

**CITY OF
MANHATTAN BEACH
CALIFORNIA**



PROPOSED

**FISCAL YEAR
2012-2013
OPERATING BUDGET**



Mayor
Wayne Powell



Councilmember
Amy Howorth



Mayor Pro-Tem
David Lesser



Councilmember
Richard Montgomery



Councilmember
Nicholas W. Tell, Jr.



City Treasurer
Tim Lilligren



City Manager
David N. Carmany

ELECTED OFFICIALS & EXECUTIVE STAFF

| ELECTED OFFICIALS | | TERM ENDS |
|----------------------------|-----------------------|------------|
| <i>Mayor</i> | Wayne Powell | March 2013 |
| <i>Mayor Pro-Tem</i> | David Lesser | March 2015 |
| <i>City Councilmembers</i> | Richard Montgomery | March 2013 |
| | Nicholas W. Tell, Jr. | March 2013 |
| | Amy Howorth | March 2015 |
| <i>City Treasurer</i> | Tim Lilligren | March 2013 |

EXECUTIVE STAFF

| | |
|---|---------------------------|
| <i>City Manager</i> | David N. Carmany |
| <i>City Clerk</i> | Liza Tamura |
| <i>Special Counsel</i> | Richard, Watson & Gershon |
| <i>Director of Finance</i> | Bruce Moe |
| <i>Director of Human Resources</i> | Cathy Hanson |
| <i>Director of Parks & Recreation</i> | Richard Gill |
| <i>Chief of Police</i> | Eve R. Irvine |
| <i>Fire Chief</i> | Robert Espinosa |
| <i>Director of Community Development</i> | Richard Thompson |
| <i>Director of Public Works</i> | Jim Arndt |

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INTRODUCTION

CITY MANAGER'S BUDGET MESSAGE

Mayor Powell and Members of the City Council:

It is my privilege to present the fiscal year 2012-2013 proposed operating budget. This important document serves as the basis for Council's decisions and sets the course for the coming fiscal year and beyond.

In January of this year, the City Council held a Strategic Planning session, and from that developed a mission statement:

"The City of Manhattan Beach is dedicated to providing exemplary municipal services, preserving our small beach town character and enhancing the quality of life for our residents, businesses and visitors"

Using the mission statement as the foundation, the City Council developed strategic goals, which include: maintaining and enhancing fiscal stability; increasing organizational effectiveness and efficiency; maintaining and enhancing City facilities, programs and infrastructure; and encouraging engagement and increased participation of residents and businesses. With these in mind, the fiscal year (FY) 2012-2013 budget was prepared.

The City has a long-standing tradition of being fiscally conservative. It has maintained adequate reserves, borrowed judiciously, staffed appropriately, and spent only where necessary, all while providing outstanding city services. In recent years, when the economy deteriorated, the city reduced costs through belt-tightening without major service impacts to residents and businesses. We have learned that keeping "rudder amidship" serves residents well over time as the city stays the course in good times and bad.

Today, the city continues to see overall economic stability and advancement. Major revenues are improving at varying paces. Property tax reversed the downward trend from two years ago, and is improving slowly. Sales tax is growing with the general economy and consumer confidence. Building activity is returning along with tourism and travel. The City continues to control costs.

Given this outlook, the City continues with the budget goals of maintaining the levels of service currently provided to residents, reducing expenses wherever practical, meeting employee obligations and maintaining adequate General Fund reserves. Finally, the City endeavors to provide all this information in a transparent fashion and provide the City Council with the tools to review budget recommendations.

As a service organization, labor makes up approximately 70% of costs. The City's skilled and dedicated workforce is what powers the day-to-day delivery of services. Staffing is reviewed to ensure the city is operating at the most efficient levels. Over the past few years a number of vacant positions have been eliminated due to budget constraints. With the budget outlook improving, a number of staffing changes are recommended that will improve effectiveness and efficiencies.

Public Safety has always been a top priority for the community. But in past years Police staffing was reluctantly reduced to help balance the budget. With the economic outlook improving, and the continued priority of public safety, this budget reflects the addition of one Police Lieutenant, two Police Officers (eliminated in the FY 2011-2012 budget), and one Police Services Officer (i.e. Jailer). These positions

are critical to the effective staffing and operation of the Police Department. Additionally, increased activity in the Community Development Department, and the resulting service level demands, are accommodated with the reinstatement of an Associate Planner. Finally, the Public Works Department has continued its efficiency efforts and has consolidated positions where possible. As a result, this budget includes the elimination of one Water Distribution Supervisor position and one Water Plant Operator position, both currently vacant.

Chief among the total compensation issues for the City is retirement system costs. In the United States today, some 13 million public sector workers – including teachers, police and firefighters, state and municipal employees, judges, and legislators – and another 6 million federal and military employees participate in government pension plans. The City of Manhattan Beach spends approximately \$6 million a year to provide its valued employees with defined benefit pension plans through the California Public Employees' Retirement System (CalPERS). But the cost of providing that benefit continues to increase; and CalPERS has made changes to its investment return assumptions which will necessitate even higher employer rates starting in 2013. Although CalPERS debated changing the actuarially assumed return on investment to as low as 7.25% (down from 7.75%), they did lower it to 7.5%, which is estimated to add \$600,000 annually in increased costs to the City. Pension benefit formula and financing policy are key issues as new labor agreements are negotiated this year with all labor associations.

In FY 2011-2012, the City Council formed an Ad Hoc Committee to guide the City's commitment to open, transparent and inclusive government. Among the actions taken to that end, the City is implementing new technology that will provide the community with additional avenues to accessing their local government. For example, software that will provide residents the opportunity to comment directly on City Council agenda items is planned for this fiscal year. Further, this year's budget includes funding for broadcasting equipment for the Police/Fire Community Room and Joslyn Center. These facilities, which often house special City Council meetings and other public gatherings, do not currently have the capability for live broadcasts. Utilizing restricted cable TV funds, this improvement will provide greater public access. Improvements to the City's website are underway, and further opportunities to engage the public are being considered.

A few years ago, in an effort to balance the General Fund budget, the City suspended funding of vehicle replacements. This short term solution was eliminated last fiscal year, and as the economy improved, the City renewed its efforts to maintaining its fleet of vehicles and provide for orderly replacement at the end of useful life. Whether the vehicle is a fire truck, police patrol car, or Dial-A-Ride bus, these vehicles are part of the infrastructure of providing services. This budget continues this replacement program in a significant fashion, by replacing an additional thirty-nine vehicles (the entire list of vehicles is located in the Appendix).

By nature, workers compensation and liability claims are unpredictable. Past attempts to "normalize" the budgeted costs through smoothing and averaging did not result in the desired effect. As a result, the current practice is to charge the affected department (i.e. the department the injury or claim is most closely associated with) for the total estimated cost (or reserve) of the claim. Fiscal year 2011-2012 included several new liability claims that have been reserved for in the Insurance Fund. Those cases are reflected in the department budgets under claims paid. In addition, insurance premiums have increased by \$127,576. Insurance premiums and risk management administration are also allocated to the using departments.

A perennial issue is the State fiscal crisis. It seems as though the difficulties in Sacramento make it challenging to budget and properly manage local financial resources. Most government services are dictated by the budget, and California has budget trouble.

One glaring example of the State shifting its budget problem to the local level is Assembly Bill 109. AB 109, known as the “Realignment Bill,” was signed into law by Governor Brown in April of 2011; the provisions of AB 109 took effect on October 1, 2011. AB 109 represents the most significant change in decades to sentencing and corrections. This realignment shifts governmental responsibilities from state to local government. It is important to 1) know how realignment will impact Manhattan Beach and 2) why this budget recommends hiring additional law enforcement personnel.

Realignment focuses on several aspects: criminal sentencing, punishment, and community supervision after incarcerated criminals are released. Certain offenders convicted for various offenses which are categorized as non-serious, non-violent, or non-sex related (the “three non’s”) are now categorized as Post Release Community Supervision. Rather than being committed to state prison as in the past, criminal offenders convicted under the “three non’s” will now serve out their sentences in county jails. Realignment will take approximately one-third of California’s current prisoners and “realign” them from state prison to local county jails and county probation programs. County jails are extremely overcrowded, and therefore, if a criminal falls into one of the “three non’s,” they are most likely going to have a significantly reduced sentence in county jail; if they even serve any county jail time. Many of these “three non” prisoners are “realigned” or released from county jail, sometimes with ankle monitors, to their homes to serve out their sentences.

A key component includes a mandate that offenders be released to the counties where they lived when the crime was committed. Realignment also requires probation departments to create and utilize programs for the treatment and rehabilitation of these offenders.

There were also over 500 amended statutes under realignment that provides for “imprisonment” in county jail and/or non-custodial mandatory supervision instead of state prison. All of the 500 plus amended crimes now fall under the “three non’s” mentioned earlier. Many of the amended statutes are related to drug offenses.

The State of California hopes to save an estimated \$450 million in the first year of realignment and a total of \$2 billion by October of 2015. Manhattan Beach may not have many Post Release Community Supervised criminals residing within our community, or even to be expected to be released in our City, but as in many cities throughout California, it is hard to decipher where one city’s border stops and another begins. Manhattan Beach is already seeing the effects of Realignment with a significant increase in property crimes and some violent crimes. Property crimes are spiking; this trend is disturbing. The enactment of AB 109 and its effect on sentencing has created a sense among criminals that the risk is worth the consequence. Some California police departments are arresting the same “three non” criminals multiple times during a single day.

Just as the City’s investment in its employees is a very important element to providing excellent services, good stewardship demands an investment in general infrastructure such as our community centers, parks and other facilities. The 2007 facilities Strategic Plan revealed the poor condition of many of our most important facilities. While we have begun addressing these needs through renovations to Begg Pool, Joslyn and Manhattan Heights centers, there is more ahead. The FY 2013-2017 CIP plan identified an annual estimated funding level need of \$2 million in order to simply maintain our facilities. Any large scale improvements will require even more funding.

In the past, such general improvements were the top funding priority for year-end General Fund surpluses, coupled with certain revenue sources dedicated to the Capital Improvement Projects (CIP) fund. With inconsistent General Fund surpluses available, and the majority of the dedicated CIP revenues being used to pay for the debt service on the Police/Fire headquarters, there are limited funds available for any meaningful projects. Ideally, on-going capital funding should be generated and built into the budget and not treated as an after-thought with remaining funds. While this year's budget places a priority on restoring service levels through staffing, further consideration must be given to enhancing funding sources to achieve that long term funding structure. In the interim, this budget includes an equity transfer of \$3 million of available unreserved General Fund moneys to the CIP Fund for various projects that would otherwise be unfunded.

As the main funding source for City services, the General Fund gets most of the attention. However, challenges exist in other funds as well, particularly Proposition "A," the Storm Water utility, and the Street Lighting and Landscaping District Fund.

Proposition "A" funds are used primarily for the City's Dial-A-Ride transportation services, although it also supports the Beach Cities Transit line and Ocean Express among other transportation purposes. Over the past few years, the City has expanded service levels without the benefit of increased revenues. Additionally, due to the economic recession, the primary funding source, which is a half-cent sales tax, declined. As a result, the Proposition "A" fund will exhaust all of its resources this year and require a subsidy from Measure "R" funds to maintain current service levels. Further, because of its funding status, the scheduled replacement of two Dial-A-Ride buses (\$230,000) is also being funded through a transfer of Measure "R" transportation funds (this is a permitted use). Looking ahead, we will need to review service levels and funding alternatives for this operation.

As we know from past resident satisfaction surveys, clean beaches are a top priority for the community. The main funding source for this endeavor is the Storm Water Fund. Unfortunately, the fund continues to absorb additional costs without the benefit of new revenues from assessments (any increase in assessments requires a successful Proposition 218 vote). Also, the Storm Water fund receives over \$300,000 a year in direct and indirect support from the General Fund. While the General Fund did receive reimbursement in FY 2012-2013, the Storm Water Fund cannot continue this transfer due to a concern for future capital requirements. At the same time, as costs rise, so does the General Fund subsidy, draining resources from other services and programs, including capital improvement funding previously discussed. With so much emphasis being placed on the environment, and more regulatory standards being enacted, the Storm Water Fund needs additional revenues. While there have been at least two attempts in the state legislature to define Storm Water revenues as user fees, thus not requiring voter approval to implement, that legislation has yet to pass. At some point, absent that legislation, property owners may wish to consider a measure to fund the proper handling and treatment of storm water runoff. This could be accomplished with a mail-in ballot.

Another area in need of fiscal attention is the Street Lighting and Landscape Fund. This fund pays for all costs associated with providing street lighting citywide, and for the maintenance of Streetscape in the downtown district. This fund is supported by assessments which have not changed in years (and cannot be adjusted without a Proposition 218 vote). As a result, the General Fund is subsidizing the Street Lighting Fund by \$195,685 in fiscal year 2012-2013. This deficit is likely to grow larger as energy costs increase. As the General Fund subsidy increases, it results in less available funding for such activities as Police, Fire, Paramedics, Parks and Recreation, Public Works, etc. A future vote, which could be accomplished using a mail-in ballot, would be necessary to properly fund operations.

It is important to note that in the past the General Fund has always had sufficient funds to backstop some of these operations when necessary. The City may need to consider proactively taking the steps necessary to support each and every program that is designed to be self-sustaining to restore financial balance, whether through increased assessments or, where appropriate, service level reductions.

If capital needs are considered along with service level demands, it is clear that the City will need to consider opportunities to grow its revenue base. Possible options include an increase in the transient occupancy tax (which could be accomplished without voter approval and would generate new revenue of approximately \$650,000), or the implementation of a utility user tax (UUT), for which a vote of the residents would be necessary. If an election were held, the City would need approval of a simple majority of the voters if the revenues were used for general purposes and not dedicated to a specific purpose. Each one percent of a UUT is estimated to generate \$650,000 in new revenue. Using the area average UUT of 5%, the City could generate approximately \$3.2 million in additional revenue (Manhattan Beach is one of the few cities that does not have a UUT). This is particularly important if the Council determines that further financial support to the school district is desirable.

In the City's overall fiscal health, reserve levels play an important role. For more than fifteen years, the City by policy has retained twenty percent of the General Fund's annual budgeted expenditures in reserve (for fiscal year 2012-2013 that amounts to \$10.6 million). Additionally, we prudently reserved an additional \$4 million for economic uncertainty. The City's financial policies state that the funds are to be used "in the event of significant financial emergency." While the past several years have been challenging in our abilities to fund our programs, the situation has not risen to the level of "significant financial emergency." Further, these reserves exist not to cover on-going long term operational expenditures, but rather as an emergency cushion for such events as a natural disaster where insurance is insufficient (or non-existent) to cover major structural losses, or an unforeseen loss of revenue which needs to be addressed on an emergency basis. We should avoid allocating these reserve funds for anything other than the most severe of events. It is this approach that has been a contributing factor in obtaining our AAA/Aaa rating from Standard & Poor's, Fitch and Moody's.

We are pleased to present a balanced operating budget that includes a surplus of \$252,691, as well as a \$3 million contribution to capital funding.

BUDGET OVERVIEW

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

| Fund | Revenues | | | Expenditures | | |
|-----------------------------------|---------------------|----------------------|----------------|---------------------|----------------------|----------------|
| | 2011-2012 | 2012-2013 | %Change | 2011-2012 | 2012-2013 | %Change |
| General | \$51,170,408 | \$53,158,918 | 3.9% | \$50,657,495 | \$52,906,227 | 4.4% |
| Special Revenue Funds | | | | | | |
| Street Lighting & Landscape | 397,064 | 398,844 | 0.4% | 583,651 | 594,529 | 1.9% |
| Gas Tax | 1,381,167 | 1,487,617 | 7.7% | 2,620,530 | 870,000 | (66.8%) |
| Asset Forfeiture & Safety Grants | 18,200 | 10,364 | (43.1%) | 327,363 | 216,833 | (33.8%) |
| Federal & State Grants | - | - | 0.0% | - | - | 0.0% |
| Proposition A | 623,200 | 552,201 | (11.4%) | 655,689 | 734,941 | 12.1% |
| Proposition C | 460,000 | 8,554,416 | 1,759.7% | 970,210 | 8,715,937 | 798.4% |
| AB 2766 | 48,000 | 44,915 | (6.4%) | 7,868 | 8,068 | 2.5% |
| Measure R | 279,100 | 295,131 | 5.7% | 400,000 | - | (100.0%) |
| Capital Project Funds | | | | | | |
| Capital Improvement Project | 3,024,829 | 1,947,145 | (35.6%) | 2,127,676 | 5,785,311 | 171.9% |
| Underground Assessments District | 400 | 219 | (45.3%) | - | - | 0.0% |
| Enterprise Funds | | | | | | |
| Water | 12,576,100 | 14,874,414 | 18.3% | 12,657,963 | 13,222,851 | 4.5% |
| Stormwater | 366,200 | 359,350 | (1.9%) | 657,187 | 598,089 | (9.0%) |
| Wastewater | 2,825,030 | 3,377,186 | 19.5% | 3,061,557 | 3,688,710 | 20.5% |
| Refuse | 4,568,373 | 4,566,324 | (0.0%) | 4,549,628 | 4,398,284 | (3.3%) |
| Parking | 2,113,447 | 2,299,594 | 8.8% | 1,672,991 | 1,912,480 | 14.3% |
| County Parking Lots | 449,500 | 531,000 | 18.1% | 376,341 | 457,727 | 21.6% |
| State Pier & Parking Lot | 436,300 | 500,363 | 14.7% | 867,640 | 1,343,188 | 54.8% |
| Internal Service Funds | | | | | | |
| Insurance Reserve | 4,003,726 | 4,541,130 | 13.4% | 4,022,761 | 4,558,840 | 13.3% |
| Information Systems | 1,192,397 | 1,506,483 | 26.3% | 1,192,397 | 1,522,432 | 27.7% |
| Fleet Management | 3,250,206 | 3,077,925 | (5.3%) | 5,019,823 | 5,499,844 | 9.6% |
| Building Maintenance & Operations | 1,404,275 | 1,550,806 | 10.4% | 1,430,881 | 1,538,364 | 7.5% |
| Trust & Agency Funds | | | | | | |
| Special Assessment Redeption Fund | 968,248 | 968,248 | 0.0% | 968,248 | 962,612 | (0.6%) |
| Pension Trust | 145,700 | 139,150 | (4.5%) | 182,000 | 189,000 | 3.8% |
| Budget Totals | \$91,701,870 | \$104,741,743 | 14.2% | \$95,009,899 | \$109,724,267 | 15.5% |

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

Debt Service

Debt service for fiscal year 2012-2013 approximates \$4.7 million and includes: \$817,050 for the Police & Fire facility; \$850,658 for the Metlox parking structure and town square; \$317,581 in long standing Water & Waste Water improvement bonds; \$101,800 for the City's portion of the South Bay Regional Public Communications Authority (RCC) facility debt; \$509,823 for the financing of the Marine Sports Fields; \$1,103,202 for the pension obligation bonds for our Police & Fire departments; and \$954,112 in underground utility bond debt which exists as an assessment pass-through appropriation on the City's books. Debt service totaling \$114,335 is also budgeted for the lease payments on a new fire engine (\$67,388) and a sewer vacuum jet truck (\$46,947). The City is currently in the process of refinancing the debt for Metlox and the Water/Wastewater debt (the debt service listed are the existing amounts).

Both the Parking Fund and, to some extent, the Capital Improvement Fund, have been fully burdened by these debt levels making future capital projects dependent upon realized surplus reserve contributions and/or enhanced revenue measures.

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

FUND SUMMARIES

GENERAL FUND

At year end, current estimates for fiscal year 2011-2012 indicate that revenues will exceed expenditures in the General Fund by \$2,173,817. An improving economy and close monitoring of expenditures contributed to the better than expected results.

The surplus (unreserved) General Fund balance on June 30, 2012 is projected to be \$4,333,164 after accounting for the financial policies requirement and required reserves for existing liabilities. The fiscal year 2012-2013 budget includes an equity transfer of \$3 million to the CIP Fund for capital improvements. At the end of fiscal year 2012-2013, staff projects a Financial Policy Designation of \$10,581,245 (an increase from FY 2011-2012 of \$449,966), an Economic Uncertainty reserve of \$4 million, and an unreserved fund balance of \$1,013,477.

REVENUES:

General Fund revenues are projected to be \$53,158,918, an increase of \$1,988,510 or 3.9% from last year's budget. Increases in Sales Tax, Business License Tax, Property Tax, Building and Planning fees all contribute to the rise in revenue.

Specific revenue highlights include:

Property Taxes: For fiscal year 2012-2013, we are expecting a modest improvement in overall property tax revenues of \$516,605 over the prior year's budget (2.6%). This reflects only a slight increase over the FY 2011-2012 full year estimate of \$208,206 (1.0%) due to revised growth estimates provided by the County tax Assessor's office. This slow growth in the General Fund's largest revenue source reflects the housing market's uneven recovery from the housing bubble of 2007. While the growth is anemic, it is an improvement over the contraction in 2010-2011 in which we saw a decline in overall property tax revenue of approximately \$600,000 (3%). We expect to see continued modest growth in this revenue source in fiscal year 2013-2014 and beyond. This is our biggest General Fund revenue source (38% of total revenue).

| | |
|---------------------------------|--------------|
| Fiscal Year 2010-2011 Actual: | \$19,791,425 |
| Fiscal Year 2011-2012 Budget: | \$19,753,700 |
| Fiscal Year 2011-2012 Estimate: | \$20,062,099 |
| Fiscal Year 2011-2012 Budget: | \$20,270,305 |

Sales Tax: Retail sales activity within the state and region continue to improve as consumer confidence and spending return. Additionally, the City is receiving the benefit of the DeWitt Petroleum location agreement which took effect in October 2010. In fiscal year 2012-2013, we expect sales tax to perform 7.8% (\$631,000) above the prior year's budget, and \$317,000 (3.8%) above 2011-2012 estimates (these figures are based on the City's net revenue after factoring in the DeWitt agreement).

| | |
|---------------------------------|-------------|
| Fiscal Year 2010-2011 Actual: | \$8,180,675 |
| Fiscal Year 2011-2012 Budget: | \$8,125,000 |
| Fiscal Year 2011-2012 Estimate: | \$8,439,000 |
| Fiscal Year 2012-2013 Budget: | \$8,756,000 |

Transient Occupancy Tax (TOT): Due to remodeling activity during FY 2011-2012 at the Marriott and Residence Inn hotels, FY 2011-2012 revenues are expected to fall short of budget estimates by \$89,366 (2.7%). However, with the hotels back in full operation, revenues are expected to rebound to approximately \$3.26 million in FY 2012-2013. Beyond that, growth of 3% annually is expected as the economy and tourism continue to improve. TOT revenue also affects the Capital Improvement Fund since 15% of the total TOT is dedicated to that fund (the CIP amount is not included in the numbers below).

| | |
|---------------------------------|-------------|
| Fiscal Year 2010-2011 Actual: | \$3,169,337 |
| Fiscal Year 2011-2012 Budget: | \$3,258,766 |
| Fiscal Year 2011-2012 Estimate: | \$3,169,400 |
| Fiscal Year 2012-2013 Budget: | \$3,264,482 |

Business License Tax: Budget-to-budget, business license tax is projected to increase by \$90,000 (3.3%). However, the fiscal year 2012-2013 budget more accurately reflects the actual collection expected in fiscal year 2011-2012, which at the time of this budget, is just wrapping up.

| | |
|---------------------------------|-------------|
| Fiscal Year 2010-2011 Actual: | \$2,844,068 |
| Fiscal Year 2011-2012 Budget: | \$2,754,000 |
| Fiscal Year 2011-2012 Estimate: | \$2,844,000 |
| Fiscal Year 2012-2013 Budget: | \$2,844,000 |

Building Permits: Through April 2012, the City has issued 17% more permits with 27% higher valuations than the same period in the prior year. The majority of the activity continues to be in the residential remodeling arena. Fiscal year 2011-2012 estimates are approximately \$22,000 higher than the prior year actual receipts. The fiscal year 2012-2013 budget projects a \$40,000 (4.8%) increase over 2011-2012 full year estimates.

| | |
|---------------------------------|-----------|
| Fiscal Year 2010-2011 Actual: | \$818,468 |
| Fiscal Year 2011-2012 Budget: | \$720,000 |
| Fiscal Year 2011-2012 Estimate: | \$840,000 |
| Fiscal Year 2012-2013 Budget: | \$880,000 |

Plan Check Fees: Fiscal year 2011-2012 full year estimates are expected to surpass budget by \$105,000 (12.5%) based on valuations and increased activity. Fiscal Year 2013 revenues are expected to increase over the prior year's budget by \$110,000 (13.1%) and approximate the 2011-2012 full year estimate.

| | |
|---------------------------------|-----------|
| Fiscal Year 2010-2011 Actual: | \$797,741 |
| Fiscal Year 2011-2012 Budget: | \$840,000 |
| Fiscal Year 2011-2012 Estimate: | \$945,000 |
| Fiscal Year 2012-2013 Budget: | \$950,000 |

Interest Income: Interest rates remain at historically low levels, resulting in depressed interest earnings on the City's idle funds. As investments mature, reinvestment rates in today's market are now assumed to be 1.2% to 1.35% in the two and a half to three-year range. Eventually, rates will increase in as the economy improves. As a result, revenues are projected at \$550,000 in fiscal year 2012-2013.

| | |
|---------------------------------|-----------|
| Fiscal Year 2010-2011 Actual: | \$647,027 |
| Fiscal Year 2011-2012 Budget: | \$500,000 |
| Fiscal Year 2011-2012 Estimate: | \$550,000 |
| Fiscal Year 2012-2013 Budget: | \$550,000 |

Operating Service Transfers: This revenue represents cost recovery to the General Fund for support provided to other activities and funds, including the enterprise funds (Water, Waste Water, Refuse, Parking). The amount to be recovered is determined through a periodic cost allocation plan study performed by an independent third party. For this fiscal year, the charge-out to the Storm Water Fund has been discontinued due to the minimal fund balance available, and the need to build balances to fund future capital projects. This results in a reduction in the Operating Transfers of \$375,161.

| | |
|---|-------------|
| Fiscal Year 2010-2011 Actual: | \$3,025,307 |
| Fiscal Year 2011-2012 Budget& Estimate: | \$3,288,499 |
| Fiscal Year 2012-2013 Budget: | \$2,913,338 |

Marriott Hotel Percentage Rent: The hotel is built on City land is subject to a ground lease, in which the City shares in the room, food and beverage revenues generated. During FY 2011-2012, the Marriott renovated a number of guest rooms, resulting in lower overall room, food and beverage sales during construction. As a result, the FY 2011-2012 revenues are projected to come in below budget by \$206,618. However, with the construction completed, and the hotel fully operational, revenues in FY 2012-2013 are expected to rebound to FY 2010-2011 levels at a minimum.

| | |
|---------------------------------|-----------|
| Fiscal Year 2010-2011 Actual: | \$573,128 |
| Fiscal Year 2011-2012 Budget: | \$618,000 |
| Fiscal Year 2011-2012 Estimate: | \$412,382 |
| Fiscal Year 2012-2013 Budget: | \$574,000 |

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

General Fund Expenditure Highlights:

General Fund expenditures equal \$52,906,227, an increase from the fiscal year 2011-2012 budget of \$2,248,732 (4.4%) and \$2,249,833 (4.3%) over FY 2011-2012 estimates. The following chart illustrates the specific budget categories and the associated changes:

General Fund Budgeted Expenditures by Category

| Expenditure Category | Budget 2011-2012 | Estimated 2011-2012 | Budget 2012-2013 | Budget to Budget Var | | Budget to Estimated Var | |
|--------------------------|---------------------|------------------------|---------------------|----------------------|-------------|-------------------------|-------------|
| | | | | Change | Percent | Change | Percent |
| Salaries & Benefits | \$35,763,535 | \$35,333,760 | \$36,414,174 | \$650,639 | 1.8% | \$1,080,415 | 3.1% |
| Materials and Services | 8,153,317 | 8,828,032 | 9,209,255 | 1,055,938 | 13.0% | 381,223 | 4.3% |
| Internal Service Charges | 4,947,393 | 4,932,968 | 5,349,809 | 402,416 | 8.1% | 416,841 | 8.5% |
| Capital Equipment | - | 12,082 | 87,001 | 87,001 | - | 74,919 | 620.1% |
| Debt Service | 1,793,250 | 1,531,107 | 1,825,825 | 32,575 | 1.8% | 294,718 | 19.2% |
| Interfund Transfers | 0 | 18,445 | 20,163 | 20,163 | - | 1,718 | 9.3% |
| Totals | \$50,657,495 | \$50,656,394 | \$52,906,227 | \$2,248,732 | 4.4% | \$2,249,833 | 4.4% |

Over the past few years we have eliminated a number of vacant positions due to budget constraints. While the budget outlook has improved, we continue to review staffing to ensure we are operating at the most efficient levels. As a result, we are recommending a number of staffing changes that affect the General Fund. This includes the addition of one Police Lieutenant, two Police Officers (eliminated in the FY 2011-2012 budget), and one Police Services Officer (i.e. Jailer). These positions are critical to the effective staffing and operation of the Police Department, and with improved resource availability, are a top funding priority. Additionally, as the housing market rebounds there is increased activity and service demands in the Community Development Department, which is accommodated with the reinstatement of an Associate Planner.

The fiscal year 2012-2013 budget includes a vacancy factor for full-time staffing of \$750,000 (approximately 2%) in the General Fund. This was done in recognition of the fact that there are times throughout the year that positions are vacant through attrition and retirements, and that salary savings are achieved during those vacancies. This practice, which was implemented for the first time three years ago, reduces funds allocated for staffing, but may result in insufficient funding if such vacancies do not occur. The prior practice of fully budgeting staff positions would result in year-end savings, which would contribute to fund balance or other uses such as capital improvement projects. This current method simply estimates and recognizes vacancies up-front, with the expected savings factored into the balanced budget.

The City utilizes the South Bay Regional Public Communications Authority (a.k.a. RCC) for its dispatch services. Each participating agency in the RCC pays an assessment for those services. For the past few years, the RCC has utilized a portion of their reserves to reduce assessments, but must now increase the fees to reflect the operational costs. Additionally, the RCC's costs to provide the service have increased due to CalPERS contributions as well as increased overtime and personnel related costs. As a result, the City's assessment, which is allocated in Police Department (75%) and Fire Department (25%) budgets, is increasing by \$196,273 (14.6%) for a total cost of \$1,543,728. This joint powers arrangement with other local agencies remains the model of effectiveness and efficiency, and serves the City well.

This budget reflects the change in approach in legal services approved by the Council during FY 2011-2012. City Attorney services are now provided by an outside firm (Richards Watson Gershon) with the costs reflected as a contract (not as previously reported as personnel related costs). However, City Attorney goals and associated costs continue to be reflected in the City Attorney program within Management Services.

By policy, the City Council maintains a contingency account (one-half of one percent of General Fund expenditures) within the adopted budget which allows Council to address issues during the year without the need to appropriate funds. In recent years, in an effort to balance the budget, this contingency was reduced, most recently to \$50,000. However, with an increase in available resources, the funding level for FY 2012-2013 has been increased by \$100,000 to a new allocation of \$150,000. In the event issues arise that exceed the contingency account during the year which the Council determines funding is necessary, a limited amount of surplus General Fund money is typically available for appropriation.

Other Fund Highlights

CAPITAL IMPROVEMENTS & CONSTRUCTION FUNDS

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

- 1998 Transient Occupancy Tax – 15% of the total tax
- 1998 On-Street Parking Meters - \$.25 per hour
- 2000 On-Street Parking Meters – additional \$.25 per hour
- 2000 Parking Citations - \$4 of all citations except expired meter cites

These revenues are projected to generate \$1,267,471 of the total fund revenue of \$1,947,145. Additionally, grant revenue of \$629,497 is projected to be received in FY 2012-2013 for the remainder of a Safe Routes to School program grant awarded in the prior year (total grant of \$735,934).

The majority of the revenue generated within the CIP Fund is dedicated to funding the Police & Fire facility debt service (\$817,050). Other projects will be funded from available fund balance and any future General Fund surpluses on a pay-as-you-go basis. A General Fund transfer of \$3 million into the CIP Fund is included in this year's budget, the result of the General Fund year end surplus and available General Fund balance.

The City's CIP fund accounts for capital improvement projects funded by general use revenue sources. Projects totaling \$4.26 million are included within the fiscal year 2012-2013 budget. These include high efficiency ventilation and lighting for City Hall (\$1.24 million), seismic retrofitting of Fire Station #2 (\$200,000), Marine Avenue Park fencing (\$160,000), a facilities assessment and park master plan (both \$100,000), bike lanes (\$100,000), a feasibility study of a traffic circle at 15th and Valley/Ardmore (\$80,000) and a master plan for Veteran's Parkway (\$40,000). Additionally, several improvements to the Downtown Streetscape, including traffic signal, crosswalk and pavement rehabilitation are planned which total \$2.24 million. More information about these projects may be found in the 2013-2017 Capital Improvement Project Plan. Including the \$3 million transfer in from the General Fund, the CIP fund is expected to have an unreserved fund balance of \$2.03 million at the end of fiscal year 2012-2013 for use at City Council's discretion.

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, would require a successful Proposition 218 vote in order to do so. As a result, the fiscal year 2012-2013 assessment basis remains fixed with no increase from the prior year. Because expenses for energy and maintenance are not fixed and continue to rise, the General Fund must contribute increased amounts each year in order to fund this service. For

fiscal year 2012-2013 that subsidy will be \$195,685. In addition to the subsidy, the City contributes \$20,163 to cover the City's portion of the Streetscape zone. The fiscal year 2012-2013 budget presents a fund which has exhausted its reserves. City Council needs to revisit an overall assessment plan, and consider a vote. Without such action, General Fund transfers will continue, further straining core municipal services.

The ***Gas Tax Fund*** accounts for moneys dedicated to roadway and sidewalk projects. This year's budget includes revenues of \$1,487,617 and expenditures of \$870,000. Projects include street resurfacing and construction projects, maintenance such as the annual slurry seal program and annual concrete curb and gutter replacement. More information about these projects may be found in the 2013-2017 Capital Improvement Projects listing.

The ***Asset Forfeiture Fund*** includes estimated revenues of \$8,862 consisting only of interest earnings on the fund balance. The City has made it a practice not to budget revenues from asset seizures because the revenue stream is unpredictable. By doing so, the City avoids the appearance of any impropriety in the seizing, sale or acquisition of forfeited property. Fiscal year 2012-2013 operational expenditures equal \$216,833. This includes funding for digital cameras for all officers and an associated computer network archival system for tracking and retrieving the images to be used as evidence and support for crime investigations. Also included in this year's budget is funding for the DNA analysis as needed from the Orange County Sheriff's Department.

The ***Federal and State Grant Fund*** reflects no anticipated or known grant fund income. However, during the year, if such grants are received, the budget will be adjusted accordingly.

The majority of ***Proposition "A" Fund*** revenues are based on a half-cent sales tax in Los Angeles County, which is then distributed on a per capita basis. FY 2012-2013 revenues are estimated at \$552,201 with expenditures of \$734,941. This deficit is covered through the use of Measure "R" funds; the Proposition "A" Fund is projected to have no fund balance at year end. Sustaining the current service levels in the future will require the City to utilize other resources (such as Measure "R"), or exchange General Fund moneys for Proposition "A" funds with another agency in the county, as was done last year. Further, this year's budget includes the purchase of two replacement Dial-A-Ride buses which would normally be purchased with Proposition "A" funds, but due to the lack of resources, are being funded with Measure "R" funds (which may be used for this transit related purpose). Expenditures in this year's budget include \$28,000 for support of the Beach Cities Transit replacement service for the MTA line 439 (which runs through Manhattan Beach); "Ocean Express" funding for \$20,000 to support two trips per hour bringing visitors from LAX area hotels to Downtown and the Village Mall; and \$55,000 for the recreational bus trips for the various programs put on by the Parks & Recreation department. The part time salaries budget has been increased to reflect the expanded services previously authorized by the City Council.

The ***Proposition "C" Fund***, established for transportation and street improvement programs, reflects estimated revenues of \$8,554,416 and capital expenditures of \$8,715,937 in fiscal year 2012-2013. Revenues include \$3.18 million in a Metropolitan Transportation Authority (MTA) grant, \$4.55 million in an MTA Measure R South Bay allocation, \$436,627 in transit sales tax and \$360,000 in a Federal earmark. These funds will be used for the Sepulveda Bridge Widening Project, which has an estimated cost of \$21.3 million.

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 \$44,915 and expenditures of \$8,068 support the City's clean air efforts in fiscal year 2012-2013. Additionally,

the budget includes a transfer of \$350,000 to the Fleet fund for the scheduled purchase of alternative fuel vehicles, a permitted use of the funds.

During fiscal year 2009-2010, the City began receiving funds from the new sales tax resulting from **Measure R** which was approved by the County's voters in November 2008. This half cent sales tax can be used for projects such as a trolley, 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). The City anticipates receiving approximately \$295,131 in revenue for 2012-2013. This year, \$70,892 is being transferred to the Proposition "A" Fund to sustain Dial-A-Ride programs, as well as a transfer of \$230,000 to the Fleet Fund to purchase two replacement Dial-A-Ride busses. The year-end fund balance is projected to be \$782,492.

ENTERPRISE FUNDS

Fiscal year 2012-2013 revenues in the **Water Fund** are estimated at \$14,874,414 while expenditures in this fund equal \$13,222,851. New rates, adopted by the City Council in fiscal year 2009-2010 (effective January 2010), allow for the continued funding of capital projects and equipment (identified in the infrastructure study in fiscal year 2009-2010). For FY 2012-2013, projects total \$4.17 million and include \$2.35 million for water line replacements and new hydrant installation, \$1 million for a water well, \$500,000 for pump station improvements and \$317,500 for radio telemetry equipment used to operate the water system. More information about these projects may be found in the 2012-2013 Capital Improvement Projects listing in the Appendix of this document.

Revenues in the **Waste Water Fund** are projected to be \$3,377,186 with expenses and capital estimated at \$3,688,710. The infrastructure and rate study completed in 2009-2010 resulted in new rates being implemented, which support the capital improvements necessary to operate the utility. In fiscal year 2012-2013, funds totaling \$1.61 million are programmed for sewer infrastructure rehabilitation as well as network communications equipment. The expenses also include the lease of a new Sewer Vacuum Jet truck. It is important to note that while the scheduled rate increases have provided capital for infrastructure projects, net income is not sufficient to fund the policy reserves of \$692,210. Given the high priority of the projects, the budget places an emphasis on funding those critical needs ahead of funding reserves. However, if there were to be a need for emergency funding other resources are available in the interim. While a five-year rate structure was established when the new rates took effect in 2010, those rates will need to be revisited earlier than planned to fully fund the operation and reserves.

The **Storm Water Fund** contains budgeted revenues of \$359,350 and expenditures of \$598,089. The fiscal year 2012-2013 budget includes \$150,000 for storm drain video inspection and evaluation, and \$130,000 for the Veteran's Parkway infiltration project. Previously, several studies/projects were initiated which include an infiltration site study to identify runoff mitigation strategies; a storm water system condition assessment; and a Best Management Practices review for identifying sources of bacteria as well as ways to educate our community on reducing such pollution. The results of these studies will guide the next round of capital improvement projects in this area. Current assessments (which were last changed in 1996 and have remained unchanged since then) are not sufficient to sustain the program's capital needs in the future. As a result, General Fund transfers or a Proposition 218 vote to increase the assessments will ultimately be required to adequately fund this operation. Storm Water runoff is under increased regulatory and environmental pressures, which will result in increased costs. It is important to also note that last year, the General Fund collected the overhead costs of services provided by the General Fund (\$363,187) to the Storm Water Fund. With only \$286,721 remaining in the Storm Water fund by the end of FY 2012-2013, that reimbursement was not included in this year's

budget. This will allow some funding for future projects. However, the General Fund should no longer subsidize the Storm Water Fund, and at some juncture, the assessments will need to be addressed.

The ***Refuse Fund*** includes revenues and expenses for the City's refuse, recycling and street sweeping activities. Revenues for fiscal year 2012-2013 are projected to be \$4,566,324 and expenditures at \$4,398,284. The new contract with Waste Management took effect June 1, 2011 along with the new rates to residents and businesses. The first rate increase under the contract, which is included in the projected revenue and expenditures, is scheduled for July 2012.

The ***Parking Fund*** accounts for collections and expenditures for street meters and City owned lots, debt service on the Metlox parking structure, and maintenance of the Metlox Town Square. For fiscal year 2012-2013 this fund is projected to have \$2,299,594 in revenues and \$1,912,480 in expenditures. Fiscal year 2012-2013 includes debt service (\$301,900) on the \$1,073,000 loan to the fund from the Capital Improvements Fund for the purchase of new technology parking meters that accept credit cards (the loan will be paid off in FY 2014-2015). The budget also includes \$69,190 in new bank service charges that reflect the costs of parking meters accepting credit cards, and \$75,000 for inspection of parking structures. The projected year end unreserved fund balance is \$210,295; this is inadequate when considering the future replacement of aging structures which will be examined in the study. Future rate increases may be necessary to adequately fund the infrastructure.

The ***County Parking Lot Fund*** accounts for the two county-owned parking lots commonly referred to as El Porto and 26th Street. This fund is projected to have \$531,000 in revenues and \$457,727 in operating expenditures. Excess funds (\$73,273) are transferred to the General Fund after accounting for the County's share of revenue.

The ***State Pier and Parking Lot Fund*** relates to the operational activity for the State owned pier parking lots. This fund is projected to have \$500,363 in revenues and \$1,343,188 in expenditures. Of that total, \$940,000 has been allocated to Pier railing, comfort station and roundhouse repairs and restoration. The balance of the funds are used to maintain and operate the pier and parking lots, and the pier comfort stations.

INTERNAL SERVICE FUNDS

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

The fiscal year 2012-2013 ***Insurance Reserve Fund*** budget contains revenues of \$4,541,130 and expenditures of \$4,558,840. The Insurance Reserve Fund allocates expenditures to City departments based on recent claims history. For fiscal year 2012-2013, charge outs for liability and property insurance increased by \$700,939 due to increased liability claims activity, and an \$127,576 increase in liability and property insurance premiums. Charge outs for workers compensation costs decreased by \$163,534, while the associated insurance premium increased by \$40,000. Claims paid for fiscal year 2012-2013 for both liability and workers compensation are estimated at \$3.06 million, an increase of \$387,050. The total fund balance at FY 2013 year end is estimated to be \$4.9 million. However, within that balance are long term liabilities for claims that are incurred but not reported with an estimated value of \$2.6 million, for which the City has recognized. After considering those liabilities, the remaining fund balance (\$2.3 million) is sufficient to meet the City Council's policy goal of \$2 million of working capital, which provides a buffer against highly unpredictable Workers' Compensation claims from both past and present employees.

The ***Information Systems Fund*** provides for the operation of the City's Information Systems division, including maintenance of the City's computer network and hardware infrastructure. The division's budget is charged out to the departments based on the number of devices (workstations and printers) being utilized. In fiscal year 2012-2013, the Information Systems Fund's revenues are \$1,506,483 and expenditures are \$1,522,432. This year's costs include replacement of several network servers and desktop computers, where the replacement schedule has been extended based on our experience with repairs in recent years. This has allowed us to reduce charge outs to using departments accordingly. Fiscal year 2012-2013 also includes the purchase of video broadcasting equipment for the Police/Fire community room and the Joslyn Center. This equipment, which costs \$288,310, is being purchased with PEG (Public, Education, Government) funds generated through Verizon and Time Warner cable systems. The improvements will provide the City with the capability to broadcast live cable productions (and streaming video) from both facilities when used for public meetings and gatherings. Additionally, \$35,500 has been allocated to upgrade the City's Internet connection to accommodate increased traffic and larger download files. The fund is projected to have a balance of \$354,653 at year end.

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 (telephones, photocopiers, etc.) is maintained. The fund's fiscal year 2012-2013 budget includes revenues of \$1,550,806 and expenditures of \$1,538,364. Expenditures associated with this fund are allocated to departments based on their number of employees and the square feet of building they occupy.

The ***Fleet Management Fund*** is charged to departments in two separate line items - fleet maintenance and fleet rental. Fleet maintenance accounts for repairs and routine vehicle maintenance based on the average maintenance and repair cost according to the type and number of vehicles a department operates. The fleet rental charge provides for the replacement of City vehicles, and is a straight-line depreciated charge based on the cost and expected life of each vehicle. Last year's budget included increased funding to allow for the replacement of many vehicles which were past due. This year's budget continues that program with the purchase of 39 vehicles to bring the fleet up to date. A list of those vehicles is included in the Appendix of this document. The Fund is expected to have a year-end balance of \$543,395.

CONCLUSION

At the beginning of this message, I pointed to the City's mission statement, and the resulting strategic goals: maintaining and enhancing fiscal stability; increasing organizational effectiveness and efficiency; maintaining and enhancing City facilities, programs and infrastructure; and encouraging engagement and increased participation of residents and businesses. I believe we have developed a spending plan that incorporates all of these goals: we remain fiscally sound and have options available to further strengthen our position; we are increasing effectiveness through staff resource allocations while reducing expenses and controlling costs where possible; we have committed significant funds to capital projects that benefit the community; and we are making great strides in engaging the public in the business of government. We have embraced the mission statement, and look forward to delivering on that goal.

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

In our on-going efforts to provide our citizens with ample opportunities to review and comment on the budget, several public meetings are scheduled:

| <u>Date</u> | <u>Location</u> | <u>Time</u> |
|-------------|---|-------------|
| 5/15/12 | City Council Chambers Budget Introduction (during the regularly scheduled City Council Meeting) | 6:30 PM |
| 5/16/12 | Police/Fire Community Room City Council Budget Study Session #1 | 6:00 PM |
| 5/22/12 | Police/Fire Community Room City Council Budget Study Session #2 | 6:00 PM |
| 5/24/12 | Police/Fire Community Room City Council Budget Study Session #3 (if necessary) | 6:00 PM |
| 6/5/12 | City Council Chambers Budget Adoption (during the regularly scheduled City Council Meeting) | 6:30 PM |

Copies of the Operating Budget are available for public review at City Hall in the Finance Department and City Clerk's Office; and at the Library. The budget is also available on line at the City's website: **www.citymb.info**.

I would like to take this opportunity to thank all the City employees who worked very hard to develop this year's budget. Special thanks to the Finance Department, especially Bruce Moe, Henry Mitzner, Eden Serina, Jeanne O'Brien, Eugene Wee, and Helga Foushanes.

Sincerely,



David N. Carmany
City Manager

BUDGET USER'S GUIDE

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, Budget Awards, and Organization Chart.

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, uses and sources of funds, and service indicators.

Appendix - includes the City Council's Work Plan, the City's Financial Policies, Resolutions for the Adoption of the Budget and Appropriations Limit, Schedules of Funded Budget Requests Schedule of Administrative Service Charges, Summary of Debt Service Payments, and demographic information.

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.

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

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

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

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

Capital Projects Funds

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

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

Debt Service Funds

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

PROPRIETARY FUND TYPES:

Enterprise Funds

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

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

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

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

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

The County Parking Lots Fund is used to account for the operation and maintenance of parking lots that are owned by Los Angeles County and leased to the City. Proceeds from the meters and

parking permits are divided 55 percent to the County, with an annual guaranteed minimum of \$130,000, and 45 percent to the City.

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

Internal Service Funds

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

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

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

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

FIDUCIARY FUND TYPES:

Trust & Agency Funds

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

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

City Clerk

Finance

Human
Resources

Parks &
Recreation

Police

Fire

Community
Development

Public
Works

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

Administration
~
Accounting
~
Revenue Services
~
General Services
~
Information Systems

Administration
~
Risk Management

Administration
~
Recreation Services
~
Cultural Arts
!
Sports &
Aquatics
~
Volunteers
~
Transportation

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

Administration
~
Prevention
~
Suppression
~
Paramedics
~
Emergency Preparedness

Administration
~
Planning
~
Building
~
Code Enforcement
~
Traffic Engineering

Administration
~
Civil Engineering
~
Street Maint
~
Bldg & Grounds Maintenance
~
Transportation
~
Street Lighting & Landscaping
~
Streetscape Maint
~
Water Programs
~
Storm Drain Maint
~
Sewer Maint
~
Solid Waste Mgmt
~
Parking Facilities
~
Fleet Mgmt



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Manhattan Beach

California

For the Fiscal Year Beginning

July 1, 2011

Linda C. Denton Jeffrey R. Egan

President

Executive Director

California Society of Municipal Finance Officers

Certificate of Award

Excellence Award in Operating Budget Fiscal Year 2011-2012

Presented to the

City of Manhattan Beach

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

February 29, 2012





Scott Johnson
CSMFO President



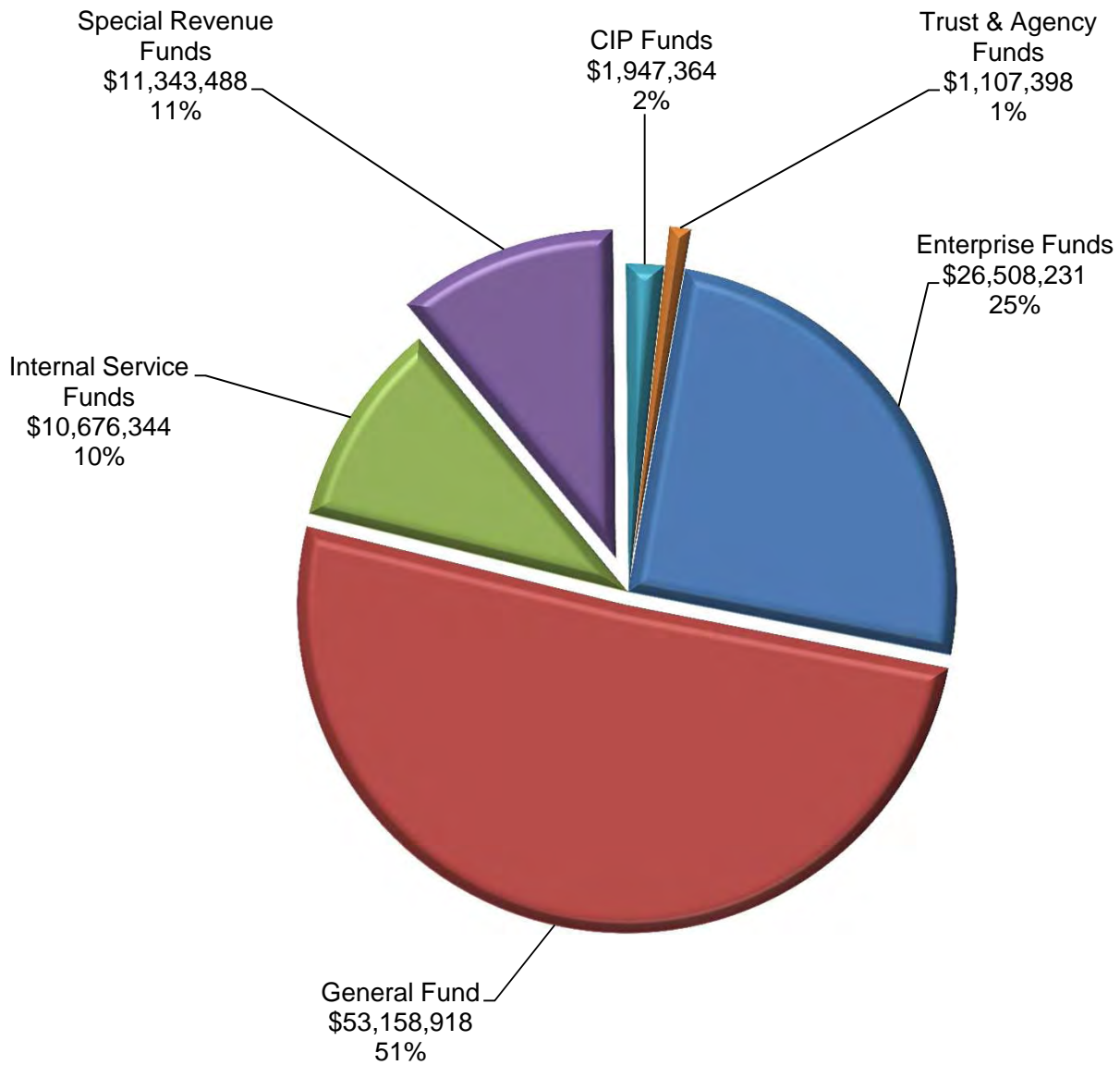
Chu Thai, Chair
Professional Standards and
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

SUMMARIES

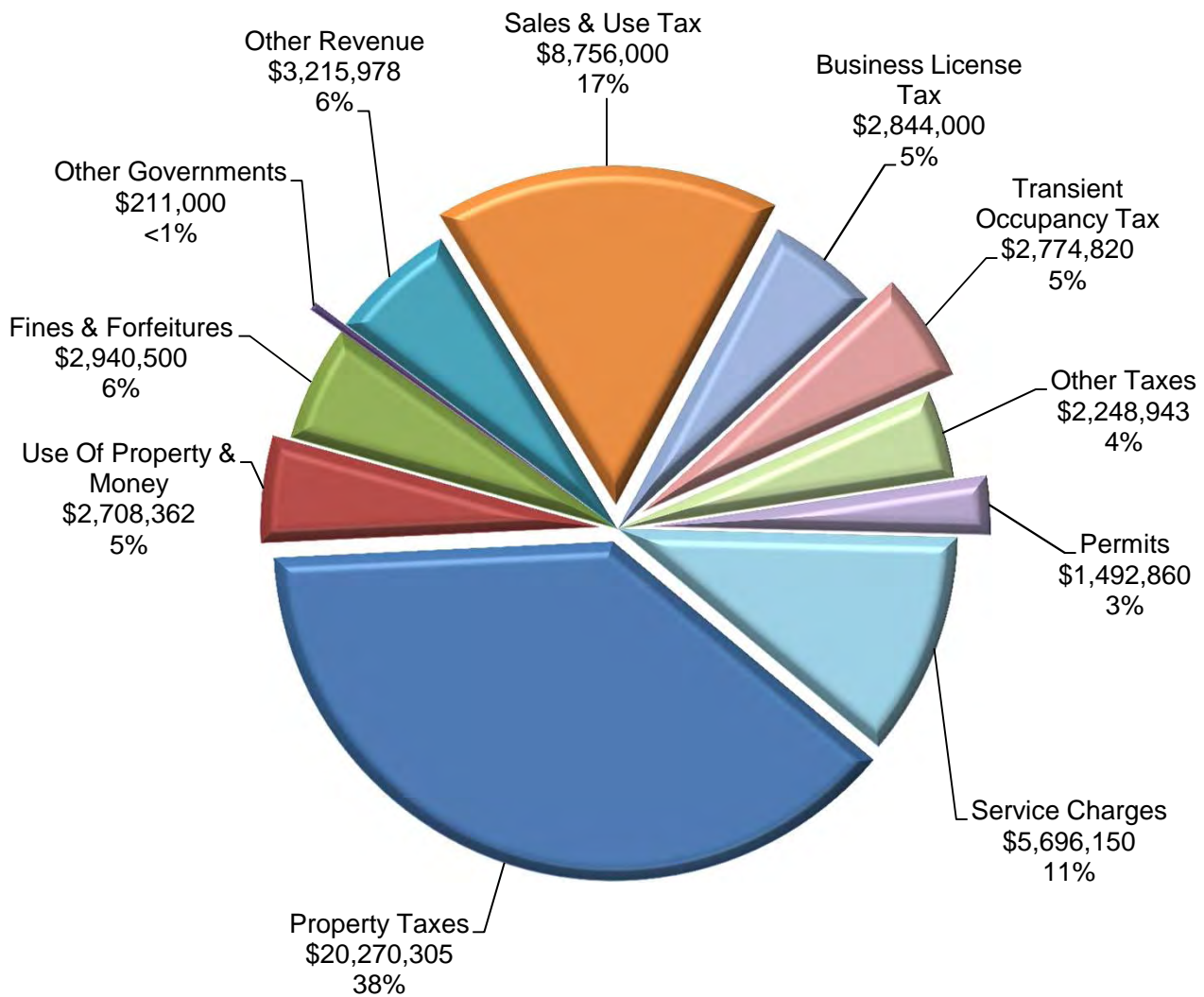
2012-2013 SOURCE OF FUNDS BY FUND TYPE

Source of Funds = \$104,741,743



2012-2013 SOURCE OF FUNDS - GENERAL FUND

Source of Funds - General Fund = \$53,158,918



2012-2013 SCHEDULE OF REVENUES BY FUND & CATEGORY

| | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | Increase (Decrease) | Percent Change |
|--|---------------------|----------------------|-----------------------|------------------------|-------------------|
| General Fund | | | | | |
| Revenue from Property Taxes | \$19,791,425 | \$19,753,700 | \$20,270,305 | \$516,605 | 2.62% |
| Revenue from Sales & Use Tax | 8,180,675 | 8,125,000 | 8,756,000 | 631,000 | 7.77% |
| Revenue from Transient Occupancy Tax | 2,693,937 | 2,769,951 | 2,774,820 | 4,869 | 0.18% |
| Revenue from Business License Tax | 2,844,068 | 2,754,000 | 2,844,000 | 90,000 | 3.27% |
| Revenue from Other Taxes | 2,115,703 | 1,957,543 | 2,248,943 | 291,400 | 14.89% |
| Revenue from Permits | 1,281,403 | 1,212,060 | 1,492,860 | 280,800 | 23.17% |
| Revenue from Fines & Forfeitures | 2,757,134 | 2,924,500 | 2,940,500 | 16,000 | 0.55% |
| Revenue from Use of Property & Money | 2,569,386 | 2,639,952 | 2,708,362 | 68,410 | 2.59% |
| Revenue from Vehicle License Fee | 118,295 | 100,000 | - | (100,000) | - |
| Revenue from Other Governments | 381,441 | 191,359 | 211,000 | 19,641 | 10.26% |
| Revenue from Service Charges | 5,818,104 | 5,232,994 | 5,696,150 | 463,156 | 8.85% |
| Miscellaneous Revenues | 3,482,055 | 3,509,349 | 3,215,978 | (293,371) | (8.36%) |
| Total General Fund | \$52,033,626 | \$51,170,408 | \$53,158,918 | \$1,988,510 | 3.89% |
| Special Revenue Funds | | | | | |
| Street Lighting & Landscaping | \$394,396 | \$397,064 | \$398,844 | \$1,780 | 0.45% |
| Gas Tax | 970,271 | 1,381,167 | 1,487,617 | 106,450 | 7.71% |
| Asset Forfeiture | 123,529 | 15,600 | 8,862 | (6,738) | (43.19%) |
| Police Safety Grants | 102,494 | 2,600 | 1,502 | (1,098) | (42.23%) |
| Federal & State Grants | 50,096 | - | - | - | - |
| Proposition A | 770,915 | 623,200 | 552,201 | (70,999) | (11.39%) |
| Proposition C | 448,401 | 460,000 | 8,554,416 | 8,094,416 | 1759.66% |
| AB 2766 | 45,004 | 48,000 | 44,915 | (3,085) | (6.43%) |
| Measure R | 313,592 | 279,100 | 295,131 | 16,031 | 5.74% |
| Total Special Revenue Funds | \$3,218,698 | \$3,206,731 | \$11,343,488 | \$8,136,757 | 253.74% |
| Capital Project Funds | | | | | |
| Capital Improvement | \$1,204,461 | \$3,024,829 | \$1,947,145 | (\$1,077,684) | (35.63%) |
| Total Capital Projects Funds | \$1,204,461 | \$3,024,829 | \$1,947,145 | (\$1,077,684) | (35.63%) |
| Underground Utility Construction Fund | | | | | |
| Underground Utility Construction | \$274 | 400 | \$219 | (\$181) | (45.25%) |
| Total Underground Utility Construction Fund | \$274 | 400 | \$219 | (\$181) | (45.25%) |
| Enterprise Funds | | | | | |
| Water | \$9,619,635 | \$12,576,100 | \$14,874,414 | \$2,298,314 | 18.28% |
| Stormwater | 364,823 | 366,200 | 359,350 | (6,850) | (1.87%) |
| Wastewater | 2,636,215 | 2,825,030 | 3,377,186 | 552,156 | 19.55% |
| Refuse | 4,214,791 | 4,568,373 | 4,566,324 | (2,049) | (0.04%) |
| Parking | 2,137,611 | 2,113,447 | 2,299,594 | 186,147 | 8.81% |
| County Parking Lots | 463,197 | 449,500 | 531,000 | 81,500 | 18.13% |
| State Pier & Parking Lot | 460,923 | 436,300 | 500,363 | 64,063 | 14.68% |
| Total Enterprise Funds | \$19,897,195 | \$23,334,950 | \$26,508,231 | \$3,173,281 | 13.60% |
| Internal Service Funds | | | | | |
| Insurance Reserve | \$3,771,699 | \$4,003,726 | \$4,541,130 | \$537,404 | 13.42% |
| Information Systems | 1,078,105 | 1,192,397 | 1,506,483 | 314,086 | 26.34% |
| Fleet Management | 2,525,154 | 3,250,206 | 3,077,925 | (172,281) | (5.30%) |
| Building Maintenance & Operations | 1,127,064 | 1,404,275 | 1,550,806 | 146,531 | 10.43% |
| Total Internal Service Funds | \$8,502,022 | \$9,850,604 | \$10,676,344 | \$825,740 | 8.38% |
| Trust & Agency Funds | | | | | |
| Special Assessment Redemption Fund | \$971,374 | \$968,248 | \$968,248 | \$0 | - |
| Pension Trust | 108,644 | 145,700 | 139,150 | (6,550) | (4.50%) |
| Total Trust & Agency Funds | \$1,080,018 | \$1,113,948 | \$1,107,398 | (\$6,550) | (0.59%) |
| Grand Total | \$85,936,294 | \$91,701,870 | \$104,741,743 | \$13,039,873 | 14.22% |

2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

| | | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | Increase (Decrease) | Percent Change |
|---|--|---------------------|----------------------|-----------------------|------------------------|-------------------|
| General Fund | | | | | | |
| 3101 | CYr Secured Property Tax | \$15,679,819 | \$15,754,000 | \$16,256,590 | \$502,590 | 3.19% |
| 3102 | CYr Unsecured Property Tax | 731,035 | 723,000 | 741,327 | 18,327 | 2.53% |
| 3103 | PYr Secured Property Tax | 365,626 | 300,000 | 88,692 | (211,308) | (70.44%) |
| 3104 | PYr Unsecured Property Tax | 24,872 | 23,000 | 23,000 | - | - |
| 3105 | Supplemental Property Tax | 214,153 | 118,700 | 275,000 | 156,300 | 131.68% |
| 3106 | Property Tax Collection Administration | (354,551) | (390,000) | (355,351) | 34,649 | (8.88%) |
| 3107 | Interest & Penalties | 168,575 | 150,000 | 117,309 | (32,691) | (21.79%) |
| 3108 | Property Tax in Lieu of VLF | 2,961,896 | 3,075,000 | 3,123,738 | 48,738 | 1.58% |
| Revenue from Property Tax | | \$19,791,425 | \$19,753,700 | \$20,270,305 | \$516,605 | 2.62% |
| 3201 | Sales & Use Tax | \$6,142,725 | \$6,094,000 | \$6,574,726 | \$480,726 | 7.89% |
| 3202 | Franchise Tax | 1,289,442 | 1,259,543 | 1,290,000 | 30,457 | 2.42% |
| 3203 | Transient Occupancy Tax | 2,693,937 | 2,769,951 | 2,774,820 | 4,869 | 0.18% |
| 3204 | Business License Tax | 2,844,068 | 2,754,000 | 2,844,000 | 90,000 | 3.27% |
| 3205 | Property Tax In Lieu of Sales Tax | 2,037,950 | 2,031,000 | 2,181,274 | 150,274 | 7.40% |
| 3206 | Real Estate Transfer Tax | 473,280 | 360,000 | 525,000 | 165,000 | 45.83% |
| 3207 | PSAF Sales Tax | 292,495 | 285,000 | 343,943 | 58,943 | 20.68% |
| 3215 | Vacation Rental TOT | 60,486 | 53,000 | 90,000 | 37,000 | 69.81% |
| Revenue from Other Taxes | | \$15,834,383 | \$15,606,494 | \$16,623,763 | \$1,017,269 | 6.52% |
| 3301 | Building Permits | \$818,468 | \$720,000 | \$880,000 | \$160,000 | 22.22% |
| 3302 | Other Construction Permits | 247,523 | 230,000 | 300,000 | 70,000 | 30.43% |
| 3303 | Home Occupancy Permits | 6,000 | 6,500 | 5,200 | (1,300) | (20.00%) |
| 3304 | Fire Code Permits | 23,894 | 21,100 | 36,700 | 15,600 | 73.93% |
| 3306 | Outdoor Facilities Permits | 932 | 700 | 4,200 | 3,500 | 500.00% |
| 3307 | Film Permits | 51,150 | 51,000 | 62,000 | 11,000 | 21.57% |
| 3309 | Building Permits Surcharge | 70,533 | 63,000 | 84,000 | 21,000 | 33.33% |
| 3310 | Police Alarm Permits | 7,940 | 66,000 | 64,000 | (2,000) | (3.03%) |
| 3350 | Other Permits | 3,555 | 2,760 | 2,760 | - | - |
| 3361 | Animal License Fees | 51,408 | 51,000 | 54,000 | 3,000 | 5.88% |
| Revenue from Permits | | \$1,281,403 | \$1,212,060 | \$1,492,860 | \$280,800 | 23.17% |
| 3401 | Vehicle Code Fines | \$241,550 | \$316,900 | \$220,000 | (\$96,900) | (30.58%) |
| 3402 | Parking Citations | 2,488,846 | 2,580,000 | 2,703,000 | 123,000 | 4.77% |
| 3421 | Municipal Code Fines | 26,738 | 27,600 | 17,500 | (10,100) | (36.59%) |
| Revenue from Fines & Forfeitures | | \$2,757,134 | \$2,924,500 | \$2,940,500 | \$16,000 | 0.55% |
| 3501 | Interest Earnings | \$647,027 | \$500,000 | \$550,000 | \$50,000 | 10.00% |
| 3505 | Installment Fund Earnings | 85 | - | - | - | - |
| 3506 | Unrealized Investment Gain/Loss | (17,848) | - | - | - | - |
| 3509 | Other Interest Income | 8,807 | 21,600 | 21,600 | - | - |
| 3511 | Misc. Rents & Concessions | 33,977 | 32,300 | 38,000 | 5,700 | 17.65% |
| 3512 | Golf Course Rent | 9,300 | 9,200 | 9,600 | 400 | 4.35% |
| 3513 | Tennis Club Rent | 255,184 | 250,000 | 255,000 | 5,000 | 2.00% |
| 3514 | Tennis Club Percent Rent | 120,091 | 120,000 | 120,000 | - | - |
| 3515 | Marriott Hotel Rent | 573,128 | 618,000 | 574,000 | (44,000) | (7.12%) |
| 3516 | Minimum Hotel Rent Payments | 399,996 | 400,000 | 400,000 | - | - |
| 3517 | Wireless Communication Income | 94,750 | 117,502 | 127,302 | 9,800 | 8.34% |
| 3518 | 1334 Building Lease | 40,052 | 40,200 | 40,949 | 749 | 1.86% |
| 3519 | Metlox Lease Payments | 327,285 | 356,000 | 391,000 | 35,000 | 9.83% |
| 3520 | Investment Amortization | (98,023) | - | - | - | - |
| 3531 | Tennis Club Parking Lot Lease | 30,588 | 30,700 | 30,993 | 293 | 0.95% |
| 3532 | Mall Parking Lot Lease | 117,543 | 117,000 | 122,470 | 5,470 | 4.68% |
| 3533 | Post Office Lease | 21,180 | 21,180 | 21,180 | - | - |
| 3534 | Library Parking Lot Lease | 6,264 | 6,270 | 6,268 | (2) | (0.03%) |
| Revenue from Use of Property & Money | | \$2,569,386 | \$2,639,952 | \$2,708,362 | \$68,410 | 2.59% |

2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

| | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | Increase (Decrease) | Percent Change |
|---|---------------------|----------------------|-----------------------|------------------------|-------------------|
| 3601 Vehicle in Lieu | \$118,295 | \$100,000 | \$0 | (\$100,000) | - |
| 3602 Homeowners Property Tax Relief | 148,452 | 150,000 | 150,000 | - | - |
| 3604 State Mandated Cost Reimbursement | 11,451 | - | - | - | - |
| 3605 BCHD Grant | - | 29,359 | 29,000 | (359) | (1.22%) |
| 3607 STC Reimbursement | 2,339 | 2,000 | 2,000 | - | - |
| 3608 POST Reimbursement | 19,802 | 10,000 | 30,000 | 20,000 | 200.00% |
| 3613 Miscellaneous Revenue | 9,434 | - | - | - | - |
| 3617 State Grant Programs | 95,813 | - | - | - | - |
| 3618 Federal Grant Programs | 94,150 | - | - | - | - |
| 3622 Proposition A Project Specific | - | - | - | - | - |
| Revenue from Other Governments | \$499,736 | \$291,359 | \$211,000 | (\$80,359) | (27.58%) |
| 3701 New Residential Unit Fee | \$3,500 | 2,800 | \$0 | (\$2,800) | - |
| 3702 Building Record Report Fees | 49,428 | \$30,000 | 50,000 | 20,000 | 66.67% |
| 3703 Building Plan Check Fees | 797,741 | 840,000 | 950,000 | 110,000 | 13.10% |
| 3704 Planning Filing Fees | 127,954 | 100,000 | 130,000 | 30,000 | 30.00% |
| 3705 Microfilm Fees | 70,525 | 71,000 | 92,000 | 21,000 | 29.58% |
| 3706 Reproduction Fees | 5,655 | 7,000 | 5,000 | (2,000) | (28.57%) |
| 3707 Police False Alarm Fees | 84,240 | 80,190 | 84,000 | 3,810 | 4.75% |
| 3708 Police Service Fees | 113,235 | 31,000 | 29,000 | (2,000) | (6.45%) |
| 3709 Special Event OT Reimbursement | 50,731 | 55,000 | 50,000 | (5,000) | (9.09%) |
| 3710 DUI Cost Recovery | (5,106) | 35,000 | 3,000 | (32,000) | (91.43%) |
| 3711 Booking Fees | 440 | - | 10,000 | 10,000 | - |
| 3712 Book Removal | 5,395 | 7,000 | 5,000 | (2,000) | (28.57%) |
| 3713 Vehicle Release Fee | 88,369 | 85,000 | 110,000 | 25,000 | 29.41% |
| 3714 Animal Impound Fees | 3,890 | 3,800 | 3,900 | 100 | 2.63% |
| 3715 Fire Services Fees | 157,512 | 45,000 | 152,000 | 107,000 | 237.78% |
| 3716 Ambulance Fees | 741,984 | 744,000 | 775,000 | 31,000 | 4.17% |
| 3717 Fire Plan Check | 54,740 | 48,000 | 60,000 | 12,000 | 25.00% |
| 3718 Fire Inspection Fees | 176,015 | 180,000 | 180,000 | - | - |
| 3719 Public Works Misc Fees | 175,575 | 26,700 | 100,000 | 73,300 | 274.53% |
| 3723 Fire False Alarm Fees | - | 3,000 | - | (3,000) | - |
| 3734 Right of Way Permits | 215,849 | 175,000 | 225,000 | 50,000 | 28.57% |
| 3735 Inter-City Median Maintenance | 12,273 | 5,800 | 12,000 | 6,200 | 106.90% |
| 3736 Sepulveda Sweeping Reimbursement | 1,634 | 3,800 | 1,600 | (2,200) | (57.89%) |
| 3751 Parking Meter Revenue | 123,735 | - | - | - | - |
| 3771 Facility & Parks Reservations | 381,911 | 263,587 | 318,255 | 54,668 | 20.74% |
| 3772 Special Activities Classes | 276,057 | 364,738 | 326,960 | (37,778) | (10.36%) |
| 3773 Special Events | 128,772 | 125,424 | 148,080 | 22,656 | 18.06% |
| 3774 Tennis Operations | 133,966 | 148,655 | 138,855 | (9,800) | (6.59%) |
| 3776 Arts/Education Classes | 287,419 | 240,000 | 250,000 | 10,000 | 4.17% |
| 3778 Sports Leagues & Tournaments | 432,214 | 440,000 | 400,000 | (40,000) | (9.09%) |
| 3779 Sports Classes | 626,599 | 600,000 | 600,000 | - | - |
| 3780 Swimming Classes | 412,870 | 400,000 | 400,000 | - | - |
| 3782 Banner Hanging | 407 | - | - | - | - |
| 3784 Concerts in the Park | 27,546 | 13,000 | 28,000 | 15,000 | 115.38% |
| 3786 Older Adults Activities | 54,456 | 58,000 | 58,000 | - | - |
| 3791 Returned Check Fees | 525 | 500 | 500 | - | - |
| 3793 Business Licensing Processing Fee | 48 | - | - | - | - |
| Revenue from Service Charges | \$5,818,104 | \$5,232,994 | \$5,696,150 | \$463,156 | 8.85% |
| 3896 Operating Service Transfers | \$3,025,307 | \$3,288,499 | \$2,913,338 | (\$375,161) | (11.41%) |
| Revenue from Interfund Charges & Transfers | \$3,025,307 | \$3,288,499 | \$2,913,338 | (375,161) | (11.41%) |

2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

| | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | Increase (Decrease) | Percent Change |
|---|---------------------|----------------------|-----------------------|------------------------|-------------------|
| 3902 Sale of Property | \$5,829 | \$800 | \$500 | (\$300) | (37.50%) |
| 3904 AP Discounts Taken | 121 | 150 | - | (150) | - |
| 3905 Cash Over/Short | (41) | - | - | - | - |
| 3913 Workers Comp Salary Continuation | 280,207 | 100,000 | 150,000 | 50,000 | 50.00% |
| 3941 Employee Phone Charge Reimbursement | 1,041 | 900 | 800 | (100) | (11.11%) |
| 3943 Reimb-Phone Charges SBRPCA | 6,210 | 5,500 | 6,340 | 840 | 15.27% |
| 3994 P-Card Incentive | 5,564 | 6,500 | 8,000 | 1,500 | 23.08% |
| 3995 Miscellaneous Revenues | 70,584 | 20,000 | 50,000 | 30,000 | 150.00% |
| 3996 City Funds Exchange | 87,233 | 87,000 | 87,000 | - | - |
| Miscellaneous Revenue | \$456,748 | \$220,850 | \$302,640 | \$81,790 | 37.03% |
| Total General Fund | \$52,033,626 | \$51,170,408 | \$53,158,918 | \$1,988,510 | 3.89% |
| Street Lighting & Landscaping Fund | | | | | |
| 3211 CYr Assessments | \$265,523 | \$265,343 | \$265,391 | 48 | 0.02% |
| 3212 PYr Assessments | 5,474 | 5,800 | 5,800 | \$0 | - |
| 3213 CYr Streetscape Assessments | 107,211 | 106,476 | 106,490 | 14 | 0.01% |
| 3214 PYr Streetscape Assessments | 944 | 1,000 | 1,000 | - | - |
| 3899 Transfers In | 15,235 | 18,445 | 20,163 | 1,718 | 9.31% |
| 3904 AP Discounts Taken | 9 | - | - | - | - |
| Total Street Lighting & Landscaping Fund | \$394,396 | \$397,064 | \$398,844 | \$1,780 | 0.45% |
| Gas Tax Fund | | | | | |
| 3211 C.Yr Assessments | \$0 | \$0 | \$155,000 | \$155,000 | - |
| 3501 Interest Earnings | 37,799 | 39,300 | 23,000 | (16,300) | (41.48%) |
| 3506 Unrealized Investment Gain/Loss | 1,104 | - | - | - | - |
| 3609 State Gas Tax 2105 | 189,020 | 220,254 | 178,079 | (42,175) | (19.15%) |
| 3610 State Gas Tax 2106 | 115,474 | 144,876 | 123,907 | (20,969) | (14.47%) |
| 3611 State Gas Tax 2107 | 258,448 | 290,511 | 261,568 | (28,943) | (9.96%) |
| 3613 Miscellaneous Grants | 19,602 | - | - | - | - |
| 3614 SB 821 TDA | - | 17,000 | 18,667 | 1,667 | 9.81% |
| 3637 State Gas Tax 2103 | 348,824 | 434,226 | 399,918 | (34,308) | (7.90%) |
| 3638 Measure R Regional | - | 235,000 | 327,478 | 92,478 | 39.35% |
| Total Gas Tax Fund | \$970,271 | \$1,381,167 | \$1,487,617 | \$106,450 | 7.71% |
| Asset Forfeiture Fund | | | | | |
| 3501 Interest Earnings | \$14,823 | \$15,600 | \$8,862 | (\$6,738) | (43.19%) |
| 3506 Unrealized Investment Gain/Loss | (1,198) | - | - | - | - |
| 3615 Fed Forfeitures - DOJ Local | 63,214 | - | - | - | - |
| 3627 State Forfeitures - Regional | 45,095 | - | - | - | - |
| 3629 Fed Forfeitures - Treasury Regional | 1,595 | - | - | - | - |
| Total Asset Forfeiture Fund | \$123,529 | \$15,600 | \$8,862 | (\$6,738) | (43.19%) |
| Police Safety Grants Fund | | | | | |
| 3501 Interest Earnings | \$2,513 | \$2,600 | \$1,502 | (\$1,098) | (42.23%) |
| 3506 Unrealized Investment Gain/Loss | (19) | - | - | - | - |
| 3617 State SLES Program | 100,000 | - | - | - | - |
| Total Federal Law Enforcement Services Fund | \$102,494 | \$2,600 | \$1,502 | (\$1,098) | (42.23%) |
| Federal & State Grants Fund | | | | | |
| 3623 Grant Administration | \$50,096 | - | - | - | - |
| Total Federal & State Grants Fund | \$50,096 | - | - | - | - |

2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

| | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | Increase (Decrease) | Percent Change |
|--|---------------------|----------------------|-----------------------|------------------------|-------------------|
| Proposition A Fund | | | | | |
| 3221 Transit Sales Tax | \$496,602 | \$499,600 | \$526,390 | \$26,790 | 5.36% |
| 3501 Interest Earnings | 721 | 600 | 431 | (169) | (28.17%) |
| 3506 Unrealized Investment Gain/Loss | (112) | - | - | - | - |
| 3760 Dial-A-Ride Fares | 5,329 | 4,000 | 5,000 | 1,000 | 25.00% |
| 3761 Bus Pass Subsidies | 6,858 | 6,000 | 6,000 | - | - |
| 3995 Miscellaneous Revenues | 14,317 | 13,000 | 14,380 | 1,380 | 10.62% |
| 3996 City Funds Exchange | 247,200 | 100,000 | - | (100,000) | - |
| Total Proposition A Fund | \$770,915 | \$623,200 | \$552,201 | (\$70,999) | (11.39%) |
| Proposition C Fund | | | | | |
| 3221 Transit Sales Tax | \$412,778 | \$418,300 | \$436,627 | \$18,327 | 4.38% |
| 3501 Interest Earnings | 39,787 | 41,700 | 23,789 | (17,911) | (42.95%) |
| 3506 Unrealized Investment Gain/Loss | (4,164) | - | - | - | - |
| 3639 MTA Call For Grants | - | - | 3,184,000 | 3,184,000 | - |
| 3640 Safetea-Lu Earmark | - | - | 360,000 | 360,000 | - |
| 3641 Measure R SB Highway | - | - | 4,550,000 | 4,550,000 | - |
| Total Proposition C Fund | \$448,401 | \$460,000 | \$8,554,416 | \$8,094,416 | 1759.66% |
| AB 2766 Fund | | | | | |
| 3501 Interest Earnings | \$4,876 | \$5,100 | \$2,915 | (\$2,185) | (42.84%) |
| 3506 Unrealized Investment Gain/Loss | (203) | - | - | - | - |
| 3621 AB 2766 Air Quality | 40,331 | 42,900 | 42,000 | (900) | (2.10%) |
| Total AB 2766 Fund | \$45,004 | \$48,000 | \$44,915 | (\$3,085) | (6.43%) |
| Measure R | | | | | |
| 3224 Proposition R Sales Tax | \$307,898 | \$274,500 | \$292,240 | \$17,740 | 6.46% |
| 3501 Interest Earnings | 4,834 | 4,600 | 2,891 | (1,709) | (37.15%) |
| 3506 Unrealized Investment Gain/Loss | 860 | - | - | - | - |
| Total Measure R Fund | \$313,592 | \$279,100 | \$295,131 | \$16,031 | 5.74% |
| Capital Improvement Fund | | | | | |
| 3203 Transient Occupancy Tax | \$475,400 | \$488,815 | \$489,662 | \$847 | 0.17% |
| 3308 Park Development/Quimby | 7,783 | 7,000 | 7,000 | - | - |
| 3402 Parking Citations | 109,940 | 113,600 | 119,689 | 6,089 | 5.36% |
| 3503 Bond Reserve Earnings | 37,176 | 37,000 | 37,177 | 177 | 0.48% |
| 3509 Other Interest Income | 15,197 | 16,095 | 6,000 | (10,095) | (62.72%) |
| 3510 Loan Principal | - | - | - | - | - |
| 3613 Miscellaneous Grants | 17,951 | 735,934 | 629,497 | (106,437) | (14.46%) |
| 3751 Parking Meters | 541,014 | 626,385 | 658,120 | 31,735 | 5.07% |
| 3910 Contributions from Private Parties | - | 1,000,000 | - | (1,000,000) | - |
| Total Capital Improvement Fund | \$1,204,461 | \$3,024,829 | \$1,947,145 | (\$1,077,684) | (35.63%) |
| Underground Utility Construction Fund | | | | | |
| 3501 Interest Earnings | \$369 | 400 | \$219 | (\$181) | (45.25%) |
| 3504 Construction/Escrow Fund Earnings | 4 | - | - | - | - |
| 3506 Unrealized Investment Gain/Loss | (99) | - | - | - | - |
| Total Underground Utility Construction Fund | \$274 | 400 | \$219 | (\$181) | (45.25%) |
| Water Fund | | | | | |
| 3501 Interest Earnings | \$83,202 | \$88,000 | \$49,746 | (\$38,254) | (43.47%) |
| 3503 Bond Reserve Fund Earnings | 1,513 | 3,900 | 100 | (3,800) | (97.44%) |
| 3505 Installment Fund Earnings | 1,312 | - | - | - | - |
| 3506 Unrealized Investment Gain/Loss | (9,911) | - | - | - | - |
| 3520 Investment Amortization | (14,198) | - | - | - | - |
| 3737 Utility Service Charge | 9,401,172 | 12,345,800 | 14,675,568 | 2,329,768 | 18.87% |
| 3738 Utility Connection Fees | 63,967 | 58,000 | 79,000 | 21,000 | 36.21% |
| 3740 Meter Installation | 28,806 | 28,000 | 30,000 | 2,000 | 7.14% |
| 3746 Penalties | 34,553 | 32,500 | 35,000 | 2,500 | 7.69% |
| 3902 Sale of Property | 28,783 | 9,900 | 20,000 | 10,100 | 102.02% |

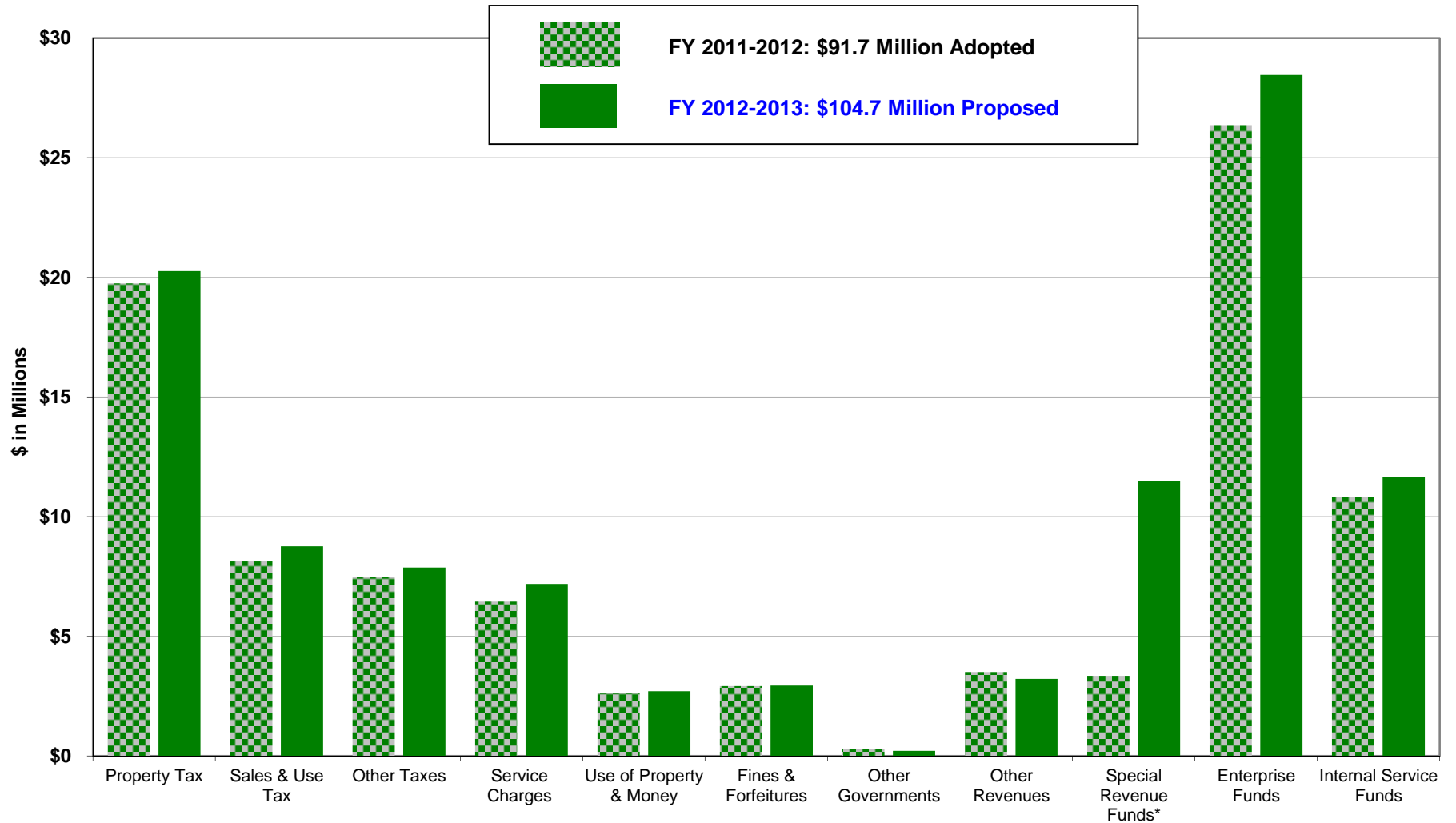
2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

| | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | Increase (Decrease) | Percent Change |
|--|---------------------|----------------------|-----------------------|------------------------|-------------------|
| 3904 AP Discounts Taken | 10 | - | - | - | - |
| 3916 Bad Debt Wrieoff | - | - | (15,000) | (15,000) | - |
| 3995 Miscellaneous Revenues | 426 | 10,000 | - | (10,000) | - |
| Total Water Fund | \$9,619,635 | \$12,576,100 | \$14,874,414 | \$2,298,314 | 18.28% |
| Stormwater Fund | | | | | |
| 3501 Interest Earnings | \$22,330 | \$23,200 | \$13,350 | (\$9,850) | (42.46%) |
| 3506 Unrealized Investment Gain/Loss | (1,260) | - | - | - | - |
| 3520 Investment Amortization | (3,849) | - | - | - | - |
| 3737 Utility Service Charge | 347,602 | 343,000 | 346,000 | 3,000 | 0.87% |
| Total Stormwater Fund | \$364,823 | \$366,200 | \$359,350 | (\$6,850) | (1.87%) |
| Wastewater Fund | | | | | |
| 3351 Fats, Oil, Grease Permit | 15,720 | \$24,360 | \$15,000 | (\$9,360) | (38.42%) |
| 3501 Interest Earnings | 18,525 | 17,300 | 14,000 | (\$3,300) | (19.08%) |
| 3503 Bond Reserve Fund Earnings | 1,015 | 1,870 | 50 | (1,820) | (97.33%) |
| 3505 Installment Fund Earnings | (1,303) | - | - | - | - |
| 3506 Unrealized Investment Gain/Loss | 653 | - | - | - | - |
| 3520 Investment Amortization | (3,349) | - | - | - | - |
| 3737 Utility Service Charges | 2,554,680 | 2,737,200 | 3,295,755 | 558,555 | 20.41% |
| 3738 Utility Connection Fees | 39,431 | 34,000 | 40,000 | 6,000 | 17.65% |
| 3746 Penalties | 10,840 | 10,300 | 12,381 | 2,081 | 20.20% |
| 3904 AP Discounts Taken | 3 | - | - | - | - |
| Total Wastewater Fund | \$2,636,215 | \$2,825,030 | \$3,377,186 | \$552,156 | 19.55% |
| Refuse Fund | | | | | |
| 3501 Interest Earnings | \$9,105 | \$10,100 | \$5,444 | (\$4,656) | (46.10%) |
| 3506 Unrealized Investment Gain/Loss | (2,074) | - | - | - | - |
| 3520 Investment Amortization | (1,522) | - | - | - | - |
| 3613 Miscellaneous Grants | 19,638 | - | - | - | - |
| 3732 Residential City Cost Recovery | - | - | 357,830 | 357,830 | - |
| 3733 Commercial City Cost Recovery | 22,518 | - | 258,890 | 258,890 | - |
| 3742 Residential Refuse Fee | 1,904,363 | 2,189,000 | 1,961,800 | (227,200) | (10.38%) |
| 3743 Commercial Refuse Fee | 1,215,095 | 1,304,000 | 1,419,330 | 115,330 | 8.84% |
| 3744 Administration Fee | 518,316 | 635,726 | - | (635,726) | - |
| 3746 Penalties | 10,988 | 10,800 | 12,000 | 1,200 | 11.11% |
| 3747 Recycling | - | 28,000 | 29,000 | 1,000 | 3.57% |
| 3748 Street Sweeping | 372,179 | 367,647 | 418,030 | 50,383 | 13.70% |
| 3750 Waste Management Plan | 25,960 | 23,100 | 104,000 | 80,900 | 350.22% |
| 3995 Miscellaneous Revenues | 120,225 | - | - | - | - |
| Total Refuse Fund | \$4,214,791 | \$4,568,373 | \$4,566,324 | (\$2,049) | (0.04%) |
| Parking Fund | | | | | |
| 3209 BID - A License Surcharge | \$104,512 | \$100,000 | \$102,000 | 2,000 | 2.00% |
| 3210 BID - B License Surcharge | 23,389 | 23,000 | 23,000 | - | - |
| 3501 Interest Earnings | 26,918 | 25,300 | 16,094 | (9,206) | (36.39%) |
| 3503 Bond Reserve Fund Earnings | 6,419 | 10,000 | 5,000 | (5,000) | (50.00%) |
| 3506 Unrealized Investment Gain/Loss | 52 | - | - | - | - |
| 3520 Investment Amortization | (5,901) | - | - | - | - |
| 3751 Parking Meters | 1,740,701 | 1,700,787 | 1,900,000 | 199,213 | 11.71% |
| 3752 Parking Lot Spaces | 173,863 | 186,600 | 205,000 | 18,400 | 9.86% |
| 3758 Cash Key Parking Program | 45,027 | 50,300 | 31,000 | (19,300) | (38.37%) |
| 3759 Permit Parking Program | 4,625 | 2,500 | 2,500 | - | - |
| 3904 AP Discounts Taken | 71 | - | - | - | - |
| 3910 Contribution From Private Parties | 2,599 | - | - | - | - |
| 3995 Miscellaneous Revenues | 15,336 | 14,960 | 15,000 | 40 | 0.27% |
| Total Parking Meter Fund | \$2,137,611 | \$2,113,447 | \$2,299,594 | \$186,147 | 8.81% |

2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

| | | 2010-2011 | 2011-2012 | 2012-2013 | Increase | Percent |
|--|--------------------------------------|---------------------|---------------------|----------------------|---------------------|----------------|
| | | Actual | Adopted | Proposed | (Decrease) | Change |
| County Parking Lots Fund | | | | | | |
| 3753 | Parking Lot B Meters | \$86,820 | \$88,500 | \$95,000 | \$6,500 | 7.34% |
| 3754 | Parking Lot C Meters | 365,987 | 350,000 | 425,000 | 75,000 | 21.43% |
| 3755 | Parking Lot B Spaces | 1,770 | 1,900 | 2,500 | 600 | 31.58% |
| 3756 | Parking Lot C Spaces | 8,620 | 9,100 | 8,500 | (600) | (6.59%) |
| Total County Parking Lots Fund | | \$463,197 | \$449,500 | \$531,000 | \$81,500 | 18.13% |
| State Pier & Parking Lot Fund | | | | | | |
| 3501 | Interest Earnings | \$34,057 | \$36,300 | \$20,363 | (\$15,937) | (43.90%) |
| 3506 | Unrealized Investment Gain/Loss | (2,215) | - | - | - | - |
| 3520 | Investment Amortization | (5,812) | - | - | - | - |
| 3751 | Parking Meters | 434,747 | 400,000 | 480,000 | 80,000 | 20.00% |
| 3904 | AP Discounts Taken | 146 | - | - | - | - |
| Total State Pier & Parking Lot Fund | | \$460,923 | \$436,300 | \$500,363 | \$64,063 | 14.68% |
| Insurance Reserve Fund | | | | | | |
| 3850 | Workers Comp Billing | \$1,993,641 | \$2,940,646 | \$2,777,111 | (\$163,535) | (5.56%) |
| 3851 | Unemployment Billings | 34,980 | 75,040 | 75,040 | - | - |
| 3852 | Liability Insurance Billings | 1,671,360 | 983,040 | 1,683,979 | 700,939 | 71.30% |
| 3901 | Damage Claims | 2,492 | - | - | - | - |
| 3906 | Insurance Recoveries | 1,730 | 5,000 | 5,000 | - | - |
| 3911 | Cobra Payments | 188 | - | - | - | - |
| 3914 | Excess of SIR Reoveries | 67,308 | - | - | - | - |
| Total Insurance Reserve fund | | \$3,771,699 | \$4,003,726 | \$4,541,130 | \$537,404 | 13.42% |
| Information Systems Fund | | | | | | |
| 3860 | Information Systems Charge | \$1,078,105 | \$1,192,397 | \$1,218,173 | \$25,776 | 2.16% |
| 3870 | Contributions | - | - | 288,310 | 288,310 | - |
| Total Information Systems Fund | | \$1,078,105 | \$1,192,397 | \$1,506,483 | \$314,086 | 26.34% |
| Fleet Management Fund | | | | | | |
| 3853 | Fleet Rental Charge | \$1,448,250 | \$1,117,840 | \$1,034,540 | (\$83,300) | (7.45%) |
| 3854 | Fleet Maintenance Charge | \$1,046,337 | \$1,089,366 | 975,385 | (113,981) | (10.46%) |
| 3902 | Sale of Property | 15,104 | - | - | - | - |
| 3930 | Lease Purchase Proceeds | - | 1,018,000 | 1,018,000 | - | - |
| 3942 | Reimbursement Gas Charges MBUSD | 15,389 | 25,000 | 25,000 | - | - |
| 3995 | Miscellaneous Revenues | 74 | - | 25,000 | 25,000 | - |
| Total Fleet Management Fund | | \$2,525,154 | \$3,250,206 | \$3,077,925 | (\$172,281) | (5.30%) |
| Building Maintenance & Operations Fund | | | | | | |
| 3861 | Building Maintenance | \$1,006,886 | \$1,290,465 | \$1,443,461 | \$152,996 | 11.86% |
| 3862 | Warehouse Sales | 82,658 | 81,810 | 82,345 | 535 | 0.65% |
| 3863 | Garage Sales | 37,490 | 32,000 | 25,000 | (7,000) | (21.88%) |
| 3904 | AP Discounts Taken | 30 | - | - | - | - |
| Total Building Maintenance & Operation Fund | | \$1,127,064 | \$1,404,275 | \$1,550,806 | \$146,531 | 10.43% |
| Special Assessment Redemption Fund | | | | | | |
| 3211 | CYr Assessments | \$971,357 | \$968,248 | \$968,248 | - | - |
| 3503 | Bond Reserve Fund Earnings | 10 | - | - | - | - |
| 3505 | Installment Fund Earnings | 7 | - | - | - | - |
| 3936 | Bond Redemption | - | - | - | - | - |
| Total Special Assessment Redemption Fund | | \$971,374 | \$968,248 | \$968,248 | - | - |
| Pension Trust Fund | | | | | | |
| 3501 | Interest Earnings | \$28,684 | \$31,700 | \$17,150 | (\$14,550) | (45.90%) |
| 3506 | Unrealized Investment Gain/Loss | (3,630) | - | - | - | - |
| 3945 | Reimbursement Ca Emplr Ret Ben Trust | 83,590 | 114,000 | 122,000 | 8,000 | 7.02% |
| Total Pension Trust Fund | | \$108,644 | \$145,700 | \$139,150 | (\$6,550) | (4.50%) |
| Grand Total | | \$85,936,294 | \$91,701,870 | \$104,741,743 | \$13,039,873 | 14.22% |

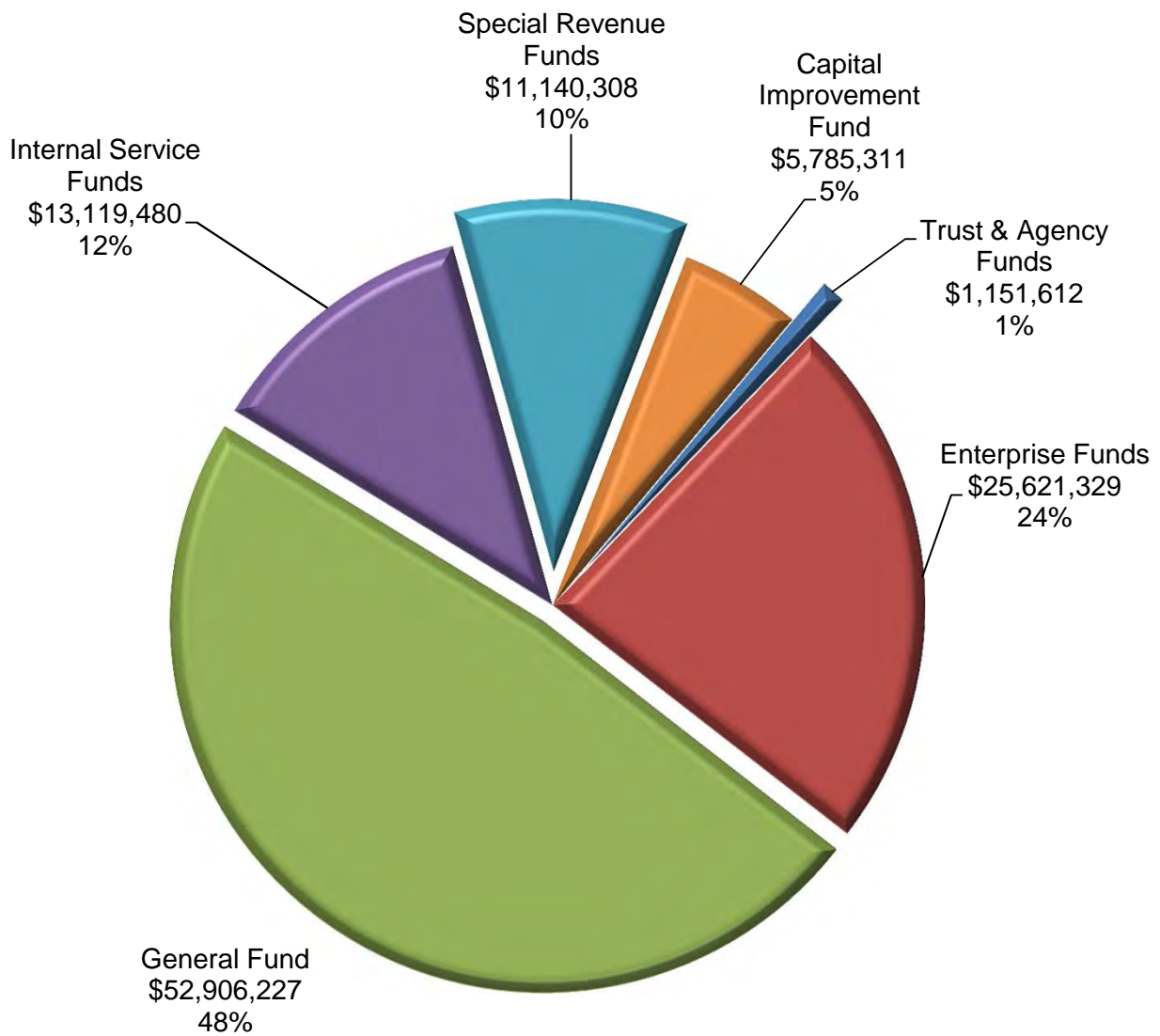
COMPARISON OF BUDGETED REVENUES



* Includes Trust Funds

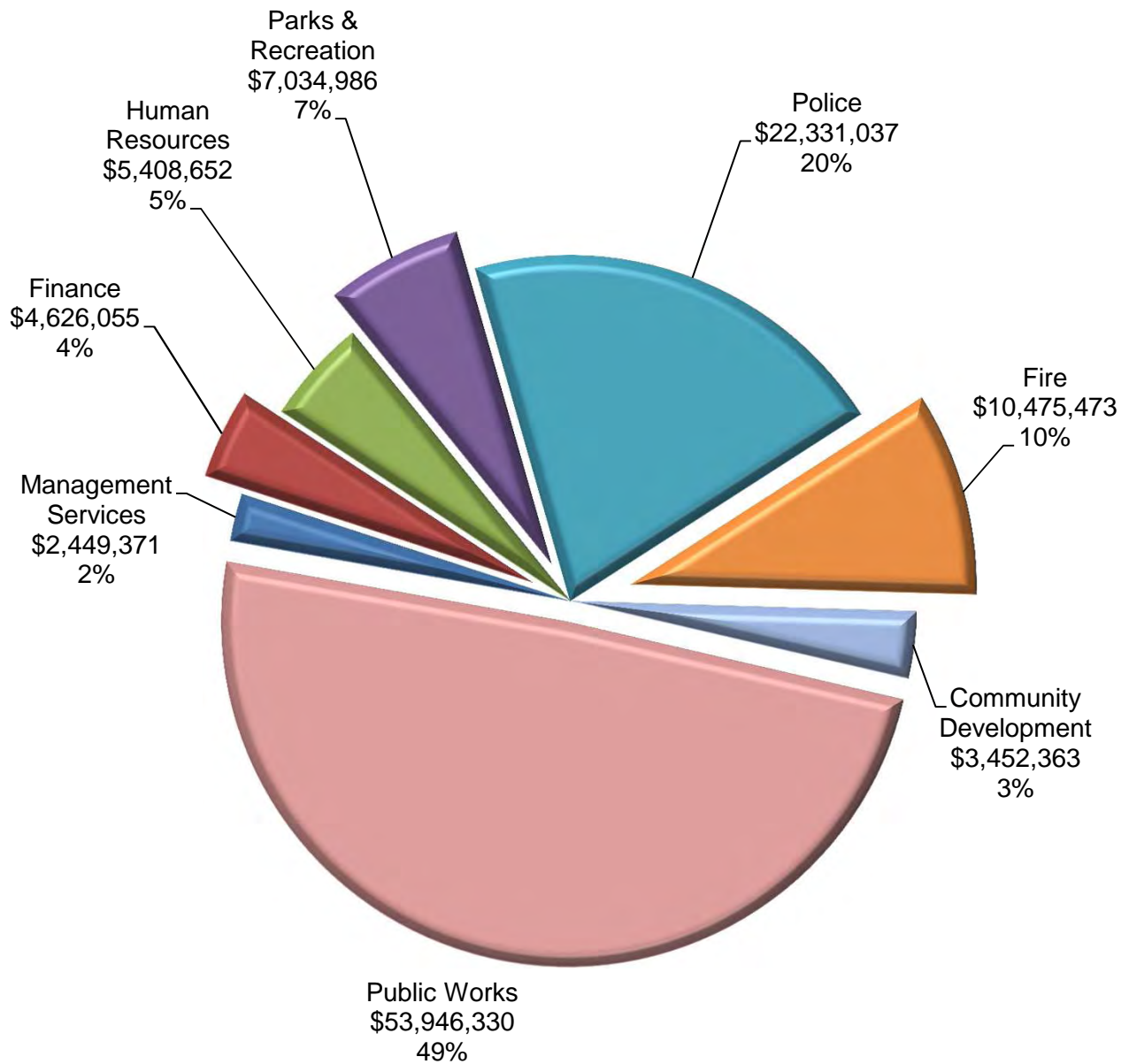
2012-2013 USE OF FUNDS BY FUND TYPE

Use of Funds - City-Wide = \$109,724,267



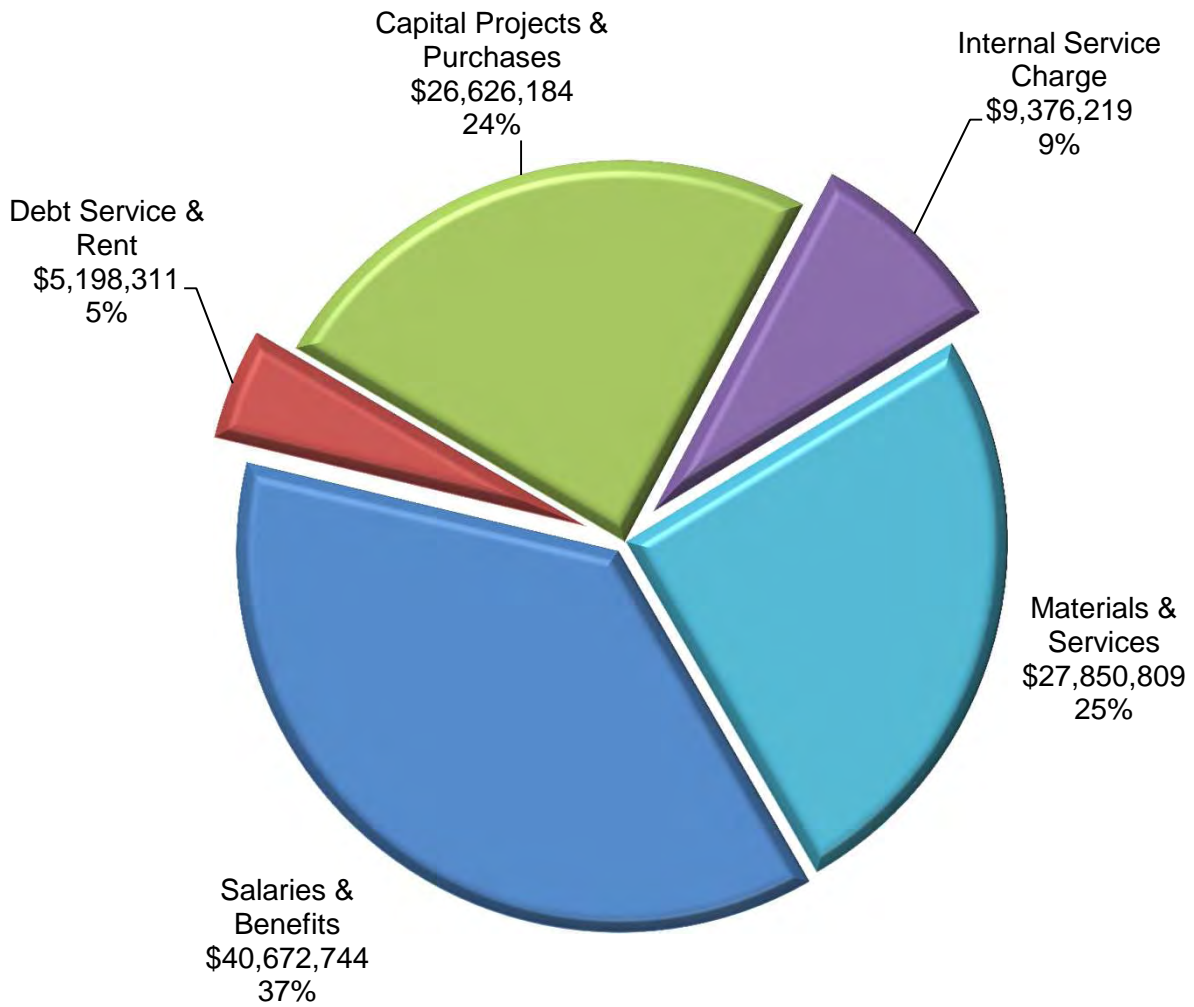
2012-2013 USE OF FUNDS BY DEPARTMENT

Use of Funds - City-Wide = \$109,724,267



2012-2013 USE OF FUNDS BY CATEGORY

Use of Funds - City-Wide = \$109,724,267



2012-2013 SCHEDULE OF EXPENDITURES BY FUND

| | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | Increase (Decrease) | Percent Change |
|--|---------------------|----------------------|-----------------------|------------------------|-------------------|
| General Fund | \$50,197,846 | \$50,657,495 | \$52,906,227 | \$2,248,732 | 4.44% |
| Street Lighting & Landscaping Fund | \$567,062 | \$583,651 | \$594,529 | \$10,878 | 1.86% |
| Gas Tax Fund | 1,121,842 | 2,620,530 | 870,000 | (1,750,530) | (66.80%) |
| Asset Forfeiture Fund | 74,114 | 327,363 | 216,833 | (110,530) | (33.76%) |
| Police Safety Grants Fund | 102,119 | - | - | - | - |
| Federal & State Grants Fund | 3,604 | - | - | - | - |
| Proposition A Fund | 690,630 | 655,689 | 734,941 | 79,252 | 12.09% |
| Proposition C Fund | 17,912 | 970,210 | 8,715,937 | 7,745,727 | 798.36% |
| AB 2766 Fund | 7,926 | 7,868 | 8,068 | 200 | 2.54% |
| Measure R Fund | - | 400,000 | - | (400,000) | - |
| Total Special Revenue Funds | \$2,585,209 | \$5,565,311 | \$11,140,308 | \$5,574,997 | 100.17% |
| Capital Improvement Fund | \$1,650,850 | \$2,127,676 | \$5,785,311 | \$3,657,635 | 171.91% |
| Total Capital Improvement Fund | \$1,650,850 | \$2,127,676 | \$5,785,311 | \$3,657,635 | 171.91% |
| Underground Assessment District | \$15,575 | - | - | - | - |
| Total Underground Assessment District | \$15,575 | - | - | - | - |
| Water Fund | \$9,692,145 | \$12,657,963 | \$13,222,851 | \$564,888 | 4.46% |
| Stormwater Fund | 255,952 | 657,187 | 598,089 | (59,098) | (8.99%) |
| Wastewater Fund | 1,654,842 | 3,061,557 | 3,688,710 | 627,153 | 20.48% |
| Refuse Fund | 4,384,730 | 4,549,628 | 4,398,284 | (151,344) | - |
| Parking Fund | 1,975,117 | 1,672,991 | 1,912,480 | 239,489 | 14.32% |
| County Parking Lots Fund | 347,836 | 376,341 | 457,727 | 81,386 | 21.63% |
| State Pier & Parking Lot Fund | 433,179 | 867,640 | 1,343,188 | 475,548 | 54.81% |
| Total Enterprise Funds | \$18,743,801 | \$23,843,307 | \$25,621,329 | \$1,778,022 | 7.46% |
| Insurance Reserve Fund | 4,149,906 | \$4,022,761 | \$4,558,840 | \$536,079 | 13.33% |
| Information Systems Fund | 1,185,775 | 1,192,397 | 1,522,432 | 330,035 | 27.68% |
| Fleet Management Fund | 1,141,984 | 5,019,823 | 5,499,844 | 480,021 | 9.56% |
| Building Maintenance & Operations Fund | 1,123,275 | 1,430,881 | 1,538,364 | 107,483 | 7.51% |
| Total Internal Service Funds | \$7,600,939 | \$11,665,862 | \$13,119,480 | \$1,453,618 | 12.46% |
| Special Assessment Redemption Fund | \$976,782 | \$968,248 | \$962,612 | (\$5,636) | (0.58%) |
| Pension Trust Fund | 149,571 | 182,000 | 189,000 | 7,000 | 3.85% |
| Total Trust & Agency Funds | \$1,126,353 | \$1,150,248 | \$1,151,612 | \$1,364 | 0.12% |
| Grand Total | \$81,920,573 | \$95,009,899 | \$109,724,267 | \$14,714,368 | 15.49% |
| Total Operating Expenses | \$78,059,877 | \$84,331,133 | \$88,106,389 | \$3,775,256 | 4.48% |
| Total Capital Projects* | \$3,860,696 | \$10,678,766 | \$21,617,878 | \$10,939,112 | 102.44% |

*Total Capital Projects include a carryforward project from fiscal year 2011-2012 in the amount of \$699,441.

2012-2013 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

| | Salaries & Benefits | Materials & Services | Capital Projects & Purchases | Debt Service & Rent | Internal Service Charge | Total | Percent of Total |
|--------------------------------------|------------------------|-------------------------|------------------------------------|---------------------------|-------------------------------|----------------------|---------------------|
| General Fund | \$36,414,174 | \$9,229,418 | \$87,001 | \$1,825,825 | \$5,349,809 | \$52,906,227 | 48.22% |
| Street Lighting & Landscaping Fund | 42,707 | 447,145 | - | - | 104,677 | 594,529 | 0.54% |
| Gas Tax Fund | - | - | 870,000 | - | - | 870,000 | 0.79% |
| Asset Forfeiture Fund | 35,508 | 181,325 | - | - | - | 216,833 | 0.20% |
| Police Safety Grants Fund | - | - | - | - | - | - | - |
| Federal & State Grants Fund | - | - | - | - | - | - | - |
| Proposition A Fund | 516,030 | 153,975 | - | - | 64,936 | 734,941 | 0.67% |
| Proposition C Fund | - | - | 8,715,937 | - | - | 8,715,937 | 7.94% |
| AB 2766 Fund | 7,000 | - | - | - | 1,068 | 8,068 | 0.01% |
| Measure R Fund | - | - | - | - | - | - | - |
| Capital Improvement Fund | - | 4,820 | 4,959,441 | 821,050 | - | 5,785,311 | 5.27% |
| Water Fund | 1,036,997 | 6,111,623 | 4,195,500 | 215,672 | 1,663,059 | 13,222,851 | 12.05% |
| Stormwater Fund | 102,969 | 205,950 | 280,000 | - | 9,170 | 598,089 | 0.55% |
| Wastewater Fund | 293,374 | 247,740 | 1,757,000 | 106,109 | 1,284,487 | 3,688,710 | 3.36% |
| Refuse Fund | 127,920 | 3,883,375 | - | - | 386,989 | 4,398,284 | 4.01% |
| Parking Fund | 122,764 | 659,236 | 75,000 | 860,658 | 194,822 | 1,912,480 | 1.74% |
| County Parking Lot Fund | 31,749 | 96,123 | - | 292,050 | 37,805 | 457,727 | 0.42% |
| State Pier & Parking Lot Fund | 32,130 | 269,017 | 940,000 | - | 102,041 | 1,343,188 | 1.22% |
| Insurance Reserve Fund | 241,041 | 4,287,169 | - | - | 30,630 | 4,558,840 | 4.15% |
| Information Systems Fund | 676,142 | 481,732 | 333,310 | - | 31,248 | 1,522,432 | 1.39% |
| Fleet Management Fund | 338,324 | 589,465 | 4,412,995 | 114,335 | 44,725 | 5,499,844 | 5.01% |
| Building Maintenance Fund | 464,915 | 1,002,696 | - | - | 70,753 | 1,538,364 | 1.40% |
| Special Assessment Redemption Bond | - | - | - | 962,612 | - | 962,612 | 0.88% |
| Pension Trust Fund | 189,000 | - | - | - | - | 189,000 | 0.17% |
| Grand Total 2012-2013 | \$40,672,744 | \$27,850,809 | \$26,626,184 | \$5,198,311 | \$9,376,219 | \$109,724,267 | 100.00% |
| Grand Total 2011-2012 Adopted | \$40,200,725 | \$25,711,251 | \$14,877,479 | \$5,145,027 | \$9,075,417 | \$95,009,899 | |
| Dollar Change | \$472,019 | \$2,139,558 | \$11,748,705 | \$53,284 | \$300,802 | \$14,714,368 | |
| Percent Change | 1.17% | 8.32% | 78.97% | 1.04% | 3.31% | 15.49% | |

2012-2013 EXPENDITURES BY DEPARTMENT PROGRAM

| | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | \$ Change Prior Year | % Change Prior Year |
|-------------------------------------|---------------------|----------------------|-----------------------|-------------------------|------------------------|
| Management Services | | | | | |
| City Council | \$429,884 | \$309,842 | \$786,714 | \$476,872 | 153.91% |
| City Manager | 1,650,206 | 628,561 | 671,492 | 42,931 | 6.83% |
| City Treasurer | 28,604 | 27,104 | 32,307 | 5,203 | 19.20% |
| City Clerk | 412,602 | 356,057 | 434,924 | 78,867 | 22.15% |
| City Attorney | 511,547 | 506,537 | 523,934 | 17,397 | 3.43% |
| Total Management Services | \$3,032,844 | \$1,828,101 | \$2,449,371 | \$621,270 | 33.98% |
| Finance | | | | | |
| Administration | \$1,125,596 | \$1,144,906 | \$1,082,182 | (\$62,724) | (5.48%) |
| Accounting | 455,456 | 534,285 | 529,326 | (4,959) | (0.93%) |
| Revenue Services | 903,132 | 901,511 | 916,759 | 15,248 | 1.69% |
| General Services | 553,634 | 548,494 | 575,356 | 26,862 | 4.90% |
| Information Systems | 1,185,775 | 1,192,397 | 1,522,432 | 330,035 | 27.68% |
| Total Finance | \$4,223,592 | \$4,321,593 | \$4,626,055 | \$304,462 | 7.05% |
| Human Resources | | | | | |
| Administration | \$735,178 | \$897,946 | \$849,812 | (\$48,134) | (5.36%) |
| Risk Management | 4,149,906 | 4,022,761 | 4,558,840 | 536,079 | 13.33% |
| Total Human Resources | \$4,885,083 | \$4,920,707 | \$5,408,652 | \$487,945 | 9.92% |
| Parks & Recreation | | | | | |
| Administration | \$1,599,770 | \$2,722,850 | \$1,917,862 | (\$804,988) | (29.56%) |
| Recreation Services | 1,680,962 | 1,826,303 | 1,866,824 | 40,521 | 2.22% |
| Cultural Arts | 555,691 | 552,315 | 559,376 | 7,061 | 1.28% |
| Sports & Aquatics | 1,381,861 | 1,563,075 | 1,601,983 | 38,908 | 2.49% |
| Volunteers | 121,429 | 118,009 | 117,914 | (95) | (0.08%) |
| Older Adults | 246,117 | 236,811 | 236,086 | (725) | (0.31%) |
| Transportation | 690,630 | 655,689 | 734,941 | 79,252 | 12.09% |
| Total Parks & Recreation | \$6,276,460 | \$7,675,052 | \$7,034,986 | (\$640,066) | (8.34%) |
| Police | | | | | |
| Administration | \$4,241,212 | \$4,403,762 | \$5,141,363 | \$737,601 | 16.75% |
| Patrol | 7,694,585 | 7,544,938 | 7,819,304 | 274,366 | 3.64% |
| Investigations | 2,439,530 | 2,568,828 | 2,617,048 | 48,220 | 1.88% |
| Technical Support Services | 2,155,494 | 2,191,742 | 2,366,098 | 174,356 | 7.96% |
| Crime Prevention | 240,771 | 240,343 | 259,477 | 19,134 | 7.96% |
| Traffic Safety | 1,641,044 | 1,780,215 | 1,595,739 | (184,476) | (10.36%) |
| Jail Operations | 527,640 | 505,942 | 579,849 | 73,907 | 14.61% |
| Parking Enforcement | 1,329,802 | 1,399,297 | 1,398,409 | (888) | (0.06%) |
| Animal Control | 341,573 | 324,737 | 336,917 | 12,180 | 3.75% |
| Asset Forfeiture | 74,114 | 327,363 | 216,833 | (110,530) | (33.76%) |
| Law Enforcement Grants | 102,119 | - | - | - | - |
| Total Police | \$20,787,885 | \$21,287,167 | \$22,331,037 | \$1,043,870 | 4.90% |
| Fire | | | | | |
| Administration | \$1,903,051 | \$2,183,397 | \$2,256,443 | \$73,046 | 3.35% |
| Prevention | 930,281 | 849,317 | 842,689 | (6,628) | (0.78%) |
| Suppression | 4,561,692 | 4,127,682 | 4,269,183 | 141,501 | 3.43% |
| Paramedics | 2,945,657 | 3,083,336 | 3,071,674 | (11,662) | (0.38%) |
| Emergency Preparedness | 17,844 | 19,268 | 35,484 | 16,216 | 84.16% |
| Total Fire | \$10,358,525 | \$10,263,000 | \$10,475,473 | \$212,473 | 2.07% |

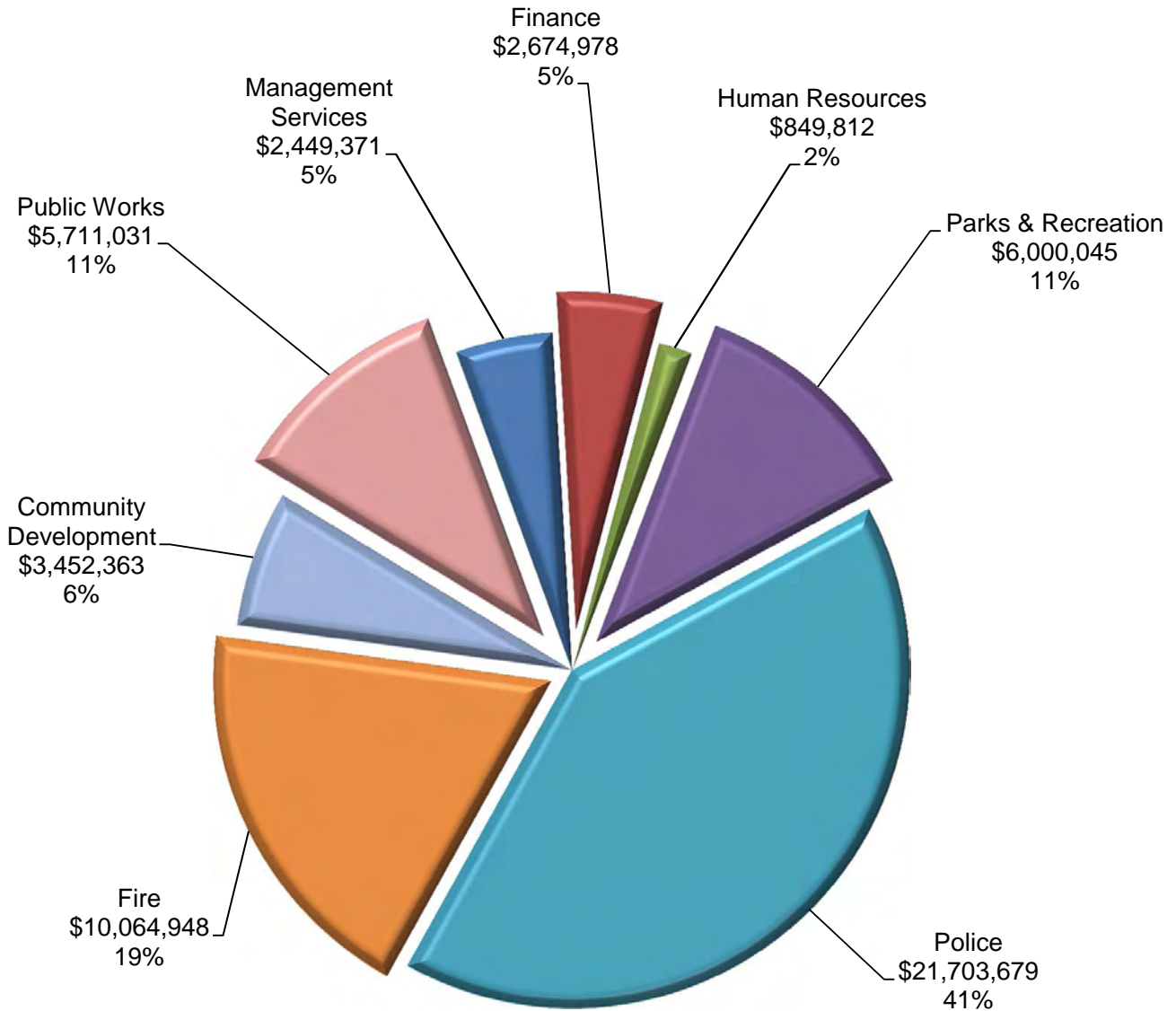
2012-2013 EXPENDITURES BY DEPARTMENT PROGRAM

| | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | \$ Change Prior Year | % Change Prior Year |
|------------------------------------|---------------------|----------------------|-----------------------|-------------------------|------------------------|
| Community Development | | | | | |
| Administration | \$506,713 | \$490,344 | \$550,767 | \$60,423 | 12.32% |
| Planning | 719,652 | 754,483 | 1,005,251 | 250,768 | 33.24% |
| Building | 1,557,543 | 1,400,576 | 1,502,061 | 101,485 | 7.25% |
| Code Enforcement | 204,079 | 201,706 | 201,560 | (146) | (0.07%) |
| Traffic Engineering | 205,686 | 196,836 | 192,724 | (4,112) | (2.09%) |
| Total Community Development | \$3,193,673 | \$3,043,945 | \$3,452,363 | \$408,418 | 13.42% |
| Public Works | | | | | |
| Administration | \$1,180,695 | \$1,340,335 | \$1,362,983 | \$22,648 | 1.69% |
| Civil Engineering | 2,360,805 | 3,517,505 | 13,266,746 | 9,749,241 | 277.16% |
| Street Maintenance | 3,252,634 | 5,194,548 | 5,309,358 | 114,810 | 2.21% |
| Building & Grounds* | 1,907,604 | 2,163,297 | 2,283,473 | 120,176 | 5.56% |
| Transportation | 7,926 | 7,868 | 8,068 | 200 | 2.54% |
| Street Lighting & Landscaping | 409,145 | 401,589 | 392,898 | (8,691) | (2.16%) |
| Streetscape Maintenance | 157,917 | 182,062 | 201,631 | 19,569 | 10.75% |
| Water Administration | 3,571,685 | 4,436,868 | 4,416,145 | (20,723) | (0.47%) |
| Water Source of Supply | 3,210,666 | 4,776,836 | 5,626,288 | 849,452 | 17.78% |
| Water Pumping/Treatment | 1,422,665 | 2,244,101 | 1,996,674 | (247,427) | (11.03%) |
| Water Maintenance | 1,487,129 | 1,200,158 | 1,183,744 | (16,414) | (1.37%) |
| Storm Drain Maintenance | 255,952 | 657,187 | 598,089 | (59,098) | (8.99%) |
| Sewer Maintenance | 1,654,842 | 3,061,557 | 3,688,710 | 627,153 | 20.48% |
| Solid Waste Management | 4,384,730 | 4,549,628 | 4,398,284 | (151,344) | (3.33%) |
| Parking Facilities | 2,756,132 | 2,916,972 | 3,713,395 | 796,423 | 27.30% |
| Fleet Maintenance | 1,141,984 | 5,019,823 | 5,499,844 | 480,021 | 9.56% |
| Total Public Works | \$29,162,512 | \$41,670,334 | \$53,946,330 | \$12,275,996 | 29.46% |
| Grand Total | \$81,920,573 | \$95,009,899 | \$109,724,267 | \$14,714,368 | 15.49% |

* Beginning FY 2011-2012, Electrical Maintenance will be rolled into Building & Grounds Maintenance. Historicals have been adjusted to reflect the merge.

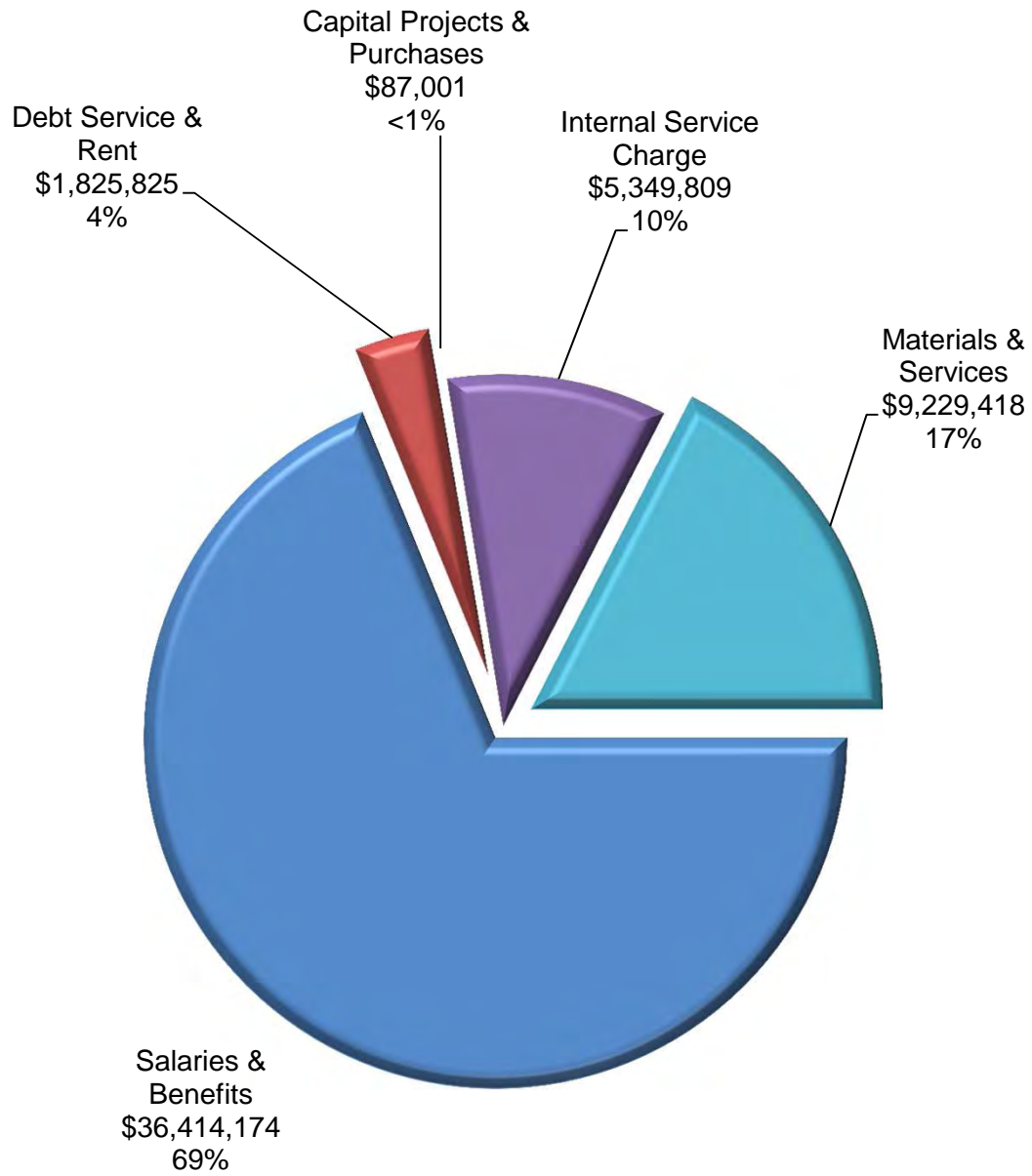
2012-2013 USE OF FUNDS BY DEPARTMENT - GENERAL FUND

Use of Funds - General Fund = \$52,906,227



2012-2013 USE OF FUNDS BY CATEGORY - GENERAL FUND

Use of Funds - General Fund = \$52,906,227



FY 2012-2013 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

| | 07/01/2012 Opening Balance | 2012-2013 Estimated Revenues | 2012-2013 Operating Expenditures | 2012-2013 Capital Projects Expenditures | 2012-2013 Total Expenditures | 2012-2013 Fund Balance Before Xfers | 2012-2013 Fund Transfers | 06/30/2013 Total Fund Balance | 06/30/2013 Reserves & Designations | 06/30/2013 Unreserved Balance |
|---|----------------------------------|------------------------------------|--|---|------------------------------------|---|--------------------------------|-------------------------------------|--|-------------------------------------|
| General Fund Undesignated | \$4,333,164 | \$53,158,918 | (\$52,906,227) | - | (\$52,906,227) | \$4,585,855 | (\$449,966) | \$1,013,477 | | \$1,013,477 |
| <i>Transfer from County Lots Parking Fund</i> | - | | | | | | 73,273 | | | |
| <i>Transfer to Street Lighting Fund</i> | - | | | | | | (195,685) | | | |
| <i>Transfer to CIP Fund</i> | | | | | | | (3,000,000) | | | |
| <i>Financial Policy Designation</i> | 10,131,279 | | | | | 10,131,279 | 449,966 | 10,581,245 | 10,581,245 | |
| <i>Reserve for Economic Uncertainty</i> | 4,000,000 | | | | | 4,000,000 | | 4,000,000 | 4,000,000 | |
| <i>Debt Service Reserve</i> | 185,364 | | | | | 185,364 | | 185,364 | 185,364 | |
| Total General Fund Balance | \$18,649,807 | \$53,158,918 | (\$52,906,227) | - | (\$52,906,227) | \$18,902,498 | (\$3,122,412) | \$15,780,086 | \$14,766,609 | \$1,013,477 |
| Special Revenue Funds | | | | | | | | | | |
| Street Lighting & Landscape | - | \$398,844 | (\$594,529) | - | (\$594,529) | (\$195,685) | \$195,685 | - | | - |
| Gas Tax | (\$0) | 1,487,617 | - | (870,000) | (870,000) | 617,617 | | \$617,617 | | \$617,617 |
| Asset Forfeiture & Safety Grants | 794,559 | 8,862 | (216,833) | - | (216,833) | 586,588 | | 586,588 | | 586,588 |
| Police Safety Grants | 199,527 | 1,502 | - | - | - | 201,029 | | 201,029 | | 201,029 |
| Federal & State Grants | (22,488) | - | - | - | - | (22,488) | | (22,488) | | (22,488) |
| Prop A | 111,848 | 552,201 | (734,941) | - | (734,941) | (70,892) | 70,892 | - | | - |
| Prop C | 1,435,828 | 8,554,416 | - | (8,715,937) | (8,715,937) | 1,274,307 | | 1,274,307 | | 1,274,307 |
| AB 2766 | 393,226 | 44,915 | (8,068) | - | (8,068) | 430,073 | (350,000) | 80,073 | | 80,073 |
| Measure R | 788,254 | 295,131 | - | - | - | 1,083,385 | (300,892) | 782,492 | | 782,492 |
| Total Special Revenue Funds Balance | \$3,700,753 | \$11,343,488 | (\$1,554,371) | (\$9,585,937) | (\$11,140,308) | \$3,903,933 | (\$384,315) | \$3,519,618 | - | \$3,519,618 |
| Capital Project Funds | | | | | | | | | | |
| Capital Improvement Fund | \$2,565,071 | \$1,947,145 | (\$825,870) | (\$4,959,441) | (\$5,785,311) | (\$1,273,095) | | \$2,028,805 | | \$2,028,805 |
| Transfer from General Fund | | | | | | | 3,000,000 | | | |
| Transfer from Parking Fund | - | | | | | | 301,900 | | | - |
| Reserve for UAD Loan | 366,000 | | | | | 366,000 | | 366,000 | 366,000 | |
| Police/Fire Debt Service Reserve | 817,075 | | | | | 817,075 | | 817,075 | 817,075 | |
| Artesia Blvd Reserve | 100,000 | | | | | 100,000 | | 100,000 | 100,000 | |
| Total Capital Improvement Fund | \$3,848,146 | \$1,947,145 | (\$825,870) | (\$4,959,441) | (\$5,785,311) | \$9,980 | \$3,301,900 | \$3,311,880 | \$1,283,075 | \$2,028,805 |
| Underground Utility Construction Fund | 411,229 | 219 | - | - | - | 411,448 | | 411,448 | | 411,448 |
| Total Capital Project Funds Balance | \$4,259,375 | \$1,947,364 | (\$825,870) | (\$4,959,441) | (\$5,785,311) | \$421,428 | \$3,301,900 | \$3,723,328 | \$1,283,075 | \$2,440,253 |
| Enterprise Funds | | | | | | | | | | |
| Water | \$5,790,648 | \$14,874,414 | (\$9,055,351) | (\$4,167,500) | (\$13,222,851) | \$7,442,211 | | \$7,442,211 | \$3,015,432 | \$4,426,780 |
| Stormwater | 631,383 | 359,350 | (318,089) | (280,000) | (598,089) | 392,644 | | 392,644 | 105,924 | 286,721 |
| Wastewater | 427,544 | 3,377,186 | (2,078,710) | (1,610,000) | (3,688,710) | 116,020 | | 116,020 | - | 116,020 |
| Refuse | 610,275 | 4,566,324 | (4,398,284) | - | (4,398,284) | 778,315 | | 778,315 | 778,315 | - |
| Parking | 736,962 | 2,299,594 | (1,837,480) | (75,000) | (1,912,480) | 1,124,076 | (301,900) | 822,176 | 611,881 | 210,295 |
| County Parking Lots | - | 531,000 | (457,727) | - | (457,727) | 73,273 | (73,273) | - | | - |
| State Pier & Parking Lot | 1,836,607 | 500,363 | (403,188) | (940,000) | (1,343,188) | 993,782 | | 993,782 | | 993,782 |
| Enterprise Fund Reserves: | | | | | | | | | | |
| Water Bond Reserve | \$226,097 | | | | | \$226,097 | | \$226,097 | \$226,097 | |
| Waste Water Bond Reserve | 111,236 | | | | | 111,236 | | 111,236 | 111,236 | |
| Metlox Bond Reserve | 871,500 | | | | | 871,500 | | 871,500 | 871,500 | |
| North Manhattan Beach BID Reserve | 517,072 | | | | | 517,072 | | 517,072 | 517,072 | |
| Total Enterprise Funds Balance | \$11,759,325 | \$26,508,231 | (\$18,548,829) | (\$7,072,500) | (\$25,621,329) | \$12,646,227 | (\$375,173) | \$12,271,054 | \$6,237,457 | \$6,033,597 |

FY 2012-2013 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

| | 07/01/2012 Opening Balance | 2012-2013 Estimated Revenues | 2012-2013 Operating Expenditures | 2012-2013 Capital Projects Expenditures | 2012-2013 Total Expenditures | 2012-2013 Fund Balance Before Xfers | 2012-2013 Fund Transfers | 06/30/2013 Total Fund Balance | 06/30/2013 Reserves & Designations | 06/30/2013 Unreserved Balance |
|--|----------------------------------|------------------------------------|--|---|------------------------------------|---|--------------------------------|-------------------------------------|--|-------------------------------------|
| Internal Service Funds | | | | | | | | | | |
| Insurance Reserve | \$4,952,006 | \$4,541,130 | (\$4,558,840) | - | (\$4,558,840) | \$4,934,296 | | \$4,934,296 | | \$4,934,296 |
| Information Systems | 370,602 | 1,506,483 | (1,522,432) | - | (1,522,432) | 354,653 | | 354,653 | | 354,653 |
| Fleet Management | 2,385,314 | 3,077,925 | (5,499,844) | - | (5,499,844) | (36,605) | 580,000 | 543,395 | | 543,395 |
| Building Maintenance & Operations | (8,484) | 1,550,806 | (1,538,364) | - | (1,538,364) | 3,958 | | 3,958 | | 3,958 |
| Total Insurance Service Funds Balance | \$7,699,437 | \$10,676,344 | (\$13,119,480) | - | (\$13,119,480) | \$5,256,301 | \$580,000 | \$5,836,301 | - | \$5,836,301 |
| Trust & Agency Funds | | | | | | | | | | |
| Underground Assessment Fund | \$1,734,547 | \$968,248 | (\$962,612) | - | (\$962,612) | \$1,740,183 | | \$1,740,183 | \$1,740,183 | |
| Pension Trust | 478,246 | 139,150 | (189,000) | - | (189,000) | 428,396 | | 428,396 | 428,396 | |
| Total Trust Agency Funds Balance | \$2,212,793 | \$1,107,398 | (\$1,151,612) | - | (\$1,151,612) | \$2,168,579 | - | \$2,168,579 | \$2,168,579 | - |
| Grand Total - Adopted Budget | \$48,281,490 | \$104,741,743 | (\$88,106,389) | (\$21,617,878) | (\$109,724,267) | \$43,298,966 | - | \$43,298,966 | \$24,455,720 | \$18,843,246 |

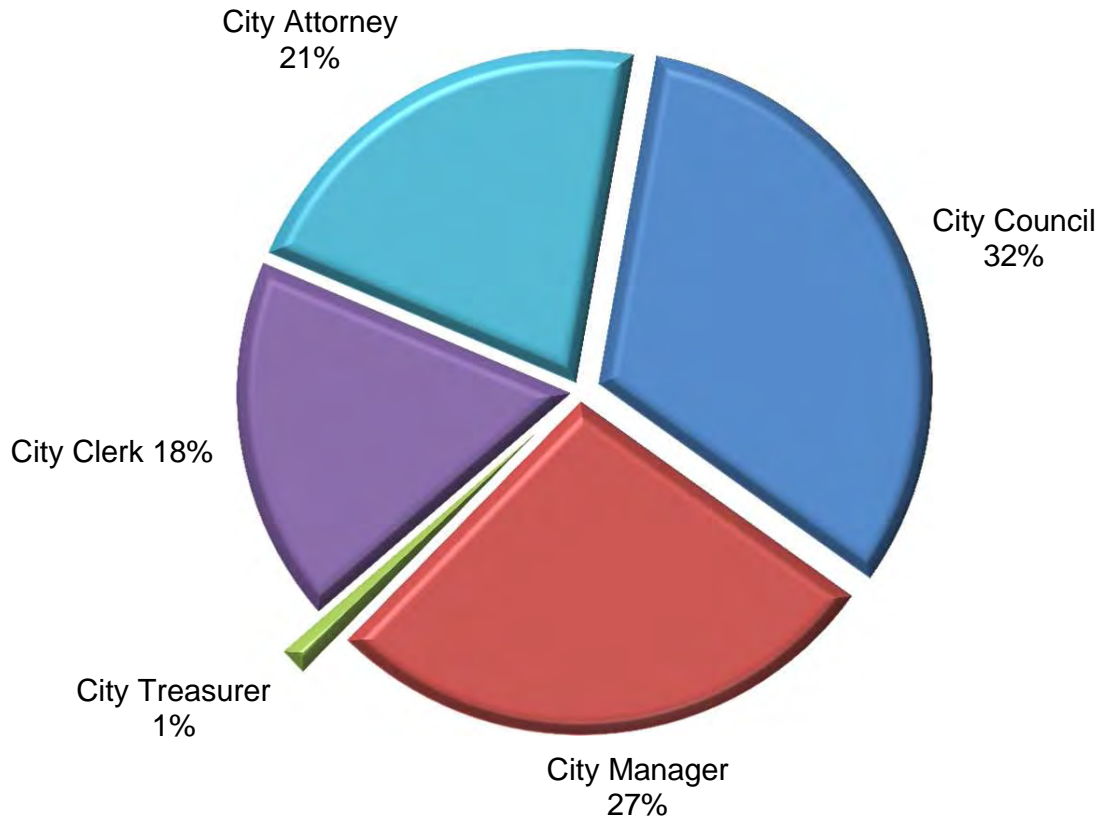


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**MANAGEMENT SERVICES
DEPARTMENT**

MANAGEMENT SERVICES

**2012-2013
Department Expenditure by Program**



| Program | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Estimate | 2012-2013 Proposed |
|----------------------------|-----------------------------|------------------------------|-------------------------------|-------------------------------|
| City Council | \$429,884 | \$309,842 | \$258,516 | \$786,714 |
| City Manager | 1,650,206 | 628,561 | 600,481 | 671,492 |
| City Treasurer | 28,604 | 27,104 | 28,865 | 32,307 |
| City Clerk | 412,602 | 356,057 | 354,320 | 434,924 |
| City Attorney | 511,547 | 506,537 | 543,946 | 523,934 |
| Total | \$3,032,844 | \$1,828,101 | \$1,786,128 | \$2,449,371 |
| Full-Time Positions | 14 | 13 | 12 | 12 |

MANAGEMENT SERVICES: CITY COUNCIL

MISSION STATEMENT

The City of Manhattan Beach is dedicated to providing exemplary municipal services, preserving our small beach town character and enhancing the quality of life for our residents, businesses and visitors.

GOAL

To provide accessible, proactive leadership and governance for the community through the establishment of policies that will lead to the enhancement of the quality of life for Manhattan Beach residents

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 issues as well as State and Federal.

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 service 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.

The City Council will be faced with numerous challenges and opportunities in the coming year. Some of these items include addressing the economic and budget challenges facing the City, continuance of environmental initiatives, and working with Los Angeles County to construct a new library.

Please visit the City's website at www.citymb.info for more information, or contact individual Council members.



| | 2009-2010 Actual | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed |
|---------------------|---------------------|---------------------|----------------------|-----------------------|
| Staffing | | | | |
| City Councilmembers | 5 | 5 | 5 | 5 |

| City Council Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Y/E Est | 2012-2013 Proposed | Var from FY 2012 Y/E | % of Total |
|---------------------------------------|----------------------------------|---------------------|----------------------|----------------------|-----------------------|-------------------------|---------------|
| 4101 | Salaries & Allowances | \$67,923 | \$67,107 | \$64,234 | \$65,329 | 1.7% | 8.3% |
| 4103 | Part-time Salaries | 1,050 | 1,140 | 922 | 1,140 | 23.7% | 0.1% |
| 4201 | Group Medical Insurance | 20,259 | 19,208 | 20,527 | 23,205 | 13.0% | 2.9% |
| 4202 | Medicare Contributions | 913 | 1,007 | 839 | 594 | (29.2%) | 0.1% |
| 4211 | PERS Regular Contribution | 4,414 | 5,186 | 4,889 | 5,215 | 6.7% | 0.7% |
| 4213 | PARS Retirement Contribution | 5 | - | - | - | - | - |
| Total Salaries & Benefits | | \$94,563 | \$93,648 | \$91,411 | \$95,483 | 4.5% | 12.1% |
| 5101 | Contract Services | \$187 | \$100 | \$1,000 | \$1,722 | 72.2% | 0.2% |
| 5108 | Legal Services | 110,573 | - | - | - | - | - |
| 5201 | Office Supplies | 1,793 | - | - | - | - | - |
| 5202 | Membership & Dues | 21,164 | 38,935 | 42,000 | 40,985 | (2.4%) | 5.2% |
| 5204 | Conferences & Meetings | 46,763 | 39,100 | 33,600 | 43,535 | 29.6% | 5.5% |
| 5205 | Training | - | 2,600 | 4,534 | 8,900 | 96.3% | 1.1% |
| 5207 | Advertising | 1,971 | 3,600 | 1,500 | 3,600 | 140.0% | 0.5% |
| 5208 | Postage | 222 | 210 | 193 | 210 | 9.1% | 0.0% |
| 5217 | Departmental Supplies | 12,950 | 9,400 | 16,144 | 9,400 | (41.8%) | 1.2% |
| 5225 | Printing | 273 | 600 | 63 | 600 | 852.4% | 0.1% |
| 5251 | Claims Paid | 70,000 | - | - | - | - | - |
| 5260 | Council Contingencies | - | 50,000 | - | 150,000 | - | 19.1% |
| 5262 | Public Relations | 23,681 | 14,875 | 11,434 | 17,375 | 52.0% | 2.2% |
| 5501 | Telephone | 57 | 60 | 67 | 70 | 3.9% | 0.0% |
| Total Materials & Services | | \$289,634 | \$159,480 | \$110,535 | \$276,397 | 150.1% | 35.1% |
| 5611 | Warehouse Services | \$119 | \$250 | \$59 | \$250 | 323.7% | 0.0% |
| 5621 | Information Systems Allocation | 8,724 | 9,655 | 9,655 | 9,864 | 2.2% | 1.3% |
| 5631 | Insurance Allocation | - | - | - | 352,806 | - | 44.8% |
| 5651 | Building & Operations Allocation | 36,844 | 46,809 | 46,856 | 51,914 | 10.8% | 6.6% |
| Total Internal Services | | \$45,687 | \$56,714 | \$56,570 | \$414,834 | 633.3% | 52.7% |
| Total Expenditures | | \$429,884 | \$309,842 | \$258,516 | \$786,714 | 204.3% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$429,884 | \$309,842 | \$258,516 | \$786,714 | 204.3% | 100.0% |
| Total | | \$429,884 | \$309,842 | \$258,516 | \$786,714 | 204.3% | 100.0% |

MANAGEMENT SERVICES: CITY MANAGER

GOAL

To implement City Council policy directives, provide organizational leadership, coordinate with community organizations, and ensure the delivery of quality service to the residents of the City of Manhattan Beach

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 is responsible for the oversight of all City operations ranging from budget and purchasing to personnel matters and the delivery of public services. By providing leadership and direction to the City's management team, the City Manager works with all departments to develop policy recommendations and responds to City Council directives.



The City Manager's Office is involved in, and responsible for, projects, programs and services that the City Council has identified as top priorities for the community and the organization. Chief among the areas of priority and concern is providing vigilant oversight of the organization's budget. The City Manager's Office helps to ensure that funds are spent prudently while high-quality services are maintained for the community.

In addition to performing the day-to-day activities associated with management of the organization, the City Manager's Office facilitates citizen inquiries regarding public documents and City services, serves as a cable franchise liaison, implements special projects authorized by the City Council, and supports the City Council in the development and adoption of City policy.

| Full-Time Staffing | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--|-----------|-----------|-----------|-----------|
| | Actual | Actual | Adopted | Proposed |
| City Manager | 1 | 1 | 1 | 1 |
| Assistant to the City Manager | 1 | 1 | - | - |
| Senior Management Analyst | - | - | 1 | 1 |
| Administrative Assistant to the City Manager | 1 | 1 | 1 | 1 |
| Environmental Program Manager | 1 | 1 | - | - |
| Total | 4 | 4 | 3 | 3 |

| City Manager Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Y/E Est | 2012-2013 Proposed | Var from FY 2012 Y/E | % of Total |
|---|----------------------------------|---------------------|----------------------|----------------------|-----------------------|-------------------------|---------------|
| 4101 | Salaries & Allowances | \$363,663 | \$363,187 | \$295,672 | \$362,708 | 22.7% | 54.0% |
| 4103 | Part-time Salaries | 32,764 | 24,000 | 8,597 | 24,500 | 185.0% | 3.6% |
| 4111 | Overtime Regular Employees | 494 | - | 279 | - | (100.0%) | - |
| 4201 | Group Medical Insurance | 21,082 | 33,849 | 20,051 | 34,647 | 72.8% | 5.2% |
| 4202 | Medicare Contributions | 5,158 | 5,718 | 4,314 | 5,748 | 33.2% | 0.9% |
| 4203 | Unemployment | - | 1,000 | 1,000 | 1,000 | - | 0.1% |
| 4204 | 401A Plan City Contributions | 12,860 | 16,228 | 13,016 | 16,322 | 25.4% | 2.4% |
| 4205 | Worker's Compensation | - | 12,206 | 12,206 | 27,110 | 122.1% | 4.0% |
| 4206 | Medical Retirement Contributions | 6,768 | 6,768 | 4,010 | 4,340 | 8.2% | 0.6% |
| 4211 | PERS Regular Contribution | 59,912 | 67,218 | 58,530 | 63,147 | 7.9% | 9.4% |
| Total Salaries & Benefits | | \$502,701 | \$530,174 | \$417,675 | \$539,522 | 29.2% | 80.3% |
| 5101 | Contract Services | \$78,672 | \$1,900 | \$76,275 | \$27,022 | (64.6%) | 4.0% |
| 5102 | Contract Personnel | - | - | 3,774 | - | (100.0%) | - |
| 5201 | Office Supplies | 1,739 | 3,400 | 4,191 | 5,000 | 19.3% | 0.7% |
| 5202 | Membership & Dues | 65 | 3,391 | 3,900 | 5,075 | 30.1% | 0.8% |
| 5203 | Reference Materials | 556 | 474 | 474 | 474 | - | 0.1% |
| 5204 | Conferences & Meetings | 2,939 | 11,225 | 6,350 | 11,225 | 76.8% | 1.7% |
| 5205 | Training | 1,618 | 4,000 | 3,000 | 9,000 | 200.0% | 1.3% |
| 5207 | Advertising | 7,631 | - | - | - | - | - |
| 5208 | Postage | 148 | 110 | 101 | 110 | 9.0% | 0.0% |
| 5217 | Departmental Supplies | 26,672 | 1,750 | 12,200 | 2,250 | (81.6%) | 0.3% |
| 5225 | Printing | 331 | 120 | 250 | 250 | - | 0.0% |
| 5270 | City Manager Home Loan | 432,000 | - | - | - | - | - |
| 5501 | Telephone | 1,889 | 2,000 | 2,246 | 2,300 | 2.4% | 0.3% |
| Total Materials & Services | | \$554,260 | \$28,370 | \$112,761 | \$62,706 | (44.4%) | 9.3% |
| 5621 | Information Systems Allocation | \$17,460 | \$19,310 | \$19,310 | \$19,728 | 2.2% | 2.9% |
| 5631 | Insurance Allocation | - | 22,620 | 22,620 | 18,388 | (18.7%) | 2.7% |
| 5641 | Fleet Rental Allocation | 12,000 | - | - | - | - | - |
| 5642 | Fleet Maintenance Allocation | 1,677 | - | - | - | - | - |
| 5651 | Building & Operations Allocation | 22,108 | 28,087 | 28,115 | 31,148 | 10.8% | 4.6% |
| Total Internal Services | | \$53,245 | \$70,017 | \$70,045 | \$69,264 | (1.1%) | 10.3% |
| 6151 | Land | \$437,500 | - | - | - | - | - |
| 6212 | CIP Bldg & Facilities - CYr | 102,500 | - | - | - | - | - |
| Total Capital Projects & Equipment | | \$437,500 | - | - | - | - | - |
| Total Expenditures | | \$1,650,206 | \$628,561 | \$600,481 | \$671,492 | 11.8% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$1,108,114 | \$628,561 | \$600,481 | \$671,492 | 11.8% | 100.0% |
| Capital Improvement Fund | | 542,092 | - | - | - | - | - |
| Total | | \$1,650,206 | \$628,561 | \$600,481 | \$671,492 | 11.8% | 100.0% |



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MANAGEMENT SERVICES: CITY TREASURER

GOAL

To oversee the City's investment function and develop prudent investment and banking policies to assure that investment principal is protected, liquidity is maintained, and portfolio yields are safely maximized

INITIATIVES

- Protect the City's assets and invest funds safely
- Update the annual investment policy

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 \$50 to \$60 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.



| | 2009-2010 Actual | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed |
|-----------------|---------------------|---------------------|----------------------|-----------------------|
| Staffing | | | | |
| City Treasurer | 1 | 1 | 1 | 1 |

| | 2009-2010 Actual | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed |
|------------------------------------|---------------------|---------------------|----------------------|-----------------------|
| Service Indicators | | | | |
| % - Average annual portfolio yield | 1.35% | 1.27% | 1.50% | 1.25% |

| City Treasurer | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------|-----------------|-----------------|-----------------|-----------------|--------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$8,567 | \$6,722 | \$8,356 | \$8,317 | (0.5%) | 25.7% |
| 4201 | Group Medical Insurance | 14,383 | 13,872 | 14,510 | 16,479 | 13.6% | 51.0% |
| 4202 | Medicare Contributions | 112 | 99 | 110 | 99 | (10.0%) | 0.3% |
| 4211 | PERS Regular Contribution | 885 | 1,037 | 973 | 1,043 | 7.2% | 3.2% |
| Total Salaries & Benefits | | \$23,946 | \$21,730 | \$23,949 | \$25,938 | 8.3% | 80.3% |
| 5104 | Computer Contract Services | \$2,806 | \$2,945 | \$2,918 | \$3,034 | 4.0% | 9.4% |
| 5202 | Membership & Dues | 182 | 347 | 360 | 360 | - | 1.1% |
| 5204 | Conferences & Meetings | 1,670 | 2,082 | 1,638 | 2,975 | 81.6% | 9.2% |
| Total Materials & Services | | \$4,658 | \$5,374 | \$4,916 | \$6,369 | 29.6% | 19.7% |
| Total Expenditures | | \$28,604 | \$27,104 | \$28,865 | \$32,307 | 11.9% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$28,604 | \$27,104 | \$28,865 | \$32,307 | 11.9% | 100.0% |
| Total | | \$28,604 | \$27,104 | \$28,865 | \$32,307 | 11.9% | 100.0% |

MANAGEMENT SERVICES: CITY CLERK

GOAL

To promote public trust in local government by recording and managing the City's official documents, maintaining an accurate record of the City Council proceedings, administering fair municipal elections as mandated by law, and providing timely information and the highest level of services in a professional, efficient and effective manner to support the community-at-large, City Council, and City departments

INITIATIVES

- Maintain complete and accurate City records
- Enhance access to the City Document Imaging System
- Respond to subpoenas and requests for public records in accordance with the federal and state laws
- Maintain the Municipal Code, Ordinances, and Resolutions in conjunction with the City Attorney's Office
- Prepare public meetings and hearings documentation in conformity with internal procedures and the Brown Act
- Conduct the City's General Municipal Election scheduled for Tuesday, March 5, 2013, and provide "Voter Outreach" to the residents
- Enhance Open Government by implementing tools to improve public information and communication of government activities



The City Clerk's Office is dedicated to working together with the 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, collaboration and accountability. City Clerk serves as the ultimate resource for information for the public, the City Council, City staff and other governmental agencies, manages legal requirements for public notices and filing of referendums and initiatives, and keeps complete and accurate records of Council proceedings. The City Clerk's Office continues to work diligently with the City's Information Systems Division (IS) to provide broadcasting of City Council and Planning Commission meetings on Manhattan Beach Local Community Cable, Time Warner Channel 8, Verizon Channel 35 and City Website Live Streaming Video, ensuring public information and access to the local government process.

As a custodian of the City's official records, the office is devoted to maintaining all official City document archives and legislative history and ensuring the preservation, protection and integrity of the public records. The City Clerk's Office commits an ample amount of time coordinating the dissemination of information and managing public requests in a timely manner. The City Clerk is the City's Election Officer, and as such, conducts and certifies the City's municipal elections for six elected offices (5 City Council and 1 City Treasurer). In addition, the City Clerk's Office administers oaths and affirmations, files annual Statements of Economic Interest, and performs other duties as may be required by law.

For fiscal year 2012-2013, as prescribed by law within odd-numbered years, the City Clerk's office will conduct the City's General Municipal Election scheduled for Tuesday, March 5, 2013. A key initiative is to conduct voter outreach to residents in order to remind them that voting is not only a privilege, but a civic duty.

The City Clerk's Office is also actively working to improve public information and communication of government activities through open and transparent government with Granicus technology and tools to streamline the agenda and minutes creation process, capture and display live City Council votes, and provide greater research and transparency tools to the public in the form of a one-stop shop legislative web portal that will allow for searching of legislative text, attachments, agendas, minutes, and votes.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--------------------------|-----------|-----------|-----------|-----------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| City Clerk | 1 | 1 | 1 | 1 |
| Senior Deputy City Clerk | 1 | 1 | 1 | 1 |
| Total | 2 | 2 | 2 | 2 |

| City Clerk | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|------------------|------------------|------------------|------------------|---------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$190,558 | \$186,566 | \$190,522 | \$184,872 | (3.0%) | 42.5% |
| 4103 | Part-time Salaries | 22,517 | 24,000 | 8,568 | 24,500 | 185.9% | 5.6% |
| 4111 | Overtime Regular Employees | 776 | 500 | 279 | 500 | 79.2% | 0.1% |
| 4201 | Group Medical Insurance | 29,748 | 28,788 | 30,097 | 32,503 | 8.0% | 7.5% |
| 4202 | Medicare Contributions | 2,853 | 3,101 | 2,740 | 3,116 | 13.7% | 0.7% |
| 4204 | 401A Plan City Contributions | 5,313 | 5,293 | 5,313 | 5,293 | (0.4%) | 1.2% |
| 4206 | Medical Retirement Contributions | 2,940 | 2,940 | 2,230 | 2,410 | 8.1% | 0.6% |
| 4211 | PERS Regular Contribution | 29,802 | 36,495 | 34,457 | 32,436 | (5.9%) | 7.5% |
| Total Salaries & Benefits | | \$284,508 | \$287,683 | \$274,206 | \$285,630 | 4.2% | 65.7% |
| 5101 | Contract Services | \$16,397 | \$15,090 | \$11,400 | \$15,140 | 32.8% | 3.5% |
| 5102 | Contract Personnel | - | - | 12,900 | 5,000 | (61.2%) | 1.1% |
| 5105 | Elections | 66,994 | 1,200 | 1,200 | 71,425 | 5852.1% | 16.4% |
| 5201 | Office Supplies | 966 | - | - | - | - | - |
| 5202 | Membership & Dues | 745 | 685 | 890 | 652 | (26.7%) | 0.1% |
| 5203 | Reference Materials | 27 | - | - | - | - | - |
| 5204 | Conferences & Meetings | 30 | 1,160 | 520 | 1,160 | 123.1% | 0.3% |
| 5205 | Training | - | 100 | 440 | 2,100 | 377.3% | 0.5% |
| 5207 | Advertising | 1,106 | 1,500 | 2,374 | 2,000 | (15.8%) | 0.5% |
| 5208 | Postage | 332 | 330 | 303 | 330 | 9.1% | 0.1% |
| 5210 | Computer Supplies & Software | 303 | - | - | - | - | - |
| 5212 | Office Equip Maintenance | - | 250 | 90 | 250 | 177.8% | 0.1% |
| 5217 | Departmental Supplies | 19 | 50 | 2,055 | 550 | (73.2%) | 0.1% |
| 5225 | Printing | 140 | 200 | 100 | 200 | 100.0% | 0.0% |
| 5501 | Telephone | 113 | 120 | 135 | 130 | (3.5%) | 0.0% |
| Total Materials & Services | | \$87,171 | \$20,685 | \$32,406 | \$98,937 | 205.3% | 22.7% |
| 5621 | Information Systems Allocation | \$26,184 | \$28,965 | \$28,965 | \$29,591 | 2.2% | 6.8% |
| 5651 | Building & Operations Allocation | 14,739 | 18,724 | 18,743 | 20,766 | 10.8% | 4.8% |
| Total Internal Services | | \$40,923 | \$47,689 | \$47,708 | \$50,357 | 5.6% | 11.6% |
| Total Expenditures | | \$412,602 | \$356,057 | \$354,320 | \$434,924 | 22.7% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$412,602 | \$356,057 | \$354,320 | \$434,924 | 22.7% | 100.0% |
| Total | | \$412,602 | \$356,057 | \$354,320 | \$434,924 | 22.7% | 100.0% |

MANAGEMENT SERVICES: CITY ATTORNEY

GOAL

To provide high quality legal services to the City Council, City Manager, City department heads, City staff and commissions; represent the City before judicial and administrative proceedings; and manage outside counsel representing the City

INITIATIVES

- Continue to provide legal support to various City departments on the implementation of the new Manhattan Beach Library
- Provide annual AB 1234 training, Brown Act, Public Records Act and Conflict of Interest training to City Commissions and City Council*
- Continue to provide specific training to the Police Department in the area of Pitchess Motions and other substantive areas as needed*
- Implement a City-wide training program in various areas such as contracts, records retention, requests for proposals, Public Records Act, Brown Act, Conflicts of Interest and the California Environmental Quality Act*
- Continue to review the City's current contract forms and revise and update as necessary*
- Continue to review the City's current practices and policies in various areas city-wide and provide recommendations to increase organization effectiveness, efficiency, legal compliance and streamline processes*
- Continue to provide support for the advancement of the Open Government Initiatives as adopted by the City Council*
- Provide updates to the City Council and City Staff on changes in the laws affecting the City
- Evaluate the need for a complete law library and reduce or eliminate subscriptions to reduce the budget for publication services.
- Manage outside litigation

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 is provided on an as-needed hourly basis by a part-time contract deputy prosecutor. The Office has a California law library and through the City Attorney's law firm, computer on-line services linked to state, federal and out-of-state legal databases.

The City Attorney's Office drafts ordinances, resolutions and agreements as well as provides general legal services and advice, oral and written, to all City departments on a daily and routine basis. Attorneys specializing in areas of real estate, finance, California Environmental Quality Act, public works, labor and other specialties are all available to the City Manager, City departments and the City Council at anytime. 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 and serves as media liaison on matters of litigation. The City Attorney maintains office hours at City Hall on a regular basis, and any other attorney in the City Attorney's law firm is available to the City Manager, City Council and City Staff via telephone or e-mail. Through the services of the City Prosecutor, the office prosecutes violations of the City Municipal Code in the form of criminal misdemeanors or through an administrative process.

**These initiatives furthers one of the goals adopted as part of the City's Strategic Plan*

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--------------------------|-----------|-----------|-----------|-----------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| City Attorney (In-House) | 1 | 1 | 1 | - |
| Legal Secretary | 1 | 1 | 1 | 1 |
| Total | 2 | 2 | 2 | 1 |

| City Attorney | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|------------------|------------------|------------------|------------------|----------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$265,816 | \$287,578 | \$80,193 | \$75,648 | (5.7%) | 14.4% |
| 4201 | Group Medical Insurance | 27,197 | 30,942 | 11,936 | 13,371 | 12.0% | 2.6% |
| 4202 | Medicare Contributions | 3,689 | 1,126 | 1,084 | 1,126 | 3.9% | 0.2% |
| 4204 | 401A Plan City Contributions | 10,680 | 12,876 | 3,471 | 3,458 | (0.4%) | 0.7% |
| 4206 | Medical Retirement Contributions | 3,828 | 3,828 | 1,110 | 1,200 | 8.1% | 0.2% |
| 4211 | PERS Regular Contribution | 38,271 | 49,465 | 32,225 | 13,357 | (58.6%) | 2.5% |
| Total Salaries & Benefits | | \$349,481 | \$385,815 | \$130,019 | \$108,160 | (16.8%) | 20.6% |
| 5101 | Contract Services | \$86,962 | \$75,672 | \$90,000 | \$90,000 | - | 17.2% |
| 5108 | Legal Services | 37,207 | - | 280,000 | 280,000 | - | 53.4% |
| 5201 | Office Supplies | 456 | - | 500 | - | (100.0%) | - |
| 5202 | Membership & Dues | 410 | 477 | 410 | - | (100.0%) | - |
| 5203 | Reference Materials | 11,564 | 13,164 | 12,000 | 13,164 | 9.7% | 2.5% |
| 5204 | Conferences & Meetings | 397 | - | - | - | - | - |
| 5205 | Training | 50 | 1,200 | 600 | - | (100.0%) | - |
| 5208 | Postage | 127 | 130 | 119 | 130 | 9.1% | 0.0% |
| 5217 | Departmental Supplies | - | 100 | 128 | 100 | (21.9%) | 0.0% |
| 5501 | Telephone | 1,323 | 1,400 | 1,572 | 1,550 | (1.4%) | 0.3% |
| Total Materials & Services | | \$138,495 | \$92,143 | \$385,329 | \$384,944 | (0.1%) | 73.5% |
| 5611 | Warehouse Services | \$108 | \$200 | \$200 | \$200 | - | 0.0% |
| 5621 | Information Systems Allocation | 8,724 | 9,655 | 9,655 | 9,864 | 2.2% | 1.9% |
| 5651 | Building & Operations Allocation | 14,739 | 18,724 | 18,743 | 20,766 | 10.8% | 4.0% |
| Total Internal Services | | \$23,571 | \$28,579 | \$28,598 | \$30,830 | 7.8% | 5.9% |
| Total Expenditures | | \$511,547 | \$506,537 | \$543,946 | \$523,934 | (3.7%) | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$511,547 | \$506,537 | \$543,946 | \$523,934 | (3.7%) | 100.0% |
| Total | | \$511,547 | \$506,537 | \$543,946 | \$523,934 | (3.7%) | 100.0% |

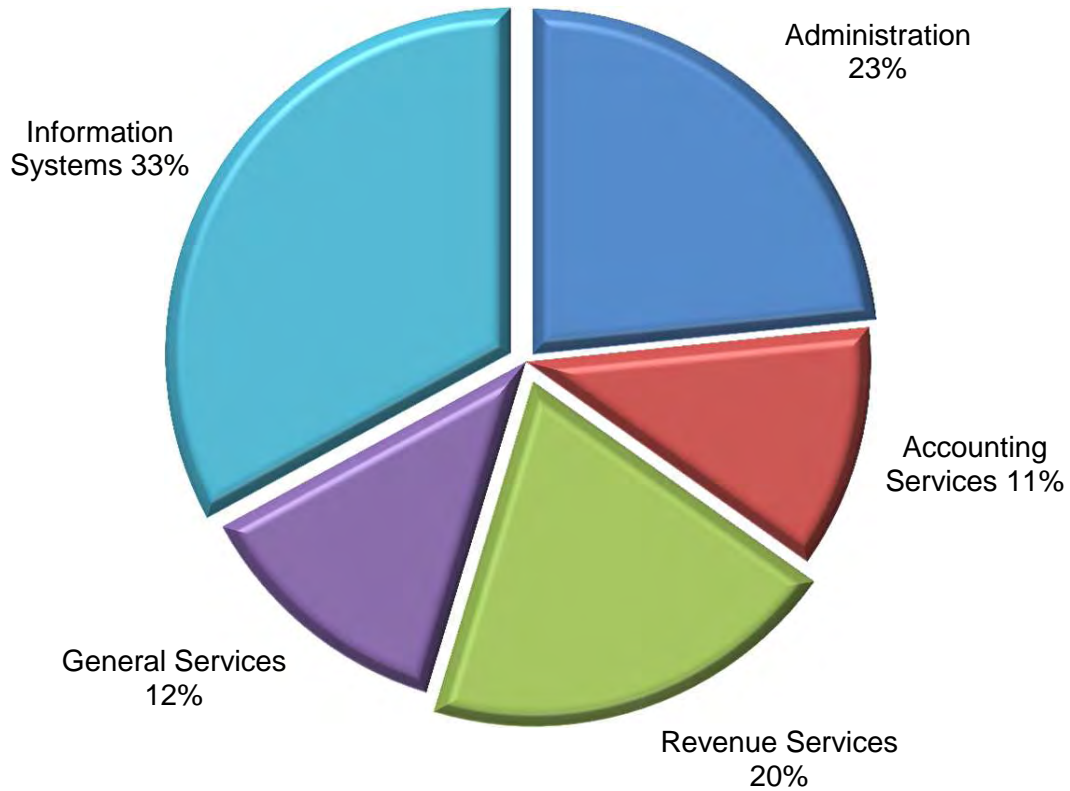


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**FINANCE
DEPARTMENT**

FINANCE DEPARTMENT

2012-2013
Department Expenditure by Program



| Program | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Estimate | 2012-2013 Proposed |
|----------------------------|---------------------|----------------------|-----------------------|-----------------------|
| Administration | \$1,125,596 | \$1,213,962 | \$1,149,154 | \$1,082,182 |
| Accounting Services | 455,456 | 429,789 | 520,331 | 529,326 |
| Revenue Services | 903,132 | 850,940 | 904,480 | 916,759 |
| General Services | 553,634 | 559,147 | 536,811 | 575,356 |
| Information Systems | 1,185,775 | 1,363,739 | 1,267,480 | 1,522,432 |
| Total | \$4,223,592 | \$4,417,577 | \$4,378,256 | \$4,626,055 |
| Full-Time Positions | 20 | 20 | 20 | 20 |

FINANCE: ADMINISTRATION

GOAL

To provide timely, accurate and relevant budgetary and financial information to City Council, the City Manager, residents and customers, establish strong internal controls in line with City policies, and assure compliance with established accounting standards

INITIATIVES

- Support the City Council, Treasurer and City Manager in the development of long-term sustainable financial plans, including capital financing
- Formally document all desk procedures and established internal controls
- Work collaboratively with the Human Resources Department during labor negotiations with all three bargaining units
- Maintain high standards of excellence through the continuance of the City's AAA/Aaa bond rating, unqualified audit opinions, and various budgeting and financial reporting awards

The Administration division of Finance is responsible for creation, monitoring and periodic reporting on 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 concert with the Accounting division.

The fiscal year 2010-2011 financial audit, completed this past year, once again resulted in an unqualified opinion (the highest attainable) and a positive validation of our financial internal controls. The Finance Department is also pleased that the fiscal year 2011-2012 Budget again won awards from the California Society of Municipal Finance Officers and the Government Finance Officers Association.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|----------------------------|---------------|---------------|----------------|-----------------|
| Staffing | Actual | Actual | Adopted | Proposed |
| Director | 1 | 1 | 1 | 1 |
| Assistant Finance Director | 1 | 1 | - | - |
| Budget Analyst | 1 | 1 | 1 | 1 |
| Executive Secretary | 1 | 1 | 1 | 1 |
| Total | 4 | 4 | 3 | 3 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| Maintain AAA/Aaa GO Bond Rating | Yes | Yes | Yes | Yes |
| Attain an Unqualified audit opinion | Yes | Yes | Yes | Yes |
| Attain CSMFO and GFOA Annual Budget Awards | Yes | Yes | Yes | Yes |

| Administration | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---|-------------------------------------|--------------------|--------------------|--------------------|--------------------|-----------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$291,915 | \$291,753 | \$289,186 | \$289,105 | (0.0%) | 26.7% |
| 4111 | Overtime Regular Employees | - | 530 | 300 | 500 | 66.7% | 0.0% |
| 4120 | Supplemental Pension Plan | 18,954 | 19,000 | 19,000 | 19,000 | - | 1.8% |
| 4121 | Single Highest Year Plan | 47,027 | 47,000 | 47,000 | 48,000 | 2.1% | 4.4% |
| 4124 | Fire Retiree's Health Plan | 10,685 | 21,000 | 17,000 | 22,000 | 29.4% | 2.0% |
| 4125 | Police Retiree's Health Plan | 53,604 | 65,000 | 64,000 | 69,000 | 7.8% | 6.4% |
| 4126 | Miscellaneous Retiree's Health Plan | 19,301 | 30,000 | 28,000 | 31,000 | 10.7% | 2.9% |
| 4201 | Group Medical Insurance | 32,077 | 31,372 | 32,436 | 35,189 | 8.5% | 3.3% |
| 4202 | Medicare Contributions | 4,181 | 4,304 | 4,126 | 4,311 | 4.5% | 0.4% |
| 4203 | Unemployment | - | 1,020 | 1,020 | 1,020 | - | 0.1% |
| 4204 | 401A Plan City Contributions | 8,776 | 8,742 | 8,776 | 8,742 | (0.4%) | 0.8% |
| 4205 | Worker's Compensation | 8,292 | 53,460 | 53,460 | 15,616 | (70.8%) | 1.4% |
| 4206 | Medical Retirement Contributions | 5,892 | 5,892 | 4,010 | 4,340 | 8.2% | 0.4% |
| 4211 | PERS Regular Contribution | 49,980 | 50,199 | 48,029 | 50,479 | 5.1% | 4.7% |
| Total Salaries & Benefits | | \$550,684 | \$629,272 | \$616,343 | \$598,302 | (2.9%) | 55.3% |
| 5101 | Contract Services | \$6,271 | \$1,212 | \$701 | \$789 | 12.6% | 0.1% |
| 5103 | Audit Services | - | 10,000 | - | 10,000 | - | 0.9% |
| 5104 | Computer Contract Services | 24,769 | 25,601 | 25,599 | 26,457 | 3.4% | 2.4% |
| 5201 | Office Supplies | 1,272 | 5,730 | 4,500 | 4,500 | - | 0.4% |
| 5202 | Membership & Dues | 860 | 515 | 515 | 515 | - | 0.0% |
| 5203 | Reference Materials | 1,205 | - | 530 | 550 | 3.8% | 0.1% |
| 5204 | Conferences & Meetings | 3,573 | 3,100 | 2,000 | 3,975 | 98.8% | 0.4% |
| 5205 | Training | - | 700 | - | 400 | - | 0.0% |
| 5207 | Advertising | 254 | 300 | 640 | 300 | (53.1%) | 0.0% |
| 5210 | Computer Supplies & Software | 1,268 | - | - | - | - | - |
| 5214 | Employee Awards & Events | 176 | 250 | 400 | 400 | - | 0.0% |
| 5217 | Departmental Supplies | 991 | 700 | 625 | 625 | - | 0.1% |
| 5225 | Printing | 4,811 | 4,500 | 4,800 | 4,000 | (16.7%) | 0.4% |
| 5231 | Bank Service Charge | 215,696 | 130,000 | 155,950 | 128,950 | (17.3%) | 11.9% |
| 5265 | Contributions to Service Agencies | 90,758 | 119,338 | 119,338 | 75,092 | (37.1%) | 6.9% |
| 5267 | UAD Loan Program | 6,631 | 7,000 | - | 4,820 | - | 0.4% |
| 5501 | Telephone | 3,590 | 3,800 | 4,267 | 4,200 | (1.6%) | 0.4% |
| Total Materials & Services | | \$362,125 | \$312,746 | \$319,865 | \$265,573 | (17.0%) | 24.5% |
| 5611 | Warehouse Services | \$2,069 | \$1,800 | \$2,000 | \$2,000 | - | 0.2% |
| 5621 | Information Systems Allocation | 17,460 | 19,310 | 19,310 | 19,728 | 2.2% | 1.8% |
| 5631 | Insurance Allocation | 67,980 | 22,620 | 22,620 | 20,072 | (11.3%) | 1.9% |
| 5651 | Building & Operations Allocation | 125,279 | 159,158 | 159,316 | 176,507 | 10.8% | 16.3% |
| Total Internal Services | | \$212,787 | \$202,888 | \$203,246 | \$218,307 | 7.4% | 20.2% |
| 6141 | Computer Equipment & Software | - | - | \$9,700 | - | (100.0%) | - |
| Total Capital Projects & Equipment | | - | - | \$9,700 | - | (100.0%) | - |
| Total Expenditures | | \$1,125,596 | \$1,144,906 | \$1,149,154 | \$1,082,182 | (5.8%) | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$969,394 | \$955,906 | \$974,154 | \$888,362 | (8.8%) | 82.1% |
| Capital Improvement Fund | | 6,631 | 7,000 | - | 4,820 | - | 0.4% |
| Pension Trust | | 149,571 | 182,000 | 175,000 | 189,000 | 8.0% | 17.5% |
| Total | | \$1,125,596 | \$1,144,906 | \$1,149,154 | \$1,082,182 | (0.8%) | 100.0% |

FINANCE: ACCOUNTING

GOAL

To maintain and control the general ledger, accounts payable and payroll, and to ensure accountability and timely provision of accurate financial information

INITIATIVES

- Cross training of staff functions to ensure proper process knowledge redundancy
- Uphold high accounting standards to ensure continued clean audit opinions
- Implement new accounting standards as issued by the Governmental Accounting Standards Board
- Document desk procedures for audit compliance
- Increase payroll and accounts payable efficiency by minimizing the number of paper checks issued and reissues due to errors

The 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 the external auditors, and works closely with Finance Administration to prepare the City's Comprehensive Annual Financial Report (CAFR). The Accounting Division 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 manages 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 biweekly 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. With the purchasing card (Pcard) program a continued reduction in number of accounts payable checks is anticipated. 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, Proposition A and Proposition C 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.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|-------------------|---------------|---------------|----------------|-----------------|
| Staffing | Actual | Actual | Adopted | Proposed |
| Controller | 1 | 1 | 1 | 1 |
| Senior Accountant | - | - | 1 | 1 |
| Accountant | 2 | 2 | 2 | 2 |
| Total | 3 | 3 | 4 | 4 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Payroll checks direct deposit | 8,581 | 9,079 | 8,600 | 9,200 |
| # - Payroll checks reissued due to error | - | - | - | - |
| # - Accounts payable checks and wires | 7,055 | 5,925 | 6,500 | 6,500 |
| # - Accounts payable checks reissued due to error | - | - | - | - |

| Accounting Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Y/E Est | 2012-2013 Proposed | Var from FY 2012 Y/E | % of Total |
|---------------------------------------|----------------------------------|------------------|-------------------|-------------------|--------------------|----------------------|---------------|
| 4101 | Salaries & Allowances | \$263,294 | \$314,232 | \$313,576 | \$314,465 | 0.3% | 59.4% |
| 4103 | Part-time Salaries | 25,729 | 26,104 | 24,600 | 24,600 | - | 4.6% |
| 4111 | Overtime Regular Employees | 378 | 500 | 500 | 500 | - | 0.1% |
| 4201 | Group Medical Insurance | 27,467 | 41,553 | 30,448 | 38,563 | 26.7% | 7.3% |
| 4202 | Medicare Contributions | 2,222 | 3,233 | 2,900 | 3,264 | 12.6% | 0.6% |
| 4204 | 401A Plan City Contributions | 6,136 | 5,974 | 7,279 | 7,928 | 8.9% | 1.5% |
| 4206 | Medical Retirement Contributions | 4,404 | 2,940 | 4,450 | 4,830 | 8.5% | 0.9% |
| 4211 | PERS Regular Contribution | 39,112 | 58,937 | 55,048 | 59,410 | 7.9% | 11.2% |
| Total Salaries & Benefits | | \$368,742 | \$453,473 | \$438,801 | \$453,560 | 3.4% | 85.7% |
| 5101 | Contract Services | \$1,641 | \$11,000 | \$7,800 | \$1,700 | (78.2%) | 0.3% |
| 5102 | Contract Personnel | 19,440 | - | 5,875 | - | (100.0%) | - |
| 5103 | Audit Services | 37,824 | 37,835 | 38,959 | 42,628 | 9.4% | 8.1% |
| 5201 | Office Supplies | 962 | - | - | - | - | - |
| 5202 | Membership & Dues | 300 | 300 | 150 | 250 | 66.7% | 0.0% |
| 5203 | Reference Materials | - | 1,205 | 695 | 700 | 0.7% | 0.1% |
| 5204 | Conferences & Meetings | 80 | 1,500 | - | 1,500 | - | 0.3% |
| 5205 | Training | 126 | 400 | 200 | 400 | 100.0% | 0.1% |
| 5207 | Advertising | 480 | 300 | 140 | 150 | 7.1% | 0.0% |
| 5208 | Postage | 3,602 | 3,710 | 3,402 | 3,710 | 9.1% | 0.7% |
| 5210 | Computer Supplies & Software | 368 | - | - | - | - | - |
| 5217 | Departmental Supplies | 686 | 1,500 | 1,000 | 1,000 | - | 0.2% |
| 5225 | Printing | 1,383 | 1,260 | 1,200 | 1,200 | - | 0.2% |
| 5501 | Telephone | 2,362 | 2,500 | 2,807 | 2,800 | (0.3%) | 0.5% |
| Total Materials & Services | | \$69,253 | \$61,510 | \$62,228 | \$56,038 | (9.9%) | 10.6% |
| 5621 | Information Systems Allocation | \$17,460 | \$19,302 | \$19,302 | \$19,728 | 2.2% | 3.7% |
| Total Internal Services | | \$17,460 | \$19,302 | \$19,302 | \$19,728 | 2.2% | 3.7% |
| Total Expenditures | | \$455,456 | \$534,285 | \$520,331 | \$529,326 | 1.7% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$455,456 | \$534,285 | \$520,331 | \$529,326 | 1.7% | 100.0% |
| Total | | \$455,456 | \$534,285 | \$520,331 | \$529,326 | 1.7% | 100.0% |

FINANCE: REVENUE SERVICES

GOAL

To provide superior customer service and process utility billing, business licensing, citations, filming permits, cash receipts, account receivable billings and collections in a professional, effective and timely manner

INITIATIVES

- Implement new electronic bill presentment services for paperless bill delivery to water and refuse utility customers
- Initiate new on-line utility billing web portal to increase monthly collection rates and give customers the ability to make recurring payments, direct pay via checking account, and schedule future payments
- Commence a new request for proposal to update the City's current ambulance billing service vendor
- Maintain department efficiency and customer satisfaction through ease of pay with automated bill and credit card payments
- Continue high level of customer service with prompt assistance of cashier transactions



The Revenue Services Division administers the billing, cash controls and collection of direct City revenues, including: business licenses, miscellaneous accounts receivable, central cashiering, animal licenses, parking citation payments, transient occupancy tax from hotels and vacation rentals, and water and refuse service billings. Revenue Services staff administers the taxi cab franchise program and motion picture film coordination within the City. The Division is responsible for the analysis and creation of the City-wide user fees and cost allocation plan, which allows the City to recover costs for providing certain discretionary services. Revenue Services also coordinates the lease of City commercial parking lot spaces to local merchants, as well as the residential overnight parking program and override parking programs available in the downtown residential and Mira Costa High School areas. Staff oversees the administration of the City's new 'smart parking meters' which accept credit cards, as well as parking meters with cash key technology.

In November 2011, the City upgraded the central cashier software, which allows for better integration with daily uploads and communication with the City's financial software solution. The results of the new cashiering software will be enhanced reporting, information availability, upgraded receipting and integration, allowing for greater efficiencies within the Division.

Electronic bill presentment will be implemented during the summer of 2012. The City will provide customers with e-billing services, electronic archival of bills, electronic statements and payment of bills. The new utility billing web portal will allow customers the ability to make recurring payments, schedule future payments and print or save their e-bill.

| Staffing | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|-----------------------------------|-----------|-----------|-----------|-----------|
| | Actual | Actual | Adopted | Proposed |
| Revenue Services Manager | 1 | 1 | 1 | 1 |
| Account Services Representative I | 5 | 5 | 5 | 5 |
| Total | 6 | 6 | 6 | 6 |

| Service Indicators | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|-----------|-----------|-----------|-----------|
| | Actual | Actual | Adopted | Proposed |
| # - Annual number of customer cashier transactions | 37,000 | 34,500 | 36,000 | 35,300 |
| % - Monthly collection rate on residential utility bill | 90% | 91% | 90% | 93% |
| # - Bi-monthly auto debit utility payments | 2,700 | 2,810 | 2,900 | 2,840 |
| # - Bi-monthly Credit Card Payments | 1,400 | 1,620 | 1,600 | 1,680 |

| Revenue Services | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|------------------|------------------|------------------|------------------|---------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$352,603 | \$337,582 | \$353,308 | \$338,973 | (4.1%) | 37.0% |
| 4103 | Part-time Salaries | 27,321 | 33,696 | 33,696 | 35,389 | 5.0% | 3.9% |
| 4111 | Overtime Regular Employees | 8,890 | 4,918 | 3,400 | 3,300 | (2.9%) | 0.4% |
| 4201 | Group Medical Insurance | 69,803 | 69,336 | 70,915 | 77,529 | 9.3% | 8.5% |
| 4202 | Medicare Contributions | 5,480 | 5,469 | 5,535 | 5,609 | 1.3% | 0.6% |
| 4204 | 401A Plan City Contributions | 3,954 | 3,939 | 3,954 | 3,939 | (0.4%) | 0.4% |
| 4206 | Medical Retirement Contributions | 8,820 | 8,820 | 6,670 | 7,210 | 8.1% | 0.8% |
| 4211 | PERS Regular Contribution | 51,608 | 62,810 | 61,980 | 66,029 | 6.5% | 7.2% |
| Total Salaries & Benefits | | \$528,480 | \$526,570 | \$539,458 | \$537,978 | (0.3%) | 58.7% |
| 5101 | Contract Services | \$96,820 | \$111,750 | \$108,950 | \$118,240 | 8.5% | 12.9% |
| 5104 | Computer Contract Services | 167,003 | 173,725 | 169,564 | 172,550 | 1.8% | 18.8% |
| 5201 | Office Supplies | 1,433 | - | - | - | - | - |
| 5202 | Membership & Dues | - | 75 | 75 | 100 | 33.3% | 0.0% |
| 5204 | Conferences & Meetings | - | 400 | 475 | 900 | 89.5% | 0.1% |
| 5207 | Advertising | 49 | 100 | 28 | 100 | 257.1% | 0.0% |
| 5208 | Postage | 36,319 | 36,110 | 33,734 | 34,130 | 1.2% | 3.7% |
| 5209 | Tools & Minor Equip | 280 | 300 | 275 | 300 | 9.1% | 0.0% |
| 5212 | Office Equip Maintenance | 598 | 610 | 545 | 625 | 14.7% | 0.1% |
| 5217 | Departmental Supplies | 521 | 2,000 | 1,700 | 1,150 | (32.4%) | 0.1% |
| 5225 | Printing | 7,568 | 7,250 | 6,600 | 6,800 | 3.0% | 0.7% |
| 5261 | Chamber Allocation | 25,000 | - | - | - | - | - |
| 5501 | Telephone | 2,692 | 2,850 | 3,200 | 3,130 | (2.2%) | 0.3% |
| Total Materials & Services | | \$338,285 | \$335,170 | \$325,147 | \$338,025 | 4.0% | 36.9% |
| 5611 | Warehouse Services | \$1,448 | \$1,150 | \$1,254 | \$1,300 | 3.7% | 0.1% |
| 5621 | Information Systems Allocation | 34,920 | 38,621 | 38,621 | 39,456 | 2.2% | 4.3% |
| Total Internal Services | | \$36,368 | \$39,771 | \$39,875 | \$40,756 | 2.2% | 4.4% |
| Total Expenditures | | \$903,132 | \$901,511 | \$904,480 | \$916,759 | 1.4% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$903,132 | \$901,511 | \$904,480 | \$916,759 | 1.4% | 100.0% |
| Total | | \$903,132 | \$901,511 | \$904,480 | \$916,759 | 1.4% | 100.0% |

FINANCE: GENERAL SERVICES

GOAL

To purchase and manage the acquisition of the City's materials and contracted services, and provide cost-effective agreements and contracts

INITIATIVES

- Consider different methods of disposing surplus property for greater return
- Explore replacement options for the automated warehouse and auto parts inventory system
- Attain a high number of quotes and bids for maximum benefit and price efficiencies

General Services is responsible for procurement, contracting, warehousing, disposal of surplus property, and mailing services. Funding for these support services comes from the General Fund and the Building Maintenance & Operation Fund.

During fiscal year 2011-2012, General Services assisted several departments with grant funded purchases which included a \$228,000 grant from the Department of Homeland Security for dual-band portable radios for the Fire Department, and a \$3,000 rebate from the Metropolitan Water District for the installation of low flow plumbing fixtures. Also during that fiscal year General Services was tasked with the acquisition of sixty-two replacement vehicles. Staff has increased outreach efforts to ensure a high bid response level in order to obtain the best pricing available.

Staff continues to expand the purchasing card (Pcard) program, which has grown to 74 cardholders. Staff will continue to identify those small-dollar purchases that can be transacted on the Pcard, which allows for great efficiency within the Division and other departments.

In fiscal year 2012-2013, General Services will focus on vehicle replacements as well as maximizing the return on surplus vehicles. In addition, staff will begin the process towards establishing a calendar to better prioritize bids and requests for proposals on multi-year contracts for internal customers.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|------------------------------|-----------|-----------|-----------|-----------|
| Staffing | Actual | Actual | Adopted | Proposed |
| General Services Manager | 1 | 1 | 1 | 1 |
| General Services Coordinator | 1 | 1 | 1 | 1 |
| Purchasing Clerk | 1 | 1 | 1 | 1 |
| Total | 3 | 3 | 3 | 3 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|-----------|-----------|-----------|-----------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| % - POs (<\$20k) processed within 5 business days | 90% | 81% | 90% | 90% |
| % - Warehouse orders processed & filled in 1 day | 99% | 99% | 100% | 100% |
| # - Number of quotes/bids processed or analyzed | 379 | 360 | 300 | 300 |
| \$ - Purchasing card (pcard) spent | n/a | \$726,765 | n/a | \$880,000 |

* New for fiscal year 2012-2013

| General Services | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|--|----------------------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$230,047 | \$226,446 | \$232,334 | \$225,596 | (2.9%) | 39.2% |
| 4103 | Part-time Salaries | 12,592 | - | 45 | - | (100.0%) | - |
| 4111 | Overtime Regular Employees | - | 100 | 100 | 100 | - | 0.0% |
| 4201 | Group Medical Insurance | 30,144 | 29,614 | 30,439 | 33,366 | 9.6% | 5.8% |
| 4202 | Medicare Contributions | 3,334 | 3,341 | 3,222 | 3,360 | 4.3% | 0.6% |
| 4204 | 401A Plan City Contributions | 2,722 | 2,712 | 2,722 | 2,712 | (0.4%) | 0.5% |
| 4206 | Medical Retirement Contributions | 4,404 | 4,404 | 3,340 | 3,610 | 8.1% | 0.6% |
| 4211 | PERS Regular Contribution | 33,439 | 39,251 | 38,163 | 39,705 | 4.0% | 6.9% |
| Total Salaries & Benefits | | \$316,682 | \$305,868 | \$310,365 | \$308,449 | (0.6%) | 53.6% |
| 5101 | Contract Services | \$83,315 | \$93,450 | \$87,450 | \$122,850 | 40.5% | 21.4% |
| 5201 | Office Supplies | 1,263 | - | - | - | - | - |
| 5202 | Membership & Dues | 365 | 505 | 515 | 515 | - | 0.1% |
| 5204 | Conferences & Meetings | 65 | 1,700 | 2,168 | 2,695 | 24.3% | 0.5% |
| 5205 | Training | 518 | 150 | - | 300 | - | 0.1% |
| 5206 | Uniforms/Safety Equip | 380 | 770 | 777 | 777 | - | 0.1% |
| 5208 | Postage | 665 | 650 | 604 | 650 | 7.6% | 0.1% |
| 5211 | Automotive Parts | 41,110 | 39,000 | 24,982 | 25,000 | 0.1% | 4.3% |
| 5217 | Departmental Supplies | 1,104 | 700 | 660 | 660 | - | 0.1% |
| 5222 | Warehouse Purchases | 79,758 | 75,000 | 78,487 | 82,345 | 4.9% | 14.3% |
| 5225 | Printing | - | - | 43 | - | (100.0%) | - |
| 5501 | Telephone | 897 | 950 | 1,067 | 1,100 | 3.1% | 0.2% |
| Total Materials & Services | | \$209,440 | \$212,875 | \$196,753 | \$236,892 | 20.4% | 41.2% |
| 5611 | Warehouse Services | \$5,916 | \$5,100 | \$5,070 | \$5,070 | - | 0.9% |
| 5621 | Information Systems Allocation | 17,460 | 19,310 | 19,310 | 19,728 | 2.2% | 3.4% |
| 5641 | Fleet Rental Allocation | - | 3,560 | 3,560 | 3,560 | - | 0.6% |
| 5642 | Fleet Maintenance Allocation | 4,136 | 1,781 | 1,753 | 1,657 | (5.5%) | 0.3% |
| Total Internal Services | | \$27,512 | \$29,751 | \$29,693 | \$30,015 | 1.1% | 5.2% |
| Total Expenditures | | \$553,634 | \$548,494 | \$536,811 | \$575,356 | 7.2% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$343,189 | \$336,414 | \$341,262 | \$340,531 | (0.2%) | 59.2% |
| Building Maintenance & Operations Fund | | 210,444 | 212,080 | 195,549 | 234,825 | 20.1% | 40.8% |
| Total | | \$553,634 | \$548,494 | \$536,811 | \$575,356 | 7.2% | 100.0% |

FINANCE: INFORMATION SYSTEMS

GOAL

To promote integrated City-wide communications, provide innovative long term enterprise technology solutions, and support current and future technical needs of City staff through high quality, cost effective and timely information systems service, telecommunications and infrastructure

INITIATIVES

- Update the Information Systems Master Plan in alignment with City Council's Strategic Plan goals
- Continue to plan for and promote e-Commerce, assuring it exists in a safe and stable environment
- Continue to support the Open Government initiative by broadcasting City meetings on the City's website and local government cable channels, and implement further broadcast capabilities in other City locations
- Continue to develop an e-Government plan, enhance the City's website, and use social media to improve City operations effectiveness, efficiency, communication, and customer service

The Information Systems Division is dedicated to maintaining and improving operations, services and communications through technology, data and voice in support of the City's strategic and operational requirements. As a crucial component of the organization, Information Systems is committed to sustaining growth and productivity, and supplying additional services while improving existing operations through greater information and faster response time. The Division is devoted to tactical planning and improving the use of the City's landline and cellular telephone system. Information Systems manages the City's cable broadcast of Time Warner Channel 8 and Verizon Channel 35. For fiscal year 2012-2013, Information Systems has budgeted an extension of the City's existing broadcast capabilities to include the Public Safety Facility and the Joslyn Center.

The City's website, launched in 2007, will be refreshed keeping the features of the City Calendar, Employment Opportunities, Community News and Updates, Extranet, Photo Gallery, Frequently Asked Questions and Electronic Email Notifications, while adding updated functionality. The "Reach the Beach" service request system which streamlines the City's operations and services is recognized as a valuable addition to the City website, evident by the number of requests received this past year. Residents and staff are able to initiate requests directly to Public Works as well as other City departments, with over 7,500 citizen requests and 2,100 staff requests initiated last year. The City's e-Government plan will remain centered on using the website to accelerate and streamline service delivery to citizens, reduce paperwork burdens, and apply best practices to improve government efficiency, effectiveness and accessibility to the public. Current initiatives are to use social media and continue to build content and improve usability and accessibility of the City's website solutions. Information Systems is dedicated to providing a secure and stable environment for e-Government communications and transactions.

Information Systems continues to ensure the integrity of the City's data and voice network by maintaining the City's infrastructure to accommodate technical advances and growth. The Division's budget includes expenditures to support the replacements of network servers, desktops, laptops and printers (objects 5210 and 6141). The budget also includes the purchase of broadcasting equipment for the Police/Fire Conference room and Joslyn Center for \$288,310 which will be funded by Public, Education, and Government Access (PEG) funds.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--------------------------------|---------------|---------------|----------------|-----------------|
| Staffing | Actual | Actual | Adopted | Proposed |
| Information Systems Manager | 1 | 1 | 1 | 1 |
| Network Administrator | 2 | 2 | 2 | 2 |
| Information Systems Specialist | 1 | 1 | 1 | 1 |
| Total | 4 | 4 | 4 | 4 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Network Servers/Workstations/Printers Supported | 409 | 413 | 410 | 408 |
| # - Telephone Handsets and Mobile Phones Supported | 486 | 449 | 470 | 448 |
| # - Unique visitors on the Website* | 721,957 | 2,533,511 | n/a | 3,500,000 |
| # - City meetings broadcasted | 38 | 45 | 45 | 50 |
| # - e-Notifications sent to Website email subscribers* | n/a | 126 | n/a | 140 |
| # - Granicus internet viewers of City meetings* | n/a | 4,056 | n/a | 4,100 |

* New for fiscal year 2012-2013

| Information Systems | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$406,542 | \$387,220 | \$400,740 | \$399,240 | (0.4%) | 26.2% |
| 4103 | Part-time Salaries | 98,050 | 87,545 | 92,213 | 99,371 | 7.8% | 6.5% |
| 4111 | Overtime Regular Employees | 9,751 | 12,040 | 12,931 | 22,470 | 73.8% | 1.5% |
| 4201 | Group Medical Insurance | 51,869 | 52,023 | 51,795 | 59,251 | 14.4% | 3.9% |
| 4202 | Medicare Contributions | 7,218 | 6,884 | 7,191 | 7,384 | 2.7% | 0.5% |
| 4204 | 401A Plan City Contributions | 6,066 | 6,043 | 6,066 | 6,043 | (0.4%) | 0.4% |
| 4206 | Medical Retirement Contributions | 5,892 | 5,892 | 4,450 | 4,830 | 8.5% | 0.3% |
| 4211 | PERS Regular Contribution | 62,222 | 77,584 | 71,266 | 77,553 | 8.8% | 5.1% |
| 4213 | PARS Retirement Contribution | 1,139 | - | - | - | - | - |
| Total Salaries & Benefits | | \$648,749 | \$635,231 | \$646,652 | \$676,142 | 4.6% | 44.4% |
| 5101 | Contract Services | \$4,837 | \$4,715 | \$4,371 | \$4,691 | 7.3% | 0.3% |
| 5104 | Computer Contract Services | 136,326 | 139,180 | 151,812 | 191,411 | 26.1% | 12.6% |
| 5201 | Office Supplies | 439 | - | - | - | - | - |
| 5202 | Membership & Dues | 390 | 540 | 490 | 1,075 | 119.4% | 0.1% |
| 5203 | Reference Materials | 89 | 300 | 186 | 200 | 7.5% | 0.0% |
| 5204 | Conferences & Meetings | 2,917 | 3,000 | 2,652 | 4,700 | 77.2% | 0.3% |
| 5205 | Training | 3,052 | 3,500 | 2,520 | 2,500 | (0.8%) | 0.2% |
| 5207 | Advertising | 900 | 1,000 | - | - | - | - |
| 5210 | Computer Supplies & Software | 223,167 | 242,844 | 218,234 | 263,055 | 20.5% | 17.3% |
| 5213 | Computer Maintenance & Repairs | 7,304 | 16,500 | 10,274 | 11,500 | 11.9% | 0.8% |
| 5217 | Departmental Supplies | 874 | 100 | 418 | 100 | (76.1%) | 0.0% |
| 5225 | Printing | 92 | - | - | - | - | - |
| 5501 | Telephone | 2,173 | 2,300 | 2,583 | 2,500 | (3.2%) | 0.2% |
| Total Materials & Services | | \$382,559 | \$413,979 | \$393,540 | \$481,732 | 22.4% | 31.6% |
| 5611 | Warehouse Services | \$70 | \$100 | \$54 | \$100 | 85.2% | 0.0% |
| 5651 | Building & Operations Allocation | 22,108 | 28,087 | 28,115 | 31,148 | 10.8% | 2.0% |
| Total Internal Services | | \$22,178 | \$28,187 | \$28,169 | \$31,248 | 10.9% | 2.1% |
| 6141 | Computer Equipment & Software | \$132,288 | \$115,000 | \$199,119 | \$333,310 | 67.4% | 21.9% |
| Total Capital Projects & Equipment | | \$132,288 | \$115,000 | \$199,119 | \$333,310 | 67.4% | 21.9% |
| Total Expenditures | | \$1,185,775 | \$1,192,397 | \$1,267,480 | \$1,522,432 | 20.1% | 100.0% |
| Source of Funds | | | | | | | |
| Information Systems Fund | | \$1,185,775 | \$1,192,397 | \$1,267,480 | \$1,522,432 | 20.1% | 100.0% |
| Total | | \$1,185,775 | \$1,192,397 | \$1,267,480 | \$1,522,432 | 20.1% | 100.0% |

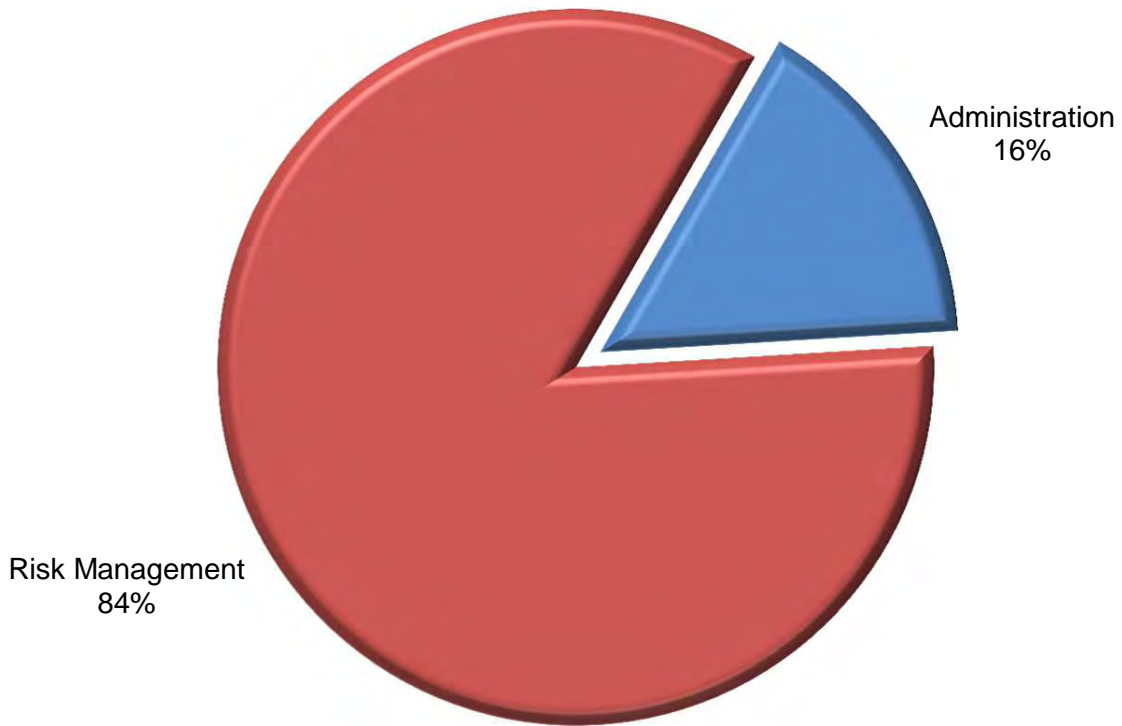


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**HUMAN RESOURCES
DEPARTMENT**

HUMAN RESOURCES DEPARTMENT

2012-2013
Department Expenditure by Program



| Program | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Estimate | 2012-2013 Proposed |
|----------------------------|---------------------|----------------------|-----------------------|-----------------------|
| Administration | \$735,178 | \$897,946 | \$861,952 | \$849,812 |
| Risk Management | 4,149,906 | 4,022,761 | 3,992,694 | 4,558,840 |
| Total | \$4,885,083 | \$4,920,707 | \$4,854,646 | \$5,408,652 |
| Full-Time Positions | 7 | 6 | 6 | 6 |

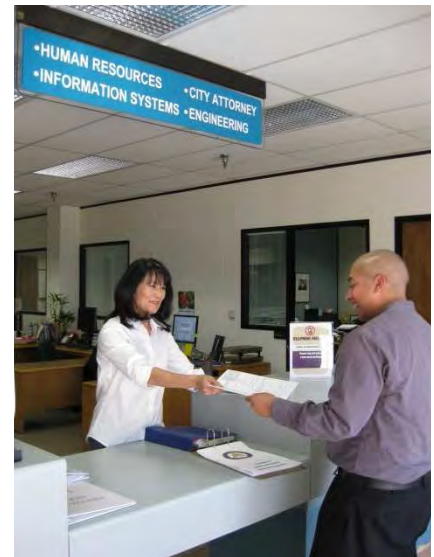
HUMAN RESOURCES: ADMINISTRATION

GOAL

To provide professional assistance and guidance to departments in recruiting, developing, maintaining and managing a highly qualified workforce that provides quality customer service

INITIATIVES

- Continue to support the negotiation process with the three unions
- Partner with departments on succession planning
- Assist vendor with City-wide Classification Study
- Collaborate with departments to evaluate and, as necessary, improve upon current recruitment processes and procedures to assist departments in obtaining high quality candidates
- Review the Employee Recognition Program to find new ways to recognize outstanding employees
- Continue to work with the Emergency Preparedness Team to facilitate employee notification in response to any disaster
- Educate employees on pertinent and relevant news and information, and disseminate in a timely fashion through the Employee Newsletter
- Ensure efficiency in the new hire process for minimal department interruptions



The Human Resources Administration Division provides support services to the City's full-time and part-time employees in areas such as recruitment and selection, classification and compensation, employee and labor relations, training, personnel processing, interpretation of rules, regulations and policies, and Equal Employee Opportunity/American Disability Act (EEO/ADA) compliance.

In fiscal year 2012-2013 Human Resources staff will actively participate and support the negotiations process with the City's three bargaining groups. Upon completion of the City-wide Classification Study, Human Resources will work with the departments and bargaining groups to implement the study recommendations.

Human Resources will partner with the City Manager and Department Heads regarding succession planning which includes identifying potential gaps in organizational knowledge with pending retirements in the next couple of years, identifying key personnel with aptitude to step into these positions, facilitating knowledge sharing within and across the departments, and looking for ways to improve workforce proficiency while operating with fewer resources. Human Resources will also continue to evaluate the recruitment processes and procedures to ensure the City recruits top quality applicants at all levels within the organization in an efficient and cost effective manner.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--------------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Director | 1 | 1 | 1 | 0.75 |
| Risk Manager | - | - | - | 0.25 |
| Senior Human Resources Analyst | 1 | 1 | 1 | 1 |
| Human Resources Analyst | 1 | 1 | 1 | 1 |
| Human Resources Technician | - | - | 1 | 1 |
| Executive Secretary | 1 | 1 | - | - |
| Human Resources Assistant | 1 | 1 | - | - |
| Total | 5 | 5 | 4 | 4 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Employee newsletters issued per year | 3 | 3 | 3 | 3 |
| # - Semi-annual New Employee Orientations | 2 | 1 | 2 | 2 |
| % - Complete new hire processing in 10 days* | n/a | n/a | n/a | 100% |

* New for fiscal year 2012-2013

| Administration | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---|----------------------------------|------------------|------------------|------------------|------------------|---------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$239,685 | \$340,555 | \$292,922 | \$333,798 | 14.0% | 39.3% |
| 4103 | Part-time Salaries | 12,471 | 33,762 | 29,000 | 49,411 | 70.4% | 5.8% |
| 4111 | Overtime Regular Employees | 184 | 599 | 600 | 3,200 | 433.3% | 0.4% |
| 4201 | Group Medical Insurance | 23,092 | 46,833 | 32,054 | 46,740 | 45.8% | 5.5% |
| 4202 | Medicare Contributions | 3,556 | 4,290 | 3,959 | 5,258 | 32.8% | 0.6% |
| 4203 | Unemployment | - | 1,020 | 1,020 | 1,020 | - | 0.1% |
| 4204 | 401A Plan City Contributions | 6,761 | 9,017 | 8,241 | 12,624 | 53.2% | 1.5% |
| 4205 | Worker's Compensation | 99,012 | 132,420 | 132,420 | 17,070 | (87.1%) | 2.0% |
| 4206 | Medical Retirement Contributions | 7,356 | 7,356 | 4,960 | 5,360 | 8.1% | 0.6% |
| 4211 | PERS Regular Contribution | 46,628 | 58,181 | 52,195 | 57,774 | 10.7% | 6.8% |
| 4213 | PARS Retirement Contribution | 376 | - | - | - | - | - |
| Total Salaries & Benefits | | \$439,121 | \$634,033 | \$557,371 | \$532,255 | (4.5%) | 62.6% |
| 5101 | Contract Services | \$8,283 | \$3,671 | \$49,744 | \$2,936 | (94.1%) | 0.3% |
| 5104 | Computer Contract Services | 6,135 | 16,290 | 6,290 | 6,449 | 2.5% | 0.8% |
| 5107 | Physical/Psych Exams | 13,409 | 19,543 | 13,000 | 21,215 | 63.2% | 2.5% |
| 5108 | Legal Services | 46,130 | 35,000 | 65,000 | 80,000 | 23.1% | 9.4% |
| 5201 | Office Supplies | 1,878 | 2,000 | 1,568 | 2,500 | 59.4% | 0.3% |
| 5202 | Membership & Dues | 785 | 935 | 935 | 1,307 | 39.8% | 0.2% |
| 5203 | Reference Materials | 499 | 435 | 500 | 435 | (13.0%) | 0.1% |
| 5204 | Conferences & Meetings | 2,200 | 3,490 | 5,223 | 5,480 | 4.9% | 0.6% |
| 5205 | Training | 3,093 | 13,044 | 10,500 | 10,480 | (0.2%) | 1.2% |
| 5208 | Postage | 2,549 | 2,640 | 2,436 | 2,640 | 8.4% | 0.3% |
| 5214 | Employee Awards & Events | 3,971 | 10,000 | 8,100 | 10,000 | 23.5% | 1.2% |
| 5216 | Tuition Reimbursement | 24,188 | 20,000 | 20,000 | 20,000 | - | 2.4% |
| 5217 | Departmental Supplies | 135 | - | 1,901 | - | (100.0%) | - |
| 5218 | Recruitment Costs | 40,543 | 29,804 | 12,000 | 29,874 | 149.0% | 3.5% |
| 5225 | Printing | 219 | 100 | 100 | 100 | - | 0.0% |
| 5501 | Telephone | 2,125 | 2,250 | 2,527 | 2,500 | (1.1%) | 0.3% |
| Total Materials & Services | | \$156,144 | \$159,202 | \$199,823 | \$195,916 | (2.0%) | 23.1% |
| 5611 | Warehouse Services | \$167 | \$200 | \$200 | \$200 | - | 0.0% |
| 5621 | Information Systems Allocation | 34,920 | 38,620 | 38,620 | 39,455 | 2.2% | 4.6% |
| 5631 | Insurance Allocation | 67,980 | 19,080 | 19,080 | 20,072 | 5.2% | 2.4% |
| 5651 | Building & Operations Allocation | 36,846 | 46,811 | 46,858 | 51,914 | 10.8% | 6.1% |
| Total Internal Services | | \$139,913 | \$104,711 | \$104,758 | \$111,641 | 6.6% | 13.1% |
| 6141 | Computer Equipment & Software | - | - | - | \$10,000 | - | 0.7% |
| Total Capital Projects & Equipment | | - | - | - | \$10,000 | - | 0.7% |
| Total Expenditures | | \$735,178 | \$897,946 | \$861,952 | \$849,812 | (1.4%) | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$735,178 | \$897,946 | \$861,952 | \$849,812 | (1.4%) | 100.0% |
| Total | | \$735,178 | \$897,946 | \$861,952 | \$849,812 | (1.4%) | 100.0% |

HUMAN RESOURCES: RISK MANAGEMENT

GOAL

To protect the City's resources by minimizing risk, preserving assets and protecting against random/accidental losses

INITIATIVES

- Purchase cost effective insurance
- Partner with "high risk" departments to monitor workers' compensation claims and discuss proactive ways to help prevent/reduce claims
- Audit Risk Management policies and procedures
- Review and revitalize the City's safety program with assistance from the Insurance Pool, Central Safety Committee and departments in order to keep employees aware of safety on the job
- Provide worker's compensation training for supervisors and employees
- Review Wellness Program options available to the City, and implement a City-wide program



The Risk Management Division oversees general liability, workers' compensation, property insurance, unemployment claims, employee health benefits programs, safety training/programs and other wellness initiatives/programs. As part of the safety program, Risk Management offers various training opportunities to City employees to heighten awareness of safe practices in order to reduce an employee's chance of injury on the job site. Risk Management partners with an Insurance Pool, the departments and the Central Safety Committee to update the current safety program and provide an updated training plan.

In order to help stabilize costs in the liability and workers' compensation budget, the City participates in an insurance pool to help share the cost of premiums and find affordable property insurance for comparable-sized cities. Our participation in the insurance pool allows the City the ability to bring in more safety, wellness and ergonomic training and consultation programs for prevention of injuries to employees. In fiscal year 2012-2013 Risk Management will review available Wellness Programs and options in partnership with the Vitality City initiative, and will work with various departments in order to provide a health and wellness program to keep City employees healthy and safe.

Our main goals over the next few years will be to work with departments and employees to ensure a safe work environment, provide training/programs to help reduce accidental loss and research new programs addressing employee wellness. Risk Management is committed to finding new ways to keep employees healthy and safe in efforts to reduce workers' compensation costs.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|----------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Director | - | - | - | 0.25 |
| Risk Manager | 1 | 1 | 1 | 0.75 |
| Human Resources Technician | 1 | 1 | 1 | 1 |
| Total | 2 | 2 | 2 | 2 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Meetings to reduce Workers Comp costs | 2 | 3 | 3 | 3 |
| # - Semi-annual liability claim reviews to reduce costs | 2 | 1 | 2 | 2 |

| Risk Management | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$165,286 | \$175,953 | \$143,744 | \$171,247 | 19.1% | 3.8% |
| 4111 | Overtime Regular Employees | 489 | 375 | 375 | 376 | 0.3% | 0.0% |
| 4201 | Group Medical Insurance | 31,052 | 29,327 | 21,743 | 28,696 | 32.0% | 0.6% |
| 4202 | Medicare Contributions | 1,332 | 1,603 | 1,521 | 2,014 | 32.4% | 0.0% |
| 4204 | 401A Plan City Contributions | 5,957 | 6,416 | 5,630 | 6,309 | 12.1% | 0.1% |
| 4206 | Medical Retirement Contributions | 2,940 | 2,940 | 2,390 | 2,590 | 8.4% | 0.1% |
| 4211 | PERS Regular Contribution | 24,949 | 30,127 | 26,556 | 29,809 | 12.2% | 0.7% |
| Total Salaries & Benefits | | \$232,004 | \$246,741 | \$201,959 | \$241,041 | 19.4% | 5.3% |
| 5101 | Contract Services | \$27,044 | \$20,607 | \$20,607 | \$21,001 | 1.9% | 0.5% |
| 5102 | Contract Personnel | - | - | - | \$19,900 | - | 0.4% |
| 5202 | Membership & Dues | 275 | 370 | 370 | 370 | - | 0.0% |
| 5203 | Reference Materials | 349 | 170 | 190 | 180 | (5.3%) | 0.0% |
| 5204 | Conferences & Meetings | 584 | 900 | 685 | 900 | 31.4% | 0.0% |
| 5205 | Training | 585 | 9,000 | 6,000 | 9,000 | 50.0% | 0.2% |
| 5214 | Employee Awards & Events | 4,771 | 3,011 | 3,011 | 3,011 | - | 0.1% |
| 5250 | Insurance Premiums | 455,986 | 455,986 | 500,322 | 583,562 | 16.6% | 12.8% |
| 5251 | Claims Paid | 2,784,830 | 2,669,300 | 2,655,938 | 3,056,350 | 15.1% | 67.0% |
| 5252 | Claims Admin | 120,952 | 123,278 | 123,278 | 126,976 | 3.0% | 2.8% |
| 5253 | Faithful Performance Bond | 1,767 | 3,019 | 3,019 | 3,019 | - | 0.1% |
| 5254 | Unemployment Claims | 49,966 | 75,000 | 75,000 | 75,000 | - | 1.6% |
| 5255 | Property Insurance | 379,316 | 380,000 | 366,056 | 380,000 | 3.8% | 8.3% |
| 5501 | Telephone | 8,833 | 7,000 | 7,861 | 7,900 | 0.5% | 0.2% |
| Total Materials & Services | | \$3,835,258 | \$3,747,641 | \$3,762,337 | \$4,287,169 | 13.9% | 94.0% |
| 5601 | Administrative Service Charge | \$59,181 | - | - | - | - | - |
| 5621 | Information Systems Allocation | 8,724 | 9,655 | 9,655 | 9,864 | 2.2% | 0.2% |
| 5651 | Building & Operations Allocation | 14,739 | 18,724 | 18,743 | 20,766 | 10.8% | 0.5% |
| Total Internal Services | | \$82,644 | \$28,379 | \$28,398 | \$30,630 | 7.9% | 0.7% |
| Total Expenditures | | \$4,149,906 | \$4,022,761 | \$3,992,694 | \$4,558,840 | 14.2% | 100.0% |
| Source of Funds | | | | | | | |
| Insurance Reserve Fund | | \$4,149,906 | \$4,022,761 | \$3,992,694 | \$4,558,840 | 14.2% | 100.0% |
| Total | | \$4,149,906 | \$4,022,761 | \$3,992,694 | \$4,558,840 | 14.2% | 100.0% |

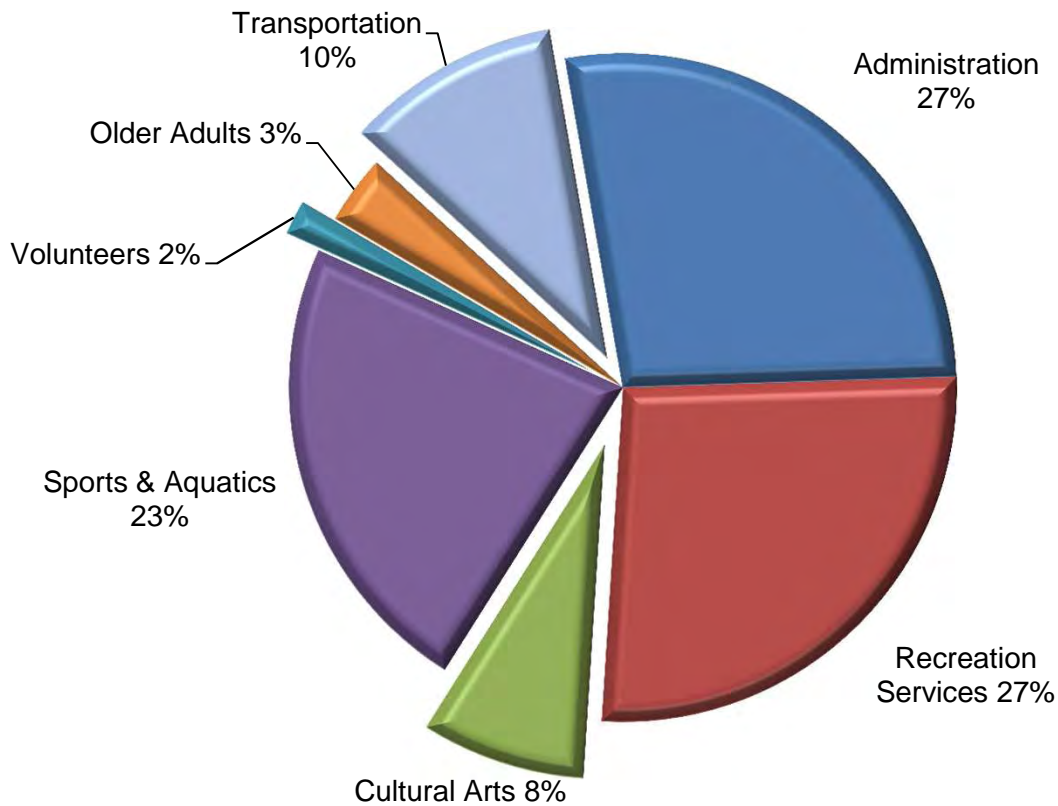


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**PARKS AND RECREATION
DEPARTMENT**

PARKS & RECREATION DEPARTMENT

**2012-2013
Department Expenditure by Program**



| Program Expenditures | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Estimate | 2012-2013 Proposed |
|----------------------|---------------------|----------------------|-----------------------|-----------------------|
| Administration | \$1,599,770 | \$2,722,850 | \$5,141,480 | \$1,917,862 |
| Recreation Services | 1,680,962 | 1,826,303 | 1,724,165 | 1,866,824 |
| Cultural Arts | 555,691 | 552,315 | 477,893 | 559,376 |
| Sports & Aquatics | 1,381,861 | 1,563,075 | 1,525,311 | 1,601,983 |
| Volunteers | 121,429 | 118,009 | 119,946 | 117,914 |
| Older Adults | 246,117 | 236,811 | 250,374 | 236,086 |
| Transportation | 690,630 | 655,689 | 629,399 | 734,941 |
| Total | \$6,276,460 | \$7,675,052 | \$9,868,568 | \$7,034,986 |

| Program Revenues | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Estimate | 2012-2013 Proposed |
|----------------------------|---------------------|----------------------|-----------------------|-----------------------|
| Recreation Services | \$920,706 | \$902,404 | \$866,072 | \$932,150 |
| Cultural Arts | 314,965 | 253,000 | 284,355 | 278,000 |
| Sports & Aquatics | 1,471,683 | 1,440,000 | 1,420,000 | 1,400,000 |
| Older Adults | 54,456 | 58,000 | 58,000 | 58,000 |
| Total | \$2,761,810 | \$2,653,404 | \$2,628,427 | \$2,668,150 |
| Full-Time Positions | 20 | 20 | 20 | 20 |

PARKS AND RECREATION: ADMINISTRATION

GOAL

To provide vision, direction, and support resources for department staff and City Council, while responding to community needs by providing the most effective and efficient Parks and Recreation programs

INITIATIVES

- Assist with the planning of the City's Centennial Celebration in 2012 and green initiatives
- Enhance and support all on-line reservations through the ActiveNet registration system
- Publish four activity guides and continue to develop an interactive digital City-wide activities guide that includes hyperlinks, web-clips and interactive pictures
- Assist City Council and the Los Angeles County library staff with the renovation of the County library
- Maintain a percentage of department revenues over expenditures of 50%, and a high level of customer service and favorable ratings
- Increase the number of online registrations for maximum staff efficiency and customer ease

The Parks and Recreation Department provides a comprehensive level of leisure and community services that enhance the quality of life for the residents of Manhattan Beach. The Department strives to provide these programs in a professional and cost efficient manner, while being responsive to changing community needs and priorities.

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; and coordination of City-wide community events.

The fiscal year 2012-2013 budget includes estimated General Fund revenue of \$2.7 million from class registration activities, facility reservations and recreation events, and debt service cost of \$0.6 million for the acquisition of the Marine Avenue sports fields facility (Land Leases, 7100 object series).

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|-----------------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Director | 1 | 1 | 1 | 1 |
| Executive Secretary | 1 | 1 | 1 | 1 |
| Recreation Services Manager | 1 | 1 | 1 | 1 |
| Park Services Enforcement Officer | 1 | 1 | 1 | 1 |
| Administrative Clerk II | 1 | 1 | 1 | 1 |
| Receptionist Clerk | 1 | 1 | 1 | 1 |
| Total | 6 | 6 | 6 | 6 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| % - Dept revenue as % of operating expenses | 60% | 48% | 50% | 50% |
| # - Online registrations processed | 8,903 | 9,657 | 8,000 | 9,700 |
| # - In-house registrations processed | 8,286 | 6,904 | 8,000 | 7,000 |
| # - Online facility reservations processed* | n/a | 58 | n/a | 70 |
| # - In-house facility reservations processed* | n/a | 697 | 600 | 725 |
| % - Customers rating registration process favorable | 94% | 94% | 95% | 100% |

| Administration | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---|----------------------------------|--------------------|--------------------|--------------------|--------------------|----------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$349,743 | \$343,413 | \$297,879 | \$333,779 | 12.1% | 17.4% |
| 4103 | Part-time Salaries | 50,505 | 52,272 | 50,625 | 58,429 | 15.4% | 3.0% |
| 4111 | Overtime Regular Employees | 962 | 2,802 | 6,500 | 6,500 | - | 0.3% |
| 4201 | Group Medical Insurance | 56,069 | 59,045 | 50,694 | 74,169 | 46.3% | 3.9% |
| 4202 | Medicare Contributions | 5,240 | 5,825 | 4,959 | 5,775 | 16.5% | 0.3% |
| 4203 | Unemployment | 12,120 | 22,500 | 22,500 | 22,500 | - | 1.2% |
| 4204 | 401A Plan City Contributions | 5,704 | 5,682 | 5,704 | 5,682 | (0.4%) | 0.3% |
| 4205 | Worker's Compensation | - | 101,460 | 101,460 | 15,009 | (85.2%) | 0.8% |
| 4206 | Medical Retirement Contributions | 7,356 | 7,356 | 6,240 | 6,750 | 8.2% | 0.4% |
| 4211 | PERS Regular Contribution | 52,891 | 63,042 | 54,011 | 60,802 | 12.6% | 3.2% |
| 4213 | PARS Retirement Contribution | 363 | - | - | - | - | - |
| Total Salaries & Benefits | | \$540,953 | \$663,397 | \$600,572 | \$589,395 | (1.9%) | 30.7% |
| 5101 | Contract Services | \$21,958 | \$17,000 | \$24,400 | \$16,240 | (33.4%) | 0.8% |
| 5102 | Contract Personnel | 3,824 | 5,750 | 6,408 | 5,750 | (10.3%) | 0.3% |
| 5201 | Office Supplies | 7,008 | 23,210 | 20,000 | 20,000 | - | 1.0% |
| 5202 | Membership & Dues | 1,175 | 665 | 630 | 665 | 5.6% | 0.0% |
| 5203 | Reference Materials | 188 | 400 | 400 | 400 | - | 0.0% |
| 5204 | Conferences & Meetings | 195 | 90 | 844 | 90 | (89.3%) | 0.0% |
| 5205 | Training | 25 | 2,374 | 1,632 | 2,374 | 45.5% | 0.1% |
| 5206 | Uniforms/Safety Equip | 289 | 350 | 350 | 350 | - | 0.0% |
| 5207 | Advertising | 5,376 | 5,000 | 7,186 | 5,163 | (28.2%) | 0.3% |
| 5208 | Postage | 24,036 | 26,220 | 24,963 | 26,220 | 5.0% | 1.4% |
| 5210 | Computer Supplies & Software | 5,575 | 500 | 500 | 825 | 65.0% | 0.0% |
| 5212 | Office Equip Maintenance | 160 | - | - | - | - | - |
| 5217 | Departmental Supplies | 9,158 | 4,400 | 26,800 | 5,015 | (81.3%) | 0.3% |
| 5218 | Recruitment Costs | - | - | - | 1,600 | - | 0.1% |
| 5225 | Printing | 56,475 | 71,288 | 74,913 | 73,700 | (1.6%) | 3.8% |
| 5264 | City Funds Exchange | 173,040 | 70,000 | 70,000 | - | (100.0%) | - |
| 5501 | Telephone | 7,952 | 8,450 | 9,360 | 9,300 | (0.6%) | 0.5% |
| Total Materials & Services | | \$316,434 | \$235,697 | \$268,386 | \$167,692 | (37.5%) | 8.7% |
| 5611 | Warehouse Services | \$1,656 | \$1,700 | \$1,300 | \$1,500 | 15.4% | 0.1% |
| 5621 | Information Systems Allocation | 30,552 | 33,793 | 33,793 | 34,523 | 2.2% | 1.8% |
| 5631 | Insurance Allocation | 73,740 | 22,620 | 22,620 | 47,698 | 110.9% | 2.5% |
| 5641 | Fleet Rental Allocation | 32,200 | 30,010 | 30,010 | 30,010 | - | 1.6% |
| 5642 | Fleet Maintenance Allocation | 25,932 | 27,551 | 27,195 | 25,628 | (5.8%) | 1.3% |
| 5651 | Building & Operations Allocation | 90,220 | 112,347 | 112,459 | 124,593 | 10.8% | 6.5% |
| Total Internal Services | | \$254,299 | \$228,021 | \$227,377 | \$263,952 | 16.1% | 13.8% |
| 6202 | Studies Audits & Analysis | - | - | - | \$140,000 | - | 7.3% |
| 6212 | CIP Bldg & Facilities - CYr | - | - | \$3,660,145 | 160,000 | (95.6%) | 8.3% |
| 6252 | CIP Landscape & Site - CYr | \$137,263 | \$1,000,000 | 50,000 | - | (100.0%) | - |
| Total Capital Projects & Equipment | | \$137,263 | \$1,000,000 | \$3,710,145 | \$300,000 | (91.9%) | 15.6% |
| 7101 | Bond Principal | \$230,000 | \$235,000 | \$235,000 | \$245,000 | 4.3% | 12.8% |
| 7102 | Bond Interest | 25,064 | 273,735 | 13,000 | 264,823 | 1937.1% | 13.8% |
| 7103 | Bond Administration Fee | 95,758 | 87,000 | 87,000 | 87,000 | - | 4.5% |
| Total Debt Service | | \$350,822 | \$595,735 | \$335,000 | \$596,823 | 78.2% | 31.1% |
| Total Expenditures | | \$1,599,770 | \$2,722,850 | \$5,141,480 | \$1,917,862 | (62.7%) | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$1,599,770 | \$2,722,850 | \$1,431,335 | \$1,617,862 | 13.0% | 84.4% |
| Capital Improvement Fund | | - | - | 3,710,145 | 300,000 | (91.9%) | 15.6% |
| Total | | \$1,599,770 | \$2,722,850 | \$5,141,480 | \$1,917,862 | (62.7%) | 100.0% |

PARKS AND RECREATION: RECREATION SERVICES

GOAL

To implement the Department's brand promise "*Parks Make Life Better*" core values, vision and missions by providing a wide range of recreational opportunities through safe and clean parks, facilities, and programs that will have positive personal, social, environmental, and economic benefits to the community

INITIATIVES

- Implement City Centennial events
- Increase the number of special event participants to 23,000 with a 90% favorable rating
- Implement computer reservations for Tennis operations
- Increase Tennis reservation participation by 5%
- Assist in the development of recreation facility rental web marketing
- Increase the favorable rating of specialty classes to 95%
- Continue to expand environmental education plus health and wellness activities for all ages with connections to the Vitality Cities project
- Implement capital improvement projects approved for City parks' play equipment
- Implement "Parks Make Life Better" branding campaign in all Division activities



Recreation Services oversees a number of activities including: specialty classes; nature and outdoor recreation activities, facility reservations & operations; tennis operations; playground program; teen center; and bus trips for youth.

In response to recreational trends, interests and needs of the community, Recreation Services continues to be proactive in providing new and exciting specialty classes including health, wellness and nutrition. The highlights for fiscal year 2012-2013 include: marketing of the community centers after their renovations; implementing City Centennial events; administering computer tennis reservation with increased participation; increasing to a 95% Specialty classes favorable rating by utilizing an aggressive facility cleaning plan; developing new recreation class activities which include youth specialty camps and classes and tennis activities; and targeting high-school-aged recreation opportunities. Recreation Services also plans to include exciting youth health and wellness activity initiatives that complement the brand promise, and expand its tennis reservation and facility operations by aggressively marketing services through electronic media.

The Recreation Services budget supports a variety of activities including Facility Reservations, Teen Drop in Center, Tennis Operations, and the After School Children's Enrichment Program at Live Oak Park and Marine Ave Park. The budget includes funds for trips, special events, and janitorial services (object 5101), as well as funds for class instructors (object 5102) and class supplies (object 5217). There is a slight increase in janitorial services due primarily to the implementation of a more aggressive facility cleaning plan for our newly renovated community centers.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|-------------------------------|-----------|-----------|-----------|-----------|
| | Actual | Actual | Adopted | Proposed |
| Full-Time Staffing | | | | |
| Recreation Services Manager | 1 | 1 | 1 | 1 |
| Recreation Supervisor | 2 | 2 | 2 | 2 |
| Facilities Reservations Clerk | 1 | 1 | 1 | 1 |
| Administrative Clerk I/II | 1 | 1 | 1 | 1 |
| Total | 5 | 5 | 5 | 5 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Specialty class participants | 2,112 | 2,388 | 2,400 | 2,450 |
| # - Family special event participants | 21,275 | 22,650 | 22,000 | 23,000 |
| % - Specialty classes rated favorably | 93% | 90% | 100% | 100% |
| # - Tennis attendance per year | 42,024 | 42,867 | 43,000 | 44,000 |
| % Facility reservations rated favorably | 98% | 98% | 100% | 100% |
| % - Teen Center programs rated favorably | 94% | 95% | 100% | 100% |
| % - Playground programs rated favorably | 95% | 90% | 100% | 100% |

| Recreation Services | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| Object Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 Salaries & Allowances | \$281,996 | \$284,456 | \$299,100 | \$290,592 | (2.8%) | 15.6% |
| 4103 Part-time Salaries | 586,620 | 613,296 | 533,400 | 619,010 | 16.0% | 33.2% |
| 4111 Overtime Regular Employees | 11,553 | 788 | 4,929 | 1,788 | (63.7%) | 0.1% |
| 4201 Group Medical Insurance | 53,603 | 57,315 | 56,683 | 63,163 | 11.4% | 3.4% |
| 4202 Medicare Contributions | 12,608 | 13,089 | 12,970 | 14,187 | 9.4% | 0.8% |
| 4204 401A Plan City Contributions | 2,739 | 2,730 | 2,739 | 2,824 | 3.1% | 0.2% |
| 4206 Medical Retirement Contributions | 6,576 | 6,576 | 5,120 | 5,530 | 8.0% | 0.3% |
| 4211 PERS Regular Contribution | 55,439 | 84,787 | 66,856 | 92,558 | 38.4% | 5.0% |
| 4213 PARS Retirement Contribution | 9,120 | - | - | - | - | - |
| Total Salaries & Benefits | \$1,020,255 | \$1,063,037 | \$981,797 | \$1,089,652 | 11.0% | 58.4% |
| 5101 Contract Services | \$158,675 | \$236,005 | \$141,000 | \$167,873 | 19.1% | 9.0% |
| 5102 Contract Personnel | 86,094 | 94,998 | 145,877 | 174,541 | 19.6% | 9.3% |
| 5201 Office Supplies | 8,343 | - | 450 | - | (100.0%) | - |
| 5202 Membership & Dues | 929 | 700 | 900 | 700 | (22.2%) | 0.0% |
| 5203 Reference Materials | - | 100 | 100 | 100 | - | 0.0% |
| 5205 Training | 6,416 | 12,083 | 8,000 | 11,695 | 46.2% | 0.6% |
| 5206 Uniforms/Safety Equip | 2,349 | 6,000 | 5,000 | 6,000 | 20.0% | 0.3% |
| 5207 Advertising | 13,732 | 30,100 | 29,800 | 22,750 | (23.7%) | 1.2% |
| 5210 Computer Supplies & Software | 5,826 | - | - | - | - | - |
| 5217 Departmental Supplies | 68,540 | 50,687 | 94,975 | 72,400 | (23.8%) | 3.9% |
| 5218 Recruitment Costs | 1,440 | 1,440 | 820 | 1,920 | 134.1% | 0.1% |
| 5225 Printing | 5,580 | 11,980 | 7,018 | 8,080 | 15.1% | 0.4% |
| 5501 Telephone | 3,587 | 4,600 | 4,389 | 4,600 | 4.8% | 0.2% |
| 5502 Electricity | 209,099 | 217,316 | 204,837 | 204,837 | 0.0% | 11.0% |
| 5503 Natural Gas | 8,082 | 8,879 | 7,883 | 8,041 | 2.0% | 0.4% |
| Total Materials & Services | \$578,692 | \$674,888 | \$651,049 | \$683,537 | 5.0% | 36.6% |
| 5611 Warehouse Services | \$12,395 | \$8,000 | \$11,000 | \$12,000 | 9.1% | 0.6% |
| 5621 Information Systems Allocation | 65,484 | 72,414 | 72,414 | 73,978 | 2.2% | 4.0% |
| 5641 Fleet Rental Allocation | - | 3,570 | 3,570 | 3,570 | - | 0.2% |
| 5642 Fleet Maintenance Allocation | 4,136 | 4,394 | 4,335 | 4,087 | (5.7%) | 0.2% |
| Total Internal Services | \$82,015 | \$88,378 | \$91,319 | \$93,635 | 2.5% | 5.0% |
| Total Expenditures | \$1,680,962 | \$1,826,303 | \$1,724,165 | \$1,866,824 | 8.3% | 100.0% |
| Source of Funds | | | | | | |
| General Fund | \$1,680,962 | \$1,826,303 | \$1,724,165 | \$1,866,824 | 8.3% | 100.0% |
| Total | \$1,680,962 | \$1,826,303 | \$1,724,165 | \$1,866,824 | 8.3% | 100.0% |

PARKS AND RECREATION: CULTURAL ARTS

GOAL

To provide balanced programs that meet the creative, social and cultural needs of the community with a focus on recreation, entertainment and life-long education

INITIATIVES

- Complete installation of the City's Centennial Art Project in Spring 2013
- Complete the selection and installation of the Sculpture Garden Program's fourth display
- Increase the number of bench donations and bench designs for the Strand Alcove Bench Program
- Increase sponsorship for the Concerts in the Park
- Organize and present six to eight art exhibitions in the Creative Arts Center gallery
- Maintain the high level of participation in Concerts in the Park and activities at the Creative Arts Center
- Maintain a high favorable rating from participants of cultural arts classes



The Cultural Arts Division provides the community with visual, literary, musical and performing arts programs, exhibitions, local artist programming, concerts and public art programs. In conjunction with the Cultural Arts Commission, it completed the second Sculpture Garden's temporary display at Metlox & 13th Street, the Civic Plaza, and Veterans Memorial Parkway in December 2011, and the third year sculpture selection was installed at the same locations in April 2012.

The Cultural Arts Commission plans to increase the number of bench designs available for the Strand Alcove Bench Program by identifying new designs for consideration. Donors have the option of submitting a design of their choice to the Cultural Arts Commission for recommendation to City Council. The Donor Guideline brochure for the Strand Alcove Bench Program is available on the City's website, or by contacting the Cultural Arts division.

The Creative Arts Center hosts a number of exhibitions during the year. The City provides a venue for art exhibitions by students from local schools and older adults in Manhattan Beach.

Staff continues to strategize and develop art classes that reflect current trends and community interests. New offerings include off-site instruction, special interest classes, and seasonal student camps. The Cultural Arts Division strives to provide art educational experiences for every member of the community.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Cultural Arts Manager | 1 | 1 | 1 | 1 |
| Recreation Supervisor | 1 | 1 | 1 | 1 |
| Total | 2 | 2 | 2 | 2 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Outdoor event attendees | 65,000 | 53,000 | 60,000 | 60,000 |
| % - Overall programs rated favorably | 95% | 88% | 95% | 95% |
| # - Creative Arts Center participants | 4,500 | 6,086 | 4,500 | 5,500 |
| # - Total benches donated (goal over time = 44) | n/a | n/a | n/a | 16 |
| \$ - Concert donation/sponsorship (including in-kind)* | n/a | n/a | \$23,000 | \$28,000 |

* New for fiscal year 2012-2013

| Cultural Arts | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$172,248 | \$166,190 | \$118,034 | \$162,428 | 37.6% | 29.0% |
| 4103 | Part-time Salaries | 47,803 | 74,511 | 68,304 | 74,511 | 9.1% | 13.3% |
| 4111 | Overtime Regular Employees | 2,810 | 2,486 | 1,819 | 2,486 | 36.7% | 0.4% |
| 4201 | Group Medical Insurance | 15,929 | 15,643 | 10,531 | 15,117 | 43.5% | 2.7% |
| 4202 | Medicare Contributions | 3,168 | 3,532 | 2,404 | 3,546 | 47.5% | 0.6% |
| 4204 | 401A Plan City Contributions | 3,828 | 3,775 | 1,185 | 3,826 | 222.9% | 0.7% |
| 4206 | Medical Retirement Contributions | 3,324 | 3,324 | 2,500 | 2,700 | 8.0% | 0.5% |
| 4211 | PERS Regular Contribution | 26,487 | 28,589 | 23,376 | 28,118 | 20.3% | 5.0% |
| 4213 | PARS Retirement Contribution | 1,055 | - | - | - | - | - |
| Total Salaries & Benefits | | \$276,651 | \$298,050 | \$228,153 | \$292,732 | 28.3% | 52.3% |
| 5101 | Contract Services | \$81,079 | \$87,000 | \$13,603 | \$23,300 | 71.3% | 4.2% |
| 5102 | Contract Personnel | 152,082 | 120,700 | 193,000 | 197,212 | 2.2% | 35.3% |
| 5201 | Office Supplies | 2,558 | - | - | - | - | - |
| 5202 | Membership & Dues | 530 | 300 | 300 | 300 | - | 0.1% |
| 5203 | Reference Materials | 35 | 35 | 35 | 35 | - | 0.0% |
| 5204 | Conferences & Meetings | - | 300 | 300 | 300 | - | 0.1% |
| 5205 | Training | 427 | 900 | 900 | 900 | - | 0.2% |
| 5207 | Advertising | 2,486 | 1,842 | 1,000 | 1,888 | 88.8% | 0.3% |
| 5217 | Departmental Supplies | 16,630 | 13,650 | 13,500 | 13,650 | 1.1% | 2.4% |
| 5218 | Recruitment Costs | 32 | - | 64 | - | (100.0%) | - |
| 5225 | Printing | 681 | 4,500 | 2,000 | 3,500 | 75.0% | 0.6% |
| Total Materials & Services | | \$256,539 | \$229,227 | \$224,702 | \$241,085 | 7.3% | 43.1% |
| 5611 | Warehouse Services | \$673 | \$900 | \$900 | \$900 | - | 0.2% |
| 5621 | Information Systems Allocation | 21,828 | 24,138 | 24,138 | 24,659 | 2.2% | 4.4% |
| Total Internal Services | | \$22,501 | \$25,038 | \$25,038 | \$25,559 | 2.1% | 4.6% |
| Total Expenditures | | \$555,691 | \$552,315 | \$477,893 | \$559,376 | 17.1% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$555,691 | \$552,315 | \$477,893 | \$559,376 | 17.1% | 100.0% |
| Total | | \$555,691 | \$552,315 | \$477,893 | \$559,376 | 17.1% | 100.0% |

PARKS AND RECREATION: SPORTS & AQUATICS

GOAL

To provide a variety of programs that promote physical and mental well-being to the community

INITIATIVES

- Maintain a high favorable rating on swim programs
- Continue to expand the number of participants in classes, events and teams
- Maintain 100% aquatics revenue as a percentage of expenditures
- Provide additional health and wellness classes and program options as part of the Vitality Cities Partnership
- Establish a Starting New At Golf (SNAG) League
- Partner with Beach Cities Baseball Academy to provide specialized baseball instruction
- Expand partnerships with local sports and fitness businesses such as Karma Crossfit, Level 10 Fitness and Body and Mind Coe-Dynamics.



The Sports, Fitness and Aquatics Division provides a multitude of quality year-round programs encompassing sports and fitness classes, camps, leagues and tournaments, and a variety of beach and swim programs. These programs are offered to all age levels, and are taught by expert sports, fitness and aquatics professionals. Highlights of the division include: successfully organizing the Manhattan Beach Open and Charlie Saikley 6-Man Beach Volleyball Tournament; providing new programs such as a youth golf program through a \$12,000 grant received from the National Parks and Recreation Association (one of 15 cities selected in the U.S.), triathlon training clinics/camps in collaboration with local businesses and coaches, and a swim team program through USA Swimming for elite swimmers; implementing a control-link automated lighting system at Marine Park and Marine Sports Complex to reduce energy consumption and track light usage; updating the field policy guidelines collaboratively with user groups; increasing transparency of field allocations through online field schedule viewing; and increasing sports and aquatics registrations.

The Division works closely with the following community organizations to provide youth sports leagues: Manhattan Little League, American Youth Soccer Organization (AYSO), Mira Costa Pony Baseball, Manhattan Beach Youth Basketball, and many club sports groups including flag football and lacrosse. This division also coordinates several beach volleyball tournaments including: California Beach Volleyball Association tournaments (various levels), Father's Day Beach Volleyball Tournament, the Manhattan Beach Open and the International Surf Festival's Charlie Saikley Six-Person Beach Volleyball Tournament.

The Sports, Fitness and Aquatics Division works with the Los Angeles County Department of Beaches and Harbors in coordinating and permitting all beach activities in Manhattan Beach. The division also works with the Manhattan Beach Unified School District for joint use of facilities, including Begg Pool's programming and maintenance.

Each of the program areas for the Sports, Fitness and Aquatics Division are self-sustaining. The fiscal year 2012-2013 budget anticipates approximately \$1,400,000 in revenue for the division which includes sports leagues, sports and fitness classes, and aquatics.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|-----------------------------|-----------|-----------|-----------|-----------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Recreation Services Manager | 1 | 1 | 1 | 1 |
| Recreation Supervisor | 1 | 1 | 1 | 1 |
| Total | 2 | 2 | 2 | 2 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Sports and fitness class participants | 4,108 | 7,538 | 4,000 | 7,000 |
| # - Adult sports league teams | 445 | 467 | 450 | 410 |
| # - Begg Pool registrations | 3,511 | 3,205 | 3,500 | 3,000 |
| # - Recreational swim and swim event users | 16,648 | 10,223 | 8,570 | 10,000 |
| % - Swim programs rated favorably | 92% | 95% | 98% | 95% |
| % - Aquatics revenue as a % of expenditures | 102% | 97% | 100% | 100% |

| Sports & Aquatics | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$218,692 | \$211,384 | \$206,807 | \$205,662 | (0.6%) | 12.8% |
| 4103 | Part-time Salaries | 275,556 | 339,988 | 315,000 | 339,988 | 7.9% | 21.2% |
| 4111 | Overtime Regular Employees | 5,952 | 2,000 | 3,784 | 2,000 | (47.1%) | 0.1% |
| 4114 | Overtime Special Events | - | 1,820 | - | 1,820 | - | 0.1% |
| 4201 | Group Medical Insurance | 41,783 | 40,662 | 37,002 | 41,087 | 11.0% | 2.6% |
| 4202 | Medicare Contributions | 7,105 | 8,049 | 7,083 | 8,021 | 13.2% | 0.5% |
| 4204 | 401A Plan City Contributions | 3,070 | 3,002 | 3,014 | 3,002 | (0.4%) | 0.2% |
| 4206 | Medical Retirement Contributions | 4,680 | 4,680 | 3,450 | 3,730 | 8.1% | 0.2% |
| 4211 | PERS Regular Contribution | 44,803 | 49,873 | 49,138 | 49,705 | 1.2% | 3.1% |
| 4213 | PARS Retirement Contribution | 3,435 | - | - | - | - | - |
| Total Salaries & Benefits | | \$605,076 | \$661,458 | \$625,278 | \$655,015 | 4.8% | 40.9% |
| 5101 | Contract Services | \$254,914 | \$248,350 | \$235,000 | \$255,950 | 8.9% | 16.0% |
| 5102 | Contract Personnel | 380,482 | 521,955 | 515,000 | 531,600 | 3.2% | 33.2% |
| 5202 | Membership & Dues | 1,879 | 2,775 | 3,600 | 4,775 | 32.6% | 0.3% |
| 5205 | Training | 1,932 | 1,000 | 500 | 2,500 | 400.0% | 0.2% |
| 5206 | Uniforms/Safety Equip | 3,249 | 2,000 | 1,000 | 2,000 | 100.0% | 0.1% |
| 5207 | Advertising | 4,458 | 7,000 | 5,000 | 7,000 | 40.0% | 0.4% |
| 5217 | Departmental Supplies | 101,600 | 92,010 | 112,000 | 115,610 | 3.2% | 7.2% |
| 5218 | Recruitment Costs | 1,088 | - | 1,200 | - | (100.0%) | - |
| 5225 | Printing | - | 700 | 500 | 700 | 40.0% | 0.0% |
| 5501 | Telephone | 5,615 | 5,950 | 6,515 | 6,450 | (1.0%) | 0.4% |
| Total Materials & Services | | \$755,217 | \$881,740 | \$880,315 | \$926,585 | 5.3% | 57.8% |
| 5611 | Warehouse Services | \$461 | \$1,000 | \$900 | \$1,500 | 66.7% | 0.1% |
| 5621 | Information Systems Allocation | 13,104 | 14,483 | 14,483 | 14,796 | 2.2% | 0.9% |
| 5641 | Fleet Rental Allocation | 2,190 | - | - | - | - | - |
| 5642 | Fleet Maintenance Allocation | 5,813 | 4,394 | 4,335 | 4,087 | (5.7%) | 0.3% |
| Total Internal Services | | \$21,568 | \$19,877 | \$19,718 | \$20,383 | 3.4% | 1.3% |
| Total Expenditures | | \$1,381,861 | \$1,563,075 | \$1,525,311 | \$1,601,983 | 5.0% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$1,381,861 | \$1,563,075 | \$1,525,311 | \$1,601,983 | 5.0% | 100.0% |
| Total | | \$1,381,861 | \$1,563,075 | \$1,525,311 | \$1,601,983 | 5.0% | 100.0% |

PARKS AND RECREATION: VOLUNTEERS

GOAL

To provide a wide range of volunteer opportunities and training to individuals in the community for personal enrichment while increasing the level of City services

INITIATIVES

- Increase volunteer opportunities for Older Adults for ongoing related programs
- Add a volunteer ambassador position at the Joslyn Center
- Continue to coordinate with the Police Department to offer an annual Volunteer Recognition event for all City volunteers
- Collaborate with schools and community groups to offer volunteer service opportunities that enhance parks and open space areas in the community
- Offer diverse volunteer opportunities and maintain high level of volunteer satisfaction
- Meet the volunteer needs of City departments, and expand the number of events and programs supported by volunteers
- Grow the number of new volunteers and volunteer hours for increased savings



The objective of the City's centrally coordinated volunteer program is to increase the level and quality of City services while minimizing expenditures. The Volunteer Program is designed to provide citizens with job skills, training, personal fulfillment, and the opportunity to become more involved in municipal government. Volunteers offer support to various City departments as city hall ambassadors, general clerical positions, Older Adult Program volunteers, special event positions, playground and pool assistants, sports league coaches, and various positions within the Police Department.

Last fiscal year, volunteers donated over 19,300 hours of service, resulting in a savings of approximately \$292,769 for the City. An annual recognition event is held each year to celebrate the year's accomplishments. The fiscal year 2012-2013 budget includes \$13,000 for this event, with the costs shared between the Police and Parks and Recreation Departments. Volunteers continue to be critical to the success of the Older Adults Program activities, particularly Lunch Bunch, Dine 'N Discover, Older Adult Health Fair, Flu Shot Clinics, Older Adult sports activities, arts and culture programs, seminars, income tax assistance program, Senior Advisory Committee and Subcommittees, Brown Bag Food Program, and daily events.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|-----------------------------|-----------|-----------|-----------|-----------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Recreation Services Manager | 1 | 1 | 1 | 1 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|-----------|-----------|-----------|-----------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - "Active" volunteers | 422 | 422 | 280 | 350 |
| # - New volunteers recruited annually | 82 | 124 | 80 | 90 |
| # - Hours donated by volunteers annually | 18,464 | 19,312 | 19,000 | 19,000 |
| \$ - Annual savings from use of volunteers | \$284,160 | \$291,611 | \$298,110 | \$290,000 |
| % - Volunteer experience rated favorably | 98% | 100% | 100% | 100% |
| # - Events and programs supported by volunteers | 18 | 24 | 18 | 20 |

| Volunteers | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$78,842 | \$77,190 | \$78,805 | \$76,489 | (2.9%) | 64.9% |
| 4103 | Part-time Salaries | 1,279 | 1,050 | 1,839 | 1,665 | (9.5%) | 1.4% |
| 4201 | Group Medical Insurance | 10,221 | 6,213 | 6,568 | 7,197 | 9.6% | 6.1% |
| 4202 | Medicare Contributions | 1,117 | 1,154 | 1,175 | 1,163 | (1.0%) | 1.0% |
| 4204 | 401A Plan City Contributions | 1,890 | 1,883 | 1,890 | 1,883 | (0.4%) | 1.6% |
| 4206 | Medical Retirement Contributions | 1,464 | 1,464 | 1,110 | 1,200 | 8.1% | 1.0% |
| 4211 | PERS Regular Contribution | 11,151 | 13,017 | 12,622 | 13,090 | 3.7% | 11.1% |
| Total Salaries & Benefits | | \$105,964 | \$101,971 | \$104,009 | \$102,687 | (1.3%) | 87.1% |
| 5101 | Contract Services | \$7,467 | \$7,560 | \$7,560 | \$6,945 | (8.1%) | 5.9% |
| 5201 | Office Supplies | 1,197 | - | - | - | - | - |
| 5202 | Membership & Dues | 140 | 250 | 250 | 250 | - | 0.2% |
| 5205 | Training | - | 200 | 50 | 50 | - | 0.0% |
| 5207 | Advertising | - | 500 | 500 | 300 | (40.0%) | 0.3% |
| 5217 | Departmental Supplies | 1,147 | 1,300 | 1,300 | 1,300 | - | 1.1% |
| 5218 | Recruitment Costs | 768 | 1,000 | 1,000 | 1,000 | - | 0.8% |
| 5501 | Telephone | 378 | 400 | 449 | 450 | 0.2% | 0.4% |
| Total Materials & Services | | \$11,097 | \$11,210 | \$11,109 | \$10,295 | (7.3%) | 8.7% |
| 5621 | Information Systems Allocation | \$4,368 | \$4,828 | \$4,828 | \$4,932 | 2.2% | 4.2% |
| Total Internal Services | | \$4,368 | \$4,828 | \$4,828 | \$4,932 | 2.2% | 4.2% |
| Total Expenditures | | \$121,429 | \$118,009 | \$119,946 | \$117,914 | (1.7%) | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$121,429 | \$118,009 | \$119,946 | \$117,914 | (1.7%) | 100.0% |
| Total | | \$121,429 | \$118,009 | \$119,946 | \$117,914 | (1.7%) | 100.0% |

PARKS AND RECREATION: OLDER ADULTS

GOAL

To provide diverse programs and services to meet the intellectual, leisure, health and creative needs of the older adult population of Manhattan Beach

INITIATIVES

- Continue to create programs to meet the needs of the older adult population as identified in the 2009 Older Adult Survey and individual feedback. Key areas identified in the survey include volunteerism, collaborations with organizations in the areas of health and wellness, marketing and publicity, and transportation
- Outreach to all older adults in the City of Manhattan Beach by conducting three to four outreach activities each month, and maintain at least four health & wellness programs a year
- Establish relationships and build a network of service providers to address the needs of older adult residents of Manhattan Beach
- Engage in a minimum of seven collaborative efforts with outside organizations in the areas of health and wellness
- Increase volunteer opportunities for older adults in the Older Adults program, including the creation of a new volunteer ambassador position at the Joslyn Center, following renovations
- Initiate ways to evaluate ongoing community education programs beginning with the Medicine Education Program



The Older Adults Division provides a variety of quality programs in the areas of health and fitness, arts and crafts, table games, outdoor activities, drama, literature, movies, creative writing, educational programs, discussion groups, luncheons and dance. Currently, the staff dedicated to delivering older adult programs consists of a recreation services manager, a full-time Older Adults program supervisor, a senior recreation leader, and several recreation leaders.

The fiscal year 2012-2013 budget addresses a wide range of programs using feedback from individual seniors and the Senior Advisory Committee to determine appropriate activities. There will continue to be monthly "Dine 'N Discover" programs, holiday programs, weekly Lunch Bunch programs, and specialized classes and workshops. The Division collaborates with the Alzheimer's Association, American Association of Retired People (AARP), Arthritis Foundation, Beach Cities Health District, Behavioral Health Services, Braille Institute, Center for Health Care Rights, Chamber of Commerce Young Professionals, L.A. County Department of Health, L.A. Opera, League of Women Voters, Manhattan Beach Unified School District, National Charity League, Rotary Club, and the Volunteer Center. The Older Adult Health Fair will be held in May and will offer free and low cost medical screenings and information. The Flu Shot Clinic will be offered in the fall free of charge to Older Adults.

| | 2009-2010 Actual | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed |
|---|---------------------|---------------------|----------------------|-----------------------|
| Full-Time Staffing | | | | |
| Older Adults Programs Supervisor | 1 | 1 | 1 | 1 |
| Service Indicators | | | | |
| # - Outreach activities (minimum 36) | 45 | 45 | 48 | 36 |
| % - Adult programs rated favorably | 95% | 94% | 100% | 96% |
| # - Health & wellness programs (minimum 12) | 7 | 22 | 7 | 20 |

| Older Adults | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$67,495 | \$72,202 | \$72,829 | \$68,828 | (5.5%) | 29.2% |
| 4103 | Part-time Salaries | 66,819 | 61,951 | 79,750 | 70,807 | (11.2%) | 30.0% |
| 4111 | Overtime Regular Employees | 131 | - | 174 | - | (100.0%) | - |
| 4201 | Group Medical Insurance | 6,171 | 7,136 | 6,830 | 7,370 | 7.9% | 3.1% |
| 4202 | Medicare Contributions | 1,937 | 1,963 | 2,176 | 1,108 | (49.1%) | 0.5% |
| 4204 | 401A Plan City Contributions | 2,891 | 2,974 | 2,985 | 2,936 | (1.6%) | 1.2% |
| 4206 | Medical Retirement Contributions | 1,548 | 1,548 | 1,180 | 1,270 | 7.6% | 0.5% |
| 4211 | PERS Regular Contribution | 11,666 | 13,429 | 13,662 | 13,582 | (0.6%) | 5.8% |
| 4213 | PARS Retirement Contribution | 991 | - | - | - | - | - |
| Total Salaries & Benefits | | \$159,648 | \$161,203 | \$179,586 | \$165,901 | (7.6%) | 70.3% |
| 5101 | Contract Services | \$54,385 | \$46,143 | \$42,437 | \$38,350 | (9.6%) | 16.2% |
| 5102 | Contract Personnel | 11,339 | 11,500 | 11,000 | 11,500 | 4.5% | 4.9% |
| 5201 | Office Supplies | 1,096 | - | - | - | - | - |
| 5202 | Membership & Dues | 935 | 765 | 935 | 935 | - | 0.4% |
| 5203 | Reference Materials | 391 | 250 | - | 250 | - | 0.1% |
| 5204 | Conferences & Meetings | - | 250 | - | 250 | - | 0.1% |
| 5207 | Advertising | 1,259 | 2,000 | 1,523 | 1,700 | 11.6% | 0.7% |
| 5217 | Departmental Supplies | 16,594 | 13,500 | 13,500 | 16,000 | 18.5% | 6.8% |
| 5225 | Printing | 313 | 1,000 | 1,191 | 1,000 | (16.0%) | 0.4% |
| Total Materials & Services | | \$86,311 | \$75,408 | \$70,586 | \$69,985 | (0.9%) | 29.6% |
| 5611 | Warehouse Services | \$158 | \$200 | \$202 | \$200 | (1.0%) | 0.1% |
| Total Internal Services | | \$158 | \$200 | \$202 | \$200 | (1.0%) | 0.1% |
| Total Expenditures | | \$246,117 | \$236,811 | \$250,374 | \$236,086 | (5.7%) | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$246,117 | \$236,811 | \$250,374 | \$236,086 | (5.7%) | 100.0% |
| Total | | \$246,117 | \$236,811 | \$250,374 | \$236,086 | (5.7%) | 100.0% |

PARKS AND RECREATION: TRANSPORTATION

GOAL

To help residents fifty-five and over and those with disabilities maintain their independence and improve their quality of life by providing safe, responsive and clean transportation

INITIATIVES

- Continue to offer Dial-A-Ride service seven days a week to destinations in Manhattan Beach, as well as five days a week to select medical facilities
- Collaborate with senior housing facilities to provide effective transportation options for their residents through the Dial-A-Ride program
- Provide driver and dispatch training to improve efficiency, safety and customer service
- Assist the Older Adults Program staff to plan and implement local bus trips, twice monthly, and offer a flexible schedule to include after-hours events like the Manhattan Beach Unified School District free events for Older Adults
- Furnish cab rides to Dial-A-Ride customers to medical facilities when Dial-A-Ride direct service is unavailable, and fund cab service for Dial-A-Ride customers to medical facilities out of the service area (but within a 20 mile radius), with a maximum of 65 trips per year
- Offer the Older Adults Night on the Town Dinner Program every Wednesday evening
- Provide Thursday evening service until 9pm twice monthly
- Grow the number of excursions and patrons of DAR services
- Obtain a high satisfaction rating of drivers



The Transportation division 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, the Employee Ride Share program, diverse recreational bus trips for all ages and fixed route bus service provided by both Ocean Express Trolley and the Beach Cities Transit.

Dial-A-Ride operates seven days a week and takes customers to a variety of locations throughout the City including shopping centers, community centers, and medical facilities. Dial-A-Ride also provides transportation to designated medical facilities in neighboring communities. Fares are \$0.25 one-way within the city and \$0.50 one-way outside the city. Dial-A-Ride service continues to increase each year; in 2011, ridership increased by 26% and in the past six years, ridership has more than doubled. The fiscal year 2012-2013 budget includes \$20,000 for the continuation of the Ocean Express Trolley and \$28,000 for the continuation of Beach Cities Transit Bus Service. Also in the fiscal year 2012-2013, two transit buses will be replaced totaling \$230,000.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|----------------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Transportation Services Operator | 2 | 2 | 2 | 2 |
| Administrative Clerk II | 1 | 1 | 1 | 1 |
| Total | 3 | 3 | 3 | 3 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--------------------------------------|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Registered DAR patrons. | 948 | 1,211 | 1,000 | 1,200 |
| # - DAR trips annually | 14,945 | 18,831 | 16,000 | 19,000 |
| # - Passenger miles | 51,736 | 65,517 | 50,000 | 66,000 |
| # - Bus excursions | 74 | 66 | 75 | 66 |
| \$ - Cost per passenger mile | \$10.16 | \$8.42 | \$11.00 | \$8.75 |
| % - Patrons rating drivers favorably | 100% | 100% | 100% | 100% |

| Transportation | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|------------------|------------------|------------------|------------------|---------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$155,941 | \$152,748 | \$153,335 | \$152,748 | (0.4%) | 20.8% |
| 4103 | Part-time Salaries | 184,932 | 148,385 | 185,000 | 200,501 | 8.4% | 27.3% |
| 4111 | Overtime Regular Employees | 1,992 | 3,078 | 4,500 | 4,000 | (11.1%) | 0.5% |
| 4201 | Group Medical Insurance | 27,033 | 27,441 | 26,951 | 30,750 | 14.1% | 4.2% |
| 4202 | Medicare Contributions | 4,925 | 4,367 | 4,900 | 4,411 | (10.0%) | 0.6% |
| 4205 | Worker's Compensation | - | 12,180 | 12,180 | 66,340 | 444.7% | 9.0% |
| 4206 | Medical Retirement Contributions | 4,404 | 4,404 | 3,340 | 3,610 | 8.1% | 0.5% |
| 4211 | PERS Regular Contribution | 39,034 | 51,936 | 48,197 | 53,670 | 11.4% | 7.3% |
| 4213 | PARS Retirement Contribution | 1,605 | - | - | - | - | - |
| Total Salaries & Benefits | | \$419,866 | \$404,539 | \$438,403 | \$516,030 | 17.7% | 70.2% |
| 5101 | Contract Services | \$61,057 | \$91,884 | \$31,000 | \$62,800 | 102.6% | 8.5% |
| 5104 | Computer Contract Services | 4,500 | 10,500 | 10,500 | 10,500 | - | 1.4% |
| 5201 | Office Supplies | 1,176 | - | - | - | - | - |
| 5202 | Membership & Dues | 645 | 965 | 965 | 965 | - | 0.1% |
| 5205 | Training | - | 2,235 | 2,235 | 2,235 | - | 0.3% |
| 5206 | Uniforms/Safety Equip | 2,289 | 2,375 | 2,375 | 2,375 | - | 0.3% |
| 5207 | Advertising | 1,201 | 500 | - | - | - | - |
| 5208 | Postage | 1,551 | 1,610 | 1,476 | 1,610 | 9.1% | 0.2% |
| 5217 | Departmental Supplies | 2,570 | 3,000 | 3,000 | 3,000 | - | 0.4% |
| 5218 | Recruitment Costs | - | 250 | - | 250 | - | 0.0% |
| 5223 | Bus Pass Subsidies | 19,583 | 14,065 | 14,000 | 14,065 | 0.5% | 1.9% |
| 5224 | Recreation Bus Trips | 55,454 | 52,002 | 54,000 | 55,000 | 1.9% | 7.5% |
| 5225 | Printing | 590 | - | 563 | 600 | 6.6% | 0.1% |
| 5501 | Telephone | 1,092 | 1,150 | 552 | 575 | 4.1% | 0.1% |
| Total Materials & Services | | \$151,708 | \$180,536 | \$120,667 | \$153,975 | 27.6% | 21.0% |
| 5601 | Administrative Service Charge | \$69,124 | - | - | - | - | - |
| 5611 | Warehouse Services | 295 | 250 | 350 | 250 | (28.6%) | 0.0% |
| 5621 | Information Systems Allocation | 21,828 | 24,138 | 24,138 | 24,659 | 2.2% | 3.4% |
| 5631 | Insurance Allocation | - | 16,680 | 16,680 | 12,543 | (24.8%) | 1.7% |
| 5642 | Fleet Maintenance Allocation | 27,809 | 29,546 | 29,161 | 27,484 | (5.8%) | 3.7% |
| Total Internal Services | | \$92,339 | \$70,614 | \$70,329 | \$64,936 | (7.7%) | 8.8% |
| Total Expenditures | | \$690,630 | \$655,689 | \$629,399 | \$734,941 | 16.8% | 100.0% |
| Source of Funds | | | | | | | |
| Prop A | | | \$531,812 | \$629,399 | \$664,049 | 5.5% | 90.4% |
| Measure R Transfer | | | 123,877 | - | 70,892 | - | 9.6% |
| Total | | - | \$655,689 | \$629,399 | \$734,941 | 16.8% | 100.0% |

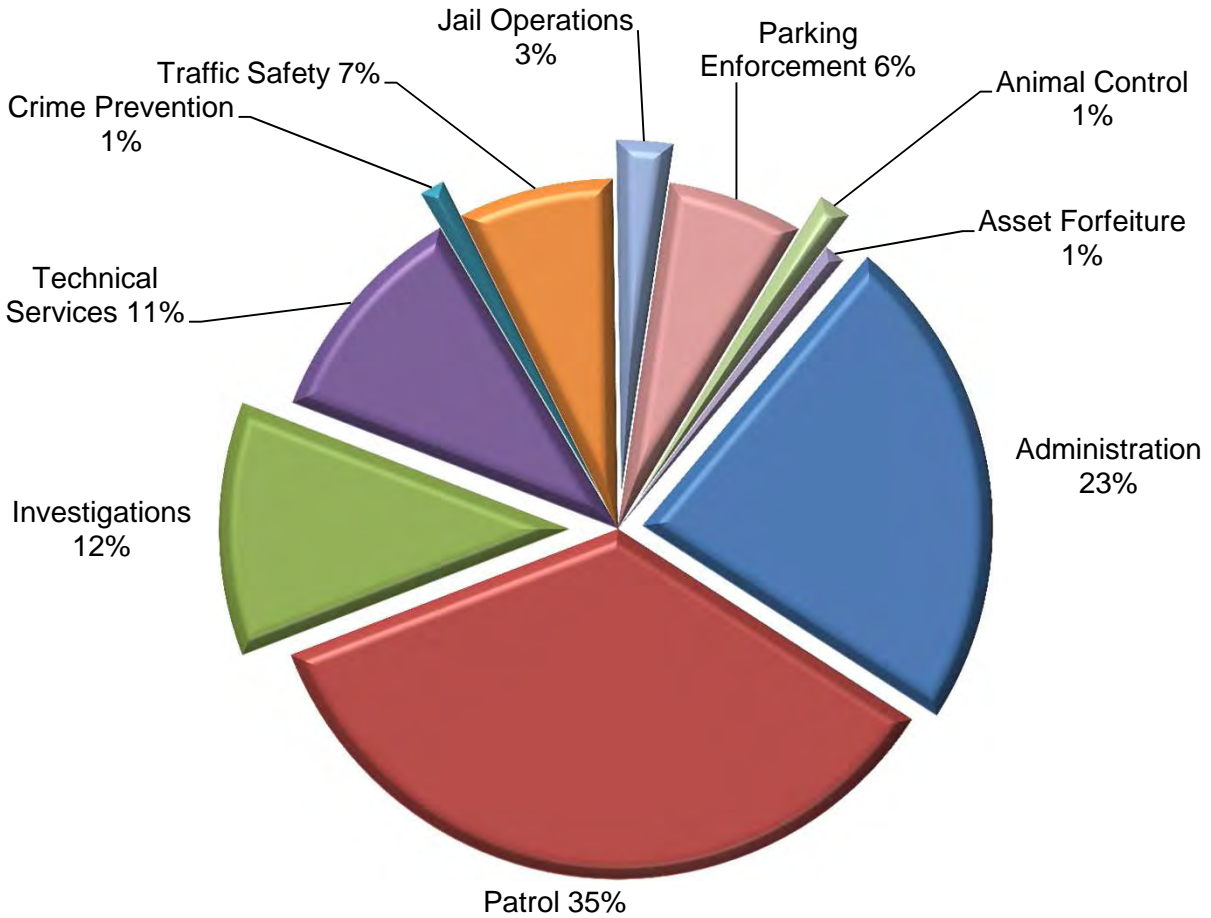


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**POLICE
DEPARTMENT**

POLICE DEPARTMENT

**2012-2013
Department Expenditure by Program**



| Program | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Estimate | 2012-2013 Proposed |
|----------------------------|---------------------|----------------------|-----------------------|-----------------------|
| Administration | \$4,241,212 | \$4,403,762 | \$4,588,839 | \$5,141,363 |
| Patrol | 7,694,585 | 7,544,938 | 8,054,130 | 7,819,304 |
| Investigations | 2,439,530 | 2,568,828 | 2,061,745 | 2,617,048 |
| Technical Services | 2,155,494 | 2,191,742 | 2,174,742 | 2,366,098 |
| Crime Prevention | 240,771 | 240,343 | 241,559 | 259,477 |
| Traffic Safety | 1,641,044 | 1,780,215 | 1,719,447 | 1,595,739 |
| Jail Operations | 527,640 | 505,942 | 522,703 | 579,849 |
| Parking Enforcement | 1,329,802 | 1,399,297 | 1,388,931 | 1,398,409 |
| Animal Control | 341,573 | 324,737 | 338,387 | 336,917 |
| Asset Forfeiture | 74,114 | 327,363 | 339,950 | 216,833 |
| Law Enforcement Grants | 102,119 | - | 104,000 | - |
| Total | \$20,787,885 | \$21,287,167 | \$21,534,433 | \$22,331,037 |
| Full-Time Positions | 98 | 97 | 97 | 101 |

POLICE: ADMINISTRATION

GOAL

To provide leadership for the Police Department with a focus on development of personnel, collaboration with other City departments, and responsiveness to the community and to all who need police services

INITIATIVES

- Maintain compliance with Peace Officer Standards and Training (POST) and Standards and Training for Corrections (STC)
- Offer career development and policy and procedure 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 provide a high level of service to the community
- Manage the budget



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, payroll and accounting functions, management of the Department's budget, and Department-specific State, Federal, and private grant funding. The Administrative Bureau is also responsible for conducting internal affairs investigations, responding to claims against the City, and responding to citizen complaints.

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

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

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

In fiscal year 2012-2013, funding includes maintenance and repairs of Department-wide equipment and technology, transcription services, range maintenance and lead decontamination services, annual gas mask fittings for field officers, Department policy manual revision and review, and livescan fingerprinting for Police and City applicants and the public (object 5101). It includes the funding for ammunition, less than lethal munitions, targets for quarterly range training, and firearm repair and replacement (object 5217). The fiscal year 2012-2013 budget also includes funding for an additional Police Lieutenant to oversee Human Resources and Training, Internal Affairs, Policy Development, Budget Preparation, Grants, Claims Investigations, and several other important police administrative functions.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Police Chief | 1 | 1 | 1 | 1 |
| Captain | 1 | 1 | 1 | 1 |
| Lieutenant | 1 | 1 | 1 | 2 |
| Sergeant | 1 | 1 | 1 | 1 |
| Police Officer | 1 | 1 | - | - |
| Management Analyst | 1 | 1 | 1 | 1 |
| Executive Secretary | 2 | 2 | 2 | 2 |
| Total | 8 | 8 | 7 | 8 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Training bulletins to sworn personnel | 22 | 17 | 18 | 18 |
| # - Policy & procedure training/quizzes | 11 | 16 | 8 | 24 |
| # - In-house training programs | 17 | 20 | 12 | 10 |
| % - Compliance with POST & STC Training | 100% | 100% | 100% | 100% |

| Administration | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|--------------------|--------------------|--------------------|--------------------|----------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$202,012 | \$194,172 | \$243,441 | \$191,591 | (21.3%) | 3.7% |
| 4102 | Sworn Salaries | 707,962 | 638,870 | 634,381 | 787,789 | 24.2% | 15.3% |
| 4103 | Part-time Salaries | 82,015 | 61,053 | 55,000 | 61,053 | 11.0% | 1.2% |
| 4111 | Overtime Regular Employees | 7,067 | 5,465 | 5,200 | 3,163 | (39.2%) | 0.1% |
| 4112 | Overtime Sworn Employees | 45,275 | 40,148 | 40,000 | 39,688 | (0.8%) | 0.8% |
| 4201 | Group Medical Insurance | 97,091 | 92,942 | 79,591 | 114,688 | 44.1% | 2.2% |
| 4202 | Medicare Contributions | 12,556 | 13,236 | 11,710 | 13,862 | 18.4% | 0.3% |
| 4203 | Unemployment | 16,140 | 22,500 | 22,500 | 22,500 | - | 0.4% |
| 4204 | 401A Plan City Contributions | 7,275 | 7,726 | 2,926 | 1,645 | (43.8%) | 0.0% |
| 4205 | Worker's Compensation | 1,000,497 | 1,590,740 | 1,590,740 | 1,692,795 | 6.4% | 32.9% |
| 4206 | Medical Retirement Contributions | 15,856 | 15,864 | 10,420 | 11,340 | 8.8% | 0.2% |
| 4211 | PERS Regular Contribution | 29,128 | 34,519 | 33,271 | 34,580 | 3.9% | 0.7% |
| 4212 | PERS Sworn Contribution | 219,924 | 241,678 | 232,628 | 302,310 | 30.0% | 5.9% |
| 4213 | PARS Retirement Contribution | 2,216 | - | - | - | - | - |
| Total Salaries & Benefits | | \$2,445,014 | \$2,958,913 | \$2,961,808 | \$3,277,004 | 10.6% | 63.7% |
| 5101 | Contract Services | \$46,762 | \$31,600 | \$29,500 | \$31,584 | 7.1% | 0.6% |
| 5102 | Contract Personnel | 28,159 | - | 58,000 | - | (100.0%) | - |
| 5104 | Computer Contract Services | 1,272 | 1,320 | 1,300 | 1,320 | 1.5% | 0.0% |
| 5107 | Physical/Psych Exams | 16,065 | 13,250 | 8,000 | 13,250 | 65.6% | 0.3% |
| 5108 | Legal Services | 76,707 | 5,000 | 140,000 | 35,000 | (75.0%) | 0.7% |
| 5109 | Background Investigations | 4,349 | 5,594 | 4,500 | 4,894 | 8.8% | 0.1% |
| 5201 | Office Supplies | 6,819 | 35,790 | 32,000 | 35,790 | 11.8% | 0.7% |
| 5202 | Membership & Dues | 2,671 | 2,840 | 3,100 | 3,120 | 0.6% | 0.1% |
| 5203 | Reference Materials | 659 | 1,300 | 900 | 1,800 | 100.0% | 0.0% |
| 5204 | Conferences & Meetings | 856 | 3,425 | 2,500 | 3,425 | 37.0% | 0.1% |
| 5205 | Training | 5,475 | 8,850 | 8,000 | 8,850 | 10.6% | 0.2% |
| 5206 | Uniforms/Safety Equip | 19,558 | 18,705 | 18,700 | 19,405 | 3.8% | 0.4% |
| 5207 | Advertising | 327 | 500 | - | 500 | - | 0.0% |
| 5214 | Employee Awards & Events | 1,331 | 1,200 | 1,200 | 1,200 | - | 0.0% |
| 5217 | Departmental Supplies | 41,044 | 35,280 | 35,000 | 33,530 | (4.2%) | 0.7% |
| 5218 | Recruitment Costs | - | 500 | - | - | - | - |
| 5219 | STC Training | 2,480 | 2,850 | 2,600 | 2,850 | 9.6% | 0.1% |
| 5220 | POST Training | 31,316 | 27,300 | 35,000 | 39,700 | 13.4% | 0.8% |
| 5240 | Assessments & Taxes | - | - | 71 | - | (100.0%) | - |
| 5263 | City Funds Match | 6,401 | 8,000 | 10,000 | 8,000 | (20.0%) | 0.2% |
| 5501 | Telephone | 26,177 | 29,700 | 31,790 | 31,000 | (2.5%) | 0.6% |
| 5502 | Electricity | 113,383 | 119,747 | 115,203 | 115,203 | (0.0%) | 2.2% |
| 5503 | Natural Gas | 7,873 | 8,095 | 6,589 | 6,721 | 2.0% | 0.1% |
| 5504 | Water | 10,611 | 14,131 | 9,326 | 11,284 | 21.0% | 0.2% |
| Total Materials & Services | | \$450,295 | \$374,977 | \$553,280 | \$408,426 | (26.2%) | 7.9% |
| 5621 | Information Systems Allocation | \$65,461 | \$72,413 | \$72,413 | \$73,978 | 2.2% | 1.4% |
| 5631 | Insurance Allocation | 531,540 | 180,180 | 180,180 | 524,965 | 191.4% | 10.2% |
| 5641 | Fleet Rental Allocation | 9,320 | 4,660 | 4,660 | 4,660 | - | 0.1% |
| 5642 | Fleet Maintenance Allocation | 3,353 | 3,563 | 3,518 | 3,314 | (5.8%) | 0.1% |
| 5651 | Building & Operations Allocation | 246,569 | 320,888 | 321,211 | 362,809 | 13.0% | 7.1% |
| Total Internal Services | | \$856,243 | \$581,704 | \$581,982 | \$969,726 | 66.6% | 18.9% |
| 7101 | Bond Principal | \$196,720 | \$203,127 | \$203,127 | \$209,957 | 3.4% | 4.1% |
| 7102 | Bond Interest | 287,688 | 281,041 | 285,377 | 272,250 | (4.6%) | 5.3% |
| 7103 | Bond Administration Fee | 5,251 | 4,000 | 3,265 | 4,000 | 22.5% | 0.1% |
| Total Debt Service | | \$489,660 | \$488,168 | \$491,769 | \$486,207 | (1.1%) | 9.5% |
| Total Expenditures | | \$4,241,212 | \$4,403,762 | \$4,588,839 | \$5,141,363 | 12.0% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$3,834,456 | \$3,993,424 | \$4,179,236 | \$4,730,838 | 13.2% | 92.0% |
| Capital Improvement Fund | | 406,756 | 410,338 | 409,603 | 410,525 | 0.2% | 8.0% |
| Total | | \$4,241,212 | \$4,403,762 | \$4,588,839 | \$5,141,363 | 12.0% | 100.0% |

POLICE: PATROL

GOAL

To provide fast and efficient response to community emergencies while addressing crime trends in a proactive manner, reduce crime and the fear of crime, and enhance the quality of life for residents and visitors

INITIATIVES

- Provide the highest levels of service to the community while maintaining a friendly and professional demeanor
- Ensure rapid response times to calls for service, and improve service levels and response times whenever possible
- Identify crime trends and provide directed patrols
- Enhance visibility and communication within the community with footbeat patrols



Patrol is comprised of three 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, Crime Scene Investigations (CSI), Field Training Officer Program, and Reserve Officer Program.

In the fiscal year 2012-2013 budget, a third Lieutenant position has been reassigned from the Traffic Section to Patrol to provide consistent oversight across all three patrol shifts - Day Shift, Swing Shift, and Graveyard Shift. The budget also includes the reinstatement of two police officer positions eliminated in the fiscal year 2009-2010 budget. The Department has sought alternative funding through the American Recovery and Reinvestment Act's COPS Hiring Recovery Program for these lost positions over the past four years (2009-2012); grant funding is allocated to agencies primarily based on crime per capita and severe financial distress and as such, Manhattan Beach has not been successful in our application. The reinstatement of the two police officer positions will contribute to our Department's ability to maintain the safety of the community and to continue to deliver excellent service to all those who live in, work in, and visit Manhattan Beach.

| Full-Time Staffing | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--------------------|-----------|-----------|-----------|-----------|
| | Actual | Actual | Adopted | Proposed |
| Captain | 1 | 1 | 1 | 1 |
| Lieutenant | 2 | 2 | 2 | 3 |
| Sergeant | 7 | 7 | 7 | 7 |
| Police Officer | 26 | 26 | 26 | 28 |
| Total | 36 | 36 | 36 | 39 |

| Service Indicators | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--|-----------|-----------|-----------|-----------|
| | Actual | Actual | Adopted | Proposed |
| Minutes - Average response time to emergency calls* | 2:13 | 2:25 | 2:10 | 2:10 |
| Minutes - Average response time to priority 1 calls* | 4:47 | 5:09 | 4:30 | 4:30 |
| Minutes - Average response time to priority 2 calls* | 5:39 | 6:02 | 5:30 | 5:30 |
| # - Fingerprint submissions | 163 | 151 | 140 | 140 |
| # - Field interview contacts | 732 | 600 | 600 | 600 |
| # - Foot beat patrols | 2,334 | 2,007 | 2,000 | 2,000 |

* Emergency calls: Crimes in progress involving life threatening circumstances; situations that are likely to produce serious bodily injury or death. Priority 1 calls: Felony crimes in progress or that have just occurred, incidents in progress that present the potential for injury or property damage/loss. Priority 2 calls: Misdemeanors in progress or that have just occurred, suspicious circumstances with no threat of injury, and incidents that do not require an officer immediately, but need investigation, mediation, or intervention.

| Patrol Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Y/E Est | 2012-2013 Proposed | Var from FY 2012 Y/E | % of Total |
|---------------------------------------|----------------------------------|--------------------|--------------------|--------------------|--------------------|----------------------|---------------|
| 4101 | Salaries & Allowances | \$100,801 | - | \$80,008 | - | (100.0%) | - |
| 4102 | Sworn Salaries | 3,888,634 | 3,708,963 | 3,927,989 | 3,867,481 | (1.5%) | 49.5% |
| 4111 | Overtime Regular Employees | 2,306 | 1,656 | 1,800 | 1,656 | (8.0%) | 0.0% |
| 4112 | Overtime Sworn Employees | 485,490 | 495,117 | 520,000 | 495,117 | (4.8%) | 6.3% |
| 4114 | Overtime Special Events | 149,264 | 157,522 | 165,000 | 159,287 | (3.5%) | 2.0% |
| 4201 | Group Medical Insurance | 424,016 | 377,317 | 454,796 | 450,032 | (1.0%) | 5.8% |
| 4202 | Medicare Contributions | 61,690 | 47,994 | 67,731 | 60,704 | (10.4%) | 0.8% |
| 4206 | Medical Retirement Contributions | 82,416 | 80,064 | 55,190 | 60,280 | 9.2% | 0.8% |
| 4211 | PERS Regular Contribution | 7,603 | - | 5,993 | - | (100.0%) | - |
| 4212 | PERS Sworn Contribution | 1,129,915 | 1,414,249 | 1,489,362 | 1,498,757 | 0.6% | 19.2% |
| 4213 | PARS Retirement Contribution | 160 | - | - | - | - | - |
| Total Salaries & Benefits | | \$6,332,295 | \$6,282,882 | \$6,767,869 | \$6,593,314 | (2.6%) | 84.3% |
| 5101 | Contract Services | \$22,258 | \$21,650 | \$40,000 | \$23,550 | (41.1%) | 0.3% |
| 5104 | Computer Contract Services | 245 | - | - | - | - | - |
| 5201 | Office Supplies | 13,448 | - | - | - | - | - |
| 5202 | Membership & Dues | 935 | 1,347 | 1,200 | 1,381 | 15.1% | 0.0% |
| 5203 | Reference Materials | 97 | 200 | 100 | - | (100.0%) | - |
| 5204 | Conferences & Meetings | 1,755 | 3,425 | 500 | 3,425 | 585.0% | 0.0% |
| 5205 | Training | 8,611 | 10,000 | 8,500 | 10,000 | 17.6% | 0.1% |
| 5206 | Uniforms/Safety Equip | 33,307 | 32,660 | 32,600 | 34,760 | 6.6% | 0.4% |
| 5210 | Computer Supplies & Software | 1,260 | - | - | - | - | - |
| 5217 | Departmental Supplies | 8,521 | 4,950 | 6,450 | 4,950 | (23.3%) | 0.1% |
| 5501 | Telephone | 302 | 320 | 359 | 360 | 0.2% | 0.0% |
| Total Materials & Services | | \$90,739 | \$74,552 | \$89,709 | \$78,426 | (12.6%) | 1.0% |
| 5611 | Warehouse Services | \$4 | - | - | - | - | - |
| 5621 | Information Systems Allocation | 100,392 | 111,033 | 111,033 | 113,429 | 2.2% | 1.5% |
| 5641 | Fleet Rental Allocation | 331,230 | 220,270 | 220,270 | 179,160 | (18.7%) | 2.3% |
| 5642 | Fleet Maintenance Allocation | 456,732 | 445,469 | 439,689 | 414,377 | (5.8%) | 5.3% |
| Total Internal Services | | \$888,357 | \$776,772 | \$770,992 | \$706,966 | (8.3%) | 9.0% |
| 7101 | Bond Principal | \$309,618 | \$355,465 | \$355,465 | \$403,374 | 13.5% | 5.2% |
| 7102 | Bond Interest | 73,576 | 55,267 | 70,095 | 37,224 | (46.9%) | 0.5% |
| Total Debt Service | | \$383,194 | \$410,732 | \$425,560 | \$440,598 | 3.5% | 5.6% |
| Total Expenditures | | \$7,694,585 | \$7,544,938 | \$8,054,130 | \$7,819,304 | (2.9%) | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$7,694,585 | \$7,544,938 | \$8,054,130 | \$7,819,304 | (2.9%) | 100.0% |
| Total | | \$7,694,585 | \$7,544,938 | \$8,054,130 | \$7,819,304 | (2.9%) | 100.0% |

POLICE: INVESTIGATIONS

GOAL

To conduct thorough and comprehensive investigations leading to the arrest and successful prosecution of offenders while communicating with crime victims and addressing their concerns

INITIATIVES

- 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
- Be responsive and compassionate with crime victims
- Promote and maintain a safe environment in and around the local schools



The Investigations Section provides services to the community which ensures professional and thorough investigation 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. One officer 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 programs and special needs programs.

One officer serves full-time on the Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force (L.A. IMPACT) regional task force. This task force brings together officers from agencies across Los Angeles County to identify, dismantle and prosecute drug networks. The Department's participation in the task force is a valuable investment in the protection of the 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, sensitive, or resource-intensive nature of the investigation.

Detectives attend intelligence-sharing meetings with local and regional police and government agencies. Meetings include robbery, sexual assault, property crime investigation meetings, regional Child Protection Task Force, and Joint Terrorism Task Force hosted by the F.B.I.

| Full-Time Staffing | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|-------------------------|-----------|-----------|-----------|-----------|
| | Actual | Actual | Adopted | Proposed |
| Sergeant | 1 | 1 | 1 | 1 |
| Police Officer | 12 | 12 | 12 | 12 |
| Secretary | 1 | 1 | 1 | 1 |
| Administrative Clerk II | - | - | 1 | 1 |
| Total | 14 | 14 | 15 | 15 |

| Service Indicators | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|-----------|-----------|-----------|-----------|
| | Actual | Actual | Adopted | Proposed |
| # - SRO participation in special needs programs | 36 | 18 | 16 | 16 |
| # - SRO presentations per school year | 100 | 91 | 80 | 80 |
| % - Contact victims of assigned cases | 99% | 100% | >95% | >95% |
| % - Maintain Part I crimes clearance > 21%* | 25% | 20% | >21% | >21% |

*Part I crimes clearance is defined by FBI's Uniform Crime Reporting (UCR) Program as the number of crimes cleared by arrest or exceptional means.

| Investigations | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|---------------|---------------|
| Object Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 Salaries & Allowances | \$56,677 | \$92,463 | \$65,085 | \$90,116 | 38.5% | 3.4% |
| 4102 Sworn Salaries | 1,227,417 | 1,269,894 | 969,995 | 1,289,135 | 32.9% | 49.3% |
| 4103 Part-time Salaries | 11,589 | - | 3,832 | - | (100.0%) | - |
| 4111 Overtime Regular Employees | - | 800 | 120 | 413 | 244.2% | 0.0% |
| 4112 Overtime Sworn Employees | 122,988 | 114,969 | 91,500 | 115,182 | 25.9% | 4.4% |
| 4201 Group Medical Insurance | 139,581 | 152,894 | 127,343 | 185,587 | 45.7% | 7.1% |
| 4202 Medicare Contributions | 19,531 | 19,115 | 16,434 | 20,808 | 26.6% | 0.8% |
| 4206 Medical Retirement Contributions | 31,248 | 31,248 | 20,630 | 22,500 | 9.1% | 0.9% |
| 4211 PERS Regular Contribution | 8,289 | 16,264 | 13,574 | 16,086 | 18.5% | 0.6% |
| 4212 PERS Sworn Contribution | 391,813 | 485,378 | 372,038 | 501,033 | 34.7% | 19.1% |
| 4213 PARS Retirement Contribution | 393 | - | - | - | - | - |
| Total Salaries & Benefits | \$2,009,527 | \$2,183,025 | \$1,680,551 | \$2,240,860 | 33.3% | 85.6% |
| 5101 Contract Services | \$5,204 | \$10,070 | \$6,000 | \$9,930 | 65.5% | 0.4% |
| 5102 Contract Personnel | 9,150 | 12,000 | 9,500 | 12,000 | 26.3% | 0.5% |
| 5201 Office Supplies | 2,214 | - | - | - | - | - |
| 5202 Membership & Dues | 195 | 510 | 340 | 490 | 44.1% | 0.0% |
| 5203 Reference Materials | 309 | 250 | 50 | - | (100.0%) | - |
| 5204 Conferences & Meetings | 545 | 2,650 | 1,500 | 2,650 | 76.7% | 0.1% |
| 5205 Training | 1,464 | 1,000 | 1,404 | 1,400 | (0.3%) | 0.1% |
| 5206 Uniforms/Safety Equip | 9,349 | 10,155 | 9,500 | 10,065 | 5.9% | 0.4% |
| 5217 Departmental Supplies | 5,607 | 5,720 | 5,200 | 6,895 | 32.6% | 0.3% |
| 5501 Telephone | 7,918 | 8,400 | 6,267 | 9,200 | 46.8% | 0.4% |
| Total Materials & Services | \$41,955 | \$50,755 | \$39,761 | \$52,630 | 32.4% | 2.0% |
| 5621 Information Systems Allocation | \$61,104 | \$67,585 | \$67,585 | \$69,046 | 2.2% | 2.6% |
| 5641 Fleet Rental Allocation | 118,760 | 56,120 | 56,120 | 39,350 | (29.9%) | 1.5% |
| 5642 Fleet Maintenance Allocation | 70,441 | 73,057 | 72,109 | 67,958 | (5.8%) | 2.6% |
| Total Internal Services | \$250,305 | \$196,762 | \$195,814 | \$176,354 | (9.9%) | 6.7% |
| 7101 Bond Principal | \$114,579 | \$119,679 | \$119,679 | \$134,767 | 12.6% | 5.1% |
| 7102 Bond Interest | 23,165 | 18,607 | 25,940 | 12,437 | (52.1%) | 0.5% |
| Total Debt Service | \$137,744 | \$138,286 | \$145,619 | \$147,204 | 1.1% | 5.6% |
| Total Expenditures | \$2,439,530 | \$2,568,828 | \$2,061,745 | \$2,617,048 | 26.9% | 100.0% |
| Source of Funds | | | | | | |
| General Fund | \$2,439,530 | \$2,568,828 | \$2,061,745 | \$2,617,048 | 26.9% | 100.0% |
| Total | \$2,439,530 | \$2,568,828 | \$2,061,745 | \$2,617,048 | 26.9% | 100.0% |

POLICE: TECHNICAL SUPPORT

GOAL

To greet the public, maintain records, process evidence, enter data into local and regional computer databases, respond to subpoenas and requests for documents, prepare court packages and submit required reports and documents, and provide support to other Department Sections and outside agencies

INITIATIVES

- Efficiently enter and manage data for various Department needs using the Records Management System; assist officers in gathering data for field investigations
- Provide continued support for the jail and officers in conducting matron duties
- Conduct audits of property held as evidence and of stolen property and missing persons reports in conjunction with the Department of Justice
- Timely prepare monthly crime reports and respond to records requests
- Continually review, update, and revise Department forms to ensure completeness, currency, and viability



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

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

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

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|----------------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Police Records Manager | 1 | 1 | 1 | 1 |
| Police Services Officer | 1 | 1 | 1 | 1 |
| Police Records Technician/Matron | 9 | 9 | 9 | 9 |
| Total | 11 | 11 | 11 | 11 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Random audits of property held as evidence* | 1,747 | 1,206 | 240 | 240 |
| # - Uniform Crime Report completed by 10th of month | 8 | 3 | 12 | 12 |
| # - Department forms reviewed/edited/revise | 25 | 23 | 24 | 24 |

Fiscal years 2010 and 2011 included audits of all property.

| Technical Support | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$604,547 | \$616,436 | \$634,244 | \$620,710 | (2.1%) | 26.2% |
| 4103 | Part-time Salaries | 41,731 | 48,620 | 60,000 | 51,046 | (14.9%) | 2.2% |
| 4111 | Overtime Regular Employees | 12,911 | 14,584 | 14,500 | 14,241 | (1.8%) | 0.6% |
| 4201 | Group Medical Insurance | 95,279 | 97,914 | 97,824 | 109,236 | 11.7% | 4.6% |
| 4202 | Medicare Contributions | 9,197 | 9,800 | 10,092 | 10,080 | (0.1%) | 0.4% |
| 4204 | 401A Plan City Contributions | 1,128 | 1,727 | 1,727 | 1,727 | - | 0.1% |
| 4206 | Medical Retirement Contributions | 16,200 | 16,200 | 12,260 | 13,260 | 8.2% | 0.6% |
| 4211 | PERS Regular Contribution | 91,492 | 108,377 | 105,564 | 109,346 | 3.6% | 4.6% |
| 4213 | PARS Retirement Contribution | 911 | - | - | - | - | - |
| Total Salaries & Benefits | | \$873,396 | \$913,658 | \$936,211 | \$929,646 | (0.7%) | 39.3% |
| 5101 | Contract Services | \$35,796 | \$35,320 | \$35,320 | \$35,320 | - | 1.5% |
| 5104 | Computer Contract Services | 33,942 | 43,900 | 43,900 | 57,090 | 30.0% | 2.4% |
| 5106 | SBRPCA Communications | 1,035,266 | 1,010,591 | 1,010,591 | 1,157,796 | 14.6% | 48.9% |
| 5201 | Office Supplies | 5,708 | - | - | - | - | - |
| 5202 | Membership & Dues | 150 | 300 | 200 | 300 | 50.0% | 0.0% |
| 5203 | Reference Materials | 35 | 100 | 70 | - | (100.0%) | - |
| 5204 | Conferences & Meetings | 2,464 | 5,375 | 1,800 | 5,375 | 198.6% | 0.2% |
| 5206 | Uniforms/Safety Equip | 6,817 | 6,800 | 6,200 | 6,800 | 9.7% | 0.3% |
| 5208 | Postage | 4,156 | 4,260 | 4,182 | 4,260 | 1.9% | 0.2% |
| 5210 | Computer Supplies & Software | 215 | 1,600 | 3,000 | 1,600 | (46.7%) | 0.1% |
| 5212 | Office Equip Maintenance | - | 100 | - | 100 | - | 0.0% |
| 5217 | Departmental Supplies | 3,507 | 5,510 | 5,500 | 5,160 | (6.2%) | 0.2% |
| 5225 | Printing | 12,636 | 13,050 | 12,500 | 13,050 | 4.4% | 0.6% |
| 5501 | Telephone | 2,422 | 3,550 | 3,115 | 3,000 | (3.7%) | 0.1% |
| Total Materials & Services | | \$1,143,114 | \$1,130,456 | \$1,126,378 | \$1,289,851 | 14.5% | 54.5% |
| 5611 | Warehouse Services | \$589 | \$1,000 | \$800 | \$1,000 | 25.0% | 0.0% |
| 5621 | Information Systems Allocation | 48,012 | 53,103 | 53,103 | 54,251 | 2.2% | 2.3% |
| Total Internal Services | | \$48,601 | \$54,103 | \$53,903 | \$55,251 | 2.5% | 2.3% |
| 7101 | Bond Principal | \$67,500 | \$37,500 | \$37,500 | \$37,500 | - | 1.6% |
| 7102 | Bond Interest | 6,121 | 40,275 | 5,000 | 38,850 | 677.0% | 1.6% |
| 7103 | Bond Administration Fee | 16,762 | 15,750 | 15,750 | 15,000 | (4.8%) | 0.6% |
| Total Debt Service | | \$90,383 | \$93,525 | \$58,250 | \$91,350 | 56.8% | 3.9% |
| Total Expenditures | | \$2,155,494 | \$2,191,742 | \$2,174,742 | \$2,366,098 | 8.8% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$2,155,494 | \$2,191,742 | \$2,174,742 | \$2,366,098 | 8.8% | 100.0% |
| Total | | \$2,155,494 | \$2,191,742 | \$2,174,742 | \$2,366,098 | 8.8% | 100.0% |

POLICE: CRIME PREVENTION

GOAL

To educate residents and businesses about crime prevention techniques to help them protect themselves and their property, provide assistance to crime victims, reduce the number of false alarm calls, and maintain a positive and progressive work place for our volunteers who contribute thousands of hours of work for the welfare and safety of the entire community

INITIATIVES

- Present crime prevention and safety presentations to residents, businesses, and community groups
- Produce and distribute press releases, and maintain contact with local media
- Coordinate Department and community-based events and 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



The Crime Prevention 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 Crime Prevention Section. Combined, these volunteers provide approximately 12,000 hours of volunteer service to our community each year.

Neighborhood Watch, together with the Crime Prevention Section and Manhattan Beach Fire Department, offers disaster response training for neighborhoods known as Map Your Neighborhood (MYN). This specialized training helps prepare residents to care for themselves and their neighborhoods in the event of a disaster. The active participation of nearly 500 block captains in the Neighborhood Watch Program, coupled with new and innovative programs like the Map Your Neighborhood program, 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 Crime Prevention 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% and, through education and false alarm activation fines, continue to decline saving the City more than \$50,000 a year in response costs. The fiscal year 2012-2013 budget includes a part-time employee to manage the False Alarm program (object 4103) and service and support for a new false alarm program management software program (object 5104). These expenditures are offset by alarm permit revenue and false alarm fine revenue.

The fiscal year 2012-2013 budget also includes funding for the annual Volunteer Appreciation Dinner, Youth Volunteer Appreciation Event, Police Department Open House, Police Memorial Ceremony, Community Police Academy, and National Night Out. It also includes Child Safety information and pamphlets, Child Fingerprinting Kits, and handouts/supplies for community presentations, station tours, Victim Assistance, Neighborhood Watch, Business Watch, and other community events (Object 5217).

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--------------------|-----------|-----------|-----------|-----------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Police Officer | 1 | 1 | 1 | 1 |

| Service Indicators | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|------------------|------------------|------------------|------------------|
| | Actual | Actual | Adopted | Proposed |
| # - Neighborhood Watch Meetings | 42 | 46 | 36 | 36 |
| # - Neighborhood Watch volunteer hours* | 10,858 | 9,410 | 9,000 | 9,000 |
| # - Victim Assistance Team volunteer hours* | 1,558 | 1,602 | 1,200 | 1,200 |
| # - False alarms* | 1,051 | 1,041 | <1000 | <1000 |
| # - Police department press releases* | 16 | 18 | 16 | 16 |

* New for fiscal year 2012-2013

| Crime Prevention | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| Object Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4102 Sworn Salaries | \$108,092 | \$105,622 | \$102,767 | \$102,123 | (0.6%) | 39.4% |
| 4103 Part-time Salaries | 33,754 | 18,929 | 24,000 | 32,284 | 34.5% | 12.4% |
| 4112 Overtime Sworn Employees | 1,181 | 6,984 | 5,500 | 6,050 | 10.0% | 2.3% |
| 4201 Group Medical Insurance | 16,273 | 14,789 | 16,381 | 16,582 | 1.2% | 6.4% |
| 4202 Medicare Contributions | 2,084 | 2,118 | 1,959 | 2,087 | 6.5% | 0.8% |
| 4206 Medical Retirement Contributions | 2,292 | 2,292 | 1,420 | 1,550 | 9.2% | 0.6% |
| 4212 PERS Sworn Contribution | 32,054 | 40,349 | 40,561 | 39,682 | (2.2%) | 15.3% |
| 4213 PARS Retirement Contribution | 1,043 | - | - | - | - | - |
| Total Salaries & Benefits | \$196,772 | \$191,083 | \$192,588 | \$200,358 | 4.0% | 77.2% |
| 5101 Contract Services | \$3,430 | \$3,200 | \$3,000 | \$3,200 | 6.7% | 1.2% |
| 5104 Computer Contract Services | - | - | - | 5,000 | - | 1.9% |
| 5201 Office Supplies | 283 | - | 34 | - | (100.0%) | - |
| 5202 Membership & Dues | 245 | 245 | 275 | 275 | - | 0.1% |
| 5204 Conferences & Meetings | - | 200 | - | - | - | - |
| 5205 Training | 2,236 | 1,300 | 1,400 | 1,500 | 7.1% | 0.6% |
| 5206 Uniforms/Safety Equip | 703 | 1,100 | 900 | 1,100 | 22.2% | 0.4% |
| 5217 Departmental Supplies | 8,804 | 10,925 | 10,800 | 14,925 | 38.2% | 5.8% |
| 5225 Printing | 580 | 1,600 | 1,400 | 1,600 | 14.3% | 0.6% |
| 5501 Telephone | 113 | 120 | 135 | 130 | (3.5%) | 0.1% |
| Total Materials & Services | \$16,394 | \$18,690 | \$17,944 | \$27,730 | 54.5% | 10.7% |
| 5621 Information Systems Allocation | \$17,460 | \$19,310 | \$19,310 | \$19,728 | 2.2% | 7.6% |
| Total Internal Services | \$17,460 | \$19,310 | \$19,310 | \$19,728 | 2.2% | 7.6% |
| 7101 Bond Principal | \$8,708 | \$9,745 | \$9,745 | \$10,676 | 9.6% | 4.1% |
| 7102 Bond Interest | 1,437 | 1,515 | 1,972 | 985 | (50.1%) | 0.4% |
| Total Debt Service | \$10,145 | \$11,260 | \$11,717 | \$11,661 | (0.5%) | 4.5% |
| Total Expenditures | \$240,771 | \$240,343 | \$241,559 | \$259,477 | 7.4% | 100.0% |
| Source of Funds | | | | | | |
| General Fund | \$240,771 | \$240,343 | \$241,559 | \$259,477 | 7.4% | 100.0% |
| Total | \$240,771 | \$240,343 | \$241,559 | \$259,477 | 7.4% | 100.0% |

POLICE: TRAFFIC SAFETY

GOAL

To enforce traffic laws and work with the public and City Traffic Engineer to promote safe and efficient traffic flow throughout the City

INITIATIVES

- Promote traffic safety through enforcement and education
- Identify issues and communicate with the public regarding traffic concerns
- Investigate traffic collisions, and efficiently clear hit and run cases
- Utilize traffic calming measures and proactive enforcement to reduce the number of traffic collisions
- Work with other City departments to ensure effective traffic management and pedestrian movement
- Increase officer availability and efficiency with the use of automated facilities, such as the speed trailer



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.

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.

The Traffic Section participates in the South Bay Regional DUI Task Force, a group of officers representing agencies across the South Bay who participate in monthly deployments, DUI checkpoints, and DUI related warrant sweeps. The Task Force is funded by a State grant from the Office of Traffic Safety (OTS).

The Traffic Section budget includes funding for crossing guard services at 21 locations throughout the City to ensure the safe passage of children to and from school (object 5101). Also in the fiscal year 2012-2013 budget, the Lieutenant position was moved to Patrol.

| Full-Time Staffing | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--------------------|-----------|-----------|-----------|-----------|
| | Actual | Actual | Adopted | Proposed |
| Lieutenant | 1 | 1 | 1 | - |
| Sergeant | 1 | 1 | 1 | 1 |
| Police Officer | 6 | 6 | 5 | 5 |
| Total | 8 | 8 | 7 | 6 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|-------------------------------------|-----------|-----------|-----------|-----------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Hours speed trailer deployed | 4,584 | 4,470 | 3,000 | 4,500 |
| # - Traffic enforcement details | 53 | 37 | 48 | 48 |
| # - Community meetings attended | 41 | 39 | 12 | 40 |
| % - Reduction of traffic collisions | (30.0%) | (2.5%) | (3.0%) | (2.5%) |

| Traffic Safety | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|--------------------|--------------------|--------------------|--------------------|----------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4102 | Sworn Salaries | \$777,776 | \$761,209 | \$743,146 | \$659,506 | (11.3%) | 41.3% |
| 4103 | Part-time Salaries | 2,577 | - | 8,385 | - | (100.0%) | - |
| 4111 | Overtime Regular Employees | 298 | - | 184 | - | (100.0%) | - |
| 4112 | Overtime Sworn Employees | 65,491 | 97,946 | 70,000 | 94,601 | 35.1% | 5.9% |
| 4201 | Group Medical Insurance | 68,358 | 72,231 | 62,374 | 63,601 | 2.0% | 4.0% |
| 4202 | Medicare Contributions | 9,773 | 9,401 | 8,742 | 11,254 | 28.7% | 0.7% |
| 4206 | Medical Retirement Contributions | 18,336 | 18,336 | 8,490 | 9,270 | 9.2% | 0.6% |
| 4212 | PERS Sworn Contribution | 248,086 | 289,553 | 280,390 | 256,171 | (8.6%) | 16.1% |
| 4213 | PARS Retirement Contribution | 9 | - | - | - | - | - |
| Total Salaries & Benefits | | \$1,190,704 | \$1,248,676 | \$1,181,711 | \$1,094,403 | (7.4%) | 68.6% |
| 5101 | Contract Services | \$12,907 | \$239,250 | \$243,250 | \$239,950 | (1.4%) | 15.0% |
| 5102 | Contract Personnel | 216,403 | - | - | - | - | - |
| 5201 | Office Supplies | 901 | - | - | - | - | - |
| 5202 | Membership & Dues | 36 | 36 | 36 | 36 | - | 0.0% |
| 5203 | Reference Materials | - | 50 | 36 | - | (100.0%) | - |
| 5205 | Training | - | 565 | - | 565 | - | 0.0% |
| 5206 | Uniforms/Safety Equip | 8,448 | 10,625 | 10,600 | 10,020 | (5.5%) | 0.6% |
| 5217 | Departmental Supplies | 4,541 | 4,137 | 4,137 | 4,137 | - | 0.3% |
| 5225 | Printing | 1,849 | 2,200 | 1,850 | 2,000 | 8.1% | 0.1% |
| 5501 | Telephone | 576 | 610 | 685 | 670 | (2.2%) | 0.0% |
| Total Materials & Services | | \$245,662 | \$257,473 | \$260,594 | \$257,378 | (1.2%) | 16.1% |
| 5611 | Warehouse Services | \$192 | \$500 | \$400 | \$500 | 25.0% | 0.0% |
| 5621 | Information Systems Allocation | 26,184 | 28,965 | 28,965 | 29,591 | 2.2% | 1.9% |
| 5641 | Fleet Rental Allocation | 27,680 | 53,910 | 53,910 | 43,980 | (18.4%) | 2.8% |
| 5642 | Fleet Maintenance Allocation | 61,722 | 101,677 | 100,358 | 94,580 | (5.8%) | 5.9% |
| Total Internal Services | | \$115,778 | \$185,052 | \$183,633 | \$168,651 | (8.2%) | 10.6% |
| 7101 | Bond Principal | \$72,760 | \$77,037 | \$77,037 | \$68,945 | (10.5%) | 4.3% |
| 7102 | Bond Interest | 16,141 | 11,977 | 16,472 | 6,362 | (61.4%) | 0.4% |
| Total Debt Service | | \$88,901 | \$89,014 | \$93,509 | \$75,307 | (19.5%) | 4.7% |
| Total Expenditures | | \$1,641,044 | \$1,780,215 | \$1,719,447 | \$1,595,739 | (7.2%) | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$1,641,044 | \$1,780,215 | \$1,719,447 | \$1,595,739 | (7.2%) | 100.0% |
| Total | | \$1,641,044 | \$1,780,215 | \$1,719,447 | \$1,595,739 | (7.2%) | 100.0% |

POLICE: PARKING ENFORCEMENT

GOAL

To manage the parking needs of our community through enforcement and education

INITIATIVES

- 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
- Assist police officers with the management of special events and details



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, 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.

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 planners for parking management, and assist in enforcement of environmental laws.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|-------------------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Sergeant | - | 1 | 1 | 1 |
| Community Services Field Supervisor | 1 | - | - | - |
| Community Services Officer | 11 | 11 | 11 | 11 |
| Total | 12 | 12 | 12 | 12 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Directed parking enforcement details | 57 | 210 | 120 | 180 |
| # - Community meetings attended | 10 | 4 | 6 | 6 |
| % - 72-hr violations checked within move date | 100% | 100% | 100% | 100% |

| Parking Enforcement | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$606,520 | \$599,348 | \$606,965 | \$605,609 | (0.2%) | 43.3% |
| 4102 | Sworn Salaries | 110,117 | 136,036 | 136,979 | 134,813 | (1.6%) | 9.6% |
| 4103 | Part-time Salaries | 115,981 | 143,875 | 140,000 | 143,875 | 2.8% | 10.3% |
| 4111 | Overtime Regular Employees | 7,987 | 15,048 | 11,000 | 16,859 | 53.3% | 1.2% |
| 4112 | Overtime Sworn Employees | 7,048 | 3,975 | 2,000 | 3,993 | 99.7% | 0.3% |
| 4201 | Group Medical Insurance | 128,029 | 133,061 | 130,002 | 148,777 | 14.4% | 10.6% |
| 4202 | Medicare Contributions | 10,504 | 9,296 | 11,056 | 11,692 | 5.8% | 0.8% |
| 4205 | Worker's Compensation | 28,788 | 28,440 | 28,440 | 12,024 | (57.7%) | 0.9% |
| 4206 | Medical Retirement Contributions | 17,688 | 20,040 | 13,680 | 14,810 | 8.3% | 1.1% |
| 4211 | PERS Regular Contribution | 93,999 | 110,652 | 108,077 | 114,022 | 5.5% | 8.2% |
| 4212 | PERS Sworn Contribution | 34,570 | 51,891 | 52,990 | 52,301 | (1.3%) | 3.7% |
| 4213 | PARS Retirement Contribution | 2,281 | - | - | - | - | - |
| Total Salaries & Benefits | | \$1,163,511 | \$1,251,662 | \$1,241,189 | \$1,258,775 | 1.4% | 90.0% |
| 5101 | Contract Services | \$4,655 | \$6,300 | \$7,000 | \$7,600 | 8.6% | 0.5% |
| 5102 | Contract Personnel | 15,420 | - | - | - | - | - |
| 5104 | Computer Contract Services | 5,554 | 15,900 | 16,000 | 17,200 | 7.5% | 1.2% |
| 5201 | Office Supplies | 2,685 | - | - | - | - | - |
| 5205 | Training | - | 150 | - | 150 | - | 0.0% |
| 5206 | Uniforms/Safety Equip | 9,474 | 10,222 | 9,500 | 10,222 | 7.6% | 0.7% |
| 5209 | Tools & Minor Equip | 1,290 | - | - | - | - | - |
| 5210 | Computer Supplies & Software | 3,000 | - | - | - | - | - |
| 5217 | Departmental Supplies | 1,841 | 1,512 | 1,500 | 1,880 | 25.3% | 0.1% |
| 5225 | Printing | 15,818 | 12,900 | 13,000 | 12,900 | (0.8%) | 0.9% |
| 5501 | Telephone | 2,544 | 2,800 | 3,319 | 2,900 | (12.6%) | 0.2% |
| Total Materials & Services | | \$62,281 | \$49,784 | \$50,319 | \$52,852 | 5.0% | 3.8% |
| 5611 | Warehouse Services | \$108 | \$200 | \$100 | \$200 | 100.0% | 0.0% |
| 5621 | Information Systems Allocation | 17,460 | 19,310 | 19,310 | 19,728 | 2.2% | 1.4% |
| 5631 | Insurance Allocation | - | - | - | 1,684 | - | 0.1% |
| 5641 | Fleet Rental Allocation | 62,300 | 52,690 | 52,690 | 41,310 | (21.6%) | 3.0% |
| 5642 | Fleet Maintenance Allocation | 24,143 | 25,651 | 25,323 | 23,860 | (5.8%) | 1.7% |
| Total Internal Services | | \$104,011 | \$97,851 | \$97,423 | \$86,782 | (10.9%) | 6.2% |
| Total Expenditures | | \$1,329,802 | \$1,399,297 | \$1,388,931 | \$1,398,409 | 0.7% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$1,329,802 | \$1,399,297 | \$1,388,931 | \$1,398,409 | 0.7% | 100.0% |
| Total | | \$1,329,802 | \$1,399,297 | \$1,388,931 | \$1,398,409 | 0.7% | 100.0% |

POLICE: ANIMAL CONTROL

GOAL

To provide quality animal control services to our residents while educating the community about laws, regulations and animal diseases

INITIATIVES

- Identify issues and communicate with the public regarding animal concerns
- Provide pet education, conduct directed enforcement, and dog bite investigations
- Facilitate the safe return of pets to their owners
- Work with other City departments to ensure successful animal management
- Continually offer animal control training classes for officers



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 Control Officers attend training classes which keep them well-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.

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 our Finance Department with maintaining current dog licensing and chipping information, and participate in community special events to promote awareness of animal safety.

Funding for this program is utilized for animal shelter housing, disposition/disposal, and veterinary costs (object 5101). 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. Animals whose owners cannot be located are taken to the SPCA-LA, who 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.

| | 2009-2010 Actual | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed |
|----------------------------|---------------------|---------------------|----------------------|-----------------------|
| Full-Time Staffing | | | | |
| Community Services Officer | 3 | 3 | 3 | 3 |

| | 2009-2010 Actual | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed |
|---|---------------------|---------------------|----------------------|-----------------------|
| Service Indicators | | | | |
| # - Hours patrolled at dog parks | 179 | 473 | 400 | 420 |
| # - Animal Control briefing/training for officers | 16 | 12 | 6 | 12 |
| # - Self-initiated service investigations | 767 | 845 | 800 | 800 |
| % - Domestic animals returned to owner | 64% | 65% | 95% | 75% |
| # - Community meetings/events attended | 9 | 2 | 4 | 4 |

| Animal Control Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Y/E Est | 2012-2013 Proposed | Var from FY 2012 Y/E | % of Total |
|---------------------------------------|----------------------------------|-----------------------------|------------------------------|------------------------------|-------------------------------|---------------------------------|-----------------------|
| 4101 | Salaries & Allowances | \$188,714 | \$168,572 | \$186,477 | \$183,606 | (1.5%) | 54.5% |
| 4111 | Overtime Regular Employees | 3,799 | 4,698 | 2,500 | 4,698 | 87.9% | 1.4% |
| 4201 | Group Medical Insurance | 25,873 | 25,009 | 24,683 | 27,654 | 12.0% | 8.2% |
| 4202 | Medicare Contributions | 2,765 | 2,487 | 2,714 | 2,575 | (5.1%) | 0.8% |
| 4205 | Worker's Compensation | 2,436 | 35,400 | 35,400 | 27,691 | (21.8%) | 8.2% |
| 4206 | Medical Retirement Contributions | 4,404 | 4,404 | 3,340 | 3,610 | 8.1% | 1.1% |
| 4211 | PERS Regular Contribution | 25,877 | 29,651 | 29,077 | 30,040 | 3.3% | 8.9% |
| Total Salaries & Benefits | | \$253,869 | \$270,221 | \$284,191 | \$279,874 | (1.5%) | 83.1% |
| 5101 | Contract Services | \$7,740 | \$7,060 | \$9,000 | \$9,280 | 3.1% | 2.8% |
| 5201 | Office Supplies | 646 | - | - | - | - | - |
| 5203 | Reference Materials | 140 | 150 | 124 | - | (100.0%) | - |
| 5205 | Training | 3,140 | 1,410 | 1,400 | 1,410 | 0.7% | 0.4% |
| 5206 | Uniforms/Safety Equip | 1,439 | 1,850 | 1,500 | 1,850 | 23.3% | 0.5% |
| 5217 | Departmental Supplies | 3,286 | 3,150 | 1,500 | 3,150 | 110.0% | 0.9% |
| Total Materials & Services | | \$16,390 | \$13,620 | \$13,524 | \$15,690 | 16.0% | 4.7% |
| 5611 | Warehouse Services | \$260 | \$200 | \$200 | \$200 | - | 0.1% |
| 5631 | Insurance Allocation | - | - | - | 1,684 | - | 0.5% |
| 5641 | Fleet Rental Allocation | 46,240 | 23,120 | 23,120 | 23,120 | - | 6.9% |
| 5642 | Fleet Maintenance Allocation | 24,814 | 17,576 | 17,352 | 16,349 | (5.8%) | 4.9% |
| Total Internal Services | | \$71,314 | \$40,896 | \$40,672 | \$41,353 | 1.7% | 12.3% |
| Total Expenditures | | \$341,573 | \$324,737 | \$338,387 | \$336,917 | (0.4%) | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$341,573 | \$324,737 | \$338,387 | \$336,917 | (0.4%) | 100.0% |
| Total | | \$341,573 | \$324,737 | \$338,387 | \$336,917 | (0.4%) | 100.0% |

POLICE: JAIL OPERATIONS

GOAL

To provide a safe and secure environment for inmates and staff while assuring the rights of inmates afforded by statute and policy

INITIATIVES

- Comply with all State and County jail regulations
- Conduct DNA collection from eligible arrestees
- Provide on-going professional training to all jail staff

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. Jailers obtain DNA samples from eligible arrestees where required by State Proposition 69. Samples are sent to the State of California DNA bank to help identify felony suspects and solve serious crimes. In addition, staff conducts regular safety inspections of the jail to ensure equipment and maintenance issues are up to date and meet safety regulations.

Each year, various agencies such as the Custody Standards Administration, the Los Angeles County Grand Jury, and the County Board of Health conduct jail inspections in line with Title 15 jail standards. 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.

Funding for this program includes inmate meals, uniforms and bedding, and repairs/maintenance of jail security systems, security doors, food service, etc. (object 5217); and blood-alcohol lab analysis, inmate emergency medical care, pre-booking medical screenings, and Los Angeles County booking fees (object 5101). It also includes funding for an additional Police Service Officer. Overtime and part-time budgets in the Jail Operations program are traditionally high due to the need for 24/7 coverage in the jail. Once the additional Police Service Officer is hired and trained, we expect a reduction in part-time and overtime expended.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Police Services Officer | 5 | 5 | 5 | 6 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - In house Jail safety inspections | 12 | 12 | 12 | 12 |
| % - DNA collection from eligible arrestees | 100% | 100% | 100% | 100% |
| % - Compliance with all State/County jail inspections | 100% | 100% | 100% | 100% |

| Jail Operations | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$282,029 | \$289,810 | \$301,458 | \$348,468 | 15.6% | 60.1% |
| 4103 | Part-time Salaries | 3,423 | 19,910 | 22,000 | - | (100.0%) | - |
| 4111 | Overtime Regular Employees | 86,696 | 30,989 | 35,000 | 30,989 | (11.5%) | 5.3% |
| 4201 | Group Medical Insurance | 42,690 | 44,872 | 45,703 | 56,840 | 24.4% | 9.8% |
| 4202 | Medicare Contributions | 4,244 | 3,675 | 4,337 | 5,185 | 19.6% | 0.9% |
| 4206 | Medical Retirement Contributions | 7,356 | 7,356 | 6,680 | 7,230 | 8.2% | 1.2% |
| 4211 | PERS Regular Contribution | 43,064 | 50,977 | 49,932 | 61,372 | 22.9% | 10.6% |
| Total Salaries & Benefits | | \$469,502 | \$447,589 | \$465,110 | \$510,084 | 9.7% | 88.0% |
| 5101 | Contract Services | \$15,040 | \$11,390 | \$12,500 | \$24,272 | 94.2% | 4.2% |
| 5201 | Office Supplies | 2,496 | - | - | - | - | - |
| 5206 | Uniforms/Safety Equip | 3,288 | 3,150 | 3,000 | 3,150 | 5.0% | 0.5% |
| 5217 | Departmental Supplies | 6,471 | 9,520 | 8,000 | 7,320 | (8.5%) | 1.3% |
| Total Materials & Services | | \$27,294 | \$24,060 | \$23,500 | \$34,742 | 47.8% | 6.0% |
| 5611 | Warehouse Services | \$292 | \$500 | \$300 | \$500 | 66.7% | 0.1% |
| 5621 | Information Systems Allocation | 30,552 | 33,793 | 33,793 | 34,523 | 2.2% | 6.0% |
| Total Internal Services | | \$30,844 | \$34,293 | \$34,093 | \$35,023 | 2.7% | 6.0% |
| Total Expenditures | | \$527,640 | \$505,942 | \$522,703 | \$579,849 | 10.9% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$527,640 | \$505,942 | \$522,703 | \$579,849 | 10.9% | 100.0% |
| Total | | \$527,640 | \$505,942 | \$522,703 | \$579,849 | 10.9% | 100.0% |

POLICE: ASSET FORFEITURE / GRANTS

GOAL

Deter drug-related crimes by depriving criminals of the profits and proceeds acquired through illegal drug transactions

INITIATIVES

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

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.

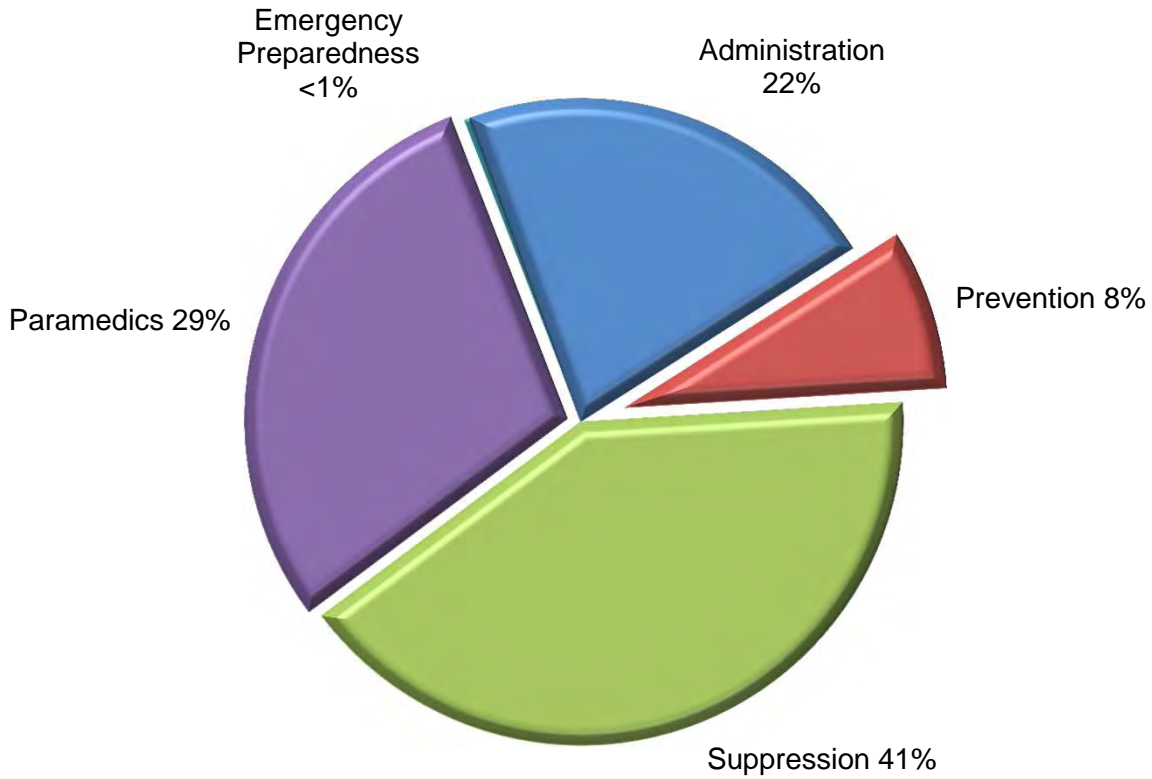


| Asset Forfeiture/Grants Object Description | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Y/E Est | 2012-2013 Proposed | Var from FY 2012 Y/E | % of Total |
|---|---------------------|----------------------|----------------------|-----------------------|-------------------------|---------------|
| 4112 Overtime Sworn Employees | \$20,817 | \$35,000 | \$32,000 | \$35,000 | 9.4% | 16.1% |
| 4201 Group Medical Insurance | 1,948 | - | 3,448 | - | (100.0%) | - |
| 4202 Medicare Contributions | 302 | - | 462 | 508 | 10.0% | 0.2% |
| Total Salaries & Benefits | \$23,066 | \$35,000 | \$35,910 | \$35,508 | (1.1%) | 16.4% |
| 5101 Contract Services | \$7,067 | \$24,360 | \$48,000 | \$35,960 | (25.1%) | 16.6% |
| 5104 Computer Contract Services | 5,430 | 32,186 | 30,000 | 9,424 | (68.6%) | 4.3% |
| 5202 Membership & Dues | 75 | 75 | - | 75 | - | 0.0% |
| 5204 Conferences & Meetings | 949 | 1,200 | 400 | 1,200 | 200.0% | 0.6% |
| 5205 Training | - | 20,000 | 8,000 | 20,000 | 150.0% | 9.2% |
| 5206 Uniforms/Safety Equip | - | 26,000 | 26,000 | 9,600 | (63.1%) | 4.4% |
| 5209 *Tools & Minor Equip | - | - | 3,098 | - | (100.0%) | - |
| 5217 Departmental Supplies | 37,527 | 54,000 | 54,000 | 105,066 | 94.6% | 48.5% |
| Total Materials & Services | \$51,047 | \$157,821 | \$169,498 | \$181,325 | 7.0% | 83.6% |
| 6121 Machinery & Equipment | \$102,119 | \$110,000 | \$214,000 | - | (100.0%) | - |
| 6141 Computer Equipment & Software | - | 24,542 | 24,542 | - | (100.0%) | - |
| Total Capital Projects & Equipment | \$102,119 | \$134,542 | \$238,542 | - | (100.0%) | - |
| Total Expenditures | \$176,233 | \$327,363 | \$443,950 | \$216,833 | (51.2%) | 100.0% |
| Source of Funds | | | | | | |
| Asset Forfeiture | \$74,114 | \$327,363 | \$339,950 | \$216,833 | (36.2%) | 100.0% |
| Law Enforcement Grants | 102,119 | - | 104,000 | - | (100.0%) | - |
| Total | \$176,233 | \$327,363 | \$443,950 | \$216,833 | (51.2%) | 100.0% |

**FIRE
DEPARTMENT**

FIRE DEPARTMENT

**2012-2013
Department Expenditure by Program**



| Program | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Estimate | 2012-2013 Proposed |
|----------------------------|-----------------------------|------------------------------|-------------------------------|-------------------------------|
| Administration | \$1,496,295 | \$2,183,397 | \$2,164,607 | \$2,256,443 |
| Prevention | 930,281 | 849,317 | 961,897 | 842,689 |
| Suppression | 4,561,692 | 4,127,682 | 4,408,319 | 4,269,183 |
| Paramedics | 2,945,657 | 3,083,336 | 2,960,735 | 3,071,674 |
| Emergency Preparedness | 17,844 | 19,268 | 21,087 | 35,484 |
| Total | \$9,951,769 | \$10,263,000 | \$10,516,645 | \$10,475,473 |
| Full-Time Positions | 31 | 31 | 31 | 31 |

FIRE: ADMINISTRATION

GOAL

To apply strategic planning developed by Department leadership to improve internal and external relationships within the area, City, and Department

INITIATIVES

- Utilize modern techniques and best practices to create a supportive and cooperative work environment
- Enhance partnerships with Area G Fire Departments (5 South Bay cities and Los Angeles County) to improve service delivery
- Support individual, team, Department and area training opportunities, goals, and objectives
- Develop Fire Department strategic plan from input by managers and supervisors
- Participate in the City of Manhattan Beach's City-wide strategic plan by providing information and direction



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

The Fire Chief manages the Administrative Bureau, which is responsible for balancing the City's needs with achieving the goals of Fire Operations (Suppression and Emergency Medical Responses), Fire Prevention, and Emergency Preparedness. Responsibilities include procurement, budgetary control, information management, strategic planning, supporting volunteer programs, and management of local and area emergencies.

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

The Fire Department provides local, area, and state level leadership through participation in various organizations and committees. These associations include the California Fire Chiefs, Los Angeles Area Fire Chiefs, South Bay 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.

The Administration Bureau establishes annual priorities with the Office of the City Manager to maximize operational efficiencies and service expectations, and with the Finance Department to minimize the financial impact to the community.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Fire Chief | 1 | 1 | 1 | 1 |
| Executive Secretary | 1 | 1 | 1 | 1 |
| Total | 2 | 2 | 2 | 2 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| Increase Fire Captain job satisfaction* | n/a | n/a | n/a | increase 10% |
| Response time of 75% of completed first alarm assignment* | n/a | n/a | n/a | 8:00 |
| % - Citizens that have 72-hour disaster supplies* | n/a | n/a | n/a | increase 5% |
| # - Completed goals for Department strategic plan* | n/a | n/a | n/a | 10 |

* New for fiscal year 2012-2013

| Administration | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$64,086 | \$62,743 | \$64,086 | \$62,173 | (3.0%) | 2.8% |
| 4102 | Sworn Salaries | 9,926 | 192,298 | 185,272 | 179,778 | (3.0%) | 8.0% |
| 4103 | Part-time Salaries | 3,767 | 20,442 | 16,000 | 20,442 | 27.8% | 0.9% |
| 4201 | Group Medical Insurance | 7,195 | 20,219 | 26,808 | 28,687 | 7.0% | 1.3% |
| 4202 | Medicare Contributions | 1,119 | 4,068 | 3,758 | 3,907 | 4.0% | 0.2% |
| 4203 | Unemployment | 1,320 | 3,480 | 3,480 | 3,480 | - | 0.2% |
| 4204 | 401A Plan City Contributions | 236 | 4,428 | 4,392 | 4,375 | (0.4%) | 0.2% |
| 4205 | Worker's Compensation | 500,412 | 695,220 | 695,220 | 712,695 | 2.5% | 31.6% |
| 4206 | Medical Retirement Contributions | 3,204 | 3,204 | 2,150 | 2,330 | 8.4% | 0.1% |
| 4211 | PERS Regular Contribution | 9,372 | 11,036 | 17,626 | 11,097 | (37.0%) | 0.5% |
| 4212 | PERS Sworn Contribution | 3,280 | 67,014 | 57,631 | 62,159 | 7.9% | 2.8% |
| Total Salaries & Benefits | | \$603,916 | \$1,084,152 | \$1,076,423 | \$1,091,123 | 1.4% | 48.4% |
| 5101 | Contract Services | \$25,899 | \$26,990 | \$26,000 | \$26,990 | 3.8% | 1.2% |
| 5104 | Computer Contract Services | 26,499 | 24,200 | 25,000 | 24,510 | (2.0%) | 1.1% |
| 5106 | SBRPCA Communications | 345,089 | 336,864 | 336,864 | 385,932 | 14.6% | 17.1% |
| 5109 | Background Investigations | - | - | 250 | - | (100.0%) | - |
| 5201 | Office Supplies | 348 | 5,570 | 3,800 | 4,500 | 18.4% | 0.2% |
| 5202 | Membership & Dues | 825 | 1,200 | 1,200 | 1,800 | 50.0% | 0.1% |
| 5204 | Conferences & Meetings | 2,389 | 4,000 | 5,000 | 5,000 | - | 0.2% |
| 5205 | Training | 814 | 3,500 | 2,000 | 2,000 | - | 0.1% |
| 5206 | Uniforms/Safety Equip | 2,096 | 4,100 | 4,100 | 4,100 | - | 0.2% |
| 5214 | Employee Awards & Events | 392 | 500 | 1,500 | 1,500 | - | 0.1% |
| 5217 | Departmental Supplies | 7,323 | 2,700 | 4,000 | 5,500 | 37.5% | 0.2% |
| 5501 | Telephone | 18,018 | 19,000 | 21,156 | 21,000 | (0.7%) | 0.9% |
| 5503 | Natural Gas | 5,454 | 5,621 | 5,016 | 5,116 | 2.0% | 0.2% |
| Total Materials & Services | | \$435,146 | \$434,245 | \$435,886 | \$487,948 | 11.9% | 21.6% |
| 5611 | Warehouse Services | \$44 | \$500 | \$200 | \$200 | - | 0.0% |
| 5621 | Information Systems Allocation | 8,724 | 9,655 | 9,655 | 9,864 | 2.2% | 0.4% |
| 5631 | Insurance Allocation | 295,020 | 66,660 | 66,660 | 64,439 | (3.3%) | 2.9% |
| 5641 | Fleet Rental Allocation | 10,900 | 5,450 | 5,450 | 5,450 | - | 0.2% |
| 5642 | Fleet Maintenance Allocation | 1,677 | 1,781 | 1,753 | 1,657 | (5.5%) | 0.1% |
| 5651 | Building & Operations Allocation | 92,463 | 120,333 | 120,452 | 136,053 | 13.0% | 6.0% |
| Total Internal Services | | \$408,828 | \$204,379 | \$204,170 | \$217,663 | 6.6% | 9.6% |
| 7101 | Bond Principal | \$168,395 | \$164,806 | \$164,806 | \$170,320 | 3.3% | 7.5% |
| 7102 | Bond Interest | 277,815 | 286,565 | 274,807 | 280,389 | 2.0% | 12.4% |
| 7103 | Bond Administration Fee | 8,951 | 9,250 | 8,515 | 9,000 | 5.7% | 0.4% |
| Total Debt Service | | \$455,161 | \$460,621 | \$448,128 | \$459,709 | 2.6% | 20.4% |
| Total Expenditures | | \$1,903,051 | \$2,183,397 | \$2,164,607 | \$2,256,443 | 4.2% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$1,496,295 | \$1,773,059 | \$1,755,004 | \$1,845,918 | 5.2% | 81.8% |
| Capital Improvement | | 406,756 | 410,338 | 409,603 | 410,525 | 0.2% | 18.2% |
| Total | | \$1,903,051 | \$2,183,397 | \$2,164,607 | \$2,256,443 | 4.2% | 100.0% |

FIRE: PREVENTION

GOAL

To prevent fires and reduce fire loss by adopting and enforcing the California Fire Code with local amendments, and providing inspections, plan checks, permits, fire safety standby, public education, and other prevention services as needed

INITIATIVES

- Coordinate the annual business inspection program
- Manage the fire/life safety efforts at motion picture studios
- Ensure rapid turnaround of on-site plan checks and field inspections, and conduct five-year sprinkler tests at all businesses, schools, daycare facilities and large apartment complexes that have sprinkler systems
- Manage the Department's Hazardous Materials program
- Work with Department Fire Investigators to determine cause and origin of all fires



The most effective way to protect people and property from the hazards of fires is to prevent fires from occurring. Through comprehensive inspection and education programs, the Prevention division reduces the number of fires and fire losses in the community. Fire Department staff conducts annual fire/life safety inspections of all businesses, schools, day-cares, and large apartment complexes to ensure compliance with the California Fire Code and adopted local amendments. Staff also conducts inspections of single family residences as requested by the homeowner. The division continues to streamline, organize and enforce existing fire code regulations designed to protect the community from life threatening emergencies.

The motion picture industry operates fourteen sound stages, a mill and other supporting infrastructure in the City of Manhattan Beach, and has a constant impact on the Prevention division due to tenant turnover and the unique character of the film business. These studios provide funding for one-half of the Fire Inspector's time, as well as reimburse fire standby time.

The Prevention Division provides construction plan check services for fire and life safety issues, and is responsible for the inspection of all existing and new commercial and residential construction in the City. Prevention also manages the Hazardous Materials program through a joint agreement with the L.A. County Fire Department, oversees the cleanup of spills, leaks and illegal dumping, and provides Hazardous Materials response training to fire suppression personnel.

Fire Safety Officers ensure fire code compliance and compliance with life/safety requirements for special events such as the Hometown Fair, Manhattan Beach Open Volleyball Tournament, and Holiday Fireworks Festival.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Fire Battalion Chief | 1 | 1 | 1 | 1 |
| Fire Captain/Paramedic | 1 | 1 | 1 | 1 |
| Firefighter/Paramedic (assigned as Fire Inspector) | 1 | 1 | 1 | 1 |
| Total | 3 | 3 | 3 | 3 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| % - City businesses inspected | 85% | 90% | 100% | 100% |
| # - Hours of Public Education programs presented* | n/a | n/a | n/a | 104 |
| % - On-site plan checks completed in 5 work days | 100% | 100% | 100% | 100% |
| % - Working smoke detectors inspected on EMS calls* | n/a | n/a | n/a | 75% |
| # - Fire inspections initiated by Reserves weekly* | n/a | n/a | n/a | 40 |
| # - Reserve inspectors with SFM Level 1 certification* | n/a | n/a | n/a | 3 |
| % - 2nd graders participating in Home Exit Plan* | n/a | n/a | n/a | 80% |

* New for fiscal year 2012-2013

| Prevention | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|------------------|------------------|------------------|------------------|----------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4102 | Sworn Salaries | \$482,275 | \$456,765 | \$570,222 | \$443,815 | (22.2%) | 52.7% |
| 4103 | Part-time Salaries | 35,939 | 35,046 | 38,000 | 39,679 | 4.4% | 4.7% |
| 4112 | Overtime Sworn Employees | 105,669 | 23,850 | 20,750 | 26,350 | 27.0% | 3.1% |
| 4201 | Group Medical Insurance | 42,627 | 49,232 | 43,389 | 46,472 | 7.1% | 5.5% |
| 4202 | Medicare Contributions | 5,575 | 5,380 | 6,601 | 7,591 | 15.0% | 0.9% |
| 4206 | Medical Retirement Contributions | 5,196 | 5,196 | 3,100 | 3,390 | 9.4% | 0.4% |
| 4212 | PERS Sworn Contribution | 142,451 | 158,882 | 162,465 | 154,630 | (4.8%) | 18.3% |
| 4213 | PARS Retirement Contribution | 1,056 | - | - | - | - | - |
| Total Salaries & Benefits | | \$820,788 | \$734,351 | \$844,527 | \$721,927 | (14.5%) | 85.7% |
| 5101 | Contract Services | \$22,523 | \$30,750 | \$30,250 | \$30,750 | 1.7% | 3.6% |
| 5201 | Office Supplies | 348 | - | - | - | - | - |
| 5202 | Membership & Dues | 180 | 810 | 840 | 1,035 | 23.2% | 0.1% |
| 5203 | Reference Materials | 1,340 | 1,750 | 1,750 | 1,750 | - | 0.2% |
| 5205 | Training | (15) | 3,760 | 5,400 | 6,300 | 16.7% | 0.7% |
| 5206 | Uniforms/Safety Equip | 1,807 | 2,150 | 1,900 | 2,050 | 7.9% | 0.2% |
| 5217 | Departmental Supplies | 9,201 | 9,190 | 9,300 | 12,740 | 37.0% | 1.5% |
| 5225 | Printing | 619 | 950 | 950 | 950 | - | 0.1% |
| 5501 | Telephone | 1,134 | 1,200 | 1,348 | 1,350 | 0.2% | 0.2% |
| Total Materials & Services | | \$37,137 | \$50,560 | \$51,738 | \$56,925 | 10.0% | 6.8% |
| 5611 | Warehouse Services | - | \$700 | - | - | - | - |
| 5621 | Information Systems Allocation | 4,368 | 4,828 | 4,828 | 4,932 | 2.2% | 0.6% |
| 5641 | Fleet Rental Allocation | 18,840 | 9,420 | 9,420 | 9,420 | - | 1.1% |
| 5642 | Fleet Maintenance Allocation | 8,272 | 8,788 | 8,670 | 8,174 | (5.7%) | 1.0% |
| Total Internal Services | | \$31,480 | \$23,736 | \$22,918 | \$22,526 | (1.7%) | 2.7% |
| 7101 | Bond Principal | \$33,200 | \$35,198 | \$35,198 | \$37,821 | 7.5% | 4.5% |
| 7102 | Bond Interest | 7,676 | 5,472 | 7,516 | 3,490 | (53.6%) | 0.4% |
| Total Debt Service | | \$40,876 | \$40,670 | \$42,714 | \$41,311 | (3.3%) | 4.9% |
| Total Expenditures | | \$930,281 | \$849,317 | \$961,897 | \$842,689 | (12.4%) | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$930,281 | \$849,317 | \$961,897 | \$842,689 | (12.4%) | 100.0% |
| Total | | \$930,281 | \$849,317 | \$961,897 | \$842,689 | (12.4%) | 100.0% |

FIRE: SUPPRESSION

GOAL

To provide "All Risk" emergency response for the protection of life, the environment, and property while ensuring excellence in customer service and firefighter safety

INITIATIVES

- Respond to all emergencies promptly and effectively
- Maintain training and certification of fire suppression personnel
- Continue to improve on the automatic/mutual aid agreements with adjacent cities - "Neighbor Helping Neighbor" and "No One Stands Alone" concepts
- Recruit, train, and staff the Reserve Firefighter program
- Maintain and improve the Basic Life Support (BLS) ambulance transport program
- Prepare for the possibility of a terrorist attack or natural disaster in the community or region
- Ensure the reliability and maintenance of all engines and equipment



The Suppression Division has the primary responsibility of emergency response to fires, medical aids, all types of accidents, physical entrapments, hazardous conditions, hazardous materials incidents, service calls, and requests for mutual aid assistance. These services are provided by three separate shifts with a constant staffing of nine personnel on each shift: one Battalion Chief, two Captain/Paramedics, two Engineer/Paramedics, and four Firefighter/Paramedics. The average response time for all fire and medical incidents (dispatch to on-scene) is 4 minutes and 17 seconds.

The dual-role of the firefighter/paramedics allows the department to staff one Battalion Chief command unit, two Paramedic fire engines, and one Paramedic rescue/ambulance 24 hours a day, every day. The crews operate from two fire stations: Fire Station 1 is located at the Police/Fire Safety Facility, adjacent to City Hall, at 400 15th Street, and Fire Station 2 is on the east side of Sepulveda, at 1400 Manhattan Beach Boulevard. Suppression is currently involved in the following programs to improve services and cost effectiveness: training and personnel development, automatic and mutual aid with surrounding agencies, upgrading the emergency communications system, and implementing a GIS-based map system. This Division also develops emergency response plans for building collapse, major oil spills, carbon monoxide emissions, flooding, terrorist events, and national disasters.

Suppression includes the Reserve Firefighters program (object 4103). This program provides part-time staffing to supplement the Fire Department's emergency forces. The Reserve Firefighters program consists of an authorized strength of 31 persons that work a minimum of 48 hours per month and staff the Basic Life Support (BLS) transport ambulance. This transport program has greatly enhanced the emergency medical services in the community. The fiscal year 2012-2013 budget for this program includes \$35,372 for the implementation of a Telestaff software program which will improve the process for departmental staffing and reduce the number of hours currently required to staff reserve firefighters and constant staffing personnel.

Firefighters and Chief Officers continue to respond to major wildland fires throughout Southern California as participants in the State Master Mutual Aid Agreement. The majority of these response costs are reimbursed from State and Federal disaster funds.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Fire Battalion Chief | 1 | 1 | 1 | 1 |
| Fire Captain/Paramedic | 6 | 6 | 6 | 6 |
| Fire Engineer/Paramedic | 6 | 6 | 6 | 6 |
| Total | 13 | 13 | 13 | 13 |

| Statistics | Fires | Fire Losses | Property Saved |
|-------------------|--------------|--------------------|-----------------------|
| 2009 | 93 | \$220,000 | \$190,000,000 |
| 2010 | 130 | \$1,269,000 | \$80,890,000 |
| 2011 | 97 | \$1,300,000 | \$37,000,000 |

| Service Indicators | 2009-2010 Actual | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed |
|--|-----------------------------|-----------------------------|------------------------------|-------------------------------|
| % - Fires confined to room of origin | 90% | 58% | 90% | 90% |
| % - Response to all fire calls in 4:30 minutes | 93% | 84% | 90% | 90% |
| # - Hours of multi-agency drills* | n/a | n/a | n/a | 24 |
| # - High hazard buildings with Pre Fire plans* | n/a | n/a | n/a | 20 |
| # - Average hours per shift of firefighter training* | n/a | n/a | n/a | 2.25 |
| % - Monthly shifts with two or more Reserves* | 85% | 51% | 90% | 80% |

* New for fiscal year 2012-2013

| Suppression Object Description | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Y/E Est | 2012-2013 Proposed | Var from FY 2012 Y/E | % of Total |
|---|-----------------------------|------------------------------|------------------------------|-------------------------------|---------------------------------|-----------------------|
| 4102 Sworn Salaries | \$1,810,497 | \$1,879,358 | \$1,791,751 | \$1,870,539 | 4.4% | 43.8% |
| 4103 Part-time Salaries | 27,107 | 37,200 | 22,000 | 37,200 | 69.1% | 0.9% |
| 4112 Overtime Sworn Employees | 1,062,328 | 640,500 | 1,000,000 | 733,000 | (26.7%) | 17.2% |
| 4113 Overtime Mutual Aid | 106,220 | 10,500 | 30,000 | 10,500 | (65.0%) | 0.2% |
| 4114 Overtime Special Events | 4,241 | 10,920 | 10,058 | 11,760 | 16.9% | 0.3% |
| 4201 Group Medical Insurance | 233,543 | 231,899 | 222,959 | 250,321 | 12.3% | 5.9% |
| 4202 Medicare Contributions | 26,786 | 19,575 | 26,681 | 29,242 | 9.6% | 0.7% |
| 4206 Medical Retirement Contributions | 22,548 | 22,548 | 13,430 | 14,690 | 9.4% | 0.3% |
| 4212 PERS Sworn Contribution | 549,737 | 657,319 | 638,780 | 662,555 | 3.7% | 15.5% |
| 4213 PARS Retirement Contribution | 844 | - | - | - | - | - |
| Total Salaries & Benefits | \$3,843,852 | \$3,509,819 | \$3,755,659 | \$3,619,807 | (3.6%) | 84.8% |
| 5101 Contract Services | \$3,351 | \$12,330 | \$7,200 | \$9,210 | 27.9% | 0.2% |
| 5201 Office Supplies | 1,704 | - | - | - | - | - |
| 5203 Reference Materials | - | - | - | 750 | - | 0.0% |
| 5204 Conferences & Meetings | 842 | - | - | - | - | - |
| 5205 Training | 20,228 | 18,000 | 18,000 | 25,600 | 42.2% | 0.6% |
| 5206 Uniforms/Safety Equip | 19,153 | 25,300 | 48,500 | 32,300 | (33.4%) | 0.8% |
| 5208 Postage | 222 | 220 | 202 | 220 | 9.1% | 0.0% |
| 5210 Computer Supplies & Software | 1,764 | - | 13,000 | 1,000 | (92.3%) | 0.0% |
| 5217 Departmental Supplies | 34,802 | 32,500 | 32,500 | 36,250 | 11.5% | 0.8% |
| 5221 Auto Repair | 65,841 | 66,700 | 65,000 | 66,700 | 2.6% | 1.6% |
| 5225 Printing | - | 250 | 250 | 250 | - | 0.0% |
| 5501 Telephone | 3,839 | 4,100 | 5,165 | 5,000 | (3.2%) | 0.1% |
| 5502 Electricity | 59,565 | 62,850 | 60,145 | 60,145 | 0.0% | 1.4% |
| 5503 Natural Gas | 1,724 | 2,016 | 1,613 | 1,645 | 2.0% | 0.0% |
| 5504 Water | 5,310 | 5,631 | 7,464 | 9,032 | 21.0% | 0.2% |
| Total Materials & Services | \$218,346 | \$229,897 | \$259,038 | \$248,102 | (4.2%) | 5.8% |
| 5611 Warehouse Services | \$5,326 | \$4,500 | \$4,500 | \$4,500 | - | 0.1% |
| 5621 Information Systems Allocation | 26,184 | 28,965 | 28,965 | 29,591 | 2.2% | 0.7% |
| 5641 Fleet Rental Allocation | 270,330 | 142,120 | 142,120 | 142,120 | - | 3.3% |
| 5642 Fleet Maintenance Allocation | 42,362 | 45,008 | 44,428 | 15,576 | (64.9%) | 0.4% |
| Total Internal Services | \$344,202 | \$220,593 | \$220,013 | \$191,787 | (12.8%) | 4.5% |
| 6141 Computer Equipment & Software | - | - | - | \$35,372 | - | 1.5% |
| Total Capital Projects & Equipment | - | - | - | \$35,372 | - | 1.5% |
| 7101 Bond Principal | \$127,021 | \$144,852 | \$144,852 | \$159,405 | 10.0% | 3.7% |
| 7102 Bond Interest | 28,272 | 22,521 | 28,757 | 14,710 | (48.8%) | 0.3% |
| Total Debt Service | \$155,292 | \$167,373 | \$173,609 | \$174,115 | 0.3% | 4.1% |
| Total Expenditures | \$4,561,692 | \$4,127,682 | \$4,408,319 | \$4,269,183 | (3.2%) | 100.0% |
| Source of Funds | | | | | | |
| General Fund | \$4,561,692 | \$4,127,682 | \$4,408,319 | \$4,269,183 | (3.2%) | 100.0% |
| Total | \$4,561,692 | \$4,127,682 | \$4,408,319 | \$4,269,183 | (3.2%) | 100.0% |

FIRE: PARAMEDICS

GOAL

To provide Advanced Life Support (ALS) Emergency Medical Service (EMS) response and transportation while ensuring excellence in customer service and firefighter safety

INITIATIVES

- Assign a paramedic unit to all request for medical aid
- Provide Fire Department based ALS and BLS ambulance transportation
- Comply with or exceed State and County quality improvement and continuing education requirements for paramedics
- Provide cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) training to the community
- Maintain City based AED's and encourage community AED programs
- Expand automatic and mutual aid paramedic response within the operational area



The Paramedic Division provides Advanced Life Support (ALS) and Basic Life Support (BLS) emergency services to all residents and visitors. Eight of the nine personnel on duty in each shift are certified Paramedics. Nearly 65 percent of the Department's responses are requests for emergency medical assistance. Total response times for the Paramedic units now average 4 minutes and 2 seconds, which is considered an excellent level of service provided.

ALS is emergency medical care that requires paramedic level treatment: intravenous fluids, medications, heart monitoring, defibrillation, and other advanced medical treatment. In conjunction with the Reserve Firefighter program, the Division is able to provide ALS and BLS transportation with Fire Department personnel in Fire Department ambulances. ALS services are provided by a two-person Paramedic ambulance and a two-paramedic fire engine. The budget includes funds for emergency treatment supplies and medications.

An annual audit by the Los Angeles County Department of Health Services Emergency Medical Service Division has shown that we are in continual compliance with state and county requirements. We contract with the University of California Los Angeles (UCLA) for continuing education and quality improvement oversight through our Nurse Educator, which is partially funded by Beach Cities Health District (BCHD). BCHD also helps defray the costs of medical supplies through an ongoing grant program that aids local fire department paramedic programs serving the beach cities.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Fire Battalion Chief | 1 | 1 | 1 | 1 |
| Firefighter/Paramedic | 12 | 12 | 12 | 12 |
| Total | 13 | 13 | 13 | 13 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|-----------------------------|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| EMS turnout travel time | 4:37 | 4:02 | 5:00 | 5:00 |
| % - BLS calls transported | n/a | n/a | n/a | 75% |
| # - Citizen trainees in CPR | 220 | 150 | 200 | 200 |

* New for fiscal year 2012-2013

| Paramedics | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4102 | Sworn Salaries | \$1,374,722 | \$1,328,778 | \$1,276,606 | \$1,317,002 | 3.2% | 42.9% |
| 4112 | Overtime Sworn Employees | 620,033 | 667,870 | 650,000 | 667,870 | 2.7% | 21.7% |
| 4201 | Group Medical Insurance | 153,917 | 174,310 | 148,987 | 195,183 | 31.0% | 6.4% |
| 4202 | Medicare Contributions | 23,657 | 17,121 | 24,183 | 26,807 | 10.9% | 0.9% |
| 4206 | Medical Retirement Contributions | 22,548 | 22,548 | 13,430 | 14,690 | 9.4% | 0.5% |
| 4212 | PERS Sworn Contribution | 399,092 | 465,221 | 450,896 | 465,542 | 3.2% | 15.2% |
| Total Salaries & Benefits | | \$2,593,969 | \$2,675,848 | \$2,564,102 | \$2,687,094 | 4.8% | 87.5% |
| 5101 | Contract Services | \$5,644 | \$21,143 | \$15,000 | \$15,000 | - | 0.5% |
| 5102 | Contract Personnel | 27,981 | 27,606 | 27,000 | 27,606 | 2.2% | 0.9% |
| 5201 | Office Supplies | 876 | - | - | - | - | - |
| 5206 | Uniforms/Safety Equip | 6,954 | 7,800 | 7,800 | 7,800 | - | 0.3% |
| 5217 | Departmental Supplies | 48,818 | 59,600 | 50,000 | 52,000 | 4.0% | 1.7% |
| Total Materials & Services | | \$90,273 | \$116,149 | \$99,800 | \$102,406 | 2.6% | 3.3% |
| 5621 | Information Systems Allocation | \$26,184 | \$28,965 | \$28,965 | \$29,591 | 2.2% | 1.0% |
| 5641 | Fleet Rental Allocation | 86,860 | 112,540 | 112,540 | 112,540 | - | 3.7% |
| 5642 | Fleet Maintenance Allocation | 29,453 | 31,292 | 30,890 | 17,453 | (43.5%) | 0.6% |
| Total Internal Services | | \$142,497 | \$172,797 | \$172,395 | \$159,584 | (7.4%) | 5.2% |
| 7101 | Bond Principal | \$96,499 | \$102,591 | \$102,591 | \$112,233 | 9.4% | 3.7% |
| 7102 | Bond Interest | 22,420 | 15,951 | 21,847 | 10,357 | (52.6%) | 0.3% |
| Total Debt Service | | \$118,918 | \$118,542 | \$124,438 | \$122,590 | (1.5%) | 4.0% |
| Total Expenditures | | \$2,945,657 | \$3,083,336 | \$2,960,735 | \$3,071,674 | 3.7% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$2,945,657 | \$3,083,336 | \$2,960,735 | \$3,071,674 | 3.7% | 100.0% |
| Total | | \$2,945,657 | \$3,083,336 | \$2,960,735 | \$3,071,674 | 3.7% | 100.0% |

FIRE: EMERGENCY PREPAREDNESS

GOAL

To prepare City employees and residents for response to disasters, terrorism, self-help rescue, life safety, hazard abatement, and recovery operations

INITIATIVES

- Conduct two Community Emergency Response Team Academies for residents each year
- Continue training for City staff on the National Interagency Incident Management System courses
- Improve infrastructure and supplies to ensure the ability of the City to respond and recover from a local or regional disaster
- Educate the public in emergency preparedness and terrorism issues



Basic training in the National Interagency Incident Management System (NIIMS), a Federal-mandated program, is provided to all City employees to properly respond to the needs of the citizens in the event of a major emergency. NIIMS training is focused on Incident Command System 300 and 400 level courses for middle and upper management as well as additional training for the City Council. Key management and supervisory personnel receive additional levels of NIIMS and disaster response training.

Efforts in emergency preparedness continue with Community Emergency Response Team (CERT) Academy classes and field disaster exercises. The CERT Board of Directors coordinates the organization of the team throughout the community and updates all information on CERT members in case of a need to respond. City staff is also trained in the use of the Emergency Operations Center (EOC) in the Police/Fire facility.

Funding for CERT and emergency preparedness has been enhanced in fiscal year 2012-2013 for increased training, equipment and supplies, and workstations for the EOC.

| Service Indicators | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|-----------|-----------|-----------|-----------|
| | Actual | Actual | Adopted | Proposed |
| # - Avg hours Managers trained in Emergency Preparedness* | n/a | n/a | n/a | 16 |
| # - Hours provided to CERT training* | n/a | n/a | n/a | 80 |
| # - Hours public presentation for Emergency Preparedness* | n/a | n/a | n/a | 24 |
| % - Employees completed NIIMS Compliance Training | 80% | 90% | 90% | 90% |

* New for fiscal year 2012-2013

| Emergency Preparedness | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|------------------------------|-----------------|-----------------|-----------------|-----------------|--------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4112 | Overtime Sworn Employees | \$5,101 | \$5,000 | \$6,500 | \$8,000 | 23.1% | 22.5% |
| 4201 | Group Medical Insurance | 285 | - | 653 | - | (100.0%) | - |
| 4202 | Medicare Contributions | - | - | 16 | 116 | 625.0% | 0.3% |
| Total Salaries & Benefits | | \$5,387 | \$5,000 | \$7,169 | \$8,116 | 13.2% | 22.9% |
| 5101 | Contract Services | \$4,302 | \$2,868 | \$2,868 | \$2,868 | - | 8.1% |
| 5201 | Office Supplies | 695 | - | - | - | - | - |
| 5205 | Training | 1,496 | 2,000 | 2,000 | 5,000 | 150.0% | 14.1% |
| 5206 | Uniforms/Safety Equip | 476 | 1,000 | 1,000 | 1,000 | - | 2.8% |
| 5209 | Tools & Minor Equip | 42 | - | 50 | 2,000 | 3900.0% | 5.6% |
| 5210 | Computer Supplies & Software | - | - | - | 6,000 | - | 16.9% |
| 5214 | Employee Awards & Events | - | - | - | 1,000 | - | 2.8% |
| 5217 | Departmental Supplies | 5,434 | 8,150 | 8,000 | 9,250 | 15.6% | 26.1% |
| 5225 | Printing | - | 250 | - | 250 | - | 0.7% |
| Total Materials & Services | | \$12,445 | \$14,268 | \$13,918 | \$27,368 | 96.6% | 77.1% |
| 5611 | Warehouse Services | \$13 | - | - | - | - | - |
| Total Internal Services | | \$13 | - | - | - | - | - |
| Total Expenditures | | \$17,844 | \$19,268 | \$21,087 | \$35,484 | 68.3% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$17,844 | \$19,268 | \$21,087 | \$35,484 | 68.3% | 1 |
| Total | | \$17,844 | \$19,268 | \$21,087 | \$35,484 | 68.3% | 100.0% |

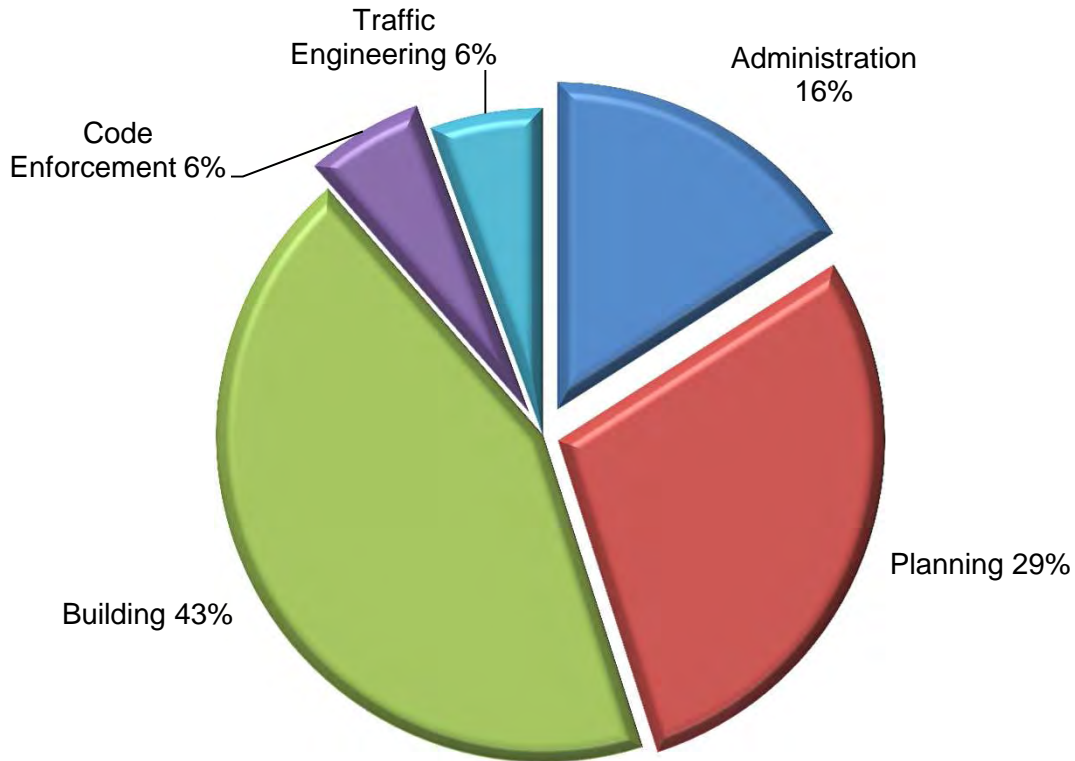


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**COMMUNITY DEVELOPMENT
DEPARTMENT**

COMMUNITY DEVELOPMENT DEPARTMENT

**2012-2013
Department Expenditure by Program**



| Program Expenditures | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Estimate | 2012-2013 Adopted |
|-----------------------------|-----------------------------|------------------------------|-------------------------------|------------------------------|
| Administration | \$506,713 | \$490,344 | \$512,136 | \$550,767 |
| Planning | 719,652 | 754,483 | 750,445 | 1,005,251 |
| Building | 1,557,543 | 1,400,576 | 1,447,952 | 1,502,061 |
| Code Enforcement | 204,079 | 201,706 | 193,896 | 201,560 |
| Traffic Engineering | 205,686 | 196,836 | 174,795 | 192,724 |
| Total | \$3,193,673 | \$3,043,945 | \$3,079,226 | \$3,452,363 |

| Program Revenues | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Estimate | 2012-2013 Adopted |
|----------------------------|-----------------------------|------------------------------|-------------------------------|------------------------------|
| Building Permits | \$889,001 | \$783,000 | \$920,000 | \$964,000 |
| Other Permits | \$473,859 | 414,960 | 511,960 | 537,160 |
| Plan Check Fees | \$797,741 | 840,000 | 945,000 | 950,000 |
| Plan Filing & Report Fees | \$247,907 | 201,000 | 266,000 | 272,000 |
| Total | \$2,408,508 | \$2,238,960 | \$2,642,960 | \$2,723,160 |
| Full-Time Positions | 20 | 19 | 19 | 20 |

COMMUNITY DEVELOPMENT: ADMINISTRATION

GOAL

To provide effective and efficient management of the Community Development Department in order to achieve individual program goals

INITIATIVES

- Ensure that development review, plan checking and inspection services are met in a timely manner
- Enhance user-friendly computerized databases, which includes planning and zoning, traffic, building and code enforcement information, for the public and City staff
- Initiate and complete approved Strategic Plan items
- Implement projects identified in the General Plan as directed by City Council
- Provide 4-6 week initial plan check turnaround
- Educate the public on matters of construction
- Ensure staff is continually educated and trained on pertinent rules and regulations



Administration oversees Community Development Department functions to ensure private development is reviewed expeditiously, in conformance with the Municipal Code and the goals of the General Plan. Responsibilities also include payroll, invoice payments, statistic tracking for various reports, and account monitoring to ensure expenditures stay within budget.

The Department expects a growth in complex residential remodel projects, commercial tenant improvements and new single family dwellings that require additional staff time and resources. Plan check and permit revenues increased 35% from last fiscal year, comparable to 2006 levels. There has been an increase in submittals of speculative new residential buildings along with a strong interest from the construction development community in maintaining a 4-6 week turnaround time of plan reviews. Staff is committed to maintaining that time frame, which may include use of outside plan check consultants as well as staff overtime.

Staff serves the public at the counter to assist with a large variety of tasks and inquiries, such as traffic analysis, parking concerns, permitting, zoning, plan review, inspections, signs, right of way (sidewalk, curbs, gutters, driveway approaches), walk street and parkway encroachments, code enforcement requests and follow-up. Walk-in and appointment services average about 65 people per day at the public counter.

Annually, the City receives restricted Federal Community Development Block Grant (CDBG) Funds and exchanges them for unrestricted General Funds. The funds are then allocated to local public service agencies. In fiscal year 2012-2013, approximately \$102,865 will be exchanged for \$75,091 in General Funds.

The budget for fiscal year 2012-2013 includes estimated General Fund revenues of \$2.4 million from building, planning and permit fees. These revenues, which are contingent upon economic conditions, amount to 71% of the Department's General Fund expenditures for the budget year.

| | 2009-2010 Actual | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed |
|---------------------------|---------------------|---------------------|----------------------|-----------------------|
| Full-Time Staffing | | | | |
| Director | 1 | 1 | 1 | 1 |
| Executive Secretary | 1 | 1 | 1 | 1 |
| Total | 2 | 2 | 2 | 2 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|-----------|-----------|-----------|-----------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Educational construction updates/meetings | 2 | 1 | 2 | 5 |
| % - Staff attending training classes/conferences | 100% | 90% | 100% | 100% |
| % - 1st Turnaround Resid Plan Checks w/in 6 weeks | n/a | 85% | 85% | 85% |

| Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Y/E Est | 2012-2013 Proposed | Var from FY 2012 Y/E | % of Total |
|---------------------------------------|----------------------------------|---------------------|----------------------|----------------------|-----------------------|-------------------------|---------------|
| 4101 | Salaries & Allowances | \$229,864 | \$218,086 | \$237,420 | \$217,583 | (8.4%) | 39.5% |
| 4103 | Part-time Salaries | 6,852 | - | 35,182 | 39,520 | 12.3% | 7.2% |
| 4111 | Overtime Regular Employees | - | 100 | - | - | - | - |
| 4201 | Group Medical Insurance | 30,270 | 29,657 | 30,902 | 33,290 | 7.7% | 6.0% |
| 4202 | Medicare Contributions | 3,801 | 3,218 | 3,939 | 3,814 | (3.2%) | 0.7% |
| 4203 | Unemployment | - | 1,020 | 1,020 | 1,020 | - | 0.2% |
| 4204 | 401A Plan City Contributions | 6,954 | 6,927 | 6,954 | 6,927 | (0.4%) | 1.3% |
| 4205 | Worker's Compensation | - | 26,220 | 26,220 | 65,709 | 150.6% | 11.9% |
| 4206 | Medical Retirement Contributions | 2,940 | 2,940 | 2,900 | 3,130 | 7.9% | 0.6% |
| 4211 | PERS Regular Contribution | 31,883 | 37,386 | 38,689 | 43,739 | 13.1% | 7.9% |
| Total Salaries & Benefits | | \$312,563 | \$325,554 | \$383,226 | \$414,732 | 8.2% | 75.3% |
| 5101 | Contract Services | \$26,256 | \$20,400 | \$19,000 | \$20,400 | 7.4% | 3.7% |
| 5102 | Contract Personnel | 26,624 | 33,280 | - | - | - | - |
| 5104 | Computer Contract Services | 22,825 | 29,600 | 29,600 | 30,400 | 2.7% | 5.5% |
| 5201 | Office Supplies | 1,251 | 4,500 | 3,000 | 3,000 | - | 0.5% |
| 5202 | Membership & Dues | 400 | 605 | 605 | 755 | 24.8% | 0.1% |
| 5204 | Conferences & Meetings | - | 821 | 1,232 | 5,276 | 328.2% | 1.0% |
| 5205 | Training | - | 500 | 500 | 500 | - | 0.1% |
| 5208 | Postage | 100 | 100 | 98 | 100 | 1.7% | 0.0% |
| 5212 | Office Equip Maintenance | 507 | 325 | 325 | 325 | - | 0.1% |
| 5217 | Departmental Supplies | 1,415 | 1,850 | 1,850 | 2,250 | 21.6% | 0.4% |
| 5225 | Printing | 100 | 100 | - | 100 | - | 0.0% |
| 5501 | Telephone | 1,323 | 1,400 | 1,572 | 1,500 | (4.6%) | 0.3% |
| Total Materials & Services | | \$80,800 | \$93,481 | \$57,782 | \$64,606 | 11.8% | 11.7% |
| 5611 | Warehouse Services | \$967 | \$1,000 | \$800 | \$1,000 | 25.0% | 0.2% |
| 5621 | Information Systems Allocation | 26,184 | 28,965 | 28,965 | 29,591 | 2.2% | 5.4% |
| 5631 | Insurance Allocation | 71,460 | 22,620 | 22,620 | 20,072 | (11.3%) | 3.6% |
| 5651 | Building & Operations Allocation | 14,739 | 18,724 | 18,743 | 20,766 | 10.8% | 3.8% |
| Total Internal Services | | \$113,350 | \$71,309 | \$71,128 | \$71,429 | 0.4% | 13.0% |
| Total Expenditures | | \$506,713 | \$490,344 | \$512,136 | \$550,767 | 7.5% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$506,713 | \$490,344 | \$512,136 | \$550,767 | 7.5% | 100.0% |
| Total | | \$506,713 | \$490,344 | \$512,136 | \$550,767 | 7.5% | 100.0% |

COMMUNITY DEVELOPMENT: PLANNING

GOAL

To provide quality customer service to the community in order to maintain, enhance and guide its physical development in conformance with adopted policies and goals

INITIATIVES

- Pursue programs, code amendments and studies as directed by the City Council through the Strategic Plan
- Strive to meet the demand for planning reviews in a timely manner
- Continue to provide a forum for public review and comments on planning projects through Planning Commission meetings
- Maintain up-to-date zoning and land use maps



The Planning Division coordinates with City Public Works and County staff on planning issues for the new Manhattan Beach County Library. The Environmental Impact Report (EIR) for the proposed Manhattan Village Mall is being processed, and Planning continues to support the residents' Historic Preservation group by providing information on zoning, legal, financial, and preservation issues. The Housing Element is being updated in conformance with State law. The number of plan checks for residential remodels and new homes, as well as commercial development, continues to increase while review times are aimed at decreasing.

Planning staff is working with the City's legal representation on Municipal Code revisions related to Telecommunication Facilities, and assisting Building and Safety with code revisions related to the final "Green" recommendations for stormwater retention. Planning is also assisting the Traffic Division with the Valley/Ardmore Corridor Plan. A Multi-Modal Transportation Plan and General Plan Infrastructure Element update will be prepared and presented to the Planning Commission and City Council.

Last fiscal year, staff completed a number of City Council Work Plan items including zoning code amendments for Mobile Food Trucks, Tattoo Studios, and Cultural Landmark provisions to streamline the historic designation process. Four homes were designated as "culturally significant" landmarks. Staff provided design input and an environmental analysis for the new County Library, and the Use Permit and Coastal Permit for the project was also processed. The Manhattan Village Mall project underwent a number of design revisions and the draft EIR was released for public review. A new Housing Element consultant was hired and further revisions to address State requirements were initiated. Staff worked with other City departments to assist in completing the Chevron service station on Aviation. A Liquor License Study was completed and presented to the City Council. Staff provided assistance to the Traffic Division on the South Bay Bicycle Master Plan, Vitality Cities, and the Valley/Ardmore Corridor Plan.

Planning staff continues to be responsible for the review of all discretionary land use applications such as use permits, variances, and coastal permits, as well as updates to the general plan, zoning code and map, and the local coastal program. These applications are then reviewed by the Planning Commission in a public hearing forum held twice a month. The fiscal year 2012-2013 budget includes the addition of an Associate Planner.

| Full-Time Staffing | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--------------------|-----------|-----------|-----------|-----------|
| | Actual | Actual | Adopted | Proposed |
| Planning Manager | 1 | 1 | 1 | 1 |
| Associate Planner | 1 | 1 | 1 | 2 |
| Assistant Planner | 3 | 3 | 3 | 3 |
| Total | 5 | 5 | 5 | 6 |

| Service Indicators & Statistics | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--|------------------|------------------|------------------|------------------|
| | Actual | Actual | Adopted | Proposed |
| # - Applications Received | 87 | 91 | 85 | 82 |
| # - Plan Check reviews | 703 | 744 | 710 | 830 |
| # - Planning Commission Hearings | 17 | 27 | 20 | 25 |
| # - Average days to complete a plan check | 45 | 45 | 37 | 37 |
| # - Permit reviews | 247 | 245 | 225 | 235 |
| # - Update zoning and land use maps (year) | 1 | 1 | 1 | 1 |

| Planning Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Y/E Est | 2012-2013 Proposed | Var from FY 2012 Y/E | % of Total |
|---------------------------------------|----------------------------------|-------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|-------------------|
| 4101 | Salaries & Allowances | \$422,990 | \$410,332 | \$422,688 | \$485,816 | 14.9% | 48.3% |
| 4103 | Part-time Salaries | - | - | - | 17,200 | - | 1.7% |
| 4111 | Overtime Regular Employees | 4,825 | 4,500 | 4,100 | 5,000 | 22.0% | 0.5% |
| 4201 | Group Medical Insurance | 63,217 | 62,262 | 63,360 | 79,995 | 26.3% | 8.0% |
| 4202 | Medicare Contributions | 5,859 | 6,053 | 5,996 | 7,276 | 21.3% | 0.7% |
| 4204 | 401A Plan City Contributions | 2,561 | 2,577 | 2,587 | 2,577 | (0.4%) | 0.3% |
| 4206 | Medical Retirement Contributions | 7,344 | 7,344 | 6,680 | 7,220 | 8.1% | 0.7% |
| 4211 | PERS Regular Contribution | 61,501 | 71,617 | 69,711 | 86,155 | 23.6% | 8.6% |
| Total Salaries & Benefits | | \$568,296 | \$564,685 | \$575,122 | \$691,239 | 20.2% | 68.8% |
| 5101 | Contract Services | \$4,375 | \$13,000 | \$8,000 | \$138,000 | 1625.0% | 13.7% |
| 5102 | Contract Personnel | 17,931 | 22,800 | 13,500 | 7,000 | (48.1%) | 0.7% |
| 5201 | Office Supplies | 1,681 | - | - | - | - | - |
| 5202 | Membership & Dues | 1,395 | 1,630 | 1,680 | 1,985 | 18.2% | 0.2% |
| 5203 | Reference Materials | 289 | 200 | 225 | 200 | (11.1%) | 0.0% |
| 5204 | Conferences & Meetings | 475 | 1,350 | 1,356 | 3,900 | 187.6% | 0.4% |
| 5205 | Training | 250 | 1,650 | 1,650 | 2,340 | 41.8% | 0.2% |
| 5207 | Advertising | 3,672 | 3,000 | 2,500 | 3,000 | 20.0% | 0.3% |
| 5208 | Postage | 1,108 | 1,120 | 1,027 | 1,120 | 9.1% | 0.1% |
| 5225 | Printing | 184 | 350 | 250 | 250 | - | 0.0% |
| 5501 | Telephone | 2,645 | 2,800 | 3,144 | 3,070 | (2.4%) | 0.3% |
| Total Materials & Services | | \$34,006 | \$47,900 | \$33,332 | \$160,865 | 382.6% | 16.0% |
| 5621 | Information Systems Allocation | \$43,656 | \$48,276 | \$48,276 | \$49,319 | 2.2% | 4.9% |
| 5651 | Building & Operations Allocation | 73,693 | 93,622 | 93,715 | 103,828 | 10.8% | 10.3% |
| Total Internal Services | | \$117,349 | \$141,898 | \$141,991 | \$153,147 | 7.9% | 15.2% |
| Total Expenditures | | \$719,652 | \$754,483 | \$750,445 | \$1,005,251 | 34.0% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$719,652 | \$754,483 | \$750,445 | \$1,005,251 | 34.0% | 100.0% |
| Total | | \$719,652 | \$754,483 | \$750,445 | \$1,005,251 | 34.0% | 100.0% |

COMMUNITY DEVELOPMENT: BUILDING

GOAL

To regulate building construction through plan review, inspection and education in a timely, knowledgeable, and professional manner in order to protect the community's health, safety, and welfare

INITIATIVES

- Perform 98% of requested inspections by the next business day
- Maintain an average plan check turnaround time of 6 weeks or less
- Provide timely technical information and updates to City procedures for the construction and design communities on the website.
- Make the website a reliable source of information for the homeowner, designer or builder, by providing current forms and educational handouts and other related construction data
- Maintain a new Building & Safety web page that will announce breaking news and alerts when the Construction Community is directly affected, and give the Construction Community a “heads-up” on what code or regulation changes may be coming in the future
- Have 100% of completed building public record documents and plans scanned and converted to digital format, which can be viewed at the public counter



The Building and Safety Division provides a high level of service in response to fluctuating construction demands. Staff reviews and inspects an increasing number of construction projects, including new residential and commercial, as well as commercial tenant improvements and residential remodels. City building inspectors are responsible for inspecting construction for new and remodeled buildings and structures for conformity with approved plans and permits, and ensuring compliance with adopted codes and regulations. The increase in volume of construction activity results in an increase in “requests for action”, which are handled by inspectors or code enforcement officers.

In fiscal year 2011-2012, the Principal Plan Check Engineer position was eliminated and those responsibilities were added to the Building Official position. The loss of one key Plan Check Engineer position, combined with increased construction activity for fiscal year 2011-2012 and anticipated continued increases for fiscal year 2012-2013, will necessitate the need for outside plan check expertise, which is entirely funded by applicants. Use of outside expertise allows building plan check to be accelerated, reducing processing and wait time for the applicant. The outside expertise also provides building inspectors during illness, vacations and unexpectedly large inspection volume days, and allows the Building Division to maintain next day inspection service.

In compliance with the California Public Records Act, the Building Division digitizes all public record building documents and plans upon completion of each project. These records are available for viewing by the public, at the Community Development public counter during business hours. Staff is available to assist the public in the use of the records retrieval system and with requests for reproduction of public records.

| Full-Time Staffing | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|-------------------------------------|-----------|-----------|-----------|-----------|
| | Actual | Actual | Adopted | Proposed |
| Building Official | 1 | 1 | 1 | 1 |
| Principal Plan Check Engineer | 1 | 1 | - | - |
| Senior Plan Check Engineer | 1 | 1 | 1 | 1 |
| Principal Building Inspector/Safety | 1 | 1 | 1 | 1 |
| Senior Building Inspector/Safety | 2 | 2 | 2 | 2 |
| Building Inspector | 1 | 1 | 1 | 1 |
| Senior Permits Technician | 1 | 1 | 1 | 1 |
| Permits Technician | 1 | 1 | 1 | 1 |
| Secretary | 1 | 1 | 1 | 1 |
| Total | 10 | 10 | 9 | 9 |

| Service Indicators & Statistics | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|-----------|-----------|-----------|-----------|
| | Actual | Actual | Adopted | Proposed |
| % - Inspections performed by next business day* | n/a | n/a | n/a | 98% |
| % - Plan checks performed w/avg turnaround time of 6 weeks* | n/a | n/a | n/a | 85% |
| # - New housing units | 44 | 47 | 53 | 56 |
| # - Residential Remodel permits issued | 815 | 979 | 910 | 1,140 |
| # - Tenant Improvement permits issued* | 80 | 75 | n/a | 115 |
| # - Inspections Requests | 9,572 | 9,676 | 9,650 | 11,275 |
| # - Residential building record requests | 465 | 496 | 425 | 450 |
| # - Plans reviewed | 1,066 | 1,129 | 1,110 | 1,310 |
| # - Citizen requests for actions (a) | 804 | 1,247 | 850 | 1,272 |

* New for fiscal year 2012-2013

(a) Citizen requests for action includes direct contact to Community Development regarding items relating to building, planning & traffic issues

| Building Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Y/E Est | 2012-2013 Proposed | Var from FY 2012 Y/E | % of Total |
|---|----------------------------------|--------------------|--------------------|--------------------|--------------------|----------------------|---------------|
| 4101 | Salaries & Allowances | \$934,334 | \$740,769 | \$778,236 | \$738,746 | (5.1%) | 49.2% |
| 4103 | Part-time Salaries | 32,397 | 32,835 | 36,000 | 36,000 | - | 2.4% |
| 4111 | Overtime Regular Employees | 501 | 600 | 579 | 600 | 3.6% | 0.0% |
| 4201 | Group Medical Insurance | 116,983 | 105,659 | 104,713 | 115,173 | 10.0% | 7.7% |
| 4202 | Medicare Contributions | 11,222 | 9,653 | 11,425 | 11,529 | 0.9% | 0.8% |
| 4204 | 401A Plan City Contributions | 8,564 | 5,629 | 5,588 | 5,551 | (0.7%) | 0.4% |
| 4206 | Medical Retirement Contributions | 14,724 | 14,724 | 10,020 | 10,840 | 8.2% | 0.7% |
| 4211 | PERS Regular Contribution | 131,284 | 134,870 | 130,955 | 136,225 | 4.0% | 9.1% |
| Total Salaries & Benefits | | \$1,250,009 | \$1,044,739 | \$1,077,516 | \$1,054,664 | (2.1%) | 70.2% |
| 5101 | Contract Services | \$134,564 | \$170,200 | \$180,000 | \$250,200 | 39.0% | 16.7% |
| 5201 | Office Supplies | 1,602 | - | - | - | - | - |
| 5202 | Membership & Dues | 1,570 | 2,070 | 2,170 | 2,200 | 1.4% | 0.1% |
| 5203 | Reference Materials | 6,807 | 3,500 | 3,500 | 2,700 | (22.9%) | 0.2% |
| 5204 | Conferences & Meetings | 1,794 | 4,775 | 5,075 | 5,575 | 9.9% | 0.4% |
| 5205 | Training | 2,172 | 3,775 | 3,800 | 4,565 | 20.1% | 0.3% |
| 5206 | Uniforms/Safety Equip | 1,685 | 2,620 | 2,620 | 2,620 | - | 0.2% |
| 5208 | Postage | 1,108 | 1,120 | 1,027 | 1,120 | 9.1% | 0.1% |
| 5210 | Computer Supplies & Software | 1,418 | 650 | 650 | 950 | 46.2% | 0.1% |
| 5217 | Departmental Supplies | 767 | 480 | 480 | 480 | - | 0.0% |
| 5225 | Printing | 1,958 | 2,000 | 3,700 | 4,000 | 8.1% | 0.3% |
| 5501 | Telephone | 3,590 | 3,800 | 4,333 | 4,100 | (5.4%) | 0.3% |
| Total Materials & Services | | \$159,035 | \$194,990 | \$207,354 | \$278,510 | 34.3% | 18.5% |
| 5621 | Information Systems Allocation | \$43,644 | \$48,275 | \$48,275 | \$49,319 | 2.2% | 3.3% |
| 5641 | Fleet Rental Allocation | 30,140 | 20,930 | 20,930 | 20,930 | - | 1.4% |
| 5642 | Fleet Maintenance Allocation | 15,760 | 16,744 | 16,523 | 15,576 | (5.7%) | 1.0% |
| 5651 | Building & Operations Allocation | 58,955 | 74,898 | 74,972 | 83,062 | 10.8% | 5.5% |
| Total Internal Services | | \$148,499 | \$160,847 | \$160,700 | \$168,887 | 5.1% | 11.2% |
| 6111 | Furniture & Fixtures | - | - | \$2,382 | - | (100.0%) | - |
| Total Capital Projects & Equipment | | - | - | \$2,382 | - | (100.0%) | - |
| Total Expenditures | | \$1,557,543 | \$1,400,576 | \$1,447,952 | \$1,502,061 | 3.7% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$1,557,543 | \$1,400,576 | \$1,447,952 | \$1,502,061 | 3.7% | 100.0% |
| Total | | \$1,557,543 | \$1,400,576 | \$1,447,952 | \$1,502,061 | 3.7% | 100.0% |

COMMUNITY DEVELOPMENT: CODE ENFORCEMENT

GOAL

To gain compliance with state and local regulations through sensitive, timely, and knowledgeable responses to the community in order to maintain and enhance the health, safety, and welfare of the community

INITIATIVES

- Respond to all complaints within 24 hours or less
- Conduct biannual inspections of the business districts to educate, address and resolve sign, outdoor merchandise, and waste management violations and/or issues
- Proactively resolve potential construction issues that impact residents, such as noise, tree protection, and parking
- Educate builders on Clean Water Act state mandates to ensure construction sites are in full compliance with Best Management Practices



The Code Enforcement Officer responds to complaints regarding potential noncompliant dwelling units and business signage, property maintenance, trash and debris, as well as zoning related concerns. Examples of zoning concerns include fence height, parking, tree removal, drainage, construction, and noise. The Code Enforcement Officer also provides education to the public through personal visits, information brochures, and the City's website.

Most code enforcement actions are initiated by public complaints. A single complaint may generate many follow-up inspections. If voluntary compliance is not met, legal action may be required. Some investigations may find that the complaint is not a violation of the Municipal Code, but rather a civil matter or neighbor dispute. This type of complaint is referred to the South Bay Center for Dispute Resolution Services.

The Residential Construction Officer (RCO) program has successfully reduced the number of complaints regarding construction. The RCO, a code enforcement officer, acts as a liaison between residents and builders to resolve construction issues. As such, the RCO conducts educational meetings with builders before permit issuance, and jobsite meetings with the residents and builders. The RCO proactively assists residents and builders to remedy issues associated with parking, property damage and vandalism, noise, debris, storm water, air quality, and tree protection.

The Code Enforcement Officers are authorized to issue citations for violations, which enables staff to more effectively enforce the Municipal Code and maintain a high level of service to City residents. The projected increase in construction activities will result in an increase in "requests for action" which are normally handled by the code enforcement officers.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Code Enforcement Officer | 2 | 2 | 2 | 2 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--|---------------|---------------|----------------|-----------------|
| Service Indicators & Statistics | Actual | Actual | Adopted | Proposed |
| # - Annual New Cases Reported | 496 | 503 | 450 | 460 |
| # - Days to return calls | 1 | 1 | 1 | 1 |
| # - Days to conduct first inspection | 2 | 2 | 2 | 2 |
| # - Inspections per year | 748 | 1,010 | 1,000 | 950 |
| % - Annual cases resolved completely | 89% | 81% | 82% | 80% |
| % - Cases responded within 24 hours (operating hours)* | n/a | n/a | n/a | 98% |
| # - RCO neighborhood meetings | 73 | 71 | 75 | 83 |

* New for fiscal year 2012-2013

| Code Enforcement | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$147,676 | \$143,365 | \$137,875 | \$142,063 | 3.0% | 70.5% |
| 4111 | Overtime Regular Employees | - | 100 | - | - | - | - |
| 4201 | Group Medical Insurance | 12,847 | 12,819 | 13,004 | 14,029 | 7.9% | 7.0% |
| 4202 | Medicare Contributions | 2,045 | 2,115 | 1,942 | 2,116 | 9.0% | 1.0% |
| 4206 | Medical Retirement Contributions | 2,940 | 2,940 | 2,230 | 2,410 | 8.1% | 1.2% |
| 4211 | PERS Regular Contribution | 21,288 | 25,218 | 23,808 | 25,358 | 6.5% | 12.6% |
| Total Salaries & Benefits | | \$186,796 | \$186,557 | \$178,859 | \$185,976 | 4.0% | 92.3% |
| 5201 | Office Supplies | \$184 | - | - | - | - | - |
| 5202 | Membership & Dues | 150 | 400 | 200 | 200 | - | 0.1% |
| 5203 | Reference Materials | 114 | 150 | 150 | 175 | 16.7% | 0.1% |
| 5204 | Conferences & Meetings | 1,944 | 1,300 | 1,332 | 1,900 | 42.6% | 0.9% |
| 5205 | Training | - | 150 | 233 | 150 | (35.6%) | 0.1% |
| 5206 | Uniforms/Safety Equip | 658 | 1,000 | 1,000 | 1,000 | - | 0.5% |
| 5208 | Postage | 299 | 310 | 284 | 310 | 9.1% | 0.2% |
| 5225 | Printing | 660 | 1,000 | 1,000 | 1,000 | - | 0.5% |
| 5501 | Telephone | 208 | 220 | 247 | 250 | 1.2% | 0.1% |
| Total Materials & Services | | \$4,219 | \$4,530 | \$4,446 | \$4,985 | 12.1% | 2.5% |
| 5621 | Information Systems Allocation | \$4,368 | \$4,828 | \$4,828 | \$4,932 | 2.2% | 2.4% |
| 5641 | Fleet Rental Allocation | 7,020 | 4,010 | 4,010 | 4,010 | - | 2.0% |
| 5642 | Fleet Maintenance Allocation | 1,677 | 1,781 | 1,753 | 1,657 | (5.5%) | 0.8% |
| Total Internal Services | | \$13,065 | \$10,619 | \$10,591 | \$10,599 | 0.1% | 5.3% |
| Total Expenditures | | \$204,079 | \$201,706 | \$193,896 | \$201,560 | 4.0% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$204,079 | \$201,706 | \$193,896 | \$201,560 | 4.0% | 100.0% |
| Total | | \$204,079 | \$201,706 | \$193,896 | \$201,560 | 4.0% | 100.0% |

COMMUNITY DEVELOPMENT: TRAFFIC ENGINEERING

GOAL

To provide effective management of traffic and land use-related activities involving public property in order to enhance and maintain the quality of life in the community

INITIATIVES

- Complete a comprehensive parking study for Sepulveda Boulevard from Rosecrans Avenue to Artesia Boulevard
- Evaluate the Valley Drive/Ardmore Avenue Corridor Plan and seek grant funding for the project
- Continue working with all of the Manhattan Beach schools to promote walking and biking programs through the Safe Routes to School Grant and the Walking School Bus Program
- Continue to implement bikeways throughout the City as recommended in the South Bay Cities Master Bike Plan
- Continue to promptly handle citizen requests related to traffic, parking and right-of-way issues



The Traffic Engineering Division is responsible for all parking and traffic-related services in the public right-of-way. This includes conducting traffic and parking studies, reviewing traffic requests and concerns from residents, and implementing traffic control measures such as red curbs, stop signs, loading zones, pavement markings, crosswalks, restrictive parking signs and other traffic engineering services. A licensed, contracted Traffic Engineer performs the technical investigations for all traffic concerns received by the City to ensure that safety and liability issues are thoroughly analyzed before implementing any traffic control measures. In addition, the Division provides staff support to the Parking and Public Improvements Commission, which acts as an advisory board to the City Council.

Traffic Division staff work closely with the Planning Division and the Public Works Department to address potential parking and traffic concerns during the development process. The Division also works with the Police Department to ensure all streets are properly signed in accordance to the California Manual of Uniform Traffic Control Devices and the California Vehicle Code for enforcement purposes, as well as the safety and welfare of the community.

In fiscal year 2011-2012, staff finalized the school area study for Pennekamp Elementary School, completing the City-wide Neighborhood Traffic Management Plan. The City's Traffic Engineer and City staff participated in the development and adoption of the South Bay Bicycle Coalition's multi-jurisdictional Master Bicycle Plan which identifies 30 miles of potential bikeways throughout the City which has resulted in an additional three miles of Bike Routes on Pacific and Redondo Avenues. Staff completed a pilot study at the 40th Street El Porto parking lot exit, which allows a northbound and southbound turn movement on Ocean Drive at the exit. Staff also worked with six Manhattan Beach schools to identify and find solutions to improve conditions around schools to promote walking and bicycling to school. Through this collaborative effort, the City was awarded a Federal Safe Routes to School Grant for \$490,600. Through Vitality City and support from staff, five Manhattan Beach elementary schools have successfully launched Walking School Bus programs.

For fiscal year 2012-2013, staff will complete a comprehensive parking study along the Sepulveda Boulevard Corridor, evaluate the Valley Drive/Ardmore Avenue Corridor Plan which includes the relocation of parking at Live Oak Park/Joslyn Center, the modification of Valley/Ardmore, and a modern roundabout at the intersection of Valley/Ardmore/15th Street as recommended by the Vitality City Program. Staff will continue to seek grant opportunities to fund non-motorized improvements, and continue partnering with all Manhattan Beach schools to pursue state and federal grant opportunities to increase programs that encourage walking and bicycling to school, all which tie into the Vitality City Program.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Management Analyst | 1 | 1 | 1 | 1 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Traffic/parking requests & concerns processed | 145 | 204 | 220 | 200 |
| % - Traffic/parking requests processed within 30 days | 68% | 83% | 80% | 75% |

| Traffic Engineering | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|------------------|------------------|------------------|------------------|--------------------|---------------|
| Object Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 Salaries & Allowances | \$64,609 | \$62,153 | \$40,743 | \$61,589 | 51.2% | 32.0% |
| 4103 Part-time Salaries | 185 | - | 299 | - | (100.0%) | - |
| 4201 Group Medical Insurance | 11,692 | 11,401 | 14,833 | 17,056 | 15.0% | 8.8% |
| 4202 Medicare Contributions | 904 | 917 | 577 | 917 | 58.9% | 0.5% |
| 4204 401A Plan City Contributions | 1,506 | 1,500 | 966 | 1,500 | 55.3% | 0.8% |
| 4206 Medical Retirement Contributions | 1,464 | 1,464 | 1,110 | 1,200 | 8.1% | 0.6% |
| 4211 PERS Regular Contribution | 8,820 | 10,373 | 8,471 | 10,430 | 23.1% | 5.4% |
| Total Salaries & Benefits | \$89,179 | \$87,808 | \$66,999 | \$92,692 | 38.3% | 48.1% |
| 5101 Contract Services | \$100,374 | \$98,000 | \$98,000 | \$88,000 | (10.2%) | 45.7% |
| 5102 Contract Personnel | 927 | 1,800 | 450 | 1,800 | 300.0% | 0.9% |
| 5201 Office Supplies | 260 | - | - | - | - | - |
| 5202 Membership & Dues | 65 | 100 | 65 | 100 | 53.8% | 0.1% |
| 5203 Reference Materials | - | 150 | 150 | 150 | - | 0.1% |
| 5204 Conferences & Meetings | 1,137 | 1,000 | 1,000 | 1,800 | 80.0% | 0.9% |
| 5205 Training | - | 150 | 320 | 150 | (53.1%) | 0.1% |
| 5207 Advertising | 252 | 900 | 750 | 900 | 20.0% | 0.5% |
| 5217 Departmental Supplies | 7,404 | - | - | - | - | - |
| 5225 Printing | 606 | 900 | 900 | 900 | - | 0.5% |
| 5501 Telephone | 1,114 | 1,200 | 1,333 | 1,300 | (2.5%) | 0.7% |
| Total Materials & Services | \$112,139 | \$104,200 | \$102,968 | \$95,100 | (7.6%) | 49.3% |
| 5621 Information Systems Allocation | \$4,368 | \$4,828 | \$4,828 | \$4,932 | 2.2% | 2.6% |
| Total Internal Services | \$4,368 | \$4,828 | \$4,828 | \$4,932 | 2.2% | 2.6% |
| Total Expenditures | \$205,686 | \$196,836 | \$174,795 | \$192,724 | 10.3% | 100.0% |
| Source of Funds | | | | | | |
| General Fund | \$205,686 | \$196,836 | \$174,795 | \$192,724 | 10.3% | 100.0% |
| Total | \$205,686 | \$196,836 | \$174,795 | \$192,724 | 10.3% | 100.0% |

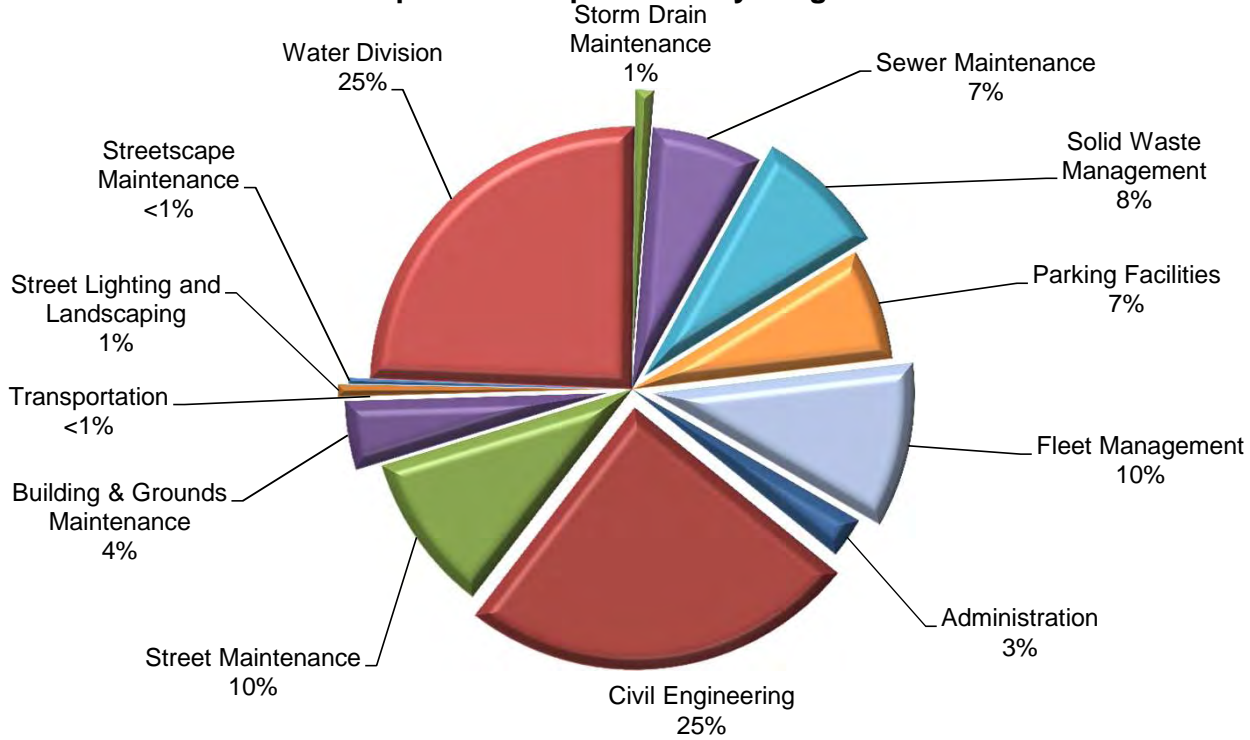


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**PUBLIC WORKS
DEPARTMENT**

PUBLIC WORKS DEPARTMENT

2012-2013 Department Expenditure by Program



| Program Expenditures | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Estimate | 2012-2013 Adopted |
|---------------------------------|---------------------|----------------------|-----------------------|----------------------|
| Administration | 1,180,695 | \$1,340,335 | \$1,497,439 | \$1,362,983 |
| Civil Engineering | 2,360,805 | 3,517,505 | 6,123,837 | 13,266,746 |
| Street Maintenance | 3,252,634 | 5,194,548 | 8,233,466 | 5,309,358 |
| Building & Grounds Maintenance* | 1,907,604 | 2,163,297 | 2,193,477 | 2,283,473 |
| Transportation | 7,926 | 7,868 | 8,068 | 8,068 |
| Street Lighting and Landscaping | 409,145 | 401,589 | 394,726 | 392,898 |
| Streetscape Maintenance | 157,917 | 182,062 | 182,275 | 201,631 |
| Water Division | 9,692,145 | 12,657,963 | 12,493,567 | 13,222,851 |
| Solid Waste Management | 4,384,730 | 4,549,628 | 4,332,751 | 4,398,284 |
| Storm Drain Maintenance | 255,952 | 657,187 | 1,303,569 | 598,089 |
| Sewer Maintenance | 1,654,842 | 3,061,557 | 4,549,497 | 3,688,710 |
| Parking Facilities | 2,756,132 | 2,916,972 | 4,033,505 | 3,713,395 |
| Fleet Management | 1,141,984 | 5,019,823 | 2,162,290 | 5,499,844 |
| Total | \$29,162,512 | \$41,670,334 | \$47,508,468 | \$53,946,330 |

| Enterprise Revenues | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Estimate | 2012-2013 Adopted |
|----------------------------|---------------------|----------------------|-----------------------|----------------------|
| Water | \$9,619,633 | \$12,576,100 | \$12,597,984 | \$14,874,414 |
| Stormwater | 364,822 | 366,200 | 357,002 | 359,350 |
| Wastewater | 2,636,210 | 2,825,030 | 3,114,565 | 3,377,186 |
| Refuse | 4,214,786 | 4,568,373 | 4,359,149 | 4,566,324 |
| Parking | 2,601,588 | 2,113,447 | 2,292,058 | 2,299,594 |
| State & County Lots | 924,122 | 885,800 | 1,016,055 | 1,031,363 |
| Total | \$20,361,161 | \$23,334,950 | \$23,736,813 | \$26,508,231 |
| Full-Time Positions | 60 | 60 | 60 | 58 |

*Beginning fiscal year 2011-2012, Electrical Maintenance will be part of Building & Grounds Maintenance. The above numbers have been adjusted accordingly.

PUBLIC WORKS: ADMINISTRATION

GOAL

To provide administrative support to the various functions of the Public Works Department

INITIATIVES

- Deliver overall direction and leadership for the variety of Public Works services provided to the residents
- Provide leadership and management to ensure the most effective delivery of services to our citizens
- Implement programs and seek grant funding to assist with Public Works projects
- Continue environmental initiatives through the City's Environmental Program



The responsibilities within this Division include customer service, preparing department billing and payroll, filing and management of Public Works grants, and support with government contracts. The Department's budget and the City's Capital Improvement Plan are created and managed by the Public Works Administrative staff. Departmental infrastructure needs include the computer network, work order management system, radio communication system and physical improvements to Public Works facilities. Administrative staff ultimately implements programs to ensure County, State and Federal requirements are achieved.

In fiscal year 2011-2012, the City's Environmental Program was moved from the City Manager's Office to Public Works Administration. Environmental initiatives have been an area of priority for the community, and in 2008 City Council appointed a 19-member citizen Environmental Task Force to review environmental issues and make recommendations to the City Council. The Environmental Task Force made successful recommendations in the areas of sustainable building standards, updates to the City's Water Conservation Ordinance, solid waste management and energy efficiency. City Council voted to continue the work of the ETF and in January 2011 adopted an Environmental Work Plan and appointed 10 new Task Force members. This second term of the ETF resulted in a presentation of program recommendations to City Council in Fall 2011, all of which were approved. The volunteer members have implemented the approved programs in energy efficiency and water conservation to promote sustainability throughout the community. Fiscal year 2012-2013 will continue to focus on the initiatives outlined in the approved Environmental Work Plan relating to energy efficiency and renewable energy, sustainable landscaping and water conservation, and waste reduction initiatives.

| Full-Time Staffing | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|------------------------------------|-----------|-----------|-----------|-------------|
| | Actual | Actual | Adopted | Proposed |
| Director | 1 | 1 | 1 | 1 |
| Utilities Manager | 1 | 1 | 1 | 1 |
| Wastewater & Electrical Supervisor | 1 | 1 | 1 | 1 |
| Maintenance Superintendent | 1 | 1 | 1 | 1 |
| Environmental Programs Manager | - | - | 1 | 1 |
| Senior Management Analyst | - | - | - | 0.25 |
| Management Analyst | 1 | 1 | 1 | 1 |
| Executive Secretary | 1 | 1 | 1 | 1 |
| Total | 6 | 6 | 7 | 7.25 |

| Administration | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---|----------------------------------|--------------------|--------------------|--------------------|--------------------|-----------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$659,125 | \$728,955 | \$746,315 | \$734,627 | (1.6%) | 53.9% |
| 4103 | Part-time Salaries | - | - | 303 | - | (100.0%) | - |
| 4111 | Overtime Regular Employees | 40 | - | 44 | - | (100.0%) | - |
| 4201 | Group Medical Insurance | 60,108 | 65,640 | 71,668 | 86,888 | 21.2% | 6.4% |
| 4202 | Medicare Contributions | 9,399 | 10,755 | 10,642 | 10,938 | 2.8% | 0.8% |
| 4204 | 401A Plan City Contributions | 22,908 | 26,985 | 27,089 | 27,824 | 2.7% | 2.0% |
| 4205 | Worker's Compensation | - | 12,180 | 12,180 | 20,681 | 69.8% | 1.5% |
| 4206 | Medical Retirement Contributions | 8,832 | 10,296 | 8,740 | 9,470 | 8.4% | 0.7% |
| 4211 | PERS Regular Contribution | 93,162 | 125,693 | 120,791 | 128,445 | 6.3% | 9.4% |
| Total Salaries & Benefits | | \$853,574 | \$980,504 | \$997,772 | \$1,018,873 | 2.1% | 74.8% |
| 5101 | Contract Services | \$121,629 | \$13,340 | \$39,526 | \$13,340 | (66.3%) | 1.0% |
| 5201 | Office Supplies | 4,018 | 8,160 | 8,160 | 13,460 | 65.0% | 1.0% |
| 5202 | Membership & Dues | 225 | 1,105 | 1,005 | 1,105 | 10.0% | 0.1% |
| 5203 | Reference Materials | - | 100 | 100 | 100 | - | 0.0% |
| 5204 | Conferences & Meetings | 1,172 | 3,755 | 3,755 | 3,755 | - | 0.3% |
| 5205 | Training | - | 300 | 300 | 300 | - | 0.0% |
| 5207 | Advertising | - | 6,000 | 6,000 | 7,000 | 16.7% | 0.5% |
| 5208 | Postage | 177 | 180 | 281 | 180 | (36.1%) | 0.0% |
| 5210 | Computers, Supplies & Software | - | - | - | 5,800 | - | 0.4% |
| 5217 | Departmental Supplies | 3,008 | 12,000 | 12,000 | 12,000 | - | 0.9% |
| 5225 | Printing | 98 | 100 | 150 | 150 | - | 0.0% |
| 5240 | Assessments & Taxes | - | 18,445 | - | - | - | - |
| 5501 | Telephone | 6,731 | 7,900 | 8,993 | 8,900 | (1.0%) | 0.7% |
| 5502 | Electricity | 23,550 | 24,375 | 23,903 | 23,903 | 0.0% | 1.8% |
| 5503 | Natural Gas | 8,523 | 9,025 | 7,695 | 7,849 | 2.0% | 0.6% |
| Total Materials & Services | | \$169,130 | \$104,785 | \$111,869 | \$97,842 | (12.5%) | 7.2% |
| 5611 | Warehouse Services | \$969 | \$1,500 | \$1,000 | \$1,000 | - | 0.1% |
| 5621 | Information Systems Allocation | 65,472 | 72,413 | 72,413 | 73,978 | 2.2% | 5.4% |
| 5631 | Insurance Allocation | 37,020 | 161,100 | 161,100 | 132,138 | (18.0%) | 9.7% |
| 5641 | Fleet Rental Allocation | 18,520 | 5,070 | 5,070 | 5,070 | - | 0.4% |
| 5642 | Fleet Maintenance Allocation | 18,219 | 14,963 | 14,770 | 13,919 | (5.8%) | 1.0% |
| Total Internal Services | | \$140,200 | \$255,046 | \$254,353 | \$226,105 | (11.1%) | 16.6% |
| 6212 | CIP Bldg & Facilities - CYr | \$2,556 | - | \$115,000 | - | (100.0%) | - |
| Total Capital Projects & Equipment | | \$2,556 | - | \$115,000 | - | (100.0%) | - |
| 9101 | Transfers Out | \$15,235 | - | \$18,445 | \$20,163 | 9.3% | 1.5% |
| Total Transfers | | \$15,235 | - | \$18,445 | \$20,163 | 9.3% | 1.5% |
| Total Expenditures | | \$1,180,695 | \$1,340,335 | \$1,497,439 | \$1,362,983 | (9.0%) | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$1,178,139 | \$1,340,335 | \$1,382,439 | \$1,362,983 | (1.4%) | 100.0% |
| Capital Improvement | | 2,556 | - | 115,000 | - | (100.0%) | - |
| Total | | \$1,180,695 | \$1,340,335 | \$1,497,439 | \$1,362,983 | (9.0%) | 100.0% |

PUBLIC WORKS: CIVIL ENGINEERING

GOAL

To ensure that the City's infrastructure is in good working condition and meets the needs of the community by implementing projects to maintain and improve public infrastructure, and providing mapping of the City's assets through a Geographic Information System (GIS)

INITIATIVES

- Implement water and wastewater system improvement projects
- Rehabilitate select City buildings
- Determine condition of City facilities and prioritize needed improvements
- Work with the Community Development Department staff to implement community vehicle, bicycle and pedestrian improvements.
- Rehabilitate arterial streets and slurry seal 15% of residential streets
- Continue design efforts for the Sepulveda Bridge Widening Project
- Provide coordination and oversight of utility undergrounding work including design, construction, assessments and Proposition 218 balloting
- Capture and enter infrastructure data into the Geographic Information System and make portions available for public web access



The Engineering Division of the Public Works Department is tasked with improving and documenting the City's infrastructure and facility assets. The Division completes capital improvement projects to improve City streets, sewers, water mains, storm drains, pump stations, City buildings, parks and other City-owned assets. Information regarding City infrastructure and assets is managed by an extensive Geographic Information System. This system maps infrastructure assets with associated attributes to facilitate operation and maintenance. The Engineering Division also manages traffic signal maintenance, and reviews and inspects private development work in the public right-of-way.

Significant projects to be pursued in fiscal year 2012-2013 include water and sewer projects in the Sand, Hill and Mira Costa areas of town, repaving of Rosecrans, Ardmore, Highland and Manhattan Avenues, continued design of the Sepulveda Bridge Widening and Strand Stairs Improvements, improvements to pier railing and pier buildings, and improvements to downtown crosswalks and traffic signals. Additionally, Utility Undergrounding Districts 12, 14 and 15 are scheduled for Proposition 218 balloting in fiscal year 2012-2013. Condition assessments will also be conducted on City buildings, parking structures and storm drains.

| Full-Time Staffing | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|-----------------------------|-----------|-----------|-----------|------------|
| | Actual | Actual | Adopted | Proposed |
| City Engineer | 1 | 1 | 1 | 1 |
| Principal Civil Engineer | 1 | 1 | 1 | 1 |
| Senior Civil Engineer | 2 | 2 | 2 | 2 |
| Associate Engineer | 1 | - | - | - |
| Engineering Technician I/II | 1 | 1 | 1 | 1 |
| GIS Analyst | 1 | 1 | 1 | 1 |
| Public Works Inspector | 1 | 1 | 1 | 1 |
| Secretary | 1 | 1 | 1 | 1 |
| GIS Technician | - | - | - | 0.2 |
| Total | 9 | 8 | 8 | 8.2 |

| Service Indicators | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--|-------------|-------------|-------------|--------------|
| | Actual | Actual | Adopted | Proposed |
| \$ - Value of Projects Completed | \$2,575,000 | \$3,750,000 | \$6,500,000 | \$21,258,437 |
| % - Projects Completed on Schedule | n/a | 91% | 100% | 100% |
| % - Projects Completed Within Budget | 100% | 100% | 100% | 100% |
| # - Projects Completed | 5 | 11 | 9 | 30 |
| % - Completed Proj Record Drawings Scanned/Georeferenced | n/a | 100% | 100% | 100% |
| # - Custom maps produced per year | 224 | 235 | 200 | 200 |
| # - GIS Data Layers Added or Updated | n/a | 39 | 30 | 50 |

| Civil Engineering | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---|--------------------|--------------------|--------------------|---------------------|----------------|---------------|
| Object Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 Salaries & Allowances | \$745,215 | \$728,534 | \$746,788 | \$735,122 | (1.6%) | 5.5% |
| 4103 Part-time Salaries | 13,102 | 12,240 | 12,240 | 12,240 | - | 0.1% |
| 4111 Overtime Regular Employees | - | 820 | 500 | 820 | 64.0% | 0.0% |
| 4201 Group Medical Insurance | 96,318 | 94,298 | 97,054 | 108,810 | 12.1% | 0.8% |
| 4202 Medicare Contributions | 10,753 | 10,926 | 10,742 | 11,134 | 3.6% | 0.1% |
| 4204 401A Plan City Contributions | 15,818 | 15,757 | 15,818 | 15,757 | (0.4%) | 0.1% |
| 4206 Medical Retirement Contributions | 11,772 | 11,772 | 9,140 | 9,890 | 8.2% | 0.1% |
| 4211 PERS Regular Contribution | 107,522 | 126,593 | 122,754 | 129,655 | 5.6% | 1.0% |
| 4213 PARS Retirement Contribution | 405 | - | - | - | - | - |
| Total Salaries & Benefits | \$1,000,905 | \$1,000,940 | \$1,015,036 | \$1,023,428 | 0.8% | 7.7% |
| 5101 Contract Services | \$129,820 | \$120,610 | \$98,145 | \$110,110 | 12.2% | 0.8% |
| 5104 Computer Contract Services | 18,420 | 25,320 | 33,993 | 30,720 | (9.6%) | 0.2% |
| 5201 Office Supplies | 3,056 | 5,300 | 3,200 | - | (100.0%) | - |
| 5202 Membership & Dues | 1,214 | 1,175 | 1,175 | 1,410 | 20.0% | 0.0% |
| 5203 Reference Materials | - | 300 | 300 | 300 | - | 0.0% |
| 5204 Conferences & Meetings | 2,218 | 4,015 | 4,015 | 5,075 | 26.4% | 0.0% |
| 5205 Training | 992 | 1,500 | 1,450 | 1,500 | 3.4% | 0.0% |
| 5206 Uniforms/Safety Equip | 490 | 280 | 280 | 280 | - | 0.0% |
| 5207 Advertising | - | 750 | 250 | 750 | 200.0% | 0.0% |
| 5208 Postage | 9,043 | 9,380 | 8,632 | 9,380 | 8.7% | 0.1% |
| 5210 Computer Supplies & Software | 20,789 | 4,500 | 9,577 | - | (100.0%) | - |
| 5212 Office Equip Maintenance | 1,785 | 2,000 | 1,785 | 2,000 | 12.0% | 0.0% |
| 5217 Departmental Supplies | 5,863 | 5,600 | 5,600 | 5,600 | - | 0.0% |
| 5225 Printing | 184 | 150 | 300 | 150 | (50.0%) | 0.0% |
| 5268 UAD Construction Fund Refunds | - | - | (903) | - | (100.0%) | - |
| 5501 Telephone | 5,999 | 7,300 | 8,198 | 8,100 | (1.2%) | 0.1% |
| Total Materials & Services | \$199,873 | \$188,180 | \$175,997 | \$175,375 | (0.4%) | 1.3% |
| 5611 Warehouse Services | \$452 | \$650 | \$650 | \$650 | - | 0.0% |
| 5621 Information Systems Allocation | 30,552 | 33,793 | 33,793 | 34,523 | 2.2% | 0.3% |
| 5641 Fleet Rental Allocation | - | 5,110 | 5,110 | 5,110 | - | 0.0% |
| 5642 Fleet Maintenance Allocation | 5,813 | 6,175 | 6,100 | 5,744 | (5.8%) | 0.0% |
| 5651 Building & Operations Allocation | 44,216 | 56,173 | 56,228 | 62,297 | 10.8% | 0.5% |
| Total Internal Services | \$81,033 | \$101,901 | \$101,881 | \$108,324 | 6.3% | 0.8% |
| 6121 Machinery & Equipment | - | - | - | \$20,629 | - | 0.2% |
| 6141 Computer Equipment & Software | - | - | - | 21,000 | - | 0.2% |
| 6202 Studies, Audits & Analysis | - | - | - | 100,000 | - | 0.8% |
| 6212 CIP Bldg & Facilities - CYr | - | 300,000 | 300,000 | 1,440,000 | 380.0% | 10.9% |
| 6222 CIP Street Improvement - CYr | 31,147 | 958,236 | 1,312,508 | 9,415,378 | 617.4% | 71.0% |
| 6232 CIP Utility Improvements - CYr | 1,941 | - | 209,944 | - | (100.0%) | - |
| 6252 CIP Landscape & Site - CYr | 69,125 | - | 1,920,000 | - | (100.0%) | - |
| Total Capital Projects & Equipment | \$102,213 | \$1,258,236 | \$3,742,452 | \$10,997,007 | 193.8% | 82.9% |
| 7101 Bond Principal | \$480,000 | \$490,000 | \$490,000 | \$510,000 | 4.1% | 3.8% |
| 7102 Bond Interest | 488,862 | 469,748 | 466,951 | 444,112 | (4.9%) | 3.3% |
| 7103 Bond Administration Fee | 7,920 | 8,500 | 7,920 | 8,500 | 7.3% | 0.1% |
| 7106 Bond Redemption Call | - | - | 123,600 | - | (100.0%) | - |
| Total Debt Service | \$976,782 | \$968,248 | \$1,088,471 | \$962,612 | (11.6%) | 7.3% |
| Total Expenditures | \$2,360,805 | \$3,517,505 | \$6,123,837 | \$13,266,746 | 116.6% | 100.0% |
| Source of Funds | | | | | | |
| General Fund | \$1,266,235 | \$1,291,021 | \$1,293,817 | \$1,348,756 | 4.2% | 10.2% |
| Federal Grants | - | - | 1,600,000 | - | (100.0%) | - |
| Prop C | 12,927 | 958,236 | 1,424,640 | 8,715,937 | 511.8% | 65.7% |
| Capital Improvement | 89,286 | 300,000 | 717,812 | 2,239,441 | 212.0% | 16.9% |
| Underground Assessment | 15,575 | - | (903) | - | (100.0%) | - |
| Special Assessment Redemption Fund | 976,782 | 968,248 | 1,088,471 | 962,612 | (11.6%) | 7.3% |
| Total | \$2,360,805 | \$3,517,505 | \$6,123,837 | \$13,266,746 | 116.6% | 100.0% |

PUBLIC WORKS: STREET MAINTENANCE

GOAL

To provide clean and safe roadways, sidewalks, medians, and traffic signage through proactive inspections, maintenance, repair services, and an aggressive graffiti removal program

INITIATIVES

- Continue conversion of painted markings to thermoplastic markings as part of slurry program
- Work with the Community Development Department to sign and mark bikeways as approved
- Continue quarterly view obstruction abatements as part of the sign management program
- Assist with street improvements for annual slurry program, upcoming sewer and water line replacement projects, and other capital improvement street projects
- Continue with the identification of displaced sidewalks and other hazards and the notification of property owners
- Continue Sepulveda Boulevard sidewalk repairs through the subsidized CalTrans Delegated Maintenance Agreement
- Provide support for special events, partner with event coordinators to reduce costs, and use the GovOutreach work order system to streamline processes and job costing
- Assess requests for street tree removals, and integrate new contracted tree trimming contract and tree inventory to forecast tree care budget and optimize trimming cycles
- Investigate ways to conserve resources, and use environmentally sustainable and/or recycled materials and methodologies when possible to save energy



The Street Maintenance Division re-stripes painted traffic centerlines annually through a competitively bid contract. Other pavement markings including traffic legends, stop bars, crosswalks and curb markings are repainted every two years. By using the City's established seven district maintenance areas to drive repair cycles, every area of the City is routinely inspected for pavement defects, condition of signs and markings, sidewalk displacements and tree issues. This allows staff to better answer residents' questions regarding the frequency of repairs, make field staff more efficient in performing their duties, and foster accurate budget forecasting.

The fiscal year 2012-2013 initiatives include the continued conversion to thermoplastic markings through the annual slurry seal program. Thermoplastic markings will typically last five to seven years depending on traffic conditions. These markings will create safer roadways over a longer period of time. The resulting labor cost savings from this program will be used to aggressively pursue curb marking maintenance, marking and signage upgrades, inspections and monitoring, and traffic inventory database upkeep. In addition, the Street Maintenance Division is fully staffed entering fiscal year 2012-2013, which will provide maximum labor ability for scheduled projects.

The fiscal year 2012-2013 budget includes funds for landscaping, tree trimming and inventory, street medians maintenance, and re-striping traffic centerlines (object 5101). Supplies such as cement, concrete, asphalt, and other related materials are budgeted in departmental supplies (object 5217).

| Full-Time Staffing | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|-------------------------|-------------|-------------|-----------|-------------|
| | Actual | Actual | Adopted | Proposed |
| Maintenance Worker IV | 2 | 2 | 2 | 2 |
| Secretary | 1 | 1 | 1 | 1 |
| Maintenance Worker III | 1 | 1 | 1 | 1 |
| Maintenance Worker I/II | 8.5 | 8.5 | 9 | 9 |
| Electrician | - | - | - | 0.2 |
| Total | 12.5 | 12.5 | 13 | 13.2 |

| Service Indicators | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|-----------|-----------|-----------|-----------|
| | Actual | Actual | Adopted | Proposed |
| % - Potholes filled within 10 days of work order placement* | n/a | n/a | n/a | 50% |
| % - Good/Better condition ratings of regulatory signs | 89% | n/a | 90% | 90% |
| # - Traffic signs replaced/installed | 374 | 1,088 | 1,000 | 1,000 |
| # - Ramping/temporary Sidewalk Repairs | 25 | 20 | 50 | 30 |
| # - Asphalt/Concrete Patches | 712 | 241 | 300 | 500 |
| # - Graffiti sites abated | 311 | 308 | 500 | 300 |

* New for fiscal year 2012-2013

| Street Maintenance | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---|----------------------------------|--------------------|--------------------|--------------------|--------------------|----------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$644,338 | \$712,863 | \$703,473 | \$717,045 | 1.9% | 13.5% |
| 4103 | Part-time Salaries | 50 | - | - | - | - | - |
| 4111 | Overtime Regular Employees | 16,099 | 10,197 | 6,163 | 8,726 | 41.6% | 0.2% |
| 4114 | Overtime Special Events | 16,336 | 14,470 | 21,216 | 29,361 | 38.4% | 0.6% |
| 4201 | Group Medical Insurance | 137,267 | 157,278 | 152,394 | 156,470 | 2.7% | 2.9% |
| 4202 | Medicare Contributions | 8,621 | 9,520 | 9,449 | 9,659 | 2.2% | 0.2% |
| 4203 | Unemployment | 5,400 | 22,500 | 22,500 | 22,500 | - | 0.4% |
| 4204 | 401A Plan City Contributions | 3,314 | 3,301 | 3,314 | 3,301 | (0.4%) | 0.1% |
| 4205 | Worker's Compensation | 139,896 | 23,460 | 23,460 | 53,735 | 129.0% | 1.0% |
| 4206 | Medical Retirement Contributions | 18,384 | 19,116 | 14,710 | 15,910 | 8.2% | 0.3% |
| 4211 | PERS Regular Contribution | 99,670 | 125,102 | 118,587 | 125,792 | 6.1% | 2.4% |
| Total Salaries & Benefits | | \$1,089,374 | \$1,097,807 | \$1,075,266 | \$1,142,499 | 6.3% | 21.5% |
| 5101 | Contract Services | \$157,412 | \$238,189 | \$249,599 | \$248,463 | (0.5%) | 4.7% |
| 5202 | Membership & Dues | 180 | 75 | 149 | 165 | 10.7% | 0.0% |
| 5204 | Conferences & Meetings | 957 | 900 | - | - | - | - |
| 5205 | Training | 1,680 | 1,584 | 6,862 | 2,484 | (63.8%) | 0.0% |
| 5206 | Uniforms/Safety Equip | 4,028 | 5,200 | 6,442 | 5,200 | (19.3%) | 0.1% |
| 5207 | Advertising | 378 | - | - | - | - | - |
| 5208 | Postage | 44 | - | - | - | - | - |
| 5209 | Tools & Minor Equip | - | 1,500 | 3,438 | 3,000 | (12.7%) | 0.1% |
| 5217 | Departmental Supplies | 131,483 | 143,015 | 191,418 | 188,415 | (1.6%) | 3.5% |
| 5502 | Electricity | 34,310 | 30,965 | 34,724 | 34,724 | (0.0%) | 0.7% |
| 5504 | Water | 25,876 | 19,160 | 29,157 | 35,280 | 21.0% | 0.7% |
| Total Materials & Services | | \$356,348 | \$440,588 | \$521,789 | \$517,731 | (0.8%) | 9.8% |
| 5601 | Administrative Service Charge | \$78,211 | \$11,974 | \$11,974 | - | (100.0%) | - |
| 5611 | Warehouse Services | 7,296 | 10,000 | 6,200 | 6,200 | - | 0.1% |
| 5621 | Information Systems Allocation | 21,828 | 24,138 | 24,138 | 34,523 | 43.0% | 0.7% |
| 5631 | Insurance Allocation | 328,020 | 352,980 | 352,980 | 93,308 | (73.6%) | 1.8% |
| 5641 | Fleet Rental Allocation | 155,160 | 131,600 | 131,600 | 127,490 | (3.1%) | 2.4% |
| 5642 | Fleet Maintenance Allocation | 104,666 | 104,931 | 103,568 | 97,607 | (5.8%) | 1.8% |
| Total Internal Services | | \$695,182 | \$635,623 | \$630,460 | \$359,128 | (43.0%) | 6.8% |
| 6222 | CIP Street Improvement - CYr | \$1,052,219 | \$3,020,530 | \$6,005,951 | \$3,210,000 | (46.6%) | 60.5% |
| 6202 | Studies Audits & Analysis | - | - | - | 80,000 | - | 1.5% |
| 6252 | CIP Landscape & Site - CYr | 59,511 | - | - | - | - | - |
| Total Capital Projects & Equipment | | \$1,111,730 | \$3,020,530 | \$6,005,951 | \$3,290,000 | (45.2%) | 62.0% |
| Total Expenditures | | \$3,252,634 | \$5,194,548 | \$8,233,466 | \$5,309,358 | (35.5%) | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$2,062,693 | \$2,162,044 | \$2,215,541 | \$2,019,358 | (8.9%) | 38.0% |
| Gas Tax Fund | | 1,121,842 | 2,620,530 | 3,622,213 | 870,000 | (76.0%) | 16.4% |
| Federal & State Grants Fund | | 3,604 | - | 1,969,145 | - | (100.0%) | - |
| Prop C | | 4,985 | 11,974 | 426,567 | - | (100.0%) | - |
| Capital Improvement Fund | | 59,511 | - | - | 2,420,000 | - | 45.6% |
| Measure R | | - | 400,000 | - | - | - | - |
| Total | | \$3,252,634 | \$5,194,548 | \$8,233,466 | \$5,309,358 | (35.5%) | 100.0% |

PUBLIC WORKS: BUILDING & GROUNDS

GOAL

To provide a clean, safe and accessible environment for all users of City-owned public facilities through responsive maintenance, remodeling and repair services, and to maintain and repair all electrical systems and apparatus throughout City facilities in order to provide reliable services to the community

INITIATIVES

- Assist project team with the Heating, Ventilating, and Air Conditioning (HVAC) retrofit/virtual plant at City Hall as identified in the Level III Energy Audit measures presented to City Council through the Environmental Task Force
- Continue maintenance painting program, including Fire Station 2 and Postal Annex
- Monitor new Metlox and Civic Center plaza and fountain maintenance contract to maintain high quality standards
- Continue partnership with the Manhattan Beach Little League and American Youth Soccer Organization to develop sustainable maintenance programs with abbreviated budgets
- Continue partnership with various businesses and groups during the year to support the many events occurring throughout the City, and work on ways to contain event costs
- Monitor landscape maintenance contract, with an emphasis on maximizing services and lowering overall costs, including any and all sustainable environmental practices at the City's disposal
- Monitor janitorial maintenance contract to maximize budget savings without compromising sanitary and cleanliness standards
- Track electrical performance and assess needs through Government Outreach work order application
- Implement a Demand Response program in partnership with Southern California Edison to allow for reduction in electrical demand during peak use periods
- Perform a thorough analysis of the street, park and field lighting, and develop a program of upgrades or repairs as appropriate
- Respond to routine electrical work orders within 10 working days
- Add select school sites to the City's central irrigation system
- Integrate tree trimming contract and tree inventory to forecast tree care budget and best trimming cycles



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

The fiscal year 2012-2013 budget includes funds for Building and Grounds maintenance contracts managed by the City (object 5101), and supplies and materials (object 5217).

| | 2009-2010 Actual | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed |
|------------------------------|---------------------|---------------------|----------------------|-----------------------|
| Full-Time Staffing | | | | |
| Maintenance Worker IV | 1 | 1 | 1 | 1 |
| Maintenance Worker III | 1 | - | - | - |
| Building Repair Craftsperson | 3 | 3 | 3 | 3 |
| Maintenance Worker I/II | 1 | 1 | 1 | 1 |
| Electrician* | 1 | 1 | 1 | 1.20 |
| Total | 7 | 6 | 6 | 6.20 |

* In Fiscal Year 2011-2012, the Electrical program was rolled into Building & Grounds. Historicals have been adjusted to reflect that change.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|-----------|-----------|-----------|-----------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| % - All work orders requiring emergency response | 2% | 3% | 2% | 2% |
| % - Electrical work orders responded to w/in 10 days* | n/a | n/a | n/a | 90% |
| % - Bldg/Grounds work orders completed* | 93% | 88% | 91% | 97% |

* New for fiscal year 2012-2013

| Building & Grounds | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---------------------------------------|----------------------------------|--------------------|--------------------|--------------------|--------------------|----------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$312,980 | \$370,395 | \$302,237 | \$389,202 | 28.8% | 17.0% |
| 4111 | Overtime Regular Employees | 3,444 | 8,851 | 4,600 | 4,802 | 4.4% | 0.2% |
| 4201 | Group Medical Insurance | 45,341 | 65,417 | 48,187 | 74,582 | 54.8% | 3.3% |
| 4202 | Medicare Contributions | 3,597 | 4,469 | 3,431 | 4,759 | 38.7% | 0.2% |
| 4204 | 401A Plan City Contributions | 1,723 | 1,717 | 1,723 | 1,717 | (0.3%) | 0.1% |
| 4206 | Medical Retirement Contributions | 10,296 | 10,296 | 6,900 | 7,470 | 8.3% | 0.3% |
| 4211 | PERS Regular Contribution | 49,482 | 65,005 | 57,120 | 68,410 | 19.8% | 3.0% |
| Total Salaries & Benefits | | \$426,863 | \$526,150 | \$424,198 | \$550,942 | 29.9% | 24.1% |
| 5101 | Contract Services | \$788,711 | \$1,068,128 | \$1,117,561 | \$1,026,862 | (8.1%) | 45.0% |
| 5102 | Contract Personnel | - | - | 30,661 | - | (100.0%) | - |
| 5205 | Training | 612 | 2,554 | 2,554 | 3,614 | 41.5% | 0.2% |
| 5206 | Uniforms/Safety Equip | 1,885 | 3,900 | 2,800 | 3,900 | 39.3% | 0.2% |
| 5207 | Advertising | 140 | - | - | - | - | - |
| 5209 | Tools & Minor Equip | 768 | 1,000 | 1,693 | 1,000 | (40.9%) | 0.0% |
| 5217 | Departmental Supplies | 208,598 | 168,549 | 168,549 | 218,893 | 29.9% | 9.6% |
| 5225 | Printing | - | 150 | 150 | 150 | - | 0.0% |
| 5501 | Telephone | 189 | 200 | 225 | 225 | 0.2% | 0.0% |
| 5502 | Electricity | 141,177 | 147,390 | 136,984 | 136,984 | (0.0%) | 6.0% |
| 5503 | Natural Gas | 5,201 | 5,654 | 4,654 | 4,747 | 2.0% | 0.2% |
| 5504 | Water | 195,754 | 154,089 | 218,126 | 263,932 | 21.0% | 11.6% |
| Total Materials & Services | | \$1,343,033 | \$1,551,614 | \$1,683,957 | \$1,660,307 | (1.4%) | 72.7% |
| 5601 | Administrative Service Charge | \$31,434 | - | - | - | - | - |
| 5611 | Warehouse Services | 17,589 | 15,500 | 15,690 | 15,850 | 1.0% | 0.7% |
| 5621 | Information Systems Allocation | 8,724 | 9,655 | 9,655 | - | (100.0%) | - |
| 5631 | Insurance Allocation | - | 3,540 | 3,540 | 1,684 | (52.4%) | 0.1% |
| 5641 | Fleet Rental Allocation | 49,600 | 26,080 | 26,080 | 26,080 | - | 1.1% |
| 5642 | Fleet Maintenance Allocation | 28,951 | 30,758 | 30,357 | 28,610 | (5.8%) | 1.3% |
| Total Internal Services | | \$136,297 | \$85,533 | \$85,322 | \$72,224 | (15.4%) | 3.2% |
| Total Expenditures | | \$1,906,193 | \$2,163,297 | \$2,193,477 | \$2,283,473 | 4.1% | 100.0% |
| Source of Funds | | | | | | | |
| General Fund | | \$994,773 | \$944,496 | \$980,116 | \$979,934 | (0.0%) | 42.9% |
| Capital Improvement | | - | - | - | - | - | - |
| Building Maintenance | | 912,831 | 1,218,801 | 1,213,360 | 1,303,539 | 7.4% | 57.1% |
| Total | | \$1,907,604 | \$2,163,297 | \$2,193,477 | \$2,283,473 | 4.1% | 100.0% |

PUBLIC WORKS: STREET LIGHTING & LANDSCAPING

GOAL

To administer funds received from the Street Lighting & Landscaping Assessment Districts to pay for energy and maintenance costs of street lights within the City

INITIATIVES

- Analyze current rate structure
- Continue use of the Government Outreach web application to manage failed lamp reporting
- Revisit inclusion of street, tree and sidewalk maintenance into assessment structure
- Partner with Southern California Edison regarding light-emitting diode (LED) street lighting upgrades in Manhattan Beach, and monitor progress of Southern California Edison LED field trials
- Perform quarterly lighting surveys to ensure street lights are working properly



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

For fiscal year 2012-2013, the assessment rate will remain the same as last year. If the City were to change this rate in the future, citizen approval would be required through a Proposition 218 vote. Currently, the assessments are insufficient to cover the costs therefore the City subsidizes the districts with General Fund monies. A future rate increase is necessary to sustain service levels.

| Street Lighting & Landscaping | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---|-------------------------------|------------------|------------------|------------------|------------------|---------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 5101 | Contract Services | \$6,680 | \$7,000 | \$7,000 | \$7,000 | - | 1.8% |
| 5217 | Departmental Supplies | 314 | 1,553 | 3,135 | 5,500 | 75.4% | 1.4% |
| 5502 | Electricity | 301,262 | 302,866 | 294,775 | 294,776 | 0.0% | 75.0% |
| 5503 | Natural Gas | 39,645 | 46,920 | 46,566 | 42,372 | (9.0%) | 10.8% |
| Total Materials & Services | | \$347,901 | \$358,339 | \$351,476 | \$349,648 | (0.5%) | 89.0% |
| 5601 | Administrative Service Charge | \$61,244 | \$43,250 | \$43,250 | \$43,250 | - | 11.0% |
| Total Internal Services | | \$61,244 | \$43,250 | \$43,250 | \$43,250 | - | 11.0% |
| Total Expenditures | | \$409,145 | \$401,589 | \$394,726 | \$392,898 | (0.5%) | 100.0% |
| Source of Funds | | | | | | | |
| Street Lighting & Landscaping | | \$271,006 | \$269,400 | \$271,334 | \$271,691 | 0.1% | 0.6915052 |
| Subsidy from General Fund (Transfer In) | | 138,139 | 132,189 | 123,392 | 121,207 | (1.8%) | 30.8% |
| Total | | \$409,145 | \$401,589 | \$394,726 | \$392,898 | (0.5%) | 100.0% |

PUBLIC WORKS: DOWNTOWN STREETScape

GOAL

To provide high quality maintenance and repair services for the downtown streetscape area in order to beautify and improve the aesthetics of downtown

INITIATIVES

- Ensure high level landscape and custodial maintenance in the Downtown area
- Implement a new maintenance contract and provide a seamless transition to new specifications
- Continue program of purchasing and installing new recycling containers through the use of grant funding, and modify existing receptacles for better usability
- Research and identify alternatives to tile crosswalks



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.

In fiscal year 2012-2013 the total assessments collected for this zone, which have remained unchanged for several years, will total approximately \$107,490, while total operating expenditures are estimated at \$201,631. The City's General Fund subsidizes this shortfall. An Assessment District vote would be required to correct this imbalance. The fiscal year 2012-2013 budget includes landscaping maintenance and pest control which appear under Contract Services (object 5101).

| | 2009-2010 Actual | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed |
|---------------------------|---------------------|---------------------|----------------------|-----------------------|
| Full-Time Staffing | | | | |
| Maintenance Worker I/II | 1 | 1 | 0.5 | 0.5 |

| Streetscape Maintenance Object Description | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Y/E Est | 2012-2013 Proposed | Var from FY 2012 Y/E | % of Total |
|---|---------------------|----------------------|----------------------|-----------------------|-------------------------|---------------|
| 4101 Salaries & Allowances | \$27,940 | \$27,976 | \$28,001 | \$27,976 | (0.1%) | 13.9% |
| 4111 Overtime Regular Employees | 131 | - | 81 | 383 | 372.8% | 0.2% |
| 4201 Group Medical Insurance | 7,402 | 7,368 | 7,295 | 8,342 | 14.4% | 4.1% |
| 4202 Medicare Contributions | 387 | 406 | 387 | 412 | 6.5% | 0.2% |
| 4206 Medical Retirement Contributions | 1,464 | 732 | 560 | 600 | 7.1% | 0.3% |
| 4211 PERS Regular Contribution | 4,115 | 4,921 | 4,741 | 4,994 | 5.3% | 2.5% |
| Total Salaries & Benefits | \$41,439 | \$41,403 | \$41,065 | \$42,707 | 4.0% | 21.2% |
| 5101 Contract Services | \$61,835 | \$50,898 | \$50,898 | \$61,136 | 20.1% | 30.3% |
| 5201 Office Supplies | 97 | - | - | - | - | - |
| 5205 Training | 74 | - | - | - | - | - |
| 5206 Uniforms/Safety Equip | 200 | - | 14 | 325 | 2221.4% | 0.2% |
| 5217 Departmental Supplies | 7,275 | 12,300 | 12,300 | 18,600 | 51.2% | 9.2% |
| 5502 Electricity | 13,272 | 14,197 | 12,276 | 12,276 | 0.0% | 6.1% |
| 5504 Water | 2,558 | 1,822 | 4,264 | 5,160 | 21.0% | 2.6% |
| Total Materials & Services | \$85,312 | \$79,217 | \$79,752 | \$97,497 | 22.3% | 48.4% |
| 5601 Administrative Service Charge | - | \$41,986 | \$41,986 | \$41,986 | - | 20.8% |
| 5611 Warehouse Services | 73 | - | 106 | 500 | 371.7% | 0.2% |
| 5641 Fleet Rental Allocation | 24,140 | 12,070 | 12,070 | 12,070 | - | 6.0% |
| 5642 Fleet Maintenance Allocation | 6,953 | 7,386 | 7,296 | 6,871 | (5.8%) | 3.4% |
| Total Internal Services | \$31,165 | \$61,442 | \$61,458 | \$61,427 | (0.1%) | 30.5% |
| Total Expenditures | \$157,917 | \$182,062 | \$182,275 | \$201,631 | 10.6% | 100.0% |
| Source of Funds | | | | | | |
| Streetlighting & Landscape | \$108,155 | \$106,850 | \$107,490 | \$107,490 | 0.0% | 53.3% |
| City Assessment | 15,235 | 18,206 | 18,445 | 20,163 | 9.3% | 10.0% |
| Subsidy from General Fund (Transfer In) | 34,527 | 57,006 | 56,340 | 73,978 | 31.3% | 36.7% |
| Total | \$157,917 | \$182,062 | \$182,275 | \$201,631 | 10.6% | 100.0% |

PUBLIC WORKS: WATER DIVISION

ADMINISTRATION

GOAL

To provide highly qualified personnel for the daily operations of the City's water system and to direct their activities while working closely with the Engineering Division and the public

INITIATIVES

- Provide excellent customer service
- Operate and maintain the water system infrastructure consistent with industry-wide preventative maintenance programs and standards
- Perform expanded water conservation outreach to the community
- Maintain reporting requirements to all regulatory agencies
- Continue developing and executing the Water Infrastructure Plan

The City's water system is comprised of two storage reservoirs with a combined storage capacity of 10 million gallons; one elevated storage tank with a storage capacity of 300,000 gallons; two groundwater wells with a total production capacity of 3,500 gallons per minute; approximately 112 miles of water distribution pipelines ranging in diameter from 4" to 24"; 1700 gate valves; and 230 backflow devices.



The functions of Water Administration include: planning on-going system maintenance work, assisting the Engineering Division with the design and inspection of water capital projects; establishing repair and maintenance procedures and priorities; maintaining contact with West Basin Municipal Water District and the Water Replenishment District related to imported water; providing assistance to the public regarding questions or concerns about the City's water system; and providing inspections and technical assistance for private construction.

The City's water conservation outreach program addresses the need to continue conserving water, and encourages water conservation measures that permanently reduce water use.

Due to retirements and Division restructuring, the Water Distribution Supervisor and one Water Plant Operator duties have been assigned to existing positions, thereby reducing the full-time headcount in this Division.

| Full-Time Staffing | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|-------------------------------|-------------|--------------|--------------|--------------|
| | Actual | Actual | Adopted | Proposed |
| Water Distribution Supervisor | 1 | 1 | 1 | - |
| Senior Water Plant Operator | 1 | 1 | 1 | 1 |
| Maintenance Worker IV | - | 1 | 1 | 1 |
| Water Plant Operator | 2 | 2 | 2 | 1 |
| Water Meter Reader | 1 | 1 | 1 | 1 |
| Maintenance Worker I/II | 6 | 6 | 6 | 6 |
| Secretary | 1 | 1 | 1 | 1 |
| GIS Technician | 0.5 | 0.50 | 0.50 | 0.50 |
| Electrician | 1 | 0.75 | 0.75 | 0.20 |
| Total | 13.5 | 14.25 | 14.25 | 11.70 |

| Water Administration | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---|----------------------------------|--------------------|--------------------|--------------------|--------------------|----------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$108,463 | \$108,522 | \$139,096 | \$33,888 | (75.6%) | 0.8% |
| 4201 | Group Medical Insurance | 11,732 | 9,552 | 9,470 | 3,583 | (62.2%) | 0.1% |
| 4202 | Medicare Contributions | 460 | 457 | 477 | 491 | 2.9% | 0.0% |
| 4204 | 401A Plan City Contributions | 1,897 | 1,904 | 1,465 | - | (100.0%) | - |
| 4206 | Medical Retirement Contributions | 2,208 | 2,208 | 560 | 600 | 7.1% | 0.0% |
| 4211 | PERS Regular Contribution | 16,004 | 18,941 | 16,991 | 6,049 | (64.4%) | 0.1% |
| 4220 | Accrued Leave | 490 | - | - | - | - | - |
| Total Salaries & Benefits | | \$141,254 | \$141,584 | \$168,059 | \$44,611 | (73.5%) | 1.0% |
| 5101 | Contract Services | \$1,410 | \$2,000 | \$2,000 | \$2,000 | - | 0.0% |
| 5201 | Office Supplies | 1,391 | - | - | - | - | - |
| 5202 | Membership & Dues | - | 400 | 150 | 150 | - | 0.0% |
| 5204 | Conferences & Meetings | 50 | - | - | - | - | - |
| 5217 | Departmental Supplies | 7,238 | 500 | 500 | 500 | - | 0.0% |
| 5225 | Printing | 3,411 | 3,000 | 3,000 | 3,000 | - | 0.1% |
| 5231 | Bank Service Charge | - | 20,181 | 17,210 | 17,210 | - | 0.4% |
| 5501 | Telephone | 1,679 | 1,400 | 2,541 | 2,300 | (9.5%) | 0.1% |
| 5503 | Natural Gas | 190 | 203 | 185 | 189 | 2.2% | 0.0% |
| Total Materials & Services | | \$15,369 | \$27,684 | \$25,586 | \$25,349 | (0.9%) | 0.6% |
| 5601 | Administrative Service Charge | \$1,403,640 | \$1,349,188 | \$1,349,188 | \$1,349,188 | - | 30.6% |
| 5611 | Warehouse Services | 50 | - | 42 | 50 | 19.0% | 0.0% |
| 5621 | Information Systems Allocation | 4,368 | 4,828 | 4,828 | 4,932 | 2.2% | 0.1% |
| 5651 | Building & Operations Allocation | 73,971 | 96,267 | 96,363 | 108,843 | 13.0% | 2.5% |
| Total Internal Services | | \$1,482,029 | \$1,450,283 | \$1,450,421 | \$1,463,013 | 0.9% | 33.1% |
| 6202 | Studies, Audits & Analysis | \$5,542 | - | \$185,201 | - | (100.0%) | - |
| 6212 | CIP Bldg & Facilities - CYr | 622,699 | - | 193,697 | \$317,500 | 63.9% | 7.2% |
| 6232 | CIP Utility Improvements - CYr | - | \$350,000 | 350,000 | - | (100.0%) | - |
| 6242 | CIP Line Improvements - CYr | 1,084,443 | 2,250,000 | 2,385,513 | 2,350,000 | (1.5%) | 53.2% |
| Total Capital Projects & Equipment | | \$1,712,684 | \$2,600,000 | \$3,114,411 | \$2,667,500 | (14.3%) | 60.4% |
| 7101 | Bond Principal | \$87,132 | \$87,132 | \$87,132 | \$90,483 | 3.8% | 2.0% |
| 7102 | Bond Interest | 130,544 | 127,370 | 127,370 | 122,374 | (3.9%) | 2.8% |
| 7103 | Bond Administration Fee | 2,673 | 2,815 | 4,365 | 2,815 | (35.5%) | 0.1% |
| Total Debt Service | | \$220,349 | \$217,317 | \$218,867 | \$215,672 | (1.5%) | 4.9% |
| Total Expenditures | | \$3,571,685 | \$4,436,868 | \$4,977,344 | \$4,416,145 | (11.3%) | 100.0% |
| Source of Funds | | | | | | | |
| Water | | \$3,571,685 | \$4,436,868 | \$4,977,344 | \$4,416,145 | (11.3%) | 100.0% |
| Total | | \$3,571,685 | \$4,436,868 | \$4,977,344 | \$4,416,145 | (11.3%) | 100.0% |

SOURCE OF SUPPLY

GOAL

Provide customers with a reliable source of water supply at the lowest possible cost, and reduce overall water consumption by 20% by the year 2020 through the water conservation program

INITIATIVES

- Offset the cost of higher priced Metropolitan Water District of Southern California (MWD) water through leasing less expensive groundwater rights from agencies with surplus rights
- Develop enhanced water conservation outreach programs focused on achieving a 20% reduction in water use by the year 2020

Approximately 85% of the City's water supply is provided by the MWD and 15% is supplied through City-owned groundwater rights in the West Coast Groundwater Basin.

| Service Indicators | | 2009-2010 Actual | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed |
|---|--|-----------------------------|-----------------------------|------------------------------|-------------------------------|
| % - Purchases reduced between 2010 - 2020 | | 4% | 16% | 20% | 15% |

| Water Source of Supply | | 2010-2011 Actual | 2011-2012 Adopted | 2011-2012 Y/E Est | 2012-2013 Proposed | Var from FY 2012 Y/E | % of Total |
|---|-----------------------------|-----------------------------|------------------------------|------------------------------|-------------------------------|---------------------------------|-----------------------|
| 5101 | Contract Services | \$3,082,526 | \$4,543,981 | \$3,897,352 | \$4,623,136 | 18.6% | 82.2% |
| 5202 | Membership & Dues | 7,207 | 1,609 | 1,609 | 1,931 | 20.0% | 0.0% |
| 5217 | Departmental Supplies | 1,085 | - | - | - | - | - |
| 5240 | Assessments & Taxes | - | - | 262 | - | (100.0%) | - |
| 5502 | Electricity | 119,848 | 1,246 | 1,221 | 1,221 | 0.0% | 0.0% |
| Total Materials & Services | | \$3,210,666 | \$4,546,836 | \$3,900,444 | \$4,626,288 | 18.6% | 82.2% |
| 6212 | CIP Bldg & Facilities - CYr | - | \$230,000 | \$247,920 | \$1,000,000 | 303.4% | 17.8% |
| Total Capital Projects & Equipment | | - | \$230,000 | \$247,920 | \$1,000,000 | 303.4% | 17.8% |
| Total Expenditures | | \$3,210,666 | \$4,776,836 | \$4,148,364 | \$5,626,288 | 35.6% | 100.0% |
| Source of Funds | | | | | | | |
| Water | | \$3,210,666 | \$4,776,836 | \$4,148,364 | \$5,626,288 | 35.6% | 1 |
| Total | | \$3,210,666 | \$4,776,836 | \$4,148,364 | \$5,626,288 | 35.6% | 100.0% |

PUMPING & TREATMENT

GOAL

To provide a reliable source of high quality potable water that meets all State and Federal drinking water standards, and to maintain adequate pressure and flows for fire protection

INITIATIVES

- Continue on-going preventative maintenance programs on pump and well motor control centers, reservoir cathodic protection, water disinfection systems, emergency stand-by generators and pump/motor efficiencies
- Upgrade Supervisory Control and Data Acquisition (SCADA) communications system to radio frequency control to enhance operations reliability
- Perform annual valve exercising program and database management of the isolation valves of all water pumping and water storage facilities



Plant Operators are responsible for operating, maintaining and performing preventative maintenance on the City's wells, reservoirs, booster stations, emergency generators, water disinfection facilities, and SCADA systems in a manner that satisfies consumer demand and regulatory requirements at all times.

| Service Indicators | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|-----------|-----------|-----------|-----------|
| | Actual | Actual | Adopted | Proposed |
| # - Motor control center inspections performed | 14 | 14 | 14 | 14 |
| # - Edison efficiency testing performed | 14 | 14 | 14 | 14 |
| # - Emergency generator testing - wells/boosters | 12 | 12 | 12 | 12 |
| # - Inspections of cathodic protection on tank | 1 | 1 | 1 | 1 |
| # - Critical facilities isolation valve exercising* | n/a | n/a | n/a | 112 |
| # - Chlorination systems preventative maintenance* | n/a | n/a | n/a | 2 |

* New for fiscal year 2012-2013

| Water Pumping & Treatment | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---|----------------------------------|--------------------|--------------------|--------------------|--------------------|----------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$256,236 | \$251,381 | \$203,947 | \$192,295 | (5.7%) | 9.6% |
| 4111 | Overtime Regular Employees | 2,357 | 3,817 | 2,500 | 2,901 | 16.0% | 0.1% |
| 4201 | Group Medical Insurance | 32,312 | 32,624 | 26,601 | 28,880 | 8.6% | 1.4% |
| 4202 | Medicare Contributions | 2,709 | 2,696 | 2,798 | 2,729 | (2.5%) | 0.1% |
| 4204 | 401A Plan City Contributions | - | - | - | 875 | - | 0.0% |
| 4206 | Medical Retirement Contributions | 5,508 | 5,508 | 3,010 | 3,250 | 8.0% | 0.2% |
| 4211 | PERS Regular Contribution | 37,512 | 44,218 | 38,094 | 33,007 | (13.4%) | 1.7% |
| Total Salaries & Benefits | | \$336,634 | \$340,244 | \$276,950 | \$263,937 | (4.7%) | 13.2% |
| 5101 | Contract Services | \$56,962 | \$81,236 | \$107,145 | \$143,923 | 34.3% | 7.2% |
| 5104 | Computer Contract Services | 6,716 | 8,284 | 10,337 | 10,164 | (1.7%) | 0.5% |
| 5202 | Membership & Dues | 1,090 | 1,446 | 1,446 | 1,446 | - | 0.1% |
| 5204 | Conferences & Meetings | 21,000 | - | - | - | - | - |
| 5205 | Training | 382 | 1,145 | 1,145 | 3,745 | 227.1% | 0.2% |
| 5206 | Uniforms/Safety Equip | 1,406 | 2,600 | 2,600 | 1,950 | (25.0%) | 0.1% |
| 5209 | Tools & Minor Equip | 2,178 | 580 | 809 | 7,580 | 837.0% | 0.4% |
| 5217 | Departmental Supplies | 87,332 | 112,965 | 75,465 | 75,607 | 0.2% | 3.8% |
| 5225 | Printing | - | 80 | 400 | 80 | (80.0%) | 0.0% |
| 5240 | Assessments & Taxes | 562,264 | 516,336 | 516,336 | 582,960 | 12.9% | 29.2% |
| 5501 | Telephone | 63,089 | 68,100 | 67,981 | 68,400 | 0.6% | 3.4% |
| 5502 | Electricity | 171,224 | 283,814 | 276,944 | 276,944 | (0.0%) | 13.9% |
| Total Materials & Services | | \$973,643 | \$1,076,586 | \$1,060,608 | \$1,172,799 | 10.6% | 58.7% |
| 5611 | Warehouse Services | \$212 | \$310 | \$310 | \$325 | 4.8% | 0.0% |
| 5621 | Information Systems Allocation | 34,920 | 38,620 | 38,620 | 39,455 | 2.2% | 2.0% |
| 5641 | Fleet Rental Allocation | 11,240 | 8,670 | 8,670 | 8,670 | - | 0.4% |
| 5642 | Fleet Maintenance Allocation | 7,489 | 7,957 | 7,853 | 11,488 | 46.3% | 0.6% |
| Total Internal Services | | \$53,861 | \$55,557 | \$55,453 | \$59,938 | 8.1% | 3.0% |
| 6121 | Machinery & Equipment | \$58,527 | \$91,714 | \$91,714 | - | (100.0%) | - |
| 6232 | CIP Utility Improvements - CYr | - | 680,000 | 730,000 | 500,000 | (31.5%) | 25.0% |
| Total Capital Projects & Equipment | | \$58,527 | \$771,714 | \$821,714 | \$500,000 | (39.2%) | 25.0% |
| Total Expenditures | | \$1,422,665 | \$2,244,101 | \$2,214,725 | \$1,996,674 | (9.8%) | 100.0% |
| Source of Funds | | | | | | | |
| Water | | \$1,422,665 | \$2,244,101 | \$2,214,725 | \$1,996,674 | (9.8%) | 100.0% |
| Total | | \$1,422,665 | \$2,244,101 | \$2,214,725 | \$1,996,674 | (9.8%) | 100.0% |

MAINTENANCE

GOAL

To provide highly qualified personnel for the daily operations and maintenance of the City's water distribution system, and to provide reliable fire and domestic water service to the community

INITIATIVES

- As continuation of a ten-year water meter replacement program, implement year 4 of the program to replace 1,400 water meters of various sizes
- Perform preventive maintenance in the following areas: fire hydrants, gate valve exercising, system flushing, small and larger meter testing, backflow and cross connection inspections
- Track all valve replacements by date, location, make and model
- Inspect and document all fire hydrants for maintenance and GIS

Water Maintenance is responsible for maintaining and repairing the City's water distribution system, which includes pipelines, gate valves, service lines, meters, backflow devices, control valves and fire hydrants.



The fiscal year 2012-2013 budget includes \$28,000 for the replacement of a water valve exercise machine. The new unit will replace the existing unit which has reached the end of its useful life.

| Service Indicators | 2009-2010 Actual | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed |
|--|-----------------------------|-----------------------------|------------------------------|-------------------------------|
| # - Internal/external backflow devices inspected | 235 | 235 | 235 | 235 |
| # - System valves exercised | 375 | 988 | 988 | 988 |
| # - Control valves serviced | 6 | 6 | 6 | 6 |
| % - Broken gate valves repaired w/in 10 days | 100% | 100% | 100% | 100% |
| # - Meters replaced per year | 1,255 | 1,400 | 1,360 | 1,360 |
| # - Distribution system flushing (miles)* | n/a | 112 | n/a | 112 |

* New for fiscal year 2012-2013

| Water Maintenance | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$519,431 | \$496,946 | \$473,768 | \$477,214 | 0.7% | 40.3% |
| 4111 | Overtime Regular Employees | 13,676 | 10,643 | 10,643 | 10,841 | 1.9% | 0.9% |
| 4201 | Group Medical Insurance | 102,365 | 112,744 | 93,804 | 127,435 | 35.9% | 10.8% |
| 4202 | Medicare Contributions | 7,555 | 7,206 | 6,853 | 6,910 | 0.8% | 0.6% |
| 4204 | 401A Plan City Contributions | 1,743 | 1,750 | 1,757 | 875 | (50.2%) | 0.1% |
| 4205 | Worker's Compensation | 169,284 | 57,960 | 57,960 | 12,024 | (79.3%) | 1.0% |
| 4206 | Medical Retirement Contributions | 13,236 | 13,236 | 9,460 | 10,250 | 8.4% | 0.9% |
| 4211 | PERS Regular Contribution | 75,475 | 87,265 | 80,811 | 82,900 | 2.6% | 7.0% |
| Total Salaries & Benefits | | \$902,765 | \$787,750 | \$735,056 | \$728,449 | (0.9%) | 61.5% |
| 5101 | Contract Services | \$19,954 | \$24,472 | \$24,472 | \$29,682 | 21.3% | 2.5% |
| 5102 | Contract Personnel | 33,245 | - | - | - | - | - |
| 5104 | Computer Contract Services | - | - | - | 3,964 | - | 0.3% |
| 5201 | Office Supplies | 211 | - | - | - | - | - |
| 5202 | Membership & Dues | 277 | 470 | 470 | 500 | 6.4% | 0.0% |
| 5203 | Reference Materials | - | 500 | 500 | 500 | - | 0.0% |
| 5205 | Training | 6,020 | 4,000 | 4,000 | 4,800 | 20.0% | 0.4% |
| 5206 | Uniforms/Safety Equip | 3,903 | 4,550 | 3,900 | 3,900 | - | 0.3% |
| 5209 | Tools & Minor Equip | 8,621 | 6,703 | 6,703 | 4,200 | (37.3%) | 0.4% |
| 5217 | Departmental Supplies | 227,038 | 209,629 | 209,629 | 212,610 | 1.4% | 18.0% |
| 5225 | Printing | 493 | 160 | - | - | - | - |
| 5501 | Telephone | 156 | 165 | 185 | 180 | (2.8%) | 0.0% |
| 5504 | Water | 16,441 | 15,093 | 22,191 | 26,851 | 21.0% | 2.3% |
| Total Materials & Services | | \$316,360 | \$265,742 | \$272,050 | \$287,187 | 5.6% | 24.3% |
| 5611 | Warehouse Services | \$2,751 | \$1,500 | \$1,500 | \$2,000 | 33.3% | 0.2% |
| 5621 | Information Systems Allocation | 4,368 | 4,828 | 4,828 | 4,932 | 2.2% | 0.4% |
| 5631 | Insurance Allocation | 166,140 | 38,100 | 38,100 | 38,459 | 0.9% | 3.2% |
| 5641 | Fleet Rental Allocation | 56,720 | 53,050 | 53,050 | 53,050 | - | 4.5% |
| 5642 | Fleet Maintenance Allocation | 38,025 | 49,188 | 48,550 | 41,667 | (14.2%) | 3.5% |
| Total Internal Services | | \$268,005 | \$146,666 | \$146,028 | \$140,108 | (4.1%) | 11.8% |
| 6121 | Machinery & Equipment | - | - | - | \$28,000 | - | 0.6% |
| Total Capital Projects & Equipment | | - | - | - | \$28,000 | - | 0.6% |
| Total Expenditures | | \$1,487,129 | \$1,200,158 | \$1,153,134 | \$1,183,744 | 2.7% | 100.0% |
| Source of Funds | | | | | | | |
| Water | | \$1,487,129 | \$1,200,158 | \$1,153,134 | \$1,183,744 | 2.7% | 100.0% |
| Total | | \$1,487,129 | \$1,200,158 | \$1,153,134 | \$1,183,744 | 2.7% | 100.0% |

PUBLIC WORKS: STORM DRAIN

GOAL

To maintain the City's storm drain system and promote storm water pollution awareness to the citizens of Manhattan Beach in order to prevent property damage due to flooding, and minimize pollution run-off into the ocean

INITIATIVES

- Perform maintenance of catch basins, continuous deflector separators and Polliwog Pond to minimize trash conveyance to the sea in compliance with National Pollutant Discharge Elimination System requirements
- Maintain dry weather diversion sump to assure dry weather run-off is conveyed to the L.A. Sanitation District and not to the ocean in an effort to reduce bacteria contamination at the shore line
- Perform periodic vegetation and debris removal and turning of the soil at storm water sumps to enhance water permeability into the earth to prevent local flooding
- Continue evaluation of shoreline water quality monitoring at three testing locations
- Collaborate with the Los Angeles County Flood Control to minimize dry weather run-off into the ocean, and drop water levels of Polliwog Pond to normal grade as soon as possible after a storm event
- Respond to storm drain complaints within one working day
- Monitor effectiveness of installed grates at storm drain catch basin entrances to reduce debris reaching the ocean
- Investigate sources of bacteria that are transported as urban run-off through the storm drain system
- Seek grant funding for storm water run-off capital projects



The Storm Drain system is designed to channel water generated as a result of storm flows from public right of ways and private properties to its ultimate drainage destination, the Pacific Ocean. Because run-off water travels directly to the ocean without the benefit of treatment, operators of storm drain systems must comply with the conditions of the National Pollutant Discharge Elimination System permit. The Storm Drain system is comprised of: 83,538 ft. of Manhattan Beach storm lines and 43,805 feet of Los Angeles County storm lines; 800 catch basins; eight continuous deflection systems; two dry weather storm water diversions; five storm water sumps; and one lift station.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Sewer Maintenance Worker | 1 | 1 | 1 | 1 |
| GIS Technician | 0.1 | 0.1 | 0.1 | 0.1 |
| Total | 1.1 | 1.1 | 1.1 | 1.1 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Catch basins cleaned per NPDES* | n/a | 1,400 | 1,400 | 700 |
| # - Storm SUMP inspections and cleanings* | n/a | 3 | 3 | 3 |
| # - Dry weather diversion inspections (weekly)* | n/a | 26 | 52 | 52 |
| # - Continuous deflector separator inspections (8 @ 4x/Year)* | n/a | 16 | 32 | 32 |
| # - Maintenance of Polliwog Pond performed (weekly)* | n/a | 52 | 52 | 52 |
| # - Motor control center inspections performed* | n/a | 4 | 1 | 4 |
| # - Edison efficiency testing performed* | n/a | 4 | 1 | 4 |
| # - Cubic yards of debris collected from catch basins* | n/a | 14 | 20 | 20 |
| # - Yearly catch basins cleaning per NPDES | 1,400 | 1,400 | 1,400 | 1,400 |

* Introduced in fiscal year 2011-2012

| Storm Drain | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---|----------------------------------|------------------|------------------|--------------------|------------------|----------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$69,661 | \$65,025 | \$69,212 | \$69,441 | 0.3% | 11.6% |
| 4111 | Overtime Regular Employees | 8,284 | 3,516 | 5,615 | 2,103 | (62.5%) | 0.4% |
| 4201 | Group Medical Insurance | 13,925 | 15,399 | 14,174 | 17,419 | 22.9% | 2.9% |
| 4202 | Medicare Contributions | 1,141 | 943 | 1,080 | 984 | (8.9%) | 0.2% |
| 4206 | Medical Retirement Contributions | 1,620 | 1,620 | 1,230 | 1,330 | 8.1% | 0.2% |
| 4211 | PERS Regular Contribution | 9,598 | 11,438 | 11,047 | 11,692 | 5.8% | 2.0% |
| Total Salaries & Benefits | | \$104,228 | \$97,941 | \$102,358 | \$102,969 | 0.6% | 17.2% |
| 5101 | Contract Services | \$105,138 | \$134,085 | \$110,000 | \$173,028 | 57.3% | 28.9% |
| 5104 | Computer Contract Services | 690 | 2,761 | 5,522 | 3,748 | (32.1%) | 0.6% |
| 5204 | Conferences & Meetings | 36 | - | - | - | - | - |
| 5205 | Training | 74 | - | - | - | - | - |
| 5206 | Uniforms/Safety Equip | 559 | 650 | 650 | 650 | - | 0.1% |
| 5217 | Departmental Supplies | 9,476 | 32,175 | 32,175 | 12,800 | (60.2%) | 2.1% |
| 5225 | Printing | - | 5,000 | 3,000 | 3,000 | - | 0.5% |
| 5502 | Electricity | 11,945 | 12,014 | 10,667 | 10,667 | (0.0%) | 1.8% |
| 5504 | Water | 1,211 | 1,252 | 1,700 | 2,057 | 21.0% | 0.3% |
| Total Materials & Services | | \$129,129 | \$187,937 | \$163,714 | \$205,950 | 25.8% | 34.4% |
| 5601 | Administrative Service Charge | - | \$363,187 | \$363,187 | - | (100.0%) | - |
| 5611 | Warehouse Services | 141 | 100 | 100 | 100 | - | 0.0% |
| 5651 | Building & Operations Allocation | 6,164 | 8,022 | 8,030 | 9,070 | 13.0% | 1.5% |
| Total Internal Services | | \$6,305 | \$8,122 | \$8,130 | \$9,170 | 12.8% | 1.5% |
| 6202 | Studies, Audits & Analysis | \$16,290 | - | \$50,000 | \$150,000 | 200.0% | 25.1% |
| 6212 | CIP Bldg & Facilities - CYr | - | - | 116,180 | 130,000 | 11.9% | 21.7% |
| 6242 | CIP Line Improvememnts - CYr | - | - | 500,000 | - | (100.0%) | - |
| Total Capital Projects & Equipment | | \$16,290 | - | \$666,180 | \$280,000 | (58.0%) | 46.8% |
| Total Expenditures | | \$255,952 | \$657,187 | \$1,303,569 | \$598,089 | (54.1%) | 100.0% |
| Source of Funds | | | | | | | |
| Stormwater | | \$255,952 | \$657,187 | \$1,303,569 | \$598,089 | (54.1%) | 100.0% |
| Total | | \$255,952 | \$657,187 | \$1,303,569 | \$598,089 | (54.1%) | 100.0% |

PUBLIC WORKS: SEWER MAINTENANCE

GOAL

To manage the City's sewer collection system in full compliance with the City's Sewer System Management Plan (SSMP), as mandated by the Regional Water Quality Control Board

INITIATIVES

- Continue on-going preventative maintenance programs on sewer lift station motor control centers, emergency stand-by generators and pump/motor efficiencies
- Perform twice yearly cleaning of entire City sewer collection system, monthly cleaning of high sewer volume areas and bi-weekly maintenance at the six sewer lift stations
- Minimize sewer system overflows through proactive identification of trouble areas during routine maintenance, and make repairs in a timely manner
- Respond to all sewer system overflows within 45 minutes
- Perform annual sewer line videoing and manhole inspections of 20% of the system to determine repair and rehabilitation needs
- Continue the Fats, Oils and Grease (FOG) inspection program for 130 food service establishments
- Construct emergency bypass valves and intakes at six sewer lift stations
- Develop Sewer System Overflow Emergency Response Plan in compliance with the Sewer System Management Plan



The City's sanitary sewer system is comprised of six pump stations that convey sewage out of areas of geographic depression, plus eighty-six miles of sewer lines. Sewage is conveyed to the Los Angeles County Sanitation District's Joint Water Pollution Control Plant in the City of Carson for treatment. The City's Sewer System Management Plan serves as the template that guides operations, maintenance, and infrastructure management, in addition to public and environmental protection. The FOG ordinance is an integral element of the SSMP, which is intended to minimize sewer system overflows in food service establishments.

The fiscal year 2012-2013 budget includes capital improvement projects for the rehabilitation of gravity sewer mains and manholes, and utility telemetry. The budget also accommodates the replacement of an emergency sewer bypass pump and a new emergency sewer lift station bypass pipe-valve-coupling assembly.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Sewer Maintenance Worker | 3 | 3 | 3 | 3 |
| GIS Technician | 0.10 | 0.10 | 0.10 | 0.10 |
| Electrician | - | 0.25 | 0.25 | 0.20 |
| Total | 3.1 | 3.35 | 3.35 | 3.30 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--|---------------|---------------|----------------|-----------------|
| Service Indicators* | Actual | Actual | Adopted | Proposed |
| # - Responses to emergency sewer calls | n/a | 29 | 70 | 116 |
| # - Sewer lines cleaned (miles) | n/a | 88 | 176 | 88 |
| % - Total Miles of Extra Attention Lines Cleaned | n/a | 50% | 100% | 100% |
| # - Weekly sewer lift stations inspected | n/a | 12 | 12 | 16 |
| # - Sewer system overflows | n/a | 3 | - | - |
| # - Motor control center inspections | n/a | 6 | 6 | 7 |
| # - Edison efficiency testing | n/a | 6 | 6 | 7 |
| # - Emergency generator testing in sewer lift stations | n/a | 6 | 6 | 6 |

* Introduced in fiscal year 2011-2012

| Sewer Maintenance | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$211,430 | \$199,647 | \$212,991 | \$206,863 | (2.9%) | 5.6% |
| 4111 | Overtime Regular Employees | 8,199 | 5,542 | 5,542 | 6,307 | 13.8% | 0.2% |
| 4201 | Group Medical Insurance | 34,458 | 35,074 | 34,310 | 39,014 | 13.7% | 1.1% |
| 4202 | Medicare Contributions | 2,235 | 2,043 | 2,218 | 2,101 | (5.3%) | 0.1% |
| 4206 | Medical Retirement Contributions | 4,920 | 4,920 | 3,680 | 3,980 | 8.2% | 0.1% |
| 4211 | PERS Regular Contribution | 29,599 | 35,118 | 33,811 | 35,109 | 3.8% | 1.0% |
| Total Salaries & Benefits | | \$290,842 | \$282,344 | \$292,552 | \$293,374 | 0.3% | 8.0% |
| 5101 | Contract Services | \$230,700 | \$201,589 | \$201,589 | \$178,598 | (11.4%) | 4.8% |
| 5104 | Computer Contract Services | 7,800 | 9,965 | 9,965 | 11,798 | 18.4% | 0.3% |
| 5202 | Membership & Dues | 203 | 215 | 215 | 215 | - | 0.0% |
| 5205 | Training | 182 | 1,200 | 1,200 | 1,200 | - | 0.0% |
| 5206 | Uniforms/Safety Equip | 1,352 | 2,310 | 2,310 | 2,310 | - | 0.1% |
| 5210 | Computer Supplies & Software | 3,491 | - | - | - | - | - |
| 5217 | Departmental Supplies | 11,905 | 22,295 | 22,295 | 20,222 | (9.3%) | 0.5% |
| 5225 | Printing | - | 80 | 80 | 5,080 | 6250.0% | 0.1% |
| 5231 | Bank Service Charge | - | 4,474 | 4,330 | 4,330 | - | 0.1% |
| 5502 | Electricity | 21,937 | 22,087 | 22,098 | 22,098 | 0.0% | 0.6% |
| 5504 | Water | 1,645 | 1,151 | 1,561 | 1,889 | 21.0% | 0.1% |
| Total Materials & Services | | \$279,215 | \$265,366 | \$265,643 | \$247,740 | (6.7%) | 6.7% |
| 5601 | Administrative Service Charge | \$718,980 | \$808,133 | \$808,133 | \$808,133 | - | 21.9% |
| 5611 | Warehouse Services | 708 | 500 | 500 | 500 | - | 0.0% |
| 5631 | Insurance Allocation | - | - | - | 303,864 | - | 8.2% |
| 5641 | Fleet Rental Allocation | 62,260 | 126,950 | 126,950 | 126,950 | - | 3.4% |
| 5642 | Fleet Maintenance Allocation | 22,176 | 19,167 | 18,916 | 17,829 | (5.7%) | 0.5% |
| 5651 | Building & Operations Allocation | 18,493 | 24,067 | 24,091 | 27,211 | 13.0% | 0.7% |
| Total Internal Services | | \$822,616 | \$978,817 | \$978,590 | \$1,284,487 | 31.3% | 34.8% |
| 6121 | Machinery & Equipment | - | \$38,113 | \$38,113 | \$147,000 | 285.7% | 4.0% |
| 6202 | Studies, Audits & Analysis | \$26,146 | - | 135,784 | - | (100.0%) | - |
| 6212 | CIP Bldg & Facilities - CYr | 29,941 | - | 188,809 | 100,000 | (47.0%) | 2.7% |
| 6242 | CIP Line Improvements - CYr | 97,674 | 1,390,000 | 2,542,327 | 1,510,000 | (40.6%) | 40.9% |
| Total Capital Projects & Equipment | | \$153,761 | \$1,428,113 | \$2,905,033 | \$1,757,000 | (39.5%) | 47.6% |
| 7101 | Bond Principal | \$42,868 | \$42,868 | \$42,868 | \$44,517 | 3.8% | 1.2% |
| 7102 | Bond Interest | 64,226 | 62,664 | 62,664 | 60,207 | (3.9%) | 1.6% |
| 7103 | Bond Administration Fee | 1,315 | 1,385 | 2,147 | 1,385 | (35.5%) | 0.0% |
| Total Debt Service | | \$108,409 | \$106,917 | \$107,679 | \$106,109 | (1.5%) | 2.9% |
| Total Expenditures | | \$1,654,842 | \$3,061,557 | \$4,549,497 | \$3,688,710 | (18.9%) | 100.0% |
| Source of Funds | | | | | | | |
| Wastewater | | \$1,654,842 | \$3,061,557 | \$4,549,497 | \$3,688,710 | (18.9%) | 100.0% |
| Total | | \$1,654,842 | \$3,061,557 | \$4,549,497 | \$3,688,710 | (18.9%) | 100.0% |

PUBLIC WORKS: SOLID WASTE

GOAL

To provide efficient and cost effective solid waste services including refuse collection, recycling, household hazardous waste, and street sweeping

INITIATIVES

- Remain in compliance with AB 939 State mandates, and monitor waste diversion results and report findings to the community
- Collaborate with the Los Angeles Regional Agency to promote waste reduction and the message of “Zero Waste” in order to meet solid waste landfill diversion goals
- Work with the commercial districts to reduce visible trash, develop commercial waste reduction and recycling programs, and ensure businesses receive adequate solid waste services
- Provide information and manage issues, complaints and service requests in an efficient and professional manner
- Install new recycling containers throughout the City including parks and athletic fields



In fiscal year 2011-2012, the City began a new seven-year franchise agreement for solid waste services with Waste Management Inc., a private refuse and recycling hauler. Waste Management provides exclusive service to over 13,000 residential households for trash, commingled recycling, green waste and bulky item pickup programs. Waste Management also provides refuse and recycling services to the City's commercial sector and coordinates recycling programs at Manhattan Beach schools. The overall diversion rate achieved by the City and its residents is steadily above the State mandated 50 percent. In addition to residential recycling and green waste, diversion has been achieved through the community's source reduction and business recycling practices. Residential recycling continues to be a significant source of diversion.

A few notable changes in the new contract include a tiered-rate structure whereby single-family residents pay for their refuse service based on the size and quantity of trash containers, thereby providing a financial incentive to those who can reduce waste and increase recycling. Another new program is the unlimited “At Your Door” Household Hazardous Waste pick-up for single and multi-family residents where residents can schedule an appointment to have a hazardous waste safely collected at their doorstep and properly disposed.

Solid Waste outreach is evolving through the concept of “Zero Waste,” a paradigm shift from traditional diversion. It requires the rethinking of what is traditionally regarded as garbage into materials that can be used as valued resources. Zero Waste entails shifting consumption patterns, more carefully managing purchases, and maximizing the reuse of materials at the end of their useful life. Zero Waste takes into account the whole materials management system: product design and the extraction of natural resources, manufacturing and distribution, product use and reuse, and recycling or disposal. In summary, Zero Waste focuses on refusing waste into the stream through environmental purchasing, reuse and repair, recycling, then disposal.

The Solid Waste Division includes the City's street sweeping program. Under a competitively bid contract, residential streets are swept once per week, while many streets with commercial uses are swept two or more times each week. Additionally under this contract, the Strand is swept five days per week and the Pier is swept daily. The result of these contract services is cleaner streets, a cleaner Strand and Pier and less trash flowing into storm drains and the ocean.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---------------------------|-------------|-------------|-------------|-------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Senior Management Analyst | - | - | 1 | 0.75 |
| Management Analyst | 1 | 1 | - | - |
| Maintenance Workers I/II | 0.50 | 0.50 | 0.50 | 0.50 |
| GIS Technician | 0.20 | 0.20 | 0.20 | - |
| Total | 1.70 | 1.70 | 1.70 | 1.25 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Pounds landfilled by Hauler: Residential | 10,454 | 11,406 | 10,000 | 8,000 |
| # - Pounds recycled by Hauler: Residential* | 9,064 | 7,823 | 10,000 | 10,000 |
| # - Pounds greenwaste recycled by Hauler: Residential* | 4,019 | 4,417 | 4,500 | 4,500 |
| Residential Hauler Landfill Diversion Rate* | 56% | 52% | 50% | 64% |

* Recycled diverted material results derived from Waste Management monthly reports.

| Solid Waste Management | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$116,476 | \$118,399 | \$119,271 | \$86,341 | (27.6%) | 2.0% |
| 4111 | Overtime Regular Employees | 131 | - | 81 | - | (100.0%) | - |
| 4114 | Overtime Special Events | - | 2,760 | 2,760 | 2,700 | (2.2%) | 0.1% |
| 4201 | Group Medical Insurance | 20,479 | 20,400 | 20,723 | 18,622 | (10.1%) | 0.4% |
| 4202 | Medicare Contributions | 1,627 | 1,717 | 1,702 | 1,252 | (26.4%) | 0.0% |
| 4204 | 401A Plan City Contributions | 2,727 | 3,356 | 3,369 | 2,517 | (25.3%) | 0.1% |
| 4206 | Medical Retirement Contributions | 2,496 | 2,496 | 1,390 | 1,510 | 8.6% | 0.0% |
| 4211 | PERS Regular Contribution | 16,503 | 20,256 | 19,530 | 14,978 | (23.3%) | 0.3% |
| Total Salaries & Benefits | | \$160,438 | \$169,384 | \$168,826 | \$127,920 | (24.2%) | 2.9% |
| 5101 | Contract Services | \$3,696,903 | \$3,910,718 | \$3,599,000 | \$3,809,800 | 5.9% | 86.6% |
| 5202 | Membership & Dues | 5,859 | 6,000 | 5,813 | 6,000 | 3.2% | 0.1% |
| 5203 | Reference Materials | - | 150 | 100 | 150 | 50.0% | 0.0% |
| 5204 | Conferences & Meetings | 693 | 800 | 500 | 800 | 60.0% | 0.0% |
| 5205 | Training | - | 200 | 228 | 200 | (12.3%) | 0.0% |
| 5206 | Uniforms/Safety Equip | 164 | 650 | 650 | 325 | (50.0%) | 0.0% |
| 5207 | Advertising | 7,152 | 8,000 | 8,000 | 8,000 | - | 0.2% |
| 5217 | Departmental Supplies | 63,096 | 50,500 | 50,000 | 50,500 | 1.0% | 1.1% |
| 5225 | Printing | 7,721 | 1,000 | 1,000 | 1,000 | - | 0.0% |
| 5231 | Bank Service Charge | - | 7,345 | 6,250 | 6,250 | - | 0.1% |
| 5501 | Telephone | 344 | 350 | 353 | 350 | (0.9%) | 0.0% |
| Total Materials & Services | | \$3,781,932 | \$3,985,713 | \$3,671,894 | \$3,883,375 | 5.8% | 88.3% |
| 5601 | Administrative Service Charge | \$410,580 | \$359,111 | \$359,111 | \$359,111 | - | 8.2% |
| 5611 | Warehouse Services | 12,940 | 17,000 | 17,000 | 17,000 | - | 0.4% |
| 5631 | Insurance Allocation | 18,840 | 18,420 | 18,420 | 10,878 | (40.9%) | 0.2% |
| Total Internal Services | | \$442,360 | \$394,531 | \$394,531 | \$386,989 | (1.9%) | 8.8% |
| 6212 | CIP Bldg & Facilities - CYr | - | - | \$97,500 | - | (100.0%) | - |
| Total Capital Projects & Equipment | | - | - | \$97,500 | - | (100.0%) | - |
| Total Expenditures | | \$4,384,730 | \$4,549,628 | \$4,332,751 | \$4,398,284 | 1.5% | 100.0% |
| Source of Funds | | | | | | | |
| Refuse | | \$4,384,730 | \$4,549,628 | \$4,332,751 | \$4,398,284 | 1.5% | 100.0% |
| Total | | \$4,384,730 | \$4,549,628 | \$4,332,751 | \$4,398,284 | 1.5% | 100.0% |

PUBLIC WORKS: PARKING FACILITIES

GOAL

To maintain the City's parking meters and lots in order to provide adequate and safe parking for our residents and visitors

INITIATIVES

- Maximize collections, repair time response and customer service through use of real-time data provided through the installation of 670 IPS "smart meters"
- Repair/replace malfunctioning parking meters within 24 hours of being reported as broken
- Perform annual preventative maintenance on all meters



City Parking Lots & Meters

The Parking Fund includes revenue generated from metered City streets and parking lots, and from the sale of merchant parking permits and cash keys. 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.

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 27th Street parking lot with 68 spaces. Use of the revenue generated through parking meters and the sale of overnight permits is governed by an agreement with the County of Los Angeles. The agreement dictates that the City provides the County with 55% of the gross annual revenue or a guaranteed annual minimum of \$130,000.

State Parking Lots

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

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Meter Repair Worker | 2 | 2 | 2 | 2 |
| GIS Technician | 0.1 | 0.1 | 0.1 | 0.1 |
| Electrician | - | - | - | 0.2 |
| Total | 2.1 | 2.1 | 2.1 | 2.3 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|--|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| # - Parking meter repairs as needed* | n/a | 980 | 1,000 | 3,000 |
| # - Off-peak parking meter preventative maintenance* | n/a | 1,300 | 1,800 | 1,800 |
| # - Parking meter vandalism repairs* | n/a | 22 | 16 | 25 |
| # - Parking meter replacements* | n/a | 27 | 24 | 1,000 |

* Introduced in fiscal year 2011-2012

| Parking Facilities | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---|----------------------------------|--------------------|--------------------|--------------------|--------------------|----------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$63,711 | \$111,782 | \$63,956 | \$125,997 | 97.0% | 3.4% |
| 4111 | Overtime Regular Employees | 1,154 | 2,562 | 1,334 | 2,534 | 90.0% | 0.1% |
| 4201 | Group Medical Insurance | 15,247 | 26,965 | 15,229 | 31,094 | 104.2% | 0.8% |
| 4202 | Medicare Contributions | 885 | 1,621 | 892 | 1,883 | 111.1% | 0.1% |
| 4206 | Medical Retirement Contributions | 3,072 | 3,072 | 2,560 | 2,770 | 8.2% | 0.1% |
| 4211 | PERS Regular Contribution | 13,040 | 19,662 | 15,315 | 22,365 | 46.0% | 0.6% |
| Total Salaries & Benefits | | \$97,109 | \$165,664 | \$99,286 | \$186,643 | 88.0% | 5.0% |
| 5101 | Contract Services | \$531,837 | \$554,769 | \$575,981 | \$550,061 | (4.5%) | 14.8% |
| 5102 | Contract Personnel | 17,065 | - | 39,496 | - | (100.0%) | - |
| 5104 | Computer Contract Services | 468 | - | 561 | - | (100.0%) | - |
| 5206 | Uniforms/Safety Equip | 528 | 1,300 | 1,300 | 1,300 | - | 0.0% |
| 5217 | Departmental Supplies | 77,635 | 61,800 | 66,500 | 101,776 | 53.0% | 2.7% |
| 5225 | Printing | 2,002 | 3,622 | 3,622 | 3,622 | - | 0.1% |
| 5231 | Bank Service Charge | - | 45,000 | 134,310 | 134,310 | - | 3.6% |
| 5266 | DMBBPA Allocation | 103,355 | - | 100,953 | 100,000 | (0.9%) | 2.7% |
| 5501 | Telephone | 3,734 | 4,040 | 4,406 | 4,240 | (3.8%) | 0.1% |
| 5502 | Electricity | 96,139 | 99,148 | 96,266 | 96,267 | 0.0% | 2.6% |
| 5503 | Natural Gas | 2,526 | 2,075 | 4,381 | 4,469 | 2.0% | 0.1% |
| 5504 | Water | 19,334 | 16,872 | 23,414 | 28,331 | 21.0% | 0.8% |
| Total Materials & Services | | \$854,624 | \$788,626 | \$1,051,190 | \$1,024,376 | (2.6%) | 27.6% |
| 5601 | Administrative Service Charge | \$131,205 | \$310,602 | \$310,602 | \$310,602 | - | 8.4% |
| 5611 | Warehouse Services | 5,453 | 4,100 | 4,100 | 4,100 | - | 0.1% |
| 5621 | Information Systems Allocation | 4,368 | 4,828 | 4,828 | 4,932 | 2.2% | 0.1% |
| 5641 | Fleet Rental Allocation | 4,600 | 6,860 | 6,860 | 6,860 | - | 0.2% |
| 5642 | Fleet Maintenance Allocation | 4,136 | 8,788 | 8,670 | 8,174 | (5.7%) | 0.2% |
| Total Internal Services | | \$149,762 | \$335,178 | \$335,060 | \$334,668 | (0.1%) | 9.0% |
| 6202 | Studies Audits & Analysis | - | - | - | \$75,000 | - | 2.0% |
| 6212 | CIP Bldg & Facilities - CYr | \$502,499 | \$500,000 | \$1,241,265 | 940,000 | (24.3%) | 25.3% |
| 6222 | CIP Street Improvement - CYr | 19,199 | - | 213,707 | - | (100.0%) | - |
| Total Capital Projects & Equipment | | \$521,698 | \$500,000 | \$1,454,972 | \$1,015,000 | (30.2%) | 27.3% |
| 7101 | Bond Principal | \$310,000 | \$310,000 | \$310,000 | \$325,000 | 4.8% | 8.8% |
| 7102 | Bond Interest | 550,184 | 550,184 | 538,358 | 525,658 | (2.4%) | 14.2% |
| 7103 | Bond Administration Fee | 2,800 | 4,000 | 2,750 | 4,000 | 45.5% | 0.1% |
| 7402 | Interfund Loans Interest | 15,197 | 16,095 | 11,380 | 6,000 | (47.3%) | 0.2% |
| Total Debt Service | | \$878,180 | \$880,279 | \$862,488 | \$860,658 | (0.2%) | 23.2% |
| 7301 | Land Leases | \$254,759 | \$247,225 | \$230,509 | \$292,050 | 26.7% | 7.9% |
| Total Property & Equipment Leases | | \$254,759 | \$247,225 | \$230,509 | \$292,050 | 26.7% | 7.9% |
| Total Expenditures | | \$2,756,132 | \$2,916,972 | \$4,033,505 | \$3,713,395 | (7.9%) | 100.0% |
| Source of Funds | | | | | | | |
| | Parking Meter | \$1,975,117 | \$1,672,991 | \$2,788,073 | \$1,912,480 | (31.4%) | 51.5% |
| | County Parking Lots | 347,836 | 376,341 | 347,903 | 457,727 | 31.6% | 12.3% |
| | State Pier & Parking | 433,179 | 867,640 | 897,529 | 1,343,188 | 49.7% | 36.2% |
| Total | | \$2,756,132 | \$2,916,972 | \$4,033,505 | \$3,713,395 | (7.9%) | 100.0% |

PUBLIC WORKS: FLEET MANAGEMENT

GOAL

To provide cost-effective and preventative maintenance to City vehicles and equipment in order to minimize downtime and maintain a reliable City fleet

INITIATIVES

- Maintain GPS Vehicle Tracking system to encourage efficient and effective use of vehicles to reduce fuel consumption and mileage for a cleaner environment
- Continue to “right size” the fleet through annual fleet utilization monitoring
- 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
- Perform comparative analysis of current fleet and fuel management software versus other solutions
- Formulate vehicle and equipment specifications that will meet the needs of the City and be environmentally friendly
- Train fleet services staff on alternative fueled vehicle repairs to provide a higher level of support in efforts to promote a clean environment



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 fiscal year 2012-2013 budget includes funds for fuel, tank/dispensing systems maintenance, hazardous waste disposal, and other fleet related costs (object 5101).

Personnel assigned to Fleet Management include an Equipment Maintenance Supervisor and two 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 for quick and efficient repair of the fleet. The fiscal year 2012-2013 budget includes funds for major automotive and other specialized repairs (object 5221).

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 replacements 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 2012, twenty-nine alternative fuel vehicles and equipment have been purchased. This includes a mix of compressed natural gas, propane, electric, and hybrid technologies.

By mid fiscal year 2011-2012, the City replaced ten vehicles with alternative fuel vehicles. In fiscal year 2012-2013, thirty-seven new vehicles will replace older equipment, with a goal of purchasing alternative fuel solutions whenever appropriate for each vehicle’s use. The Fleet Division will be upgrading its fleet maintenance software program to more effectively track repair costs and replacement needs for the City’s fleet.

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|----------------------------------|---------------|---------------|----------------|-----------------|
| Full-Time Staffing | Actual | Actual | Adopted | Proposed |
| Equipment Maintenance Supervisor | 1 | 1 | 1 | 1 |
| Equipment Mechanic I/II | 3 | 3 | 2 | 2 |
| Total | 4 | 4 | 3 | 3 |

| | 2009-2010 | 2010-2011 | 2011-2012 | 2012-2013 |
|---|---------------|---------------|----------------|-----------------|
| Service Indicators | Actual | Actual | Adopted | Proposed |
| % - Preventive maintenance labor hours | 16% | 16% | 18% | 25% |
| % - Maintenance performed within 10 days of schedule | 98% | 100% | 100% | 100% |
| # - Average time for preventative maintenance (hours) | 2.0 | 1.9 | 2.0 | 1.9 |

| Fleet Management | | 2010-2011 | 2011-2012 | 2011-2012 | 2012-2013 | Var from | % of |
|---|----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------|
| Object | Description | Actual | Adopted | Y/E Est | Proposed | FY 2012 Y/E | Total |
| 4101 | Salaries & Allowances | \$210,044 | \$211,252 | \$211,818 | \$211,252 | (0.3%) | 3.8% |
| 4111 | Overtime Regular Employees | 49 | 3,500 | 1,800 | 1,800 | - | 0.0% |
| 4201 | Group Medical Insurance | 35,902 | 36,305 | 36,131 | 41,630 | 15.2% | 0.8% |
| 4202 | Medicare Contributions | 1,948 | 1,970 | 1,974 | 1,996 | 1.1% | 0.0% |
| 4204 | 401A Plan City Contributions | 1,872 | 1,865 | 1,872 | 1,865 | (0.4%) | 0.0% |
| 4205 | Worker's Compensation | 45,024 | 159,300 | 159,300 | 38,613 | (75.8%) | 0.7% |
| 4206 | Medical Retirement Contributions | 5,892 | 5,892 | 3,340 | 3,610 | 8.1% | 0.1% |
| 4211 | PERS Regular Contribution | 35,567 | 37,011 | 35,623 | 37,558 | 5.4% | 0.7% |
| Total Salaries & Benefits | | \$336,298 | \$457,095 | \$451,858 | \$338,324 | (25.1%) | 6.2% |
| 5101 | Contract Services | \$47,225 | \$42,680 | \$49,000 | \$53,630 | 9.4% | 1.0% |
| 5102 | Contract Personnel | 57,283 | - | - | - | - | - |
| 5104 | Computer Contract Services | 1,320 | 2,945 | 3,300 | 3,505 | 6.2% | 0.1% |
| 5201 | Office Supplies | 1,485 | - | - | - | - | - |
| 5202 | Membership & Dues | - | 100 | 75 | 75 | - | 0.0% |
| 5204 | Conferences & Meetings | 28 | 2,100 | 300 | 150 | (50.0%) | 0.0% |
| 5205 | Training | 350 | 840 | 600 | 3,760 | 526.7% | 0.1% |
| 5206 | Uniforms/Safety Equip | 2,028 | 2,234 | 1,935 | 1,695 | (12.4%) | 0.0% |
| 5209 | Tools & Minor Equip | 800 | 800 | 800 | 800 | - | 0.0% |
| 5211 | Automotive Parts | 80,338 | 72,000 | 65,000 | 65,000 | - | 1.2% |
| 5217 | Departmental Supplies | 16,046 | 8,000 | 7,500 | 9,850 | 31.3% | 0.2% |
| 5221 | Auto Repair | 72,633 | 90,000 | 88,800 | 80,000 | (9.9%) | 1.5% |
| 5225 | Printing | 1,050 | 1,150 | 1,150 | 1,150 | - | 0.0% |
| 5226 | Auto Fuel | 321,795 | 340,900 | 330,400 | 369,850 | 11.9% | 6.7% |
| Total Materials & Services | | \$602,381 | \$563,749 | \$548,860 | \$589,465 | 7.4% | 10.7% |
| 5601 | Administrative Service Charge | \$61,706 | - | - | - | - | - |
| 5611 | Warehouse Services | 697 | 700 | 500 | 500 | - | 0.0% |
| 5612 | Garage Purchases | 37,490 | 32,000 | 24,982 | 25,000 | 0.1% | 0.5% |
| 5631 | Insurance Allocation | 13,620 | 35,820 | 35,820 | 19,225 | (46.3%) | 0.3% |
| Total Internal Services | | \$113,514 | \$68,520 | \$61,302 | \$44,725 | (27.0%) | 0.8% |
| 6131 | Vehicles | \$89,955 | \$3,819,344 | \$1,100,270 | \$4,395,495 | 299.5% | 79.9% |
| 6141 | Computer Equipment & Software | - | - | - | 17,500 | - | 0.3% |
| Total Capital Projects & Equipment | | \$89,955 | \$3,819,344 | \$1,100,270 | \$4,412,995 | 301.1% | 80.2% |
| 7302 | Property & Equipment Leases | - | \$93,983 | - | \$93,975 | - | 1.7% |
| 7303 | Property & Equipment Interest | 176 | 17,132 | - | 20,360 | - | 0.4% |
| 7304 | Property & Equipment Op Lease | (340) | - | - | - | - | - |
| Total Capital Projects & Equipment | | (\$164) | \$111,115 | - | \$114,335 | - | 2.1% |
| Total Expenditures | | \$1,141,984 | \$5,019,823 | \$2,162,290 | \$5,499,844 | 154.4% | 100.0% |
| Source of Funds | | | | | | | |
| Fleet Management | | \$1,141,984 | \$5,019,823 | \$2,162,290 | \$5,499,844 | 154.4% | 100.0% |
| Total | | \$1,141,984 | \$5,019,823 | \$2,162,290 | \$5,499,844 | 154.4% | 100.0% |



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APPENDIX

2012-2013 SCHEDULE OF FULL-TIME POSITIONS

| Department | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed |
|-----------------------|---------------------|----------------------|-----------------------|
| Management Services | 14 | 13 | 12 |
| Finance | 20 | 20 | 20 |
| Human Resources | 7 | 6 | 6 |
| Parks & Recreation | 20 | 20 | 20 |
| Police | 98 | 97 | 101 |
| Fire | 31 | 31 | 31 |
| Community Development | 20 | 19 | 20 |
| Public Works | 60 | 60 | 58 |
| Total | 270 | 266 | 268 |

Discussion of Changes in Full-Time Equivalent Positions

The fiscal year 2012-2013 Budget includes 268 positions. The following staffing changes are introduced in the fiscal year:

Management Services: Removal of internally staffed City Attorney (contracted City Attorney in place)

Police: Addition of one Lieutenant to Administration, two Officers to Patrol, and one Police Service Officer to Jail Operations.

Community Development: Addition of an Associate Planner to the Planning Division

Public Works: Removal of vacant Water Distribution Supervisor and vacant Water Plant Operator



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2012-2013 SCHEDULE OF ADMINISTRATIVE SERVICE CHARGES

In fiscal year 2010-2011, the City retained the services of Revenue & Cost Specialist, a firm that specializes in municipal cost allocations. Based on their analysis, the following funds receive support from the General Fund in the form of salary and benefits of support staff, utilities, depreciation on buildings, and other indirect costs. These costs will be shown by fund, as opposed to department as in prior fund years.

| Fund | FY2013 General Fund Support Cost |
|----------------------------------|---|
| Street Lighting & Landscape Fund | \$85,236 |
| AB 2766 Fund | 1,068 |
| Water Fund | 1,349,188 |
| Wastewater Fund | 808,133 |
| Refuse Fund | 359,111 |
| Parking Fund | 174,356 |
| County Parking Lot Fund | 37,805 |
| State Pier & Parking Lot Fund | 98,441 |
| Total | \$2,913,338 |

Administrative service charges do not apply to Metropolitan Transportation Authority funds, funds supported by subventions, and internal service funds.

2012-2013 SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

Water & Wastewater Bonds

In September 1996, the Manhattan Beach Capital Improvements Corporation issued \$4,615,000 of debt in the form of Certificates of Participation. This debt was issued to finance 1996 and 1997 enterprise fund projects related specifically to the water and wastewater systems. The certificates bear interest between 5.3 percent and 5.8 percent and mature between 1997 and 2026. Installment payments to be made by the City are secured by net revenues received by the subject enterprise funds and do not obligate the City's general funds. Debt service requirement for fiscal year 2012-2013 is \$317,581.

Marine Sports Fields Lease

In FY 2000-2001, 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 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 FY 2000-2001. In fiscal year 2001-2002, 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. Debt service scheduled for fiscal year 2012-2013 of \$509,823 can be found in the Parks & Recreation administration budget. The term of the financing is thirty years (fully amortized principal and interest) based on a variable rate which has calculated for budgeting purposes at a conservative 3.58%.

Metlox Certificates of Participation

In January 2003 the City issued Certificates of Participation to Finance public improvements at the Metlox site. These funds were used to construct a two level underground parking garage as well as a 45,000 square foot town square open space to complement the retail developments. The amount of the bond was \$13,350,000. The 2012-2013 budget includes \$850,658 principal and interest. This amount is included in the Parking operations of Public Works.

Dispatch Center Certificates of Participation

On January 16, 2001, the City of Manhattan Beach entered into an operating agreement with the South Bay Regional Public Communications Authority (RCC). The operating agreement provides a funding mechanism for the authority to upgrade the 911 emergency telephone and radio dispatch center. The RCC obtained primary funding through the issuance of revenue bonds issued on behalf of all participating cities. Annual payments per year will vary given variable rate structure. Payments for fiscal year 2012-2013 are conservatively estimated to be \$101,800.

Police/Fire Financing

In November 2004, the City issued Certificates of Participation for \$12,980,000 to complete financing for the construction of the Police/Fire/Civic Center construction. These certificates will mature in June, 2036. The project was completed in January 2007 at cost of \$39,766,000 with \$27,766,000 City contribution and bond construction proceeds of \$12,000,000. Principal and interest payments for fiscal year 2012-2013 are \$817,050. Source for debt service are dedicated capital project fund revenues.

Pension Obligation Bonds

In March, 2007 the City issued Pension Obligation Bonds to payoff unfunded pension liabilities due to the sworn Police and Fire retirement plans. These unfunded liabilities were scheduled to be amortized over a remaining period of 5 years at an interest rate of 7.75%. By issuing bonds the City realized a present value savings of \$433,156. The term of the bonds matches the amortization period. Debt service for fiscal year 2012-2013 is \$1,103,202.

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 assessed property value is approximately \$12 billion, resulting in a legal general bonded debt limit of \$450,000,000. The City has no general bonded debt subject to the debt limit.

2012-2013 SCHEDULE OF DEBT SERVICE & LEASE PAYMENTS

| Description | 2012-2013 Principal | 2012-2013 Interest | 2012-2013 Operating Lease | 2012-2013 Total Payment | Principal Remaining | Interest Remaining | Total Remaining |
|----------------------------------|------------------------|-----------------------|------------------------------|----------------------------|------------------------|-----------------------|---------------------|
| Water Wastewater Bonds | \$135,000 | \$182,581 | | \$317,581 | \$3,105,000 | \$1,431,623 | \$4,536,623 |
| Marine Avenue Sports Field Bonds | 245,000 | 264,823 | | 509,823 | 7,235,000 | 3,239,120 | 10,474,120 |
| Metlox Financing Bonds | 325,000 | 525,658 | | 850,658 | 10,800,000 | 6,432,659 | 17,232,659 |
| Police/Fire Financing Bonds | 285,000 | 532,050 | | 817,050 | 11,165,000 | 7,584,025 | 18,749,025 |
| Public Safety Pension Bonds | 1,010,000 | 93,202 | | 1,103,202 | 1,860,000 | 84,936 | 1,944,936 |
| Utility Assessment Districts | 510,000 | 444,112 | | 954,112 | 9,210,000 | 3,312,690 | 12,522,690 |
| Facility Lease - Dispatch Center | 50,000 | 51,800 | | 101,800 | 1,395,000 | 586,520 | 1,981,520 |
| Total Bonded Debt Service | \$2,560,000 | \$2,094,226 | | \$4,654,226 | \$44,770,000 | \$22,671,573 | \$67,441,573 |
| Fire Truck (assume 1/2 year) | \$55,388 | \$12,000 | | \$67,388 | \$544,611 | \$61,881 | \$606,492 |
| Vacuum Hydro (assume 1/2 year) | 38,587 | 8,360 | | 46,947 | 379,413 | 43,111 | 422,524 |
| Total Capital Lease | \$93,975 | \$20,360 | | \$114,335 | \$924,024 | \$104,992 | \$1,029,016 |
| Operating Leases - County Lots | | | \$292,050 | \$292,050 | | | |
| Total Operating Lease | - | - | \$292,050 | \$292,050 | - | - | - |
| Total Lease Payments | \$93,975 | \$20,360 | \$292,050 | \$406,385 | \$924,024 | \$104,992 | \$1,029,016 |
| Grand Total | \$2,653,975 | \$2,114,586 | \$292,050 | \$5,060,611 | \$45,694,024 | \$22,776,565 | \$68,470,589 |



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FY 2012-2013 SCHEDULE OF CAPITAL IMPROVEMENT PROJECTS BY PROGRAM

| Project | Source of Funds | FY 2012-2013 Proposed |
|---|---------------------------------|--------------------------|
| Facilities | | |
| High Efficiency HVAC and Lighting at City Hall | CIP Fund | \$1,240,000 |
| Downtown Streetscape Improvements: Traffic Signal Pole Replacement | CIP Fund | 1,100,000 |
| Downtown Streetscape Improvements: Tile Crosswalk Replacement | CIP Fund | 825,000 |
| Pier Railing Replacement | State Pier and Parking Fund | 520,000 |
| Downtown Streetscape Improvements: Pavement Rehabilitation & Traffic Striping | CIP Fund | 315,000 |
| Pier Roundhouse | State Pier and Parking Fund | 270,000 |
| Fire Station No. 2 Seismic Retrofit | CIP Fund | 200,000 |
| Marine Avenue Park Fencing | CIP Fund | 160,000 |
| Pier Comfort Station | State Pier and Parking Fund | 150,000 |
| Facilities Assessment | CIP Fund | 100,000 |
| Parks Master Plan | CIP Fund | 100,000 |
| Non-Motorized Transportation Xwalks, Bike Lanes, etc. | CIP Fund | 100,000 |
| Traffic Circle Feasibility Study: Valley-Ardmore at 15th Street | CIP Fund | 80,000 |
| Veterans Park Master Plan | CIP Fund | 40,000 |
| Total Facilities | | \$5,200,000 |
| Parking | | |
| Parking Structure Structural Inspection | Parking Fund | \$75,000 |
| Total Parking | | \$75,000 |
| Streets / Transportation | | |
| Sepulveda Bridge Widening Project (33rd-Valley) | Grants, Measure R SBHwy, Prop C | \$8,715,937 |
| Annual Slurry Seal Program | Gas Tax Fund | 350,000 |
| Annual Curb, Gutter and Ramp Replacement Project | Gas Tax Fund | 320,000 |
| Street Resurfacing Project: Ardmore and Valley | Gas Tax Fund | 200,000 |
| Total Streets / Transportation | | \$9,585,937 |
| Wastewater | | |
| FY 12-13 Rehabilitation of Gravity Sewer Mains | Wastewater Fund | \$750,000 |
| FY 11-12 Rehabilitation of Gravity Sewer Mains | Wastewater Fund | 610,000 |
| FY 11-12 through 14-15 Rehabilitation of Sewer Manholes | Wastewater Fund | 150,000 |
| Utility Telemetry | Wastewater Fund | 100,000 |
| Total Wastewater | | \$1,610,000 |
| Water Division | | |
| Water Main Replacement: Sepulveda Boulevard & 2nd Street | Water Fund | \$1,100,000 |
| Pipe Replacement Program and Fire Hydrant Installation (Area 1) | Water Fund | 1,050,000 |
| Water Well at Aviation Boulevard/6th Street (Well 13) | Water Fund | 1,000,000 |
| Larsson Street Pump Station Improvement | Water Fund | 500,000 |
| Utility Radio Telemetry | Water Fund | 317,500 |
| Pipe Replacement Program and Fire Hydrant Installation (Area 2) | Water Fund | 200,000 |
| Total Water Division | | \$4,167,500 |
| Stormwater | | |
| Storm Drain Video Inspection and Evaluation | Stormwater Fund | \$150,000 |
| 2nd Street in Vets Parkway Infiltration Project | Stormwater Fund | 130,000 |
| Total Stormwater | | \$280,000 |
| Total New Capital Improvement Projects | | \$20,918,437 |
| Carryforward from FY 2011-2012 | | |
| Saferoute to School Program | CIP Fund | \$699,441 |
| Total Carryforward | | \$699,441 |
| Total Capital Improvement Projects | | \$21,617,878 |

SCHEDULE OF FUNDED CAPITAL PURCHASES - EQUIPMENT & VEHICLES

| Department | Description / Vehicle to Be Replaced | Expenditure Type | Prior Year Carryforward | Proposed Expenditure | FY 2012-2013 Proposed |
|----------------------------------|--|------------------|-------------------------|----------------------|-----------------------|
| EQUIPMENT | | | | | |
| Finance | Broadcasting in Police/Fire and Joslyn | New | - | \$288,310 | \$288,310 |
| Public Works | Emergency Sewer Bypass Pump | Replacement | - | 87,000 | 87,000 |
| Public Works | Sewer Lift Station By Pass Connections | New | - | 60,000 | 60,000 |
| Finance | City-wide Servers | Replacement | - | 45,000 | 45,000 |
| Fire | Telestaff Program | New | - | 35,372 | 35,372 |
| Public Works | Public Works Valve Exercise Machine | Replacement | - | 28,000 | 28,000 |
| Public Works | Hewlett Packard Plotter | Replacement | - | 21,000 | 21,000 |
| Public Works | Oce Scanner & Copier | Replacement | - | 20,629 | 20,629 |
| Public Works | Server and Fleet Database System | Upgrade | - | 17,500 | 17,500 |
| Human Resources | Applicant Tracking Update | Upgrade | 10,000 | - | 10,000 |
| Total Equipment Purchases | | | \$10,000 | \$602,811 | \$612,811 |
| VEHICLES | | | | | |
| Fire | E-ONE Fire ENG PME | Replacement | \$600,000 | - | \$600,000 |
| Public Works | VAC-CON COMBO SEWER/STORM | Replacement | 418,000 | - | 418,000 |
| Public Works | HYDRO TRUCK | Replacement | 255,000 | - | 255,000 |
| Public Works | BACKHOE | Replacement | 100,000 | - | 100,000 |
| Public Works | GMC TOP-KICK DUMP TRUCK 8 TON | Replacement | 81,600 | - | 81,600 |
| Public Works | GMC C7500 DUMP TRUCK 8 TON | Replacement | 81,600 | - | 81,600 |
| Public Works | FORD F750XL DUMP TRUCK 9 TON | Replacement | 81,600 | - | 81,600 |
| Parks and Recreation | FORD E-350 BRAUN | Replacement | 65,000 | - | 65,000 |
| Public Works | FORD F350 SD | Replacement | 45,390 | - | 45,390 |
| Fire | CHEVROLET TAHOE | Replacement | 41,070 | - | 41,070 |
| Police | FORD E350 VAN | Replacement | 39,760 | - | 39,760 |
| Public Works | BOBCAT 863 TURBO HI FLOW | Replacement | 35,000 | - | 35,000 |
| Police | GO-4 INTERCEPTOR | Replacement | 33,384 | - | 33,384 |
| Police | GO-4 INTERCEPTOR | Replacement | 33,384 | - | 33,384 |
| Police | SAFARI CARGO VAN 2000 | Replacement | 32,808 | - | 32,808 |
| Police | GO-4 INTERCEPTOR | Replacement | 32,729 | - | 32,729 |
| Police | GO-4 INTERCEPTOR | Replacement | 32,729 | - | 32,729 |
| Police | GO-4 INTERCEPTOR | Replacement | 32,729 | - | 32,729 |
| Police | FORD WINDSTAR 2002 | Replacement | 29,728 | - | 29,728 |
| Finance | FORD CARGO VAN | Replacement | 29,238 | - | 29,238 |
| Public Works | FORD RANGER 2002 | Replacement | 28,127 | - | 28,127 |
| Police | SMART RADAR TRAILER | Replacement | 28,000 | - | 28,000 |
| Public Works | FORD RANGER 2002 | Replacement | 27,575 | - | 27,575 |
| Community Development | HONDA CIVIC HYBRID | Replacement | 24,429 | - | 24,429 |
| Parks and Recreation | CHEVROLET MALIBU 2001 | Replacement | 22,415 | - | 22,415 |
| Police | SMART RADAR TRAILER | Replacement | 9,500 | - | 9,500 |
| Public Works | TRUCK MOUNTED 10 TON CRANE | Replacement | - | \$190,000 | 190,000 |
| Parks and Recreation | PARA-TRANSIT BUS | Replacement | - | 115,000 | 115,000 |
| Parks and Recreation | PARA-TRANSIT BUS | Replacement | - | 115,000 | 115,000 |
| Police | Workhorse SWAT TACTICAL VAN | Replacement | - | 82,000 | 82,000 |
| Fire | CHEVROLET SUBURBAN | Replacement | - | 70,000 | 70,000 |
| Police | FORD E350 CARGO VAN/SURVELANCE | Replacement | - | 65,000 | 65,000 |
| Police | Chev. Police Tahoe | Replacement | - | 65,000 | 65,000 |
| Police | Chev. Police Tahoe | Replacement | - | 65,000 | 65,000 |
| Police | Chev. Police Tahoe | Replacement | - | 65,000 | 65,000 |
| Police | Chev. Police Tahoe | Replacement | - | 65,000 | 65,000 |
| Police | CHEVROLET SILVERADO LS 4X4 | Replacement | - | 63,200 | 63,200 |
| Public Works | FORD CNG UTILITY BOX PICK-UP | Replacement | - | 60,000 | 60,000 |
| Police | FORD INTECEPTOR B & W AWD | Replacement | - | 59,000 | 59,000 |
| Police | FORD INTECEPTOR B & W AWD | Replacement | - | 59,000 | 59,000 |
| Police | FORD INTECEPTOR B & W AWD | Replacement | - | 59,000 | 59,000 |
| Police | FORD INTECEPTOR B & W AWD | Replacement | - | 59,000 | 59,000 |
| Police | FORD INTECEPTOR B & W AWD | Replacement | - | 59,000 | 59,000 |
| Public Works | FORD CNG PICK-UP | Replacement | - | 54,000 | 54,000 |
| Public Works | FORD CNG PICK-UP | Replacement | - | 54,000 | 54,000 |
| Public Works | F250 UTILITY TRUCK | Replacement | - | 52,000 | 52,000 |
| Public Works | F250 UTILITY TRUCK | Replacement | - | 49,000 | 49,000 |
| Public Works | FORD UTILITY BED TRUCK | Replacement | - | 43,000 | 43,000 |
| Public Works | FORD UTILITY BED TRUCK | Replacement | - | 43,000 | 43,000 |
| Public Works | FORD UTILITY BED TRUCK | Replacement | - | 43,000 | 43,000 |
| Police | FORD EXPLOYER OR FORD FLEX | Replacement | - | 41,000 | 41,000 |
| Police | HONDA PILOT | Replacement | - | 41,000 | 41,000 |
| Police | HONDA ACCORD | Replacement | - | 38,000 | 38,000 |
| Police | TBT / Fire FLY Public WorksRIC VEHICLE | Replacement | - | 38,000 | 38,000 |
| Police | TBT / Fire FLY Public WorksRIC VEHICLE | Replacement | - | 38,000 | 38,000 |
| Police | New Toyota CAMRY INVESTIGATION | Replacement | - | 37,000 | 37,000 |
| Police | New Toyota CAMRY INVESTIGATION | Replacement | - | 37,000 | 37,000 |
| Police | HONDA CNG CIVIC/Hydrid Same Size | Replacement | - | 37,000 | 37,000 |
| Public Works | HONDA CIVIC CNG OR Public WorksRIC | Replacement | - | 37,000 | 37,000 |

SCHEDULE OF FUNDED CAPITAL PURCHASES - EQUIPMENT & VEHICLES

| Department | Description / Vehicle to Be Replaced | Expenditure Type | Prior Year Carryforward | Proposed Expenditure | FY 2012-2013 Proposed |
|--|--------------------------------------|---------------------|----------------------------|-------------------------|--------------------------|
| Parks and Recreation | NISSAN FRONTIER OR SIMILAR 4X4 PICK- | Replacement | | 34,500 | 34,500 |
| Public Works | FORD ESCAPE HYBRID | Replacement | | 34,000 | 34,000 |
| Police | HONDA 1300P MOTORCYCLE | Replacement | | 29,500 | 29,500 |
| Police | HONDA 1300P MOTORCYCLE | Replacement | | 29,500 | 29,500 |
| Police | GEM Public WorksRIC OR EZ GO 2FIVE | Replacement | | 15,000 | 15,000 |
| Police | GEM Public WorksRIC OR EZ GO 2FIVE | Replacement | | 15,000 | 15,000 |
| Total Vehicle Purchases | | | \$2,240,795 | \$2,154,700 | \$4,395,495 |
| Total Funded Capital Purchases - Equipment & Vehicles | | | \$2,250,795 | \$2,757,511 | \$5,008,306 |

TOTAL CAPITAL PURCHASES BY DEPARTMENT

| | | | |
|-----------------------|--------------------|--------------------|--------------------|
| Management Services | - | - | - |
| Finance | \$29,238 | \$333,310 | \$362,548 |
| Human Resources | 10,000 | - | 10,000 |
| Parks and Recreation | 87,415 | 264,500 | 351,915 |
| Police | 304,751 | 1,161,200 | 1,465,951 |
| Fire | 641,070 | 105,372 | 746,442 |
| Community Development | 24,429 | - | 24,429 |
| Public Works | 1,153,892 | 893,129 | 2,047,021 |
| Grand Total | \$2,250,795 | \$2,757,511 | \$5,008,306 |

**Represents capital expenditures only.*

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. The replacement of the two Paratransit buses will be funded by Measure R funds.

SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

| Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | % of Total | % Change fr Prior |
|--------------------------------------|------------------------------------|---------------------|----------------------|-----------------------|---------------|----------------------|
| 4101 | Salaries & Allowances | \$12,020,761 | \$12,022,410 | \$11,815,157 | 10.8% | (1.7%) |
| 4102 | Sworn Employee Salaries | 10,497,419 | 10,477,793 | 10,651,981 | 9.7% | 1.7% |
| 4103 | Part Time Employee Salaries | 1,856,476 | 1,951,850 | 2,114,361 | 1.9% | 8.3% |
| 4111 | Overtime Regular Employees | 224,317 | 158,704 | 166,556 | 0.2% | 4.9% |
| 4112 | Overtime Sworn Employees | 2,541,420 | 2,131,359 | 2,224,851 | 2.0% | 4.4% |
| 4113 | Overtime Mutual Aid | 106,220 | 10,500 | 10,500 | 0.0% | - |
| 4114 | Overtime Special Events | 169,840 | 187,492 | 204,928 | 0.2% | 9.3% |
| 4120 | Supplemental Pension Plan | 18,954 | 19,000 | 19,000 | 0.0% | - |
| 4121 | Single Highest Year Plan | 47,027 | 47,000 | 48,000 | 0.0% | 2.1% |
| 4123 | Commuter Pay | 7,926 | 6,800 | 7,000 | 0.0% | 2.9% |
| 4124 | Fire Retiree's Health Ins | 10,685 | 21,000 | 22,000 | 0.0% | 4.8% |
| 4125 | Police Retiree's Health Plan | 53,604 | 65,000 | 69,000 | 0.1% | 6.2% |
| 4126 | Miscellaneous Retirees Health Plan | 19,301 | 30,000 | 31,000 | 0.0% | 3.3% |
| 4201 | Group Medical Insurance | 2,913,552 | 3,027,723 | 3,374,364 | 3.1% | 11.4% |
| 4202 | Medicare | 341,079 | 318,105 | 367,412 | 0.3% | 15.5% |
| 4203 | Unemployment | 34,980 | 75,040 | 75,040 | 0.1% | - |
| 4204 | 401A Plan City | 169,571 | 184,435 | 172,556 | 0.2% | (6.4%) |
| 4205 | Workers Compensation | 1,993,641 | 2,940,646 | 2,777,112 | 2.5% | (5.6%) |
| 4206 | Medical Retirement Contributions | 451,000 | 451,008 | 339,900 | 0.3% | (24.6%) |
| 4211 | PERS Regular Contributions | 1,833,542 | 2,203,326 | 2,186,886 | 2.0% | (0.7%) |
| 4212 | PERS Sworn Contributions | 3,150,920 | 3,871,534 | 3,995,140 | 3.6% | 3.2% |
| 4213 | PARS Retirement Contributions | 27,406 | - | - | - | - |
| 4220 | Accrued Leave | 490 | - | - | - | - |
| Total Salaries & Benefits | | \$38,490,133 | \$40,200,725 | \$40,672,744 | 37.1% | 1.2% |
| 5101 | Contract Services | \$10,576,853 | \$12,852,685 | \$13,010,382 | 11.9% | 1.2% |
| 5102 | Contract Personnel | 1,103,448 | 852,389 | 993,909 | 0.9% | 16.6% |
| 5103 | Audit Services | 37,824 | 47,835 | 52,628 | 0.0% | 10.0% |
| 5104 | Computer Contract Services | 472,720 | 564,622 | 619,244 | 0.6% | 9.7% |
| 5105 | Elections | 66,994 | 1,200 | 71,425 | 0.1% | 5852.1% |
| 5106 | SBRPCA Communications | 1,380,355 | 1,347,455 | 1,543,728 | 1.4% | 14.6% |
| 5107 | Physical/Psychological Exams | 29,474 | 32,793 | 34,465 | 0.0% | 5.1% |
| 5108 | Legal Services | 270,616 | 40,000 | 395,000 | 0.4% | 887.5% |
| 5109 | Background Investigations | 4,349 | 5,594 | 4,894 | 0.0% | (12.5%) |
| 5201 | Office Supplies | 89,398 | 93,660 | 88,750 | 0.1% | (5.2%) |
| 5202 | Memberships & Dues | 56,921 | 78,258 | 86,543 | 0.1% | 10.6% |
| 5203 | Reference Books & Periodicals | 24,694 | 25,383 | 25,063 | 0.0% | (1.3%) |
| 5204 | Conferences & Meetings | 102,717 | 109,388 | 128,991 | 0.1% | 17.9% |
| 5205 | Training | 74,079 | 143,569 | 174,917 | 0.2% | 21.8% |
| 5206 | Uniforms/Safety Equipment | 150,311 | 200,406 | 191,179 | 0.2% | (4.6%) |
| 5207 | Advertising | 52,824 | 72,892 | 65,101 | 0.1% | (10.7%) |
| 5208 | Postage | 85,809 | 88,410 | 86,430 | 0.1% | (2.2%) |
| 5209 | Tools & Minor Equipment | 13,979 | 10,883 | 18,880 | 0.0% | 73.5% |
| 5210 | Computers, Supplies & Software | 268,443 | 250,094 | 279,230 | 0.3% | 11.7% |
| 5211 | Automotive Parts | 121,447 | 111,000 | 90,000 | 0.1% | (18.9%) |
| 5212 | Office Equipment Maintenance | 3,050 | 3,285 | 3,300 | 0.0% | 0.5% |
| 5213 | Computer Maintenance & Repairs | 7,304 | 16,500 | 11,500 | 0.0% | (30.3%) |
| 5214 | Employee Awards & Events | 10,639 | 14,961 | 17,111 | 0.0% | 14.4% |
| 5216 | Tuition Reimbursement | 24,188 | 20,000 | 20,000 | 0.0% | - |
| 5217 | Departmental Supplies | 1,353,896 | 1,284,902 | 1,481,166 | 1.3% | 15.3% |
| 5218 | Recruitment Costs | 43,871 | 32,994 | 34,644 | 0.0% | 5.0% |
| 5219 | STC Training | 2,480 | 2,850 | 2,850 | 0.0% | - |
| 5220 | POST Training | 31,316 | 27,300 | 39,700 | 0.0% | 45.4% |
| 5221 | Automotive Repair Services | 138,474 | 156,700 | 146,700 | 0.1% | (6.4%) |
| 5222 | Warehouse Inventory Purchases | 79,758 | 75,000 | 82,345 | 0.1% | 9.8% |
| 5223 | Bus Pass Subsidies | 19,583 | 14,065 | 14,065 | 0.0% | - |
| 5224 | Recreation Bus Trips | 55,454 | 52,002 | 55,000 | 0.1% | 5.8% |
| 5225 | Printing | 128,425 | 153,540 | 155,362 | 0.1% | 1.2% |
| 5226 | Automotive Fuel | 321,795 | 340,900 | 369,850 | 0.3% | 8.5% |
| 5231 | Bank Service Charge | 215,696 | 207,000 | 291,050 | 0.3% | 40.6% |
| 5240 | Assessments & Taxes | 562,264 | 534,781 | 582,960 | 0.5% | 9.0% |
| 5250 | Insurance Premiums | 455,986 | 455,986 | 583,562 | 0.5% | 28.0% |
| 5251 | Claims Paid | 2,854,830 | 2,669,300 | 3,056,350 | 2.8% | 14.5% |

SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

| Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | % of Total | % Change fr Prior |
|--|----------------------------------|---------------------|----------------------|-----------------------|---------------|----------------------|
| 5252 | Claims Administration | 120,952 | 123,278 | 126,976 | 0.1% | 3.0% |
| 5253 | Miscellaneous Bonds/Insurance | 1,767 | 3,019 | 3,019 | 0.0% | - |
| 5254 | Unemployment Claims | 49,966 | 75,000 | 75,000 | 0.1% | - |
| 5255 | Property Insurance | 379,316 | 380,000 | 380,000 | 0.3% | - |
| 5260 | Council Contingencies | - | 50,000 | 150,000 | 0.1% | 200.0% |
| 5261 | Chamber of Commerce Allocation | 25,000 | - | - | - | - |
| 5262 | Public Service Events | 23,681 | 14,875 | 17,375 | 0.0% | 16.8% |
| 5263 | City Funds Match | 6,401 | 8,000 | 8,000 | 0.0% | - |
| 5264 | City Funds Exchange | 173,040 | 70,000 | - | - | (100.0%) |
| 5265 | Service Agency Contributions | 90,758 | 119,338 | 75,092 | 0.1% | (37.1%) |
| 5266 | DMBBPA Allocation | 103,355 | - | 100,000 | 0.1% | - |
| 5267 | UAD Loan Program | 6,631 | 7,000 | 4,820 | 0.0% | (31.1%) |
| 5270 | City Manager Loan | 432,000 | - | - | - | - |
| 5501 | Telephone | 198,519 | 214,455 | 227,080 | 0.2% | 5.9% |
| 5502 | Electricity | 1,316,712 | 1,338,015 | 1,290,045 | 1.2% | (3.6%) |
| 5503 | Natural Gas | 79,218 | 88,488 | 81,149 | 0.1% | (8.3%) |
| 5504 | Water | 278,740 | 229,201 | 383,816 | 0.3% | 67.5% |
| 5601 | Administrative Service Charge | 3,025,305 | 3,288,499 | 2,913,338 | 2.7% | (11.4%) |
| Total Materials & Services | | \$27,603,625 | \$28,999,750 | \$30,743,984 | 28.0% | 6.0% |
| 5611 | Warehouse Purchases | \$82,658 | \$81,810 | \$82,345 | 0.1% | 0.7% |
| 5612 | Garage Purchases | 37,490 | 32,000 | 25,000 | 0.0% | (21.9%) |
| 5621 | Information Systems Allocation | 1,078,105 | 1,192,397 | 1,218,173 | 1.1% | 2.2% |
| 5631 | Insurance Allocation | 1,671,360 | 983,040 | 1,683,979 | 1.5% | 71.3% |
| 5641 | Fleet Rental Allocation | 1,448,250 | 1,117,840 | 1,034,540 | 0.9% | (7.5%) |
| 5642 | Fleet Maintenance Allocation | 1,046,335 | 1,089,366 | 975,383 | 0.9% | (10.5%) |
| 5651 | Building & Operations Allocation | 1,006,885 | 1,290,465 | 1,443,461 | 1.3% | 11.9% |
| Total Internal Services | | \$6,371,084 | \$5,786,918 | \$6,462,881 | 5.9% | 11.7% |
| 9101 | Transfers Out | \$15,235 | - | \$20,163 | 0.0% | - |
| Total Transfers | | \$15,235 | - | \$20,163 | 0.0% | - |
| Total Operating Expenses | | \$72,480,077 | \$74,987,393 | \$77,899,772 | 71.0% | 3.9% |
| 6121 | Machinery & Equipment | 160,646 | 239,827 | \$195,629 | 0.2% | (18.4%) |
| 6131 | Vehicles | 89,955 | \$3,819,344 | 4,395,495 | 4.0% | 15.1% |
| 6141 | Computer Equipment & Software | 132,288 | 139,542 | 417,182 | 0.4% | 199.0% |
| 6151 | Land | 437,500 | - | - | - | - |
| 6202 | Studies Audits & Analysis | 47,978 | - | 545,000 | 0.5% | - |
| 6212 | CIP Bldg & Facility - CYr | 1,260,196 | 1,030,000 | 4,087,500 | 3.7% | 296.8% |
| 6222 | CIP Street Improvements - CYr | 1,102,566 | 3,978,766 | 12,625,378 | 11.5% | 217.3% |
| 6232 | CIP Utility Improvements - CYr | 1,941 | 1,030,000 | 500,000 | 0.5% | (51.5%) |
| 6242 | CIP Line Improvememnts - CYr | 1,182,116 | 3,640,000 | 3,860,000 | 3.5% | 6.0% |
| 6252 | CIP Landscape & Site - CYr | 265,899 | 1,000,000 | - | - | (100.0%) |
| Total Capital Projects & Equipment | | \$4,681,084 | \$14,877,479 | \$26,626,184 | 24.3% | 79.0% |
| 7101 | Bond Principal | \$2,345,000 | \$2,415,000 | \$2,559,998 | 2.3% | 6.0% |
| 7102 | Bond Interest | 2,003,190 | 2,222,892 | 2,094,228 | 1.9% | (5.8%) |
| 7103 | Bond Administration Fee | 141,430 | 132,700 | 131,700 | 0.1% | (0.8%) |
| 7301 | Land Leases | 254,759 | 247,225 | 292,050 | 0.3% | 18.1% |
| 7302 | Property & Equipment Principal | - | 93,983 | 93,975 | 0.1% | (0.0%) |
| 7303 | Property & Equipment Interest | 176 | 17,132 | 20,360 | 0.0% | 18.8% |
| 7304 | Property & Equipment Op Lease | (340) | - | - | - | - |
| 7402 | Interfund Loans Interest | 15,197 | 16,095 | 6,000 | 0.0% | (62.7%) |
| Total Debt Service | | \$4,759,412 | \$5,145,027 | \$5,198,311 | 4.7% | 1.0% |
| Total Capital Expenditures & Debt Service | | \$9,440,496 | \$20,022,506 | \$31,824,495 | 29.0% | 58.9% |
| Total City-Wide Expenditures | | \$81,920,573 | \$95,009,899 | \$109,724,267 | 100.0% | 15.5% |

SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

| Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | % of Total | % Change fr Prior |
|---------------------------------------|----------------------------------|---------------------|----------------------|-----------------------|---------------|----------------------|
| 4101 | Salaries & Allowances | \$9,446,840 | \$9,398,853 | \$9,328,135 | 17.6% | (0.8%) |
| 4102 | Sworn Employee Salaries | 10,497,419 | 10,477,793 | 10,651,981 | 20.1% | 1.7% |
| 4103 | Part Time Employee Salaries | 1,573,494 | 1,715,920 | 1,814,489 | 3.4% | 5.7% |
| 4111 | Overtime Regular Employees | 174,659 | 106,130 | 109,381 | 0.2% | 3.1% |
| 4112 | Overtime Sworn Employees | 2,520,603 | 2,096,359 | 2,189,851 | 4.1% | 4.5% |
| 4113 | Overtime Mutual Aid | 106,220 | 10,500 | 10,500 | 0.0% | - |
| 4114 | Overtime Special Events | 169,840 | 184,732 | 202,228 | 0.4% | 9.5% |
| 4201 | Group Medical Insurance | 2,490,924 | 2,571,549 | 2,881,313 | 5.4% | 12.0% |
| 4202 | Medicare | 305,481 | 282,515 | 330,408 | 0.6% | 17.0% |
| 4203 | Unemployment | 34,980 | 75,040 | 75,040 | 0.1% | - |
| 4204 | 401A Plan City | 147,586 | 161,384 | 152,355 | 0.3% | (5.6%) |
| 4205 | Workers Compensation | 1,779,333 | 2,711,206 | 2,660,135 | 5.0% | (1.9%) |
| 4206 | Medical Retirement Contributions | 391,456 | 390,732 | 294,700 | 0.6% | (24.6%) |
| 4211 | PERS Regular Contributions | 1,431,474 | 1,709,288 | 1,718,518 | 3.2% | 0.5% |
| 4212 | PERS Sworn Contributions | 3,150,920 | 3,871,534 | 3,995,140 | 7.6% | 3.2% |
| 4213 | PARS Retirement Contributions | 24,663 | - | - | - | - |
| Total Salaries & Benefits | | \$34,245,893 | \$35,763,535 | \$36,414,174 | 68.8% | 1.8% |
| 5101 | Contract Services | \$2,255,872 | \$2,554,839 | \$2,565,085 | 4.8% | 0.4% |
| 5102 | Contract Personnel | 995,855 | 852,389 | 974,009 | 1.8% | 14.3% |
| 5103 | Audit Services | 37,824 | 47,835 | 52,628 | 0.1% | 10.0% |
| 5104 | Computer Contract Services | 309,471 | 358,801 | 374,730 | 0.7% | 4.4% |
| 5105 | Elections | 66,994 | 1,200 | 71,425 | 0.1% | 5852.1% |
| 5106 | SBRPCA Communications | 1,380,355 | 1,347,455 | 1,543,728 | 2.9% | 14.6% |
| 5107 | Physical/Psychological Exams | 29,474 | 32,793 | 34,465 | 0.1% | 5.1% |
| 5108 | Legal Services | 270,616 | 40,000 | 395,000 | 0.7% | 887.5% |
| 5109 | Background Investigations | 4,349 | 5,594 | 4,894 | 0.0% | (12.5%) |
| 5201 | Office Supplies | 83,792 | 93,660 | 88,750 | 0.2% | (5.2%) |
| 5202 | Memberships & Dues | 40,899 | 66,068 | 73,741 | 0.1% | 11.6% |
| 5203 | Reference Books & Periodicals | 24,256 | 24,263 | 24,033 | 0.0% | (0.9%) |
| 5204 | Conferences & Meetings | 76,460 | 101,388 | 121,241 | 0.2% | 19.6% |
| 5205 | Training | 62,823 | 100,519 | 125,487 | 0.2% | 24.8% |
| 5206 | Uniforms/Safety Equipment | 136,918 | 155,137 | 164,149 | 0.3% | 5.8% |
| 5207 | Advertising | 43,431 | 63,392 | 57,101 | 0.1% | (9.9%) |
| 5208 | Postage | 84,258 | 86,800 | 84,820 | 0.2% | (2.3%) |
| 5209 | Tools & Minor Equipment | 1,612 | 2,800 | 6,300 | 0.0% | 125.0% |
| 5210 | Computers, Supplies & Software | 41,785 | 7,250 | 16,175 | 0.0% | 123.1% |
| 5212 | Office Equipment Maintenance | 3,050 | 3,285 | 3,300 | 0.0% | 0.5% |
| 5214 | Employee Awards & Events | 5,869 | 11,950 | 14,100 | 0.0% | 18.0% |
| 5216 | Tuition Reimbursement | 24,188 | 20,000 | 20,000 | 0.0% | - |
| 5217 | Departmental Supplies | 722,199 | 634,636 | 764,342 | 1.4% | 20.4% |
| 5218 | Recruitment Costs | 43,871 | 32,744 | 34,394 | 0.1% | 5.0% |
| 5219 | STC Training | 2,480 | 2,850 | 2,850 | 0.0% | - |
| 5220 | POST Training | 31,316 | 27,300 | 39,700 | 0.1% | 45.4% |
| 5221 | Automotive Repair Services | 65,841 | 66,700 | 66,700 | 0.1% | - |
| 5225 | Printing | 113,067 | 139,298 | 137,680 | 0.3% | (1.2%) |
| 5231 | Bank Service Charge | 215,696 | 130,000 | 128,950 | 0.2% | (0.8%) |
| 5240 | Assessments & Taxes | - | 18,445 | - | - | (100.0%) |
| 5251 | Claims Paid | 70,000 | - | - | - | - |
| 5260 | Council Contingencies | - | 50,000 | 150,000 | 0.3% | 200.0% |
| 5261 | Chamber of Commerce Allocation | 25,000 | - | - | - | - |
| 5262 | Public Service Events | 23,681 | 14,875 | 17,375 | 0.0% | 16.8% |
| 5263 | City Funds Match | 6,401 | 8,000 | 8,000 | 0.0% | - |
| 5264 | City Funds Exchange | 173,040 | 70,000 | - | - | (100.0%) |
| 5265 | Service Agency Contributions | 90,758 | 119,338 | 75,092 | 0.1% | (37.1%) |
| 5270 | City Manager Loan | 432,000 | - | - | - | - |
| 5501 | Telephone | 117,421 | 129,950 | 140,635 | 0.3% | 8.2% |
| 5502 | Electricity | 495,257 | 513,598 | 492,832 | 0.9% | (4.0%) |
| 5503 | Natural Gas | 32,490 | 34,504 | 30,190 | 0.1% | (12.5%) |
| 5504 | Water | 229,376 | 183,661 | 305,354 | 0.6% | 66.3% |
| Total Materials & Services | | \$8,870,042 | \$8,153,317 | \$9,209,255 | 17.4% | 13.0% |

SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

| Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | % of Total | % Change fr Prior |
|--|----------------------------------|---------------------|----------------------|-----------------------|---------------|----------------------|
| 5611 | Warehouse Purchases | \$36,556 | \$37,100 | \$36,770 | 0.1% | (0.9%) |
| 5621 | Information Systems Allocation | 999,529 | 1,095,845 | 1,129,399 | 2.1% | 3.1% |
| 5631 | Insurance Allocation | 1,472,760 | 874,020 | 1,299,010 | 2.5% | 48.6% |
| 5641 | Fleet Rental Allocation | 1,255,630 | 884,160 | 800,860 | 1.5% | (9.4%) |
| 5642 | Fleet Maintenance Allocation | 923,204 | 940,970 | 837,347 | 1.6% | (11.0%) |
| 5651 | Building & Operations Allocation | 871,410 | 1,115,298 | 1,246,423 | 2.4% | 11.8% |
| Total Internal Services | | \$5,559,090 | \$4,947,393 | \$5,349,809 | 10.1% | 8.1% |
| 9101 | Transfers Out | \$15,235 | - | \$20,163 | 0.0% | - |
| Total Transfers | | \$15,235 | - | \$20,163 | 0.0% | - |
| Total Operating Expenses | | \$48,690,260 | \$48,864,245 | \$50,993,401 | 96.4% | 4.4% |
| 6121 | Machinery & Equipment | - | - | \$20,629 | 0.0% | - |
| 6141 | Computer Equipment & Software | - | - | 66,372 | 0.1% | - |
| 7101 | Bond Principal | \$1,160,000 | \$1,210,000 | 1,304,998 | 2.5% | 7.9% |
| 7102 | Bond Interest | 223,393 | 471,250 | 409,827 | 0.8% | (13.0%) |
| 7103 | Bond Administration Fee | 124,193 | 112,000 | 111,000 | 0.2% | (0.9%) |
| Total Debt Service | | \$1,507,586 | \$1,793,250 | \$1,912,826 | 3.6% | 6.7% |
| Total Capital Expenditures & Debt Service | | \$1,507,586 | \$1,793,250 | \$1,912,826 | 3.6% | 6.7% |
| Total General Fund Expenditures | | \$50,197,846 | \$50,657,495 | \$52,906,227 | 100.0% | 4.4% |



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SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Management Services

| Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | % of Total | % Change fr Prior |
|--|----------------------------------|---------------------|----------------------|-----------------------|---------------|----------------------|
| 4101 | Salaries & Allowances | \$896,527 | \$911,160 | \$696,874 | 28.5% | (23.5%) |
| 4103 | Part Time Employee Salaries | 56,331 | 49,140 | 50,140 | 2.0% | 2.0% |
| 4111 | Overtime Regular Employees | 1,270 | 500 | 500 | 0.0% | - |
| 4201 | Group Medical Insurance | 112,669 | 126,659 | 120,205 | 4.9% | (5.1%) |
| 4202 | Medicare | 12,725 | 11,051 | 10,683 | 0.4% | (3.3%) |
| 4203 | Unemployment | - | 1,000 | 1,000 | 0.0% | - |
| 4204 | 401A Plan City | 28,852 | 34,397 | 25,073 | 1.0% | (27.1%) |
| 4205 | Workers Compensation | - | 12,206 | 27,110 | 1.1% | 122.1% |
| 4206 | Medical Retirement Contribution | 13,536 | 13,536 | 7,950 | 0.3% | (41.3%) |
| 4211 | PERS Regular Contribution | 133,284 | 159,401 | 115,198 | 4.7% | (27.7%) |
| 4213 | PARS Retirement Contribution | 5 | - | - | - | - |
| Total Salaries & Benefits | | \$1,255,199 | \$1,319,050 | \$1,054,733 | 43.1% | (20.0%) |
| 5101 | Contract Services | \$182,218 | \$92,762 | \$133,884 | 5.5% | 44.3% |
| 5102 | Contract Personnel | - | - | 5,000 | 0.2% | - |
| 5104 | Computer Contract Services | 2,806 | 2,945 | 3,034 | 0.1% | 3.0% |
| 5105 | Elections | 66,994 | 1,200 | 71,425 | 2.9% | 5852.1% |
| 5108 | Legal Services | 147,779 | - | 280,000 | 11.4% | - |
| 5201 | Office Supplies | 4,955 | 3,400 | 5,000 | 0.2% | 47.1% |
| 5202 | Memberships & Dues | 22,566 | 43,835 | 47,072 | 1.9% | 7.4% |
| 5203 | Reference Books & Periodicals | 12,147 | 13,638 | 13,638 | 0.6% | - |
| 5204 | Conferences & Meetings | 51,799 | 53,567 | 58,895 | 2.4% | 9.9% |
| 5205 | Training | 1,668 | 7,900 | 20,000 | 0.8% | 153.2% |
| 5207 | Advertising | 10,708 | 5,100 | 5,600 | 0.2% | 9.8% |
| 5208 | Postage | 830 | 780 | 780 | 0.0% | - |
| 5210 | Computers, Supplies & Software | 303 | - | - | - | - |
| 5212 | Office Equipment Maintenance | - | 250 | 250 | 0.0% | - |
| 5217 | Special Departmental Supplies | 39,641 | 11,300 | 12,300 | 0.5% | 8.8% |
| 5225 | Printing | 744 | 920 | 1,050 | 0.0% | 14.1% |
| 5251 | Claims Paid | 70,000 | - | - | - | - |
| 5260 | Council Contingencies | - | 50,000 | 150,000 | 6.1% | 200.0% |
| 5262 | Public Service Events | 23,681 | 14,875 | 17,375 | 0.7% | 16.8% |
| 5270 | City Manager Loan | 432,000 | - | - | - | - |
| 5501 | Telephone | 3,382 | 3,580 | 4,050 | 0.2% | 13.1% |
| Total Materials & Services | | \$1,074,219 | \$306,052 | \$829,353 | 33.9% | 171.0% |
| 5611 | Warehouse Purchases | \$227 | \$450 | \$450 | 0.0% | - |
| 5621 | Information Systems Allocation | 61,092 | 67,585 | 69,047 | 2.8% | 2.2% |
| 5631 | Insurance Allocation | - | 22,620 | 371,194 | 15.2% | 1541.0% |
| 5641 | Fleet Rental Allocation | 12,000 | - | - | - | - |
| 5642 | Fleet Maintenance Allocation | 1,677 | - | - | - | - |
| 5651 | Building & Operations Allocation | 88,430 | 112,344 | 124,594 | 5.1% | 10.9% |
| Total Internal Services | | \$163,426 | \$202,999 | \$565,285 | 23.1% | 178.5% |
| Total Operating Expenses | | \$2,492,844 | \$1,828,101 | \$2,449,371 | 100.0% | 34.0% |
| 6151 | Warehouse Purchases | \$437,500 | - | - | - | - |
| 6212 | Information Systems Allocation | 102,500 | - | - | - | - |
| Total Internal Services | | \$540,000 | - | - | - | - |
| Total Capital Expenditures & Debt Service | | \$1,777,650 | \$509,051 | \$1,394,638 | 56.9% | 174.0% |
| Total Expenditures | | \$3,032,844 | \$1,828,101 | \$2,449,371 | 100.0% | 34.0% |
| Source of Funds | | | | | | |
| General Fund | | \$2,490,752 | \$1,828,101 | \$2,449,371 | 100.0% | 34.0% |
| Capital Improvement Fund | | 542,092 | - | - | - | - |
| Total Source of Funds | | \$3,032,844 | \$1,828,101 | \$2,449,371 | 100.0% | 34.0% |

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Finance

| Object | Description | 2010-2011 | 2011-2012 | 2012-2013 | % of | % Change |
|---------------------------------------|------------------------------------|--------------------|--------------------|--------------------|--------------|-------------|
| | | Actual | Adopted | Proposed | Total | fr Prior |
| 4101 | Salaries & Allowances | \$1,544,401 | \$1,557,233 | \$1,567,379 | 33.9% | 0.7% |
| 4103 | Part Time Employee Salaries | 163,692 | 147,345 | 159,360 | 3.4% | 8.2% |
| 4111 | Overtime Regular Employees | 19,019 | 18,088 | 26,870 | 0.6% | 48.6% |
| 4120 | Supplemental Pension Plan | 18,954 | 19,000 | 19,000 | 0.4% | - |
| 4121 | Single Highest Year Plan | 47,027 | 47,000 | 48,000 | 1.0% | 2.1% |
| 4124 | Fire Retiree's Health Insurance | 10,685 | 21,000 | 22,000 | 0.5% | 4.8% |
| 4125 | Police Retiree's Health Plan | 53,604 | 65,000 | 69,000 | 1.5% | 6.2% |
| 4126 | Miscellaneous Retirees Health Plan | 19,301 | 30,000 | 31,000 | 0.7% | 3.3% |
| 4201 | Group Medical Insurance | 211,359 | 223,898 | 243,898 | 5.3% | 8.9% |
| 4202 | Medicare | 22,435 | 23,231 | 23,928 | 0.5% | 3.0% |
| 4203 | Unemployment | - | 1,020 | 1,020 | 0.0% | - |
| 4204 | 401A Plan City | 27,655 | 27,410 | 29,364 | 0.6% | 7.1% |
| 4205 | Workers Compensation | 8,292 | 53,460 | 15,616 | 0.3% | (70.8%) |
| 4206 | Medical Retirement Contribution | 29,412 | 27,948 | 24,820 | 0.5% | (11.2%) |
| 4211 | PERS Regular Contribution | 236,361 | 288,781 | 293,176 | 6.3% | 1.5% |
| 4213 | PARS Retirement Contribution | 1,139 | - | - | - | - |
| Total Salaries & Benefits | | \$2,413,337 | \$2,550,414 | \$2,574,431 | 55.7% | 0.9% |
| 5101 | Contract Services | \$192,885 | \$222,127 | \$248,270 | 5.4% | 11.8% |
| 5102 | Contract Personnel | 19,440 | - | - | - | - |
| 5103 | Audit Services | 37,824 | 47,835 | 52,628 | 1.1% | 10.0% |
| 5104 | Computer Contract Services | 328,098 | 338,506 | 390,418 | 8.4% | 15.3% |
| 5201 | Office Supplies | 5,369 | 5,730 | 4,500 | 0.1% | (21.5%) |
| 5202 | Memberships & Dues | 1,915 | 1,935 | 2,455 | 0.1% | 26.9% |
| 5203 | Reference Books & Periodicals | 1,294 | 1,505 | 1,450 | 0.0% | (3.7%) |
| 5204 | Conferences & Meetings | 6,634 | 9,700 | 13,770 | 0.3% | 42.0% |
| 5205 | Training | 3,696 | 4,750 | 3,600 | 0.1% | (24.2%) |
| 5206 | Uniforms/Safety Equipment | 380 | 770 | 777 | 0.0% | 0.9% |
| 5207 | Advertising | 1,683 | 1,700 | 550 | 0.0% | (67.6%) |
| 5208 | Postage | 40,586 | 40,470 | 38,490 | 0.8% | (4.9%) |
| 5209 | Tools & Minor Equipment | 280 | 300 | 300 | 0.0% | - |
| 5210 | Computer Supplies & Software | 224,802 | 242,844 | 263,055 | 5.7% | 8.3% |
| 5211 | Automotive Parts | 41,110 | 39,000 | 25,000 | 0.5% | (35.9%) |
| 5212 | Office Equipment Maintenance | 598 | 610 | 625 | 0.0% | 2.5% |
| 5213 | Computer Maintenance & Repair | 7,304 | 16,500 | 11,500 | 0.2% | (30.3%) |
| 5214 | Employee Awards & Events | 176 | 250 | 400 | 0.0% | 60.0% |
| 5217 | Special Departmental Supplies | 4,177 | 5,000 | 3,535 | 0.1% | (29.3%) |
| 5222 | Warehouse Inventory Purchases | 79,758 | 75,000 | 82,345 | 1.8% | 9.8% |
| 5225 | Printing | 13,854 | 13,010 | 12,000 | 0.3% | (7.8%) |
| 5231 | Bank Service Charge | 215,696 | 130,000 | 128,950 | 2.8% | (0.8%) |
| 5261 | Chamber of Commerce Allocation | 25,000 | - | - | - | - |
| 5265 | Service Agency Contributions | 90,758 | 119,338 | 75,092 | 1.6% | (37.1%) |
| 5267 | UAD Loan Program | 6,631 | 7,000 | 4,820 | 0.1% | (31.1%) |
| 5501 | Telephone | 11,714 | 12,400 | 13,730 | 0.3% | 10.7% |
| Total Materials & Services | | \$1,361,662 | \$1,336,280 | \$1,378,260 | 29.8% | 3.1% |
| 5611 | Warehouse Purchases | \$9,502 | \$8,150 | \$8,470 | 0.2% | 3.9% |
| 5621 | Information Systems Allocation | 87,300 | 96,543 | 98,640 | 2.1% | 2.2% |
| 5631 | Insurance Allocation | 67,980 | 22,620 | 20,072 | 0.4% | (11.3%) |
| 5641 | Fleet Rental Allocation | - | 3,560 | 3,560 | 0.1% | - |
| 5642 | Fleet Maintenance Allocation | 4,136 | 1,781 | 1,657 | 0.0% | (7.0%) |
| 5651 | Building & Operations Allocation | 147,387 | 187,245 | 207,655 | 4.5% | 10.9% |
| Total Internal Services | | \$316,305 | \$319,899 | \$340,054 | 7.4% | 6.3% |
| Total Operating Expenses | | \$4,091,303 | \$4,206,593 | \$4,292,745 | 92.8% | 2.0% |

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Finance

| Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | % of Total | % Change fr Prior |
|--|--|---------------------|----------------------|-----------------------|---------------|----------------------|
| 6141 | Computer Equipment & Software | \$132,288 | \$115,000 | \$333,310 | 7.2% | 189.8% |
| Total Capital Projects & Equipment | | \$132,288 | \$115,000 | \$333,310 | 7.2% | 189.8% |
| Total Capital Expenditures & Debt Service | | \$132,288 | \$115,000 | \$333,310 | 7.2% | 189.8% |
| Total Expenditures | | \$4,223,592 | \$4,321,593 | \$4,626,055 | 100.0% | 7.0% |
| Source of Funds | | | | | | |
| | General Fund | \$2,671,171 | \$2,728,116 | \$2,674,978 | 57.8% | (1.9%) |
| | Capital Improvement Fund | 6,631 | 7,000 | 4,820 | 0.1% | (31.1%) |
| | Information Systems Fund | 1,185,775 | 1,192,397 | 1,522,432 | 32.9% | 27.7% |
| | Building Maintenance & Operations Fund | 210,444 | 212,080 | 234,825 | 5.1% | 10.7% |
| | Pension Trust Fund | 149,571 | 182,000 | 189,000 | 4.1% | 3.8% |
| Total Source of Funds | | \$4,223,592 | \$4,321,593 | \$4,626,055 | 100.0% | 7.0% |



SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Human Resources

| Object | Description | 2010-2011 | 2011-2012 | 2012-2013 | % of | % Change |
|--|----------------------------------|--------------------|--------------------|--------------------|---------------|----------------|
| | | Actual | Adopted | Proposed | Total | fr Prior |
| 4101 | Salaries & Allowances | \$404,971 | \$516,508 | \$505,045 | 9.3% | (2.2%) |
| 4103 | Part Time Employee Salaries | 12,471 | 33,762 | 49,411 | 0.9% | 46.4% |
| 4111 | Overtime Regular Employees | 672 | 974 | 3,576 | 0.1% | 267.1% |
| 4201 | Group Medical Insurance | 54,144 | 76,160 | 75,436 | 1.4% | (1.0%) |
| 4202 | Medicare | 4,887 | 5,893 | 7,272 | 0.1% | 23.4% |
| 4203 | Unemployment | - | 1,020 | 1,020 | 0.0% | - |
| 4204 | 401A Plan City | 12,718 | 15,433 | 18,933 | 0.4% | 22.7% |
| 4205 | Workers Compensation | 99,012 | 132,420 | 17,070 | 0.3% | (87.1%) |
| 4206 | Medical Retirement Contribution | 10,296 | 10,296 | 7,950 | 0.1% | (22.8%) |
| 4211 | PERS Regular Contribution | 71,577 | 88,308 | 87,583 | 1.6% | (0.8%) |
| 4213 | PARS Retirement Contribution | 376 | - | - | - | - |
| Total Salaries & Benefits | | \$671,125 | \$880,774 | \$773,296 | 14.3% | (12.2%) |
| 5101 | Contract Services | \$35,327 | \$24,278 | \$23,937 | 0.4% | (1.4%) |
| 5102 | Contract Personnel | - | - | 19,900 | 0.4% | - |
| 5104 | Computer Contract Services | 6,135 | 16,290 | 6,449 | 0.1% | (60.4%) |
| 5107 | Physical/Psychological Exams | 13,409 | 19,543 | 21,215 | 0.4% | 8.6% |
| 5108 | Legal Services | 46,130 | 35,000 | 80,000 | 1.5% | 128.6% |
| 5201 | Office Supplies | 1,878 | 2,000 | 2,500 | 0.0% | 25.0% |
| 5202 | Memberships & Dues | 1,060 | 1,305 | 1,677 | 0.0% | 28.5% |
| 5203 | Reference Books & Periodicals | 848 | 605 | 615 | 0.0% | 1.7% |
| 5204 | Conferences & Meetings | 2,785 | 4,390 | 6,380 | 0.1% | 45.3% |
| 5205 | Training | 3,678 | 22,044 | 19,480 | 0.4% | (11.6%) |
| 5208 | Postage | 2,549 | 2,640 | 2,640 | 0.0% | - |
| 5214 | Employee Awards & Events | 8,742 | 13,011 | 13,011 | 0.2% | - |
| 5216 | Tuition Reimbursement | 24,188 | 20,000 | 20,000 | 0.4% | - |
| 5217 | Special Departmental Supplies | 135 | - | - | - | - |
| 5218 | Recruitment Costs | 40,543 | 29,804 | 29,874 | 0.6% | 0.2% |
| 5225 | Printing | 219 | 100 | 100 | 0.0% | - |
| 5250 | Insurance Premiums | 455,986 | 455,986 | 583,562 | 10.8% | 28.0% |
| 5251 | Claims Paid | 2,784,830 | 2,669,300 | 3,056,350 | 56.5% | 14.5% |
| 5252 | Claims Administration | 120,952 | 123,278 | 126,976 | 2.3% | 3.0% |
| 5253 | Miscellaneous Bonds/Insurance | 1,767 | 3,019 | 3,019 | 0.1% | - |
| 5254 | Unemployment | 49,966 | 75,000 | 75,000 | 1.4% | - |
| 5255 | Property Insurance | 379,316 | 380,000 | 380,000 | 7.0% | - |
| 5501 | Telephone | 10,958 | 9,250 | 10,400 | 0.2% | 12.4% |
| Total Materials & Services | | \$3,991,402 | \$3,906,843 | \$4,483,085 | 82.9% | 14.7% |
| 5601 | Administrative Service Charge | \$59,181 | - | - | - | - |
| 5611 | Warehouse Purchases | 167 | 200 | \$200 | 0.0% | - |
| 5621 | Information Systems Allocation | 43,644 | 48,275 | 49,319 | 0.9% | 2.2% |
| 5631 | Insurance Allocation | 67,980 | 19,080 | 20,072 | 0.4% | 5.2% |
| 5651 | Building & Operations Allocation | 51,585 | 65,535 | 72,680 | 1.3% | 10.9% |
| Total Internal Services | | \$222,557 | \$133,090 | \$142,271 | 2.6% | 6.9% |
| Total Operating Expenses | | \$4,885,083 | \$4,920,707 | \$5,398,652 | 99.8% | 9.7% |
| 6141 | Computer Equipment & Software | - | - | \$10,000 | 0.2% | - |
| Total Capital Projects & Equipment | | - | - | \$10,000 | 0.2% | - |
| Total Capital Expenditures & Debt Service | | - | - | \$10,000 | 0.2% | - |
| Total Expenditures | | \$4,885,083 | \$4,920,707 | \$5,408,652 | 100.0% | 9.9% |
| Source of Funds | | | | | | |
| General Fund | | \$735,178 | \$897,946 | \$849,812 | 15.7% | (5.4%) |
| Insurance Reserve | | 4,149,906 | 4,022,761 | 4,558,840 | 84.3% | 13.3% |
| Total Source of Funds | | \$4,885,083 | \$4,920,707 | \$5,408,652 | 100.0% | 9.9% |

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Parks and Recreation

| Object | Description | 2010-2011 | 2011-2012 | 2012-2013 | % of | % Change |
|---|----------------------------------|--------------------|--------------------|--------------------|--------------|----------------|
| | | Actual | Adopted | Proposed | Total | fr Prior |
| 4101 | Salaries & Allowances | \$1,324,957 | \$1,307,583 | \$1,290,526 | 18.3% | (1.3%) |
| 4103 | Part Time Employee Salaries | 1,213,514 | 1,291,453 | 1,364,911 | 19.4% | 5.7% |
| 4111 | Overtime Regular Employees | 23,399 | 11,154 | 16,774 | 0.2% | 50.4% |
| 4114 | Overtime Special Events | - | 1,820 | 1,820 | 0.0% | - |
| 4201 | Group Medical Insurance | 210,809 | 213,455 | 238,853 | 3.4% | 11.9% |
| 4202 | Medicare | 36,100 | 37,979 | 38,211 | 0.5% | 0.6% |
| 4203 | Unemployment | 12,120 | 22,500 | 22,500 | 0.3% | - |
| 4204 | 401A Plan City | 20,122 | 20,046 | 20,153 | 0.3% | 0.5% |
| 4205 | Workers Compensation | - | 113,640 | 81,349 | 1.2% | (28.4%) |
| 4206 | Medical Retirement Contribution | 29,352 | 29,352 | 24,790 | 0.4% | (15.5%) |
| 4211 | PERS Regular Contribution | 241,471 | 304,673 | 311,525 | 4.4% | 2.2% |
| 4213 | PARS Retirement Contribution | 16,569 | - | - | - | - |
| Total Salaries & Benefits | | \$3,128,413 | \$3,353,655 | \$3,411,412 | 48.5% | 1.7% |
| 5101 | Contract Services | \$639,534 | \$733,942 | \$571,458 | 8.1% | (22.1%) |
| 5102 | Contract Personnel | 633,820 | 754,903 | 920,603 | 13.1% | 21.9% |
| 5104 | Computer Contract Services | 4,500 | 10,500 | 10,500 | 0.1% | - |
| 5201 | Office Supplies | 21,379 | 23,210 | 20,000 | 0.3% | (13.8%) |
| 5202 | Memberships & Dues | 6,233 | 6,420 | 8,590 | 0.1% | 33.8% |
| 5203 | Reference Books & Periodicals | 614 | 785 | 785 | 0.0% | - |
| 5204 | Conferences & Meetings | 195 | 640 | 640 | 0.0% | - |
| 5205 | Training | 8,800 | 18,792 | 19,754 | 0.3% | 5.1% |
| 5206 | Uniforms/Safety Equipment | 8,175 | 10,725 | 10,725 | 0.2% | - |
| 5207 | Advertising | 28,512 | 46,942 | 38,801 | 0.6% | (17.3%) |
| 5208 | Postage | 25,588 | 27,830 | 27,830 | 0.4% | - |
| 5210 | Computer Supplies & Software | 11,401 | 500 | 825 | 0.0% | 65.0% |
| 5212 | Office Equipment | 160 | - | - | - | - |
| 5217 | Special Departmental Supplies | 216,239 | 178,547 | 226,975 | 3.2% | 27.1% |
| 5218 | Recruitment Costs | 3,328 | 2,690 | 4,770 | 0.1% | 77.3% |
| 5223 | Bus Pass Subsidies | 19,583 | 14,065 | 14,065 | 0.2% | - |
| 5224 | Recreation Bus Trips | 55,454 | 52,002 | 55,000 | 0.8% | 5.8% |
| 5225 | Printing | 63,639 | 89,468 | 87,580 | 1.2% | (2.1%) |
| 5264 | City Funds Exchange | 173,040 | 70,000 | - | - | - |
| 5501 | Telephone | 18,623 | 20,550 | 21,375 | 0.3% | 4.0% |
| 5502 | Electricity | 209,099 | 217,316 | 204,837 | 2.9% | (5.7%) |
| 5503 | Natural Gas | 8,082 | 8,879 | 8,041 | 0.1% | (9.4%) |
| Total Materials & Services | | \$2,155,998 | \$2,288,706 | \$2,253,154 | 32.0% | (1.6%) |
| 5601 | Administrative Service Charge | \$69,124 | - | - | - | - |
| 5611 | Warehouse Purchases | 15,638 | \$12,050 | \$16,350 | 0.2% | 35.7% |
| 5621 | Information Systems Allocation | 157,164 | 173,794 | 177,547 | 2.5% | 2.2% |
| 5631 | Insurance Allocation | 73,740 | 39,300 | 60,241 | 0.9% | 53.3% |
| 5641 | Fleet Rental Allocation | 34,390 | 33,580 | 33,580 | 0.5% | - |
| 5642 | Fleet Maintenance Allocation | 63,689 | 65,885 | 61,286 | 0.9% | (7.0%) |
| 5651 | Building & Operations Allocation | 90,220 | 112,347 | 124,593 | 1.8% | 10.9% |
| Total Internal Services | | \$503,965 | \$436,956 | \$473,597 | 6.7% | 8.4% |
| 6202 | Studies Audits & Analysis | - | - | \$140,000 | 2.0% | - |
| 6212 | CIP Bldg & Facility - CYr | - | - | 160,000 | 2.3% | - |
| 6252 | CIP Landscape & Site - CYr | \$137,263 | \$1,000,000 | - | - | - |
| Total Capital Projects & Equipment | | \$137,263 | \$1,000,000 | \$300,000 | 4.3% | (70.0%) |

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Parks and Recreation

| Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | % of Total | % Change fr Prior |
|--|--------------------------|---------------------|----------------------|-----------------------|---------------|----------------------|
| 7101 | Bond Principal | \$230,000 | \$235,000 | \$245,000 | 3.5% | 4.3% |
| 7102 | Bond Interest | 25,064 | 273,735 | 264,823 | 3.8% | (3.3%) |
| 7103 | Bond Administration Fee | 95,758 | 87,000 | 87,000 | 1.2% | - |
| Total Debt Service | | \$350,822 | \$595,735 | \$596,823 | 8.5% | 0.2% |
| Total Capital Expenditures & Debt Service | | \$488,085 | \$1,595,735 | \$896,823 | 12.7% | (43.8%) |
| Total Expenditures | | \$6,276,460 | \$7,675,052 | \$7,034,986 | 100.0% | (8.3%) |
| Source of Funds | | | | | | |
| | General Fund | \$5,448,567 | \$6,019,363 | \$6,000,045 | 85.3% | (0.3%) |
| | Proposition A Fund | 690,630 | 655,689 | 734,941 | 10.4% | 12.1% |
| | Capital Improvement Fund | 137,263 | 1,000,000 | 300,000 | 4.3% | (70.0%) |
| Total Source of Funds | | \$6,276,460 | \$7,675,052 | \$7,034,986 | 100.0% | (8.3%) |

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Police

| Object | Description | 2010-2011 | 2011-2012 | 2012-2013 | % of | % Change |
|---------------------------------------|----------------------------------|---------------------|---------------------|---------------------|--------------|--------------|
| | | Actual | Adopted | Proposed | Total | fr Prior |
| 4101 | Salaries & Allowances | \$2,041,299 | \$1,960,801 | \$2,040,100 | 9.1% | 4.0% |
| 4102 | Sworn Employee Salaries | 6,819,999 | 6,620,594 | 6,840,847 | 30.6% | 3.3% |
| 4103 | Part Time Employee Salaries | 291,070 | 292,387 | 288,258 | 1.3% | (1.4%) |
| 4111 | Overtime Regular Employees | 121,065 | 73,240 | 72,019 | 0.3% | (1.7%) |
| 4112 | Overtime Sworn Employees | 748,289 | 794,139 | 789,631 | 3.5% | (0.6%) |
| 4114 | Overtime Special Events | 149,264 | 157,522 | 159,287 | 0.7% | 1.1% |
| 4201 | Group Medical Insurance | 1,039,137 | 1,011,029 | 1,172,997 | 5.3% | 16.0% |
| 4202 | Medicare | 132,647 | 117,122 | 138,755 | 0.6% | 18.5% |
| 4203 | Unemployment | 16,140 | 22,500 | 22,500 | 0.1% | - |
| 4204 | 401A Plan City | 8,403 | 9,453 | 3,372 | 0.0% | (64.3%) |
| 4205 | Workers Compensation | 1,031,721 | 1,654,580 | 1,732,510 | 7.8% | 4.7% |
| 4206 | Medical Retirement Contribution | 195,796 | 195,804 | 143,850 | 0.6% | (26.5%) |
| 4211 | PERS Regular Contribution | 299,451 | 350,440 | 365,446 | 1.6% | 4.3% |
| 4212 | PERS Sworn Contributions | 2,056,361 | 2,523,098 | 2,650,254 | 11.9% | 5.0% |
| 4213 | PARS Retirement Contributions | 7,014 | - | - | - | - |
| Total Salaries & Benefits | | \$14,957,654 | \$15,782,709 | \$16,419,826 | 73.5% | 4.0% |
| 5101 | Contract Services | \$160,859 | \$390,200 | \$420,646 | 1.9% | 7.8% |
| 5102 | Contract Personnel | 269,131 | 12,000 | 12,000 | 0.1% | - |
| 5104 | Computer Contract Services | 46,443 | 93,306 | 90,034 | 0.4% | (3.5%) |
| 5106 | SBRPCA Communications | 1,035,266 | 1,010,591 | 1,157,796 | 5.2% | 14.6% |
| 5107 | Physical/Psychological Exams | 16,065 | 13,250 | 13,250 | 0.1% | - |
| 5108 | Legal Services | 76,707 | 5,000 | 35,000 | 0.2% | 600.0% |
| 5109 | Background Investigations | 4,349 | 5,594 | 4,894 | 0.0% | (12.5%) |
| 5201 | Office Supplies | 35,199 | 35,790 | 35,790 | 0.2% | - |
| 5202 | Memberships & Dues | 4,307 | 5,353 | 5,677 | 0.0% | 6.1% |
| 5203 | Reference Books & Periodicals | 1,240 | 2,050 | 1,800 | 0.0% | (12.2%) |
| 5204 | Conferences & Meetings | 6,569 | 16,275 | 16,075 | 0.1% | (1.2%) |
| 5205 | Training | 20,925 | 43,275 | 43,875 | 0.2% | 1.4% |
| 5206 | Uniforms/Safety Equipment | 92,383 | 121,267 | 106,972 | 0.5% | (11.8%) |
| 5207 | Advertising | 327 | 500 | 500 | 0.0% | - |
| 5208 | Postage | 4,156 | 4,260 | 4,260 | 0.0% | - |
| 5209 | Tools & Minor Equipment | 1,290 | - | - | - | - |
| 5210 | Computer Supplies & Software | 4,475 | 1,600 | 1,600 | 0.0% | - |
| 5212 | Office Equipment Maintenance | - | 100 | 100 | 0.0% | - |
| 5214 | Employee Awards & Events | 1,331 | 1,200 | 1,200 | 0.0% | - |
| 5217 | Special Departmental Supplies | 121,148 | 134,704 | 187,013 | 0.8% | 38.8% |
| 5218 | Recruitment Costs | - | 500 | - | - | - |
| 5219 | STC Training | 2,480 | 2,850 | 2,850 | 0.0% | - |
| 5220 | POST Training | 31,316 | 27,300 | 39,700 | 0.2% | 45.4% |
| 5225 | Printing | 30,883 | 29,750 | 29,550 | 0.1% | (0.7%) |
| 5263 | City Funds Match | 6,401 | 8,000 | 8,000 | 0.0% | - |
| 5501 | Telephone | 40,053 | 45,500 | 47,260 | 0.2% | 3.9% |
| 5502 | Electricity | 113,383 | 119,747 | 115,203 | 0.5% | (3.8%) |
| 5503 | Natural Gas | 7,873 | 8,095 | 6,721 | 0.0% | (17.0%) |
| 5504 | Water | 10,611 | 14,131 | 11,284 | 0.1% | (20.1%) |
| Total Materials & Services | | \$2,145,170 | \$2,152,188 | \$2,399,050 | 10.7% | 11.5% |
| 5611 | Warehouse Purchases | \$1,445 | \$2,400 | \$2,400 | 0.0% | - |
| 5621 | Information Systems Allocation | 366,625 | 405,512 | 414,274 | 1.9% | 2.2% |
| 5631 | Insurance Allocation | 531,540 | 180,180 | 528,333 | 2.4% | 193.2% |
| 5641 | Fleet Rental Allocation | 595,530 | 410,770 | 331,580 | 1.5% | (19.3%) |
| 5642 | Fleet Maintenance Allocation | 641,206 | 666,993 | 620,438 | 2.8% | (7.0%) |
| 5651 | Building & Operations Allocation | 246,569 | 320,888 | 362,809 | 1.6% | 13.1% |
| Total Internal Services | | \$2,382,915 | \$1,986,743 | \$2,259,834 | 10.1% | 13.7% |
| Total Operating Expenses | | \$19,485,739 | \$19,921,640 | \$21,078,710 | 94.4% | 5.8% |

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Police

| Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | % of Total | % Change fr Prior |
|--|-------------------------------|---------------------|----------------------|-----------------------|---------------|----------------------|
| 6121 | Machinery & Equipment | \$102,119 | \$110,000 | - | - | - |
| 6141 | Computer Equipment & Software | - | 24,542 | - | - | - |
| Total Capital Projects & Equipment | | \$102,119 | \$134,542 | - | - | - |
| 7101 | Bond Principal | \$769,885 | \$802,553 | \$865,219 | 3.9% | 7.8% |
| 7102 | Bond Interest | 408,128 | 408,682 | 368,108 | 1.6% | (9.9%) |
| 7103 | Bond Administraton | 22,014 | 19,750 | 19,000 | 0.1% | (3.8%) |
| Total Debt Service | | \$1,200,027 | \$1,230,985 | \$1,252,327 | 5.6% | 1.7% |
| Total Capital Expenditures & Debt Service | | \$1,302,146 | \$1,365,527 | \$1,252,327 | 5.6% | (8.3%) |
| Total Expenditures | | \$20,787,885 | \$21,287,167 | \$22,331,037 | 100.0% | 4.9% |
| Source of Funds | | | | | | |
| | General Fund | \$20,204,896 | \$20,549,466 | \$21,703,679 | 97.2% | 5.6% |
| | Asset Forfeiture | 74,114 | 327,363 | 216,833 | 1.0% | (33.8%) |
| | Police Safety Grants Fund | 102,119 | - | - | - | - |
| | Capital Improvement Fund | 406,756 | 410,338 | 410,525 | 1.8% | 0.0% |
| Total Source of Funds | | \$20,787,885 | \$21,287,167 | \$22,331,037 | 100.0% | 4.9% |

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Fire

| Object | Description | 2010-2011 | 2011-2012 | 2012-2013 | % of | % Change |
|---------------------------------------|----------------------------------|--------------------|--------------------|--------------------|--------------|---------------|
| | | Actual | Adopted | Proposed | Total | fr Prior |
| 4101 | Salaries & Allowances | \$64,086 | \$62,743 | \$62,173 | 0.6% | (0.9%) |
| 4102 | Sworn Employee Salaries | 3,677,420 | 3,857,199 | 3,811,134 | 36.4% | (1.2%) |
| 4103 | Part Time Employee Salaries | 66,813 | 92,688 | 97,321 | 0.9% | 5.0% |
| 4112 | Overtime Sworn Employees | 1,793,131 | 1,337,220 | 1,435,220 | 13.7% | 7.3% |
| 4113 | Overtime Mutual Aid | 106,220 | 10,500 | 10,500 | 0.1% | - |
| 4114 | Overtime Special Events | 4,241 | 10,920 | 11,760 | 0.1% | 7.7% |
| 4201 | Group Medical Insurance | 437,568 | 475,660 | 520,663 | 5.0% | 9.5% |
| 4202 | Medicare | 57,138 | 46,144 | 67,663 | 0.6% | 46.6% |
| 4203 | Unemployment | 1,320 | 3,480 | 3,480 | 0.0% | - |
| 4204 | 401A Plan City | 236 | 4,428 | 4,375 | 0.0% | (1.2%) |
| 4205 | Workers Compensation | 500,412 | 695,220 | 712,695 | 6.8% | 2.5% |
| 4206 | Medical Retirement Contribution | 53,496 | 53,496 | 35,100 | 0.3% | (34.4%) |
| 4211 | PERS Regular Contribution | 9,372 | 11,036 | 11,097 | 0.1% | 0.6% |
| 4212 | PERS Sworn Contributions | 1,094,559 | 1,348,436 | 1,344,886 | 12.8% | (0.3%) |
| 4213 | PARS Retirement Contributions | 1,900 | - | - | - | - |
| Total Salaries & Benefits | | \$7,867,912 | \$8,009,170 | \$8,128,067 | 77.6% | 1.5% |
| 5101 | Contract Services | \$61,718 | \$94,081 | \$84,818 | 0.8% | (9.8%) |
| 5102 | Contract Personnel | 27,981 | 27,606 | 27,606 | 0.3% | - |
| 5104 | Computer Contract Services | 26,499 | 24,200 | 24,510 | 0.2% | 1.3% |
| 5106 | SBRPCA Communications | 345,089 | 336,864 | 385,932 | 3.7% | 14.6% |
| 5201 | Office Supplies | 3,970 | 5,570 | 4,500 | 0.0% | (19.2%) |
| 5202 | Memberships & Dues | 1,005 | 2,010 | 2,835 | 0.0% | 41.0% |
| 5203 | Reference Books & Periodicals | 1,340 | 1,750 | 2,500 | 0.0% | 42.9% |
| 5204 | Conferences & Meetings | 3,231 | 4,000 | 5,000 | 0.0% | 25.0% |
| 5205 | Training | 22,523 | 27,260 | 38,900 | 0.4% | 42.7% |
| 5206 | Uniforms/Safety Equipment | 30,486 | 40,350 | 47,250 | 0.5% | 17.1% |
| 5208 | Postage | 222 | 220 | 220 | 0.0% | - |
| 5209 | Tools & Minor Equipment | 42 | - | 2,000 | 0.0% | - |
| 5210 | Computer Supplies & Software | 1,764 | - | 7,000 | 0.1% | - |
| 5214 | Employee Awards & Events | 392 | 500 | 2,500 | 0.0% | 400.0% |
| 5217 | Special Departmental Supplies | 105,578 | 112,140 | 115,740 | 1.1% | 3.2% |
| 5221 | Automotive Repair Services | 65,841 | 66,700 | 66,700 | 0.6% | - |
| 5225 | Printing | 619 | 1,450 | 1,450 | 0.0% | - |
| 5501 | Telephone | 22,991 | 24,300 | 27,350 | 0.3% | 12.6% |
| 5502 | Electricity | 59,565 | 62,850 | 60,145 | 0.6% | (4.3%) |
| 5503 | Natural Gas | 7,179 | 7,637 | 6,761 | 0.1% | (11.5%) |
| 5504 | Water | 5,310 | 5,631 | 9,032 | 0.1% | 60.4% |
| Total Materials & Services | | \$793,346 | \$845,119 | \$922,749 | 8.8% | 9.2% |
| 5611 | Warehouse Purchases | \$5,383 | \$5,700 | \$4,700 | 0.0% | (17.5%) |
| 5621 | Information Systems Allocation | 65,460 | 72,413 | 73,978 | 0.7% | 2.2% |
| 5631 | Insurance Allocation | 295,020 | 66,660 | 64,439 | 0.6% | (3.3%) |
| 5641 | Fleet Rental Allocation | 386,930 | 269,530 | 269,530 | 2.6% | - |
| 5642 | Fleet Maintenance Allocation | 81,763 | 86,869 | 42,860 | 0.4% | (50.7%) |
| 5651 | Building & Operations Allocation | 92,463 | 120,333 | 136,053 | 1.3% | 13.1% |
| Total Internal Services | | \$927,019 | \$621,505 | \$591,560 | 5.6% | (4.8%) |
| Total Operating Expenses | | \$9,588,277 | \$9,475,794 | \$9,642,376 | 92.0% | 1.8% |

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Fire

| Object | Description | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | % of Total | % Change fr Prior |
|--|-------------------------------|---------------------|----------------------|-----------------------|---------------|----------------------|
| 6141 | Computer Equipment & Software | - | - | \$35,372 | 0.3% | - |
| 7101 | Bond Principal | \$425,115 | \$447,447 | 479,779 | 4.6% | 7.2% |
| 7102 | Bond Interest | 336,182 | 330,509 | 308,946 | 2.9% | (6.5%) |
| 7103 | Bond Administraton | 8,951 | 9,250 | 9,000 | 0.1% | (2.7%) |
| Total Debt Service | | \$770,248 | \$787,206 | \$833,097 | 8.0% | 5.8% |
| Total Capital Expenditures & Debt Service | | \$770,248 | \$787,206 | \$833,097 | 8.0% | 5.8% |
| Total Expenditures | | \$10,358,525 | \$10,263,000 | \$10,475,473 | 100.0% | 2.1% |
| Source of Funds | | | | | | |
| General Fund | | \$9,951,769 | \$9,428,823 | \$10,064,948 | 96.1% | 6.7% |
| Capital Improvement Fund | | 406,756 | 409,644 | 410,525 | 3.9% | 0.2% |
| Total Source of Funds | | \$10,358,525 | \$9,838,467 | \$10,475,473 | 100.0% | 6.5% |



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SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Community Development

| Object | Description | 2010-2011 | 2011-2012 | 2012-2013 | % of | % Change |
|---------------------------------------|----------------------------------|--------------------|--------------------|--------------------|---------------|--------------|
| | | Actual | Adopted | Proposed | Total | fr Prior |
| 4101 | Salaries & Allowances | \$1,799,473 | \$1,574,705 | \$1,645,797 | 47.7% | 4.5% |
| 4103 | Part Time Employee Salaries | 39,434 | 32,835 | 92,720 | 2.7% | 182.4% |
| 4111 | Overtime Regular Employees | 5,326 | 5,300 | 5,600 | 0.2% | 5.7% |
| 4201 | Group Medical Insurance | 235,009 | 221,798 | 259,543 | 7.5% | 17.0% |
| 4202 | Medicare | 23,830 | 21,956 | 25,652 | 0.7% | 16.8% |
| 4203 | Unemployment | - | 1,020 | 1,020 | 0.0% | - |
| 4204 | 401A Plan City | 19,584 | 16,633 | 16,555 | 0.5% | (0.5%) |
| 4205 | Workers Compensation | - | 26,220 | 65,709 | 1.9% | 150.6% |
| 4206 | Medical Retirement Contribution | 29,412 | 29,412 | 24,800 | 0.7% | (15.7%) |
| 4211 | PERS Regular Contribution | 254,776 | 279,464 | 301,907 | 8.7% | 8.0% |
| Total Salaries & Benefits | | \$2,406,843 | \$2,209,343 | \$2,439,303 | 70.7% | 10.4% |
| 5101 | Contract Services | \$265,569 | \$301,600 | \$496,600 | 14.4% | 64.7% |
| 5102 | Contract Personnel | 45,482 | 57,880 | 8,800 | 0.3% | (84.8%) |
| 5104 | Computer Contract Services | 22,825 | 29,600 | 30,400 | 0.9% | 2.7% |
| 5201 | Office Supplies | 4,979 | 4,500 | 3,000 | 0.1% | (33.3%) |
| 5202 | Memberships & Dues | 3,580 | 4,805 | 5,240 | 0.2% | 9.1% |
| 5203 | Reference Books & Periodicals | 7,211 | 4,000 | 3,225 | 0.1% | (19.4%) |
| 5204 | Conferences & Meetings | 5,350 | 9,246 | 18,451 | 0.5% | 99.6% |
| 5205 | Training | 2,422 | 6,225 | 7,705 | 0.2% | 23.8% |
| 5206 | Uniforms/Safety Equipment | 2,344 | 3,620 | 3,620 | 0.1% | - |
| 5207 | Advertising | 3,924 | 3,900 | 3,900 | 0.1% | - |
| 5208 | Postage | 2,615 | 2,650 | 2,650 | 0.1% | - |
| 5210 | Computer Supplies & Software | 1,418 | 650 | 950 | 0.0% | 46.2% |
| 5212 | Office Equipment Maintenance | 507 | 325 | 325 | 0.0% | - |
| 5217 | Special Departmental Supplies | 9,586 | 2,330 | 2,730 | 0.1% | 17.2% |
| 5225 | Printing | 3,509 | 4,350 | 6,250 | 0.2% | 43.7% |
| 5501 | Telephone | 8,879 | 9,420 | 10,220 | 0.3% | 8.5% |
| Total Materials & Services | | \$390,199 | \$445,101 | \$604,066 | 17.5% | 35.7% |
| 5611 | Warehouse Purchases | \$967 | \$1,000 | \$1,000 | 0.0% | - |
| 5621 | Information Systems Allocation | 122,220 | 135,172 | 138,093 | 4.0% | 2.2% |
| 5631 | Insurance Allocation | 71,460 | 22,620 | 20,072 | 0.6% | (11.3%) |
| 5641 | Fleet Rental Allocation | 37,160 | 24,940 | 24,940 | 0.7% | - |
| 5642 | Fleet Maintenance Allocation | 17,437 | 18,525 | 17,233 | 0.5% | (7.0%) |
| 5651 | Building & Operations Allocation | 147,387 | 187,244 | 207,656 | 6.0% | 10.9% |
| Total Internal Services | | \$396,631 | \$389,501 | \$408,994 | 11.8% | 5.0% |
| Total Operating Expenses | | \$3,193,673 | \$3,043,945 | \$3,452,363 | 100.0% | 13.4% |
| Total Expenditures | | \$3,193,673 | \$3,043,945 | \$3,452,363 | 100.0% | 13.4% |
| Source of Funds | | | | | | |
| General Fund | | \$3,193,673 | \$3,043,945 | \$3,452,363 | 100.0% | 13.4% |
| Total Source of Funds | | \$3,193,673 | \$3,043,945 | \$3,452,363 | 100.0% | 13.4% |

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Public Works

| Object | Description | 2010-2011 | 2011-2012 | 2012-2013 | % of | % Change |
|---------------------------------------|----------------------------------|---------------------|---------------------|---------------------|--------------|---------------|
| | | Actual | Adopted | Proposed | Total | fr Prior |
| 4101 | Salaries & Allowances | \$3,945,048 | \$4,131,677 | \$4,007,263 | 7.4% | (3.0%) |
| 4103 | Part Time Employee Salaries | 13,152 | 12,240 | 12,240 | 0.0% | - |
| 4111 | Overtime Regular Employees | 53,565 | 49,448 | 41,217 | 0.1% | (16.6%) |
| 4114 | Overtime Special Events | 16,336 | 17,230 | 32,061 | 0.1% | 86.1% |
| 4123 | Commuter Pay | 7,926 | 6,800 | 7,000 | 0.0% | 2.9% |
| 4201 | Group Medical Insurance | 612,857 | 679,064 | 742,769 | 1.4% | 9.4% |
| 4202 | Medicare | 51,317 | 54,729 | 55,248 | 0.1% | 0.9% |
| 4203 | Unemployment | 5,400 | 22,500 | 22,500 | 0.0% | - |
| 4204 | 401A Plan City | 52,001 | 56,635 | 54,731 | 0.1% | (3.4%) |
| 4205 | Workers Compensation | 354,204 | 252,900 | 125,053 | 0.2% | (50.6%) |
| 4206 | Medical Retirement Contribution | 89,700 | 91,164 | 70,640 | 0.1% | (22.5%) |
| 4211 | PERS Regular Contribution | 587,250 | 721,223 | 700,954 | 1.3% | (2.8%) |
| 4213 | PARS Retirement Contributions | 405 | - | - | - | - |
| 4220 | Accrued Leave | 490 | - | - | - | - |
| Total Salaries & Benefits | | \$5,789,650 | \$6,095,610 | \$5,871,676 | 10.9% | (3.7%) |
| 5101 | Contract Services | \$9,038,741 | \$10,993,695 | \$11,030,769 | 20.4% | 0.3% |
| 5102 | Contract Personnel | 107,593 | - | - | - | - |
| 5104 | Computer Contract Services | 35,414 | 49,275 | 63,899 | 0.1% | 29.7% |
| 5201 | Office Supplies | 11,669 | 13,460 | 13,460 | 0.0% | - |
| 5202 | Memberships & Dues | 16,255 | 12,595 | 12,997 | 0.0% | 3.2% |
| 5203 | Reference Books & Periodicals | - | 1,050 | 1,050 | 0.0% | - |
| 5204 | Conferences & Meetings | 26,154 | 11,570 | 9,780 | 0.0% | (15.5%) |
| 5205 | Training | 10,366 | 13,323 | 21,603 | 0.0% | 62.1% |
| 5206 | Uniforms/Safety Equipment | 16,543 | 23,674 | 21,835 | 0.0% | (7.8%) |
| 5207 | Advertising | 7,670 | 14,750 | 15,750 | 0.0% | 6.8% |
| 5208 | Postage | 9,264 | 9,560 | 9,560 | 0.0% | - |
| 5209 | Tools & Minor Equipment | 12,367 | 10,583 | 16,580 | 0.0% | 56.7% |
| 5210 | Computer Supplies & Software | 24,280 | 4,500 | 5,800 | 0.0% | 28.9% |
| 5211 | Automotive Parts | 80,338 | 72,000 | 65,000 | 0.1% | (9.7%) |
| 5212 | Office Equipment Maintenance | 1,785 | 2,000 | 2,000 | 0.0% | - |
| 5217 | Special Departmental Supplies | 857,392 | 840,881 | 932,873 | 1.7% | 10.9% |
| 5221 | Automotive Repair Service | 72,633 | 90,000 | 80,000 | 0.1% | (11.1%) |
| 5225 | Printing | 14,960 | 14,492 | 17,382 | 0.0% | 19.9% |
| 5226 | Automotive Fuel | 321,795 | 340,900 | 369,850 | 0.7% | 8.5% |
| 5231 | Banking Service Fees | - | 77,000 | 162,100 | 0.3% | 110.5% |
| 5240 | Assessments & Taxes | 562,264 | 534,781 | 582,960 | 1.1% | 9.0% |
| 5266 | DMBBPA Allocation | 103,355 | - | 100,000 | 0.2% | - |
| 5501 | Telephone | 81,920 | 89,455 | 92,695 | 0.2% | 3.6% |
| 5502 | Electricity | 934,664 | 938,102 | 909,860 | 1.7% | (3.0%) |
| 5503 | Natural Gas | 56,085 | 63,877 | 59,626 | 0.1% | (6.7%) |
| 5504 | Water | 262,819 | 209,439 | 363,500 | 0.7% | 73.6% |
| Total Materials & Services | | \$12,666,325 | \$14,430,962 | \$14,960,929 | 27.7% | 3.7% |
| 5601 | Administrative Service Charge | \$2,897,001 | \$3,288,499 | \$2,913,338 | 5.4% | (11.4%) |
| 5611 | Warehouse Purchases | 49,330 | 51,860 | 48,775 | 0.1% | (5.9%) |
| 5612 | Garage Purchases | 37,490 | 32,000 | 25,000 | 0.0% | (21.9%) |
| 5621 | Information Systems Allocation | 174,600 | 193,103 | 197,275 | 0.4% | 2.2% |
| 5631 | Insurance Allocation | 563,640 | 609,960 | 599,556 | 1.1% | (1.7%) |
| 5641 | Fleet Rental Allocation | 382,240 | 375,460 | 371,350 | 0.7% | (1.1%) |
| 5642 | Fleet Maintenance Allocation | 236,428 | 249,313 | 231,909 | 0.4% | (7.0%) |
| 5651 | Building & Operations Allocation | 142,844 | 184,529 | 207,421 | 0.4% | 12.4% |
| Total Internal Services | | \$4,483,573 | \$4,984,724 | \$4,594,624 | 8.5% | (7.8%) |
| 9101 | Transfers Out | \$15,235 | - | \$20,163 | 0.0% | - |
| Total Transfers | | \$15,235 | - | \$20,163 | 0.0% | - |
| Total Operating Expenses | | \$22,954,783 | \$25,511,296 | \$25,447,392 | 47.2% | (0.3%) |

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Public Works

| Object | Description | 2010-2011 | 2011-2012 | 2012-2013 | % of | % Change |
|--|--------------------------------|---------------------|---------------------|---------------------|---------------|---------------|
| | | Actual | Adopted | Proposed | Total | fr Prior |
| 6121 | Machinery & Equipment | \$58,527 | 129,827 | \$195,629 | 0.4% | 50.7% |
| 6131 | Vehicles | 89,955 | \$3,819,344 | 4,395,495 | 8.1% | 15.1% |
| 6141 | Computer Equipment & Software | - | - | 38,500 | 0.1% | - |
| 6202 | Studies, Audits & Analysis | 47,978 | - | 405,000 | 0.8% | - |
| 6212 | CIP Bldg. & Facility - CYr | 1,157,696 | 1,030,000 | 3,927,500 | 7.3% | 281.3% |
| 6222 | CIP Street Improvements - CYr | 1,102,566 | 3,978,766 | 12,625,378 | 23.4% | 217.3% |
| 6232 | CIP Utility Improvements - CYr | 1,941 | 1,030,000 | 500,000 | 0.9% | (51.5%) |
| 6242 | CIP Line Improvements - CYr | 1,182,116 | 3,640,000 | 3,860,000 | 7.2% | 6.0% |
| 6252 | CIP Landscape & Site - CYr | 128,636 | - | - | - | - |
| Total Capital Projects & Equipment | | \$3,784,648 | \$13,627,937 | \$25,967,665 | 48.1% | 90.5% |
| 7101 | Bond Principal | \$920,000 | \$930,000 | \$970,000 | 1.8% | 4.3% |
| 7102 | Bond Interest | 1,233,816 | 1,209,966 | 1,152,351 | 2.1% | (4.8%) |
| 7103 | Bond Administration | 14,708 | 16,700 | 16,700 | 0.0% | - |
| Total Debt Service | | \$2,168,523 | \$2,156,666 | \$2,139,051 | 4.0% | (0.8%) |
| 7301 | Land Leases | \$254,759 | \$247,225 | \$292,050 | 0.5% | 18.1% |
| 7302 | Property & Equipment Principal | - | 93,983 | 93,975 | 0.2% | (0.0%) |
| 7303 | Property & Equipment Interest | 176 | 17,132 | 20,360 | 0.0% | 18.8% |
| 7304 | Property & Equipment Op Lease | (340) | - | - | - | - |
| 7402 | Interfund Loans Interest | 15,197 | 16,095 | 6,000 | 0.0% | (62.7%) |
| Total Property & Equipment Leases | | \$269,792 | \$374,435 | \$412,385 | 0.8% | 10.1% |
| Total Capital Expenditures & Debt Service | | \$6,207,728 | \$16,159,038 | \$28,498,938 | 52.8% | 76.4% |
| Total Expenditures | | \$29,162,512 | \$41,670,334 | \$53,946,330 | 100.0% | 29.5% |
| Source of Funds | | | | | | |
| General Fund | | \$5,501,841 | \$5,737,896 | \$5,711,031 | 10.6% | (0.5%) |
| Street Lighting & Landscape Fund | | 567,062 | 583,651 | 594,529 | 1.1% | 1.9% |
| Gas Tax | | 1,121,842 | 2,620,530 | 870,000 | 1.6% | (66.8%) |
| Federal & State Grants Fund | | 3,604 | - | - | - | - |
| Proposition C Fund | | 17,912 | 970,210 | 8,715,937 | 16.2% | 798.4% |
| AB 2766 Fund | | 7,926 | 7,868 | 8,068 | 0.0% | 2.5% |
| Measure R Fund | | - | 400,000 | - | - | - |
| Capital Improvement Fund | | 151,352 | 300,000 | 4,659,441 | 8.6% | 1453.1% |
| Underground Assessment Districts | | 15,575 | - | - | - | - |
| Water Fund | | 9,692,145 | 12,657,963 | 13,222,851 | 24.5% | 4.5% |
| Stormwater Fund | | 255,952 | 657,187 | 598,089 | 1.1% | (9.0%) |
| Wastewater Fund | | 1,654,842 | 3,061,557 | 3,688,710 | 6.8% | 20.5% |
| Refuse Fund | | 4,384,730 | 4,549,628 | 4,398,284 | 8.2% | (3.3%) |
| Parking Fund | | 1,975,117 | 1,672,991 | 1,912,480 | 3.5% | 14.3% |
| County Parking Lots Fund | | 347,836 | 376,341 | 457,727 | 0.8% | 21.6% |
| State Pier and Parking Lot Fund | | 433,179 | 867,640 | 1,343,188 | 2.5% | 54.8% |
| Fleet Management Fund | | 1,141,984 | 5,019,823 | 5,499,844 | 10.2% | 9.6% |
| Building Maintenance & Operations Fund | | 912,831 | 1,218,801 | 1,303,539 | 2.4% | 7.0% |
| Special Assessment Redemption Fund | | 976,782 | 968,248 | 962,612 | 1.8% | (0.6%) |
| Total Source of Funds | | \$29,162,512 | \$41,670,334 | \$53,946,330 | 100.0% | 29.5% |

2011-2012 SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

| Program | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | Amount Change | Percent Change |
|-------------------------------------|---------------------|----------------------|-----------------------|--------------------|-------------------|
| Management Services | | | | | |
| City Council | \$429,884 | \$309,842 | \$786,714 | \$476,872 | 153.91% |
| City Manager | 1,650,206 | 628,561 | 671,492 | 42,931 | 6.83% |
| City Treasurer | 28,604 | 27,104 | 32,307 | 5,203 | 19.20% |
| City Clerk | 412,602 | 356,057 | 434,924 | 78,867 | 22.15% |
| City Attorney | 511,547 | 506,537 | 523,934 | 17,397 | 3.43% |
| Total Management Services | \$3,032,844 | \$1,828,101 | \$2,449,371 | \$621,270 | 33.98% |
| Finance | | | | | |
| Administration | \$1,125,596 | \$1,144,906 | \$1,082,182 | (\$62,724) | (5.48%) |
| Accounting | 455,456 | 534,285 | 529,326 | (4,959) | (0.93%) |
| Revenue Services | 227,378 | 228,439 | 380,223 | 151,784 | 66.44% |
| Business Licensing | 116,870 | 95,554 | 99,130 | 3,576 | 3.74% |
| Parking Citations | 340,081 | 349,302 | 239,391 | (109,911) | (31.47%) |
| Utility Billing | 218,803 | 228,216 | 198,015 | (30,201) | (13.23%) |
| Purchasing | 343,189 | 336,414 | 340,531 | 4,117 | 1.22% |
| General Services | 210,444 | 212,080 | 234,825 | 22,745 | 10.72% |
| Information Systems | 1,185,775 | 1,192,397 | 1,522,432 | 330,035 | 27.68% |
| Total Finance | \$4,223,592 | \$4,321,593 | \$4,626,055 | \$304,462 | 7.05% |
| Human Resources | | | | | |
| Administration | \$735,178 | \$897,946 | \$849,812 | (\$48,134) | (5.36%) |
| Risk Management | 348,364 | 306,523 | 324,069 | 17,546 | 5.72% |
| Liability | 1,076,256 | 946,606 | 1,646,555 | 699,949 | 73.94% |
| Workers Compensation | 2,725,285 | 2,769,632 | 2,588,216 | (181,416) | (6.55%) |
| Total Human Resources | \$4,885,083 | \$4,920,707 | \$5,408,652 | \$487,945 | 9.92% |
| Parks & Recreation | | | | | |
| Administration | \$1,453,405 | \$2,562,215 | \$1,755,472 | (\$806,743) | (31.49%) |
| Registration Services | 146,366 | 160,635 | 162,390 | 1,755 | 1.09% |
| Recreation Services | 946,538 | 1,011,823 | 1,014,167 | 2,344 | 0.23% |
| Playground | 6,348 | 5,954 | 9,766 | 3,812 | 64.02% |
| Teen Drop In Center | 73,775 | 76,322 | 86,959 | 10,637 | 13.94% |
| Special Activity Classes | 254,919 | 289,575 | 308,501 | 18,926 | 6.54% |
| Special Events | 147,393 | 169,707 | 158,586 | (11,121) | (6.55%) |
| Tennis Operations | 107,092 | 123,974 | 122,753 | (1,221) | (0.98%) |
| Facility & Parks Reservations | 144,898 | 148,948 | 166,092 | 17,144 | 11.51% |
| Cultural Arts | 270,518 | 273,045 | 282,582 | 9,537 | 3.49% |
| Arts Grants | (3) | - | - | - | - |
| Art Classes | 252,454 | 238,149 | 237,546 | (603) | (0.25%) |
| Arts Festival | (56) | - | - | - | - |
| Concerts In The Park | 32,777 | 41,121 | 39,248 | (1,873) | (4.55%) |
| Sports Leagues & Tournaments | 335,811 | 371,484 | 380,284 | 8,800 | 2.37% |
| Sports Classes | 495,537 | 577,937 | 561,407 | (16,530) | (2.86%) |
| Swimming Activities | 423,862 | 485,679 | 530,470 | 44,791 | 9.22% |
| Sports & Aquatics Administration | 126,651 | 127,975 | 129,822 | 1,847 | 1.44% |
| Volunteers | 121,429 | 118,009 | 117,914 | (95) | (0.08%) |
| Older Adults Activities | 63,902 | 55,954 | 52,003 | (3,951) | (7.06%) |
| Senior Services | 182,215 | 180,857 | 184,083 | 3,226 | 1.78% |
| Transportation | 690,630 | 655,689 | 734,941 | 79,252 | 12.09% |
| Total Parks & Recreation | \$6,276,460 | \$7,675,052 | \$7,034,986 | (\$640,066) | (8.34%) |

2011-2012 SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

| Program | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | Amount Change | Percent Change |
|------------------------------------|---------------------|----------------------|-----------------------|--------------------|-------------------|
| Police Department | | | | | |
| Administration | \$4,241,212 | \$4,403,762 | \$5,141,363 | \$737,601 | 16.75% |
| Patrol | 7,694,585 | 7,544,938 | 7,819,304 | 274,366 | 3.64% |
| Investigations | 2,407,896 | 2,545,194 | 2,593,248 | 48,054 | 1.89% |
| School Resource Officer | 31,634 | 23,634 | 23,800 | 166 | 0.70% |
| Technical Support Services | 1,029,360 | 1,087,076 | 1,116,252 | 29,176 | 2.68% |
| Communications | 1,126,134 | 1,104,666 | 1,249,846 | 145,180 | 13.14% |
| Crime Prevention | 240,771 | 240,343 | 259,477 | 19,134 | 7.96% |
| Traffic Safety | 1,641,044 | 1,780,215 | 1,595,739 | (184,476) | (10.36%) |
| Jail Operations | 527,640 | 505,942 | 579,849 | 73,907 | 14.61% |
| Parking Enforcement | 1,329,802 | 1,399,297 | 1,398,409 | (888) | (0.06%) |
| Animal Control | 341,573 | 324,737 | 336,917 | 12,180 | 3.75% |
| Treasury Regional | 74,114 | 327,363 | 216,833 | (110,530) | (33.76%) |
| State SLES Grant | 102,119 | - | - | - | - |
| Total Police Department | \$20,787,885 | \$21,287,167 | \$22,331,037 | \$1,043,870 | 4.90% |
| Fire Department | | | | | |
| Administration | \$1,903,051 | \$2,183,397 | \$2,256,443 | \$73,046 | 3.35% |
| Prevention | 909,371 | 827,537 | 813,972 | (13,565) | (1.64%) |
| Hazardous Materials | 1,436 | 3,590 | 3,590 | - | 0.00% |
| Arson Investigation | 12,844 | 10,140 | 10,191 | 51 | 0.50% |
| Public Education | 6,631 | 8,050 | 14,936 | 6,886 | 85.54% |
| Suppression | 4,529,768 | 4,085,233 | 4,174,146 | 88,913 | 2.18% |
| Paid Call Firefighters | 31,924 | 42,449 | 95,037 | 52,588 | 123.89% |
| Paramedics | 2,945,657 | 3,083,336 | 3,071,674 | (11,662) | (0.38%) |
| Emergency Preparedness | 17,844 | 19,268 | 35,484 | 16,216 | 84.16% |
| Total Fire Department | \$10,358,525 | \$10,263,000 | \$10,475,473 | \$212,473 | 2.07% |
| Community Development | | | | | |
| Administration | \$506,713 | \$490,344 | \$550,767 | \$60,423 | 12.32% |
| Current Planning | 326,579 | 352,845 | 473,414 | 120,569 | 34.17% |
| Advance Planning | 393,072 | 401,638 | 531,837 | 130,199 | 32.42% |
| Plan Check | 758,759 | 626,174 | 718,694 | 92,520 | 14.78% |
| Inspection | 798,784 | 774,402 | 783,367 | 8,965 | 1.16% |
| Code Enforcement | 204,079 | 201,706 | 201,560 | (146) | (0.07%) |
| Traffic Engineering | 205,686 | 196,836 | 192,724 | (4,112) | (2.09%) |
| Total Community Development | \$3,193,673 | \$3,043,945 | \$3,452,363 | \$408,418 | 13.42% |

2011-2012 SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

| Program | 2010-2011 Actual | 2011-2012 Adopted | 2012-2013 Proposed | Amount Change | Percent Change |
|-----------------------------|---------------------|----------------------|-----------------------|---------------------|-------------------|
| Public Works | | | | | |
| Administration | \$1,180,695 | \$1,340,335 | \$1,362,983 | \$22,648 | 1.69% |
| Civil Engineering | 2,360,805 | 3,517,505 | 13,266,746 | 9,749,241 | 277.16% |
| Street Repair | 2,442,065 | 4,176,039 | 4,565,901 | 389,862 | 9.34% |
| Sidewalk Repair | 598,032 | 700,000 | 320,000 | (380,000) | (54.29%) |
| Traffic Control | 212,537 | 318,509 | 423,457 | 104,948 | 32.95% |
| Bldg & Grounds Maintenance* | 971,963 | 1,218,801 | 1,303,539 | 84,738 | 6.95% |
| Parks Maintenance | 745,852 | 763,235 | 767,931 | 4,696 | 0.62% |
| School District Maintenance | 189,788 | 181,261 | 212,003 | 30,742 | 16.96% |
| Transportation | 7,926 | 7,868 | 8,068 | 200 | 2.54% |
| Street Lighting | 406,418 | 397,115 | 388,147 | (8,968) | (2.26%) |
| Arbolado Tract Lighting | 2,727 | 4,474 | 4,751 | 277 | 6.19% |
| Streetscape Maintenance | 157,917 | 182,062 | 201,631 | 19,569 | 10.75% |
| Water Administration | 3,571,685 | 4,436,868 | 4,416,145 | (20,723) | (0.47%) |
| Water Source Of Supply | 3,210,666 | 4,776,836 | 5,626,288 | 849,452 | 17.78% |
| Water Pumping | 1,327,244 | 2,091,679 | 1,908,255 | (183,424) | (8.77%) |
| Water Treatment | 95,421 | 152,422 | 88,419 | (64,003) | (41.99%) |
| Water Maintenance | 1,487,129 | 1,200,158 | 1,183,744 | (16,414) | (1.37%) |
| Storm Drain Maintenance | 255,952 | 657,187 | 598,089 | (59,098) | (8.99%) |
| Sewer Maintenance | 1,654,842 | 3,061,557 | 3,688,710 | 627,153 | 20.48% |
| Refuse Management | 4,384,730 | 4,549,628 | 4,398,284 | (151,344) | (3.33%) |
| Street Meters & City Lots | 1,975,117 | 1,672,991 | 1,912,480 | 239,489 | 14.32% |
| State Lot A Pier | 433,179 | 867,640 | 1,343,188 | 475,548 | 54.81% |
| County Lot B - 26th St | 85,998 | 124,236 | 140,863 | 16,627 | 13.38% |
| County Lot C - El Porto | 261,838 | 252,105 | 316,864 | 64,759 | 25.69% |
| Fleet Maintenance | 1,052,193 | 1,089,364 | 990,014 | (99,350) | (9.12%) |
| Fleet Replacement | 89,791 | 3,930,459 | 4,509,830 | 579,371 | 14.74% |
| Total Public Works | \$29,162,512 | \$41,670,334 | \$53,946,330 | \$12,275,996 | 29.46% |
| Total | \$81,920,573 | \$95,009,899 | \$109,724,267 | \$14,714,368 | 15.49% |

*Beginning fiscal year 2011-2012, Electrical Maintenance will be rolled into Building & Grounds Maintenance. Historicals have been adjusted to reflect the change.

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 1st 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.

CITY OF MANHATTAN BEACH FACTS & FIGURES

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

Form of Government: City Council - City Manager

Municipal Employees: 268 full-time

Public Safety: Two fire stations with 30 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

Libraries: One L.A. County branch library

Population: 35,135 (2010 US Census Bureau)

Area: 3.88 square miles

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

Climate: Avg. temperature: 70° F (summer) to 55° F (winter); Annual rainfall: 12.07 inches

Elevation: 120 feet above sea level

Housing (U.S. Census Bureau, 2008-2010 American Community Survey)

| | | |
|------------------------|---------------|-------------|
| Single Family Detached | 11,010 | 70% |
| Single Family Attached | 1,262 | 8% |
| Multi-Family 2-4 Units | 2,409 | 15% |
| Multi-Family 5+ Units | 913 | 6% |
| Other | 22 | 1% |
| Total | 15,616 | 100% |

Assessed Valuation: \$12.191 billion (Office of the Assessor, Los Angeles County, 2011 Report)

Median Household Income: \$126,103 (U.S. Census Bureau, 2008-2010 American Community Survey)

Median Home Sale Price: \$1,450,000 (as of February 2012 – LA County DataQuick Property Data)

Business Mix (as of May 2012)

| | | |
|---------------------|--------------|-------------|
| Services | 1,143 | 22% |
| Contractors | 2,394 | 46% |
| Home Occupation | 522 | 10% |
| Retail | 390 | 7% |
| Professionals | 188 | 4% |
| Apartment Houses | 297 | 6% |
| Commercial Property | 153 | 3% |
| Miscellaneous | 126 | 2% |
| Total | 5,213 | 100% |

GLOSSARY OF TERMS & ABBREVIATIONS

Administrative Service Charge: A transfer of moneys to the General Fund to reimburse the General Fund for work performed in other funds by an employee whose salary is budgeted in the General Fund.

Appropriation: Legal authorization by the City Council to make expenditures and to incur obligations for specific purposes.

Appropriations Limit: Article XIII B, of the California Constitution, was amended by Proposition 4, "The Gann Initiative," in 1979. This Article limits growth in government spending to changes in population and inflation, by multiplying the limit for the prior year, by the percentage change in the cost of living (or per capital personal income, whichever is lower); then multiplying the figure resulting from the first step, by the percentage change in population. The base year limit (FY 1978-79) amount consists of all tax proceeds appropriated in that year. The Appropriations Limit calculation worksheet can be found in the Appendix of the budget.

ARRA: American Recovery and Reinvestment Act

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

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

BIDs: Business Improvement Districts

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

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

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

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

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

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

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

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

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

GLOSSARY OF TERMS & ABBREVIATIONS

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.

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

GLOSSARY OF TERMS & ABBREVIATIONS

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 providing services or a product.

RCC: South Bay Regional Public Communications Authority

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