301 Training, Conf & Meetings	3,879	12,000	-	<b>10,000</b>	-16.7%	1.1%
52801 Computers, Supplies & Software	1,176	5,000	3,000	<b>20,000</b>	300.0%	2.1%
<b>Total Materials &amp; Services</b>	<b>\$184,036</b>	<b>\$239,300</b>	<b>\$421,000</b>	<b>\$206,500</b>	<b>-13.7%</b>	<b>78.4%</b>
<b>Total Operating Expenditures</b>	<b>\$247,997</b>	<b>\$289,900</b>	<b>\$475,846</b>	<b>\$263,500</b>	<b>-9.1%</b>	<b>100.0%</b>

### Source of Funds

Asset Forfeiture Fund	\$196,967	\$147,900	\$233,846	<b>\$108,500</b>	-26.6%	41.2%
Police Safety Grants Fund	\$51,030	\$142,000	\$242,000	<b>\$155,000</b>	9.2%	58.8%
<b>Total Sources</b>	<b>\$247,997</b>	<b>\$289,900</b>	<b>\$475,846</b>	<b>\$263,500</b>	<b>-9.1%</b>	<b>100.0%</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

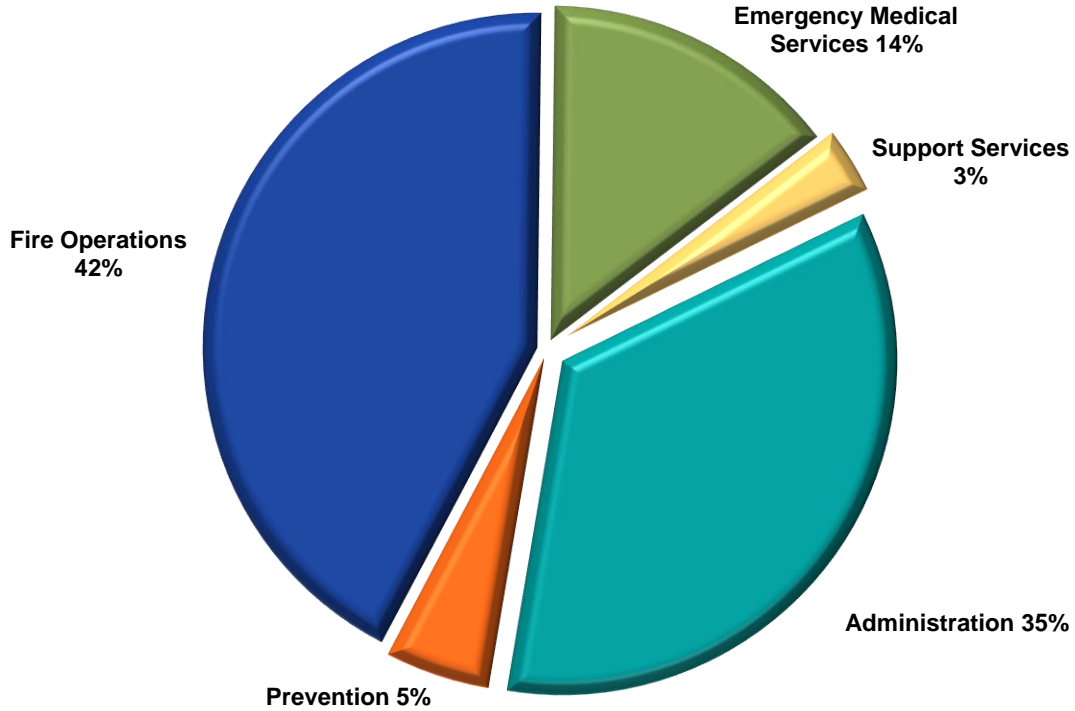
- Fire Suppression
- ~
- Training
- ~
- Special Operations
- ~
- Policy and Procedures
- ~
- Operations Committee
- ~
- Wild Land Deployment
- ~
- Mutual & Auto Aid
- ~
- Safety and Equipment
- ~
- Recruiting and Hiring

- 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

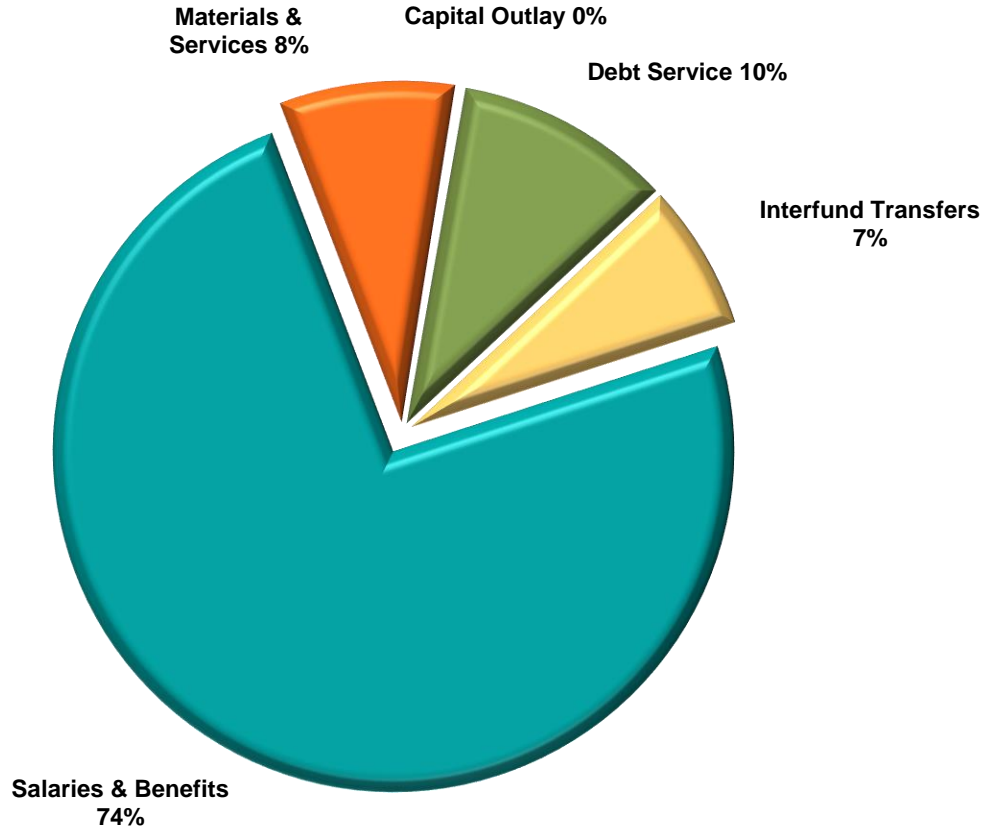
FY 2021-22  
Department Expenditure by Program



Program Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Administration	\$3,540,891	\$3,472,710	\$3,261,670	\$5,542,923
Prevention	757,147	783,101	658,709	801,096
Fire Operations	7,503,435	7,473,067	7,789,032	6,752,774
Emergency Medical Services	2,344,376	2,397,519	2,393,379	2,290,302
Support Services	506,722	581,712	449,351	505,221
<b>Total</b>	<b>\$14,652,572</b>	<b>\$14,708,109</b>	<b>\$14,552,141</b>	<b>\$15,892,316</b>
<b>Full-Time Positions</b>	<b>31.2</b>	<b>31.2</b>	<b>31.2</b>	<b>32.2</b>

# Fire Department

## FY 2021-22 Department Expenditure by Category



Category Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Salaries & Benefits	\$11,645,456	\$12,181,908	\$11,947,753	\$11,791,983
Materials & Services	1,404,633	1,479,723	1,546,591	1,320,383
Capital Outlay	268,987	51,500	62,819	41,500
Debt Service	386,019	385,682	385,682	1,633,910
Interfund Transfers	947,477	609,296	609,296	1,104,540
<b>Total</b>	<b>\$14,652,572</b>	<b>\$14,708,109</b>	<b>\$14,552,141</b>	<b>\$15,892,316</b>

# Fire Department

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





### Recent Accomplishments Highlights

- Conducted a Nationwide search for Fire Chief
- Enhanced contract services through McCormick Ambulance drastically improving level of service by increasing resources without increasing costs
- Received a “No Actions Required” audit for our paramedic program from Los Angeles County Emergency Medical Services Agency
- Maintained the Class 2 Public Protection Classification from the Office of Insurance Services for fire protection
- Secured new and updated equipment with funds available through Chevron Refinery settlement
- This year MBFD partnered Human Resources to conduct recruitment and promotional exams for the position of Engineer/Paramedic and Firefighter/Paramedic
- Updated and enhanced the Department’s Record Management System (RMS) and migrated from Zoll to Emergency Reporting
- Completed transition of Kronos (Telestaff) to enhance and streamline the staffing component of RMS
- Completed four (4) Chief Fire Officer classes for members of the Department and surrounding agencies



Performance Measures

Indicator	Prior Year Actuals				Target
	2018-2019 Actual	2019-2020 Actual	2020-2021 Budget	2020-2021 Estimate	2021-2022 Budget
% - Total property loss (based on total property value) due to fire	2%	1%	<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	68%	70%	90%	75%	90%
% - First-arriving unit to fire calls within 6:00 min	100%	90%	90%	95%	90%
% - Annual State-mandated and California Fire Code required inspections performed in the City	100%	76%	>95%	90%	100%
% - Increase of citizens and community members that are trained as CERT or BERT (Community/Business Emergency Response Team) members	1.6%	<1.2%	1.4%	1.4%	1.2%
# - Community members that were educated or trained about fire services through planned outreach activities	948	876	1000	900	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%
% - Annual Fire Life/Safety inspections performed on business occupancies in the City	100%	70%	>95%	0%	>95%





### Program Overview

Fire Administration's function is to assist Department Divisions 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.

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

### Objectives FY 2021-2022

- Serve as the Fire Department lead in the development and implementation of the Computer Aided Dispatch (CAD) build through Regional Communication Center
- Enhance data collection methodologies to identify emergency service improvement opportunities
- Provide leadership and direction to Battalion Chiefs, Fire Captains, and Fire Personnel
- 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
- Upgrade Mobile Data Computer hardware to improve connectivity with the regional dispatch center
- Partner with surrounding agencies to study opportunities to provide better customer service to South Bay cities

### Major Service Delivery Changes

- Manhattan Beach Fire Department is working closely with our regional partners to develop the future CAD
- Implemented Everbridge Mass Notification System for emergency announcements and public notifications
- Assisted with the vaccine administration together with Beach Cities Health District (BCHS)
- Implemented Cloud based Kronos (Telestaff) providing effective and efficient computer staffing program
- Fully integrated Emergency Reporting Record Management System (RMS) for organizational efficiency and effectiveness
- Updated and implemented a new Manual of Operations providing departmental policies and procedures

## Fire Department | Administration

Authorized Full-Time Positions	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
Fire Chief	1	1	1	1
Executive Assistant	1	1	1	1
Information Systems Specialist <sup>1</sup>	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>

<sup>1</sup> Position is shared with Police Department.

Administration Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$86,909	\$90,758	\$93,257	<b>\$88,435</b>	-2.6%	9.5%
51102 Sworn Employee Salaries	244,410	224,042	9,335	<b>226,436</b>	1.1%	24.3%
51103 Part Time Employee Salaries	43,939	48,264	48,264	<b>46,662</b>	-3.3%	5.0%
51104 Overtime Regular Employees	-	1,000	250	<b>1,000</b>	-	0.1%
51105 Overtime Sworn Employees	3,222	88,560	88,560	<b>88,560</b>	-	9.5%
51201 Group Medical Insurance	34,081	27,608	11,230	<b>34,323</b>	24.3%	3.7%
51202 Medicare	5,247	4,319	3,016	<b>4,925</b>	14.0%	0.5%
51204 401A Plan City	4,838	3,665	14	<b>5,641</b>	53.9%	0.6%
51211 PERS Regular Contributions	8,032	8,498	9,020	<b>8,048</b>	-5.3%	0.9%
51212 PERS Sworn Contributions	48,713	38,284	287	<b>46,525</b>	21.5%	5.0%
51213 PERS Regular Net Pension Liab	8,699	9,850	9,522	-	-100.0%	-
51214 PERS Sworn Net Pension Liab	54,546	54,658	52,838	-	-100.0%	-
51219 PERS Suppl Retire Pymt (415)	8,120	-	8,340	<b>8,590</b>	-	0.9%
51231 Unemployment	420	420	420	-	-100.0%	-
51232 Workers Compensation	1,512,780	1,519,680	1,519,680	<b>2,449,080</b>	61.2%	262.4%
<b>Total Salaries &amp; Benefits</b>	<b>\$2,063,956</b>	<b>\$2,119,606</b>	<b>\$1,854,033</b>	<b>\$3,008,225</b>	<b>41.9%</b>	<b>54.6%</b>
52101 Contract Services	\$95,219	\$68,689	\$68,600	<b>\$68,129</b>	-0.8%	7.3%
52103 Computer Contract Services	19,362	24,750	26,276	<b>19,820</b>	-19.9%	2.1%
52105 SBRPCA Communications	429,496	536,948	536,948	<b>387,192</b>	-27.9%	41.5%
52106 Physical/Psychological Exams	-	880	880	<b>880</b>	-	0.1%
52108 Background Investigations	-	864	864	<b>864</b>	-	0.1%
52201 Departmental Supplies	4,964	5,000	5,000	<b>5,000</b>	-	0.5%
52202 Office Supplies	2,536	4,000	2,600	<b>3,000</b>	-25.0%	0.3%
52205 Uniforms/Safety Equipment	5,158	3,100	3,100	<b>3,100</b>	-	0.3%
52301 Training, Conf & Meetings	10,473	5,600	5,600	<b>4,600</b>	-17.9%	0.5%
52304 Employee Awards & Events	1,300	2,000	1,000	<b>2,000</b>	-	0.2%
52307 Memberships & Dues	2,815	2,800	2,300	<b>2,800</b>	-	0.3%
52801 Computers, Supplies & Software	45	-	-	-	-	-
53101 Telephone	3,426	3,038	2,269	<b>3,474</b>	14.4%	0.4%
53103 Natural Gas	6,636	5,619	9,565	<b>6,736</b>	19.9%	0.7%
<b>Total Materials &amp; Services</b>	<b>\$567,207</b>	<b>\$649,831</b>	<b>\$649,868</b>	<b>\$492,585</b>	<b>-24.2%</b>	<b>8.9%</b>
54102 Warehouse Purchases	\$1,034	-	-	-	-	-
54104 Information Technology Allocation	36,408	\$35,542	\$35,542	<b>\$36,794</b>	3.5%	9.0%
54105 Insurance Allocation	48,600	78,360	78,360	<b>174,000</b>	122.1%	42.5%
54107 Fleet Maintenance Allocation	1,935	-	-	-	-	-
54108 Building & Ops Allocation	158,392	180,232	180,232	<b>182,399</b>	1.2%	44.5%
<b>Total Internal Services</b>	<b>\$87,977</b>	<b>\$113,902</b>	<b>\$113,902</b>	<b>\$210,794</b>	<b>85.1%</b>	<b>3.8%</b>
<b>Total Operating Expenditures</b>	<b>\$2,891,754</b>	<b>\$3,077,028</b>	<b>\$2,813,169</b>	<b>\$3,909,013</b>	<b>27.0%</b>	<b>71.0%</b>

## Fire Department | Administration

Administration Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
61301 Machinery	\$7,034	\$10,000	\$15,141	-	-100.0%	-
62201 Building & Facility Improv	256,084	-	47,678	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$263,118</b>	<b>\$10,000</b>	<b>\$62,819</b>	<b>-</b>	<b>-100.0%</b>	<b>-</b>
71101 Bond Principal	\$257,500	\$265,000	\$265,000	<b>\$272,500</b>	2.8%	4.9%
71102 Bond Interest	127,619	119,782	119,782	<b>111,719</b>	-6.7%	2.0%
71103 Bond Administration Fee	900	900	900	<b>900</b>	-	-
71107 POB Miscellaneous Principal	-	-	-	<b>5,473</b>	-	-
71108 POB Miscellaneous Interest	-	-	-	<b>4,080</b>	-	-
71109 POB Safety Principal	-	-	-	<b>690,000</b>	-	-
71110 POB Safety Interest	-	-	-	<b>513,460</b>	-	-
<b>Total Debt Service</b>	<b>\$386,019</b>	<b>\$385,682</b>	<b>\$385,682</b>	<b>\$1,598,132</b>	<b>314.4%</b>	<b>29.0%</b>
<b>Total Expenditures</b>	<b>\$3,540,891</b>	<b>\$3,472,710</b>	<b>\$3,261,670</b>	<b>\$5,507,145</b>	<b>58.6%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$2,898,789	\$3,087,028	\$2,828,310	<b>\$5,122,026</b>	65.9%	93.0%
Capital Improvement	642,102	385,682	433,360	<b>385,119</b>	-0.1%	7.0%
<b>Total Sources</b>	<b>\$3,540,891</b>	<b>\$3,472,710</b>	<b>\$3,261,670</b>	<b>\$5,507,145</b>	<b>58.6%</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 2020, Manhattan Beach Firefighters received 3793 incident alarms 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 3000 hours of training and professional development.



This was a historical year for wildland fires in California with over 9,639 fires and nearly 4.4 million burned acres. Manhattan Beach fire department answered the calls throughout the wildland season without impacting local service and emergency needs. Manhattan Beach Fire responded to 13 wildland incidents. Two separate resources to the Lake Fire and two separate resources to the Creek Fire. These thirteen fires account for approximately 51 percent of all acres burned in the 2020 Fire season.

- Bond Fire (153,336 ac.)
- Lake Fire x2 (31,359 ac.)
- Silverado Fire (13,390 ac.)
- Castle Fire (17,000 ac.)
- Creek Fire x2 (379,895 ac.)
- August Fire (1,000,000 ac.)
- Bobcat Fire (114,963 ac.)
- Blue ridge Fire (14,334 ac.)
- Dolan Fire (128,050 ac.)
- SCU Lightning Fire (372,971 ac.)
- Apple Fire (33,424 ac.)

### Recent Accomplishments Highlights

- The Department's Manual of Operations (policies and procedures) have been updated, completed, and are now being implemented.
- Ocean Rescue – Firefighters conducted multiple 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 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.
- Wildland Refresher Training (RT-130) – South Bay Fire Departments participated in 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 department continued to enhance the physical well-being of our Firefighters by continuing a comprehensive physical fitness program with a conditioning coach and equipment upgrades to our City gym.





## Objectives FY 2021-2022

- 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

- Interoperability Network of the South Bay – MBFD continues to work with Area G partners to develop, implement and train on new policy and procedures for operational utilization. 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
- Expanded access to Area G services by executing shared resources agreement with City of Torrance

## Fire Department | Operations

Authorized Full-Time Positions	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
Fire Battalion Chief	1	1	1	1
Fire Captain/Paramedic	6	6	6	6
Fire Engineer/Paramedic	6	6	6	6
Firefighter/Paramedic	6	6	6	6
<b>Total</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>

Fire Operations Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51102 Sworn Employee Salaries	\$3,233,938	\$3,173,728	\$3,040,824	<b>\$3,155,911</b>	-0.6%	338.2%
51105 Overtime Sworn Employees	1,622,050	1,445,888	1,445,888	<b>1,445,888</b>	-	154.9%
51106 Overtime Mutual Aid	98,907	169,344	625,000	<b>169,344</b>	-	18.1%
51107 Overtime Special Events	17,969	25,800	25,800	<b>25,800</b>	-	2.8%
51109 OT Training & Special Detail	50,153	140,784	140,784	<b>140,784</b>	-	15.1%
51201 Group Medical Insurance	476,980	459,213	437,482	<b>425,107</b>	-7.4%	45.5%
51202 Medicare	69,240	62,429	82,699	<b>45,761</b>	-26.7%	4.9%
51212 PERS Sworn Contributions	623,414	615,453	637,741	<b>648,971</b>	5.4%	69.5%
51214 PERS Sworn Net Pension Liab	642,224	878,682	849,422	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$6,834,875</b>	<b>\$6,971,321</b>	<b>\$7,285,640</b>	<b>\$6,057,566</b>	<b>-13.1%</b>	<b>89.7%</b>
52101 Contract Services	\$8,704	\$20,574	\$20,570	<b>\$20,574</b>	-	2.2%
52109 Automotive Repair Services	83,949	72,100	72,100	<b>85,000</b>	17.9%	9.1%
52201 Departmental Supplies	20,847	30,000	30,000	<b>30,000</b>	-	3.2%
52203 Printing	122	280	200	<b>280</b>	-	0.0%
52204 Postage	180	248	144	<b>182</b>	-26.6%	0.0%
52205 Uniforms/Safety Equipment	34,897	29,000	29,000	<b>45,800</b>	57.9%	4.9%
52301 Training, Conf & Meetings	24,774	41,600	41,600	<b>32,000</b>	-23.1%	3.4%
52308 Reference Books & Periodicals	163	-	-	-	-	-
53101 Telephone	9,970	9,937	9,105	<b>10,109</b>	1.7%	1.1%
53102 Electricity	69,619	72,869	76,722	<b>71,220</b>	-2.3%	7.6%
53103 Natural Gas	1,805	1,265	2,657	<b>1,832</b>	44.8%	0.2%
53104 Water	6,885	8,565	5,986	<b>6,974</b>	-18.6%	0.7%
<b>Total Materials &amp; Services</b>	<b>\$261,914</b>	<b>\$286,438</b>	<b>\$288,084</b>	<b>\$303,971</b>	<b>6.1%</b>	<b>4.5%</b>
54102 Warehouse Purchases	\$3,983	\$4,600	\$4,600	<b>\$4,600</b>	-	0.5%
54104 Information Technology Allocation	216,720	210,708	210,708	<b>217,112</b>	3.0%	23.3%
54106 Fleet Rental Allocation	159,720	-	-	<b>146,340</b>	-	15.7%
54107 Fleet Maintenance Allocation	26,223	-	-	<b>23,185</b>	-	2.5%
<b>Total Internal Services</b>	<b>\$406,647</b>	<b>\$215,308</b>	<b>\$215,308</b>	<b>\$391,237</b>	<b>81.7%</b>	<b>5.8%</b>
<b>Total Expenditures</b>	<b>\$7,503,435</b>	<b>\$7,473,067</b>	<b>\$7,789,032</b>	<b>\$6,752,774</b>	<b>-9.6%</b>	<b>392.4%</b>

### Source of Funds

General Fund	\$7,503,435	\$7,473,067	\$7,789,032	<b>\$6,752,774</b>	-9.6%	100.0%
<b>Total Sources</b>	<b>\$7,503,435</b>	<b>\$7,473,067</b>	<b>\$7,789,032</b>	<b>\$6,752,774</b>	<b>-9.6%</b>	<b>100.0%</b>





### Program Overview

The main function of Fire Prevention 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, Fire Code-required 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 ensuring a safe environment 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.



In 2020, the Covid-19 pandemic caused Fire Prevention to alter course in several ways. Business Life/Safety inspections, State-mandated inspections, and California Fire Code-required inspections were halted until policies and safety measures could be put into place. The implementation of the revised fee schedule slated to begin in February 2020 was delayed until July 2020 for State-Mandated and California Fire Code-required inspections, and the Annual Business Life/Safety inspection fees are still on hold as of this printing with the expected rollout of July 2021.

Construction projects requiring a fire inspection were given priority and performed immediately and throughout the pandemic by our full-time Fire Inspector. State-Mandated inspections and Operational Permit-Required inspections resumed with safety measures in place but because of a loss of staff (three of our four part-time

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## Fire Department | Prevention

Fire Inspectors left to take full-time positions at other Fire Departments further limiting the ability to keep up with the required inspections. Fire Suppression staff, who would have ordinarily been performing business life/safety inspections, were instead assigned to help Fire Prevention with State mandated apartment inspections.



### Objectives FY 2021-2022

- Implementation of new paperless Fire inspection software
- Complete all State-Mandated and Operational Permit Required inspections
- In conjunction with Finance, implement revised fee schedule and processing plan
- Implement new electronic plan submittal and review process for construction

### Major Service Delivery Changes

The Fire Prevention Division continues to experience ever higher demands for construction inspections, Fire Code required inspections, and State-Mandated life safety inspections. Without consistent staffing, these needs will not be met. Fire Prevention proposes to meet these staffing needs via:

- A full-time civilian Fire Inspector position, funded in part through a reduction in part-time staff
- Full implementation of revised fee schedule set for July 1, 2021
- Meet State Mandated Fire Standards and Procedures to include apartment building inspections

Authorized Full-Time Positions	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
Fire Marshall/Captain	1	1	1	1
Fire Inspector <sup>1</sup>	-	-	-	1
Firefighter/Paramedic (assigned as Fire Inspector)	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>

<sup>1</sup> Fire Inspector added in FY 2021-2022; Offset by elimination of part-time hours.

## Fire Department | Prevention

Prevention Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	-	-	-	\$81,167	-	8.7%
51102 Sworn Employee Salaries	\$406,264	\$336,361	\$234,618	318,396	-5.3%	34.1%
51103 Part Time Employee Salaries	39,243	47,052	76,948	34,653	-26.4%	3.7%
51105 Overtime Sworn Employees	1,960	28,724	19,684	20,094	-30.0%	2.2%
51107 Overtime Special Events	222	-	-	-	-	-
51108 Overtime Cooperative Resources	12,186	50,000	50,000	50,000	-	5.4%
51109 OT Training & Special Detail	918	2,100	2,100	2,100	-	0.2%
51201 Group Medical Insurance	41,340	44,954	31,087	58,529	30.2%	6.3%
51202 Medicare	5,706	5,121	5,825	5,794	13.1%	0.6%
51211 PERS Regular Contributions	4,161	1,653	1,740	7,386	346.8%	0.8%
51212 PERS Sworn Contributions	69,896	67,551	61,916	64,671	-4.3%	6.9%
51214 PERS Sworn Net Pension Liab	74,083	96,443	93,231	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$655,979</b>	<b>\$679,959</b>	<b>\$577,149</b>	<b>\$642,790</b>	<b>-5.5%</b>	<b>93.2%</b>
52101 Contract Services	\$31,201	\$60,000	\$45,000	\$53,500	-10.8%	5.7%
52201 Departmental Supplies	844	1,500	500	1,250	-16.7%	0.1%
52203 Printing	424	300	300	300	-	0.0%
52205 Uniforms/Safety Equipment	1,454	4,450	2,700	3,200	-28.1%	0.3%
52301 Training, Conf & Meetings	3,552	11,000	7,500	6,000	-45.5%	0.6%
52307 Memberships & Dues	782	885	885	885	-	0.1%
52308 Reference Books & Periodicals	2,228	2,250	2,250	2,250	-	0.2%
53101 Telephone	590	473	141	599	26.6%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$41,075</b>	<b>\$80,858</b>	<b>\$59,276</b>	<b>\$67,984</b>	<b>-15.9%</b>	<b>9.9%</b>
54104 Information Technology Allocation	\$22,860	\$22,284	\$22,284	\$22,806	2.3%	2.4%
54106 Fleet Rental Allocation	22,908	-	-	22,910	-	2.5%
54107 Fleet Maintenance Allocation	14,325	-	-	14,606	-	1.6%
<b>Total Internal Services</b>	<b>\$60,093</b>	<b>\$22,284</b>	<b>\$22,284</b>	<b>\$60,322</b>	<b>170.7%</b>	<b>8.7%</b>
<b>Total Operating Expenditures</b>	<b>\$757,147</b>	<b>\$783,101</b>	<b>\$658,709</b>	<b>\$689,929</b>	<b>-11.9%</b>	<b>100.0%</b>
59201 Transfers Out	-	-	-	\$30,000	-	3.2%
<b>Total Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$30,000</b>	<b>-</b>	<b>1.7%</b>
<b>Total Expenditures</b>	<b>\$757,147</b>	<b>\$783,101</b>	<b>\$658,709</b>	<b>\$801,096</b>	<b>2.3%</b>	<b>46.6%</b>
<b>Source of Funds</b>						
General Fund	\$757,147	\$783,101	\$658,709	\$801,096	2.3%	100.0%
<b>Total Sources</b>	<b>\$757,147</b>	<b>\$783,101</b>	<b>\$658,709</b>	<b>\$801,096</b>	<b>2.3%</b>	<b>100.0%</b>





## Program Overview

Nearly 70 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. 2020 was a difficult year due to the onset of COVID-19 and the toll it has had families who lost loved ones and generally in all quality of life.



Our quick response and preparation to COVID-19 provided the safest and healthiest environment in the entire State, not one Firefighter paramedic was infected with COVID-19 while on duty. This was due to our departments early response and preparation to the virus by securing personal protective equipment and rapidly adopting CDC guidelines throughout our department. Personnel was very diligent to keep all areas clean and disinfected, appropriately implementing personal protective equipment requirements, and maintaining a high standard of hygiene. Despite the unexpected expenses and budget constraints and cut backs, our department was able to secure all necessary protective equipment including a specialized decontamination sprayer used to disinfect the ambulance after every incident.



# Fire Department | Emergency Medical Services

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## Objectives FY 2021-2022

- Assess our current delivery model for opportunities to increase efficiency of patient transportation and unit availability
- Meet and exceed CDC and County COVID-19 safety precautions and field procedures
- Meet or exceed standards for on-scene and transport times for trauma, stroke and STEMI 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

Manhattan Beach Fire has renewed and extended a service agreement for three more years with McCormick ambulance services. The agreement ensures additional ambulance services at a reduced cost to the City while simultaneously enhancing emergency medical service needs. The agreement allows for full utilization of all fire fighter paramedic resources on all emergency medical calls. The new medical response model has significantly reduced the amount of time our paramedics spend at the medical facility. The reduced on scene incident time allows our medics to be free and available for the next emergency reducing the need and use of external resources.

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	FY 2019	FY 2020	FY 2021	FY 2022
Authorized Full-Time Positions	Adopted	Adopted	Adopted	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>

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## Fire Department | Emergency Medical Services

Emergency Medical Services Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51102 Sworn Employee Salaries	\$1,015,777	\$988,942	\$944,032	\$1,014,529	2.6%	108.7%
51105 Overtime Sworn Employees	161,700	314,798	314,798	314,798	-	33.7%
51107 Overtime Special Events	4,371	5,904	5,900	5,904	-	0.6%
51109 OT Training & Special Detail	71	20,336	20,336	20,336	-	2.2%
51201 Group Medical Insurance	137,096	159,409	126,158	144,214	-9.5%	15.5%
51202 Medicare	16,250	20,233	18,883	14,711	-27.3%	1.6%
51212 PERS Sworn Contributions	193,152	193,089	193,034	206,107	6.7%	22.1%
51214 PERS Sworn Net Pension Liab	196,457	275,673	266,493	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$1,724,873</b>	<b>\$1,978,384</b>	<b>\$1,889,634</b>	<b>\$1,720,599</b>	<b>-13.0%</b>	<b>75.1%</b>
52101 Contract Services	\$269,627	\$265,030	\$350,000	\$263,380	-0.6%	28.2%
52201 Departmental Supplies	110,736	66,375	66,375	66,375	-	7.1%
52205 Uniforms/Safety Equipment	4,233	6,740	6,700	6,740	-	0.7%
52301 Training, Conf & Meetings	557	2,500	2,500	2,500	-	0.3%
52307 Memberships & Dues	-	320	-	320	-	0.0%
52308 Reference Books & Periodicals	-	600	600	600	-	0.1%
<b>Total Materials &amp; Services</b>	<b>\$385,153</b>	<b>\$341,565</b>	<b>\$426,175</b>	<b>\$339,915</b>	<b>-0.5%</b>	<b>14.8%</b>
54104 Information Technology Allocation	\$79,860	\$77,570	\$77,570	\$79,973	3.1%	8.6%
54106 Fleet Rental Allocation	136,128	-	-	136,130	-	14.6%
54107 Fleet Maintenance Allocation	18,362	-	-	13,685	-	1.5%
<b>Total Internal Services</b>	<b>\$234,350</b>	<b>\$77,570</b>	<b>\$77,570</b>	<b>\$229,788</b>	<b>196.2%</b>	<b>10.0%</b>
<b>Total Expenditures</b>	<b>\$2,344,376</b>	<b>\$2,397,519</b>	<b>\$2,393,379</b>	<b>\$2,290,302</b>	<b>-4.5%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$2,344,376	\$2,397,519	\$2,393,379	\$2,290,302	-4.5%	100.0%
<b>Total Sources</b>	<b>\$2,344,376</b>	<b>\$2,397,519</b>	<b>\$2,393,379</b>	<b>\$2,290,302</b>	<b>-4.5%</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) continues to be activated since the Federal Administration declared a State of Emergency on March 13, 2020 in response to the COVID-19 pandemic. 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. With the help of Federal Grant dollars, the Manhattan Beach Fire Department was able to expand the virtual communication and planning networks using cloud based communication platforms and audio visual equipment to provide employees with a safe working environment



### Objectives FY 2021-2022

- Conduct an EOC debrief at conclusion of COVID-19 pandemic to review lessons learned while working in the EOC and to memorialize these accomplishments for future employees to learn from
- Resume City Wide Great Shake Out earthquake drill This fall with Map Your Neighborhood and CERT
- Use remote learning tools to assist all City employees with the completion of required ICS training
- Continue the development and implementation of a new Computer Aided Dispatch system (CAD)
- Obtain the supplies needed to complete the Public Works Emergency Operation Center
- Support community volunteer emergency response organizations

### Major Service Delivery Changes

During the COVID pandemic the Support Services had to reimagine how the department and its partners provided service to the community. The EOC had to be reconfigured and designed to allow for social distancing at the beginning of the activation and then transformed from an in person operation to a remote virtual EOC operation. This enabled the city to continue functioning while personnel were offsite due to State Health orders. Through cooperation among all departments and assistance from Information Technology this was done quickly and seamlessly.

Support Services coordinated training for both Fire Department personnel as well as other City departments 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. Because of this training and the activation of the EOC at the beginning of the pandemic the City has been able to secure funding from the State of California due to the Emergency Proclamation. 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.

The Community Emergency Response Team (CERT) transformed itself from being emergency response orientated to a community outreach group. CERT volunteers have been working since March 14, 2020

## Fire Department | Support Services

delivering groceries, prescriptions and other supplies as well as performing wellness checks to our seniors and at risk residents who could not safely leave their homes due to the pandemic.

<b>Authorized Full-Time Positions</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Fire Battalion Chief	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

<b>Support Services Object Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Y/E Est</b>	<b>FY 2022 Adopted</b>	<b>Var from FY 21 Budg</b>	<b>% of Total</b>
51102 Sworn Employee Salaries	\$218,061	\$211,441	\$218,996	<b>\$214,497</b>	1.4%	23.0%
51103 Part Time Employee Salaries	23,205	72,025	-	<b>72,025</b>	-	7.7%
51105 Overtime Sworn Employees	7,832	7,286	1,280	<b>7,286</b>	-	0.8%
51201 Group Medical Insurance	17,765	21,097	10,244	<b>17,809</b>	-15.6%	1.9%
51202 Medicare	343	750	-	<b>1,044</b>	39.2%	0.1%
51211 PERS Regular Contributions	2,099	4,527	-	<b>6,554</b>	44.8%	0.7%
51212 PERS Sworn Contributions	46,950	47,581	45,108	<b>43,588</b>	-8.4%	4.7%
51214 PERS Sworn Net Pension Liab	49,520	67,931	65,669	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$249,098</b>	<b>\$290,752</b>	<b>\$220,276</b>	<b>\$293,808</b>	<b>1.1%</b>	<b>58.2%</b>
52101 Contract Services	\$24,730	\$28,990	\$22,400	<b>\$28,990</b>	-	3.1%
52201 Departmental Supplies	105,615	59,625	68,474	<b>58,625</b>	-1.7%	6.3%
52202 Office Supplies	-	1,000	-	-	-100.0%	-
52203 Printing	95	1,200	1,200	<b>850</b>	-29.2%	0.1%
52205 Uniforms/Safety Equipment	605	600	600	<b>600</b>	-	0.1%
52301 Training, Conf & Meetings	2,452	15,050	15,050	<b>10,450</b>	-30.6%	1.1%
52307 Memberships & Dues	181	-	-	-	-	-
53101 Telephone	1,383	1,109	330	<b>1,403</b>	26.5%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$130,345</b>	<b>\$89,615</b>	<b>\$90,874</b>	<b>\$87,615</b>	<b>-2.2%</b>	<b>17.3%</b>
54102 Warehouse Purchases	\$18	-	-	-	-	-
<b>Total Internal Services</b>	<b>\$18</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenditures</b>	<b>\$500,836</b>	<b>\$540,212</b>	<b>\$449,351</b>	<b>\$463,721</b>	<b>-14.2%</b>	<b>91.8%</b>
61301 Machinery	\$5,869	-	-	-	-	-
61203 Computer Equipment & Software	-	\$41,500	-	<b>\$41,500</b>	-	4.4%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$5,869</b>	<b>\$41,500</b>	<b>-</b>	<b>\$41,500</b>	<b>-</b>	<b>8.2%</b>
<b>Total Expenditures</b>	<b>\$506,722</b>	<b>\$581,712</b>	<b>\$449,351</b>	<b>\$505,221</b>	<b>-13.1%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$506,722	\$581,712	\$449,351	<b>\$505,221</b>	-13.1%	100.0%
<b>Total Sources</b>	<b>\$506,722</b>	<b>\$581,712</b>	<b>\$449,351</b>	<b>\$505,221</b>	<b>-13.1%</b>	<b>100.0%</b>

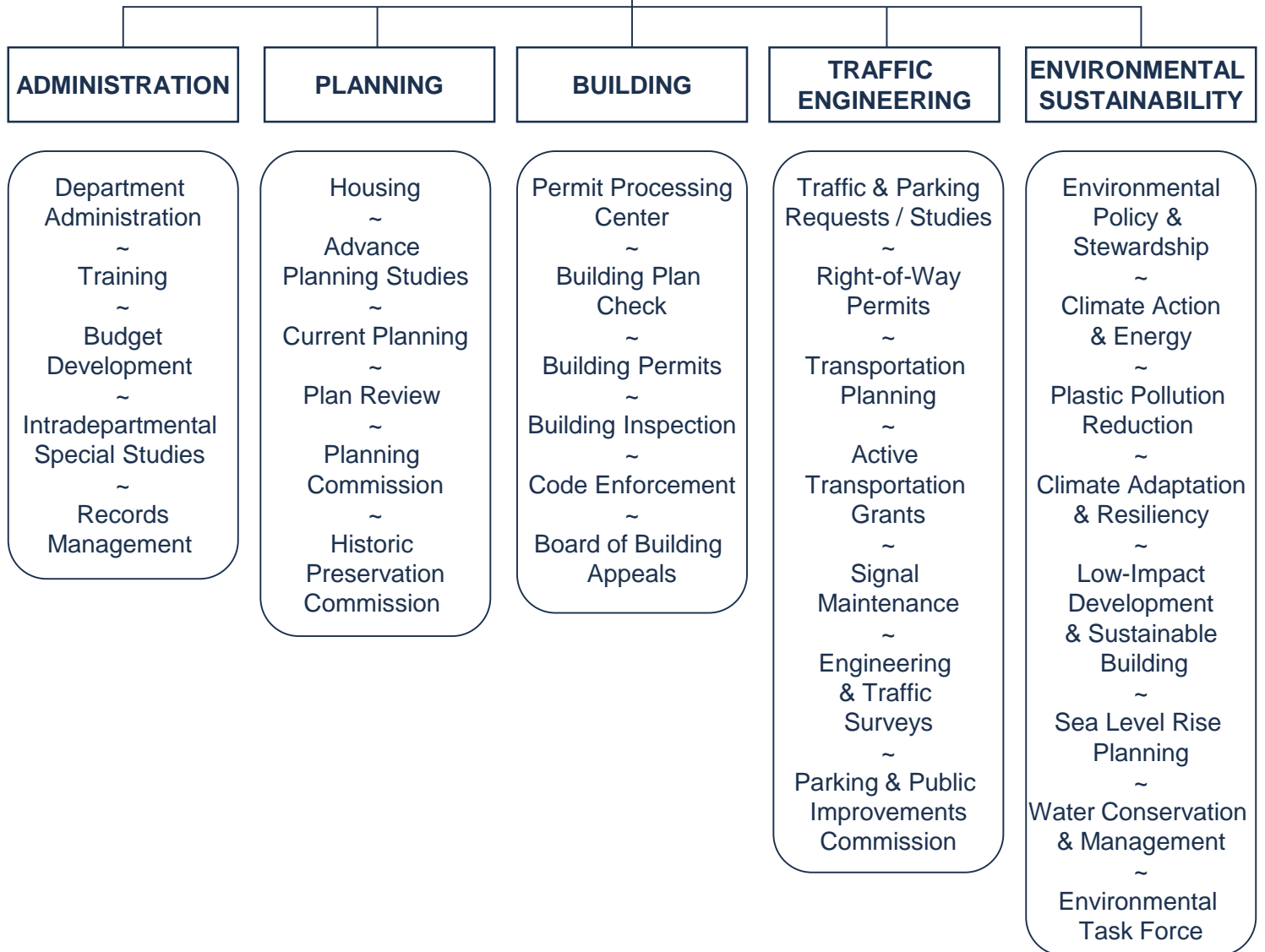


# Community Development



# City of Manhattan Beach Community Development Department

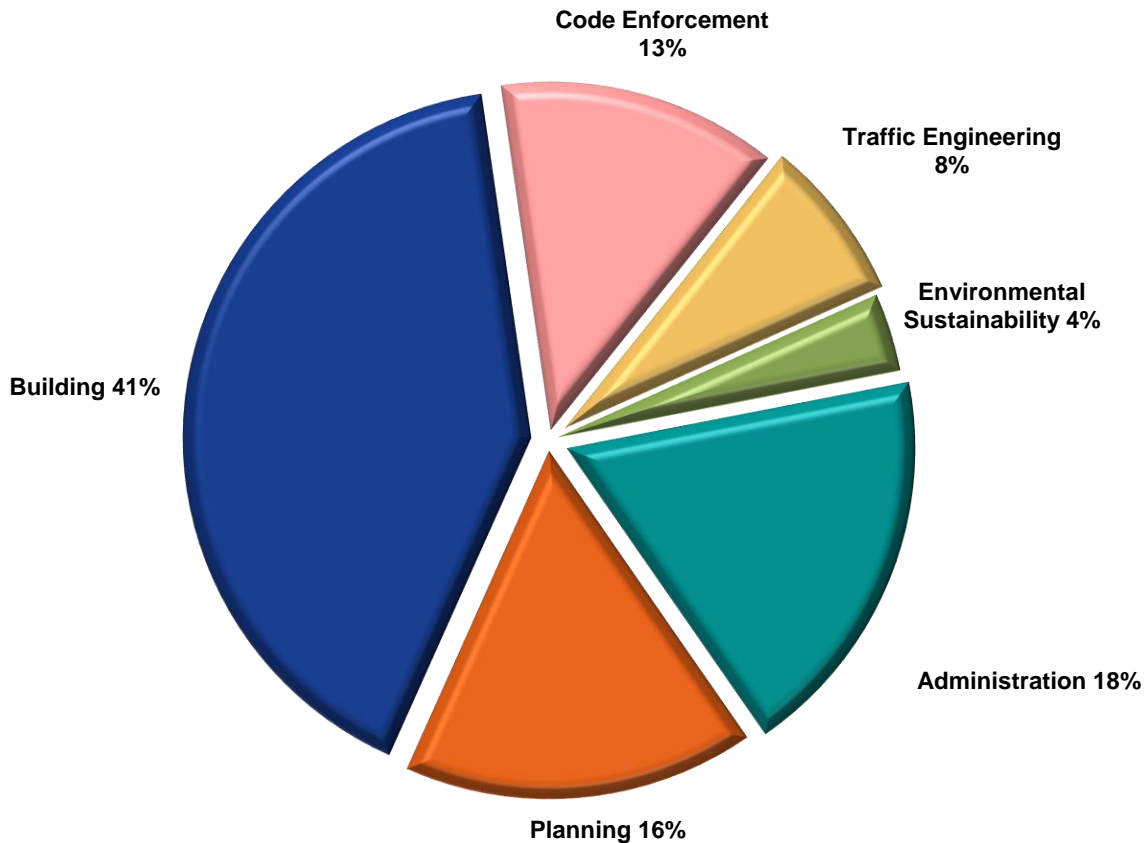
**Director of  
Community  
Development**





# Community Development Department

FY 2021-22  
Department Expenditure by Program



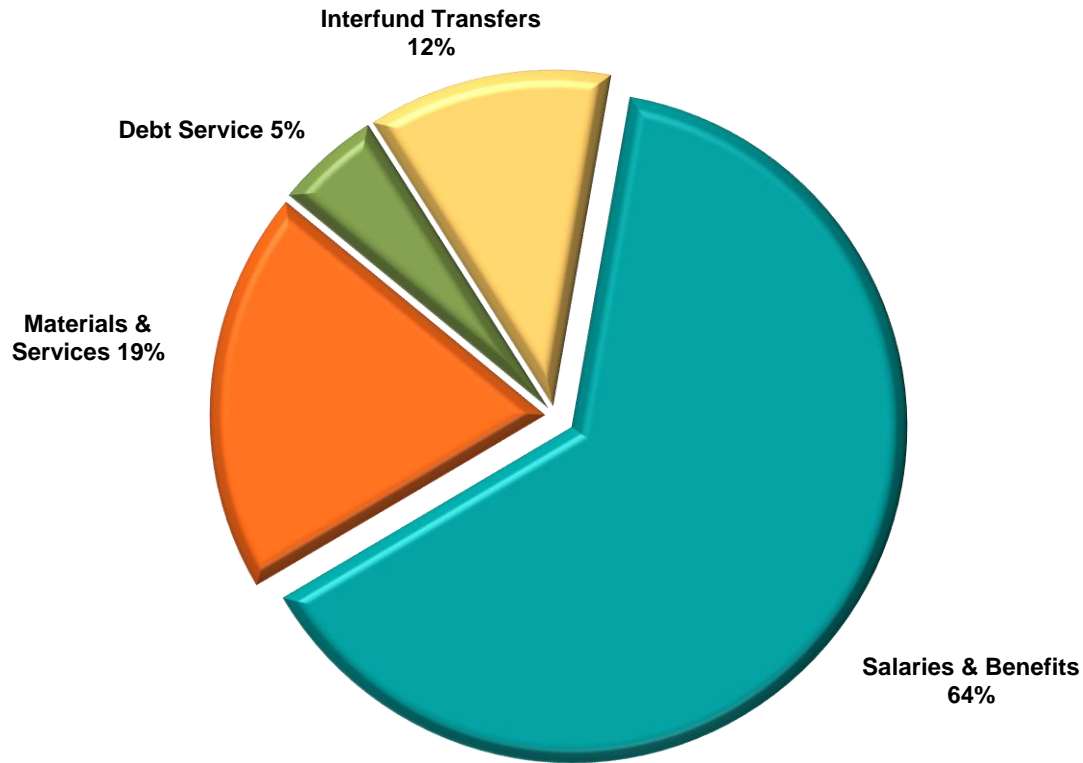
Program Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Administration	\$894,555	\$798,043	\$754,242	\$1,089,443
Planning	1,028,318	1,126,496	845,689	967,835
Building	2,671,320	2,487,650	2,513,563	2,426,727
Code Enforcement	490,742	492,885	704,441	770,779
Traffic Engineering	429,329	442,390	441,825	449,270
Environmental Sustainability	310,422	232,110	478,835	214,292
<b>Total</b>	<b>\$5,824,685</b>	<b>\$5,579,574</b>	<b>\$5,738,595</b>	<b>\$5,918,346</b>

Program Revenues	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Building Permits	\$1,776,492	\$1,685,983	\$1,685,983	\$1,685,983
Other Permits	1,161,030	1,223,440	1,243,085	1,106,940
Plan Check Fees	1,422,425	1,454,900	1,704,900	1,759,900
Plan Filing & Report Fees	573,873	455,500	537,365	580,500
<b>Total</b>	<b>\$4,933,820</b>	<b>\$4,819,823</b>	<b>\$5,171,333</b>	<b>\$5,133,323</b>
<b>Full-Time Positions</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>31</b>



# Community Development Department

FY 2021-22  
Department Expenditure by Category



Category Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Salaries & Benefits	\$3,730,070	\$3,764,548	\$3,670,159	\$3,771,860
Materials & Services	1,321,125	1,238,854	1,492,264	1,149,328
Capital Outlay	159,405	-	-	-
Debt Service	-	-	-	298,123
Interfund Transfers	614,086	576,172	576,172	699,035
<b>Total</b>	<b>\$5,824,685</b>	<b>\$5,579,574</b>	<b>\$5,738,595</b>	<b>\$5,918,346</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 31 full-time staff members and three part-time interns to ensure collaborative work internally amongst staff and externally with the public. The department continually strives to improve customer service for residents and businesses by developing long-term plans and policies to further the mobility and livability of the City and implementation of those plans.

With continued and steady building activity throughout the City, the Planning and Building and Safety Divisions work hand-in-hand through the development review process to provide high-quality and seamless service to the 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 and Safety Division's Code Enforcement Program enforces City regulations, building codes and environmental regulations to protect the City, and by keeping it clean and livable for our residents. This includes proactively educating residents and the building community about construction rules and regulations. The Planning Division is active in keeping up with changing State legislation pertaining to housing and environmental review, and advises property owners, real estate professionals, and business owners on zoning and land use regulations.

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.

With sustained development and building activity, construction is expected to remain stable for FY 2022.

## **Recent Accomplishment Highlights**

### **Planning Division**

- Processed 100 discretionary applications (Use Permits, Minor Exceptions, etc.).
- Reduced 100% of printed Planning and Telecommunications paper plan checks and applications with all submittals delivered electronically.
- Reviewed complex and/or controversial discretionary applications, including a Master Use Permit for the first hotel proposed under the City's newly adopted D-8 overlay zoning regulations for Sepulveda Boulevard and Master Use Permit Amendment for Nando Milano restaurant in downtown.
- 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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- Processed COVID-19 related Outdoor Facilities Permits for commercial businesses.
- Was awarded a \$150,000 Local Early Action Planning (LEAP) grant from the Department of Housing and Community Development (HCD) for implementation of housing policy.

## Building and Safety Division

- Implemented interim electronic permitting system (Energov) capabilities to allow for continued full range of service throughout the COVID-19 City Hall closure.
- Reduced 100% of printed Building plan checks and applications.
- Increased the capabilities of Citizen Self Service (CSS), a public internet-based service to allow the public to apply for permits, track permits, request inspections, perform online records research, and online payments, thus, eliminating in-person visits to City Hall during COVID-19.
- Created and implemented remote inspections to allow building inspections to be performed remotely during the COVID-19 pandemic.
- Provided appointments for records research on the OnBase Document Management System to allow for continued use by the public.
- Revised review and workload timelines to better assist with commercial projects.
- Provided in-house response and rapid turnaround for COVID-19 related outdoor dining decks as well as other COVID-19 related tenant improvements.
- Implemented the revised the methodology for charging fees for all building permits to better align with current best management practices. Additionally, Combination permits are now available for new construction and some smaller projects to streamline the application process and number of sub-permits required.

## Code Enforcement section

- Transitioned Code Enforcement Officers to a COVID-19 response by revamping procedures and ongoing monitoring of State, County, and Manhattan Beach emergency ordinances and reopening procedures.
  - This included construction-related COVID-19 enforcement, proactive COVID-19 education and enforcement, after-hours and weekend inspections on outdoor dining decks, and assisting the Police Department with face covering enforcement.
- Completed a Code Enforcement Program assessment and audit. Presented findings to City Council to determine right size staffing, responsibilities, and organization of the section. This resulted in supplementing the program with two additional Code Enforcement Officers.
- Updated the Code Enforcement webpage to provide education and direction on expectations when submitting code enforcement cases.
- Implemented a dedicated Code Enforcement phone line and email address to ensure a prompt response by Code Enforcement staff.
- Completed a code case audit and closure to aid with reporting to ensure that cases were in the correct status.

## Traffic Engineering Division

- Developed and managed the Outdoor Street Dining and Business Use Program that approved temporary street parklets in the public right-of-way and on sidewalks for seating or merchandise for 42 businesses throughout the City during COVID-19 occupancy restrictions.
- Provided monitoring and oversight for traffic-related conditions during the Manhattan Village Shopping Center and Skechers Headquarters construction projects.
- Assisted Public Works Engineering in completing sign and striping plan review and inspections for several road improvements projects.
- Developed and adopted local Traffic Impact Guidelines for new developments that includes Vehicle Miles Traveled (VMT) criteria.
- Reviewed and issued over 900 right-of-way permits for construction, parking, deliveries, cranes, materials storage, PODs, refuse bins, and other uses of the public streets.

## Environmental Sustainability Division

- Secured a CalEPA grant to fund the MB Green Business Program, certified 10 new businesses, and created the first MB Green Business Program promotional video.
- Continued to provide education and outreach to residents and businesses about Clean Power Alliance, including resources for COVID-19 relief financial programs, and opportunities for power customers to move to 100% renewable energy through a neighbor-to-neighbor testimonials outreach program.
- Transitioned all municipal facilities to clean electricity through 100% Green Power, and began transition and outreach to the community for the citywide default tier moving from 50% Clean Power to 100% Green Power.
- Launched the City's Climate Resiliency Program, Climate Ready MB, which includes the creation of a Climate Action and Adaptation Plan, multiple Sea Level Rise (SLR) hazard analyses, a beach dune enhancement project, and a Local Coastal Program (LCP)-Land Use Plan planning update.
- Completed draft reports of Confluence Modeling on Stormwater Infrastructure and sea level rise; SLR Risk, Hazards, and Vulnerability Assessment; and Groundwater Analysis.
- Launched "Look Ahead MB" which included completion of three Virtual Reality sea level rise visualizations for Bruce's Beach, El Porto, and MB Pier for educational interactions with stakeholders on SLR science and impacts, vulnerabilities in the community, and adaptation options.
- Due to COVID-19 gathering restrictions, reached over 1,500 people virtually through workshops, meetings, and educational presentations on environmental initiatives, including eight workshops and focus groups through Climate Ready MB.
- Secured a Climate Protection Award for Manhattan Beach from the U.S. Conference of Mayors, and recognized and certified as the first official "Blue City" through a pilot project water and ocean-friendly City certification program.
- Completed design, planning, and public outreach phases for the Beach Dune Enhancement Project 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.



# Community Development Department

## Performance Measures

Indicator	Prior Year Actuals				Target
	2018-2019 Actual	2019-2020 Actual	2020-2021 Budget	2020-2021 Estimate	2021-2022 Budget
% - Review of discretionary planning applications for initial completeness within 30 days (Effectiveness)*	88%	90%	90%	80%	90%
% - Building plan checks of large projects (>\$250k) completed in six weeks (Efficiency)	97%	95%	90%	75%	90%
% - Building plan checks completed over-the-counter (Efficiency)	13%	10%	20%	0% COVID	10%
% of Building Inspections completed next business day*	95%	95%	95%	98%	95%
% - Code Enforcement cases with an initial response within two days (Efficiency)*	68%	75%	90%	85%	90%
% - Division level traffic and parking requests addressed within 10 days (Efficiency)*	87%	75%	95%	85%	95%
<b>Workload Trends</b>					
# - Walk-in customers served at Permit Center <sup>1</sup>	17,854	15,000	12,000	0 - COVID	8,000
# - Discretionary planning applications reviewed	110	120	120	100	120
# - Temporary encroachments issued*	355	700	900	900	800
# - Code Enforcement cases	600	600	700	900	700
# - Building Inspections*	15,272	15,000	15,000	15,000	15,000
# - Public Information and Civic Engagement Opportunities on Environmental Initiatives <sup>2</sup>	106	75	60	80	75
# - Individuals Reached with Education on Environmental Initiatives <sup>*3</sup>	8,010	7,000	4,500	1,500	2,000

\*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

## 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 2021-2022

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

## Major Service Delivery Changes

Since August 2019, the Department’s budgeted Executive Assistant position has been vacant. The Department anticipates filling the Executive Assistant position to provide administrative support that is more in line with the scheduling and needs of the department Director.

	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
<b>Authorized Full-Time Positions</b>				
Director	1	1	1	1
Senior Management Analyst	1	1	1	1
Executive Assistant	1	1	1	1
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 | Administration

Administration Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$320,810	\$422,716	\$360,553	\$433,579	2.6%	46.5%
51103 Part Time Employee Salaries	83,291	-	39,000	-	-	-
51104 Overtime Regular Employees	6,858	-	-	-	-	-
51201 Group Medical Insurance	41,225	51,718	50,378	70,806	36.9%	7.6%
51202 Medicare	5,706	4,915	5,651	6,287	27.9%	0.7%
51204 401A Plan City	10,477	10,257	13,779	16,533	61.2%	1.8%
51211 PERS Regular Contributions	26,416	38,553	34,023	38,681	0.3%	4.1%
51213 PERS Regular Net Pension Liab	35,392	42,273	40,867	-	-100.0%	-
51231 Unemployment	420	420	420	2,209	426.0%	0.2%
51232 Workers Compensation	48,960	37,320	37,320	34,380	-7.9%	3.7%
<b>Total Salaries &amp; Benefits</b>	<b>\$579,554</b>	<b>\$608,172</b>	<b>\$581,991</b>	<b>\$602,475</b>	<b>-0.9%</b>	<b>55.8%</b>
52101 Contract Services	\$7,883	\$8,800	\$12,230	\$15,700	78.4%	1.7%
52103 Computer Contract Services	-	57,238	54,311	59,999	4.8%	6.4%
52201 Departmental Supplies	4,663	4,700	3,440	3,200	-31.9%	0.3%
52202 Office Supplies	7,192	10,000	-	8,700	-13.0%	0.9%
52203 Printing	679	600	-	600	-	0.1%
52204 Postage	408	551	325	413	-25.0%	0.0%
52205 Uniforms/Safety Equipment	1,771	-	210	-	-	-
52206 Advertising	299	-	-	-	-	-
52301 Training, Conf & Meetings	552	4,750	1,000	4,750	-	0.5%
52304 Employee Awards & Events	62	500	500	500	-	0.1%
52307 Memberships & Dues	461	850	878	900	5.9%	0.1%
52308 Reference Books & Periodicals	98	600	300	300	-50.0%	0.0%
52801 Computers, Supplies & Software	2,369	8,175	6,838	10,500	28.4%	1.1%
53101 Telephone	1,577	1,265	377	1,600	26.5%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$28,014</b>	<b>\$98,029</b>	<b>\$80,409</b>	<b>\$107,162</b>	<b>9.3%</b>	<b>9.9%</b>
54102 Warehouse Purchases	\$2,273	\$1,500	\$1,500	\$1,500	-	0.2%
54104 Information Technology Allocation	37,248	44,003	44,003	42,267	-3.9%	4.5%
54105 Insurance Allocation	63,420	18,300	18,300	9,540	-47.9%	1.0%
54108 Building & Ops Allocation	24,641	28,039	28,039	28,376	1.2%	3.0%
<b>Total Internal Services</b>	<b>\$127,582</b>	<b>\$91,842</b>	<b>\$91,842</b>	<b>\$81,683</b>	<b>-11.1%</b>	<b>7.6%</b>
<b>Total Operating Expenditures</b>	<b>\$735,150</b>	<b>\$798,043</b>	<b>\$754,242</b>	<b>\$791,320</b>	<b>-0.8%</b>	<b>73.3%</b>
61203 Computer Equipment & Software	\$159,405	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$159,405</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
71107 POB Miscellaneous Principal	-	-	-	\$165,379	-	-
71108 POB Miscellaneous Interest	-	-	-	123,289	-	-
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$288,668</b>	<b>-</b>	<b>5.2%</b>
<b>Total Expenditures</b>	<b>\$894,555</b>	<b>\$798,043</b>	<b>\$754,242</b>	<b>\$1,079,988</b>	<b>35.3%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$894,555	\$798,043	\$754,242	\$1,079,988	35.3%	100.0%
<b>Total Sources</b>	<b>\$894,555</b>	<b>\$798,043</b>	<b>\$754,242</b>	<b>\$1,079,988</b>	<b>35.3%</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 staff review 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 2021-2022

- 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
  - 6th Cycle Housing Element Update and HCD Certification
  - Annual Housing Element Report to Office of Planning and Research and Housing and Community Development
- Continue to provide oversight for the Manhattan Village Mall Enhancement Project, Kinecta Financial Credit Union, Skechers Project and other large commercial projects under construction.
- Review large development projects including Sunrise Senior Assisted Living.
- 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 pursued and was awarded a \$150,000 LEAP grant from the State of California Department of Housing and Community Development (HCD) to perform the work associated with the 6th cycle Housing Element update and implementation. City Council appropriated \$150,000 from the General Fund to support this work effort. The State HCD will reimburse the City for all related costs up to an amount not to exceed \$150,000 with LEAP grant funding.

In terms of staffing, a vacant Assistant Planner position that was frozen in FY 2020-2021 has been eliminated, and an Associate Planner position that was vacated in April 2021 is anticipated to be filled this fiscal year. The Associate Planner position will be utilized for processing plan checks and planning applications for complex development projects, as well as for long-range planning policy efforts. By filling the vacated Associate Planner position, the Division will be able to more efficiently process the constant stream of projects, while completing long-range work plan efforts in a timely manner.

## Community Development Department | Planning

Authorized Full-Time Positions	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
Planning Manager	1	1	1	1
Associate Planner	2	2	3	3
Assistant Planner <sup>1</sup>	3	3	2	1
Administrative Clerk I/II <sup>2</sup>	-	-	1	1
<b>Total</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>6</b>

<sup>1</sup> Position eliminated in FY 2021-2022.

<sup>2</sup> Position transferred from Building Division in FY 2020-2021.

2,000 hours for part-time staff are budgeted in FY 2021-2022.

Planning Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$517,972	\$556,517	\$409,361	\$570,647	2.5%	61.1%
51103 Part Time Employee Salaries	24,003	26,650	26,650	28,700	7.7%	3.1%
51104 Overtime Regular Employees	2,461	6,378	6,378	6,350	-0.4%	0.7%
51201 Group Medical Insurance	59,992	62,185	48,425	57,392	-7.7%	6.1%
51202 Medicare	7,807	8,489	6,240	8,691	2.4%	0.9%
51204 401A Plan City	1,731	6,234	2,101	6,933	11.2%	0.7%
51211 PERS Regular Contributions	43,546	52,956	39,176	51,645	-2.5%	5.5%
51213 PERS Regular Net Pension Liab	59,948	70,313	67,974	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$544,436</b>	<b>\$589,545</b>	<b>\$442,389</b>	<b>\$605,697</b>	<b>2.7%</b>	<b>62.6%</b>
52101 Contract Services	\$107,941	\$120,956	\$26,200	\$22,564	-81.3%	2.4%
52203 Printing	65	500	500	500	-	0.1%
52204 Postage	2,386	3,284	1,901	2,417	-26.4%	0.3%
52206 Advertising	2,092	3,000	3,000	3,000	-	0.3%
52301 Training, Conf & Meetings	5,186	2,250	2,000	2,250	-	0.2%
52307 Memberships & Dues	1,656	3,000	3,000	2,600	-13.3%	0.3%
52308 Reference Books & Periodicals	386	50	50	500	900.0%	0.1%
52801 Computers, Supplies & Software	10,239	-	-	-	-	-
53101 Telephone	1,778	1,426	425	1,803	26.4%	0.2%
<b>Total Materials &amp; Services</b>	<b>\$110,392</b>	<b>\$124,740</b>	<b>\$28,601</b>	<b>\$25,481</b>	<b>-79.6%</b>	<b>2.6%</b>
54104 Information Technology Allocation	\$55,872	\$62,055	\$62,055	\$59,904	-3.5%	6.4%
54108 Building & Ops Allocation	123,258	140,253	140,253	141,939	1.2%	15.2%
<b>Total Internal Services</b>	<b>\$55,872</b>	<b>\$62,055</b>	<b>\$62,055</b>	<b>\$59,904</b>	<b>-3.5%</b>	<b>6.2%</b>
<b>Total Expenditures</b>	<b>\$1,028,318</b>	<b>\$1,126,496</b>	<b>\$845,689</b>	<b>\$967,835</b>	<b>-14.1%</b>	<b>56.2%</b>

### Source of Funds

General Fund	\$1,028,318	\$1,126,496	\$845,689	\$967,835	-14.1%	100.0%
<b>Total Sources</b>	<b>\$1,028,318</b>	<b>\$1,126,496</b>	<b>\$845,689</b>	<b>\$967,835</b>	<b>-14.1%</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 Citizen Self Service (CSS) website serves as a single location for permit issuance for all construction activity throughout the City, as well as permits for the Public Works and Fire Departments. The CSS website 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 2021-2022

- Update the electronic plan review process to provide additional customer facing features and unify all departments' reviews.
- 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 including Skechers, Manhattan Village Mall, and the proposed hotel on Sepulveda Boulevard.

Authorized Full-Time Positions	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
Building Official	1	1	1	1
Senior Plan Check Engineer	1	1	1	1
Plan Check Engineer	1	1	1	1
Principal Building Inspector <sup>1</sup>	1	1	1	-
Senior Building Inspector	2	2	2	2
Building Inspector <sup>1</sup>	1	1	1	2
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>2</sup>	1	1	-	-
<b>Total</b>	<b>13</b>	<b>13</b>	<b>12</b>	<b>12</b>

<sup>1</sup> Building Inspector added in FY 2021-2022; Offset by Principal Building Inspector eliminated due to Early Retirement Incentive.

<sup>2</sup> Position transferred to Planning Division in FY 2020-2021.

## Community Development Department | Building & Safety

Building & Safety Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$1,145,185	\$1,082,066	\$1,131,913	\$1,096,640	1.3%	117.5%
51104 Overtime Regular Employees	4,060	12,500	3,500	12,500	-	1.3%
51201 Group Medical Insurance	187,286	178,701	189,111	190,581	6.6%	20.4%
51202 Medicare	16,372	15,853	16,157	15,899	0.3%	1.7%
51204 401A Plan City	7,491	7,370	7,401	7,344	-0.4%	0.8%
51211 PERS Regular Contributions	98,056	100,511	107,396	99,437	-1.1%	10.7%
51213 PERS Regular Net Pension Liab	103,544	116,500	112,625	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$1,149,244</b>	<b>\$1,094,566</b>	<b>\$1,135,413</b>	<b>\$1,109,140</b>	<b>1.3%</b>	<b>45.7%</b>
52101 Contract Services	\$834,456	\$700,000	\$685,000	\$719,500	2.8%	77.1%
52201 Departmental Supplies	167	500	500	500	-	0.1%
52203 Printing	4,225	12,500	12,500	10,000	-20.0%	1.1%
52204 Postage	2,386	3,284	1,901	2,417	-26.4%	0.3%
52205 Uniforms/Safety Equipment	2,418	3,700	3,000	3,500	-5.4%	0.4%
52301 Training, Conf & Meetings	3,972	16,100	6,000	10,400	-35.4%	1.1%
52307 Memberships & Dues	1,635	2,795	2,795	3,005	7.5%	0.3%
52308 Reference Books & Periodicals	3,881	1,850	1,850	1,850	-	0.2%
52801 Computers, Supplies & Software	188	2,000	2,000	550	-72.5%	0.1%
53101 Telephone	2,676	2,145	639	2,714	26.5%	0.3%
<b>Total Materials &amp; Services</b>	<b>\$841,235</b>	<b>\$716,284</b>	<b>\$699,901</b>	<b>\$732,417</b>	<b>2.3%</b>	<b>30.2%</b>
54104 Information Technology Allocation	\$125,292	\$117,060	\$117,060	\$104,299	-10.9%	11.2%
54106 Fleet Rental Allocation	16,896	-	-	17,290	-	1.9%
54107 Fleet Maintenance Allocation	12,518	-	-	14,738	-	1.6%
54108 Building & Ops Allocation	98,617	112,215	112,215	113,563	1.2%	12.2%
<b>Total Internal Services</b>	<b>\$253,323</b>	<b>\$229,275</b>	<b>\$229,275</b>	<b>\$249,890</b>	<b>9.0%</b>	<b>10.3%</b>
<b>Total Expenditures</b>	<b>\$2,671,320</b>	<b>\$2,487,650</b>	<b>\$2,513,563</b>	<b>\$2,426,727</b>	<b>-2.4%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$2,671,320	\$2,487,650	\$2,513,563	\$2,426,727	-2.4%	100.0%
<b>Total Sources</b>	<b>\$2,671,320</b>	<b>\$2,487,650</b>	<b>\$2,513,563</b>	<b>\$2,426,727</b>	<b>-2.4%</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 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 2021-2022

- Hire additional staff and create proactive programs on targeted issues.
- Work with South Bay Regional Public Communications Authority (RCC) to improve the ease of reporting Code Enforcement issues and the response to public calls.
- 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 frequent and often multiple-day inspections in areas with high volume construction activity (hot spots).
- Establishing internal workflows to ensure consistent follow-through from receipt of complaint to compliance. Ensure follow-through and completion of cases, either to compliance or via fines.

## Major Service Delivery Changes

In FY 2019-2020, the Code Enforcement section was restructured and one Code Enforcement Officer position was converted to a Supervising Code Enforcement Officer to provide daily oversight for handling complex cases, and to allow for operational efficiencies to be developed. Additionally, this comprehensive review of the operation resulted in the City Council approving two supplemental Code Officer positions to respond to workload demands, provide a timelier response, and perform proactive patrol.

<b>Authorized Full-Time Positions</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Supervising Code Enforcement Officer	-	-	1	1
Code Enforcement Officer <sup>1</sup>	3	3	2	4
Administrative Clerk I/II	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>6</b>

<sup>1</sup> Two Code Enforcement Officers added in FY 2021-2022 (offset by two eliminated Community Services Officers in Police Department).

## Community Development Department | Code Enforcement

Code Enforcement Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$307,230	\$301,684	\$323,804	\$447,439	48.3%	47.9%
51104 Overtime Regular Employees	596	1,000	1,000	1,000	-	0.1%
51201 Group Medical Insurance	67,469	64,658	68,178	102,121	57.9%	10.9%
51202 Medicare	4,324	4,284	4,531	6,489	51.5%	0.7%
51211 PERS Regular Contributions	26,742	27,827	31,319	40,718	46.3%	4.4%
51213 PERS Regular Net Pension Liab	26,617	32,254	31,181	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$432,977</b>	<b>\$431,707</b>	<b>\$460,013</b>	<b>\$597,767</b>	<b>38.5%</b>	<b>86.5%</b>
52101 Contract Services	-	\$15,000	\$199,500	\$15,000	-	1.6%
52201 Departmental Supplies	\$178	200	200	200	-	0.0%
52203 Printing	907	3,000	3,000	3,000	-	0.3%
52204 Postage	662	912	528	671	-26.4%	0.1%
52205 Uniforms/Safety Equipment	1,017	2,500	2,000	2,500	-	0.3%
52301 Training, Conf & Meetings	1,944	1,000	1,025	1,000	-	0.1%
52307 Memberships & Dues	285	450	450	495	10.0%	0.1%
52308 Reference Books & Periodicals	-	300	300	300	-	0.0%
52801 Computers, Supplies & Software	7,338	2,000	2,000	550	-72.5%	0.1%
53101 Telephone	695	557	166	705	26.6%	0.1%
<b>Total Materials &amp; Services</b>	<b>\$13,026</b>	<b>\$10,919</b>	<b>\$9,669</b>	<b>\$9,421</b>	<b>-13.7%</b>	<b>1.4%</b>
54104 Information Technology Allocation	\$32,448	\$35,259	\$35,259	\$51,389	45.7%	5.5%
54106 Fleet Rental Allocation	10,356	-	-	10,360	-	1.1%
54107 Fleet Maintenance Allocation	1,935	-	-	6,842	-	0.7%
<b>Total Internal Services</b>	<b>\$44,739</b>	<b>\$35,259</b>	<b>\$35,259</b>	<b>\$68,591</b>	<b>94.5%</b>	<b>9.9%</b>
<b>Total Operating Expenditures</b>	<b>\$490,742</b>	<b>\$492,885</b>	<b>\$704,441</b>	<b>\$690,779</b>	<b>40.2%</b>	<b>100.0%</b>
59201 Transfers Out	-	-	-	\$80,000	-	8.6%
<b>Total Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$80,000</b>	<b>-</b>	<b>4.6%</b>
<b>Total Expenditures</b>	<b>\$490,742</b>	<b>\$492,885</b>	<b>\$704,441</b>	<b>\$770,779</b>	<b>56.4%</b>	<b>44.8%</b>
<b>Source of Funds</b>						
General Fund	\$490,742	\$492,885	\$704,441	\$770,779	56.4%	100.0%
<b>Total Sources</b>	<b>\$490,742</b>	<b>\$492,885</b>	<b>\$704,441</b>	<b>\$770,779</b>	<b>56.4%</b>	<b>100.0%</b>

## Program Overview

The Traffic Engineering Division is responsible for the safe and efficient movement of people and goods on the City's transportation system. It is the Division's objective to provide a balanced and accessible multi-modal network that serves all users: pedestrians, bicyclists, motorists and transit users. The Division oversees the proper application of traffic control devices, including traffic signals, stop signs, striping and markings, as well as determines proper road geometry and pedestrian infrastructure. The Division conducts neighborhood traffic calming studies, crosswalk studies, collision studies, parking studies and prepares and reviews traffic control plans. Some of the traffic related programs supported by the Division include Safe Routes to School, Bike to School Days, bike safety plans and the Electric Vehicle (EV) charging network. The Division is responsible for most parking related policies in the City, including parking meter zones, loading zones, parking permits, overnight parking permits, moving van permits, and no parking zones. Traffic Engineering works cooperatively with the Police Department to enforce traffic laws by conducting traffic safety studies and speed limit surveys and collecting traffic volume data.



The Traffic Engineering Division is conducting a Citywide review of various emerging modes of transportation to determine the types of mobility options that could be implemented in the City. Private electric shuttles, micro-transit vans, bikesharing programs, rideshare network partnerships, micro-mobility services and mobility-as-a-service apps are some of the options that can improve intra-city mobility without the high cost and overhead of a fixed route transit system. These mobility opportunities would help support the objectives of various policies including the City's General Plan Mobility Plan, Bike Master Plan and Living Streets Manual.

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 reviews and issues over 900 Right-of-Way permits, traffic control plans, POD permits, temporary loading zones, and oversize vehicle permits each year.

## Objectives FY 2021-2022

- Advise on the update the City's parking code requirements for new developments.
- Implement recently approved Traffic Impact Guidelines for new developments that includes Vehicle Miles Traveled (VMT) criteria.
- Assist in the funding and construction of 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.
- Update citywide speed surveys to set speed limits on non-local streets.

## Major Service Delivery Changes

Pursuant to SB 743 and the City's General Plan Mobility Plan goals, the Traffic Engineering Division is implementing a City adopted local Traffic Impact Guideline for new developments to address potential



## Community Development Department | Traffic Engineering

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 are being 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.

The Traffic Engineering Division will conduct an update to the Citywide Engineering and Traffic Survey (ETS) as required by the State to set speed limits and legally enforce the posted speed limits with radar or other electronic speed measuring devices. The current Citywide E&T Survey would have been completed in 2020, but the pandemic significantly altered both traffic volumes and speeds, and would have resulted in inaccurate traffic data, which would not be defensible in court. It is expected that the Citywide Speed Survey can be completed after traffic returns to normal patterns in FY 2022. The City will hire a traffic data firm to collect traffic and speed data for 60 street segments, and use this data to complete the Survey.

<b>Authorized Full-Time Positions</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Traffic Engineer	1	1	1	1
Engineering Technician I/II/III	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

<b>Traffic Engineering Object Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Y/E Est</b>	<b>FY 2022 Adopted</b>	<b>Var from FY 21 Budg</b>	<b>% of Total</b>
51101 Salaries & Allowances	\$207,214	\$193,079	\$212,567	<b>\$206,186</b>	6.8%	22.1%
51104 Overtime Regular Employees	-	-	1,000	<b>1,500</b>	-	0.2%
51201 Group Medical Insurance	38,337	31,975	39,176	<b>40,422</b>	26.4%	4.3%
51202 Medicare	2,909	2,565	3,077	<b>2,990</b>	16.6%	0.3%
51204 401A Plan City	6,032	5,916	6,006	<b>5,886</b>	-0.5%	0.6%
51211 PERS Regular Contributions	16,520	15,894	19,497	<b>18,480</b>	16.3%	2.0%
51213 PERS Regular Net Pension Liab	12,054	18,422	17,809	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$283,067</b>	<b>\$267,851</b>	<b>\$299,132</b>	<b>\$275,464</b>	<b>2.8%</b>	<b>61.3%</b>
52101 Contract Services	\$132,903	\$150,000	\$120,000	<b>\$150,000</b>	-	16.1%
52203 Printing	-	1,000	500	<b>500</b>	-50.0%	0.1%
52205 Uniforms/Safety Equipment	160	200	200	<b>200</b>	-	0.0%
52206 Advertising	-	250	250	<b>250</b>	-	0.0%
52207 Tools & Minor Equipment	259	500	500	<b>1,000</b>	100.0%	0.1%
52301 Training, Conf & Meetings	2,513	3,975	2,600	<b>3,605</b>	-9.3%	0.4%
52307 Memberships & Dues	920	670	670	<b>725</b>	8.2%	0.1%
52308 Reference Books & Periodicals	-	300	439	<b>300</b>	-	0.0%
53101 Telephone	195	156	46	<b>198</b>	26.9%	0.0%
<b>Total Materials &amp; Services</b>	<b>\$136,950</b>	<b>\$157,051</b>	<b>\$125,205</b>	<b>\$156,778</b>	<b>-0.2%</b>	<b>34.9%</b>
54104 Information Technology Allocation	\$9,312	\$17,488	\$17,488	<b>\$17,028</b>	-2.6%	1.8%
<b>Total Internal Services</b>	<b>\$9,312</b>	<b>\$17,488</b>	<b>\$17,488</b>	<b>\$17,028</b>	<b>-2.6%</b>	<b>3.8%</b>
<b>Total Expenditures</b>	<b>\$429,329</b>	<b>\$442,390</b>	<b>\$441,825</b>	<b>\$449,270</b>	<b>1.6%</b>	<b>26.1%</b>

### Source of Funds

General Fund	\$429,329	\$442,390	\$441,825	<b>\$449,270</b>	1.6%	100.0%
<b>Total Sources</b>	<b>\$429,329</b>	<b>\$442,390</b>	<b>\$441,825</b>	<b>\$449,270</b>	<b>1.6%</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 division actively works on programs and policies in the City's Environmental Work Plan and Sustainability Task Force, based on municipal sustainability and environmental policy best practices, as well as education and outreach to the public.



The City's Environmental Work Plan calls for the City to prepare for climate change by complying with state mandates to better protect the City, the public, and our coast. To do this, in 2020, the City launched Climate MB which is a climate resiliency program, to complete best-practice sea level rise (SLR) and climate change analyses and planning to form a strong scientific basis to inform and enhance the preparation and implementation of the City's Climate Action and Adaptation Plan (CAAP) and update the Local Coastal Plan (LCP), General Plan, and Local Hazard Mitigation Plan. In March 2019, the City received grant funding from the California Coastal Commission (CCC) to fund this work. In partnership with The Bay Foundation, Los Angeles County Department of Beaches and Harbors, and funding by the California State Coastal Conservancy, the City is in the process of planning a Beach Dune Restoration Project to be implemented in fall-winter 2021. The City is incorporating a robust public process and outreach to the community, utilizing forms of communication such as virtual reality to complement inclusive stakeholder engagement for Climate Ready MB.

## Objectives FY 2021-2022

- Complete Sea Level Rise Vulnerability Analysis & Adaptation Plan, Stormwater Confluence Hazard Analysis, and Sea Level Rise Groundwater Analysis.
- Update City's Local Coastal Program (LCP) Land Use Plan 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).
- Complete permitting and implement the grant-funded Beach Dune Enhancement project with partners.
- Develop a comprehensive CAAP that includes both municipal and community climate action goals.
- Develop emission reduction strategies so the City can achieve 40% GHG emission reductions by 2030 (SB 350), and carbon neutrality by 2045 (California Executive Order B-55-18).
- CEQA Analysis of Climate Action & Adaptation Plan.
- Manage the City's participation in Clean Power Alliance (CPA) and attend Board meetings.
- Conduct additional outreach on Clean Power Alliance 100% Green Power to the City's energy consumers on renewable energy sources and energy choices.
- Lead the City's opportunity for CPA's Power Ready program for energy storage at City facilities.
- Certify 10 new businesses into the Manhattan Beach Green Business Program.
- Conduct public outreach on sustainability initiatives and provide information, education, and manage issues, complaints and service requests in an efficient and professional manner.

## Community Development Department | Planning

Authorized Full-Time Positions	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
Environmental Sustainability Manager	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

960 hours for part-time staff are budgeted in FY 2021-2022.

Environmental Sustainability Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$117,712	\$114,071	\$115,036	<b>\$114,343</b>	0.2%	12.3%
51103 Part Time Employee Salaries	12,847	12,792	12,792	<b>13,776</b>	7.7%	1.5%
51201 Group Medical Insurance	1,227	1,191	1,153	<b>1,117</b>	-6.2%	0.1%
51202 Medicare	1,811	1,856	1,704	<b>1,858</b>	0.1%	0.2%
51204 401A Plan City	2,692	2,643	2,672	<b>2,651</b>	0.3%	0.3%
51211 PERS Regular Contributions	9,035	9,746	10,338	<b>9,650</b>	-1.0%	1.0%
51213 PERS Regular Net Pension Liab	9,694	11,296	10,920	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$155,019</b>	<b>\$153,595</b>	<b>\$154,615</b>	<b>\$143,395</b>	<b>-6.6%</b>	<b>66.9%</b>
52101 Contract Services	\$117,431	\$34,235	\$300,000	<b>\$28,735</b>	-16.1%	3.1%
52201 Departmental Supplies	17,405	20,000	5,300	<b>15,000</b>	-25.0%	1.6%
52203 Printing	1,151	1,500	200	<b>1,500</b>	-	0.2%
52206 Advertising	6,561	6,000	8,000	<b>14,942</b>	149.0%	1.6%
52301 Training, Conf & Meetings	3,960	7,060	1,000	<b>1,000</b>	-85.8%	0.1%
52307 Memberships & Dues	8,654	9,570	9,570	<b>9,570</b>	-	1.0%
52308 Reference Books & Periodicals	240	150	150	<b>150</b>	-	0.0%
<b>Total Materials &amp; Services</b>	<b>\$155,403</b>	<b>\$78,515</b>	<b>\$324,220</b>	<b>\$70,897</b>	<b>-9.7%</b>	<b>33.1%</b>
<b>Total Expenditures</b>	<b>\$310,422</b>	<b>\$232,110</b>	<b>\$478,835</b>	<b>\$214,292</b>	<b>-7.7%</b>	<b>12.5%</b>

### Source of Funds

General Fund	\$310,422	\$232,110	\$478,835	<b>\$214,292</b>	-7.7%	100.0%
<b>Total Sources</b>	<b>\$310,422</b>	<b>\$232,110</b>	<b>\$478,835</b>	<b>\$214,292</b>	<b>-7.7%</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**

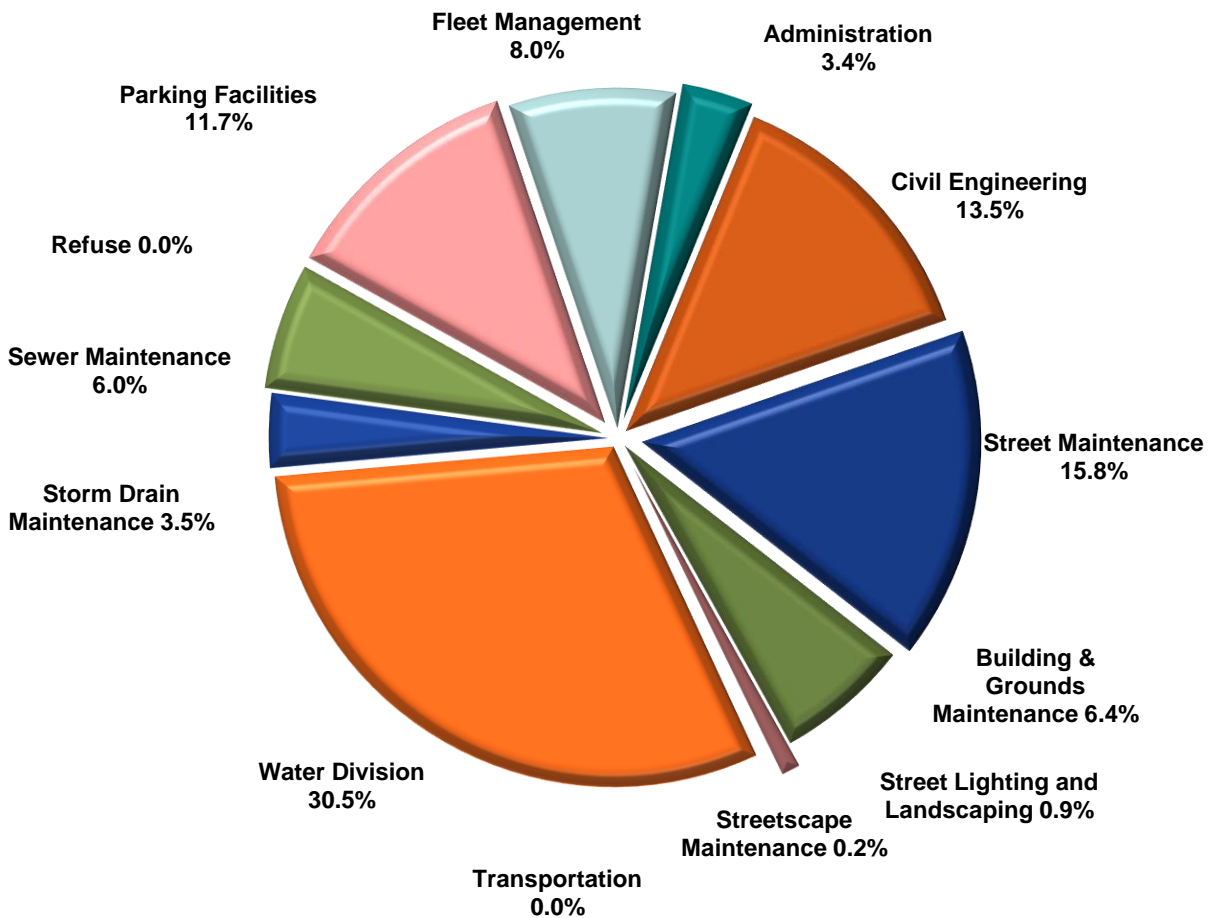
Construction  
Management  
~  
Capital  
Improvement  
Program  
~  
Project  
Design  
~  
Infrastructure  
Records  
~  
Public Works  
Inspection





# Public Works Department

FY 2021-22  
Department Expenditure by Program



Program Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Administration	\$1,145,731	\$1,847,855	\$1,535,300	\$1,731,756
Civil Engineering	13,303,305	5,140,823	20,751,766	6,884,915
Street Maintenance	4,125,353	9,299,604	7,665,227	8,069,923
Building & Grounds	2,831,104	2,993,197	2,943,048	3,259,705
Transportation	34,421	673	673	673
Street Lighting & Landscaping	422,796	453,418	383,578	450,696
Streetscape Maintenance	91,995	122,302	117,019	120,006
Water Division	14,172,517	26,567,117	25,219,993	15,553,724
Storm Drain Maintenance	965,589	2,697,756	2,483,896	1,787,738
Sewer Maintenance	1,649,304	3,200,081	3,867,419	3,046,838
Refuse	4,224,381	-	-	-
Parking Facilities	5,084,750	3,702,326	5,044,986	5,966,688
Fleet Management	1,506,201	1,686,502	1,254,782	4,057,340
<b>Total</b>	<b>\$49,557,447</b>	<b>\$57,711,654</b>	<b>\$71,267,687</b>	<b>\$50,930,002</b>

# Public Works Department

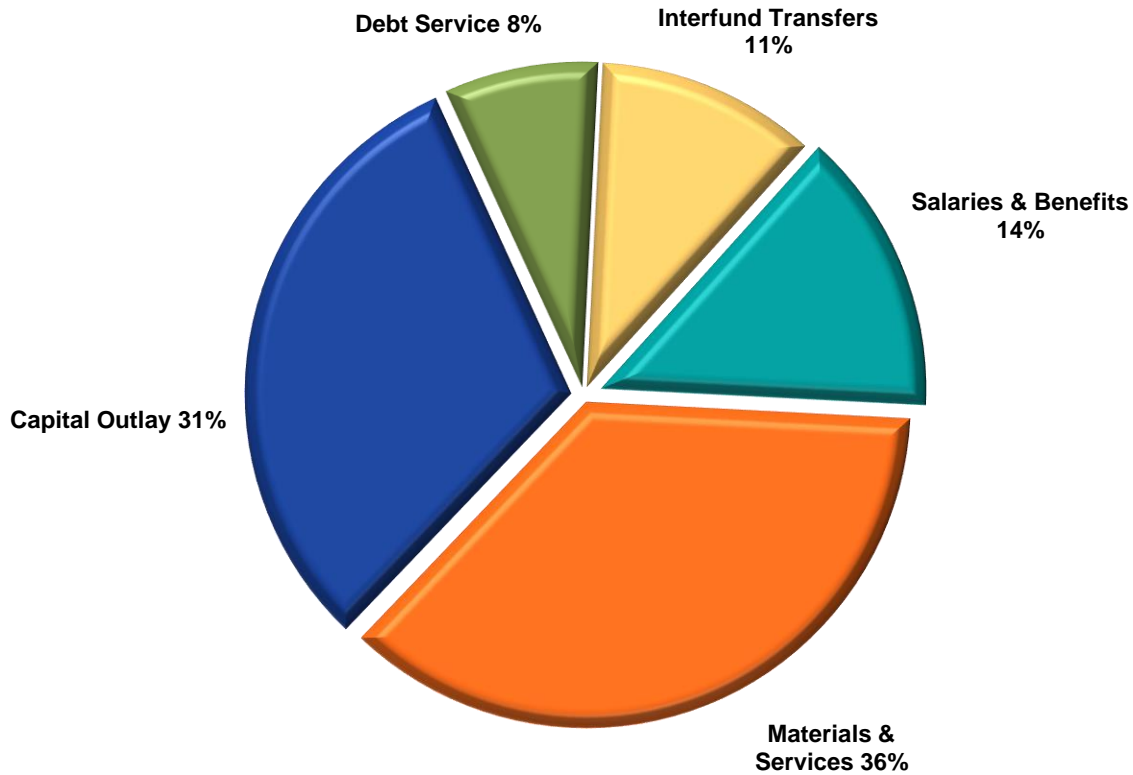


Program Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Administration	\$1,145,731	\$1,847,855	\$1,535,300	\$1,731,756
Civil Engineering	13,303,305	5,140,823	20,751,766	6,884,915
Street Maintenance	4,125,353	9,299,604	7,665,227	8,069,923
Building & Grounds Maintenance*	2,831,104	2,993,197	2,943,048	3,259,705
Transportation	34,421	673	673	673
Street Lighting and Landscaping	422,796	453,418	383,578	450,696
Streetscape Maintenance	91,995	122,302	117,019	120,006
Water Division	14,172,517	26,567,117	25,219,993	15,553,724
Storm Drain Maintenance	965,589	2,697,756	2,483,896	1,787,738
Sewer Maintenance	1,649,304	3,200,081	3,867,419	3,046,838
Refuse	4,224,381	-	-	-
Parking Facilities	5,084,750	3,702,326	5,044,986	5,966,688
Fleet Management	1,506,201	1,686,502	1,254,782	4,057,340
<b>Total</b>	<b>\$49,557,447</b>	<b>\$57,711,654</b>	<b>\$71,267,687</b>	<b>\$50,930,002</b>

Enterprise Revenues	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Water	\$17,118,328	\$16,075,000	\$15,750,075	\$15,586,832
Stormwater	497,323	789,484	1,211,068	779,889
Wastewater	4,126,191	3,729,000	3,644,002	3,604,073
Refuse	4,532,037	-	-	-
Parking	3,057,819	4,306,000	3,595,242	3,730,433
State & County Lots	1,415,326	1,864,500	1,666,294	2,157,383
<b>Total</b>	<b>\$30,747,023</b>	<b>\$26,763,984</b>	<b>\$25,866,681</b>	<b>\$25,858,610</b>
<b>Full-Time Positions</b>	<b>63</b>	<b>64</b>	<b>64</b>	<b>64</b>

# Public Works Department

FY 2021-22  
Department Expenditure by Category



Category Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Salaries & Benefits	\$7,237,006	\$7,587,796	\$6,910,325	\$7,204,389
Materials & Services	25,369,275	15,127,636	22,527,153	18,501,905
Capital Outlay	8,892,894	26,661,500	33,204,533	15,802,036
Debt Service	2,455,462	2,659,391	2,649,194	3,877,825
Interfund Transfers	5,602,811	5,675,331	5,976,482	5,543,847
<b>Total</b>	<b>\$49,557,447</b>	<b>\$57,711,654</b>	<b>\$71,267,687</b>	<b>\$50,930,002</b>

# Public Works

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## Mission

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

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## Department Overview

Public Works is one of the City's largest departments, responsible for the operation and maintenance of all public infrastructure located in the public right-of-way and City properties. Public Works is composed of four divisions: 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.

## FY 2020-2021 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.
- 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, the Water Master Plan, sewer main and storm drain mainline spot repairs and the Storm Drain Master Plan.
- Fire hydrant replacements and upgrades continued.

### Maintenance Division

- Installation of over 100 permanent COVID-19 related signage throughout the City.
- Installation of sneeze guards at City facilities.
- Crews provided logistical support for engineering services.
- Street crews swiftly responded to and rectified pavement defects and graffiti vandalism.
- Crews replaced streetscape lights with LEDs as part of an ongoing streetscape project.
- Installation of new palms and tree grates in the North End Business Improvement District (BID).
- Replacement and upgrades to new parking meter technology.
- Installation of new parking meters on Parkview Avenue and Village Drive.
- 3 vehicles were purchased and put into service including 1 new PD Unit, 1 mini dump truck for Utilities operations and 1 paint/stencil truck.

- Completion of the solid waste contract process and transition to the new franchise agreement with Waste Management.
- One new, additional Big Belly Solar compacting trash and recycling unit was installed and the existing units received free upgraded doors with both hand and foot pedal openers.

### Engineering Division

- Construction underway for Undergrounding District 4.
- Construction underway for Undergrounding Districts 12 & 14.
- Construction underway for the Sepulveda Bridge Widening Project.
- Construction underway for the 8 MG Peck Reservoir Project.
- Construction completed for Annual Curb, Gutter and Replacement Project.
- Construction completed for Citywide Streetlight LED Retrofit.
- Construction completed for Replacement: Fire Station 1 Diesel Exhaust Removal System.
- Construction completed for Street Resurfacing: Rosecrans Avenue, from Village Drive. to Aviation Boulevard.
- Construction completed for Street Resurfacing: Cycle 1 Streets between Redondo Avenue and Sepulveda Boulevard, south of Marine Avenue.
- Construction completed for Traffic Signal Battery Back-Up Installation.
- Construction completed for various City Facilities Improvements Miscellaneous Tasks.
- Construction completed for Traffic Signal Preemption Devices.
- Construction repairs completed for Parking Structure 4.
- Construction completed for Automatic License Plate Readers – Sepulveda Boulevard at Rosecrans Avenue.
- Completed the Fiber Masterplan.
- Construction completed for Sepulveda Boulevard & 8<sup>th</sup> Street Traffic Signal Improvements.
- Completed the Storm Drain Master Plan.
- Completed the Water Master Plan.
- Construction completed for Downtown Signal Upgrades.
- Construction completed for Scramble Crosswalk at two signalized intersections.
- Construction completed for Roof Replacements @ Marine Park/Live Oak/Rec. Hall.
- Construction completed for Upper Polliwog Playground Resurfacing.
- Completed the Fire Station #2 Final Plans and Specifications for construction bids.
- Implemented 100% on-line (paperless) public works construction bid solicitations and submittals and professional services solicitation and proposals submittals through PlanetBids.



## Performance Measures

Indicator	Prior Year Actuals				Target
	2018-2019 Actual	2019-2020 Actual	2020-2021 Budget	2020-2021 Estimate	2021-2022 Budget
% - Project designs completed & contracts awarded	73%	76%	78%	74%	80%
% - Potholes filled w/in 10 business days of work order placement	52%	95%	95%	89%	95%
% - Graffiti sites abated in one or less days	88%	95%	95%	96%	95%
% - Facilities work orders responded to w/in 10 business days	87%	95%	95%	87%	95%
% - Imported water purchase reductions	10%	10%	18%	0%	10%
% - Reduction of water use related to conservation, as compared to the baseline set in the 2010 Urban Water Management Plan	28%	29%	35%	26%	20%
% - Parking meters repaired w/in 2 days of work order	100%	100%	100%	93%	100%
% - Law Enforcement Vehicles Ready for Duty	95%	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 2021-2022

- 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 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
<b>Authorized Full-Time Positions</b>				
Director	1	1	1	1
Utilities Manager	1	1	1	1
Wastewater Supervisor	1	1	1	1
Maintenance Manager	1	1	1	1
Senior Management Analyst (Refuse/Admin) <sup>1</sup>	0.50	0.50	1.00	1.00
Senior Management Analyst (Engineering/Admin)	0.50	0.50	0.50	0.50
Executive Assistant	1	1	1	1
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.50</b>	<b>6.50</b>

<sup>1</sup> 0.5 Position transferred from Refuse Fund in FY 2020-2021.

## Public Works | Administration

Administration Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 20 Budg	% of Total
51101 Salaries & Allowances	\$684,701	\$813,098	\$563,413	\$754,803	-7.2%	80.9%
51201 Group Medical Insurance	92,855	102,613	92,162	118,556	15.5%	12.7%
51202 Medicare	9,614	11,673	9,900	10,944	-6.2%	1.2%
51204 401A Plan City	23,591	30,563	25,152	27,745	-9.2%	3.0%
51205 Contributions to City Pension	3,709	3,709	3,709	5,790	56.1%	0.6%
51211 PERS Regular Contributions	58,346	74,689	66,625	68,075	-8.9%	7.3%
51213 PERS Regular Net Pension Liab	67,847	86,570	83,690	-	-100.0%	-
51231 Unemployment	420	420	420	6,200	1376.2%	0.7%
51232 Workers Compensation	-	-	-	2,160	-	0.2%
<b>Total Salaries &amp; Benefits</b>	<b>\$941,083</b>	<b>\$1,123,335</b>	<b>\$845,071</b>	<b>\$994,273</b>	<b>-11.5%</b>	<b>57.8%</b>
52101 Contract Services	\$9,791	\$22,570	\$22,570	\$26,148	15.9%	2.8%
52201 Departmental Supplies	\$4,796	\$4,500	\$2,500	\$4,500	-	0.5%
52202 Office Supplies	12,196	10,000	10,000	10,000	-	1.1%
52203 Printing	838	1,500	500	1,000	-33.3%	0.1%
52204 Postage	150	207	120	152	-26.6%	0.0%
52205 Uniforms/Safety Equipment	164	-	-	-	-	-
52206 Advertising	-	15,000	15,000	15,000	-	1.6%
52301 Training, Conf & Meetings	2,573	5,000	1,000	4,000	-20.0%	0.4%
52304 Employee Awards & Events	471	1,000	1,000	1,000	-	0.1%
52307 Memberships & Dues	-	9,195	9,195	9,195	-	1.0%
52801 Computers, Supplies & Software	1,394	550	500	500	-9.1%	0.1%
53101 Telephone	3,195	3,329	3,036	3,240	-2.7%	0.3%
53102 Electricity	-	29,323	-	29,323	-	3.1%
53103 Natural Gas	7,024	5,703	6,665	7,129	25.0%	0.8%
<b>Total Materials &amp; Services</b>	<b>\$42,593</b>	<b>\$107,877</b>	<b>\$72,086</b>	<b>\$111,187</b>	<b>3.1%</b>	<b>6.5%</b>
54102 Warehouse Purchases	\$344	\$1,500	\$3,000	\$3,000	100.0%	0.3%
54104 Information Technology Allocation	62,364	83,493	83,493	87,575	4.9%	9.4%
54105 Insurance Allocation	72,960	519,420	519,420	171,360	-67.0%	18.4%
54106 Fleet Rental Allocation	4,680	-	-	4,680	-	0.5%
54107 Fleet Maintenance Allocation	11,485	-	-	6,842	-	0.7%
<b>Total Internal Services</b>	<b>\$151,834</b>	<b>\$604,413</b>	<b>\$605,913</b>	<b>\$273,457</b>	<b>-54.8%</b>	<b>15.9%</b>
<b>Total Operating Expenditures</b>	<b>\$1,135,509</b>	<b>\$1,835,625</b>	<b>\$1,523,070</b>	<b>\$1,378,917</b>	<b>-24.9%</b>	<b>80.1%</b>
59201 Transfers Out	\$10,222	\$12,230	\$12,230	\$12,001	-1.9%	1.3%
<b>Total Transfers</b>	<b>\$10,222</b>	<b>\$12,230</b>	<b>\$12,230</b>	<b>\$12,001</b>	<b>-1.9%</b>	<b>0.7%</b>
71107 POB Miscellaneous Principal	-	-	-	\$188,958	-	-
71108 POB Miscellaneous Interest	-	-	-	140,854	-	-
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$329,812</b>	<b>-</b>	<b>6.0%</b>
<b>Total Expenditures</b>	<b>\$1,145,731</b>	<b>\$1,847,855</b>	<b>\$1,535,300</b>	<b>\$1,720,730</b>	<b>-6.9%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$1,145,731	\$1,847,855	\$1,535,300	\$1,720,730	-6.9%	100.0%
<b>Total Sources</b>	<b>\$1,145,731</b>	<b>\$1,847,855</b>	<b>\$1,535,300</b>	<b>\$1,720,730</b>	<b>-6.9%</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 right-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 2021-2022

- Implement the annual cycle of storm drain pipeline system improvement projects as funding becomes available.
- Implement a biennial traffic signal system improvement project as funding becomes available.
- Implement the annual street resurfacing project.
- Implement the annual cycle of water pipeline system improvement projects as funding becomes available.
- Implement the annual cycle of sewer pipeline system improvement projects as funding becomes available.
- Complete Construction on the Peck Reservoir Replacement project.
- Complete Construction on the Sepulveda Bridge project.
- Complete painting of Block 35 Elevated Tank.
- Commence construction of the Fire Station 2 Replacement Project
- Complete construction of Aviation Boulevard. right turn lane to Artesia Boulevard.
- Complete the Pier Railing Replacement design and initiate construction work.
- Provide on-going coordination and oversight of utility undergrounding work for UUAD 12, 14 & 4.
- Complete the Sewer System Masterplan.
- Complete the Larson and 2<sup>nd</sup> Street Water Booster Station Design.
- Complete the Polliwog Park Playground Construction.
- Complete construction repairs of Parking Structure 3.
- Complete the feasibility study for the replacement of three sewer lift stations.
- Provide timely response to proposed private development plan reviews and utility work requests affecting the public right-of-way and existing public infrastructure.

## Public Works | Civil Engineering

<b>Authorized Full-Time Positions</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
City Engineer	1	1	1	1
Principal Civil Engineer	1	1	1	1
Senior Civil Engineer	6	7	7	7
Public Works Inspector	2	2	2	2
Senior Engineering Technician	1	1	1	1
Senior Management Analyst (Engineering/Admin)	0.5	0.5	0.5	0.5
Secretary	1	1	1	1
<b>Total</b>	<b>12.50</b>	<b>13.50</b>	<b>13.50</b>	<b>13.50</b>

960 hours are budgeted in FY 2021-2022 for part-time staff.

<b>Civil Engineering Object Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Y/E Est</b>	<b>FY 2022 Adopted</b>	<b>Var from FY 21 Budg</b>	<b>% of Total</b>
51101 Salaries & Allowances	\$1,367,758	\$1,498,946	\$1,524,928	<b>\$1,557,446</b>	3.9%	166.9%
51103 Part Time Employee Salaries	43,533	35,500	35,000	<b>37,766</b>	6.4%	4.0%
51104 Overtime Regular Employees	-	4,500	2,000	<b>4,500</b>	-	0.5%
51201 Group Medical Insurance	153,913	151,745	169,600	<b>177,752</b>	17.1%	19.0%
51202 Medicare	20,081	20,034	22,361	<b>23,130</b>	15.5%	2.5%
51204 401A Plan City	41,669	40,148	48,360	<b>49,694</b>	23.8%	5.3%
51211 PERS Regular Contributions	112,548	124,759	145,294	<b>140,113</b>	12.3%	15.0%
51213 PERS Regular Net Pension Liab	115,125	131,256	126,890	-	-100.0%	-
51232 Workers Compensation	-	32,040	32,040	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$1,854,628</b>	<b>\$2,038,928</b>	<b>\$2,106,473</b>	<b>\$1,990,401</b>	<b>-2.4%</b>	<b>27.9%</b>
52101 Contract Services	\$7,742,839	\$89,200	\$7,844,512	<b>\$1,868,905</b>	1995.2%	200.3%
52103 Computer Contract Services	-	4,000	4,000	<b>4,000</b>	-	0.4%
52107 Legal Services	95,533	-	-	-	-	-
52201 Departmental Supplies	28,521	8,000	5,000	<b>8,000</b>	-	0.9%
52202 Office Supplies	148	-	-	-	-	-
52203 Printing	596	1,750	1,000	<b>1,750</b>	-	0.2%
52204 Postage	3,898	5,367	3,107	<b>3,949</b>	-26.4%	0.4%
52205 Uniforms/Safety Equipment	2,071	6,540	2,000	<b>6,540</b>	-	0.7%
52301 Training, Conf & Meetings	5,479	5,000	500	<b>5,000</b>	-	0.5%
52307 Memberships & Dues	1,525	1,600	1,600	<b>1,600</b>	-	0.2%
52308 Reference Books & Periodicals	817	2,000	2,000	<b>2,000</b>	-	0.2%
52712 UAD Construction Fund Refunds	(3,521)	-	-	-	-	-
52801 Computers, Supplies & Software	26,024	11,750	24,800	<b>11,750</b>	-	1.3%
53101 Telephone	2,474	1,983	591	<b>2,508</b>	26.5%	0.3%
<b>Total Materials &amp; Services</b>	<b>\$7,906,405</b>	<b>\$137,190</b>	<b>\$7,889,110</b>	<b>\$1,916,002</b>	<b>1296.6%</b>	<b>26.9%</b>
54101 Administrative Service Charge	\$473,748	\$263,318	\$411,940	-	-100.0%	-
54102 Warehouse Purchases	1,314	750	1,200	<b>\$750</b>	-	0.1%
54104 Information Technology Allocation	90,588	97,033	97,033	<b>115,854</b>	19.4%	12.4%
54106 Fleet Rental Allocation	3,912	-	-	<b>3,910</b>	-	0.4%
54107 Fleet Maintenance Allocation	6,710	-	-	<b>3,948</b>	-	0.4%
54108 Building & Ops Allocation	73,975	84,176	84,176	<b>85,188</b>	1.2%	9.1%
54109 Engineering Service Charges	-	-	-	<b>467,092</b>	-	50.0%
<b>Total Internal Services</b>	<b>\$650,248</b>	<b>\$445,277</b>	<b>\$594,349</b>	<b>\$676,742</b>	<b>52.0%</b>	<b>9.5%</b>
<b>Total Operating Expenditures</b>	<b>\$10,411,281</b>	<b>\$2,621,395</b>	<b>\$10,589,932</b>	<b>\$4,583,145</b>	<b>74.8%</b>	<b>64.2%</b>

## Public Works| Civil Engineering

Civil Engineering Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
62201 Building & Facility Improv	-	-	-	\$100,000	-	10.7%
62211 Street & Sidewalks Improv	\$1,126,984	\$800,000	\$8,523,791	-	-100.0%	-
62231 Other Infrastructure Improv	766,341	600,000	518,615	800,000	33.3%	85.7%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$1,893,325</b>	<b>\$1,400,000</b>	<b>\$9,042,406</b>	<b>\$900,000</b>	<b>-35.7%</b>	<b>12.6%</b>
71101 Bond Principal	\$860,000	\$600,000	\$600,000	\$1,205,000	100.8%	129.1%
71102 Bond Interest	136,950	511,428	511,428	438,770	-14.2%	6.1%
71103 Bond Administration Fee	1,750	8,000	8,000	8,000	-	0.1%
<b>Total Debt Service</b>	<b>\$998,700</b>	<b>\$1,119,428</b>	<b>\$1,119,428</b>	<b>\$1,651,770</b>	<b>47.6%</b>	<b>23.2%</b>
<b>Total Expenditures</b>	<b>\$13,303,305</b>	<b>\$5,140,823</b>	<b>\$20,751,766</b>	<b>\$7,134,915</b>	<b>38.8%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$2,241,901	\$2,358,077	\$2,422,480	\$2,336,348	-0.9%	32.7%
Streets, Highways & Sidewalks	219,411	7,979	13,738	13,738	72.2%	0.2%
Prop C	1,253,716	911,711	8,674,709	192,332	-78.9%	2.7%
Measure R	-	7,979	13,738	13,738	72.2%	0.2%
Measure M	6,482	7,979	13,738	13,738	72.2%	0.2%
Capital Improvement	982,998	727,670	738,423	1,133,546	55.8%	15.9%
Underground Assessment	7,600,099	-	7,755,512	1,779,705	-	24.9%
Special Assessment Redemption Fund	998,700	717,050	717,050	708,900	-1.1%	9.9%
Special Assessment UAD 12 14 Fund	-	282,099	282,099	606,707	115.1%	8.5%
Special Assessment UAD 19-04 Fund	-	120,279	120,279	336,163	179.5%	4.7%
<b>Total Sources</b>	<b>\$13,303,305</b>	<b>\$5,140,823</b>	<b>\$20,751,766</b>	<b>\$7,134,915</b>	<b>38.8%</b>	<b>100.0%</b>





### Program Overview

The Street Maintenance Division continues to evaluate needed 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 City owned properties 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 2021-2022

- 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 Boulevard 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.
- Continue working on compliance with AB 939, AB 341, AB 1826, and the upcoming SB 1383 State mandates.
- 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 Changes

Athletic field landscaping services will be fully restored in FY2021-2022. A portion of the services were suspended for one year due to COVID-related impacts.



## Public Works| Street Maintenance

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<b>Authorized Full-Time Positions</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Maintenance Supervisor	1	1	1	1
Maintenance Worker III	2	2	2	2
Maintenance Worker I/II <sup>1</sup>	7.5	7.5	8.0	8.0
Urban Forester	1	1	1	1
Electrician	1	1	1	1
Secretary	0.25	0.25	0.25	0.25
<b>Total</b>	<b>12.75</b>	<b>12.75</b>	<b>13.25</b>	<b>13.25</b>

<sup>1</sup> 0.5 Position transferred from Refuse Fund in FY 2020-2021.

## Public Works | Street Maintenance

Street Maintenance Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$669,492	\$800,299	\$657,765	<b>\$803,092</b>	0.3%	86.1%
51103 Part Time Employee Salaries	7,880	-	48,893	<b>15,000</b>	-	1.6%
51104 Overtime Regular Employees	6,390	19,250	11,650	<b>19,500</b>	1.3%	2.1%
51107 Overtime Special Events	25,573	49,750	-	<b>61,150</b>	22.9%	6.6%
51201 Group Medical Insurance	114,687	183,942	138,693	<b>189,917</b>	3.2%	20.3%
51202 Medicare	10,025	14,784	9,943	<b>12,080</b>	-18.3%	1.3%
51204 401A Plan City	7,070	6,833	6,973	<b>7,091</b>	3.8%	0.8%
51211 PERS Regular Contributions	59,526	89,119	65,137	<b>72,933</b>	-18.2%	7.8%
51213 PERS Regular Net Pension Liab	77,833	113,039	109,279	-	-100.0%	-
51231 Unemployment	5,700	5,700	5,700	-	-100.0%	-
51232 Workers Compensation	91,380	32,040	32,040	<b>33,360</b>	4.1%	3.6%
<b>Total Salaries &amp; Benefits</b>	<b>\$1,075,556</b>	<b>\$1,314,756</b>	<b>\$1,086,073</b>	<b>\$1,214,123</b>	<b>-7.7%</b>	<b>17.0%</b>
52101 Contract Services	\$363,228	\$308,600	\$322,914	<b>\$309,715</b>	0.4%	33.2%
52201 Departmental Supplies	138,186	181,371	181,371	<b>256,161</b>	41.2%	27.4%
52203 Printing	-	650	-	<b>50</b>	-92.3%	0.0%
52205 Uniforms/Safety Equipment	6,156	13,220	13,220	<b>13,220</b>	-	1.4%
52206 Advertising	-	300	-	<b>150</b>	-50.0%	0.0%
52301 Training, Conf & Meetings	7,798	15,000	5,000	<b>15,000</b>	-	1.6%
52307 Memberships & Dues	-	155	-	<b>155</b>	-	0.0%
52801 Computers, Supplies & Software	2,646	-	-	-	-	-
53101 Telephone	792	635	189	<b>803</b>	26.5%	0.1%
53102 Electricity	31,808	32,305	17,808	<b>32,539</b>	0.7%	3.5%
53104 Water	66,053	64,489	54,731	<b>66,911</b>	3.8%	7.2%
<b>Total Materials &amp; Services</b>	<b>\$616,665</b>	<b>\$616,725</b>	<b>\$595,233</b>	<b>\$694,704</b>	<b>12.6%</b>	<b>9.7%</b>
54102 Warehouse Purchases	\$6,271	\$15,500	\$11,500	<b>\$15,500</b>	-	1.7%
54104 Information Technology Allocation	73,932	87,443	87,443	<b>100,650</b>	15.1%	10.8%
54105 Insurance Allocation	252,480	780,180	780,180	<b>898,560</b>	15.2%	96.3%
54106 Fleet Rental Allocation	135,360	-	-	<b>136,590</b>	-	14.6%
54107 Fleet Maintenance Allocation	122,395	-	-	<b>124,796</b>	-	13.4%
<b>Total Internal Services</b>	<b>\$590,437</b>	<b>\$883,123</b>	<b>\$879,123</b>	<b>\$1,276,096</b>	<b>44.5%</b>	<b>17.9%</b>
<b>Total Operating Expenditures</b>	<b>\$2,282,659</b>	<b>\$2,814,604</b>	<b>\$2,560,429</b>	<b>\$3,184,923</b>	<b>13.2%</b>	<b>39.5%</b>
61401 Vehicles	-	\$140,000	\$140,000	-	-100.0%	-
62211 Street & Sidewalks Improv	\$1,842,695	6,345,000	4,964,798	<b>\$4,885,000</b>	-23.0%	523.4%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$1,842,695</b>	<b>\$6,485,000</b>	<b>\$5,104,798</b>	<b>\$4,885,000</b>	<b>-24.7%</b>	<b>68.5%</b>
<b>Total Expenditures</b>	<b>\$4,125,353</b>	<b>\$9,299,604</b>	<b>\$7,665,227</b>	<b>\$8,069,923</b>	<b>-13.2%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$2,282,659	\$2,954,604	\$2,700,429	<b>\$3,184,923</b>	7.8%	39.5%
Gas Tax Fund	852,504	755,000	2,016,187	<b>2,085,000</b>	176.2%	25.8%
Prop C	115,287	-	1,146,104	-	-	-
Measure R	30,000	1,260,000	234,985	<b>250,000</b>	-80.2%	3.1%
Measure M	32,408	4,280,000	802,017	<b>2,400,000</b>	-43.9%	29.7%
Capital Improvement Fund	812,495	50,000	765,505	<b>150,000</b>	200.0%	1.9%
<b>Total Sources</b>	<b>\$4,125,353</b>	<b>\$9,299,604</b>	<b>\$7,665,227</b>	<b>\$8,069,923</b>	<b>-13.2%</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 2021-2022

- 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 the Manhattan Beach Unified School District 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 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
<b>Authorized Full-Time Positions</b>				
Facilities Maintenance Supervisor	1	1	1	1
Building Repair Craftsperson	4	4	4	4
Maintenance Worker I/II	2	2	2	2
Secretary	0.5	0.5	0.5	0.5
<b>Total</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>

## Public Works | Building & Grounds

Building & Grounds Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$565,966	\$554,868	\$467,185	\$553,735	-0.2%	59.3%
51104 Overtime Regular Employees	8,449	13,100	7,000	13,100	-	1.4%
51201 Group Medical Insurance	102,481	100,802	90,960	106,910	6.1%	11.5%
51202 Medicare	8,164	8,244	6,742	8,029	-2.6%	0.9%
51204 401A Plan City	2,324	2,287	2,297	2,336	2.1%	0.3%
51211 PERS Regular Contributions	48,316	51,345	44,509	50,315	-2.0%	5.4%
51213 PERS Regular Net Pension Liab	50,724	59,513	57,533	-	-100.0%	-
51232 Workers Compensation	18,300	10,080	10,080	180	-98.2%	0.0%
<b>Total Salaries &amp; Benefits</b>	<b>\$804,724</b>	<b>\$800,239</b>	<b>\$686,306</b>	<b>\$734,605</b>	<b>-8.2%</b>	<b>10.3%</b>
52101 Contract Services	\$1,095,791	\$1,283,400	\$1,432,940	\$1,505,742	17.3%	161.3%
52201 Departmental Supplies	294,962	283,950	278,866	275,950	-2.8%	29.6%
52202 Office Supplies	6,800	-	-	-	-	-
52203 Printing	65	150	-	150	-	0.0%
52205 Uniforms/Safety Equipment	3,194	7,820	7,820	7,820	-	0.8%
52301 Training, Conf & Meetings	2,028	6,000	4,000	6,000	-	0.6%
52801 Computers, Supplies & Software	8,235	58,500	8,500	58,500	-	6.3%
53101 Telephone	1,019	973	921	1,033	6.2%	0.1%
53102 Electricity	114,422	125,115	102,894	117,053	-6.4%	12.5%
53103 Natural Gas	5,264	4,363	6,368	5,343	22.5%	0.6%
53104 Water	359,360	355,786	347,532	364,031	2.3%	39.0%
<b>Total Materials &amp; Services</b>	<b>\$1,891,139</b>	<b>\$2,126,057</b>	<b>\$2,189,841</b>	<b>\$2,341,622</b>	<b>10.1%</b>	<b>32.8%</b>
54102 Warehouse Purchases	\$19,768	\$26,000	\$26,000	\$26,000	-	2.8%
54104 Information Technology Allocation	33,576	40,901	40,901	44,303	8.3%	4.7%
54105 Insurance Allocation	6,600	-	-	-	-	-
54106 Fleet Rental Allocation	35,112	-	-	27,950	-	3.0%
54107 Fleet Maintenance Allocation	40,185	-	-	41,621	-	4.5%
<b>Total Internal Services</b>	<b>\$135,241</b>	<b>\$66,901</b>	<b>\$66,901</b>	<b>\$139,874</b>	<b>109.1%</b>	<b>2.0%</b>
<b>Total Expenditures</b>	<b>\$2,831,104</b>	<b>\$2,993,197</b>	<b>\$2,943,048</b>	<b>\$3,216,101</b>	<b>7.4%</b>	<b>98.7%</b>
71107 POB Miscellaneous Principal	-	-	-	\$24,188	-	0.3%
71108 POB Miscellaneous Interest	-	-	-	18,032	-	0.3%
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$42,220</b>	<b>-</b>	<b>0.6%</b>
<b>Total Expenditures</b>	<b>\$2,831,104</b>	<b>\$2,993,197</b>	<b>\$2,943,048</b>	<b>\$3,258,321</b>	<b>8.9%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund	\$1,247,617	\$1,235,457	\$1,081,625	\$1,367,391	10.7%	42.0%
Building Maintenance	1,583,487	1,757,740	1,861,423	1,890,930	7.6%	58.0%
<b>Total Sources</b>	<b>\$2,831,104</b>	<b>\$2,993,197</b>	<b>\$2,943,048</b>	<b>\$3,258,321</b>	<b>8.9%</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 2021-2022

- 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 Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
52101 Contract Services	\$7,775	\$7,000	\$14,550	\$7,550	7.9%	0.8%
52201 Departmental Supplies	4,225	9,000	9,000	9,000	-	1.0%
52206 Advertising	-	400	-	400	-	0.0%
53102 Electricity	267,014	285,779	200,880	\$273,154	-4.4%	29.3%
53103 Natural Gas	108,011	100,278	108,185	\$109,631	9.3%	11.7%
<b>Total Materials &amp; Services</b>	<b>\$387,024</b>	<b>\$402,457</b>	<b>\$332,615</b>	<b>\$399,735</b>	<b>-0.7%</b>	<b>88.7%</b>
54101 Administrative Service Charge	\$35,772	\$15,961	\$15,963	\$15,961	-	1.7%
<b>Total Internal Services</b>	<b>\$35,772</b>	<b>\$15,961</b>	<b>\$15,963</b>	<b>\$15,961</b>	<b>-</b>	<b>3.5%</b>
62201 Building & Facility Improv	-	\$35,000	\$35,000	\$35,000	-	3.8%
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>-</b>	<b>7.8%</b>
<b>Total Operating Expenditures</b>	<b>\$422,796</b>	<b>\$453,418</b>	<b>\$383,578</b>	<b>\$450,696</b>	<b>-0.6%</b>	<b>100.0%</b>

### Source of Funds

Street Lighting & Landscaping	\$422,796	\$453,418	\$383,578	\$450,696	-0.6%	100.0%
<b>Total Sources</b>	<b>\$422,796</b>	<b>\$453,418</b>	<b>\$383,578</b>	<b>\$450,696</b>	<b>-0.6%</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 2021-2022**

- 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 Object Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Y/E Est</b>	<b>FY 2022 Adopted</b>	<b>Var from FY 20 Budg</b>	<b>% of Total</b>
52101 Contract Services	\$56,789	\$83,000	\$83,000	<b>\$88,050</b>	6.1%	9.4%
52201 Departmental Supplies	4,656	15,500	15,500	<b>10,500</b>	-32.3%	1.1%
52301 Training, Conf & Meetings	104	-	-	-	-	-
53102 Electricity	6,728	7,631	5,207	<b>6,883</b>	-9.8%	0.7%
53104 Water	8,358	10,065	7,206	<b>8,467</b>	-15.9%	0.9%
<b>Total Materials &amp; Services</b>	<b>\$76,635</b>	<b>\$116,196</b>	<b>\$110,913</b>	<b>\$113,900</b>	<b>-2.0%</b>	<b>94.9%</b>
54101 Administrative Service Charge	\$15,360	\$6,006	\$6,006	<b>\$6,006</b>	-	0.6%
54102 Warehouse Purchases	-	100	100	<b>100</b>	-	0.0%
<b>Total Internal Services</b>	<b>\$15,360</b>	<b>\$6,106</b>	<b>\$6,106</b>	<b>\$6,106</b>	-	<b>5.1%</b>
<b>Total Operating Expenditures</b>	<b>\$91,995</b>	<b>\$122,302</b>	<b>\$117,019</b>	<b>\$120,006</b>	<b>-1.9%</b>	<b>100.0%</b>

**Source of Funds**

Streetlighting & Landscape	\$91,995	\$122,302	\$117,019	<b>\$120,006</b>	-1.9%	100.0%
<b>Total Sources</b>	<b>\$91,995</b>	<b>\$122,302</b>	<b>\$117,019</b>	<b>\$120,006</b>	<b>-1.9%</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 2021-2022

- 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.

- Complete the Risk Assessment and Emergency Response Plan Update; the update is required by American Water Infrastructure Act

<b>Authorized Full-Time Positions</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Water 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	1
Maintenance Worker I/II	5	5	5	5
Electrician	0.35	0.35	0.35	0.35
Water Meter Reader	1	1	1	1
Management Analyst <sup>1</sup>	-	-	1	0.7
Secretary	0.45	0.45	0.45	0.45
<b>Total</b>	<b>10.80</b>	<b>10.80</b>	<b>11.80</b>	<b>11.50</b>

<sup>1</sup> 0.1 Position transferred to Stormwater Fund and 0.2 Position transferred to Wastewater Fund in FY 2021-2022.

960 hours are budgeted in FY 2021-2022 for part-time staff.



## Public Works | Water Division

<b>Water Division Object Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Y/E Est</b>	<b>FY 2022 Adopted</b>	<b>Var from FY 21 Budg</b>	<b>% of Total</b>
51101 Salaries & Allowances	\$734,418	\$774,737	\$591,018	<b>\$800,810</b>	3.4%	85.8%
51103 Part Time Employee Salaries	71,183	-	70,000	-	-	-
51104 Overtime Regular Employees	44,991	50,000	50,000	<b>50,000</b>	-	5.4%
51201 Group Medical Insurance	125,306	141,048	115,042	<b>183,397</b>	30.0%	19.7%
51202 Medicare	12,101	12,286	10,283	<b>11,613</b>	-5.5%	1.2%
51204 401A Plan City	2,100	4,184	3,186	<b>6,893</b>	64.7%	0.7%
51211 PERS Regular Contributions	59,589	65,845	57,805	<b>71,947</b>	9.3%	7.7%
51213 PERS Regular Net Pension Liab	68,699	71,322	68,950	-	-100.0%	-
51221 Accrued Leave	(7,864)	-	-	-	-	-
51232 Workers Compensation	120,480	20,700	20,700	<b>1,680</b>	-91.9%	0.2%
<b>Total Salaries &amp; Benefits</b>	<b>\$1,231,004</b>	<b>\$1,140,122</b>	<b>\$986,984</b>	<b>\$1,126,340</b>	<b>-1.2%</b>	<b>15.8%</b>
52101 Contract Services	\$7,301,213	\$7,062,840	\$6,937,750	<b>\$7,264,150</b>	2.9%	778.3%
52103 Computer Contract Services	6,424	43,041	49,524	<b>36,100</b>	-16.1%	3.9%
52201 Departmental Supplies	128,835	377,600	377,600	<b>357,600</b>	-5.3%	38.3%
52202 Office Supplies	3	-	-	-	-	-
52203 Printing	1,138	300	105	<b>300</b>	-	0.0%
52205 Uniforms/Safety Equipment	6,804	10,330	10,330	<b>10,330</b>	-	1.1%
52206 Advertising	-	300	-	<b>300</b>	-	0.0%
52207 Tools & Minor Equipment	4,223	5,100	5,100	<b>5,100</b>	-	0.5%
52301 Training, Conf & Meetings	6,547	22,000	3,000	<b>22,000</b>	-	2.4%
52307 Memberships & Dues	4,117	4,780	4,780	<b>4,780</b>	-	0.5%
52308 Reference Books & Periodicals	369	1,000	1,000	<b>1,000</b>	-	0.1%
52404 Bank Service Charge	12,428	8,800	13,475	<b>25,824</b>	193.5%	2.8%
52406 Assessments & Taxes	58,253	430,160	425,526	<b>430,160</b>	-	46.1%
52801 Computers, Supplies & Software	-	-	8,000	-	-	-
53101 Telephone	98,372	112,122	127,224	<b>99,748</b>	-11.0%	10.7%
53102 Electricity	91,714	117,932	68,140	<b>93,823</b>	-20.4%	10.1%
53104 Water	46,355	51,558	35,844	<b>46,957</b>	-8.9%	5.0%
<b>Total Materials &amp; Services</b>	<b>\$7,766,797</b>	<b>\$8,247,863</b>	<b>\$8,067,398</b>	<b>\$8,398,172</b>	<b>1.8%</b>	<b>117.7%</b>
54101 Administrative Service Charge	\$1,678,068	\$1,541,763	\$1,682,292	<b>\$1,350,258</b>	-12.4%	144.7%
54102 Warehouse Purchases	4,114	3,980	3,980	<b>3,980</b>	-	0.4%
54104 Information Technology Allocation	108,108	116,841	116,841	<b>143,525</b>	22.8%	15.4%
54105 Insurance Allocation	60,300	36,540	36,540	<b>23,520</b>	-35.6%	2.5%
54106 Fleet Rental Allocation	67,776	-	-	<b>63,810</b>	-	6.8%
54107 Fleet Maintenance Allocation	76,218	-	-	<b>69,556</b>	-	7.5%
54108 Building & Ops Allocation	126,703	144,174	144,174	<b>145,907</b>	1.2%	15.6%
54109 Engineering Service Charges	-	-	-	<b>457,714</b>	-	49.0%
<b>Total Internal Services</b>	<b>\$2,121,288</b>	<b>\$1,843,298</b>	<b>\$1,983,827</b>	<b>\$2,258,270</b>	<b>22.5%</b>	<b>14.5%</b>
<b>Total Operating Expenditures</b>	<b>\$11,119,089</b>	<b>\$11,231,283</b>	<b>\$11,038,209</b>	<b>\$11,782,782</b>	<b>4.9%</b>	<b>75.8%</b>

## Public Works | Water Division

Water Division Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
61203 Computer Equipment & Software	-	\$8,750	-	\$8,750	-	0.9%
61204 ERP Implementation	\$6,845	-	\$7,483	-	-	-
61401 Vehicles	-	55,000	55,000	-	-100.0%	-
62201 Building & Facility Improv	312,727	15,100,000	12,417,670	-	-100.0%	-
62221 Utility Improvements	2,557,614	-	1,529,547	3,500,000	-	22.5%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$2,877,186</b>	<b>\$15,163,750</b>	<b>\$14,009,700</b>	<b>\$3,508,750</b>	<b>-76.9%</b>	<b>22.6%</b>
71101 Bond Principal	\$140,752	\$140,752	\$140,752	\$147,455	4.8%	15.8%
71102 Bond Interest	35,091	30,932	30,932	30,932	-	3.3%
71103 Bond Administration Fee	400	400	400	400	-	-
71107 POB Miscellaneous Principal	-	-	-	46,268	-	0.3%
71108 POB Miscellaneous Interest	-	-	-	34,492	-	0.2%
<b>Total Debt Service</b>	<b>\$176,243</b>	<b>\$172,084</b>	<b>\$172,084</b>	<b>\$259,547</b>	<b>50.8%</b>	<b>1.7%</b>
<b>Total Expenditures</b>	<b>\$14,172,517</b>	<b>\$26,567,117</b>	<b>\$25,219,993</b>	<b>\$15,551,079</b>	<b>-41.5%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
Water	\$14,172,517	\$26,567,117	\$25,219,993	\$15,551,079	-41.5%	100.0%
<b>Total Sources</b>	<b>\$14,172,517</b>	<b>\$26,567,117</b>	<b>\$25,219,993</b>	<b>\$15,551,079</b>	<b>-41.5%</b>	<b>100.0%</b>

### Program Overview

The City's 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 2021-2022

- As mandated by the new National Pollutant Discharge Elimination System (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.

<b>Authorized Full-Time Positions</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Management Analyst <sup>1</sup>	-	-	-	0.1
Sewer Maintenance Worker	1	1	1	1
Secretary	0.05	0.05	0.05	0.05
<b>Total</b>	<b>1.05</b>	<b>1.05</b>	<b>1.05</b>	<b>1.15</b>

<sup>1</sup> 0.1 Position transferred from Water Fund in FY 2021-2022.

Storm Drain Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$68,271	\$61,042	\$70,666	\$77,440	26.9%	8.3%
51104 Overtime Regular Employees	3,149	4,700	4,700	4,700	-	0.5%
51201 Group Medical Insurance	16,519	16,533	17,531	19,915	20.5%	2.1%
51202 Medicare	1,007	980	1,032	1,123	14.6%	0.1%
51204 401A Plan City	-	-	-	384	-	0.0%
51211 PERS Regular Contributions	5,378	5,575	6,361	7,040	26.3%	0.8%
51213 PERS Regular Net Pension Liab	5,468	6,462	6,247	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$99,791</b>	<b>\$95,292</b>	<b>\$106,537</b>	<b>\$110,602</b>	<b>16.1%</b>	<b>1.6%</b>
52101 Contract Services	\$454,076	\$615,100	\$615,100	\$681,250	10.8%	73.0%
52103 Computer Contract Services	1,601	5,800	9,276	5,800	-	0.6%
52201 Departmental Supplies	17,104	30,250	30,250	30,250	-	3.2%
52203 Printing	366	1,500	-	1,500	-	0.2%
52205 Uniforms/Safety Equipment	507	1,520	1,520	1,520	-	0.2%
52301 Training, Conf & Meetings	-	3,000	1,500	1,500	-50.0%	0.2%
52307 Memberships & Dues	595	-	-	-	-	-
53101 Telephone	17,302	16,370	5,165	17,545	7.2%	1.9%
53102 Electricity	9,457	9,297	9,382	9,675	4.1%	1.0%
53104 Water	2,836	2,710	2,322	2,873	6.0%	0.3%
<b>Total Materials &amp; Services</b>	<b>\$503,845</b>	<b>\$685,547</b>	<b>\$674,515</b>	<b>\$751,913</b>	<b>9.7%</b>	<b>10.5%</b>
54101 Administrative Service Charge	\$161,196	\$194,717	\$194,712	\$194,717	-	20.9%
54102 Warehouse Purchases	-	200	200	200	-	0.0%
54108 Building & Ops Allocation	10,546	12,000	12,000	12,144	1.2%	1.3%
<b>Total Internal Services</b>	<b>\$171,742</b>	<b>\$206,917</b>	<b>\$206,912</b>	<b>\$207,061</b>	<b>0.1%</b>	<b>1.3%</b>
<b>Total Operating Expenditures</b>	<b>\$775,378</b>	<b>\$987,756</b>	<b>\$987,964</b>	<b>\$1,069,576</b>	<b>8.3%</b>	<b>6.9%</b>
62201 Building & Facility Improv	\$190,211	\$1,710,000	\$1,495,932	\$710,000	-58.5%	4.6%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$190,211</b>	<b>\$1,710,000</b>	<b>\$1,495,932</b>	<b>\$710,000</b>	<b>-58.5%</b>	<b>4.6%</b>
71107 POB Miscellaneous Principal	-	-	-	\$4,527	-	0.0%
71108 POB Miscellaneous Interest	-	-	-	3,375	-	0.0%
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$7,902</b>	<b>-</b>	<b>0.1%</b>
<b>Total Expenditures</b>	<b>\$965,589</b>	<b>\$2,697,756</b>	<b>\$2,483,896</b>	<b>\$1,787,478</b>	<b>-33.7%</b>	<b>-</b>
<b>Source of Funds</b>						
Stormwater Fund	\$965,589	\$2,697,756	\$2,483,896	\$1,787,478	-33.7%	-
<b>Total Sources</b>	<b>\$965,589</b>	<b>\$2,697,756</b>	<b>\$2,483,896</b>	<b>\$1,787,478</b>	<b>-33.7%</b>	<b>-</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 2021-2022

- 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.

	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
<b>Authorized Full-Time Positions</b>				
Maintenance Worker III	1	1	1	1
Management Analyst <sup>1</sup>	-	-	-	0.2
Sewer Maintenance Worker I/II	2	2	2	2
Electrician	0.45	0.45	0.45	0.45
Secretary	0.45	0.45	0.45	0.45
<b>Total</b>	<b>3.90</b>	<b>3.90</b>	<b>3.90</b>	<b>4.10</b>

<sup>1</sup> 0.2 Position transferred from Water Fund in FY 2021-2022.

## Public Works | Sewer Maintenance

Sewer Maintenance Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$249,282	\$307,840	\$281,323	\$293,336	-4.7%	31.4%
51104 Overtime Regular Employees	8,601	15,000	15,000	15,000	-	1.6%
51201 Group Medical Insurance	58,357	82,783	79,594	83,999	1.5%	9.0%
51202 Medicare	3,502	4,444	4,120	4,254	-4.3%	0.5%
51204 401A Plan City	-	1,980	-	768	-61.2%	0.1%
51211 PERS Regular Contributions	19,755	28,891	26,178	26,510	-8.2%	2.8%
51213 PERS Regular Net Pension Liab	24,461	28,489	27,541	-	-100.0%	-
51232 Workers Compensation	47,280	7,440	7,440	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$411,238</b>	<b>\$476,867</b>	<b>\$441,196</b>	<b>\$423,867</b>	<b>-11.1%</b>	<b>5.9%</b>
52101 Contract Services	\$60,139	\$244,900	\$244,900	\$245,300	0.2%	26.3%
52103 Computer Contract Services	10,423	33,461	33,461	29,550	-11.7%	3.2%
52201 Departmental Supplies	20,663	29,550	29,550	29,550	-	3.2%
52203 Printing	65	1,200	150	1,200	-	0.1%
52205 Uniforms/Safety Equipment	2,161	4,710	4,710	4,710	-	0.5%
52301 Training, Conf & Meetings	1,553	6,000	1,500	6,000	-	0.6%
52307 Memberships & Dues	587	565	565	565	-	0.1%
52404 Bank Service Charge	3,116	2,200	3,674	6,476	194.4%	0.7%
52502 Recreation Bus Trips	-	-	-	-	-	-
53101 Telephone	41,321	39,095	12,335	41,899	7.2%	4.5%
53102 Electricity	15,387	15,392	28,626	15,741	2.3%	1.7%
53104 Water	5,164	5,540	4,589	5,231	-5.6%	0.6%
<b>Total Materials &amp; Services</b>	<b>\$160,579</b>	<b>\$382,613</b>	<b>\$364,060</b>	<b>\$386,222</b>	<b>0.9%</b>	<b>5.4%</b>
54101 Administrative Service Charge	\$494,739	\$752,067	\$764,725	\$672,273	-10.6%	72.0%
54102 Warehouse Purchases	2,149	1,100	2,500	1,100	-	0.1%
54105 Insurance Allocation	228,060	57,960	57,960	8,160	-85.9%	0.9%
54106 Fleet Rental Allocation	68,412	-	-	68,410	-	7.3%
54107 Fleet Maintenance Allocation	20,829	-	-	21,764	-	2.3%
54108 Building & Ops Allocation	31,689	36,058	36,058	36,492	1.2%	3.9%
54109 Engineering Service Charges	-	-	-	201,110	-	21.5%
<b>Total Internal Services</b>	<b>\$845,878</b>	<b>\$847,185</b>	<b>\$861,243</b>	<b>\$1,009,309</b>	<b>19.1%</b>	<b>6.5%</b>
<b>Total Operating Expenditures</b>	<b>\$1,417,695</b>	<b>\$1,706,665</b>	<b>\$1,666,499</b>	<b>\$1,819,398</b>	<b>6.6%</b>	<b>59.7%</b>
61203 Computer Equipment & Software	-	\$8,750	-	\$8,750	-	0.9%
61204 ERP Implementation	\$3,789	-	\$4,216	-	-	-
62201 Building & Facility Improv	(22,914)	300,000	402,695	-	-100.0%	-
62221 Utility Improvements	164,002	1,100,000	1,709,343	1,100,000	-	7.1%
<b>Total Capital Projects &amp; Equipment</b>	<b>-</b>	<b>\$8,750</b>	<b>-</b>	<b>\$8,750</b>	<b>-</b>	<b>0.3%</b>
71101 Bond Principal	\$69,248	\$69,248	\$69,248	\$72,546	4.8%	7.8%
71102 Bond Interest	17,284	15,218	15,218	15,218	-	1.6%
71103 Bond Administration Fee	200	200	200	200	-	-
71107 POB Miscellaneous Principal	-	-	-	17,044	-	0.1%
71108 POB Miscellaneous Interest	-	-	-	12,706	-	0.1%
<b>Total Debt Service</b>	<b>\$86,732</b>	<b>\$84,666</b>	<b>\$84,666</b>	<b>\$117,714</b>	<b>39.0%</b>	<b>3.9%</b>
<b>Total Expenditures</b>	<b>\$1,649,304</b>	<b>\$3,200,081</b>	<b>\$3,867,419</b>	<b>\$3,045,862</b>	<b>-4.8%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
Wastewater	\$1,649,304	\$3,200,081	\$3,867,419	\$3,045,862	-4.8%	100.0%
<b>Total Sources</b>	<b>\$1,649,304</b>	<b>\$3,200,081</b>	<b>\$3,867,419</b>	<b>\$3,045,862</b>	<b>-4.8%</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, the City's waste hauler began handling 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 and the Refuse Fund was closed out in FY 2020-2021.

	FY 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted
<b>Authorized Full-Time Positions</b>				
Senior Management Analyst (Refuse/Admin) <sup>1</sup>	0.50	0.50	-	-
Maintenance Workers I/II <sup>2</sup>	0.50	0.50	-	-
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>	<b>-</b>

<sup>1</sup> Position transferred to Administration in FY 2020-2021.

<sup>2</sup> Position transferred to Street Maintenance in FY 2020-2021.



## Public Works | Refuse Management

Refuse Management Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$85,792	-	-	-	-	-
51104 Overtime Regular Employees	228	-	-	-	-	-
51107 Overtime Special Events	1,217	-	-	-	-	-
51201 Group Medical Insurance	10,755	-	-	-	-	-
51202 Medicare	1,175	-	-	-	-	-
51204 401A Plan City	2,189	-	-	-	-	-
51211 PERS Regular Contributions	7,398	-	-	-	-	-
51213 PERS Regular Net Pension Liab	7,573	-	-	-	-	-
<b>Total Salaries &amp; Benefits</b>	<b>\$116,326</b>	-	-	-	-	-
52101 Contract Services	\$3,793,957	-	-	-	-	-
52201 Departmental Supplies	79,171	-	-	-	-	-
52205 Uniforms/Safety Equipment	255	-	-	-	-	-
52206 Advertising	22,176	-	-	-	-	-
52301 Training, Conf & Meetings	583	-	-	-	-	-
52307 Memberships & Dues	6,189	-	-	-	-	-
52404 Bank Service Charge	4,734	-	-	-	-	-
53101 Telephone	583	-	-	-	-	-
<b>Total Materials &amp; Services</b>	<b>\$3,907,647</b>	-	-	-	-	-
54101 Administrative Service Charge	\$191,148	-	-	-	-	-
54102 Warehouse Purchases	5,350	-	-	-	-	-
<b>Total Internal Services</b>	<b>\$196,498</b>	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$4,220,471</b>	-	-	-	-	-
61204 ERP Implementation	\$3,910	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$3,910</b>	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$4,224,381</b>	-	-	-	-	-
<b>Source of Funds</b>						
Refuse Fund	\$4,224,381	-	-	-	-	-
<b>Total Sources</b>	<b>\$4,224,381</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 2021-2022

- 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 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 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	0.05
<b>Total</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>	<b>2.25</b>

## Public Works | Parking Facilities

Parking Facilities Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$145,077	\$118,262	\$151,948	\$153,352	29.7%	16.4%
51104 Overtime Regular Employees	1,726	5,450	1,200	5,450	-	0.6%
51201 Group Medical Insurance	38,901	32,365	34,839	34,458	6.5%	3.7%
51202 Medicare	2,029	1,783	2,151	2,225	24.8%	0.2%
51211 PERS Regular Contributions	12,658	11,318	14,651	13,879	22.6%	1.5%
51213 PERS Regular Net Pension Liab	13,340	13,119	12,682	-	-100.0%	-
51232 Workers Compensation	37,920	2,760	2,760	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$251,651</b>	<b>\$185,057</b>	<b>\$220,231</b>	<b>\$209,364</b>	<b>13.1%</b>	<b>2.9%</b>
52101 Contract Services	\$857,611	\$791,700	\$798,613	\$802,760	1.4%	86.0%
52103 Computer Contract Services	-	4,719	4,719	-	-100.0%	-
52201 Departmental Supplies	\$54,982	\$186,700	\$181,700	\$134,950	-27.7%	14.5%
52203 Printing	7,034	6,000	6,000	6,000	-	0.6%
52205 Uniforms/Safety Equipment	1,541	2,040	2,040	2,040	-	0.2%
52301 Training, Conf & Meetings	6	2,000	-	2,000	-	0.2%
52404 Bank Service Charge	299,224	326,000	305,493	326,639	0.2%	35.0%
52706 DMBBPA Allocation	102,906	103,000	103,000	103,000	-	11.0%
53101 Telephone	4,304	4,487	6,158	4,364	-2.7%	0.5%
53102 Electricity	85,218	97,239	90,673	87,178	-10.3%	9.3%
53103 Natural Gas	3,981	5,762	2,761	4,041	-29.9%	0.4%
53104 Water	31,095	33,604	29,015	31,500	-6.3%	3.4%
<b>Total Materials &amp; Services</b>	<b>\$1,447,902</b>	<b>\$1,563,251</b>	<b>\$1,530,172</b>	<b>\$1,504,472</b>	<b>-3.8%</b>	<b>25.2%</b>
54101 Administrative Service Charge	\$517,572	\$623,513	\$623,508	\$615,534	-1.3%	66.0%
54102 Warehouse Purchases	17,695	30,600	30,600	25,600	-16.3%	2.7%
54104 Information Systems Allocation	14,112	16,692	16,692	19,461	16.6%	2.1%
54105 Insurance Allocation	45,300	-	-	-	-	-
54106 Fleet Rental Allocation	12,876	-	-	12,880	-	1.4%
54107 Fleet Maintenance Allocation	14,325	-	-	19,475	-	2.1%
<b>Total Internal Services</b>	<b>\$621,880</b>	<b>\$670,805</b>	<b>\$670,800</b>	<b>\$692,950</b>	<b>3.3%</b>	<b>11.6%</b>
<b>Total Operating Expenditures</b>	<b>\$2,321,433</b>	<b>\$2,419,113</b>	<b>\$2,421,203</b>	<b>\$2,406,786</b>	<b>-0.5%</b>	<b>40.3%</b>
61204 ERP Implementation	\$3,495	-	\$5,087	-	-	-
62201 Building & Facility Improv	1,535,841	-	1,137,132	\$2,140,000	-	229.3%
62211 Street & Sidewalks Improv	30,194	-	208,548	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$1,569,530</b>	<b>-</b>	<b>\$1,350,767</b>	<b>\$2,140,000</b>	<b>-</b>	<b>35.9%</b>
71101 Bond Principal	\$470,000	\$470,000	\$470,000	\$490,000	4.3%	52.5%
71102 Bond Interest	253,763	239,813	239,813	225,413	-6.0%	24.2%
71103 Bond Administration Fee	1,375	1,400	1,400	1,400	-	0.2%
71107 POB Miscellaneous Principal	-	-	-	8,925	-	1.0%
71108 POB Miscellaneous Interest	-	-	-	6,654	-	0.7%
<b>Total Debt Service</b>	<b>\$725,138</b>	<b>\$711,213</b>	<b>\$711,213</b>	<b>\$732,392</b>	<b>3.0%</b>	<b>12.3%</b>
72101 Land Leases	\$468,650	\$572,000	\$561,803	\$687,000	20.1%	11.5%
<b>Total Property &amp; Equipment Leases</b>	<b>\$468,650</b>	<b>\$572,000</b>	<b>\$561,803</b>	<b>\$687,000</b>	<b>20.1%</b>	<b>11.5%</b>
<b>Total Expenditures</b>	<b>\$5,084,750</b>	<b>\$3,702,326</b>	<b>\$5,044,986</b>	<b>\$5,966,178</b>	<b>61.1%</b>	<b>100.0%</b>
<b>Source of Funds</b>						
Parking Meter	\$3,943,726	\$2,415,831	\$3,710,993	\$2,933,472	21.4%	49.2%
County Parking Lots	602,192	747,077	737,471	872,452	16.8%	14.6%
State Pier & Parking	538,832	539,418	596,522	2,160,254	300.5%	36.2%
<b>Total Sources</b>	<b>\$5,084,750</b>	<b>\$3,702,326</b>	<b>\$5,044,986</b>	<b>\$5,966,178</b>	<b>61.1%</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 2021-2022

- 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 2019 Adopted	FY 2020 Adopted	FY 2021 Adopted	FY 2022 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	0.25
<b>Total</b>	<b>4.25</b>	<b>4.25</b>	<b>4.25</b>	<b>4.25</b>

Fleet Management Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$309,992	\$294,255	\$310,010	<b>\$317,839</b>	8.0%	34.1%
51104 Overtime Regular Employees	925	2,500	1,500	<b>2,500</b>	-	0.3%
51201 Group Medical Insurance	44,525	42,703	45,048	<b>45,265</b>	6.0%	4.9%
51202 Medicare	4,441	4,293	4,437	<b>4,609</b>	7.4%	0.5%
51204 401A Plan City	2,221	2,189	2,186	<b>2,223</b>	1.6%	0.2%
51211 PERS Regular Contributions	26,591	27,373	29,441	<b>28,378</b>	3.7%	3.0%
51213 PERS Regular Net Pension Liab	28,889	31,727	30,672	-	-100.0%	-
51232 Workers Compensation	33,420	8,160	8,160	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$451,003</b>	<b>\$413,200</b>	<b>\$431,454</b>	<b>\$400,814</b>	<b>-3.0%</b>	<b>5.6%</b>
52101 Contract Services	\$241,147	\$211,300	\$221,300	<b>\$219,500</b>	3.9%	23.5%
52103 Computer Contract Services	1,068	12,000	12,000	<b>12,000</b>	-	1.3%
52201 Departmental Supplies	103,763	83,000	83,000	<b>91,000</b>	9.6%	9.8%
52203 Printing	65	1,150	500	<b>1,150</b>	-	0.1%
52205 Uniforms/Safety Equipment	2,512	4,560	4,560	<b>4,560</b>	-	0.5%
52207 Tools & Minor Equipment	2,800	2,800	2,800	<b>2,800</b>	-	0.3%
52301 Training, Conf & Meetings	4,552	5,500	5,500	<b>5,500</b>	-	0.6%
52307 Memberships & Dues	275	400	400	<b>400</b>	-	0.0%
52402 Automotive Fuel	305,864	371,150	371,150	<b>371,150</b>	-	39.8%
52801 Computers, Supplies & Software	-	50,000	-	<b>50,000</b>	-	5.4%
<b>Total Materials &amp; Services</b>	<b>\$662,045</b>	<b>\$741,860</b>	<b>\$701,210</b>	<b>\$758,060</b>	<b>2.2%</b>	<b>12.7%</b>
54101 Administrative Service Charge	\$2,100	\$673	\$673	<b>\$673</b>	-	0.1%
54102 Warehouse Purchases	1,307	800	800	<b>1,000</b>	25.0%	0.1%
54103 Garage Purchases	26,197	30,000	30,000	<b>30,000</b>	-	3.2%
54104 Information Systems Allocation	26,808	33,002	33,002	<b>35,864</b>	8.7%	3.8%
54105 Insurance Allocation	-	8,640	8,640	<b>14,340</b>	66.0%	1.5%
54106 Fleet Rental Allocation	-	-	-	<b>19,830</b>	-	2.1%
<b>Total Internal Services</b>	<b>\$56,411</b>	<b>\$73,115</b>	<b>\$73,115</b>	<b>\$101,707</b>	<b>39.1%</b>	<b>1.7%</b>
<b>Total Operating Expenditures</b>	<b>\$1,169,460</b>	<b>\$1,228,175</b>	<b>\$1,205,779</b>	<b>\$1,260,581</b>	<b>2.6%</b>	<b>21.1%</b>
61301 Machinery	\$32,321	-	-	-	-	-
61401 Vehicles	338,841	\$459,000	\$49,676	<b>\$2,764,536</b>	502.3%	296.2%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$371,161</b>	<b>\$459,000</b>	<b>\$49,676</b>	<b>\$2,764,536</b>	<b>502.3%</b>	<b>46.3%</b>
71107 POB Miscellaneous Principal	-	-	-	<b>\$18,248</b>	-	2.0%
71108 POB Miscellaneous Interest	-	-	-	<b>13,604</b>	-	1.5%
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$31,852</b>	<b>-</b>	<b>0.5%</b>
<b>Total Expenditures</b>	<b>\$1,540,621</b>	<b>\$1,687,175</b>	<b>\$1,255,455</b>	<b>\$4,056,969</b>	<b>140.5%</b>	<b>100.0%</b>

### Source of Funds

Fleet Management	\$1,506,201	\$1,686,502	\$1,254,782	<b>\$4,056,296</b>	140.5%	100.0%
	\$34,421	\$673	\$673	<b>\$673</b>	-	0.0%
<b>Total Sources</b>	<b>\$1,540,621</b>	<b>\$1,687,175</b>	<b>\$1,255,455</b>	<b>\$4,056,969</b>	<b>140.5%</b>	<b>100.0%</b>



# Information Technology





# City of Manhattan Beach Information Technology Department

**Director of  
Information Technology**

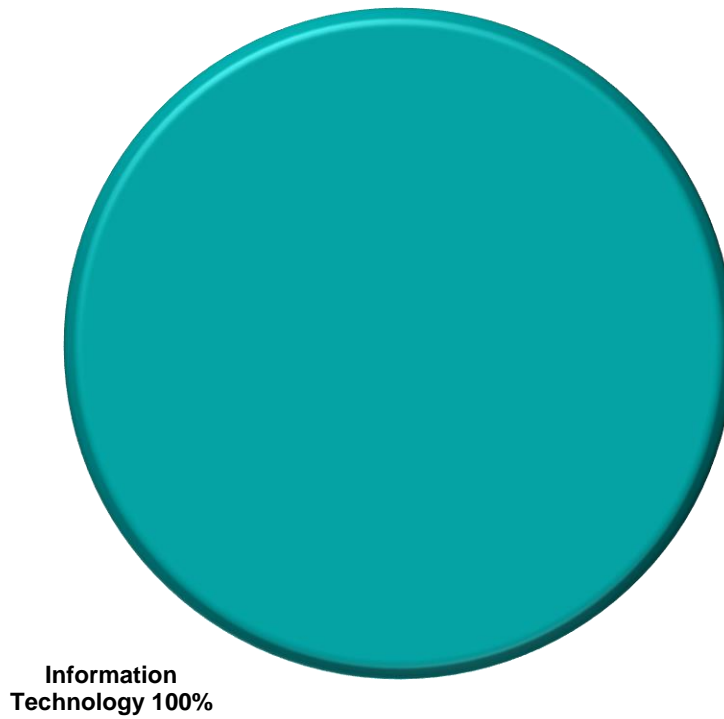
**INFORMATION  
TECHNOLOGY**

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

# Information Technology Department

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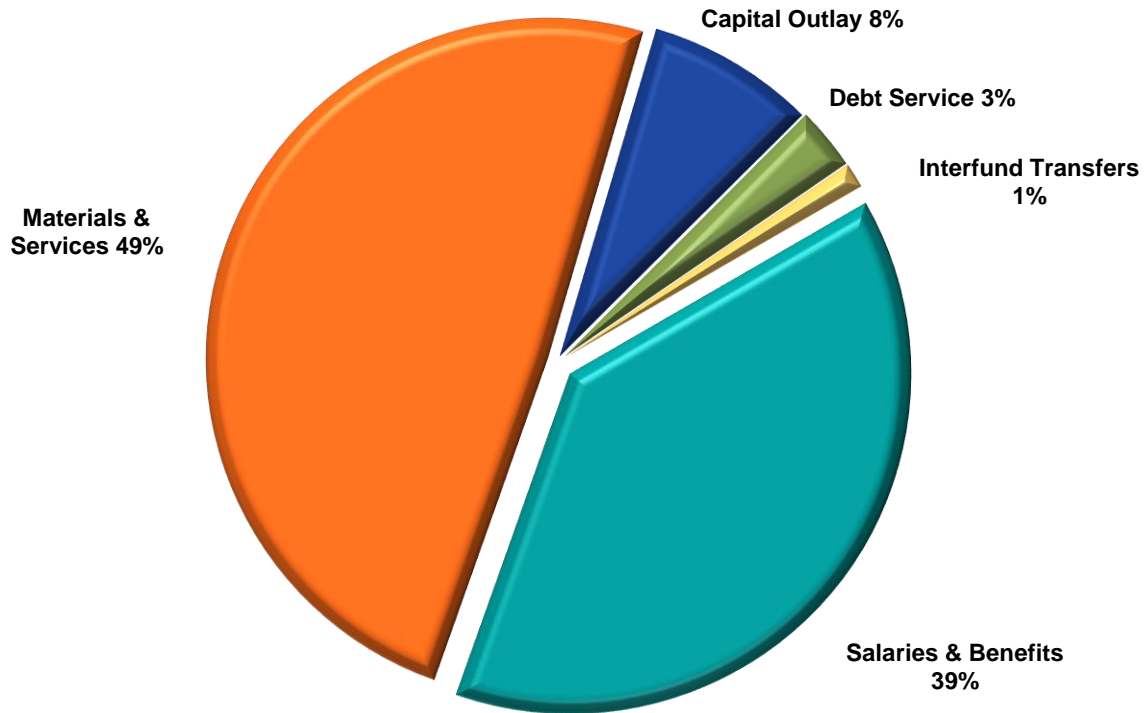
FY 2021-22  
Department Expenditure by Program



<b>Program Expenditures</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Adopted</b>	<b>FY 2021 Estimate</b>	<b>FY 2022 Adopted</b>
Information Technology	3,128,611	3,409,683	3,874,805	3,524,128
<b>Total</b>	<b>\$3,128,611</b>	<b>\$3,409,683</b>	<b>\$3,874,805</b>	<b>\$3,524,128</b>
<b>Full-Time Positions</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

# Information Technology Department

FY 2021-22  
Department Expenditure by Category



Category Expenditures	FY 2020 Actual	FY 2021 Adopted	FY 2021 Estimate	FY 2022 Adopted
Salaries & Benefits	\$1,493,524	\$1,582,672	\$1,677,248	\$1,365,414
Materials & Services	975,523	1,470,949	1,607,231	1,731,826
Capital Outlay	616,481	305,336	540,280	280,792
Debt Service	-	-	-	103,943
Interfund Transfers	43,083	50,726	50,046	42,153
<b>Total</b>	<b>\$3,128,611</b>	<b>\$3,409,683</b>	<b>\$3,874,805</b>	<b>\$3,524,128</b>

# Information Technology Department

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## Mission

*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

Information Technology (IT) Department has a talented team of nine full-time and one part-time professionals. The department provides technology-related services that support all City departments. IT is responsible for implementing, maintaining, and upgrading the City's technology environment including:

- Local area network, wide area network, wireless local area network (Wi-Fi), virtual private network (VPN);
- Servers and server virtualization;
- End-user devices – desktops, laptops, mobile devices (iPads, cell phones);
- Data management – storage area network (SAN);
- Cybersecurity – network security and data protection;
- Business continuity – backup and recovery;
- Communications – email, Voice-over-IP (VoIP), video conferencing, collaboration software, geographic information systems (GIS);
- eGovernment and digital presence – website, public access channels, public-facing online systems;
- Enterprise applications and services – enterprise resource planning (ERP), land management system (LMS), enterprise-wide document management, and so forth.

## Recent Accomplishment Highlights

- In conjunction with the Community Development Department, continue the implementation of the EnerGov Land Management System which replaced the City's previous Permits Plus system. At present, EnerGov includes an online customer self-service portal allowing for submitting permit applications and fee payments. The next phase will include the implementation of electronic plan submittal and review to go live in June 2021 to provide more efficient and complete electronic processes.
- Implemented additional layers of network security and redundancy to ensure City data and information exists in a protected, safe and stable environment. Ongoing analysis and resolution of alerts and notifications from managed detection risk solutions and updates to ensure data security.
- Together with the Finance Department, implemented the Financials module part of the multiphase Enterprise Resource Planning (ERP) system replacement effort. The City is replacing the Tyler Eden platform with the Tyler Munis ERP system. Continued project management and implementation activities related to the upcoming core modules of the Munis ERP – Human Capital Management, Business Licensing, Enterprise Asset Management, Utility Billing.

- Performed upgrades and enhancements to the City's core network, storage, and server infrastructure. Continued implementation of server virtualization to consolidate servers, ease of management, increased leverage of resources, improved recovery, high availability, and to align with the City sustainability initiative.
- Implemented Zoom video conferencing service so that the City public meetings are conducted in a virtual secure environment to protect public health, control the spread of the COVID-19 virus, and provide an opportunity for the public to participate in the municipal democratic process during a worldwide pandemic.
- Implemented and continued to support the telecommuting effort ensuring that staff securely accesses all the needed City resources to perform their daily duties and responsibilities.
- Continued to support the City's website and social media efforts to connect with citizens and businesses through online civic engagement platforms.
- In conjunction with the City Clerk's Office, continued to expand and support the use of the enterprise-wide document management system. The platform provides online public access to City records facilitating greater government accessibility and transparency. Additionally, it supports the City's efforts to reduce paper aligning with the City sustainability initiative and streamlining work processes.
- Continued to enhance the City fiber network to provide greater redundancy and bandwidth to support expanding use of technology to support more efficient and streamlined business processes.
- Implemented a new helpdesk solution, anti-virus/malware software, and automated patch management system to ensure network security and reliability.



# Information Technology Department

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## Program Overview

The Department is committed to improving fiscal responsibility through collaboration with other departments and organizations to provide effective technology solutions that continuously facilitate and improve the City of Manhattan Beach's mission of public service and digital accessibility.

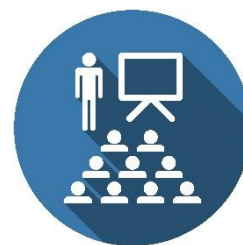
The Information Technology Department is dedicated to maintaining and improving operations, services, and communications through technology acquisition and management in support of the City's strategic and operational needs. As a key service provider to the organization, the IT Department provides support in the following areas:



- Local area network, wide area network, wireless local area network (Wi-Fi), virtual private network (VPN);
- Servers and server virtualization;
- End-user devices – desktops, laptops, mobile devices (iPads, cell phones);
- Data management – storage area network (SAN);
- Cybersecurity – network security and data protection;
- Business continuity – backup and recovery;
- Communications – email, Voice-over-IP (VoIP), video conferencing, collaboration software, geographic information systems (GIS);
- eGovernment and digital presence – website, public access channels, public-facing online systems;
- Enterprise applications and services – enterprise resource planning (ERP), land management system (LMS), enterprise-wide document management, and so forth.

## Objectives FY 2021-2022

- Continue seeking opportunities to increase efficiency and enhance the customer service experience by evaluating the current Department structure and 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 Tyler Munis Enterprise Resource Planning System. The next Munis phases include the Human Capital Management module go-live in September 2021, Business License following in December 2021, followed by Utility Billing, and Enterprise Asset Management in December 2022.
- Together with the City Clerk's Office, continue to expand the use of enterprise-wide document management to Human Resources, Public Works, Finance, Police, and Community Development Departments. This will digitize City paper records to improve internal City processes and expand online access to public records.





- 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.
- Perform review of the website and supporting content management system to maximize the existing features and functions increasing usability and accessibility for the public.



## Performance Measures

Indicator	Prior Year Actuals				Target
	2018-2019 Actual	2019-2020 Actual	2020-2021 Budget	2020-2021 Estimate	2021-2022 Budget
# - City Meetings/Events Broadcasted/Recorded	71	94	75	68	75
# - Granicus internet viewers of City meetings	13,461	30,420	14,000	14,600	14,000
# - Website e-Notification Subscribers	5,804	1,025**	6,000	1,030	1,050
\$ - IT Spending per Enterprise employee*	\$7,786	\$7,744	\$8,177	\$8,177	\$7,227

\*Adopted expenditures for I.T. divided by number of total employees. Benchmarked against multiple industry standards per Gartner 2013 (all industry standard of \$13,197; Local/State Government standard of \$7,060). Determines the amount of IT support the average enterprise employee receives.

\*\*Reduction due to change in the website management tool.

# Information Technology Department

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## Major Service Delivery Changes

In recent years, the IT Department was re-organized to increase operational efficiency, streamline work processes, and provide support for the implementation and operation of two major enterprise applications that significantly changed many departmental processes. In this year's budget, the IT Department is further refining our organization structure to ensure support to meet the evolving department needs, as well as to protect the City from external cyber threats. As departments implement technology solutions that automate (paperless) processes and provide around-the-clock online services to the City's citizens and businesses, it is of utmost importance to keep a secure, stable, and reliable technology environment. The new structure helps align available resources and ensures focus on critical technology operations that are required to support the departments and the City's functions.

As a result of the worldwide COVID-19 pandemic, all City Departments were tasked with reducing operating budgets for FY2020-2021 and FY2021-2022. To balance economizing cost and business operations, the IT Department kept the budget reductions where possible and recommended modifications in some areas including reduction adjustment for the annual hardware refreshment program.

<b>Authorized Full-Time Positions</b>	<b>FY 2019 Adopted</b>	<b>FY 2020 Adopted</b>	<b>FY 2021 Adopted</b>	<b>FY 2022 Adopted</b>
Information Technology Director	1	1	1	1
Information Systems Manager <sup>1</sup>	1	1	1	-
Geographic Information Systems Analyst	1	1	1	1
Geographic Information Systems Technician	1	-	-	-
Information Systems Specialist <sup>2</sup>	2	3	3	2
IT Analyst <sup>1</sup>	1	1	1	2
Network Administrator	1	1	1	1
Senior Management Analyst	1	1	1	1
Technology Systems Engineer <sup>2</sup>	-	-	-	1
<b>Total</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

<sup>1</sup> IT Analyst added in FY 2021-2022; Offset by Information Systems Manager eliminated due to Early Retirement Incentive.

<sup>2</sup> Information Systems Specialist reclassified to Technology Systems Engineer (or similar title) in FY 2021-2022.

## Information Technology Department

Information Technology Object Description	FY 2020 Actual	FY 2021 Adopted	FY 2021 Y/E Est	FY 2022 Adopted	Var from FY 21 Budg	% of Total
51101 Salaries & Allowances	\$939,074	\$1,042,842	\$1,091,898	\$1,008,905	-3.3%	108.1%
51103 Part Time Employee Salaries	119,069	35,110	45,844	36,631	4.3%	3.9%
51104 Overtime Regular Employees	37,179	32,816	39,456	38,117	16.2%	4.1%
51201 Group Medical Insurance	126,998	137,807	150,736	151,170	9.7%	16.2%
51202 Medicare	15,530	15,952	16,705	15,138	-5.1%	1.6%
51204 401A Plan City	20,482	19,258	28,265	24,874	29.2%	2.7%
51211 PERS Regular Contributions	78,486	93,886	102,963	90,579	-3.5%	9.7%
51213 PERS Regular Net Pension Liab	94,307	108,821	105,201	-	-100.0%	-
51232 Workers Compensation	62,400	96,180	96,180	-	-100.0%	-
<b>Total Salaries &amp; Benefits</b>	<b>\$1,095,322</b>	<b>\$1,110,768</b>	<b>\$1,177,198</b>	<b>\$1,083,653</b>	<b>-2.4%</b>	<b>30.8%</b>
52101 Contract Services	\$93,973	\$91,347	\$87,965	\$91,347	-	9.8%
52103 Computer Contract Services	332,520	798,269	892,465	842,126	5.5%	90.2%
52201 Departmental Supplies	2,278	1,200	547	1,200	-	0.1%
52202 Office Supplies	414	1,000	650	1,000	-	0.1%
52203 Printing	161	700	118	700	-	0.1%
52301 Training, Conf & Meetings	27,801	26,705	22,965	36,205	35.6%	3.9%
52307 Memberships & Dues	1,492	2,200	2,005	2,040	-7.3%	0.2%
52308 Reference Books & Periodicals	224	500	250	500	-	0.1%
52801 Computers, Supplies & Software	487,572	521,419	575,000	728,659	39.7%	78.1%
52802 Computer Maintenance & Repairs	25,128	24,434	24,320	24,434	-	2.6%
53101 Telephone	3,961	3,175	946	3,615	13.9%	0.4%
<b>Total Materials &amp; Services</b>	<b>\$429,345</b>	<b>\$892,516</b>	<b>\$981,745</b>	<b>\$936,373</b>	<b>4.9%</b>	<b>26.6%</b>
54102 Warehouse Purchases	\$260	\$800	\$120	\$800	-	0.1%
54105 Insurance Allocation	6,540	9,660	9,660	-	-100.0%	-
54108 Building & Ops Allocation	36,283	40,266	40,266	41,353	2.7%	4.4%
<b>Total Internal Services</b>	<b>\$6,800</b>	<b>\$10,460</b>	<b>\$9,780</b>	<b>\$800</b>	<b>-92.4%</b>	<b>0.0%</b>
<b>Total Operating Expenditures</b>	<b>\$2,512,130</b>	<b>\$3,104,347</b>	<b>\$3,334,525</b>	<b>\$3,139,393</b>	<b>1.1%</b>	<b>89.2%</b>
61203 Computer Equipment & Software	\$409,290	\$197,243	\$233,395	\$247,938	25.7%	26.6%
61204 ERP Implementation	200,643	108,093	306,885	32,854	-69.6%	3.5%
61301 Machinery	6,548	-	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>	<b>\$616,481</b>	<b>\$305,336</b>	<b>\$540,280</b>	<b>\$280,792</b>	<b>-8.0%</b>	<b>8.0%</b>
71107 POB Miscellaneous Principal	-	-	-	\$57,660	-	14.1%
71108 POB Miscellaneous Interest	-	-	-	42,985	-	10.5%
<b>Total Debt Service</b>	<b>\$207,191</b>	<b>\$108,093</b>	<b>\$306,885</b>	<b>\$133,499</b>	<b>23.5%</b>	<b>1.4%</b>
<b>Total Expenditures</b>	<b>\$3,128,611</b>	<b>\$3,409,683</b>	<b>\$3,874,805</b>	<b>\$3,520,830</b>	<b>3.3%</b>	<b>100.0%</b>

### Source of Funds

General Fund	\$370,537	-	-	-	-	-
Information Technology Fund	2,758,073	\$3,409,683	\$3,874,805	\$3,520,830	3.3%	100.0%
<b>Total Sources</b>	<b>\$3,128,611</b>	<b>\$3,409,683</b>	<b>\$3,874,805</b>	<b>\$3,520,830</b>	<b>3.3%</b>	<b>100.0%</b>



# Five Year Forecast

## FIVE YEAR FORECAST

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The City of Manhattan Beach is committed to strong stewardship of taxpayer dollars, including developing a responsive budget that delivers high quality services our residents expect and deserve. Each year, as the budget is prepared, staff prepares projections for revenues and expenditures over the upcoming five-year period, 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, economic data and known future changes.

Our forecast also projects fund balances including policy reserves and unreserved balances. Fund transfers are indicated for easy identification of fund subsidies, such as in the Street Lighting and Landscape Fund and Stormwater 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% of General Fund expenditures in reserve funds for emergencies and urgent needs and, additionally, an Economic Uncertainty reserve of \$4 million through FY 2025-2026. Throughout the last year, the City's fiscal outlook was vulnerable to the dynamics of the COVID-19 situation. By holding the line on costs, and taking prudent, low-impact measures like issuing Pension Obligation Bonds, the City was able to mitigate the immediate impacts of revenue losses as we await additional federal assistance in the form of FEMA reimbursements (potentially up to \$1.1 million) and American Rescue Plan Act funds totaling \$8.4 million.

The General Fund is the source of essential City services such as police and fire, street/pothole repair, building and safety, and parks, and it is of utmost priority to address pressure on the General Fund by identifying additional sources of funding for Stormwater operations, and/or our core services. Unmitigated, these subsidies are adding to the strain on our most basic of services valued by our public.

The five year forecast also shows a lack of funding for significant capital improvement projects, such as recreational facilities, additional parking, facilities, and upgrades to essential public buildings such as our community centers. With our local economy still hindered by the pandemic and economic downturn, we are faced with difficult choices in balancing quality of life service needs, 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 through December 31, 2021. Negotiations will soon be underway for multi-year agreements to bring predictability in one of the City's biggest cost centers. After salaries, the second largest compensation driver for the City is retirement system costs. In FY 2021-2022, the City has



budgeted \$4.7 million for current service costs associated with providing employees defined benefit pension plans through the California Public Employees' Retirement System (CalPERS).

CalPERS unfunded liabilities of approximately \$90.8 million were paid in full with Pension Obligation Bond proceeds in May 2021. Annual level debt service payments of \$5.5 million are included in each of the forecast years, as are transfers for the budgetary savings achieved by the issuance of the POBs in accordance with the Pension Liability 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>	\$5,911,413	\$82,260,057	(\$71,836,249)	(\$218,190)	(\$5,643,853)	(\$77,698,292)	\$10,473,178	(\$5,123,080)	\$3,498,100		\$3,498,100
<i>Transfer from County Lots Parking Fund</i>								390,548			
<i>Transfer to Street Lighting Fund</i>								(181,013)			
<i>Transfer to Stormwater Fund</i>								(1,007,589)			
<i>Transfer to CIP Fund</i>								(625,000)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(428,944)			
<i>Financial Policy Designation</i>	14,624,838						14,624,838	914,820	15,539,658	15,539,658	
<i>Reserve for Economic Uncertainty</i>	4,000,000						4,000,000		4,000,000	4,000,000	
<i>American Rescue Plan Reserve</i>	4,208,261						4,208,261	4,208,260	8,416,521	8,416,521	
<b>Total General Fund Balance</b>	<b>\$28,744,512</b>	<b>\$82,260,057</b>	<b>(\$71,836,249)</b>	<b>(\$218,190)</b>	<b>(\$5,643,853)</b>	<b>(\$77,698,292)</b>	<b>\$33,306,277</b>	<b>(\$1,851,998)</b>	<b>\$31,454,279</b>	<b>\$27,956,179</b>	<b>\$3,498,100</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$389,689	(\$535,702)	(\$35,000)	-	(\$570,702)	(\$181,013)	\$181,013	-		-
Gas Tax	1,787,989	1,395,158	(13,738)	(2,085,000)	-	(2,098,738)	1,084,409		1,084,409		1,084,409
Asset Forfeiture & Safety Grants	98,530	28,824	(108,500)	-	-	(108,500)	18,854		18,854		18,854
Police Safety Grants	314,548	159,192	(155,000)	-	-	(155,000)	318,740		318,740		318,740
Prop A	402,380	737,244	(918,707)	-	(13,374)	(932,081)	207,543		207,543		207,543
Prop C	975,260	634,279	(192,332)	-	-	(192,332)	1,417,207		1,417,207		1,417,207
AB 2766	120,072	46,641	(673)	-	-	(673)	166,040		166,040		166,040
Measure R	629,361	458,499	(13,738)	(250,000)	-	(263,738)	824,122		824,122		824,122
Measure M	235,154	2,309,690	(13,738)	(2,400,000)	-	(2,413,738)	131,106		131,106		131,106
<b>Total Special Revenue Funds Balance</b>	<b>\$4,563,294</b>	<b>\$6,159,216</b>	<b>(\$1,952,128)</b>	<b>(\$4,770,000)</b>	<b>(\$13,374)</b>	<b>(\$6,735,502)</b>	<b>\$3,987,008</b>	<b>\$181,013</b>	<b>\$4,168,021</b>	<b>-</b>	<b>\$4,168,021</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$1,508,544	\$2,919,601	(\$233,546)	(\$2,650,000)	(\$1,220,238)	(\$4,103,784)	\$324,361	\$625,000	\$949,361		\$949,361
Underground Utility Construction Fund	3,354,732	42,110	(1,779,705)	-	-	(1,779,705)	1,617,137		1,617,137		1,617,137
<b>Total Capital Project Funds Balance</b>	<b>\$4,863,275</b>	<b>\$2,961,711</b>	<b>(\$2,013,251)</b>	<b>(\$2,650,000)</b>	<b>(\$1,220,238)</b>	<b>(\$5,883,489)</b>	<b>\$1,941,497</b>	<b>\$625,000</b>	<b>\$2,566,497</b>	<b>-</b>	<b>\$2,566,497</b>
<b>Enterprise Funds</b>											
Water*	\$1,843,711	\$15,586,832	(\$11,782,782)	(\$3,508,750)	(\$259,547)	(\$15,551,079)	\$1,879,464		\$1,879,464	1,879,464	-
Stormwater*	-	779,889	(1,069,576)	(710,000)	(7,902)	(1,787,478)	(1,007,589)	1,007,589	-	-	-
Wastewater	13,992,012	3,604,073	(1,819,398)	(1,108,750)	(117,714)	(3,045,862)	14,550,223		14,550,223	645,704	13,904,519
Refuse	-	-	-	-	-	-	-		-	-	-
Parking*	463,657	3,730,433	(1,716,499)	(490,000)	(726,973)	(2,933,472)	1,260,618	(700,000)	560,618	560,618	-
County Parking Lots	-	1,263,000	(182,742)	-	(689,710)	(872,452)	390,548	(390,548)	-	-	-
State Pier & Parking*	576,007	894,383	(507,545)	(1,650,000)	(2,709)	(2,160,254)	(689,864)	700,000	10,136	10,136	-
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	308,505	-	-	-	-	-	308,505		308,505	308,505	
<b>Total Enterprise Funds Balance</b>	<b>\$17,183,892</b>	<b>\$25,858,610</b>	<b>(\$17,078,542)</b>	<b>(\$7,467,500)</b>	<b>(\$1,804,555)</b>	<b>(\$26,350,597)</b>	<b>\$16,691,905</b>	<b>\$617,041</b>	<b>\$17,308,946</b>	<b>\$3,404,427</b>	<b>\$13,904,519</b>

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**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	\$5,519,360	\$7,389,560	(\$7,143,888)	-	(\$35,482)	(\$7,179,370)	\$5,729,550		\$5,729,550	\$2,000,000	\$3,729,550
Information Technology	536,043	3,039,108	(3,139,393)	(280,792)	(100,645)	(3,520,830)	54,321		54,321		54,321
Fleet Management	2,961,234	2,363,382	(1,259,908)	(2,764,536)	(31,852)	(4,056,296)	1,268,320		1,268,320		1,268,320
Building Maintenance & Operations	44,302	2,104,412	(2,055,110)	-	(42,220)	(2,097,330)	51,384		51,384		51,384
<b>Total Insurance Service Funds Balance</b>	<b>\$9,060,939</b>	<b>\$14,896,462</b>	<b>(\$13,598,299)</b>	<b>(\$3,045,328)</b>	<b>(\$210,199)</b>	<b>(\$16,853,826)</b>	<b>\$7,103,575</b>	<b>-</b>	<b>\$7,103,575</b>	<b>\$2,000,000</b>	<b>\$5,103,575</b>
<b>Trust &amp; Agency Funds</b>											
Underground Assessment Fund 2018 R	\$1,282,906	\$707,750	-	-	(\$708,900)	(\$708,900)	\$1,281,756		\$1,281,756	\$1,281,756	-
Underground Assessment Fund 19-12 &	334,400	614,943	-	-	(606,707)	(606,707)	342,636		342,636	342,636	-
Underground Assessment Fund 19-4	220,293	336,313	-	-	(336,163)	(336,163)	220,443		220,443	220,443	-
Post-Employment Benefits Trust Fund	145,757	197,697	(196,680)	-	-	(196,680)	146,774		146,774	146,774	-
Pension Rate Stabilization Fund	1,765,844	100,000	-	-	-	-	1,865,844	428,944	2,294,788	2,294,788	-
<b>Total Trust Agency Funds Balance</b>	<b>\$3,749,199</b>	<b>\$1,956,703</b>	<b>(\$196,680)</b>	<b>-</b>	<b>(\$1,651,770)</b>	<b>(\$1,848,450)</b>	<b>\$3,857,452</b>	<b>\$428,944</b>	<b>\$4,286,396</b>	<b>\$4,286,396</b>	<b>-</b>
<b>Grand Total</b>	<b>\$68,165,112</b>	<b>\$134,092,759</b>	<b>(\$106,675,149)</b>	<b>(\$18,151,018)</b>	<b>(\$10,543,989)</b>	<b>(\$135,370,156)</b>	<b>\$66,887,715</b>	<b>-</b>	<b>\$66,887,715</b>	<b>\$37,647,002</b>	<b>\$29,240,712</b>

\* Not meeting current Financial Reserve Policy.

**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>	\$3,498,100	\$80,741,142	(\$73,180,158)	-	(\$5,645,753)	(\$78,825,911)	\$5,413,331	(\$225,524)	\$2,551,725		\$2,551,725
<i>Transfer from County Lots Parking Fund</i>								386,693			
<i>Transfer to Street Lighting Fund</i>								(181,066)			
<i>Transfer to Stormwater Fund</i>								(1,030,458)			
<i>Transfer to CIP Fund</i>								(724,500)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(1,086,751)			
<i>Financial Policy Designation</i>	15,539,658						15,539,658	225,524	15,765,182	15,765,182	
<i>Reserve for Economic Uncertainty</i>	4,000,000						4,000,000		4,000,000	4,000,000	
<i>American Rescue Plan Reserve</i>	8,416,521						8,416,521		8,416,521	8,416,521	
<b>Total General Fund Balance</b>	<b>\$31,454,279</b>	<b>\$80,741,142</b>	<b>(\$73,180,158)</b>	<b>-</b>	<b>(\$5,645,753)</b>	<b>(\$78,825,911)</b>	<b>\$33,369,510</b>	<b>(\$2,636,083)</b>	<b>\$30,733,428</b>	<b>\$28,181,703</b>	<b>\$2,551,725</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$397,363	(\$543,429)	(\$35,000)	-	(\$578,429)	(\$181,066)	\$181,066	-		-
Gas Tax	\$1,084,409	1,409,110	(13,738)	(715,000)	-	(728,738)	1,764,780		\$1,764,780		\$1,764,780
Asset Forfeiture & Safety Grants	18,854	29,112	-	-	-	-	47,966		47,966		47,966
Police Safety Grants	318,740	159,234	(156,058)	-	-	(156,058)	321,917		321,917		321,917
Prop A	207,543	751,889	(744,867)	-	(13,374)	(758,241)	201,191		201,191		201,191
Prop C	1,417,207	646,526	(192,332)	(1,200,000)	-	(1,392,332)	671,402		671,402		671,402
AB 2766	166,040	47,107	(673)	-	-	(673)	212,475		212,475		212,475
Measure R	824,122	467,512	(13,738)	(1,250,000)	-	(1,263,738)	27,896		27,896		27,896
Measure M	131,106	519,806	(13,738)	-	-	(13,738)	637,173		637,173		637,173
<b>Total Special Revenue Funds Balance</b>	<b>\$4,168,021</b>	<b>\$4,427,660</b>	<b>(\$1,678,573)</b>	<b>(\$3,200,000)</b>	<b>(\$13,374)</b>	<b>(\$4,891,947)</b>	<b>\$3,703,734</b>	<b>\$181,066</b>	<b>\$3,884,800</b>	<b>-</b>	<b>\$3,884,800</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$949,361	\$1,587,317	(\$233,546)	(\$1,100,000)	(\$1,218,663)	(\$2,552,209)	(\$15,531)	\$724,500	\$708,970	\$274,500	\$434,469
Underground Utility Construction Fund	1,617,137	-	(1,617,137)	-	-	(1,617,137)	-		-		-
<b>Total Capital Project Funds Balance</b>	<b>\$2,566,497</b>	<b>\$1,587,317</b>	<b>(\$1,850,683)</b>	<b>(\$1,100,000)</b>	<b>(\$1,218,663)</b>	<b>(\$4,169,346)</b>	<b>(\$15,531)</b>	<b>\$724,500</b>	<b>\$708,970</b>	<b>\$274,500</b>	<b>\$434,469</b>
<b>Enterprise Funds</b>											
Water*	\$1,879,464	\$15,559,040	(\$12,052,842)	(\$4,548,750)	(\$256,631)	(\$16,858,223)	\$580,282		\$580,282	580,282	-
Stormwater*	-	780,228	(1,092,784)	(710,000)	(7,902)	(1,810,686)	(1,030,458)	1,030,458	-	-	-
Wastewater	14,550,223	3,610,534	(1,836,461)	(1,184,359)	(116,279)	(3,137,099)	15,023,657		15,023,657	650,913	14,372,744
Refuse	-	-	-	-	-	-	-		-	-	-
Parking	560,618	3,732,967	(1,745,691)	-	(719,623)	(2,465,314)	1,828,271	150,000	1,978,271	821,771	1,156,500
County Parking Lots	-	1,263,000	(186,597)	-	(689,710)	(876,307)	386,693	(386,693)	-	-	-
State Pier & Parking	10,136	894,477	(516,697)	-	(2,709)	(519,406)	385,207	(150,000)	235,207	173,135	62,071
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	308,505	-	-	-	-	-	308,505		308,505	308,505	
<b>Total Enterprise Funds Balance</b>	<b>\$17,308,946</b>	<b>\$25,840,246</b>	<b>(\$17,431,072)</b>	<b>(\$6,443,109)</b>	<b>(\$1,792,854)</b>	<b>(\$25,667,035)</b>	<b>\$17,482,156</b>	<b>\$643,765</b>	<b>\$18,125,922</b>	<b>\$2,534,606</b>	<b>\$15,591,315</b>

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**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	\$5,729,550	\$7,369,672	(\$7,331,003)	-	(\$35,482)	(\$7,366,485)	\$5,732,738		\$5,732,738	\$2,000,000	\$3,732,738
Information Technology	54,321	3,242,917	(2,967,391)	(175,000)	(100,645)	(3,243,036)	54,202		54,202		54,202
Fleet Management	1,268,320	2,311,463	(1,239,171)	(1,250,000)	(31,852)	(2,521,023)	1,058,759		1,058,759		1,058,759
Building Maintenance & Operations	51,384	1,914,990	(1,860,367)	-	(42,220)	(1,902,587)	63,787		63,787		63,787
<b>Total Insurance Service Funds Balance</b>	<b>\$7,103,575</b>	<b>\$14,839,041</b>	<b>(\$13,397,932)</b>	<b>(\$1,425,000)</b>	<b>(\$210,199)</b>	<b>(\$15,033,131)</b>	<b>\$6,909,486</b>	<b>-</b>	<b>\$6,909,486</b>	<b>\$2,000,000</b>	<b>\$4,909,486</b>
<b>Trust &amp; Agency Funds</b>											
Underground Assessment Fund	\$1,281,756	\$721,905	-	-	(\$700,200)	(\$700,200)	\$1,303,461		\$1,303,461	\$1,303,461	-
Underground Assessment Fund 19-12 &	342,636	621,092	-	-	(609,107)	(609,107)	354,622		354,622	354,622	-
Underground Assessment Fund 19-4	220,443	339,676	-	-	(337,213)	(337,213)	222,906		222,906	222,906	-
Post-Employment Benefits Trust Fund	146,774	198,044	(197,354)	-	-	(197,354)	147,464		147,464	147,464	-
Pension Rate Stabilization Fund	2,294,788	101,000	-	-	-	-	2,395,788	1,086,751	3,482,539	3,482,539	-
<b>Total Trust Agency Funds Balance</b>	<b>\$4,286,396</b>	<b>\$1,981,718</b>	<b>(\$197,354)</b>	<b>-</b>	<b>(\$1,646,519)</b>	<b>(\$1,843,873)</b>	<b>\$4,424,241</b>	<b>\$1,086,751</b>	<b>\$5,510,992</b>	<b>\$5,510,992</b>	<b>-</b>
<b>Grand Total</b>	<b>\$66,887,715</b>	<b>\$129,417,124</b>	<b>(\$107,735,771)</b>	<b>(\$12,168,109)</b>	<b>(\$10,527,362)</b>	<b>(\$130,431,242)</b>	<b>\$65,873,597</b>	<b>-</b>	<b>\$65,873,597</b>	<b>\$38,501,802</b>	<b>\$27,371,795</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>	\$2,551,725	\$83,300,032	(\$74,763,316)	-	(\$5,642,153)	(\$80,405,469)	\$5,446,288	(\$315,912)	\$1,974,901		\$1,974,901
<i>Transfer from County Lots Parking Fund</i>								382,729			
<i>Transfer to Street Lighting Fund</i>								(181,123)			
<i>Transfer to Stormwater Fund</i>								(1,054,574)			
<i>Transfer to CIP Fund</i>								(921,003)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(1,381,504)			
<i>Financial Policy Designation*</i>	15,765,182						15,765,182	315,912	16,081,094	16,081,094	
<i>Reserve for Economic Uncertainty</i>	4,000,000						4,000,000		4,000,000	4,000,000	
<i>Debt Service Reserve</i>	8,416,521						8,416,521		8,416,521	8,416,521	
<b>Total General Fund Balance</b>	<b>\$30,733,428</b>	<b>\$83,300,032</b>	<b>(\$74,763,316)</b>	<b>-</b>	<b>(\$5,642,153)</b>	<b>(\$80,405,469)</b>	<b>\$33,627,991</b>	<b>(\$3,155,475)</b>	<b>\$30,472,516</b>	<b>\$28,497,615</b>	<b>\$1,974,901</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$405,189	(\$551,312)	(\$35,000)	-	(\$586,312)	(\$181,123)	\$181,123	-		-
Gas Tax	\$1,764,780	1,423,798	(13,738)	(1,825,000)	-	(1,838,738)	1,349,841		\$1,349,841		\$1,349,841
Asset Forfeiture & Safety Grants	47,966	29,558	-	-	-	-	77,524		77,524		77,524
Police Safety Grants	321,917	159,446	(157,139)	-	-	(157,139)	324,224		324,224		324,224
Prop A	201,191	766,835	(757,947)	-	(13,374)	(771,321)	196,705		196,705		196,705
Prop C	671,402	660,785	(192,332)	-	-	(192,332)	1,139,854		1,139,854		1,139,854
AB 2766	212,475	47,604	(673)	-	-	(673)	259,406		259,406		259,406
Measure R	27,896	477,337	(13,738)	-	-	(13,738)	491,495		491,495		491,495
Measure M	637,173	530,438	(13,738)	(800,000)	-	(813,738)	353,874		353,874		353,874
<b>Total Special Revenue Funds Balance</b>	<b>\$3,884,800</b>	<b>\$4,500,990</b>	<b>(\$1,700,617)</b>	<b>(\$2,660,000)</b>	<b>(\$13,374)</b>	<b>(\$4,373,991)</b>	<b>\$4,011,799</b>	<b>\$181,123</b>	<b>\$4,192,922</b>	<b>-</b>	<b>\$4,192,922</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$708,970	\$1,643,795	(\$233,546)	(\$800,000)	(\$1,213,763)	(\$2,247,309)	\$105,455	\$921,003	\$1,026,458	\$745,503	\$280,955
Underground Utility Construction Fund	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Project Funds Balance</b>	<b>\$708,970</b>	<b>\$1,643,795</b>	<b>(\$233,546)</b>	<b>(\$800,000)</b>	<b>(\$1,213,763)</b>	<b>(\$2,247,309)</b>	<b>\$105,455</b>	<b>\$921,003</b>	<b>\$1,026,458</b>	<b>\$745,503</b>	<b>\$280,955</b>
<b>Enterprise Funds</b>											
Water*	\$580,282	\$15,849,982	(\$12,333,335)	(\$3,258,750)	(\$253,749)	(\$15,845,834)	\$584,430		\$584,430	584,430	-
Stormwater*	-	781,397	(1,118,068)	(710,000)	(7,902)	(1,835,970)	(1,054,574)	1,054,574	-	-	-
Wastewater	15,023,657	3,623,133	(1,858,097)	(4,108,750)	(114,861)	(6,081,708)	12,565,082		12,565,082	657,653	11,907,429
Refuse	-	-	-	-	-	-	-		-	-	-
Parking	1,978,271	3,736,675	(1,774,703)	-	(729,023)	(2,503,726)	3,211,220	200,000	3,411,220	834,575	2,576,645
County Parking Lots	-	1,263,000	(190,561)	-	(689,710)	(880,271)	382,729	(382,729)	-	-	-
State Pier & Parking	235,207	894,910	(528,933)	-	(2,709)	(531,642)	598,475	(200,000)	398,475	177,214	221,261
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	308,505	-	-	-	-	-	308,505		308,505	308,505	
<b>Total Enterprise Funds Balance</b>	<b>\$18,125,922</b>	<b>\$26,149,097</b>	<b>(\$17,803,697)</b>	<b>(\$8,077,500)</b>	<b>(\$1,797,954)</b>	<b>(\$27,679,151)</b>	<b>\$16,595,868</b>	<b>\$671,844</b>	<b>\$17,267,712</b>	<b>\$2,562,377</b>	<b>\$14,705,336</b>

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**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	\$5,732,738	\$7,561,052	(\$7,523,548)	-	(\$35,482)	(\$7,559,030)	\$5,734,760		\$5,734,760	\$2,000,000	\$3,734,760
Information Technology	54,202	3,304,652	(3,029,132)	(175,000)	(100,645)	(3,304,777)	54,077		54,077		54,077
Fleet Management	1,058,759	2,350,478	(1,267,001)	(750,000)	(31,852)	(2,048,853)	1,360,384		1,360,384		1,360,384
Building Maintenance & Operations	63,787	1,951,223	(1,897,617)	-	(42,220)	(1,939,837)	75,173		75,173		75,173
<b>Total Insurance Service Funds Balance</b>	<b>\$6,909,486</b>	<b>\$15,167,405</b>	<b>(\$13,717,298)</b>	<b>(\$925,000)</b>	<b>(\$210,199)</b>	<b>(\$14,852,497)</b>	<b>\$7,224,393</b>	<b>-</b>	<b>\$7,224,393</b>	<b>\$2,000,000</b>	<b>\$5,224,393</b>
<b>Trust &amp; Agency Funds</b>											
Underground Assessment Fund	\$1,303,461	\$736,343	-	-	(\$706,225)	(\$706,225)	\$1,333,579		\$1,333,579	\$1,333,579	-
Underground Assessment Fund 19-12 &	354,622	652,147	-	-	(606,207)	(606,207)	400,563		400,563	400,563	-
Underground Assessment Fund 19-4	222,906	356,660	-	-	(339,613)	(339,613)	239,954		239,954	239,954	-
Post-Employment Benefits Trust Fund	147,464	198,435	(198,041)	-	-	(198,041)	147,859		147,859	147,859	-
Pension Rate Stabilization Fund	3,482,539	106,050	-	-	-	-	3,588,589	1,381,504	4,970,093	4,970,093	-
<b>Total Trust Agency Funds Balance</b>	<b>\$5,510,992</b>	<b>\$2,049,636</b>	<b>(\$198,041)</b>	<b>-</b>	<b>(\$1,652,044)</b>	<b>(\$1,850,085)</b>	<b>\$5,710,543</b>	<b>\$1,381,504</b>	<b>\$7,092,047</b>	<b>\$7,092,047</b>	<b>-</b>
<b>Grand Total</b>	<b>\$65,873,597</b>	<b>\$132,810,954</b>	<b>(\$108,416,515)</b>	<b>(\$12,462,500)</b>	<b>(\$10,529,487)</b>	<b>(\$131,408,502)</b>	<b>\$67,276,049</b>	<b>-</b>	<b>\$67,276,049</b>	<b>\$40,897,542</b>	<b>\$26,378,507</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>	\$1,974,901	\$85,830,071	(\$76,638,246)	-	(\$5,643,053)	(\$82,281,299)	\$5,523,673	(\$375,166)	\$1,465,819		\$1,465,819
<i>Transfer from County Lots Parking Fund</i>								378,624			
<i>Transfer to Street Lighting Fund</i>								(177,244)			
<i>Transfer to Stormwater Fund</i>								(1,078,382)			
<i>Transfer to CIP Fund</i>								(1,122,275)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(1,683,412)			
<i>Financial Policy Designation*</i>	16,081,094						16,081,094	375,166	16,456,260	16,456,260	
<i>Reserve for Economic Uncertainty</i>	4,000,000						4,000,000		4,000,000	4,000,000	
<i>American Rescue Plan Reserve</i>	8,416,521						8,416,521		8,416,521	8,416,521	
<b>Total General Fund Balance</b>	<b>\$30,472,516</b>	<b>\$85,830,071</b>	<b>(\$76,638,246)</b>	<b>-</b>	<b>(\$5,643,053)</b>	<b>(\$82,281,299)</b>	<b>\$34,021,288</b>	<b>(\$3,682,688)</b>	<b>\$30,338,600</b>	<b>\$28,872,781</b>	<b>\$1,465,819</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$417,100	(\$559,343)	(\$35,000)	-	(\$594,343)	(\$177,244)	\$177,244	-		-
Gas Tax	\$1,349,841	1,439,448	(13,738)	(715,000)	-	(728,738)	2,060,551		\$2,060,551		\$2,060,551
Asset Forfeiture & Safety Grants	77,524	30,218	-	-	-	-	107,743		107,743		107,743
Police Safety Grants	324,224	159,890	(158,244)	-	-	(158,244)	325,869		325,869		325,869
Prop A	196,705	789,497	(771,493)	-	(13,374)	(784,867)	201,335		201,335		201,335
Prop C	1,139,854	683,861	(192,332)	(1,200,000)	-	(1,392,332)	431,383		431,383		431,383
AB 2766	259,406	48,142	(673)	-	-	(673)	306,875		306,875		306,875
Measure R	491,495	492,819	(13,738)	(800,000)	-	(813,738)	170,576		170,576		170,576
Measure M	353,874	546,930	(13,738)	-	-	(13,738)	887,065		887,065		887,065
<b>Total Special Revenue Funds Balance</b>	<b>\$4,192,922</b>	<b>\$4,607,904</b>	<b>(\$1,723,299)</b>	<b>(\$2,750,000)</b>	<b>(\$13,374)</b>	<b>(\$4,486,673)</b>	<b>\$4,314,153</b>	<b>\$177,244</b>	<b>\$4,491,396</b>	<b>-</b>	<b>\$4,491,396</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$1,026,458	\$1,687,622	(\$233,546)	(\$800,000)	(\$1,215,262)	(\$2,248,808)	\$465,272	\$1,122,275	\$1,587,547	\$1,417,778	\$169,769
Underground Utility Construction Fund	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Project Funds Balance</b>	<b>\$1,026,458</b>	<b>\$1,687,622</b>	<b>(\$233,546)</b>	<b>(\$800,000)</b>	<b>(\$1,215,262)</b>	<b>(\$2,248,808)</b>	<b>\$465,272</b>	<b>\$1,122,275</b>	<b>\$1,587,547</b>	<b>\$1,417,778</b>	<b>\$169,769</b>
<b>Enterprise Funds</b>											
Water*	\$584,430	\$16,253,398	(\$12,622,940)	(\$3,008,750)	(\$257,301)	(\$15,888,991)	\$948,837		\$948,837	948,837	-
Stormwater*	-	783,703	(1,144,183)	(710,000)	(7,902)	(1,862,085)	(1,078,382)	1,078,382	-	-	-
Wastewater	12,565,082	3,643,963	(1,880,689)	(1,508,750)	(116,609)	(3,506,048)	12,702,997		12,702,997	665,766	12,037,232
Refuse	-	-	-	-	-	-	-		-	-	-
Parking	3,411,220	3,743,019	(1,804,601)	-	(727,422)	(2,532,023)	4,622,216	200,000	4,822,216	844,008	3,978,208
County Parking Lots	-	1,263,000	(194,666)	-	(689,710)	(884,376)	378,624	(378,624)	-	-	-
State Pier & Parking	398,475	895,809	(541,542)	-	(2,709)	(544,251)	750,034	(200,000)	550,034	181,417	368,617
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	308,505	-	-	-	-	-	308,505		308,505	308,505	
<b>Total Enterprise Funds Balance</b>	<b>\$17,267,712</b>	<b>\$26,582,892</b>	<b>(\$18,188,621)</b>	<b>(\$5,227,500)</b>	<b>(\$1,801,653)</b>	<b>(\$25,217,774)</b>	<b>\$18,632,831</b>	<b>\$699,758</b>	<b>\$19,332,589</b>	<b>\$2,948,532</b>	<b>\$16,384,057</b>

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**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	\$5,734,760	\$7,758,277	(\$7,721,975)	-	(\$35,482)	(\$7,757,457)	\$5,735,580		\$5,735,580	\$2,000,000	\$3,735,580
Information Technology	54,077	3,369,192	(3,093,678)	(175,000)	(100,645)	(3,369,323)	53,946		53,946		53,946
Fleet Management	1,360,384	2,390,274	(1,295,901)	(1,250,000)	(31,852)	(2,577,753)	1,172,904		1,172,904		1,172,904
Building Maintenance & Operations	75,173	1,988,751	(1,936,199)	-	(42,220)	(1,978,419)	85,505		85,505		85,505
<b>Total Insurance Service Funds Balance</b>	<b>\$7,224,393</b>	<b>\$15,506,494</b>	<b>(\$14,047,752)</b>	<b>(\$1,425,000)</b>	<b>(\$210,199)</b>	<b>(\$15,682,951)</b>	<b>\$7,047,936</b>	<b>-</b>	<b>\$7,047,936</b>	<b>\$2,000,000</b>	<b>\$5,047,936</b>
<b>Trust &amp; Agency Funds</b>											
Underground Assessment Fund	\$1,333,579	\$758,433	-	-	(\$716,425)	(\$716,425)	\$1,375,587		\$1,375,587	\$1,375,587	-
Underground Assessment Fund 19-12 &	400,563	717,362	-	-	(608,207)	(608,207)	509,718		509,718	509,718	-
Underground Assessment Fund 19-4	239,954	392,326	-	-	(340,113)	(340,113)	292,167		292,167	292,167	-
Post-Employment Benefits Trust Fund	147,859	198,887	(198,741)	-	-	(198,741)	148,005		148,005	148,005	-
Pension Rate Stabilization Fund	4,970,093	116,655	-	-	-	-	5,086,748	1,683,412	6,770,160	6,770,160	-
<b>Total Trust Agency Funds Balance</b>	<b>\$7,092,047</b>	<b>\$2,183,663</b>	<b>(\$198,741)</b>	<b>-</b>	<b>(\$1,664,744)</b>	<b>(\$1,863,485)</b>	<b>\$7,412,225</b>	<b>\$1,683,412</b>	<b>\$9,095,637</b>	<b>\$9,095,637</b>	<b>-</b>
<b>Grand Total</b>	<b>\$67,276,049</b>	<b>\$136,398,647</b>	<b>(\$111,030,206)</b>	<b>(\$10,202,500)</b>	<b>(\$10,548,285)</b>	<b>(\$131,780,991)</b>	<b>\$71,893,705</b>	<b>-</b>	<b>\$71,893,705</b>	<b>\$44,334,728</b>	<b>\$27,558,977</b>

\* Not meeting current Financial Reserve Policy.

**FIVE YEAR FORECAST**

**All Funds**

**FY 2025-2026 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2025 Opening Balance	FY 2026 Estimated Revenues	FY 2026 Operating Expenditures	FY 2026 Capital Equip & Projects	FY 2026 Debt Service Payments	FY 2026 Total Expenditures	FY 2026 Fund Balance Before Xfers	FY 2026 Fund Transfers	06/30/2026 Total Fund Balance	06/30/2026 Reserves & Designations	06/30/2026 Unreserved Balance
<b>General Fund Undesignated</b>	\$1,465,819	\$88,427,694	(\$78,302,150)	-	(\$5,643,053)	(\$83,945,203)	\$5,948,310	(\$332,781)	\$1,654,466		\$1,654,466
<i>Transfer from County Lots Parking Fund</i>								374,430			
<i>Transfer to Street Lighting Fund</i>								(173,160)			
<i>Transfer to Stormwater Fund</i>								(1,104,482)			
<i>Transfer to CIP Fund</i>								(1,223,140)			
<i>Transfer to Pension Rate Stabilization Fund</i>								(1,834,711)			
<i>Financial Policy Designation*</i>	16,456,260						16,456,260	332,781	16,789,041	16,789,041	
<i>Reserve for Economic Uncertainty</i>	4,000,000						4,000,000		4,000,000	4,000,000	
<i>American Rescue Plan Reserve</i>	8,416,521						8,416,521		8,416,521	8,416,521	
<b>Total General Fund Balance</b>	<b>\$30,338,600</b>	<b>\$88,427,694</b>	<b>(\$78,302,150)</b>	<b>-</b>	<b>(\$5,643,053)</b>	<b>(\$83,945,203)</b>	<b>\$34,821,091</b>	<b>(\$3,961,063)</b>	<b>\$30,860,028</b>	<b>\$29,205,562</b>	<b>\$1,654,466</b>
<b>Special Revenue Funds</b>											
Street Lighting & Landscape	-	\$429,365	(\$567,525)	(\$35,000)	-	(\$602,525)	(\$173,160)	\$173,160	-		-
Gas Tax	\$2,060,551	1,454,015	(13,738)	(1,015,000)	-	(1,028,738)	2,485,828		\$2,485,828		\$2,485,828
Asset Forfeiture & Safety Grants	107,743	30,565	-	-	-	-	138,308		138,308		138,308
Police Safety Grants	325,869	159,988	(159,375)	-	-	(159,375)	326,483		326,483		326,483
Prop A	201,335	812,819	(785,197)	-	(13,374)	(798,571)	215,583		215,583		215,583
Prop C	431,383	703,865	(192,332)	-	-	(192,332)	942,916		942,916		942,916
AB 2766	306,875	48,630	(673)	-	-	(673)	354,832		354,832		354,832
Measure R	170,576	507,421	(13,738)	-	-	(13,738)	664,259		664,259		664,259
Measure M	887,065	563,247	(13,738)	(800,000)	-	(813,738)	636,574		636,574		636,574
<b>Total Special Revenue Funds Balance</b>	<b>\$4,491,396</b>	<b>\$4,709,916</b>	<b>(\$1,746,316)</b>	<b>(\$1,850,000)</b>	<b>(\$13,374)</b>	<b>(\$3,609,690)</b>	<b>\$5,591,623</b>	<b>\$173,160</b>	<b>\$5,764,783</b>	<b>-</b>	<b>\$5,764,783</b>
<b>Capital Project Funds</b>											
Capital Improvement Fund	\$1,587,547	\$1,733,815	(\$233,546)	(\$800,000)	(\$1,215,262)	(\$2,248,808)	\$1,072,554	\$1,223,140	\$2,295,695	\$2,190,918	\$104,776
Underground Utility Construction Fund	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Project Funds Balance</b>	<b>\$1,587,547</b>	<b>\$1,733,815</b>	<b>(\$233,546)</b>	<b>(\$800,000)</b>	<b>(\$1,215,262)</b>	<b>(\$2,248,808)</b>	<b>\$1,072,554</b>	<b>\$1,223,140</b>	<b>\$2,295,695</b>	<b>\$2,190,918</b>	<b>\$104,776</b>
<b>Enterprise Funds</b>											
Water*	\$948,837	\$16,654,890	(\$12,919,104)	(\$4,208,750)	(\$257,301)	(\$17,385,155)	\$218,572		\$218,572	218,572	-
Stormwater*	-	784,326	(1,170,906)	(710,000)	(7,902)	(1,888,808)	(1,104,482)	1,104,482	-	-	-
Wastewater	12,702,997	3,652,858	(1,903,390)	(2,508,750)	(116,609)	(4,528,749)	11,827,107		11,827,107	673,333	11,153,774
Refuse	-	-	-	-	-	-	-		-	-	-
Parking	4,822,216	3,747,148	(1,835,177)	(300,000)	(727,422)	(2,862,599)	5,706,766	150,000	5,856,766	854,200	5,002,566
County Parking Lots	-	1,263,000	(198,860)	-	(689,710)	(888,570)	374,430	(374,430)	-	-	-
State Pier & Parking	550,034	896,015	(554,311)	-	(2,709)	(557,020)	889,029	(150,000)	739,029	185,673	553,356
<b>Enterprise Fund Reserves:</b>											
North Manhattan Beach BID Reserve	308,505	-	-	-	-	-	308,505		308,505	308,505	
<b>Total Enterprise Funds Balance</b>	<b>\$19,332,589</b>	<b>\$26,998,238</b>	<b>(\$18,581,748)</b>	<b>(\$7,727,500)</b>	<b>(\$1,801,653)</b>	<b>(\$28,110,901)</b>	<b>\$18,219,926</b>	<b>\$730,052</b>	<b>\$18,949,978</b>	<b>\$2,240,282</b>	<b>\$16,709,696</b>

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**FIVE YEAR FORECAST**

**All Funds**

**FY 2025-2026 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES**

	07/01/2025 Opening Balance	FY 2026 Estimated Revenues	FY 2026 Operating Expenditures	FY 2026 Capital Equip & Projects	FY 2026 Debt Service Payments	FY 2026 Total Expenditures	FY 2026 Fund Balance Before Xfers	FY 2026 Fund Transfers	06/30/2026 Total Fund Balance	06/30/2026 Reserves & Designations	06/30/2026 Unreserved Balance
<b>Internal Service Funds</b>											
Insurance Reserve	\$5,735,580	\$7,960,565	(\$7,925,494)	-	(\$35,482)	(\$7,960,976)	\$5,735,169		\$5,735,169	\$2,000,000	\$3,735,169
Information Technology	53,946	3,434,193	(3,158,681)	(175,000)	(100,645)	(3,434,326)	53,813		53,813		53,813
Fleet Management	1,172,904	2,430,866	(1,325,188)	(750,000)	(31,852)	(2,107,040)	1,496,730		1,496,730		1,496,730
Building Maintenance & Operations	85,505	2,013,927	(1,962,081)	-	(42,220)	(2,004,301)	95,131		95,131		95,131
<b>Total Insurance Service Funds Balance</b>	<b>\$7,047,936</b>	<b>\$15,839,550</b>	<b>(\$14,371,445)</b>	<b>(\$925,000)</b>	<b>(\$210,199)</b>	<b>(\$15,506,644)</b>	<b>\$7,380,842</b>	<b>-</b>	<b>\$7,380,842</b>	<b>\$2,000,000</b>	<b>\$5,380,842</b>
<b>Trust &amp; Agency Funds</b>											
Underground Assessment Fund	\$1,375,587	\$781,186	-	-	(\$509,025)	(\$509,025)	\$1,647,748		\$1,647,748	\$1,647,748	-
Underground Assessment Fund 19-12 &	509,718	731,709	-	-	(605,107)	(605,107)	636,320		636,320	636,320	-
Underground Assessment Fund 19-4	292,167	400,172	-	-	(340,513)	(340,513)	351,827		351,827	351,827	-
Post-Employment Benefits Trust Fund	148,005	199,258	(199,456)	-	-	(199,456)	147,806		147,806	147,806	-
Pension Rate Stabilization Fund	6,770,160	118,988	-	-	-	-	6,889,148	1,834,711	8,723,859	8,723,859	-
<b>Total Trust Agency Funds Balance</b>	<b>\$9,095,637</b>	<b>\$2,231,314</b>	<b>(\$199,456)</b>	<b>-</b>	<b>(\$1,454,644)</b>	<b>(\$1,654,100)</b>	<b>\$9,672,850</b>	<b>\$1,834,711</b>	<b>\$11,507,561</b>	<b>\$11,507,561</b>	<b>-</b>
<b>Grand Total</b>	<b>\$71,893,705</b>	<b>\$139,940,527</b>	<b>(\$113,434,661)</b>	<b>(\$11,302,500)</b>	<b>(\$10,338,185)</b>	<b>(\$135,075,346)</b>	<b>\$76,758,886</b>	<b>-</b>	<b>\$76,758,886</b>	<b>\$47,144,323</b>	<b>\$29,614,563</b>

\* Not meeting current Financial Reserve Policy.

**Five Year Forecast**

**General Fund**

	FY2017-2018	FY2018-2019	FY2019-2020	FY2020-2021	FY2021-2022	FY2022-2023	FY2023-2024	FY2024-2025	FY2025-2026
<b>General Fund</b>	Actual	Actual	Actual	Projection	Budget	Forecast	Forecast	Forecast	Forecast
<b>BEGINNING FUND BALANCE</b>	23,501,369	24,614,168	25,378,484	25,167,211	28,744,512	31,454,279	30,733,428	30,472,516	30,338,600
<b>Revenues</b>									
<b>Core Revenues</b>	71,932,932	75,101,678	72,069,886	70,578,893	77,499,018	80,741,142	83,300,032	85,830,071	88,427,694
<b>Non-core Revenues (One-time &amp; Grants)<sup>1</sup></b>	(285,742)	2,469,974	1,130,958	5,380,273	4,761,039	-	-	-	-
<b>Total Revenues &amp; Other Inflows</b>	(A) \$71,647,190	\$77,571,653	\$73,200,844	\$75,959,166	\$82,260,057	\$80,741,142	\$83,300,032	\$85,830,071	\$88,427,694
<b>Expenditures</b>									
<b>Core Expenditures</b>	68,088,535	71,705,496	72,681,676	70,864,659	77,480,102	78,825,911	80,405,469	82,281,299	83,945,203
<b>Non-core Expenditures (One-time &amp; Capital)<sup>2</sup></b>	71,697	2,521,419	276,909	329,141	218,190	-	-	-	-
<b>Total Expenditures &amp; Other Outflows</b>	(B) 68,160,232	74,226,915	72,958,584	71,193,800	77,698,292	78,825,911	80,405,469	82,281,299	83,945,203
Annual Structural (Core) Surplus/(Deficit)	3,844,398	3,396,182	(611,790)	(285,766)	18,916	1,915,231	2,894,563	3,548,772	4,482,491
Annual Surplus/(Deficit) Before Transfers	3,486,959	3,344,738	242,260	4,765,366	4,561,765	1,915,231	2,894,563	3,548,772	4,482,491
<b>Fund Equity Transfers Total<sup>3</sup></b>	(C) (2,351,671)	(2,580,422)	(453,533)	(1,188,065)	(1,851,998)	(2,636,083)	(3,155,475)	(3,682,688)	(3,961,063)
Street Lighting & Landscape Fund	(198,935)	(144,634)	(169,012)	(114,084)	(181,013)	(181,066)	(181,123)	(177,244)	(173,160)
Prop A Fund	-	(15,480)	-	-	-	-	-	-	-
CIP Fund	-	(560,100)	-	-	(625,000)	(724,500)	(921,003)	(1,122,275)	(1,223,140)
Stormwater Fund	(982,355)	(1,273,783)	(298,337)	(1,486,896)	(1,007,589)	(1,030,458)	(1,054,574)	(1,078,382)	(1,104,482)
County Parking Lots Fund	246,618	263,873	263,816	283,989	390,548	386,693	382,729	378,624	374,430
Insurance Fund	(667,000)	-	-	-	-	-	-	-	-
Information Technology Fund	-	(600,299)	-	-	-	-	-	-	-
Refuse Fund (Closeout)	-	-	-	378,926	-	-	-	-	-
PARS Trust Fund	(750,000)	(250,000)	(250,000)	(250,000)	(428,944)	(1,086,751)	(1,381,504)	(1,683,412)	(1,834,711)
Annual Incr./(Decr.) in Fund Balance (=A-B+C)	1,135,287	764,316	(211,273)	3,577,301	2,709,767	(720,851)	(260,912)	(133,916)	521,428
<b>ENDING FUND BALANCE</b>	\$24,614,168	\$25,378,484	\$25,167,211	\$28,744,512	\$31,454,279	\$30,733,428	\$30,472,516	\$30,338,600	\$30,860,028
Financial Policy Designation	\$ 14,080,053	\$ 14,937,974	\$ 15,004,887	\$ 14,624,838	\$ 15,539,658	\$ 15,765,182	\$ 16,081,094	\$ 16,456,260	\$ 16,789,041
Reserve for Economic Uncertainty	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
Reserve for Commitments	\$ 1,000,000	-	-	-	-	-	-	-	-
<b>American Rescue Plan Act Funds</b>				\$ 4,208,261	\$ 8,416,521	\$ 8,416,521	\$ 8,416,521	\$ 8,416,521	\$ 8,416,521
Unreserved Fund Balance	\$ 5,534,115	\$ 6,440,510	\$ 6,162,324	\$ 5,911,413	\$ 3,498,100	\$ 2,551,725	\$ 1,974,901	\$ 1,465,819	\$ 1,654,466

<sup>1</sup> Includes loan repayment from prior Assistant City Manager in FY 2018-2019.

<sup>2</sup> FY 2018-2019 includes one-time expenditures for Public Safety and Public Works radios (\$1,189,793), Permitting Software Solution (\$380,240) and \$1.0 million payment to MBUSD (first budgeted in FY 2017-18).

<sup>3</sup> Fund Equity Transfers Total includes transfers to PARS Pension Stabilization Trust equal to 60% of POB Debt Service Savings.

<sup>4</sup> American Rescue Plan Act funds must be spent by December 31, 2024.

<sup>5</sup> Undesignated Fund Balance includes Reserve for Encumbrances.

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## Growth Factors for FY 2023 to FY 2026 Projections

	FY2017-2018	'2018-2019	'2019-2020	'2020-2021	'2021-2022	'2022-2023	'2023-2024	'2024-2025	'2025-2026
	Actual	Actual	Actual	Projection	Budget	Forecast	Forecast	Forecast	Forecast
<b>Core Revenues</b>									
Property Tax	7.5%	5.9%	5.9%	6.4%	5.1%	3.0%	3.1%	3.1%	3.2%
Sales & Use Tax	0.3%	3.9%	-9.4%	-2.2%	12.2%	3.5%	3.0%	2.5%	2.5%
Other Taxes & Assessments	0.9%	-2.2%	-5.5%	-2.8%	0.0%	2.0%	2.0%	3.0%	3.0%
Transient Occupancy Tax	-15.0%	15.8%	-17.9%	-30.1%	61.0%	10.4%	5.5%	5.5%	5.5%
Business License Tax	1.6%	9.0%	-9.9%	-13.1%	13.4%	4.5%	4.5%	4.5%	4.5%
Charges for Services	24.1%	-18.4%	-9.7%	5.5%	9.2%	3.0%	3.0%	3.0%	3.0%
Parks and Rec Class Revenues	13.6%	1.2%	-18.2%	-62.5%	113.2%	33.1%	6.2%	2.7%	2.7%
Building Permits	30.7%	-8.9%	-16.2%	-5.2%	0.0%	4.0%	4.5%	4.5%	4.0%
Building Plan Check Fees	-4.6%	-1.8%	-20.1%	19.8%	3.2%	4.0%	3.5%	3.5%	4.0%
Licenses & Permits	15.2%	-10.3%	-14.6%	11.0%	4.0%	4.0%	4.5%	4.5%	4.0%
Fines	-0.9%	-20.6%	-1.9%	-4.6%	10.5%	1.0%	1.0%	1.0%	1.0%
Interest Earnings	27.3%	35.9%	2.6%	-11.2%	-30.4%	1.0%	5.0%	10.0%	2.0%
Rents & Leases	-27.9%	38.3%	-17.1%	-7.3%	7.4%	1.7%	1.7%	1.7%	1.7%
Real Estate Transfer Tax	4.3%	-0.6%	5.8%	-3.5%	1.3%	2.0%	2.0%	2.0%	2.0%
From Other Agencies	-0.3%	-4.6%	32.5%	-24.3%	7.6%	1.0%	1.0%	1.0%	1.0%
Miscellaneous	20.4%	-5.8%	-36.7%	-14.6%	4.0%	1.0%	1.0%	1.0%	1.0%
Operating Transfers In	6.1%	15.2%	-2.6%	3.6%	7.6%	0.0%	0.0%	0.0%	0.0%
<b>Core Revenues</b>	<b>4.1%</b>	<b>4.4%</b>	<b>-4.0%</b>	<b>-2.1%</b>	<b>9.8%</b>	<b>4.2%</b>	<b>3.2%</b>	<b>3.0%</b>	<b>3.0%</b>
<b>Non-Core Revenues</b>									
Unrealized Investment Gain/Loss	-3.6%	-306.6%	15.2%	-100.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grants	63.7%	2.3%	20.7%	3195.3%	-11.2%	-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>-111.4%</b>	<b>-964.4%</b>	<b>-54.2%</b>	<b>375.7%</b>	<b>-11.5%</b>	<b>-100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Total Revenues &amp; Other Inflows</b>	<b>0.1%</b>	<b>8.3%</b>	<b>-5.6%</b>	<b>3.8%</b>	<b>8.3%</b>	<b>-1.8%</b>	<b>3.2%</b>	<b>3.0%</b>	<b>3.0%</b>
<b>Core Expenditures</b>									
Salary & Wages	2.2%	1.9%	1.4%	-4.4%	8.5%	2.0%	2.0%	2.0%	2.0%
Employee Benefits	6.0%	17.7%	7.8%	4.2%	-23.8%	2.9%	2.9%	3.0%	3.0%
Contract & Professional Services	6.6%	11.3%	-6.3%	6.4%	-0.9%	0.7%	1.8%	4.2%	1.8%
Materials & Services	-0.6%	18.4%	-9.2%	-20.5%	28.2%	4.0%	2.2%	2.2%	2.2%
Utilities	-7.7%	-10.1%	-2.6%	-7.4%	13.2%	1.0%	1.0%	1.0%	1.0%
Internal Service Charges	0.8%	-10.7%	2.0%	-13.7%	36.2%	1.6%	2.1%	2.2%	2.0%
Property Leases & Rentals	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Bond Debt Service	3.8%	4.7%	0.2%	-0.9%	1077.4%	0.0%	-0.1%	0.0%	0.0%
Operating Transfers Out	-5.5%	-44.5%	0.0%	19.6%	897.6%	-90.2%	0.0%	0.0%	0.0%
<b>Core Expenditures</b>	<b>3.1%</b>	<b>5.3%</b>	<b>1.4%</b>	<b>-2.5%</b>	<b>9.3%</b>	<b>1.7%</b>	<b>2.0%</b>	<b>2.3%</b>	<b>2.0%</b>
<b>Non-Core Expenditures</b>									
Property & Equipment	-81.3%	2022.0%	-81.8%	-17.3%	-4.8%	-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>-85.4%</b>	<b>3416.8%</b>	<b>-89.0%</b>	<b>18.9%</b>	<b>-33.7%</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>2.4%</b>	<b>8.9%</b>	<b>-1.7%</b>	<b>-2.4%</b>	<b>9.1%</b>	<b>1.5%</b>	<b>2.0%</b>	<b>2.3%</b>	<b>2.0%</b>



# Capital Budget Summary





## SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year						TOTAL
	Appropriation <sup>1</sup>	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	Five-Year
<b>CIP Project Funding Summary</b>							
Street Lighting and Landscape Fund	\$70,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$245,000
Streets & Highways Fund	\$2,521,750	\$2,085,000	\$715,000	\$1,825,000	\$715,000	\$1,015,000	\$8,876,750
Prop C Fund	\$17,709,340	-	\$1,200,000	-	\$1,200,000	-	\$20,109,340
Measure R Fund	\$1,872,700	\$250,000	\$1,250,000	-	\$800,000	-	\$4,172,700
Measure M Fund	\$4,756,900	\$2,400,000	-	\$800,000	-	\$800,000	\$8,756,900
CIP Fund	\$5,871,790	\$2,650,000	\$1,100,000	\$800,000	\$800,000	\$800,000	\$12,021,790
Water Fund	\$40,728,700	\$3,500,000	\$4,540,000	\$3,250,000	\$3,000,000	\$4,200,000	\$59,218,700
Stormwater Fund	\$2,794,500	\$710,000	\$710,000	\$710,000	\$710,000	\$710,000	\$6,344,500
Wastewater Fund	\$11,410,000	\$1,100,000	\$1,175,609	\$4,100,000	\$1,500,000	\$2,500,000	\$21,785,609
Parking Fund	\$1,097,950	\$490,000	-	-	-	\$300,000	\$1,887,950
State Pier & Lot Fund	\$103,000	\$1,650,000	-	-	-	-	\$1,753,000
	<b>\$88,936,630</b>	<b>\$14,870,000</b>	<b>\$10,725,609</b>	<b>\$11,520,000</b>	<b>\$8,760,000</b>	<b>\$10,360,000</b>	<b>\$145,172,239</b>

Prior year appropriation column includes estimated carryover funding at the end of FY 20/21 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 blue shading represent grant funded projects.

# SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	TOTAL Five-Year
<b>Street Lighting &amp; Landscape Fund</b>							
Annual Streetlight Replacement	\$70,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$245,000
<b>Street Lighting &amp; Landscape Total</b>	<b>\$70,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$245,000</b>
<b>Streets &amp; Highways Fund</b>							
<b>Streets-Concrete Repairs</b>							
Annual Curb, Gutter and Ramp Replacement	\$392,000	\$365,000	\$365,000	\$365,000	\$365,000	\$365,000	\$2,217,000
Village Field & Senior Villas ADA Access (construction)	\$58,150	\$100,000	-	-	-	-	\$158,150
<b>Streets-Concrete Repairs Total</b>	<b>\$450,150</b>	<b>\$465,000</b>	<b>\$365,000</b>	<b>\$365,000</b>	<b>\$365,000</b>	<b>\$365,000</b>	<b>\$2,375,150</b>
<b>Streets-Pavement Projects</b>							
Biennial Slurry Seal Program	\$7,000	\$970,000	-	\$770,000	-	-	\$1,747,000
Annual Street Resurfacing Program (combine ST19102 & 19105)	\$764,000	\$650,000	\$350,000	\$650,000	\$350,000	\$650,000	\$3,414,000
Triennial Pavement Management System Update	\$40,000	-	-	40,000	-	-	\$80,000
<b>Streets-Pavement Projects Total</b>	<b>\$811,000</b>	<b>\$1,620,000</b>	<b>\$350,000</b>	<b>\$1,460,000</b>	<b>\$350,000</b>	<b>\$650,000</b>	<b>\$5,241,000</b>
<b>Streets-Capacity Improvements</b>							
Aviation at Artesia, SB to WB Right-Turn Lane (SBHP Grant)	\$1,260,600	-	-	-	-	-	\$1,260,600
<b>Streets-Capacity Improvements Total</b>	<b>\$1,260,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$1,260,600</b>
<b>Streets &amp; Highways Total</b>	<b>\$2,521,750</b>	<b>\$2,085,000</b>	<b>\$715,000</b>	<b>\$1,825,000</b>	<b>\$715,000</b>	<b>\$1,015,000</b>	<b>\$8,876,750</b>
<b>Prop C Fund</b>							
<b>Streets-Pavement Projects</b>							
Annual Street Resurfacing Program	\$1,434,000	-	\$1,200,000	-	\$1,200,000	-	\$3,834,000
<b>Streets-Pavement Projects Total</b>	<b>\$1,434,000</b>	<b>-</b>	<b>\$1,200,000</b>	<b>-</b>	<b>\$1,200,000</b>	<b>-</b>	<b>\$3,834,000</b>
<b>Streets-Capacity Improvements</b>							
Dual LT Lanes on MBB at Sepulveda (SBHP Grant)	\$1,146,100	-	-	-	-	-	\$1,146,100
Sepulveda Bridge (SBHP Grant)	\$6,836,100	-	-	-	-	-	\$6,836,100
Sepulveda Bridge Widening (MTA Call Grant)	\$5,200,800	-	-	-	-	-	\$5,200,800
Sepulveda Bridge Widening Prop C Local	\$2,106,900	-	-	-	-	-	\$2,106,900
Sepulveda Intersection Cedar/Marine Improvements (SBHP Grant)	\$985,440	-	-	-	-	-	\$985,440
<b>Streets-Capacity Improvements Total</b>	<b>\$16,275,340</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$16,275,340</b>
<b>Prop C Total</b>	<b>\$17,709,340</b>	<b>-</b>	<b>\$1,200,000</b>	<b>-</b>	<b>\$1,200,000</b>	<b>-</b>	<b>\$20,109,340</b>
<b>Measure R</b>							
<b>Streets-Pavement Projects</b>							
Annual Street Resurfacing Program	\$330,000	-	\$800,000	-	\$800,000	-	\$1,930,000
<b>Streets-Pavement Projects Total</b>	<b>\$330,000</b>	<b>-</b>	<b>\$800,000</b>	<b>-</b>	<b>\$800,000</b>	<b>-</b>	<b>\$1,930,000</b>
<b>Streets-Capacity Improvements</b>							
Protected LT Lanes: MBB at Peck Ave	\$532,700	\$250,000	-	-	-	-	\$782,700
<b>Streets-Capacity Improvements Total</b>	<b>\$532,700</b>	<b>\$250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$782,700</b>
<b>Streets-Pedestrian Improvements</b>							
Ocean Drive Walk Street Crossings	-	-	\$450,000	-	-	-	\$450,000
Downtown Signal Upgrade	\$70,000	-	-	-	-	-	\$70,000
Rosecrans Bike Lane Improvements	\$240,000	-	-	-	-	-	\$240,000
Aviation (West-side) and 33rd Sidewalk (partial grant 5310)	\$700,000	-	-	-	-	-	\$700,000
<b>Streets-Pedestrian Improvements Total</b>	<b>\$1,010,000</b>	<b>-</b>	<b>\$450,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$1,460,000</b>
<b>Measure R Total</b>	<b>\$1,872,700</b>	<b>\$250,000</b>	<b>\$1,250,000</b>	<b>-</b>	<b>\$800,000</b>	<b>-</b>	<b>\$4,172,700</b>

Items highlighted in blue shading represent grant funded projects.

# SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	TOTAL Five-Year
<b>Measure M</b>							
Manhattan Beach Advanced Traffic Signal (MBATS)	\$3,640,000	\$1,800,000	-	-	-	-	\$5,440,000
Rowell Avenue Sidewalk Connection (Curtis & 1st St.)	\$840,000	-	-	-	-	-	\$840,000
ADA Transition Plan with Public Rights of Way	\$21,400	-	-	-	-	-	\$21,400
Downtown Signal Upgrade	\$255,500	-	-	-	-	-	\$255,500
Annual Street Resurfacing Program	-	\$600,000	-	\$800,000	-	\$800,000	\$2,200,000
<b>Streets-Pedestrian Improvements Total</b>	<b>\$4,756,900</b>	<b>\$2,400,000</b>	<b>-</b>	<b>\$800,000</b>	<b>-</b>	<b>\$800,000</b>	<b>\$8,756,900</b>
<b>Measure M Total</b>	<b>\$4,756,900</b>	<b>\$2,400,000</b>	<b>-</b>	<b>\$800,000</b>	<b>-</b>	<b>\$800,000</b>	<b>\$8,756,900</b>
<b>CIP Fund</b>							
<b>Facilities Projects</b>							
Facility Improvements	\$2,253,362	\$550,000	\$400,000	\$550,000	\$550,000	\$550,000	\$4,853,362
Citywide Security Cameras (\$430K)							
City Hall HVAC Replacement/Repair (\$1.3M)							
ADA Access Village Field Restroom Pathway (\$400K)							
National Fitness Campaign (NFC) Equipment Installation	\$130,000	-	-	-	-	-	\$130,000
Ceramics Studio Upgrades	\$259,500	-	-	-	-	-	\$259,500
Fire Station 2	\$315,000	-	-	-	-	-	\$315,000
Senior & Scout House	\$1,000,000	-	-	-	-	-	\$1,000,000
Begg Field Improvements	-	-	\$400,000	-	-	-	\$400,000
Replace Light Fixtures at Manhattan Village	\$100,230	-	-	-	-	-	\$100,230
School District Project	\$6,430	\$250,000	-	-	-	-	\$256,430
City Owned Refuse Enclosure Sewer Connections (annual)	-	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
<b>Facilities Projects Total</b>	<b>\$4,064,522</b>	<b>\$900,000</b>	<b>\$900,000</b>	<b>\$650,000</b>	<b>\$650,000</b>	<b>\$650,000</b>	<b>\$7,814,522</b>
<b>Right-of-Way Projects</b>							
Downtown Signal Upgrade	\$54,000	-	-	-	-	-	\$54,000
Annual Non-Motorized Transport. Prog. (Bikelanes, Crosswalks)	\$273,768	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$523,768
<b>Right-of-Way Projects Subtotal</b>	<b>\$327,768</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$577,768</b>
<b>Grants and Special Funds Projects</b>							
Polliwog Playground Resurfacing & Equip. Replacement (Prop A/CIP)	\$957,000	\$1,600,000	-	-	-	-	\$2,557,000
Polliwog Band Stage (Public Art Trust Fund)	\$100,000	-	-	-	-	-	\$100,000
Village Field & Senior Villas ADA Access (construction)	\$422,500	-	-	-	-	-	\$422,500
Annual ADA Improvements Program (CDBG Funds)	-	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Sepulveda/Oak Neighborhood Intrusion Study	-	-	\$50,000	-	-	-	\$50,000
<b>Grants and Special Funds Projects Total</b>	<b>\$1,479,500</b>	<b>\$1,700,000</b>	<b>\$150,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$3,629,500</b>
<b>CIP Fund Total</b>	<b>\$5,871,790</b>	<b>\$2,650,000</b>	<b>\$1,100,000</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$12,021,790</b>

Items highlighted in blue shading represent grant funded projects.

# SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	TOTAL Five-Year
<b>Water Fund</b>							
<b>Water Projects</b>							
Annual Pipe Replacement Program	\$306,100	\$2,500,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$14,806,100
Water Meter Upgrade and Automation	\$1,980,000	-	-	-	-	-	\$1,980,000
Block 35 Ground Level Reservoir Replacement (Design Only)	-	-	-	-	-	\$1,200,000	\$1,200,000
Larsson Street and 2nd Street Booster Station Improvement	\$542,600	\$1,000,000	-	-	-	-	\$1,542,600
Paint Block 35 Elevated Tank (interior and exterior)	\$1,400,000	-	-	-	-	-	\$1,400,000
Peck Ground Level Reservoir Replacement	\$36,000,000	-	-	-	-	-	\$36,000,000
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>\$40,728,700</b>	<b>\$3,500,000</b>	<b>\$4,540,000</b>	<b>\$3,250,000</b>	<b>\$3,000,000</b>	<b>\$4,200,000</b>	<b>\$59,218,700</b>
<b>Water Total</b>	<b>\$40,728,700</b>	<b>\$3,500,000</b>	<b>\$4,540,000</b>	<b>\$3,250,000</b>	<b>\$3,000,000</b>	<b>\$4,200,000</b>	<b>\$59,218,700</b>
<b>Stormwater Fund</b>							
<b>Stormwater Projects</b>							
Storm Drain Capital BMPs	\$1,400,000	\$210,000	\$210,000	\$210,000	\$210,000	\$210,000	\$2,450,000
Strand Infiltration Feasibility Study	\$82,000	-	-	-	-	-	\$82,000
Storm Drain Repairs	\$600,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,100,000
CCTV Storm Drain System	\$150,000	-	-	-	-	-	\$150,000
Stormwater Masterplan Update	\$200,000	-	-	-	-	-	\$200,000
Joint Watershed Infiltration Project	\$362,500	-	-	-	-	-	\$362,500
<b>Stormwater Projects Total</b>	<b>\$2,794,500</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$6,344,500</b>
<b>Stormwater Total</b>	<b>\$2,794,500</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$710,000</b>	<b>\$6,344,500</b>
<b>Wastewater Fund</b>							
<b>Wastewater Projects</b>							
Annual Rehabilitation of Gravity Sewer Mains	\$3,585,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,500,000	\$1,500,000	\$9,885,000
Poinsettia Sewage Lift Station and Force Main Replacement	\$3,200,000	-	-	-	-	-	\$3,200,000
Pacific Lift Station Upgrade	\$2,270,000	-	-	-	-	-	\$2,270,000
Utility Radio Telemetry	-	-	\$75,609	-	-	-	\$75,609
Voorhees Lift Station Upgrade	\$2,055,000	-	-	-	-	-	\$2,055,000
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>\$11,410,000</b>	<b>\$1,100,000</b>	<b>\$1,175,609</b>	<b>\$4,100,000</b>	<b>\$1,500,000</b>	<b>\$2,500,000</b>	<b>\$21,785,609</b>
<b>Wastewater Total</b>	<b>\$11,410,000</b>	<b>\$1,100,000</b>	<b>\$1,175,609</b>	<b>\$4,100,000</b>	<b>\$1,500,000</b>	<b>\$2,500,000</b>	<b>\$21,785,609</b>

Items highlighted in blue shading represent grant funded projects.

## SCHEDULE OF CAPITAL PROJECTS BY FUND

	Prior Year Appropriation <sup>1</sup>	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	TOTAL Five-Year
<b>Parking Fund</b>							
<b>Parking Projects</b>							
Parking Structure Structural Rehab: Lot 4	\$789,450	-	-	-	-	-	\$789,450
Parking Structure Rehab & Analysis: Lot 3	-	\$490,000	-	-	-	\$300,000	\$790,000
Way Finding Program (Phase 1)	\$308,500	-	-	-	-	-	\$308,500
<b>Parking Projects Total</b>	<b>\$1,097,950</b>	<b>\$490,000</b>	-	-	-	<b>\$300,000</b>	<b>\$1,887,950</b>
<b>Parking Total</b>	<b>\$1,097,950</b>	<b>\$490,000</b>	-	-	-	<b>\$300,000</b>	<b>\$1,887,950</b>
<b>State Pier &amp; Lot Fund</b>							
<b>Parking Projects</b>							
Pier Railings	\$103,000	\$1,650,000	-	-	-	-	\$1,753,000
<b>Parking Projects Total</b>	<b>\$103,000</b>	<b>\$1,650,000</b>	-	-	-	-	<b>\$1,753,000</b>
<b>State Pier &amp; Lot Fund Total</b>	<b>\$103,000</b>	<b>\$1,650,000</b>	-	-	-	-	<b>\$1,753,000</b>

Items highlighted in blue shading represent grant funded projects.

## FY 2021-2022 SCHEDULE OF CAPITAL PURCHASES - EQUIPMENT & VEHICLES

Department	Description / Vehicle to Be Replaced	Expenditure Type	Prior Year Carryforward	Adopted Expenditure	FY 2022 Adopted
<b>EQUIPMENT (Object 61301)</b>					
Parks & Recreation	Ceramics Kiln Purchase	New	\$22,690	-	\$22,690
<b>COMPUTER EQUIPMENT &amp; SOFTWARE (Objects 61203 &amp; 61204)</b>					
Police Department	BackUp Solution with Additional Storage Capac	Replacement	-	\$183,000	183,000
Police Department	Bi-Directional Radio Amplifier	Replacement	130,000	-	130,000
Police Department	Network Security Upgrade	Upgrade	24,000	-	24,000
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	Citywide Replacement of Newtork Equipment	Replacement	-	92,938	92,938
Information Technology	Core Switch Replacement	Replacement	65,000	-	65,000
Information Technology	Storage Area Network Expansion	New	-	55,000	55,000
Information Technology	Core Switch Redundancy	New	-	35,000	35,000
Information Technology	ERP Implementation	New	32,854	-	32,854
<b>Total Equipment Purchases</b>			<b>\$310,854</b>	<b>\$365,938</b>	<b>\$676,792</b>
<b>VEHICLES (Object 61401)</b>					
<b>New Vehicles for FY 2022</b>					
Public Works	Ford F250 Valve Cycle Truck (#362)	New	\$167,000	-	\$167,000
<b>Replacement Vehicles for FY 2022</b>					
Police Department	Ford Explorer Patrol (#198)	Replacement	-	\$80,000	80,000
Police Department	2014 Ford Explorer PPV, K-9 (#182)	Replacement	-	89,395	89,395
Police Department	2014 Ford Explorer PPV, Patrol (#196)	Replacement	-	62,351	62,351
Police Department	Chevrolet Tahoe (#340)	Replacement	-	70,000	70,000
Police Department	Chevrolet Tahoe (#341)	Replacement	-	70,000	70,000
Police Department	2014 Chevy Tahoe PPV, Patrol (#344)	Replacement	-	88,545	88,545
Police Department	Chevrolet Tahoe PPV Supervisor (#398)	Replacement	-	72,000	72,000
Police Department	2012 Honda Odyssey Van, Detective (#310)	Replacement	-	81,986	81,986
Fire Department	200 American LaFrance Fire Engine (#715)	Replacement	-	984,164	984,164
Fire Department	Fire Inspector Vehicle	New	-	30,000	30,000
Community Development	Code Enforcement Officer Vehicle	New	-	40,000	40,000
Community Development	Code Enforcement Officer Vehicle	New	-	40,000	40,000
Public Works	Freightliner, VAC-CON Sewer Maint. (#529)	Replacement	-	889,095	889,095
<b>Total Vehicle Purchases</b>			<b>\$167,000</b>	<b>\$2,597,536</b>	<b>\$2,764,536</b>
<b>Total Funded Capital Purchases - Equipment &amp; Vehicles</b>			<b>\$477,854</b>	<b>\$2,963,474</b>	<b>\$3,441,328</b>
<b>TOTAL CAPITAL PURCHASES BY DEPARTMENT</b>					
Management Services			-	-	-
Finance			-	-	-
Human Resources			-	-	-
Parks and Recreation			-	-	-
Police Department			\$154,000	\$797,277	\$951,277
Fire Department			41,500	1,014,164	1,055,664
Community Development			-	80,000	80,000
Public Works			184,500	889,095	1,073,595
Information Technology			97,854	182,938	280,792
<b>Grand Total</b>			<b>\$477,854</b>	<b>\$2,963,474</b>	<b>\$3,441,328</b>

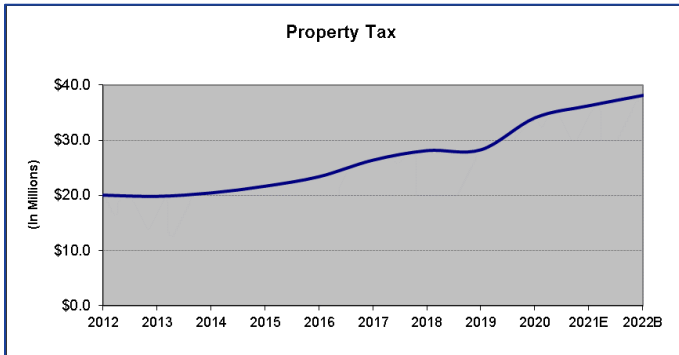
*Represents capital expenditures (units > \$5k) only.*

*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

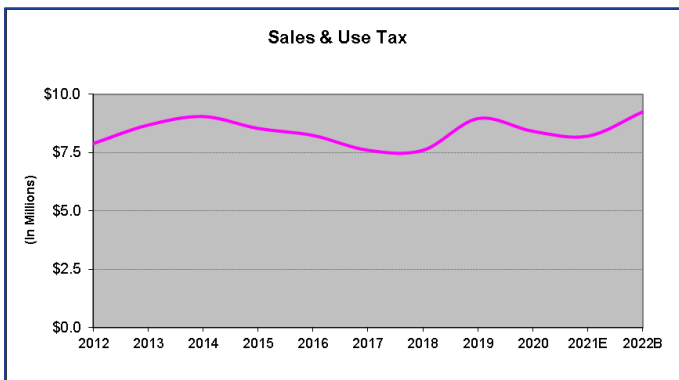
# Major Revenue Sources

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.



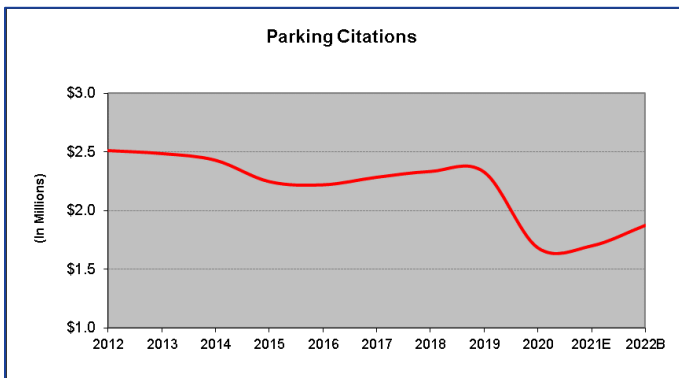
## Property Tax

Property Tax remains the largest component of General Fund revenues (50.1% of total), and is expected to increase by 5.1% from the FY 2020-2021 estimate. With a continued strong housing market, and residential construction and remodeling adding to the assessed valuation of properties, a measured continuation of steady growth is expected to continue. Property tax is estimated based on historical data, local economic trends, and independent third party analysis.



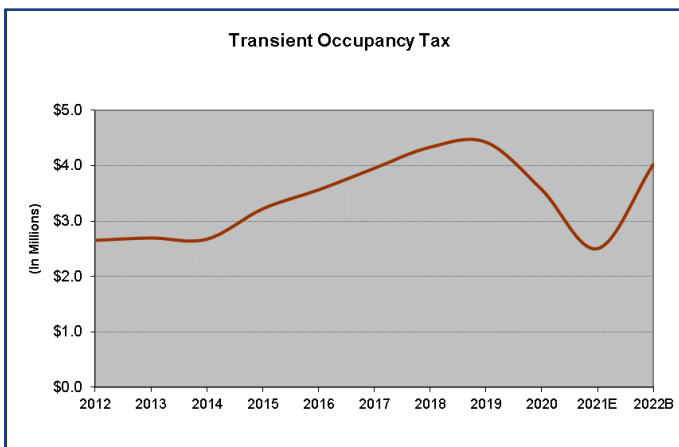
## Sales & Use Tax

The city’s second largest General Fund revenue source (12.2% of total revenue) is expected to decrease from the current year estimate by \$1,060,000 (12.9%). Industry groups performing positively within the City include Restaurants & Hotels and Food & Drugs. The Manhattan Village Mall revitalization project currently underway is expected to bolster the General Consumer Goods category.



## Parking Citations

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

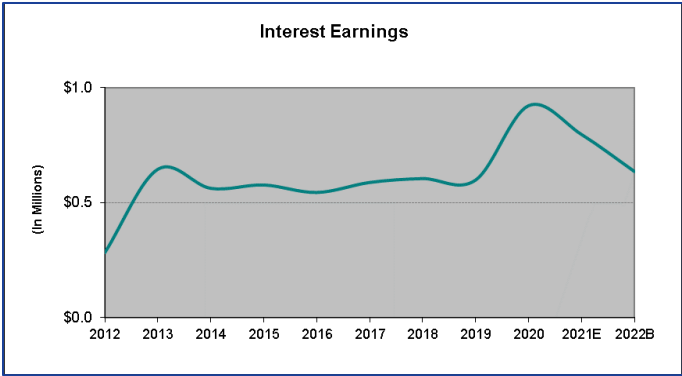


## Transient Occupancy Tax

This revenue is expected to generate approximately \$4.0 million in revenue in FY 2021-2022, or \$1.5 million (61.0%) over the current year 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 \$1.9 million (-43.2%). TOT revenues are expected to bounce back after the conclusion of the pandemic. TOT revenue also affects the CIP Fund since 15% of the first 10% of TOT is dedicated to that fund.

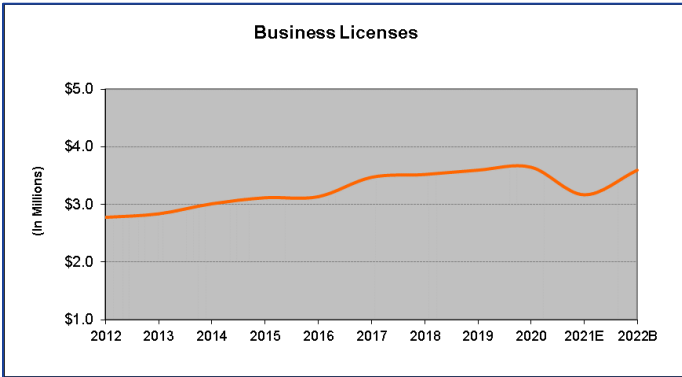


# Major Revenue Sources



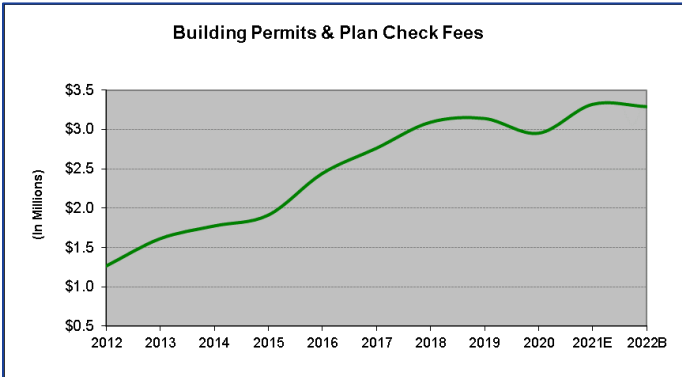
## Interest Earnings

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 certificates of deposit. Recent moves by the Fed have increased rates slightly, resulting in the City's maturing investments to be reinvested at slightly higher rates. Additional interest rate increases are predicted in the near future.



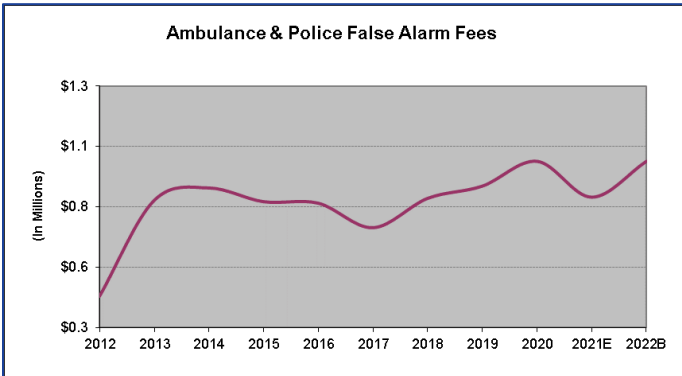
## Business License Tax

The City issues approximately 5,000 business licenses annually, and revenue from this tax is based primarily on the type of business and gross receipts reported. This tax has been resilient in economic downturns and has remained consistent over the past few years, 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 \$425,000 (13.4%) above the FY 2020-2021 estimate.



## Building Permits & Plan Check Fees

Residential and Commercial building activity remains strong within the City. Building Permit and Plan Check fees are currently at all-time highs due to several large commercial projects, including the Manhattan Village Mall remodel. At the current fee structure, fees from Building Permits and Plan Check Services are expected to decrease by roughly \$29,000 (0.9%) from the year-end estimates in FY 2020-2021.



## 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 2021-2022 SCHEDULE OF FULL-TIME POSITIONS

Department	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	Change
Management Services*	15.0	15.0	14.0	16.0	2.0
Finance	18.0	18.0	19.0	18.0	(1.0)
Human Resources	8.0	8.0	8.0	8.0	-
Parks and Recreation	25.0	25.0	25.0	21.0	(4.0)
Police	107.8	107.8	108.8	105.8	(3.0)
Fire	31.2	31.2	31.2	32.2	1.0
Community Development	30.0	30.0	30.0	31.0	1.0
Public Works	62.0	63.0	64.0	64.0	-
Information Technology	9.0	9.0	9.0	9.0	-
<b>Total Full-time Positions</b>	<b>306.0</b>	<b>307.0</b>	<b>309.0</b>	<b>305.0</b>	<b>(4.0)</b>

\*Includes five elected Councilmembers and elected City Treasurer.

### Discussion of Changes in Full-Time Positions:

**The Fiscal Year 2021-2022 Budget includes 305 authorized full-time positions. The following staffing changes are introduced this budget cycle:**

**Management Services:** Added Communications & Civic Engagement Manager. Graphic Artist and Recreation Coordinator transferred from Parks & Recreation and reclassified to Digital Communications/Graphics Coordinator and Marketing/Media Coordinator, respectively. Reclassified Senior Management Analyst to Assistant to the City Manager. Reclassified Management Analyst to Policy & Management Analyst. Reclassified Executive Assistant to Executive Assistant to the City Manager. Reclassified Senior Deputy City Clerk to Assistant City Clerk. Eliminated vacant Legal Secretary.

**Finance:** Eliminated Purchasing Manager due to Early Retirement Incentive and vacant Revenue Manager. Added Revenue Supervisor and Purchasing Supervisor. Reclassified Senior Financial Analyst to Financial Services Manager. Eliminated Account Services Representative I/II due to Early Retirement Incentive and re-activated frozen Revenue Services Specialist.

**Human Resources:** No changes.

**Parks and Recreation:** Graphic Artist and one Recreation Coordinator transferred to Management Services. Two Transportation Services Operators eliminated due to Early Retirement Incentive. Re-activated frozen Cultural Arts Manager.

**Police:** Eliminated one Community Services Officer due to Early Retirement Incentive and two vacant Community Services Officers to offset Code Enforcement Officers.

**Fire:** Added Fire Inspector.

**Community Development:** Added two Code Enforcement Officers (offset by elimination of Community Services Officers). Eliminated frozen Assistant Planner. Reclassified Executive Assistant to exempt position. Added Building Inspector in lieu of eliminated Principal Building Inspector due to Early Retirement Incentive.

**Public Works:** No changes.

**Information Technology:** Eliminated Manager due to Early Retirement Incentive. Added IT Analyst. Reclassified one IS Specialist to Technology Systems Engineer.

### Recruitments have been frozen for the following authorized full-time positions in FY 2021-2022:

**Parks & Recreation:** Older Adults Recreation Coordinator.

**Public Works:** Two Street Maintenance Worker I/II.

## FY 2021-2022 FULL-TIME POSITION COUNT

Department/Title	Department/Title	Department/Title	Department/Title
<b>Management Services</b>	<b>Police</b>	<b>Public Works</b>	
Assistant City Clerk 1.0	Administrative Clerk I/II 4.0	Building Repair Craftsperson 4.0	
Assistant to the City Manager 1.0	Chief of Police 1.0	City Engineer 1.0	
City Clerk 1.0	Community Services Officer 12.0	Director 1.0	
City Manager 1.0	Crime Analyst 1.0	Electrician 2.0	
City Treasurer (Elected) 1.0	Executive Assistant 2.0	Equipment Maint Supervisor 1.0	
Comm. & Civic Eng. Manager 1.0	IS Specialist ( <i>shared with Fire</i> ) 0.8	Equipment Mechanic I/II 3.0	
Councilmember (Elected) 5.0	Lead Police Records Technician 2.0	Executive Assistant 1.0	
Deputy City Clerk 1.0	Police Records Manager 1.0	Facilities Maint. Supervisor 1.0	
Executive Assistant to CM 1.0	Park Enforcement Officer 1.0	Public Works Inspector 2.0	
Marketing/Media Coordinator 1.0	Police Captain 2.0	Maint Worker I/II 15.0	
Digital Comm./Graphics Coord. 1.0	Police Lieutenant 5.0	Maint Worker III 4.0	
Policy & Management Analyst 1.0	Police Officer 46.0	Maintenance Supervisor 1.0	
<b>Management Services Total 16.0</b>	Police Records Specialist 1.0	Maintenance Manager 1.0	
<b>Finance</b>	Police Records Technician 7.0	Management Analyst 1.0	
Accountant 2.0	Police Sergeant 11.0	Meter Repair Worker 2.0	
Accounting Supervisor 1.0	Police Services Officer 7.0	Principal Engineer 1.0	
Account Services Rep I/II 4.0	Property & Evidence Officer 1.0	Secretary 3.0	
General Services Coordinator 1.0	Senior Management Analyst 1.0	Sewer Maint Worker I/II 3.0	
Financial Controller 1.0	<b>Police Total 105.8</b>	Senior Civil Engineer 7.0	
Financial Services Manager 1.0	<b>Fire</b>	Senior Engineering Tech 1.0	
Director 1.0	Battalion Chief 3.0	Senior Management Analyst 2.0	
Executive Assistant 1.0	Executive Assistant 1.0	Senior Plant Operator 1.0	
Management Analyst 1.0	Fire Captain/Paramedic 6.0	Urban Forester 1.0	
Receptionist Clerk 1.0	Fire Chief 1.0	Utilities Manager 1.0	
Revenue Services Specialist 1.0	Fire Engineer/Paramedic 6.0	Water Supervisor 1.0	
Revenue Supervisor 1.0	Fire Inspector 1.0	Water Meter Technician 1.0	
Purchasing Assistant 1.0	Fire Marshal/Captain 1.0	Water Plant Operator 1.0	
Puchasing Supervisor 1.0	Firefighter/Paramedic 13.0	Wastewater Supervisor 1.0	
<b>Finance Total 18.0</b>	IS Specialist ( <i>shared with Police</i> ) 0.2	<b>Public Works Total 64.0</b>	
<b>Human Resources</b>	<b>Fire Total 32.2</b>	<b>Information Technology</b>	
Director 1.0	<b>Community Development</b>	Director 1.0	
Executive Assistant 1.0	Administrative Clerk I/II 3.0	GIS Analyst 1.0	
Human Resources Assistant 1.0	Assistant Planner 1.0	IS Specialist 2.0	
Human Resources Analyst 1.0	Associate Planner 3.0	IT Analyst 2.0	
Human Resources Manager 1.0	Building Inspector 2.0	Network Administrator 1.0	
Human Resources Technician 2.0	Building Official 1.0	Senior Management Analyst 1.0	
Risk Manager 1.0	Building Services Analyst 1.0	Technology Systems Engineer 1.0	
<b>Human Resources Total 8.0</b>	Code Enforcement Officer 4.0	<b>Information Tech Total 9.0</b>	
<b>Parks and Recreation</b>	Director 1.0	<b>Total City-Wide 305.0</b>	
Director 1.0	Executive Assistant 1.0		
Secretary 1.0	Environmental Sustain. Manager 1.0		
Manager 2.0	Plan Check Engineer 1.0		
Management Analyst 1.0	Planning Manager 1.0		
Recreation Supervisor 4.0	Permits Technician 2.0		
Recreation Coordinator 6.0	Secretary 1.0		
Reservation Clerk 1.0	Senior Building Inspector 2.0		
Senior Manager 1.0	Supervising Code Enf. Officer 1.0		
Recreation Prog. Supervisor 3.0	Senior Management Analyst 1.0		
Transportation Operator 1.0	Senior Permits Technician 1.0		
<b>Parks and Recreation Total 21.0</b>	Senior Plan Check Engineer 1.0		
	Traffic Engineer 1.0		
	Traffic Engineering Tech I/II 1.0		
	<b>Community Development Total 31.0</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 2021-22</b>
Street Lighting & Landscape Fund	\$21,967
Gas Tax Fund*	13,738
Prop C Fund*	192,332
AB 2766 Fund	673
Measure R Fund*	13,738
Measure M Fund*	13,738
CIP Fund*	233,546
Water Fund	1,807,972
Stormwater Fund	194,717
Wastewater Fund	873,383
Parking Fund	534,001
County Parking Lot Fund	37,358
State Pier & Parking Lot Fund	44,175
<b>Total</b>	<b>\$3,981,338</b>

*Administrative service charges do not apply to funds supported by subventions or internal service funds.*

*\*General Fund support cost charged to these funds includes Engineering staff hours worked on Capital Improvement Projects.*

# SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

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## CITY DEBT SERVICE

### **Pension Obligation Bonds – *Citywide***

#### **Maturity Date: January 1, 2043**

In Fiscal Year 2020-2021, the City issued \$91.3 million in Pension Obligation Bonds and prepaid 100% of the CalPERS Unfunded Accrued Liability (UAL) of \$90.8 million (projected UAL based on the June 30, 2019 valuation) in May 2021. With lower interest rates paid on the bonds compared to the current 7% discount rate charged by CalPERS, the City's potential budgetary savings is estimated at \$39.4 million. The City's Public Safety (Police and Fire) and Miscellaneous plans were combined to align repayment schedules to all mature in 2043 thereby reducing the amortization period. The new level debt service payments, averaging \$5.5 million annually city-wide, can be found in the Debt Service category in each department's General Fund Administration program as well as in any Enterprise and Internal Service Fund with a staffing allocation.

### **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.

### **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 \$21.2 billion, resulting in a legal general bonded debt limit of \$795,000,000. 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***

#### **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***

#### **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***

**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 2021-2022 SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

Description	Fund	FY 2022 Principal	FY 2022 Interest	FY 2022 Lease	FY 2022 Total	Principal Remaining	Interest Remaining	Total Remaining
<b>City Debt Service</b>								
Pension Obligation Bonds	General/Enterprise/Internal	\$3,165,008	\$2,358,109	-	\$5,523,117	\$88,024,992	\$31,824,742	\$119,849,734
Marine Avenue Sports Field Bonds	General	320,000	156,700	-	476,700	4,410,000	818,250	5,228,250
Water/Wastewater Refunding Bonds	Water/Wastewater	220,000	39,700	-	259,700	975,000	71,000	1,046,000
Metlox Refunding Bonds	Parking	490,000	225,413	-	715,413	6,010,000	1,142,506	7,152,506
Police/Fire Facility Refunding Bonds	Capital Improvement	545,000	223,438	-	768,438	6,090,000	1,038,913	7,128,913
<b>Subtotal</b>		<b>\$4,740,008</b>	<b>\$3,003,359</b>	<b>-</b>	<b>\$7,743,367</b>	<b>\$105,509,992</b>	<b>\$34,895,411</b>	<b>\$140,405,403</b>
<b>Assessment Districts</b>								
Utility Assessment Districts (2018)	Spec Assess UAD 2018 Ref	610,000	96,900	-	706,900	2,925,000	207,375	3,132,375
Utility Assessment Districts (19-12 & 19-14)	Spec Assess UAD 12 14	380,000	222,706	-	602,706	9,010,000	2,418,341	11,428,341
Utility Assessment Districts (19-4)	Spec Assess UAD 4	215,000	119,163	-	334,163	5,030,000	1,287,619	6,317,619
<b>Subtotal</b>		<b>\$1,205,000</b>	<b>\$438,769</b>	<b>-</b>	<b>\$1,643,769</b>	<b>\$16,965,000</b>	<b>\$3,913,334</b>	<b>\$20,878,334</b>
<b>Total Bonded Debt Service</b>		<b>\$5,945,008</b>	<b>\$3,442,128</b>	<b>-</b>	<b>\$9,387,136</b>	<b>\$122,474,992</b>	<b>\$38,808,745</b>	<b>\$161,283,737</b>
Operating Leases - County Lots	County Parking Lots	-	-	\$687,000	\$687,000	-	-	-
<b>Total Operating Leases</b>		<b>-</b>	<b>-</b>	<b>\$687,000</b>	<b>\$687,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total</b>		<b>\$5,945,008</b>	<b>\$3,442,128</b>	<b>\$687,000</b>	<b>\$10,074,136</b>	<b>\$122,474,992</b>	<b>\$38,808,745</b>	<b>\$161,283,737</b>

*Excludes Administration Costs. Interest calculated on modified accrual basis.*

## SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

Object Description	2019-20	2020-21	2020-21	2021-22	Change from	
	Actual	Adopted	Estimate	Adopted	2020-21	Adopted
51101 Salaries & Allowances	\$16,685,811	\$17,097,598	\$16,597,185	\$17,552,673	\$455,075	2.7%
51102 Sworn Employee Salaries	14,055,402	13,861,151	13,235,694	14,129,945	268,794	1.9%
51103 Part Time Employee Salaries	2,529,006	2,474,121	1,883,449	2,782,686	308,565	12.5%
51104 Overtime Regular Employees	381,529	419,052	384,732	456,630	37,578	9.0%
51105 Overtime Sworn Employees	3,208,995	3,612,246	3,360,010	3,692,516	80,270	2.2%
51106 Overtime Mutual Aid	98,907	169,344	625,000	169,344	-	-
51107 Overtime Special Events	1,044,359	349,654	311,700	478,554	128,900	36.9%
51108 Cooperative Resources	12,186	50,000	50,000	50,000	-	-
51109 Overtime Training & Special Detail	51,141	163,220	163,220	163,220	-	-
51110 Supplemental Pension Plan	22,327	23,000	15,592	13,228	(9,772)	(42.5%)
51111 Single Highest Year Plan	51,473	56,000	29,362	20,452	(35,548)	(63.5%)
51113 Commuter Pay	8,520	10,000	2,000	10,000	-	-
51114 Fire Retiree's Health Ins	22,524	26,000	22,677	23,000	(3,000)	(11.5%)
51115 Police Retiree's Health Plan	101,047	87,000	94,661	95,000	8,000	9.2%
51116 Miscellaneous Retirees Health Plan	35,527	49,000	41,576	45,000	(4,000)	(8.2%)
51201 Group Medical Insurance	4,470,934	4,667,782	4,362,045	4,898,446	230,664	4.9%
51202 Medicare	523,787	533,851	519,211	490,240	(43,611)	(8.2%)
51204 401A Plan City	294,238	303,003	311,695	340,670	37,667	12.4%
51205 Contribution to City Pension Plan	50,000	50,001	50,001	33,680	(16,321)	(32.6%)
51211 PERS Regular Contributions	1,504,589	1,670,032	1,648,245	1,678,862	8,830	0.5%
51212 PERS Sworn Contributions	2,722,082	2,730,349	2,770,800	3,070,392	340,043	12.5%
51213 PERS Regular Net Pension Liability	1,550,877	1,833,631	1,772,633	-	(1,833,631)	(100.0%)
51214 PERS Sworn Net Pension Liability	3,275,771	3,898,117	3,768,309	-	(3,898,117)	(100.0%)
51219 PERS Supplement Retirement Paym	12,298	-	12,713	13,094	13,094	-
51221 Accrued Leave	(7,864)	-	-	-	-	-
51231 Unemployment	25,020	25,020	25,020	60,000	34,980	139.8%
51232 Workers Compensation	4,933,680	4,835,640	4,835,640	4,648,800	(186,840)	(3.9%)
<b>Total Salaries &amp; Benefits</b>	<b>\$57,664,164</b>	<b>\$58,994,812</b>	<b>\$56,893,170</b>	<b>\$54,916,432</b>	<b>(4,078,380)</b>	<b>(6.9%)</b>
52101 Contract Services	\$27,092,203	\$15,567,857	\$23,678,835	\$18,559,916	\$2,992,059	19.2%
52102 Audit Services	56,690	57,000	53,310	57,000	-	-
52103 Computer Contract Services	732,440	1,523,894	1,634,871	1,590,921	67,027	4.4%
52104 Elections	869	107,350	100,000	500	(106,850)	(99.5%)
52105 SBRPCA Communications	1,758,904	2,132,791	2,132,791	1,698,767	(434,024)	(20.4%)
52106 Physical/Psychological Exams	44,270	32,780	54,335	57,480	24,700	75.4%
52107 Legal Services	1,165,119	913,000	1,164,000	1,000,000	87,000	9.5%
52108 Background Investigations	1,903	6,184	2,864	4,884	(1,300)	(21.0%)
52109 Automotive Repair Services	83,949	72,100	72,100	85,000	12,900	17.9%
52201 Departmental Supplies	1,886,685	2,066,875	1,950,683	2,068,565	1,690	0.1%
52202 Office Supplies	101,305	114,050	47,250	89,750	(24,300)	(21.3%)
52203 Printing	92,722	132,891	59,311	128,153	(4,738)	(3.6%)
52204 Postage	67,445	93,648	43,618	68,323	(25,325)	(27.0%)
52205 Uniforms/Safety Equipment	269,033	267,355	216,980	284,955	17,600	6.6%
52206 Advertising	101,490	80,062	90,430	92,154	12,092	15.1%
52207 Tools & Minor Equipment	7,281	8,400	8,400	8,900	500	6.0%
52208 Automotive Parts	29,800	25,000	25,000	25,000	-	-
52301 Training, Conferences & Meetings	335,460	463,717	233,469	483,311	19,594	4.2%
52302 STC Training	1,669	3,850	2,500	3,850	-	-
52303 POST Training	22,712	49,700	25,000	49,700	-	-
52304 Employee Awards & Events	13,474	31,000	28,100	27,000	(4,000)	(12.9%)
52305 Recruitment Costs	72,282	31,044	40,500	50,044	19,000	61.2%
52306 Tuition Reimbursement	19,459	30,000	25,000	30,000	-	-
52307 Memberships & Dues	99,289	120,518	112,481	123,947	3,429	2.8%
52308 Reference Books & Periodicals	11,129	13,764	11,589	13,390	(374)	(2.7%)
52401 Warehouse Inventory Purchases	90,888	80,000	85,000	85,000	5,000	6.3%
52402 Automotive Fuel	305,864	371,150	371,150	371,150	-	-
52403 City Store Purchases	21,208	30,000	30,000	30,000	-	-
52404 Bank Service Charge	479,785	497,000	586,637	650,000	153,000	30.8%
52406 Assessments & Taxes	62,051	434,160	429,230	434,160	-	-
52501 Bus Pass Subsidies	4,450	6,600	4,450	5,600	(1,000)	(15.2%)
52502 Recreation Bus Trips	40,595	59,225	-	59,225	-	-
52601 Insurance Premiums	817,709	970,193	913,898	1,040,993	70,800	7.3%
52602 Claims Paid	4,406,844	4,550,000	4,550,000	4,550,000	-	-
52603 Claims Administration	241,744	243,215	245,283	255,000	11,785	4.8%
52604 Miscellaneous Bonds/Insurance	7,400	9,250	8,497	10,250	1,000	10.8%

## SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

Object Description	2019-20	2020-21	2020-21	2021-22	Change from	
	Actual	Adopted	Estimate	Adopted	2020-21	Adopted
52605 Unemployment Claims	115,302	25,000	195,000	100,000	75,000	300.0%
52606 Property Insurance	215,758	280,500	289,639	414,000	133,500	47.6%
52702 Public Service Events	30,726	13,750	-	21,750	8,000	58.2%
52703 City Funds Match	14,293	12,000	8,000	12,000	-	-
52704 City Funds Exchange	200,000	-	188,125	-	-	-
52705 Service Agency Contributions	37,315	37,315	37,315	37,315	-	-
52706 DMBBPA Allocation	102,906	103,000	103,000	103,000	-	-
52711 UAD Loan Program	1,798	-	-	-	-	-
52712 UAD Construction Fund Refunds	(3,521)	-	-	-	-	-
52713 City Loans	-	-	100,000	-	-	-
52801 Computers, Supplies & Software	573,448	670,290	641,138	894,905	224,615	33.5%
52802 Computer Maintenance & Repairs	25,128	24,434	24,320	24,434	-	-
53101 Telephone	259,210	259,501	209,740	261,850	2,349	0.9%
53102 Electricity	920,046	1,048,508	833,895	970,529	(77,979)	(7.4%)
53103 Natural Gas	150,543	138,214	153,535	152,801	14,587	10.6%
53104 Water	540,386	548,064	502,462	547,410	(654)	(0.1%)
<b>Total Materials &amp; Services</b>	<b>\$43,729,457</b>	<b>\$34,356,199</b>	<b>\$42,323,731</b>	<b>\$37,632,882</b>	<b>3,276,683</b>	<b>9.5%</b>
54101 Administrative Service Charge	\$3,569,704	\$3,398,018	\$3,699,819	\$2,855,422	(542,596)	(16.0%)
54102 Warehouse Purchases	79,147	121,564	113,720	119,436	(\$2,128)	(1.8%)
54103 Garage Purchases	26,197	30,000	30,000	30,000	-	-
54104 Information Systems Allocation	2,814,624	2,814,340	2,814,340	3,039,108	224,768	-
54105 Insurance Allocation	1,843,020	2,293,320	2,293,320	2,630,760	337,440	14.7%
54106 Fleet Rental Allocation	1,114,056	-	-	1,061,270	1,061,270	-
54107 Fleet Maintenance Allocation	1,155,634	-	-	1,186,942	1,186,942	-
54108 Building & Operations Allocation	1,698,042	1,931,161	1,931,161	1,954,980	23,819	1.2%
54109 Engineering Service Charges	-	-	-	1,125,916	1,125,916	-
<b>Total Internal Services</b>	<b>\$12,300,423</b>	<b>\$10,588,403</b>	<b>\$10,882,360</b>	<b>\$14,003,834</b>	<b>3,415,431</b>	<b>32.3%</b>
<b>Total Operating Expenditures</b>	<b>\$113,694,044</b>	<b>\$103,939,414</b>	<b>\$110,099,261</b>	<b>\$106,553,148</b>	<b>2,613,734</b>	<b>5.9%</b>
59201 Transfers Out	\$10,222	\$12,230	\$12,230	\$122,001	\$109,771	897.6%
<b>Total Transfers</b>	<b>\$10,222</b>	<b>\$12,230</b>	<b>\$12,230</b>	<b>\$122,001</b>	<b>109,771</b>	<b>897.6%</b>
61203 Computer Equipment & Software	\$569,175	\$460,243	\$307,395	\$460,938	695	0.2%
61204 ERP Implementation	218,682	108,093	323,671	32,854	(75,239)	(69.6%)
61301 Machinery & Equipment	155,893	10,000	15,141	22,690	12,690	126.9%
61401 Vehicles	338,841	654,000	244,676	2,764,536	2,110,536	322.7%
62201 CIP Bldg & Facility - CYr	2,271,949	17,145,000	15,536,107	2,985,000	(14,160,000)	(82.6%)
62202 CIP Landscape & Site - CYr	10,665	-	157,054	1,600,000	1,600,000	-
62211 CIP Street Improvements - CYr	2,999,872	7,145,000	13,697,137	4,885,000	(2,260,000)	(31.6%)
62221 CIP Utility Improvements - CYr	2,721,616	1,100,000	3,238,890	4,600,000	3,500,000	318.2%
62231 Infrastructure Improvements	766,341	600,000	518,615	800,000	200,000	33.3%
<b>Total Capital Projects &amp; Equipment</b>	<b>\$10,053,032</b>	<b>\$27,222,336</b>	<b>\$34,038,686</b>	<b>\$18,151,018</b>	<b>(9,071,318)</b>	<b>(33.3%)</b>
71101 Bond Principal	\$2,360,000	\$2,120,000	\$2,120,000	\$3,090,001	\$970,001	45.8%
71102 Bond Interest	875,300	1,204,705	1,204,705	1,230,471	25,766	2.1%
71103 Bond Administration Fee	7,125	13,400	13,400	13,400	-	-
71107 POB Miscellaneous Principal	-	-	-	995,008	995,008	-
71108 POB Miscellaneous Interest	-	-	-	741,759	741,759	-
71109 POB Safety Principal	-	-	-	2,170,000	2,170,000	-
71110 POB Safety Interest	-	-	-	1,616,350	1,616,350	-
72101 Land Leases	468,650	572,000	561,803	687,000	115,000	20.1%
<b>Total Debt Service</b>	<b>\$3,711,075</b>	<b>\$3,910,105</b>	<b>\$3,899,908</b>	<b>\$10,543,989</b>	<b>\$6,633,884</b>	<b>169.7%</b>
<b>Total Other Expenditures</b>	<b>\$13,774,329</b>	<b>\$31,144,671</b>	<b>\$37,950,824</b>	<b>\$28,817,008</b>	<b>(\$2,327,663)</b>	<b>(7.5%)</b>
<b>Total City-Wide Expenditures</b>	<b>\$127,468,374</b>	<b>\$135,084,085</b>	<b>\$148,050,085</b>	<b>\$135,370,156</b>	<b>\$286,071</b>	<b>0.2%</b>

## SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

Object Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total	Change from 2019-20 Adopted	
51101 Salaries & Allowances	\$13,389,439	\$13,538,676	\$13,059,604	\$13,998,745	18.0%	\$460,069	3.4%
51102 Sworn Employee Salaries	14,055,402	13,861,151	13,235,694	14,129,945	18.2%	268,794	1.9%
51103 Part Time Employee Salaries	1,974,873	2,106,711	1,617,605	2,460,951	3.2%	354,240	16.8%
51104 Overtime Regular Employees	286,574	290,494	265,376	321,381	0.4%	30,887	10.6%
51105 Overtime Sworn Employees	3,208,995	3,561,646	3,309,410	3,635,516	4.7%	73,870	2.1%
51106 Overtime Mutual Aid	98,907	169,344	625,000	169,344	0.2%	-	-
51107 Overtime Special Events	1,043,142	349,654	311,700	478,554	0.6%	128,900	36.9%
51108 Cooperative Resources	12,186	50,000	50,000	50,000	0.1%	-	-
51109 Overtime Training & Special Detail	51,141	163,220	163,220	163,220	0.2%	-	-
51113 Commuter Pay	8,520	10,000	2,000	10,000	-	-	-
51201 Group Medical Insurance	3,922,871	4,064,830	3,761,563	4,243,352	5.5%	178,522	4.4%
51202 Medicare	468,267	475,141	463,121	434,062	0.6%	(41,079)	(8.6%)
51204 401A Plan City	258,121	259,664	259,805	287,557	0.4%	27,893	10.7%
51205 Contribution to City Pension Plan	50,000	50,001	50,001	33,680	0.0%	(16,321)	(32.6%)
51211 PERS Regular Contributions	1,200,952	1,314,760	1,301,102	1,333,430	1.7%	18,670	1.4%
51212 PERS Sworn Contributions	2,722,082	2,730,349	2,770,800	3,070,392	4.0%	340,043	12.5%
51213 PERS Regular Net Pension Liability	1,232,191	1,468,638	1,419,781	-	-	(1,468,638)	(100.0%)
51214 PERS Sworn Net Pension Liability	3,275,771	3,898,117	3,768,309	-	-	(3,898,117)	(100.0%)
51219 PERS Supplement Retirement Payr	12,298	-	12,713	13,094	0.0%	13,094	-
51231 Unemployment	25,020	25,020	25,020	60,000	-	34,980	139.8%
51232 Workers Compensation	4,610,040	4,690,320	4,690,320	4,646,940	6.0%	(43,380)	(0.9%)
<b>Total Salaries &amp; Benefits</b>	<b>\$51,906,792</b>	<b>\$53,077,736</b>	<b>\$51,162,144</b>	<b>\$49,540,163</b>	<b>63.8%</b>	<b>(3,537,573)</b>	<b>(6.7%)</b>
52101 Contract Services	\$5,809,770	\$5,381,167	\$5,627,288	\$6,192,973	8.0%	\$811,806	15.1%
52102 Audit Services	56,690	57,000	53,310	57,000	0.1%	-	-
52103 Computer Contract Services	424,216	601,604	608,426	640,345	0.8%	38,741	6.4%
52104 Elections	869	107,350	100,000	500	0.0%	(106,850)	(99.5%)
52105 SBRPCA Communications	1,758,904	2,132,791	2,132,791	1,698,767	2.2%	(434,024)	(20.4%)
52106 Physical/Psychological Exams	44,270	32,780	54,335	57,480	-	24,700	75.4%
52107 Legal Services	1,069,586	913,000	1,164,000	1,000,000	1.3%	87,000	9.5%
52108 Background Investigations	1,903	6,184	2,864	4,884	-	(1,300)	(21.0%)
52109 Automotive Repair Services	83,949	72,100	72,100	85,000	0.1%	12,900	17.9%
52201 Departmental Supplies	1,108,071	949,182	749,426	1,081,622	1.4%	132,440	14.0%
52202 Office Supplies	100,888	113,050	46,600	88,750	0.1%	(24,300)	(21.5%)
52203 Printing	79,078	121,279	51,238	116,541	0.1%	(4,738)	(3.9%)
52204 Postage	66,288	92,055	42,696	67,151	0.1%	(24,904)	(27.1%)
52205 Uniforms/Safety Equipment	229,316	209,340	184,540	225,490	0.3%	16,150	7.7%
52206 Advertising	79,315	79,362	90,430	91,454	0.1%	12,092	15.2%
52207 Tools & Minor Equipment	259	500	500	1,000	-	500	100.0%
52301 Training, Conferences & Meetings	281,356	367,862	181,050	381,456	0.5%	13,594	3.7%
52302 STC Training	1,669	3,850	2,500	3,850	-	-	-
52303 POST Training	22,712	49,700	25,000	49,700	0.1%	-	-
52304 Employee Awards & Events	13,474	31,000	28,100	27,000	-	(4,000)	(12.9%)
52305 Recruitment Costs	72,282	31,044	40,500	50,044	-	19,000	61.2%
52306 Tuition Reimbursement	19,459	30,000	25,000	30,000	-	-	-
52307 Memberships & Dues	84,689	111,183	103,066	114,262	0.1%	3,079	2.8%
52308 Reference Books & Periodicals	10,355	12,264	10,339	11,890	-	(374)	(3.0%)
52403 City Store Purchases	21,208	30,000	30,000	30,000	0.0%	-	-
52404 Bank Service Charge	160,283	160,000	263,995	291,061	0.4%	131,061	81.9%
52406 Assessments & Taxes	3,798	4,000	3,704	4,000	-	-	-
52702 Public Service Events	30,726	13,750	-	21,750	0.0%	8,000	58.2%
52703 City Funds Match	14,293	12,000	8,000	12,000	0.0%	-	-
52704 City Funds Exchange	200,000	-	188,125	-	-	-	-
52705 Service Agency Contributions	37,315	37,315	37,315	37,315	0.0%	-	-
52713 City Loans	-	-	100,000	-	-	-	-
52801 Computers, Supplies & Software	78,365	35,871	47,138	38,246	0.0%	2,375	6.6%
53101 Telephone	91,270	81,841	55,723	92,151	0.1%	10,310	12.6%
53102 Electricity	357,654	425,146	343,869	395,202	0.5%	(29,944)	(7.0%)
53103 Natural Gas	33,866	28,205	36,739	34,373	0.0%	6,168	21.9%
53104 Water	436,956	433,486	415,353	442,635	0.6%	9,149	2.1%
<b>Total Materials &amp; Services</b>	<b>\$12,885,101</b>	<b>\$12,767,261</b>	<b>\$12,926,060</b>	<b>\$13,475,892</b>	<b>17.3%</b>	<b>708,631</b>	<b>5.6%</b>

## SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

Object Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total	<i>Change from 2019-20 Adopted</i>	
54102 Warehouse Purchases	\$24,834	\$48,256	\$41,020	\$52,456	0.1%	\$4,200	8.7%
54104 Information Systems Allocation	2,501,640	2,490,691	2,490,691	2,713,303	3.5%	222,612	8.9%
54105 Insurance Allocation	1,496,220	2,180,520	2,180,520	2,368,080	3.0%	187,560	8.6%
54106 Fleet Rental Allocation	934,620	-	-	873,130	1.1%	873,130	-
54107 Fleet Maintenance Allocation	968,717	-	-	998,472	1.3%	998,472	-
54108 Building & Operations Allocation	1,469,956	1,672,644	1,672,644	1,692,752	2.2%	20,108	1.2%
<b>Total Internal Services</b>	<b>\$7,395,986</b>	<b>\$6,392,111</b>	<b>\$6,384,875</b>	<b>\$8,698,193</b>	<b>11.2%</b>	<b>2,306,082</b>	<b>36.1%</b>
-							
<b>Total Operating Expenditures</b>	<b>\$72,187,879</b>	<b>\$72,237,108</b>	<b>\$70,473,079</b>	<b>\$71,714,248</b>	<b>92.3%</b>	<b>(522,860)</b>	<b>(2.4%)</b>
-							
59201 Transfers Out	\$10,222	\$12,230	\$12,230	\$122,001	-	\$109,771	897.6%
<b>Total Transfers</b>	<b>\$10,222</b>	<b>\$12,230</b>	<b>\$12,230</b>	<b>\$122,001</b>	<b>-</b>	<b>109,771</b>	<b>897.6%</b>
-							
61203 Computer Equipment & Software	\$159,885	\$245,500	\$74,000	\$195,500	0.3%	(50,000)	(20.4%)
61301 Machinery & Equipment	117,024	10,000	15,141	22,690	-	\$12,690	126.9%
61401 Vehicles	-	140,000	140,000	-	-	(140,000)	(100.0%)
<b>Total Capital Projects &amp; Equipment</b>	<b>\$276,909</b>	<b>\$395,500</b>	<b>\$229,141</b>	<b>\$218,190</b>	<b>0.3%</b>	<b>(177,310)</b>	<b>(44.8%)</b>
-							
71101 Bond Principal	\$305,000	\$310,000	\$310,000	\$320,000	0.4%	\$10,000	3.2%
71102 Bond Interest	176,975	167,750	167,750	156,700	0.2%	(11,050)	(6.6%)
71103 Bond Administration Fee	1,600	1,600	1,600	1,600	-	-	-
71107 POB Miscellaneous Principal	-	-	-	790,158	-	790,158	-
71108 POB Miscellaneous Interest	-	-	-	589,045	-	589,045	-
71109 POB Safety Principal	-	-	-	2,170,000	-	2,170,000	-
71110 POB Safety Interest	-	-	-	1,616,350	-	1,616,350	-
<b>Total Debt Service</b>	<b>\$483,575</b>	<b>\$479,350</b>	<b>\$479,350</b>	<b>\$5,643,853</b>	<b>7.3%</b>	<b>5,164,503</b>	<b>1077.4%</b>
-							
<b>Total Other Expenditures</b>	<b>\$770,706</b>	<b>\$887,080</b>	<b>\$720,721</b>	<b>\$5,984,044</b>	<b>7.7%</b>	<b>\$5,096,964</b>	<b>574.6%</b>
-							
<b>Total General Fund Expenditures</b>	<b>\$72,958,584</b>	<b>\$73,124,188</b>	<b>\$71,193,800</b>	<b>\$77,698,292</b>	<b>100.0%</b>	<b>4,574,104</b>	<b>6.3%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Management Services

Object	Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total
51101	Salaries & Allowances	\$1,006,866	\$961,704	\$972,958	\$1,268,999	35.3%
51103	Part Time Employee Salaries	23,702	25,449	25,449	25,449	0.7%
51104	Overtime Regular Employees	-	-	-	500	0.0%
51201	Group Medical Insurance	159,704	147,653	151,055	199,704	5.5%
51202	Medicare	14,596	14,301	14,474	18,273	0.5%
51204	401A Plan City	40,970	39,413	37,286	40,444	1.1%
51205	Contribution to City Pension Plan	27,043	27,043	27,043	-	-
51211	PERS Regular Contribution	85,707	86,160	87,130	109,891	3.1%
51213	PERS Regular Net Pensions Liability	87,720	99,866	96,544	-	-
51231	Unemployment	420	420	420	200	0.0%
51232	Workers Compensation	59,820	68,100	68,100	1,980	0.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,506,549</b>	<b>\$1,470,109</b>	<b>\$1,480,459</b>	<b>\$1,665,440</b>	<b>46.3%</b>
52101	Contract Services	\$258,546	\$176,370	\$309,210	\$217,870	6.1%
52103	Computer Contract Services	92,014	166,089	154,274	124,209	3.5%
52104	Elections	869	107,350	100,000	500	0.0%
52107	Legal Services	936,315	785,000	1,000,000	785,000	-
52201	Departmental Supplies	41,518	41,600	13,450	47,300	1.3%
52202	Office Supplies	4,313	12,500	2,000	8,000	0.2%
52203	Printing	482	1,000	1,000	1,000	0.0%
52204	Postage	363	564	398	368	-
52206	Advertising	37,699	12,750	42,000	16,250	0.5%
52301	Training, Conferences & Meetings	54,877	45,705	9,000	80,880	2.2%
52304	Employee Awards & Events	4,042	-	-	-	-
52307	Memberships & Dues	47,905	51,305	52,400	55,880	1.6%
52308	Reference Books & Periodicals	132	200	-	200	0.0%
52403	City Store Purchases	21,208	-	-	30,000	0.8%
52406	Assessments & Taxes	3,798	4,000	3,704	4,000	0.1%
52702	Public Service Events	30,726	13,750	-	21,750	0.6%
52801	Computers, Supplies & Software	3,108	-	-	1,000	0.0%
53101	Telephone	4,155	3,331	992	4,214	0.1%
<b>Total Materials &amp; Services</b>		<b>\$1,542,070</b>	<b>\$1,421,514</b>	<b>\$1,688,428</b>	<b>\$1,398,421</b>	<b>38.8%</b>
54102	Warehouse Purchases	\$31	\$250	-	-	-
54104	Information Systems Allocation	279,936	259,788	\$259,788	\$257,860	7.2%
54105	Insurance Allocation	224,400	18,300	18,300	9,540	0.3%
54108	Building & Operations Allocation	147,899	168,292	168,292	170,316	4.7%
<b>Total Internal Services</b>		<b>\$652,265</b>	<b>\$446,630</b>	<b>\$446,380</b>	<b>\$437,716</b>	<b>12.2%</b>
<b>Total Operating Expenditures</b>		<b>\$3,700,884</b>	<b>\$3,338,253</b>	<b>\$3,615,267</b>	<b>\$3,501,577</b>	<b>97.3%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Management Services

Object	Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total
61203	Computer Equipment & Software	\$480	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$480</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
71107	POB Miscellaneous Principal	-	-	-	\$56,218	1.6%
71108	POB Miscellaneous Interest	-	-	-	41,910	1.2%
<b>Total Debt Service</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>\$98,128</b>	<b>2.7%</b>
<b>Total Other Expenditures</b>		<b>\$480</b>	<b>-</b>	<b>-</b>	<b>\$98,128</b>	<b>2.7%</b>
<b>Total Expenditures</b>		<b>\$3,701,364</b>	<b>\$3,338,253</b>	<b>\$3,615,267</b>	<b>\$3,599,705</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund		\$3,701,364	\$3,338,253	\$3,615,267	\$3,599,705	100.0%
<b>Total Source of Funds</b>		<b>\$3,701,364</b>	<b>\$3,338,253</b>	<b>\$3,615,267</b>	<b>\$3,599,705</b>	<b>100.0%</b>



## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Finance

Object	Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total
51101	Salaries & Allowances	\$1,562,520	\$1,557,194	\$1,583,504	\$1,520,896	37.9%
51103	Part Time Employee Salaries	86,788	110,268	107,685	115,604	2.9%
51104	Overtime Regular Employees	10,832	13,517	6,500	6,765	0.2%
51110	Supplemental Pension Plan	22,327	23,000	15,592	13,228	0.3%
51111	Single Highest Year Plan	51,473	56,000	29,362	20,452	0.5%
51114	Fire Retiree's Health Ins	22,524	26,000	22,677	23,000	0.6%
51115	Police Retiree's Health Plan	101,047	87,000	94,661	95,000	2.4%
51116	Miscellaneous Retirees Health Plan	35,527	49,000	41,576	45,000	1.1%
51201	Group Medical Insurance	245,172	254,930	250,985	290,549	7.2%
51202	Medicare	20,737	21,253	21,725	23,727	0.6%
51204	401A Plan City	41,547	41,754	40,196	41,011	1.0%
51205	Contribution to City Pension Plan	1,740	1,740	1,740	650	0.0%
51211	PERS Regular Contribution	138,972	149,176	150,708	145,444	3.6%
51213	PERS Regular Net Pensions Liability	137,214	175,779	169,931	-	-
51231	Unemployment	420	420	420	200	0.0%
51232	Workers Compensation	44,520	24,060	24,060	136,140	3.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$2,523,360</b>	<b>\$2,591,091</b>	<b>\$2,561,322</b>	<b>\$2,477,666</b>	<b>61.8%</b>
52101	Contract Services	\$251,182	\$310,322	\$226,470	\$260,330	6.5%
52102	Audit Services	56,690	57,000	53,310	57,000	1.4%
52103	Computer Contract Services	86,990	100,850	95,000	100,000	2.5%
52201	Departmental Supplies	9,753	8,800	7,050	9,550	0.2%
52202	Office Supplies	7,063	10,500	4,000	7,000	0.2%
52203	Printing	8,326	10,605	9,388	10,747	0.3%
52204	Postage	35,341	46,845	18,683	35,801	-
52205	Uniforms/Safety Equipment	696	1,290	1,470	1,690	0.0%
52206	Advertising	759	1,650	1,180	1,150	0.0%
52208	Automotive Parts	29,800	25,000	25,000	25,000	0.6%
52301	Training, Conferences & Meetings	9,383	15,400	3,575	8,674	0.2%
52304	Employee Awards & Events	462	600	600	600	0.0%
52307	Memberships & Dues	2,086	2,780	2,520	2,780	0.1%
52308	Reference Books & Periodicals	70	1,200	1,200	1,150	0.0%
52401	Warehouse Inventory Purchases	90,888	80,000	85,000	85,000	2.1%
52404	Bank Service Charge	160,283	160,000	263,995	291,061	7.3%
52711	UAD Loan Program	1,798	-	-	-	-
52713	City Loans	-	-	100,000	-	-
52801	Computers, Supplies & Software	710	-	-	-	-
53101	Telephone	4,739	3,798	1,132	4,806	0.1%
<b>Total Materials &amp; Services</b>		<b>\$757,018</b>	<b>\$836,640</b>	<b>\$899,573</b>	<b>\$902,339</b>	<b>22.5%</b>



## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Finance

Object	Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total
54102	Warehouse Purchases	\$5,922	\$12,530	\$9,520	\$9,580	0.2%
54104	Information Systems Allocation	166,212	196,322	196,322	209,512	5.2%
54105	Insurance Allocation	6,600	18,300	18,300	9,540	0.2%
54106	Fleet Rental Allocation	5,052	-	-	5,050	0.1%
54107	Fleet Maintenance Allocation	1,935	-	-	1,974	0.0%
54108	Building & Operations Allocation	209,554	238,448	238,448	241,315	6.0%
<b>Total Internal Services</b>		<b>\$395,275</b>	<b>\$465,600</b>	<b>\$462,590</b>	<b>\$476,971</b>	<b>11.9%</b>
<b>Total Operating Expenditures</b>		<b>\$3,675,653</b>	<b>\$3,893,331</b>	<b>\$3,923,485</b>	<b>\$3,856,976</b>	<b>96.2%</b>
71107	POB Miscellaneous Principal	-	-	-	\$87,799	2.2%
71108	POB Miscellaneous Interest	-	-	-	65,454	1.6%
<b>Total Debt Service</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>\$153,253</b>	<b>3.8%</b>
<b>Total Other Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>\$153,253</b>	<b>3.8%</b>
<b>Total Expenditures</b>		<b>\$3,675,653</b>	<b>\$3,893,331</b>	<b>\$3,923,485</b>	<b>\$4,010,229</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund		\$3,221,059	\$3,408,829	\$3,546,617	\$3,607,149	89.9%
Capital Improvement Fund		1,798	-	-	-	-
Building Maintenance & Operations Fund		219,898	243,502	173,000	206,400	5.1%
Pension Trust Fund		232,897	241,000	203,868	196,680	4.9%
<b>Total Source of Funds</b>		<b>\$3,675,653</b>	<b>\$3,893,331</b>	<b>\$3,923,485</b>	<b>\$4,010,229</b>	<b>100.0%</b>



## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Human Resources

Object	Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total
51101	Salaries & Allowances	\$704,146	\$792,149	\$863,821	\$853,220	9.9%
51103	Part Time Employee Salaries	72,524	-	-	-	-
51104	Overtime Regular Employees	446	1,250	1,250	2,500	0.0%
51113	Commuter Pay	8,520	10,000	2,000	10,000	0.1%
51201	Group Medical Insurance	101,472	108,635	114,012	137,934	1.6%
51202	Medicare	10,951	11,476	12,233	12,370	0.1%
51204	401A Plan City	26,257	30,656	38,133	37,367	0.4%
51211	PERS Regular Contribution	68,585	73,474	81,958	76,192	0.9%
51213	PERS Regular Net Pensions Liability	76,851	85,162	82,329	-	-
51231	Unemployment	420	420	420	200	0.0%
51232	Workers Compensation	51,960	26,520	26,520	66,960	0.8%
<b>Total Salaries &amp; Benefits</b>		<b>\$1,122,131</b>	<b>\$1,139,742</b>	<b>\$1,222,676</b>	<b>\$1,196,743</b>	<b>13.9%</b>
52101	Contract Services	\$185,077	\$211,588	\$275,058	\$297,958	3.5%
52103	Computer Contract Services	1,530	1,767	16,274	11,767	0.1%
52106	Physical/Psychological Exams	21,620	12,000	23,455	29,400	-
52107	Legal Services	133,272	120,000	163,000	210,000	2.4%
52201	Departmental Supplies	4,780	1,500	1,500	1,500	-
52202	Office Supplies	3,182	3,950	2,000	3,950	0.0%
52203	Printing	130	150	150	150	0.0%
52204	Postage	762	1,026	584	772	0.0%
52301	Training, Conferences & Meetings	22,910	57,575	32,000	70,400	0.8%
52304	Employee Awards & Events	5,414	24,000	24,000	20,000	0.2%
52305	Recruitment Costs	70,018	25,500	40,000	44,500	0.5%
52306	Tuition Reimbursement	19,459	30,000	25,000	30,000	-
52307	Memberships & Dues	366	1,000	1,425	2,564	-
52308	Reference Books & Periodicals	180	-	-	100	-
52601	Insurance Premiums	817,709	970,193	913,898	1,040,993	-
52602	Claims Paid	4,406,844	4,550,000	4,550,000	4,550,000	-
52603	Claims Administration	241,744	243,215	245,283	255,000	-
52604	Miscellaneous Bonds/Insurance	7,400	9,250	8,497	10,250	-
52605	Unemployment Claims	115,302	25,000	195,000	100,000	-
52606	Property Insurance	215,758	280,500	289,639	414,000	-
53101	Telephone	2,571	2,061	614	2,608	-
<b>Total Materials &amp; Services</b>		<b>\$6,276,028</b>	<b>\$6,570,275</b>	<b>\$6,807,377</b>	<b>\$7,095,912</b>	<b>82.6%</b>
54102	Warehouse Purchases	\$158	\$200	\$100	\$200	0.0%
54104	Information Systems Allocation	116,832	105,212	105,212	108,499	1.3%
54105	Insurance Allocation	6,960	12,480	12,480	9,540	0.1%
54108	Building & Operations Allocation	86,244	98,136	98,136	99,316	1.2%
<b>Total Internal Services</b>		<b>\$210,194</b>	<b>\$216,028</b>	<b>\$215,928</b>	<b>\$217,555</b>	<b>2.5%</b>
<b>Total Operating Expenditures</b>		<b>\$7,608,353</b>	<b>\$7,926,045</b>	<b>\$8,245,981</b>	<b>\$8,510,210</b>	<b>99.0%</b>
71107	POB Miscellaneous Principal	-	-	-	\$48,994	0.6%
71108	POB Miscellaneous Interest	-	-	-	36,524	0.4%
<b>Total Debt Service</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>\$85,518</b>	<b>0.6%</b>
<b>Total Expenditures</b>		<b>\$7,608,353</b>	<b>\$7,926,045</b>	<b>\$8,245,981</b>	<b>\$8,595,728</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund		\$1,149,060	\$1,179,070	\$1,289,696	\$1,416,358	16.5%
Insurance Reserve		6,459,294	6,746,975	6,956,285	7,179,370	83.5%
<b>Total Source of Funds</b>		<b>\$7,608,353</b>	<b>\$7,926,045</b>	<b>\$8,245,981</b>	<b>\$8,595,728</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Parks and Recreation

Object	Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total
51101	Salaries & Allowances	\$2,029,218	\$1,752,976	\$1,911,328	\$1,726,962	15.8%
51103	Part Time Employee Salaries	1,583,519	1,724,402	1,009,924	1,943,520	17.7%
51104	Overtime Regular Employees	21,706	24,532	17,098	26,774	0.2%
51107	Overtime Special Events	898	-	-	-	-
51201	Group Medical Insurance	329,287	295,180	330,153	319,214	2.9%
51202	Medicare	51,501	54,853	45,942	53,069	0.5%
51204	401A Plan City	35,514	31,256	32,883	36,642	0.3%
51205	Contribution to City Pension Plan	7,538	7,538	7,538	11,766	0.1%
51211	PERS Regular Contribution	249,254	249,303	241,323	241,745	2.2%
51213	PERS Regular Net Pensions Liability	181,549	208,053	201,132	-	-
51231	Unemployment	8,100	8,100	8,100	46,816	0.4%
51232	Workers Compensation	106,800	58,860	58,860	122,040	1.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$4,604,883</b>	<b>\$4,415,053</b>	<b>\$3,864,281</b>	<b>\$4,528,548</b>	<b>41.4%</b>
52101	Contract Services	\$1,869,039	\$1,833,286	\$1,484,483	\$2,034,401	18.6%
52103	Computer Contract Services	22,755	25,000	25,000	25,000	0.2%
52201	Departmental Supplies	393,090	272,964	124,210	325,864	3.0%
52202	Office Supplies	31,814	21,000	6,000	16,000	0.1%
52203	Printing	55,278	68,256	13,000	68,826	0.6%
52204	Postage	13,381	20,995	9,927	13,555	0.1%
52205	Uniforms/Safety Equipment	18,877	14,345	3,500	14,595	0.1%
52206	Advertising	31,906	39,912	21,000	39,912	0.4%
52301	Training, Conferences & Meetings	24,774	17,497	7,754	14,497	0.1%
52304	Employee Awards & Events	105	-	-	-	-
52305	Recruitment Costs	2,264	5,544	500	5,544	0.1%
52307	Memberships & Dues	11,840	15,658	8,393	13,148	0.1%
52308	Reference Books & Periodicals	1,650	1,774	400	1,200	0.0%
52403	City Store Purchases	-	30,000	30,000	-	-
52501	Bus Pass Subsidies	4,450	6,600	4,450	5,600	0.1%
52502	Recreation Bus Trips	40,595	59,225	-	59,225	0.5%
52704	City Funds Exchange	200,000	-	188,125	-	-
52705	Service Agency Contributions	37,315	37,315	37,315	37,315	0.3%
52801	Computers, Supplies & Software	10,360	4,396	4,000	4,396	0.0%
53101	Telephone	16,072	14,665	10,660	16,299	0.1%
53102	Electricity	93,762	120,310	85,295	95,919	0.9%
53103	Natural Gas	8,736	7,937	8,042	8,867	0.1%
<b>Total Materials &amp; Services</b>		<b>\$2,888,063</b>	<b>\$2,616,679</b>	<b>\$2,072,054</b>	<b>\$2,800,163</b>	<b>25.6%</b>
54102	Warehouse Purchases	\$4,349	\$19,154	\$13,500	\$21,026	0.2%
54104	Information Systems Allocation	541,548	479,520	479,520	485,615	4.4%
54105	Insurance Allocation	279,360	90,300	90,300	556,440	5.1%
54106	Fleet Rental Allocation	32,676	-	-	31,350	0.3%
54107	Fleet Maintenance Allocation	73,947	-	-	78,557	0.7%
54108	Building & Operations Allocation	147,899	168,292	168,292	170,315	1.6%
<b>Total Internal Services</b>		<b>\$1,079,779</b>	<b>\$757,266</b>	<b>\$751,612</b>	<b>\$1,343,303</b>	<b>12.3%</b>
<b>Total Operating Expenditures</b>		<b>\$8,572,725</b>	<b>\$7,788,998</b>	<b>\$6,687,947</b>	<b>\$8,672,014</b>	<b>79.2%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Parks and Recreation

Object	Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total
61301	Machinery & Equipment	-	-	-	\$22,690	0.2%
62202	CIP Landscape & Site - CYr	\$10,665	-	\$157,054	1,600,000	14.6%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$10,665</b>	<b>\$0</b>	<b>\$157,054</b>	<b>\$1,622,690</b>	<b>14.8%</b>
71101	Bond Principal	\$305,000	\$310,000	\$310,000	\$320,000	2.9%
71102	Bond Interest	176,975	167,750	167,750	156,700	1.4%
71103	Bond Administration Fee	1,600	1,600	1,600	1,600	0.0%
71107	POB Miscellaneous Principal	-	-	-	101,202	0.9%
71108	POB Miscellaneous Interest	-	-	-	75,446	0.7%
<b>Total Debt Service</b>		<b>\$483,575</b>	<b>\$479,350</b>	<b>\$479,350</b>	<b>\$654,948</b>	<b>6.0%</b>
<b>Total Other Expenditures</b>		<b>\$494,240</b>	<b>\$479,350</b>	<b>\$636,404</b>	<b>\$2,277,638</b>	<b>20.8%</b>
<b>Total Expenditures</b>		<b>\$9,066,965</b>	<b>\$8,268,348</b>	<b>\$7,324,351</b>	<b>\$10,949,652</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund		\$8,144,795	\$7,326,536	\$6,498,765	\$8,417,571	76.9%
Proposition A Fund		911,505	941,812	668,532	932,081	8.5%
Capital Improvement Fund		10,665	-	157,054	1,600,000	14.6%
<b>Total Source of Funds</b>		<b>\$9,066,965</b>	<b>\$8,268,348</b>	<b>\$7,324,351</b>	<b>\$10,949,652</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Police

Object	Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total
51101	Salaries & Allowances	\$2,860,206	\$3,006,495	\$2,908,929	\$2,823,402	8.9%
51102	Sworn Employee Salaries	8,936,951	8,926,637	8,787,889	9,200,176	29.0%
51103	Part Time Employee Salaries	294,279	336,609	337,000	412,900	1.3%
51104	Overtime Regular Employees	222,934	211,559	215,250	244,874	0.8%
51105	Overtime Sworn Employees	1,412,232	1,726,990	1,489,800	1,815,890	5.7%
51107	Overtime Special Events	994,109	268,200	280,000	385,700	1.2%
51201	Group Medical Insurance	1,647,202	1,766,334	1,569,013	1,697,285	5.3%
51202	Medicare	202,620	206,681	189,380	175,207	0.6%
51204	401A Plan City	15,042	16,397	14,805	18,210	0.1%
51205	Contribution to City Pension Plan	9,971	9,971	9,971	15,474	0.0%
51211	PERS Regular Contribution	238,874	278,954	275,653	255,222	0.8%
51212	PERS Sworn Contributions	1,739,958	1,768,391	1,832,714	2,060,530	6.5%
51213	PERS Regular Net Pensions Liability	257,330	313,545	303,114	-	-
51214	PERS Sworn Net Pension Liability	2,258,941	2,524,730	2,440,656	-	-
51219	PERS Supplement Retirement Payrr	4,178	-	4,373	4,504	0.0%
51231	Unemployment	8,700	8,700	8,700	4,175	0.0%
51232	Workers Compensation	2,697,660	2,891,700	2,891,700	1,800,840	5.7%
<b>Total Salaries &amp; Benefits</b>		<b>\$23,801,186</b>	<b>\$24,261,893</b>	<b>\$23,558,947</b>	<b>\$20,914,389</b>	<b>65.8%</b>
52101	Contract Services	\$819,936	\$753,060	\$908,000	\$1,252,868	3.9%
52103	Computer Contract Services	157,753	246,910	258,291	320,550	1.0%
52105	SBRPCA Communications	1,329,408	1,595,843	1,595,843	1,311,575	4.1%
52106	Physical/Psychological Exams	22,650	19,900	30,000	27,200	0.1%
52107	Legal Services	-	8,000	1,000	5,000	0.0%
52108	Background Investigations	1,903	5,320	2,000	4,020	0.0%
52201	Departmental Supplies	289,983	343,490	429,800	295,540	0.9%
52202	Office Supplies	25,644	40,100	20,000	32,100	0.1%
52203	Printing	10,509	17,100	9,000	16,100	0.1%
52204	Postage	7,528	10,365	6,000	7,626	0.0%
52205	Uniforms/Safety Equipment	172,382	150,690	118,300	152,290	0.5%
52206	Advertising	-	500	-	800	0.0%
52301	Training, Conferences & Meetings	104,559	120,450	50,300	127,100	0.4%
52302	STC Training	1,669	3,850	2,500	3,850	0.0%
52303	POST Training	22,712	49,700	25,000	49,700	0.2%
52304	Employee Awards & Events	1,619	2,900	1,000	2,900	0.0%
52307	Memberships & Dues	4,923	9,540	8,650	9,540	0.0%
52308	Reference Books & Periodicals	691	990	800	990	0.0%
52703	City Funds Match	14,293	12,000	8,000	12,000	0.0%
52714	Bond Refunding	-	-	-	-	-
52801	Computers, Supplies & Software	13,219	11,500	9,500	28,500	0.1%
53101	Telephone	36,058	33,371	26,279	36,563	0.1%
53102	Electricity	134,918	135,316	148,268	138,021	0.4%
53103	Natural Gas	9,086	7,287	9,292	9,222	0.0%
53104	Water	14,280	15,747	15,237	14,466	0.0%
<b>Total Materials &amp; Services</b>		<b>\$3,195,722</b>	<b>\$3,593,929</b>	<b>\$3,683,060</b>	<b>\$3,858,521</b>	<b>12.1%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Police

Object	Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total
54102	Warehouse Purchases	\$2,807	\$2,000	\$4,500	\$4,500	0.0%
54104	Information Systems Allocation	684,588	676,124	676,124	798,818	2.5%
54105	Insurance Allocation	541,440	644,880	644,880	746,220	2.3%
54106	Fleet Rental Allocation	402,192	-	-	353,780	1.1%
54107	Fleet Maintenance Allocation	712,305	-	-	745,353	2.3%
54108	Building & Operations Allocation	422,344	480,580	480,580	486,357	1.5%
<b>Total Internal Services</b>		<b>\$2,765,676</b>	<b>\$1,803,584</b>	<b>\$1,806,084</b>	<b>\$3,135,028</b>	<b>9.9%</b>
<b>Total Operating Expenditures</b>		<b>\$29,762,584</b>	<b>\$29,659,406</b>	<b>\$29,048,091</b>	<b>\$27,907,938</b>	<b>87.9%</b>
61203	Computer Equipment & Software	-	\$204,000	\$74,000	\$154,000	0.5%
61301	Machinery & Equipment	\$104,120	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$104,120</b>	<b>\$204,000</b>	<b>\$74,000</b>	<b>\$154,000</b>	<b>0.5%</b>
71101	Bond Principal	\$257,500	\$265,000	\$265,000	\$582,500	1.8%
71102	Bond Interest	127,619	119,782	119,782	251,719	0.8%
71103	Bond Administration Fee	900	900	900	900	0.0%
71107	POB Miscellaneous Principal	-	-	-	164,125	0.5%
71108	POB Miscellaneous Interest	-	-	-	122,354	0.4%
71109	POB Safety Principal	-	-	-	1,480,000	4.7%
71110	POB Safety Interest	-	-	-	1,102,890	3.5%
<b>Total Debt Service</b>		<b>\$386,019</b>	<b>\$385,682</b>	<b>\$385,682</b>	<b>\$3,704,488</b>	<b>11.7%</b>
<b>Total Other Expenditures</b>		<b>\$490,139</b>	<b>\$589,682</b>	<b>\$459,682</b>	<b>\$3,858,488</b>	<b>12.1%</b>
<b>Total Expenditures</b>		<b>\$30,252,723</b>	<b>\$30,249,088</b>	<b>\$29,507,773</b>	<b>\$31,766,426</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund		\$29,618,707	\$29,573,506	\$28,646,245	\$30,667,807	96.5%
Asset Forfeiture		196,967	147,900	233,846	108,500	0.3%
Police Safety Grants Fund		51,030	142,000	242,000	155,000	0.5%
Capital Improvement Fund		386,019	385,682	385,682	835,119	2.6%
<b>Total Source of Funds</b>		<b>\$30,252,723</b>	<b>\$30,249,088</b>	<b>\$29,507,773</b>	<b>\$31,766,426</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Fire

Object	Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total
51101	Salaries & Allowances	\$86,909	\$90,758	\$93,257	\$169,602	1.1%
51102	Sworn Employee Salaries	5,118,450	4,934,514	4,447,805	4,929,769	31.1%
51103	Part Time Employee Salaries	106,388	167,341	125,212	153,340	1.0%
51104	Overtime Regular Employees	-	1,000	250	1,000	0.0%
51105	Overtime Sworn Employees	1,796,763	1,885,256	1,870,210	1,876,626	11.8%
51106	Overtime Mutual Aid	98,907	169,344	625,000	169,344	1.1%
51107	Overtime Special Events	22,561	31,704	31,700	31,704	0.2%
51108	Cooperative Resources	12,186	50,000	50,000	50,000	0.3%
51109	Overtime Training & Special Detail	51,141	163,220	163,220	163,220	1.0%
51201	Group Medical Insurance	707,262	712,281	616,201	679,982	4.3%
51202	Medicare	96,786	92,852	110,423	72,235	0.5%
51204	401A Plan City	4,838	3,665	14	5,641	0.0%
51211	PERS Regular Contribution	14,292	14,678	10,760	21,988	0.1%
51212	PERS Sworn Contributions	982,124	961,958	938,086	1,009,862	6.4%
51213	PERS Regular Net Pensions Liability	8,699	9,850	9,522	-	-
51214	PERS Sworn Net Pension Liability	1,016,830	1,373,387	1,327,653	-	-
51219	PERS Supplement Retirement Payrr	8,120	-	8,340	8,590	0.1%
51231	Unemployment	420	420	420	-	-
51232	Workers Compensation	1,512,780	1,519,680	1,519,680	2,449,080	15.4%
<b>Total Salaries &amp; Benefits</b>		<b>\$11,645,456</b>	<b>\$12,181,908</b>	<b>\$11,947,753</b>	<b>\$11,791,983</b>	<b>74.4%</b>
52101	Contract Services	\$429,480	\$443,283	\$506,570	\$434,573	2.7%
52103	Computer Contract Services	19,362	24,750	26,276	19,820	0.1%
52105	SBRPCA Communications	429,496	536,948	536,948	387,192	2.4%
52106	Physical/Psychological Exams	-	880	880	880	0.0%
52108	Background Investigations	-	864	864	864	0.0%
52109	Automotive Repair Services	83,949	72,100	72,100	85,000	0.5%
52201	Departmental Supplies	243,007	162,500	170,349	161,250	1.0%
52202	Office Supplies	2,536	5,000	2,600	3,000	0.0%
52203	Printing	641	1,780	1,700	1,430	0.0%
52204	Postage	180	248	144	182	0.0%
52205	Uniforms/Safety Equipment	46,346	43,890	42,100	59,440	0.4%
52301	Training, Conferences & Meetings	41,808	75,750	72,250	55,550	0.4%
52304	Employee Awards & Events	1,300	2,000	1,000	2,000	0.0%
52307	Memberships & Dues	3,778	4,005	3,185	4,005	0.0%
52308	Reference Books & Periodicals	2,391	2,850	2,850	2,850	0.0%
52801	Computers, Supplies & Software	45	-	-	-	-
53101	Telephone	15,369	14,557	11,845	15,585	0.1%
53102	Electricity	69,619	72,869	76,722	71,220	0.4%
53103	Natural Gas	8,442	6,884	12,222	8,568	0.1%
53104	Water	6,885	8,565	5,986	6,974	0.0%
<b>Total Materials &amp; Services</b>		<b>\$1,404,633</b>	<b>\$1,479,723</b>	<b>\$1,546,591</b>	<b>\$1,320,383</b>	<b>8.3%</b>



## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Fire

Object	Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total
54102	Warehouse Purchases	\$5,035	\$4,600	\$4,600	\$4,600	0.0%
54104	Information Systems Allocation	355,848	346,104	346,104	356,685	2.2%
54105	Insurance Allocation	48,600	78,360	78,360	174,000	1.1%
54106	Fleet Rental Allocation	318,756	-	-	305,380	1.9%
54107	Fleet Maintenance Allocation	60,846	-	-	51,476	0.3%
54108	Building & Operations Allocation	158,392	180,232	180,232	182,399	1.2%
<b>Total Internal Services</b>		<b>\$947,477</b>	<b>\$609,296</b>	<b>\$609,296</b>	<b>\$1,074,540</b>	<b>6.8%</b>
<b>Total Operating Expenditures</b>		<b>\$13,997,566</b>	<b>\$14,270,927</b>	<b>\$14,103,640</b>	<b>\$14,186,906</b>	<b>89.5%</b>
59201	Transfers Out	-	-	-	\$30,000	0.2%
<b>Total Transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>0.2%</b>
61203	Computer Equipment & Software	-	\$41,500	-	\$41,500	0.3%
61301	Machinery & Equipment	\$12,904	10,000	\$15,141	-	-
62201	CIP Bldg & Facility - CYr	256,084	-	47,678	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$12,904</b>	<b>\$51,500</b>	<b>\$15,141</b>	<b>\$41,500</b>	<b>0.3%</b>
71101	Bond Principal	\$257,500	\$265,000	\$265,000	\$272,500	1.7%
71102	Bond Interest	127,619	119,782	119,782	111,719	0.7%
71103	Bond Administration Fee	900	900	900	900	0.0%
71107	POB Miscellaneous Principal	-	-	-	5,473	0.0%
71108	POB Miscellaneous Interest	-	-	-	4,080	0.0%
71109	POB Safety Principal	-	-	-	690,000	4.4%
71110	POB Safety Interest	-	-	-	513,460	3.2%
<b>Total Debt Service</b>		<b>\$386,019</b>	<b>\$385,682</b>	<b>\$385,682</b>	<b>\$1,598,132</b>	<b>10.1%</b>
<b>Total Other Expenditures</b>		<b>\$655,006</b>	<b>\$437,182</b>	<b>\$448,501</b>	<b>\$1,669,632</b>	<b>10.5%</b>
<b>Total Expenditures</b>		<b>\$14,652,572</b>	<b>\$14,708,109</b>	<b>\$14,552,141</b>	<b>\$15,856,538</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund		\$14,010,469	\$14,322,427	\$14,118,781	\$15,471,419	97.6%
Capital Improvement Fund		642,102	385,682	433,360	385,119	2.4%
<b>Total Source of Funds</b>		<b>\$14,652,572</b>	<b>\$14,708,109</b>	<b>\$14,552,141</b>	<b>\$15,856,538</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Community Development

Object	Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total
51101	Salaries & Allowances	\$2,616,122	\$2,670,133	\$2,553,234	\$2,868,834	48.6%
51103	Part Time Employee Salaries	120,141	39,442	78,442	42,476	0.7%
51104	Overtime Regular Employees	13,973	19,878	11,878	21,350	0.4%
51201	Group Medical Insurance	395,537	390,428	396,421	462,439	7.8%
51202	Medicare	38,930	37,962	37,360	42,214	0.7%
51204	401A Plan City	28,423	32,420	31,959	39,347	0.7%
51211	PERS Regular Contribution	220,314	245,487	241,749	258,611	4.4%
51213	PERS Regular Net Pensions Liability	247,249	291,058	281,376	-	-
51231	Unemployment	420	420	420	2,209	0.0%
51232	Workers Compensation	48,960	37,320	37,320	34,380	0.6%
<b>Total Salaries &amp; Benefits</b>		<b>\$3,730,070</b>	<b>\$3,764,548</b>	<b>\$3,670,159</b>	<b>\$3,771,860</b>	<b>63.8%</b>
52101	Contract Services	\$1,200,615	\$1,028,991	\$1,342,930	\$951,499	16.1%
52103	Computer Contract Services	-	57,238	54,311	59,999	1.0%
52201	Departmental Supplies	22,414	25,400	9,440	18,900	0.3%
52202	Office Supplies	7,192	10,000	-	8,700	0.1%
52203	Printing	7,028	19,100	16,700	16,100	0.3%
52204	Postage	5,841	8,031	4,655	5,918	0.1%
52205	Uniforms/Safety Equipment	5,366	6,400	5,410	6,200	0.1%
52206	Advertising	8,952	9,250	11,250	18,192	0.3%
52207	Tools & Minor Equipment	259	500	500	1,000	0.0%
52301	Training, Conferences & Meetings	18,126	35,135	13,625	23,005	0.4%
52304	Employee Awards & Events	62	500	500	500	0.0%
52307	Memberships & Dues	13,611	17,335	17,363	17,295	0.3%
52308	Reference Books & Periodicals	4,604	3,250	3,089	3,400	0.1%
52801	Computers, Supplies & Software	20,134	12,175	10,838	11,600	0.2%
53101	Telephone	6,922	5,549	1,653	7,020	0.1%
<b>Total Materials &amp; Services</b>		<b>\$1,321,125</b>	<b>\$1,238,854</b>	<b>\$1,492,264</b>	<b>\$1,149,328</b>	<b>19.5%</b>
54102	Warehouse Purchases	\$2,273	\$1,500	\$1,500	\$1,500	0.0%
54104	Information Systems Allocation	260,172	275,865	275,865	274,887	4.7%
54105	Insurance Allocation	63,420	18,300	18,300	9,540	0.2%
54106	Fleet Rental Allocation	27,252	-	-	27,650	0.5%
54107	Fleet Maintenance Allocation	14,454	-	-	21,580	0.4%
54108	Building & Operations Allocation	246,515	280,507	280,507	283,878	4.8%
<b>Total Internal Services</b>		<b>\$614,086</b>	<b>\$576,172</b>	<b>\$576,172</b>	<b>\$619,035</b>	<b>10.5%</b>
<b>Total Operating Expenditures</b>		<b>\$5,665,280</b>	<b>\$5,579,574</b>	<b>\$5,738,595</b>	<b>\$5,540,223</b>	<b>93.8%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Community Development

Object	Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total
59201	Transfers Out	-	-	-	\$80,000	1.4%
<b>Total Transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>80,000</b>	<b>1.4%</b>
61203	Computer Equipment & Software	\$159,405	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$159,405</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
71107	POB Miscellaneous Principal	-	-	-	\$165,379	2.8%
71108	POB Miscellaneous Interest	-	-	-	123,289	2.1%
<b>Total Debt Service</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>\$288,668</b>	<b>4.9%</b>
<b>Total Other Expenditures</b>		<b>\$159,405</b>	<b>-</b>	<b>-</b>	<b>\$368,668</b>	<b>6.2%</b>
<b>Total Expenditures</b>		<b>\$5,824,685</b>	<b>\$5,579,574</b>	<b>\$5,738,595</b>	<b>\$5,908,891</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund		\$5,824,685	\$5,579,574	\$5,738,595	\$5,908,891	100.0%
<b>Total Source of Funds</b>		<b>\$5,824,685</b>	<b>\$5,579,574</b>	<b>\$5,738,595</b>	<b>\$5,908,891</b>	<b>100.0%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Public Works

Object	Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total
51101	Salaries & Allowances	\$4,880,749	\$5,223,347	\$4,618,256	\$5,311,853	10.4%
51103	Part Time Employee Salaries	122,596	35,500	153,893	52,766	0.1%
51104	Overtime Regular Employees	74,459	114,500	93,050	114,750	0.2%
51107	Overtime Special Events	26,790	49,750	-	61,150	0.1%
51201	Group Medical Insurance	758,300	854,534	783,469	960,169	1.9%
51202	Medicare	72,138	78,521	70,969	78,007	0.2%
51204	401A Plan City	81,165	88,184	88,154	97,134	0.2%
51205	Contribution to City Pension Plan	3,709	3,709	3,709	5,790	0.0%
51211	PERS Regular Contribution	410,105	478,914	456,001	479,190	0.9%
51213	PERS Regular Net Pensions Liability	459,959	541,497	523,484	-	-
51221	Accrued Leave	(7,864)	-	-	-	-
51231	Unemployment	6,120	6,120	6,120	6,200	0.0%
51232	Workers Compensation	348,780	113,220	113,220	37,380	0.1%
<b>Total Salaries &amp; Benefits</b>		<b>\$7,237,006</b>	<b>\$7,587,796</b>	<b>\$6,910,325</b>	<b>\$7,204,389</b>	<b>14.1%</b>
52101	Contract Services	\$21,984,356	\$10,719,610	\$18,538,149	\$13,019,070	25.4%
52103	Computer Contract Services	19,516	103,021	112,980	87,450	0.2%
52107	Legal Services	95,533	-	-	-	-
52201	Departmental Supplies	879,863	1,209,421	1,194,337	1,207,461	2.4%
52202	Office Supplies	19,147	10,000	10,000	10,000	0.0%
52203	Printing	10,167	14,200	8,255	13,100	0.0%
52204	Postage	4,049	5,574	3,227	4,101	0.0%
52205	Uniforms/Safety Equipment	25,366	50,740	46,200	50,740	0.1%
52206	Advertising	22,176	16,000	15,000	15,850	0.0%
52207	Tools & Minor Equipment	7,023	7,900	7,900	7,900	0.0%
52301	Training, Conferences & Meetings	31,223	69,500	22,000	67,000	0.1%
52304	Employee Awards & Events	471	1,000	1,000	1,000	0.0%
52307	Memberships & Dues	13,288	16,695	16,540	16,695	0.0%
52308	Reference Books & Periodicals	1,186	3,000	3,000	3,000	0.0%
52402	Automotive Fuel	305,864	371,150	371,150	371,150	0.7%
52404	Bank Service Charge	319,502	337,000	322,642	358,939	0.7%
52406	Assessments & Taxes	58,253	430,160	425,526	430,160	0.8%
52706	DMBBPA Allocation	102,906	103,000	103,000	103,000	0.2%
52712	UAD Construction Fund Refunds	(3,521)	-	-	-	-
52801	Computers, Supplies & Software	38,300	120,800	41,800	120,750	0.2%
53101	Telephone	169,362	178,994	155,619	171,140	0.3%
53102	Electricity	621,747	720,013	523,610	665,369	1.3%
53103	Natural Gas	124,280	116,106	123,979	126,144	0.2%
53104	Water	519,221	523,752	481,239	525,970	1.0%
<b>Total Materials &amp; Services</b>		<b>\$25,369,275</b>	<b>\$15,127,636</b>	<b>\$22,527,153</b>	<b>\$17,375,989</b>	<b>34.0%</b>
54101	Administrative Service Charge	\$3,569,704	\$3,398,018	\$3,699,819	\$2,855,422	5.6%
54102	Warehouse Purchases	58,312	80,530	79,880	77,230	0.2%
54103	Garage Purchases	26,197	30,000	30,000	30,000	0.1%
54104	Information Systems Allocation	409,488	475,405	475,405	547,232	1.1%
54105	Insurance Allocation	665,700	1,402,740	1,402,740	1,115,940	2.2%
54106	Fleet Rental Allocation	328,128	-	-	338,060	0.7%
54107	Fleet Maintenance Allocation	292,147	-	-	288,002	0.6%
54108	Building & Operations Allocation	242,913	276,408	276,408	279,731	0.5%
54109	Engineering Service Charges	-	-	-	1,125,916	2.2%
<b>Total Internal Services</b>		<b>\$5,592,589</b>	<b>\$5,663,101</b>	<b>\$5,964,252</b>	<b>\$6,657,533</b>	<b>13.0%</b>
<b>Total Operating Expenditures</b>		<b>\$38,198,870</b>	<b>\$28,378,533</b>	<b>\$35,401,730</b>	<b>\$31,237,911</b>	<b>61.1%</b>

## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Public Works

Object	Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total
59201	Transfers Out	\$10,222	\$12,230	\$12,230	\$12,001	0.0%
<b>Total Transfers</b>		<b>\$10,222</b>	<b>\$12,230</b>	<b>\$12,230</b>	<b>\$12,001</b>	<b>-</b>
61203	Computer Equipment & Software	-	\$17,500	-	\$17,500	0.0%
61204	ERP Implementation	\$18,039	-	\$16,786	-	-
61301	Machinery & Equipment	32,321	-	-	-	-
61401	Vehicles	338,841	654,000	244,676	\$2,764,536	5.4%
62201	CIP Bldg & Facility - CYr	2,015,865	17,145,000	15,488,429	2,985,000	5.8%
62211	CIP Street Improvements - CYr	2,999,872	7,145,000	13,697,137	4,885,000	9.5%
62221	CIP Utility Improvements - CYr	2,721,616	1,100,000	3,238,890	4,600,000	9.0%
62231	Infrastructure Improvements	766,341	600,000	518,615	800,000	1.6%
<b>Total Capital Projects &amp; Equipment</b>		<b>\$8,892,894</b>	<b>\$26,661,500</b>	<b>\$33,204,533</b>	<b>\$16,052,036</b>	<b>31.4%</b>
71101	Bond Principal	\$1,540,000	\$1,280,000	\$1,280,000	\$1,915,001	3.7%
71102	Bond Interest	443,088	797,391	797,391	710,333	1.4%
71103	Bond Administration Fee	3,725	10,000	10,000	10,000	0.0%
71107	POB Miscellaneous Principal	-	-	-	308,158	0.6%
71108	POB Miscellaneous Interest	-	-	-	229,717	0.4%
<b>Total Debt Service</b>		<b>\$1,986,813</b>	<b>\$2,087,391</b>	<b>\$2,087,391</b>	<b>\$3,173,209</b>	<b>6.2%</b>
72101	Land Leases	\$468,650	\$572,000	\$561,803	\$687,000	1.3%
<b>Total Property &amp; Equipment Leases</b>		<b>\$468,650</b>	<b>\$572,000</b>	<b>\$561,803</b>	<b>\$687,000</b>	<b>1.3%</b>
<b>Total Other Expenditures</b>		<b>\$11,358,578</b>	<b>\$29,333,121</b>	<b>\$35,865,957</b>	<b>\$19,924,246</b>	<b>38.9%</b>
<b>Total Expenditures</b>		<b>\$49,557,447</b>	<b>\$57,711,654</b>	<b>\$71,267,687</b>	<b>\$51,162,157</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund		\$6,917,908	\$8,395,993	\$7,739,834	\$8,609,392	16.8%
Street Lighting & Landscape Fund		514,791	575,720	500,597	570,702	1.1%
Gas Tax		1,071,915	762,979	2,029,925	2,098,738	4.1%
Proposition C Fund		1,369,003	911,711	9,820,813	192,332	0.4%
AB 2766 Fund		34,421	673	673	673	-
Measure R		30,000	1,267,979	248,723	263,738	0.5%
Measure M		38,890	4,287,979	815,755	2,413,738	4.7%
Capital Improvement Fund		1,795,493	777,670	1,503,928	1,283,546	2.5%
Underground Assessment Districts		7,600,099	-	7,755,512	1,779,705	3.5%
Water Fund		14,172,517	26,567,117	25,219,993	15,551,079	30.4%
Stormwater Fund		965,589	2,697,756	2,483,896	1,787,478	3.5%
Wastewater Fund		1,649,304	3,200,081	3,867,419	3,045,862	6.0%
Refuse Fund		4,224,381	-	-	-	-
Parking Fund		3,943,726	2,415,831	3,710,993	2,933,472	5.7%
County Parking Lots Fund		602,192	747,077	737,471	872,452	1.7%
State Pier and Parking Lot Fund		538,832	539,418	596,522	2,160,254	4.2%
Fleet Management Fund		1,506,201	1,686,502	1,254,782	4,056,296	7.9%
Building Maintenance & Operations Fund		1,583,487	1,757,740	1,861,423	1,890,930	3.7%
Special Assessment Redemption Fund		998,700	717,050	717,050	708,900	1.4%
Special Assessment UAD 12 14 Fund		-	282,099	282,099	606,707	1.2%
Special Assessment UAD 19-04 Fund		-	120,279	120,279	336,163	0.7%
<b>Total Source of Funds</b>		<b>\$49,557,447</b>	<b>\$57,711,654</b>	<b>\$71,267,687</b>	<b>\$51,162,157</b>	<b>100.0%</b>



## SCHEDULE OF EXPENDITURE DETAIL - BY DEPARTMENT

### Information Technology

Object	Description	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	% of Total
51101	Salaries & Allowances	\$939,074	\$1,042,842	\$1,091,898	\$1,008,905	28.7%
51103	Part Time Employee Salaries	119,069	35,110	45,844	36,631	1.0%
51104	Overtime Regular Employees	37,179	32,816	39,456	38,117	1.1%
51201	Group Medical Insurance	126,998	137,807	150,736	151,170	4.3%
51202	Medicare	15,530	15,952	16,705	15,138	0.4%
51204	401A Plan City	20,482	19,258	28,265	24,874	0.7%
51211	PERS Regular Contribution	78,486	93,886	102,963	90,579	2.6%
51213	PERS Regular Net Pensions Liability	94,307	108,821	105,201	-	-
51232	Workers Compensation	62,400	96,180	96,180	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$1,493,524</b>	<b>\$1,582,672</b>	<b>\$1,677,248</b>	<b>\$1,365,414</b>	<b>38.8%</b>
52101	Contract Services	\$93,973	\$91,347	\$87,965	\$91,347	2.6%
52103	Computer Contract Services	332,520	798,269	892,465	842,126	23.9%
52201	Departmental Supplies	2,278	1,200	547	1,200	0.0%
52202	Office Supplies	414	1,000	650	1,000	0.0%
52203	Printing	161	700	118	700	0.0%
52301	Training, Conferences & Meetings	27,801	26,705	22,965	36,205	1.0%
52307	Memberships & Dues	1,492	2,200	2,005	2,040	0.1%
52308	Reference Books & Periodicals	224	500	250	500	0.0%
52801	Computers, Supplies & Software	487,572	521,419	575,000	728,659	20.7%
52802	Computer Maintenance & Repairs	25,128	24,434	24,320	24,434	0.7%
53101	Telephone	3,961	3,175	946	3,615	0.1%
<b>Total Materials &amp; Services</b>		<b>\$975,523</b>	<b>\$1,470,949</b>	<b>\$1,607,231</b>	<b>\$1,731,826</b>	<b>49.2%</b>
54102	Warehouse Purchases	\$260	\$800	\$120	\$800	0.0%
54105	Insurance Allocation	6,540	9,660	9,660	-	-
54108	Building & Operations Allocation	36,283	40,266	40,266	41,353	1.2%
<b>Total Internal Services</b>		<b>\$43,083</b>	<b>\$50,726</b>	<b>\$50,046</b>	<b>\$42,153</b>	<b>1.2%</b>
<b>Total Operating Expenditures</b>		<b>\$2,512,130</b>	<b>\$3,104,347</b>	<b>\$3,334,525</b>	<b>\$3,139,393</b>	<b>89.2%</b>
61203	Computer Equipment & Software	\$409,290	\$197,243	\$233,395	\$247,938	7.0%
61204	ERP Implementation	200,643	108,093	306,885	32,854	0.9%
61301	Machinery & Equipment	6,548	-	-	-	-
<b>Total Capital Projects &amp; Equipment</b>		<b>\$616,481</b>	<b>\$305,336</b>	<b>\$540,280</b>	<b>\$280,792</b>	<b>8.0%</b>
71107	POB Miscellaneous Principal	-	-	-	\$57,660	1.6%
71108	POB Miscellaneous Interest	-	-	-	42,985	1.2%
<b>Total Debt Service</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>\$100,645</b>	<b>2.9%</b>
<b>Total Other Expenditures</b>		<b>\$616,481</b>	<b>\$305,336</b>	<b>\$540,280</b>	<b>\$381,437</b>	<b>10.8%</b>
<b>Total Expenditures</b>		<b>\$3,128,611</b>	<b>\$3,409,683</b>	<b>\$3,874,805</b>	<b>\$3,520,830</b>	<b>100.0%</b>
<b>Source of Funds</b>						
General Fund		\$370,537	-	-	-	-
Information Systems Fund		2,758,073	\$3,409,683	\$3,874,805	\$3,520,830	100.0%
<b>Total Source of Funds</b>		<b>\$3,128,611</b>	<b>\$3,409,683</b>	<b>\$3,874,805</b>	<b>\$3,520,830</b>	<b>100.0%</b>



## SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	<i>Change from 2019/20 Adopted</i>	
<b>Management Services</b>						
City Council	\$391,272	\$369,149	\$335,365	\$410,398	\$41,249	11.2%
City Manager	1,385,935	1,046,083	1,219,039	1,482,985	436,902	41.8%
City Treasurer	35,475	39,076	35,680	45,222	6,146	15.7%
City Clerk	830,040	859,913	891,699	727,824	(132,089)	(15.4%)
City Attorney	1,058,642	1,024,032	1,133,484	933,276	(90,756)	(8.9%)
<b>Total Management Services</b>	<b>\$3,701,364</b>	<b>\$3,338,253</b>	<b>\$3,615,267</b>	<b>\$3,599,705</b>	<b>\$261,452</b>	<b>7.8%</b>
<b>Finance</b>						
Administration	\$1,352,212	\$1,377,894	\$1,592,215	\$1,713,538	\$335,644	24.4%
Accounting	761,219	755,529	744,176	660,570	(94,959)	(12.6%)
Revenue Services	419,019	547,577	466,177	551,305	3,728	0.7%
Business Licensing	99,526	107,574	106,144	107,676	102	0.1%
Parking Citations	189,638	205,284	201,823	189,603	(15,681)	(7.6%)
Utility Billing	177,510	190,340	165,182	180,684	(9,656)	(5.1%)
Purchasing	456,629	465,631	474,768	400,453	(65,178)	(14.0%)
General Services	219,898	243,502	173,000	206,400	(37,102)	(15.2%)
<b>Total Finance</b>	<b>\$3,675,653</b>	<b>\$3,893,331</b>	<b>\$3,923,485</b>	<b>\$4,010,229</b>	<b>\$116,898</b>	<b>3.0%</b>
<b>Human Resources</b>						
Administration	\$1,149,060	\$1,179,070	\$1,289,696	\$1,416,358	\$237,288	20.1%
Risk Management	610,702	629,327	714,478	768,742	139,415	22.2%
Liability	2,759,630	1,755,826	1,921,087	2,061,243	305,417	17.4%
Workers Compensation	3,088,962	4,361,822	4,320,720	4,349,385	(12,437)	(0.3%)
<b>Total Human Resources</b>	<b>\$7,608,353</b>	<b>\$7,926,045</b>	<b>\$8,245,981</b>	<b>\$8,595,728</b>	<b>\$669,683</b>	<b>8.4%</b>
<b>Parks &amp; Recreation</b>						
Administration	\$2,875,492	\$2,519,574	\$2,784,804	\$4,594,511	\$2,074,937	82.4%
Recreation Services	1,134,560	1,212,782	661,120	1,252,363	39,581	3.3%
Teen Drop In Center	158,790	177,162	75,077	181,878	4,716	2.7%
Special Activity Classes	123,873	91,703	62,488	63,842	(27,861)	(30.4%)
Youth & Teen Programs	518,929	473,851	450,915	542,339	68,488	14.5%
Facility & Parks Reservations	452,010	445,472	441,601	473,073	27,601	6.2%
Cultural Arts	376,281	319,244	281,255	468,164	148,920	46.6%
Art Classes	257,041	179,325	184,412	243,491	64,166	35.8%
Concerts In The Park	116,001	1,146	549	118,971	117,825	10281.4%
Sports Leagues & Tournaments	192,156	139,260	53,662	208,447	69,187	49.7%
Sports Classes	452,196	388,918	346,631	320,488	(68,430)	(17.6%)
Swimming Activities	513,278	451,031	450,065	551,065	100,034	22.2%
Tennis Operations	308,704	336,102	330,820	406,936	70,834	21.1%
Volunteers	209,517	160,915	183,909	182,441	21,526	13.4%
Older Adults Activities	138,602	113,350	137,645	107,764	(5,586)	(4.9%)
Senior Services	328,033	316,701	210,866	301,798	(14,903)	(4.7%)
Transportation	911,505	941,812	668,532	932,081	(9,731)	(1.0%)
<b>Total Parks &amp; Recreation</b>	<b>\$9,066,965</b>	<b>\$8,268,348</b>	<b>\$7,324,351</b>	<b>\$10,949,652</b>	<b>\$2,681,304</b>	<b>32.4%</b>
<b>Police Department</b>						
Administration	\$6,912,332	\$7,221,594	\$7,253,186	\$9,470,399	\$2,248,805	31.1%
Patrol	11,122,849	9,863,064	9,720,937	9,747,721	(115,343)	(1.2%)
Investigations	2,962,515	3,055,583	2,718,812	2,766,526	(289,057)	(9.5%)
School Resource Officer	13,924	20,580	5,580	27,449	6,869	33.4%
Technical Support Services	1,501,571	1,795,107	1,571,215	2,090,551	295,444	16.5%
Communications	1,329,994	1,776,524	1,646,688	1,312,169	(464,355)	(26.1%)
Community Affairs	585,457	652,468	629,026	624,137	(28,331)	(4.3%)
Traffic Safety	2,519,085	2,416,261	2,422,615	2,609,908	193,647	8.0%
Jail Operations	795,682	795,674	804,501	779,465	(16,209)	(2.0%)
Parking Enforcement	1,916,509	2,006,004	1,904,565	1,729,097	(276,907)	(13.8%)
Animal Control	344,807	356,329	354,802	345,504	(10,825)	(3.0%)
Treasury Regional	-	75,300	36,000	-	(75,300)	(100.0%)
DOJ Regional	15,002	67,600	57,846	67,000	(600)	(0.9%)
State Regional	181,966	5,000	140,000	41,500	36,500	730.0%
State SLES Grant	51,030	142,000	242,000	155,000	13,000	9.2%
<b>Total Police Department</b>	<b>\$30,252,723</b>	<b>\$30,249,088</b>	<b>\$29,507,773</b>	<b>\$31,766,426</b>	<b>\$1,517,338</b>	<b>5.0%</b>



## SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	2019-20 Actual	2020-21 Adopted	2020-21 Estimate	2021-22 Adopted	<i>Change from 2019/20 Adopted</i>	
<b>Fire Department</b>						
Administration	\$3,540,891	\$3,472,710	\$3,261,670	\$5,507,145	\$2,034,435	58.6%
Prevention	756,712	767,511	658,409	796,546	29,035	3.8%
Fire Investigation	435	15,590	300	4,550	(11,040)	(70.8%)
Fire Operations	7,503,435	7,473,067	7,789,032	6,752,774	(720,293)	(9.6%)
Emergency Medical Services	2,344,376	2,397,519	2,393,379	2,290,302	(107,217)	(4.5%)
Support Services	341,778	352,350	343,717	280,194	(72,156)	(20.5%)
Emergency Preparedness	98,870	98,166	27,654	99,781	1,615	1.6%
CERT	7,461	16,928	13,250	12,928	(4,000)	(23.6%)
Communications	47,111	98,088	49,950	98,088	-	0.0%
Public Education	11,503	16,180	14,780	14,230	(1,950)	(12.1%)
<b>Total Fire Department</b>	<b>\$14,652,572</b>	<b>\$14,708,109</b>	<b>\$14,552,141</b>	<b>\$15,856,538</b>	<b>\$1,148,429</b>	<b>7.8%</b>
<b>Community Development</b>						
Administration	\$894,555	\$798,043	\$754,242	\$1,079,988	\$281,945	35.3%
Planning	1,028,318	1,126,496	845,689	967,835	(158,661)	(14.1%)
Plan Check	1,585,809	1,430,553	1,441,656	1,412,661	(17,892)	(1.3%)
Inspection	1,085,511	1,057,097	1,071,907	1,014,066	(43,031)	(4.1%)
Code Enforcement	490,742	492,885	704,441	770,779	277,894	56.4%
Traffic Engineering	429,329	442,390	441,825	449,270	6,880	1.6%
Environmental Programs	310,422	232,110	478,835	214,292	(17,818)	(7.7%)
<b>Total Community Development</b>	<b>\$5,824,685</b>	<b>\$5,579,574</b>	<b>\$5,738,595</b>	<b>\$5,908,891</b>	<b>\$329,317</b>	<b>5.9%</b>
<b>Public Works</b>						
Administration	\$1,145,731	\$1,847,855	\$1,535,300	\$1,720,730	(\$127,125)	(6.9%)
Civil Engineering	13,303,305	5,140,823	20,751,766	7,134,915	1,994,092	38.8%
Street Repair	3,519,906	8,543,486	5,794,625	7,259,257	(1,284,229)	(15.0%)
Sidewalk Repair	299,627	365,000	337,778	465,000	100,000	27.4%
Traffic Control	305,820	391,118	1,532,824	345,666	(45,452)	(11.6%)
Bldg & Grounds Maintenance	1,583,487	1,757,740	1,861,423	1,890,930	133,190	7.6%
Parks Maintenance	1,001,631	1,039,247	900,504	1,108,441	69,194	6.7%
School District Maintenance	245,986	196,210	181,121	258,950	62,740	32.0%
Transportation	34,421	673	673	673	-	0.0%
Street Lighting	420,734	448,909	379,380	446,212	(2,697)	(0.6%)
Arbolado Tract Lighting	2,062	4,509	4,198	4,484	(25)	(0.6%)
Streetscape Maintenance	91,995	122,302	117,019	120,006	(2,296)	(1.9%)
Water Administration	4,724,767	16,976,255	15,817,903	4,749,143	(12,227,112)	(72.0%)
Water Source Of Supply	6,983,800	6,584,941	6,575,796	6,784,247	199,306	3.0%
Water Pumping	931,702	1,238,069	1,344,508	2,209,818	971,749	78.5%
Water Treatment	150,756	304,515	215,275	284,515	(20,000)	(6.6%)
Water Maintenance	1,381,494	1,463,337	1,266,511	1,523,356	60,019	4.1%
Storm Drain Maintenance	965,589	2,697,756	2,483,896	1,787,478	(910,278)	(33.7%)
Sewer Maintenance	1,649,304	3,200,081	3,867,419	3,045,862	(154,219)	(4.8%)
Refuse Management	4,224,381	-	-	-	-	-
Street Meters & City Lots	3,943,726	2,415,831	3,710,993	2,933,472	517,641	21.4%
State Lot A Pier	538,832	539,418	596,522	2,160,254	1,620,836	300.5%
County Lot B - 26th St	462,812	211,691	205,528	241,473	29,782	14.1%
County Lot C - El Porto	139,380	535,386	531,943	630,979	95,593	17.9%
Fleet Maintenance	1,167,360	1,207,502	1,205,106	1,271,760	64,258	5.3%
Fleet Replacement	338,841	479,000	49,676	2,784,536	2,305,536	481.3%
<b>Total Public Works</b>	<b>\$49,557,447</b>	<b>\$57,711,654</b>	<b>\$71,267,687</b>	<b>\$51,162,157</b>	<b>(\$6,549,497)</b>	<b>(11.3%)</b>
<b>Information Technology</b>						
Information Technology	\$2,758,073	\$3,409,683	\$3,874,805	\$3,520,830	111,147	3.3%
Geographic Information Services	\$370,537	-	-	-	-	-
<b>Total Information Technology</b>	<b>\$3,128,611</b>	<b>\$3,409,683</b>	<b>\$3,874,805</b>	<b>\$3,520,830</b>	<b>\$111,147</b>	<b>3.3%</b>
<b>Total</b>	<b>\$127,468,374</b>	<b>\$135,084,085</b>	<b>\$148,050,085</b>	<b>\$135,370,156</b>	<b>\$286,071</b>	<b>0.2%</b>

RESOLUTION NO. 21-0053

A RESOLUTION OF THE MANHATTAN BEACH CITY COUNCIL ADOPTING THE FISCAL YEAR 2021-2022 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 2021-2022 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 2021-2022 Operating Budget as presented to the City Council at the May 4, 2021, 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 2021-2022 Operating Budget").

SECTION 3. The Budget is available on the City website and the City Clerk is directed to maintain one copy of the Fiscal Year 2021-2022 Operating Budget on file at all times for inspection by the public.

SECTION 4. Beginning on July 1, 2021, 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 take the following personnel-related actions in Fiscal Year 2021-2022:

- A. Establish the new classification of Fire Inspector, which will be a full-time, civilian, position, 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.

*J.H.*  
for City Clerk of  
the City of  
Manhattan  
Beach

- B. Establish the new classification of Purchasing Supervisor per the classification and compensation analysis completed by Human Resources.
- C. Establish the new classification of Revenue Supervisor per the classification and compensation analysis completed by Human Resources.
- D. Establish the classification of Communications and Civic Engagement Manager.
- E. Establish the new classification of Executive Assistant to the City Manager (or similar title), and reclassify the Executive Assistant in Management Services to the new classification of Executive Assistant to the City Manager, in following the completion of a classification and compensation analysis by Human Resources.
- F. Establish the new classification of Assistant to the City Manager, and reclassify the Senior Management Analyst in Management Services to Assistant to the City Manager, following the completion of a classification and compensation analysis by Human Resources.
- G. Establish the new classification of Assistant City Clerk, and reclassify the Senior Deputy City Clerk to Assistant City Clerk, following the completion of a classification and compensation analysis by Human Resources.
- H. Establish the new classification of Policy and Management Analyst (or similar title), and reclassify the Management Analyst in Management Services to this classification, following the completion of a classification and compensation analysis by Human Resources.
- I. Establish the new classification of Marketing and Media Coordinator (or similar title), and reclassify the Recreation Coordinator responsible for this function to this classification, following the completion of a classification and compensation analysis by Human Resources.
- J. Establish the new classification of Digital Communications and Graphics Coordinator (or similar title), and reclassify Graphic Artist to this classification, following the completion of a classification and compensation analysis by Human Resources.
- K. Establish the new classification of Technology Systems Engineer (or similar title), and reclassify the Information Systems Specialist responsible for this function to this classification, following the completion of a classification and compensation analysis by Human Resources.



- L. Establish a new classification for the current Executive Assistant in Community Development (position title to be determined), as a result of upgrading the position, following the completion of a classification, compensation and FLSA-exemption analysis by Human Resources.

SECTION 6. Unexpended appropriations from the Fiscal Year 2021-2022 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 7. This Resolution shall take effect immediately upon adoption.

SECTION 8. The City Clerk shall certify to the passage and adoption of this Resolution.

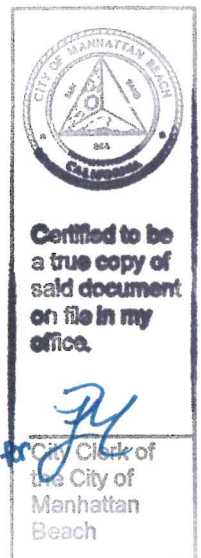
ADOPTED on June 15, 2021.

AYES: Napolitano, Montgomery, Franklin, Stern and Mayor Hadley.  
NOES: None.  
ABSENT: None.  
ABSTAIN: None.

/s/ Suzanne Hadley  
SUZANNE HADLEY  
Mayor

ATTEST:

/s/ Liza Tamura  
LIZA TAMURA  
City Clerk

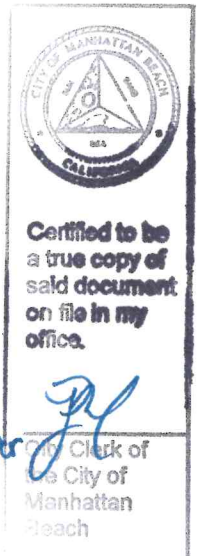




**CHANGES FROM FY 2021-2022 PROPOSED BUDGET**

Res. 21-0053  
EXHIBIT A

<b>GENERAL FUND</b>	
Proposed Revenues	\$81,338,011
Adjust for ARP Funding Allocation Increase	\$897,046
Adjust Fire Annual Business Inspections	25,000
Subtotal Changes	\$922,046
<b>Revised Revenues</b>	<b>\$82,260,057</b>
Proposed Expenditures	\$77,773,561
Adjust for Additional Savings from Final Bond Debt Service	(\$164,326)
Adjust CSC Contract Costs for Ambassador Program	89,286
Adjust Street Lighting Zone 10 City Contribution	(229)
Subtotal Changes	(\$75,269)
<b>Revised Expenditures</b>	<b>\$77,698,292</b>
<b>STREET LIGHTING &amp; LANDSCAPE</b>	
Proposed Revenues	\$389,918
Adjust Street Lighting Zone 10 City Contribution	(\$229)
<b>Revised Revenues</b>	<b>\$389,689</b>
<b>GAS TAX FUND</b>	
Proposed Revenues	\$1,551,037
Adjust State Gas Tax 2105 per Revised State Budget Estimate	(\$23,291)
Adjust State Gas Tax 2106 per Revised State Budget Estimate	(12,795)
Adjust State Gas Tax 2107 per Revised State Budget Estimate	(16,530)
Adjust State Gas Tax 2103 per Revised State Budget Estimate	(90,108)
Adjust State SBI Road Maintenance Rehab per Revised State Budget Estimate	(13,155)
Subtotal Changes	(\$155,879)
<b>Revised Revenues</b>	<b>\$1,395,158</b>
<b>CAPITAL IMPROVEMENT FUND</b>	
Proposed Expenditures	\$3,853,784
Add Manhattan Beach Unified School District project	\$250,000
<b>Revised Expenditures</b>	<b>\$4,103,784</b>
<b>PROPOSITION "A" FUND</b>	
Proposed Expenditures	\$932,518
Adjust for Additional Savings from Final Bond Debt Service	(\$437)
<b>Revised Expenditures</b>	<b>\$932,081</b>
<b>WATER FUND</b>	
Proposed Expenditures	\$15,553,724
Adjust for Additional Savings from Final Bond Debt Service	(\$2,645)
<b>Revised Expenditures</b>	<b>\$15,551,079</b>
<b>STORMWATER FUND</b>	
Proposed Expenditures	\$1,787,738
Adjust for Additional Savings from Final Bond Debt Service	(\$260)
<b>Revised Expenditures</b>	<b>\$1,787,478</b>
<b>WASTEWATER FUND</b>	
Proposed Expenditures	\$3,046,838
Adjust for Additional Savings from Final Bond Debt Service	(\$976)
<b>Revised Expenditures</b>	<b>\$3,045,862</b>



**CHANGES FROM FY 2021-2022 PROPOSED BUDGET**

Res. 21-0053

**EXHIBIT A**

<b>PARKING FUND</b>	
Proposed Expenditures	\$2,933,805
Adjust for Additional Savings from Final Bond Debt Service	(\$333)
<b>Revised Expenditures</b>	<b>\$2,933,472</b>
<b>COUNTY LOTS FUND</b>	
Proposed Expenditures	\$872,540
Adjust for Additional Savings from Final Bond Debt Service	(\$88)
<b>Revised Expenditures</b>	<b>\$872,452</b>
<b>PIER FUND</b>	
Proposed Expenditures	\$2,160,343
Adjust for Additional Savings from Final Bond Debt Service	(\$89)
<b>Revised Expenditures</b>	<b>\$2,160,254</b>
<b>INSURANCE FUND</b>	
Proposed Expenditures	\$7,180,533
Adjust for Additional Savings from Final Bond Debt Service	(\$1,163)
<b>Revised Expenditures</b>	<b>\$7,179,370</b>
<b>INFORMATION TECHNOLOGY FUND</b>	
Proposed Expenditures	\$3,524,128
Adjust for Additional Savings from Final Bond Debt Service	(\$3,298)
<b>Revised Expenditures</b>	<b>\$3,520,830</b>
<b>FLEET FUND</b>	
Proposed Revenues	\$2,143,382
Correction to Resolve Clerical Error (Transfers In for Vehicle Purchases \$110,000)	\$220,000
<b>Revised Revenues</b>	<b>\$2,363,382</b>
Proposed Expenditures	\$4,057,340
Adjust for Additional Savings from Final Bond Debt Service	(\$1,044)
<b>Revised Expenditures</b>	<b>\$4,056,296</b>
<b>BUILDING MAINTENANCE &amp; OPERATIONS FUND</b>	
Proposed Expenditures	\$2,098,714
Adjust for Additional Savings from Final Bond Debt Service	(\$1,384)
<b>Revised Expenditures</b>	<b>\$2,097,330</b>



Certified to be a true copy of the original of said document on file in my office.

*[Handwritten Signature]*

City Clerk of the City of Manhattan Beach, California



RESOLUTION NO. 21-0052

A RESOLUTION OF THE MANHATTAN BEACH CITY  
COUNCIL ESTABLISHING THE APPROPRIATIONS LIMIT  
FOR FISCAL YEAR 2021-2022

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 2021-2022 has been calculated to be \$89,733,730.

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 2021-2022 at \$89,733,730.

SECTION 4. This Resolution shall take effect immediately.

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

ADOPTED on June 15, 2021.

AYES: Napolitano, Montgomery, Franklin, Stern and Mayor Hadley.  
NOES: None.  
ABSENT: None.  
ABSTAIN: None.

/s/ Suzanne Hadley  
SUZANNE HADLEY  
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

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 2021-2022, the estimated tax proceeds appropriated by the Manhattan Beach City Council are under the Limit. The adjusted Appropriation Limit for fiscal year 2021-2022 is \$89,733,730. This amount is the maximum amount of tax proceeds the City is able to appropriate and spend in fiscal year 2021-2022. The appropriations subject to the Limit are \$57,031,881, leaving the City with an appropriations capacity of \$32,701,849.

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 2021-2022

### Appropriations subject to limit

Fiscal Year 2021-2022 Revenues (all funds)	\$133,106,821
Less: Non tax proceeds	76,074,940
Plus: User fees in excess of costs	-
<b>Total appropriations subject to limit</b>	<b><u>\$57,031,881</u></b>

### Appropriation limit

Fiscal year 2020-2021 adjusted appropriation limit	\$85,443,111
A. Population adjustment (Based on change in City/County population)	0.993300
B. Change in per capita income	1.057300

<b>Total Annual Adjustment = (A multiplied by B)</b>	<b><u>1.0502161</u></b>
Increase in appropriation limit	\$4,290,619
<b>Fiscal year 2021-2022 appropriation limit</b>	<b><u>\$89,733,730</u></b>

Appropriations subject to limit	<b><u>\$57,031,881</u></b>
Remaining appropriation capacity	\$32,701,849

<b>Available capacity as a percent of appropriation limit</b>	<b>36.44%</b>
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# *City of Manhattan Beach*



## **Financial Policies**

Revised/Adopted by City Council June 21, 2011

## **Statement of Purpose**

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. Our City has evolved with a variety of financial policies that can be found in many different sources, including: City Council Resolutions; Budget documents; and Capital Improvement Programs. The set of policies within this document, adopted contemporaneously each year with our budget, serves as a central reference point of the most important of our policies, which are critical to the continued financial health of our local government. .

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency and effectiveness.

The following policies are divided into eight (8) general categories for ease of reference. These categories include: **1) General Policies; 2) Accounting, Auditing, and Financial Reporting Policies; 3) General Fund Balance Policies; 4) Debt Policies; 5) Revenue Policies; 6) Capital Improvement Policies; 7) Capitalization & Depreciation Policies; 8) Cash Management Investment Policies; and 9) Operating Budget Policies.** Except as otherwise noted, all policies included in this document are currently adhered to.

## GENERAL POLICIES

The City will:

- ❖ manage its financial assets in a sound and prudent manner;
- ❖ maintain and further develop programs to ensure its long term ability to pay all costs necessary to provide the level and quality of service required by its citizens;
- ❖ establish and maintain investment policies that are in accordance with State laws;

## ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

### **FINANCIAL INFORMATION**

It is the policy of the City of Manhattan Beach to provide all financial information in a thorough, timely fashion, and in a format that is easy for Council, citizens, and City employees to understand and utilize.

### **ACCOUNTING STANDARDS**

The City's accounting of financial systems shall be maintained in accordance with Generally Accepted Accounting Principles (GAAP), standards of the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

### **ANNUAL AUDIT**

An independent public accounting firm will perform an annual audit and its opinions will be included in the comprehensive annual financial report.

The independent audit firm will be selected through a competitive process at least once every five years. The contract will be for an initial period of three years with two additional one-year options at the City Council's discretion. The Finance Subcommittee, City Manager and Finance Director will review the qualifications of prospective firms and make a recommendation to the City Council. The audit contract, and any extensions, will be awarded by the City Council.

An Annual Financial Report shall be prepared within six months of the close of the previous fiscal year. It will be reviewed with the Finance Subcommittee, and presented to the City Council and community at a public meeting no later than February 1<sup>st</sup> of the following year.

It is the City's goal to maintain accounting records, processes and procedures in such a manner as to receive an unqualified audit opinion and to maintain a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

## FUND BALANCE POLICIES

The City utilizes a variety of accounting funds for recording revenues and expenditures. At each fiscal year-end, budgeted/appropriated expenditure authority lapses with the exception of capital project spending, and operating expenses that have been incurred but not paid (encumbered). The remaining dollars left in each fund that are Unassigned constitute available funds of the City. The Unassigned fund balance shall include the City's Financial Policy components. The Council authorizes the City Manager or Director of Finance to make assignment of funds. Where Council has not established a formal policy the Governmental Accounting Standards Board Statement 54 will be operative.

### **GENERAL FUND**

The General Fund Unassigned Fund Balance will be maintained in an amount equal to at least 20 percent of the annual General Fund expenditure budget. These funds are designed to be used in the event of significant financial emergency. Council may, at its discretion, set aside additional funds above the 20% minimum. Such additional amounts may be allocated for specific purposes, such as capital projects or for known significant future cost items. Any residual balance shall be available for general operational working capital uses.

### **CITY COUNCIL CONTINGENCY ACCOUNT**

A contingency account in an amount not to exceed one-half of one percent (0.5 percent) of the City's General Fund expenditure budget will be maintained annually in the City Council's budget. This account will be available for unanticipated, unbudgeted expenditures and will require City Council approval to spend. The purpose of this account is to provide some flexibility for unforeseen events without the necessity to appropriate additional funds from the City's Unassigned Fund Balance.

### **ENTERPRISE FUNDS**

The City's Enterprise Funds will maintain reserves equal to four months of operating expenses.

### **FLEET MANAGEMENT FUND**

Through the use of the Fleet Management Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of the City's vehicles. This fund is supported by charges to user departments which are adjusted annually based on the department's proportionate share of estimated fleet management expenses. Sufficient working capital will be maintained in the fund to provide for the scheduled replacement of fleet vehicles at the end of their useful lives.

### **INFORMATION SYSTEMS FUND**

Through the use of the Information Systems Fund, the City will annually budget sufficient funds to provide for the orderly maintenance, repair and replacement of the City's technology infrastructure. This fund is supported by charges to user departments which are adjusted annually based on departments' proportionate share of estimated expenses. Such share may be determined based upon the departments' number of devices supported by the IS Division. Sufficient reserves will be maintained in the fund to provide for the scheduled replacement of equipment at the end of their useful lives.

## **RISK MANAGEMENT FUND**

The City maintains a self-insurance fund for the purpose of property, liability, and workers' compensation expenses. This fund pays insurance premiums, benefit and settlement payments, and administrative and operating expenses. The Risk Management Fund is supported by charges to other City funds for the services it provides. These annual charges for service shall reflect historical experience and shall be established to approximately equal the annual expenses of the fund. Separate reserves shall be maintained for current and long term general liability and workers' compensation liability at a level which will adequately fund the City's potential loss exposure in each area as determined by historical loss data. The Risk Management Fund shall maintain an annual working capital balance of \$2 million.

## **TRUST AND AGENCY FUNDS**

The City maintains funds on a trustee basis for a number of purposes, including City-sponsored post employment benefits programs and trust accounts for such purposes as utility underground projects. These funds shall be segregated from the City's general funds.

The estimated cost of City-sponsored retirement programs will be actuarially valued biennially. Ongoing annual normal costs for such programs will be budgeted in the department receiving the benefit. Unfunded liabilities will be disclosed and accounted for in accordance with Generally Accepted Accounting Principles (GAAP).

## **DEBT POLICIES**

### **ISSUANCE OF DEBT**

The City will not use long-term debt to pay for current operations.

The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.

The term of the debt shall never extend beyond the useful life of the improvements to be financed.

### **CREDIT RATING**

It is the City's goal to maintain our AAA/Aaa credit rating from all three major rating agencies. The factors that contribute to our high rating include the City's strong financial management, low debt levels, budgetary and fiscal controls, and accountability. To support this policy, the City will continue to maintain its position of full financial disclosure and proactive fiscal planning.

### **LEASE-PURCHASE**

The City will lease-purchase equipment if necessary because of funding availability, or if lease rates are more favorable than the rate attained from investment return. Equipment may also be leased if the lease terms compare favorably when reviewing the total life cycle cost of the equipment. In no case shall the City lease-purchase equipment whose useful life is not greater than the term of the lease.

## REVENUE POLICIES

### **GENERAL FUND REVENUE**

The City will strive to develop and maintain a diversified and reliable revenue stream so as to avoid becoming overly dependent on any single type of revenue. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources.

Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.

If revenues from “one-time” or limited duration sources are used to balance the City’s annual operating budget, it is to be fully disclosed and explained at the time the budget is presented. It is the City’s goal to not rely on these types of revenues to balance the operating budget.

The City will pursue revenue collection and auditing to assure that moneys due the City are accurately received in a timely manner.

The City will seek reimbursement for State and Federal mandated costs whenever possible.

### **GRANTS AND GIFTS**

The City shall actively pursue federal, state and other grant opportunities when deemed appropriate. Before accepting any grant the City shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.

### **ENTERPRISE FUND CHARGES**

The City will set user fees for each enterprise fund at a rate that fully covers direct and indirect costs of providing the service, as well as planned capital improvements that may be necessary from time to time.

### **PARKS AND RECREATION FEES**

All Parks and Recreation department expenses and revenues will flow through the General Fund (except those transactions related to Proposition A). The goal of the Parks and Recreation Department shall be to generate General Fund revenue equal to at least 35 percent of the total General Fund expenditures of the department.

Recreation fees for such activities as classes and room rentals shall be established and reviewed periodically. The purpose of these fees is to recover the direct cost of the program, and to generate additional revenues to support the overall operation of the Parks and Recreation department and programs. As appropriate within the marketing of the recreation programs, higher non-resident fees are charged, as well as priority registration procedures for Manhattan Beach residents.



## **USER SERVICE FEES**

The City may impose user fees wherever appropriate. Such fees will recover the cost of providing the service, including all direct and indirect costs, administrative overhead, depreciation, etc. By policy, Council may direct certain fees to be lowered for particular purposes. Waivers of user fees will be presented for Council approval as appropriate. Fees will be reviewed periodically, but not less than every five years, to ensure that full cost recovery levels are identified.

Fees such as space rental, parking meter rates, etc. are based upon market conditions and are not subject to the limitations of cost recovery. These fees may be adjusted periodically by the City Council.

## **CAPITAL IMPROVEMENT POLICIES**

### **DEDICATED CIP FUNDING SOURCES**

Most of the City's infrastructure has a designated revenue source to pay for its upgrade or replacement as appropriate. For example, water/wastewater rates fund utility infrastructure needs; gas tax revenues fund street needs; and storm drainage needs are paid for with related fees and assessments. However, our public buildings and our park system are the primary beneficiaries of the City's Capital Improvement Fund (CIP). Specific revenue sources have been designated to provide permanent funding in support of general operational infrastructure. In particular, the City has dedicated:

- ❖ 15% of annual hotel transient occupancy tax (1.5% of the 10% tax);
- ❖ Fifty cents of the per hour charge for all on-street city parking meter collections;
- ❖ \$4 of each parking citation (with the exception of expired meter cites).

Transfers into the CIP Fund will be processed by the Finance Department on a monthly basis and recorded as such in the annual adopted budget.

### **FIVE YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)**

The City shall annually prepare a capital improvement spending program projecting capital needs for a five year period. This CIP shall address all of the City's funds.

The first year of the five year CIP will be consistent with, and adopted as a component of, the annual operating budget.

In the development of the Capital Improvement Program, the operating costs associated with the capital project will be projected and considered in conjunction with the CIP.

### **ENTERPRISE FUND CAPITAL IMPROVEMENTS**

Capital Improvements funded from the Enterprise Funds shall be paid for in combination of "pay-as-you-go" financing and the use of long-term debt. The City shall periodically review its enterprise capital needs and establish capital spending plans that are appropriate and reflect a combination of debt and "pay-as-you-go," while attempting to keep our rates competitive with those in the surrounding area.

## CAPITALIZATION & DEPRECIATION POLICIES

The City shall capitalize equipment and facilities within the following parameters:

Equipment - \$5,000 per unit  
Buildings & Facilities - \$100,000

Minor equipment that falls below the \$5,000 threshold, but is subject to shrinkage, such as cellular telephones and computers, shall have a non-numbered City of Manhattan Beach property tag affixed when placed into City service.

The City shall depreciate capital assets such as machinery, equipment, buildings and improvements, and infrastructure (roads, sidewalks, parks, etc.). Depreciation shall be performed on a straight line basis over the expected useful life of the asset and in accordance with Generally Accepted Accounting Principles (GAAP).

## CASH MANAGEMENT & INVESTMENT POLICIES

The Finance Subcommittee & City Council shall annually review and update, or modify as appropriate, the City's investment policy. Reviews shall take place at public meetings and the policy shall be adopted by minute action of the City Council based upon the Finance Subcommittee's recommendations

Reports on the City's investment portfolio and cash position shall be developed and presented to the City Council monthly. Additionally, expenditure reporting showing year-to-date budgeted and actual expenditures shall be prepared monthly and distributed to all departments.

City funds will be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.

## OPERATING BUDGET POLICIES

### **BALANCED OPERATING BUDGET**

It is the City's policy to adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. In the event that a budget shortfall is expected to continue beyond one year, the planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.

Any year end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital projects and/or "one-time only" General Fund expenditures.

## **BUDGET DOCUMENT**

The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals and objectives. The budget shall provide the staff the resources necessary to accomplish City Council determined service levels.

The City Manager shall annually prepare and present a proposed operating budget to the City Council no later than the second regular Council meeting in May of each year; and Council will adopt said budget no later than June 30 of each year. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.

The City's annual budget will be presented by department, with a logical breakdown of programs and proposed expenses. The budget document will also summarize expenditures at the personnel, operating and maintenance, and capital levels.

Where practical, the City's annual budget will include measures of workload, efficiency, and effectiveness.

## **BUDGET CONTROL AND ACCOUNTABILITY**

Budget control is maintained at the departmental level. The City Manager has the authority to approve appropriation transfers between programs or departments. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment. Amendments to the budget are approved by the City Council with the exception of the appropriation and transfer of funds from employee leave reserves to a specific department's program budget to cover unplanned customary termination leave expenditures within a given year. Such amendments may be approved by the City Manager.

Budget accountability rests primarily with the operating departments of the City.

## **CAPITAL PLANT AND EQUIPMENT**

The annual budget will provide for adequate maintenance and replacement of capital assets.

## **ENTERPRISE FUNDS**

The Enterprise Funds shall be supported by their own rates and not subsidized by the General Fund.

The Enterprise Funds will pay their share of overhead services provided by the General Fund.



## GENERAL BUDGET POLICY

The budget process consists of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets. The mission of the budget process is to help the City Council make informed choices about the provision of those services and capital assets, and to promote stakeholder participation in the process. According to the National Advisory Council on State and Local Budgeting, the budget process:

- Incorporates a long-term perspective, 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.

**ARPA:** American Rescue Plan Act

**Assessed Valuation:** A dollar value placed upon real estate or other property, by Los Angeles County, as a basis for levying property taxes.

**Beginning Fund Balance:** Fund balance of a fund, from the end of the prior year, including both available, designated and restricted reserves carrying over into the following year.

**BIDs:** Business Improvement Districts

**Bond:** A city may raise capital by issuing a written promise to pay a specified sum of money called the face value, or principal amount, at a specified date or dates in the future, together with periodic interest, at a special rate.

**Budget:** The financial plan for the operation of a program or organization that includes an estimate of proposed expenditures for a given period of time and the proposed means of financing those expenditures.

**Budget Message:** A general outline of the budget which includes comments regarding the City's financial status at the time of the message, and recommendations regarding the financial policies for the coming period.

**Capital Improvement Plan (CIP):** A financial plan of proposed capital improvement projects. CIP projects typically improve City owned assets such as buildings, parks, streets and other infrastructure components. Capital projects often span more than one fiscal year.

**Capital Projects & Purchases:** A budget category which budgets major equipment purchases and capital improvement projects.

**Capital Projects:** Improvements costing \$10,000 or more, that have a useful life of one year or more, and selected studies costing in excess of \$5,000, that are expected to lead to a capital project. Examples include constructing a new park, street resurfacing, building remodels/repairs, and construction of water mains.

**CIP:** Capital Improvement Project/Capital Improvement Plan/Capital Improvement Program.

**Debt Service:** Annual principal and interest payments owed on money has borrowed.

**Department:** An organizational unit comprised of divisions, or programs. The City of Manhattan Beach has nine departments: Management Services, Finance, Personnel, Parks & Recreation, Police, Fire, Community Development, Public Works and Information Technology.

**Division:** A program, or activity, within a department, which furthers the objectives of the City Council by providing services, or a product.

**Encumbrances:** Financial commitments related to unperformed contracts for goods, or services, for which part of an appropriation is reserved. Encumbrances end when the obligations are paid, or otherwise terminated.

**Enterprise Funds:** Funds established to account for the total costs of those governmental facilities and services that are operated in a manner similar to private enterprise. These programs are entirely, or predominately, self-supporting.

**Expenditure:** The cost of goods received or services rendered for the government unit.

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## Glossary of Terms & Abbreviations

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**Fiscal Year:** A 12-month period of time to which an annual operating budget applies. The City of Manhattan Beach's fiscal year is July 1 through June 30.

**Fund:** A self-balancing set of accounts. Governmental accounting information is organized into funds, each with separate revenues, expenditures and fund balances. There are four major types of funds: General, Proprietary, Special Revenue, and Trust & Agency.

**Fund Balance:** The difference between a fund's assets and its liabilities. Portions of the fund balance may be reserved for various purposes, such as contingencies or encumbrances.

**GAAP:** Generally Accepted Accounting Principles

**GASB:** Governmental Accounting Standards Board

**General Fund:** The primary fund of the City, used to account for all revenues and expenditures of the City not legally required to be accounted for in another fund.

**GFOA:** Government Finance Officers Association

**Grant:** Contributions, or gifts of cash, or other assets from another entity. Grants are typically to be used, or expended for a specific purpose.

**HVAC:** Heating, Ventilation & Air Conditioning

**Infrastructure:** The underlying foundation or basic framework of a system or organization, such as the roads, sewers, and storm drains, etc.

**Internal Service Charge:** A charge to departments' budgets designed to provide the operation, maintenance and replacement of some shared City function. The City of Manhattan Beach uses internal service charges to provide for its City-wide computer network, operation and replacement of its vehicle fleet, allocation of insurance costs and the maintenance and operation of City facilities.

**Internal Service Fund:** The City of Manhattan Beach operates four internal service funds: Insurance Reserve; Information Systems; Fleet Management and Building Maintenance and Operation. Internal service funds provide for the operation, maintenance and replacement of some shared City functions.

**Line-item:** Refers to any individual expenditure object or appropriation detailed in the department's budget.

**Materials & Services:** This budget category accounts for all non-personnel, and non-capital expenses. Such expenditures include building maintenance, contract services, equipment maintenance, office supplies, and utility costs.

**MTA:** Metropolitan Transportation Authority

**Municipal Code:** The collection of City Council approved ordinances currently in effect. The Municipal Code defines City policy in various categories (i.e., building regulations, planning and zoning regulations, sanitation and health standards, and traffic regulations).

**Operating Budget:** The financial plan for the operation of a program or organization that includes an estimate of proposed expenditures for a given period of time and the proposed means of financing those expenditures.

**Ordinance:** A formal legislative enactment by the City Council. An ordinance has the full force and effect of law within the City boundaries, unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has a higher legal standing than a resolution.

**Overhire:** An authorized position without moneys budgeted for salary and fringe benefits. The overhire concept assumes that a department (particularly Police and Fire) experiences several position vacancies during a fiscal year, and that the salary and fringe benefit savings from these vacancies will off-set the cost of the overhire personnel. The overhire personnel in-turn ensures that the department will not be forced to limit operations because of staffing shortages and can better control overtime expenditures.

**Performance Measure:** Indicators used in budgets to show, for example, the amount of work accomplished, the efficiency with which tasks are accomplished, or the effectiveness of a program.

**Program:** An activity, or division, within a department, which furthers the objectives of the City Council, by

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## 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







**CITY OF MANHATTAN BEACH**  
1400 HIGHLAND AVENUE  
MANHATTAN BEACH, CA 90266  
[www.manhattanbeach.gov](http://www.manhattanbeach.gov)