

**CITY OF
MANHATTAN BEACH
CALIFORNIA**



ADOPTED

**FISCAL YEAR
2012-2013
OPERATING BUDGET
&
2013-2017
CAPITAL IMPROVEMENT PLAN**



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 Nicholas W. Tell, Jr. Amy Howorth	March 2013 March 2013 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>City Attorney</i>	Quinn M. Barrow
<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

**CITY OF
MANHATTAN BEACH
CALIFORNIA**



ADOPTED

**FISCAL YEAR
2012-2013
OPERATING BUDGET**

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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 adopted 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 \$175,292. 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 \$195,555 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 \$104,661, 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.

<u>Fund</u>	<u>Revenues</u>			<u>Expenditures</u>		
	<u>2011-2012</u>	<u>2012-2013</u>	<u>%Change</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>%Change</u>
General	\$51,170,408	\$53,098,918	3.8%	\$50,657,495	\$52,994,257	4.6%
<u>Special Revenue Funds</u>						
Street Lighting & Landscape	397,064	398,844	0.4%	583,651	594,399	1.8%
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	734,141	12.0%
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	358,068	4,450.9%
Measure R	279,100	295,131	5.7%	400,000	-	(100.0%)
<u>Capital Project Funds</u>						
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%
<u>Enterprise Funds</u>						
Water	12,576,100	14,874,414	18.3%	12,657,963	13,219,721	4.4%
Stormwater	366,200	359,350	(1.9%)	657,187	597,789	(9.0%)
Wastewater	2,825,030	3,377,186	19.5%	3,061,557	3,687,820	20.5%
Refuse	4,568,373	4,566,324	(0.0%)	4,549,628	4,397,944	(3.3%)
Parking	2,113,447	2,299,594	8.8%	1,672,991	1,912,080	14.3%
County Parking Lots	449,500	531,000	18.1%	376,341	457,627	21.6%
State Pier & Parking Lot	436,300	500,363	14.7%	867,640	1,343,088	54.8%
<u>Internal Service Funds</u>						
Insurance Reserve	4,003,726	4,541,130	13.4%	4,022,761	4,605,986	14.5%
Information Systems	1,192,397	1,506,483	26.3%	1,192,397	1,534,652	28.7%
Fleet Management	3,250,206	3,077,925	(5.3%)	5,019,823	5,149,044	2.6%
Building Maintenance & Operations	1,404,275	1,550,806	10.4%	1,430,881	1,536,974	7.4%
<u>Trust & Agency Funds</u>						
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	\$104,681,743	14.2%	\$95,009,899	\$109,863,283	15.6%

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 \$2,073,817. 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 \$4,233,164 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 \$10,598,851 (an increase from FY 2011-2012 of \$467,572), an Economic Uncertainty reserve of \$4 million, and an unreserved fund balance of \$748,071.

REVENUES:

General Fund revenues are projected to be \$53,098,918, an increase of \$1,928,510 or 3.8% 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 \$150,000 (17.9%) and \$45,000 (4.8%) above 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:	\$990,000

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 \$52,994,257, an increase from the fiscal year 2011-2012 budget of \$2,336,762 (4.6%) and \$2,337,863 (4.6%) 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	\$36,320,304	\$556,769	1.6%	\$986,545	2.8%
Materials and Services	8,153,317	8,828,032	9,391,155	1,237,838	15.2%	563,123	6.4%
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	\$52,994,257	\$2,336,762	4.6%	\$2,337,863	4.6%

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. New 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 \$195,555. 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 \$734,141. 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 \$358,068 support the City's clean air efforts in fiscal year 2012-2013. Total expenditures include the purchase of \$350,000 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, \$70,092 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 \$783,292.

ENTERPRISE FUNDS

Fiscal year 2012-2013 revenues in the **Water Fund** are estimated at \$14,874,414 while expenditures in this fund equal \$13,219,721. 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 \$3,687,820. 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 \$685,681. 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 \$597,789. 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 \$287,121 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 \$4,397,944. 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 \$1,912,080 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 \$210,828; 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 \$457,627 in operating expenditures. Excess funds (\$73,373) 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 \$1,343,088 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 \$4,605,986. 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 \$175,292 increase in liability and property insurance premiums. Charge outs for workers compensation costs decreased by \$163,535, 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 \$1,534,652. 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, and \$13,300 has been budgeted for wireless internet connectivity in the Council Chambers and the Police and Fire conference room. The fund is projected to have a balance of \$342,433 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 \$1,536,974. 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 \$544,195.

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 were held:

<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	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.

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

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

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Budget Presentation
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City of Manhattan Beach

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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

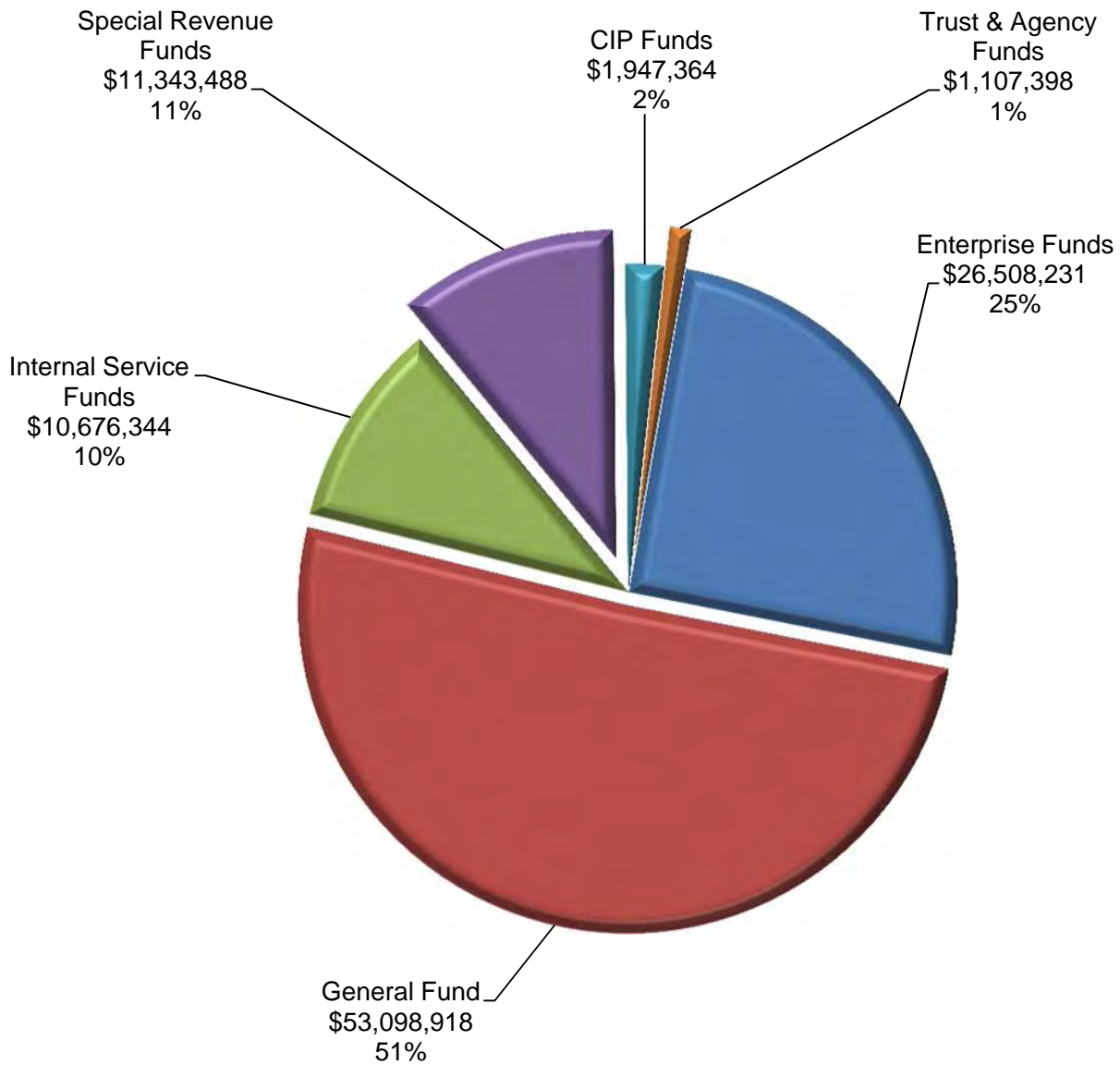


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SUMMARIES

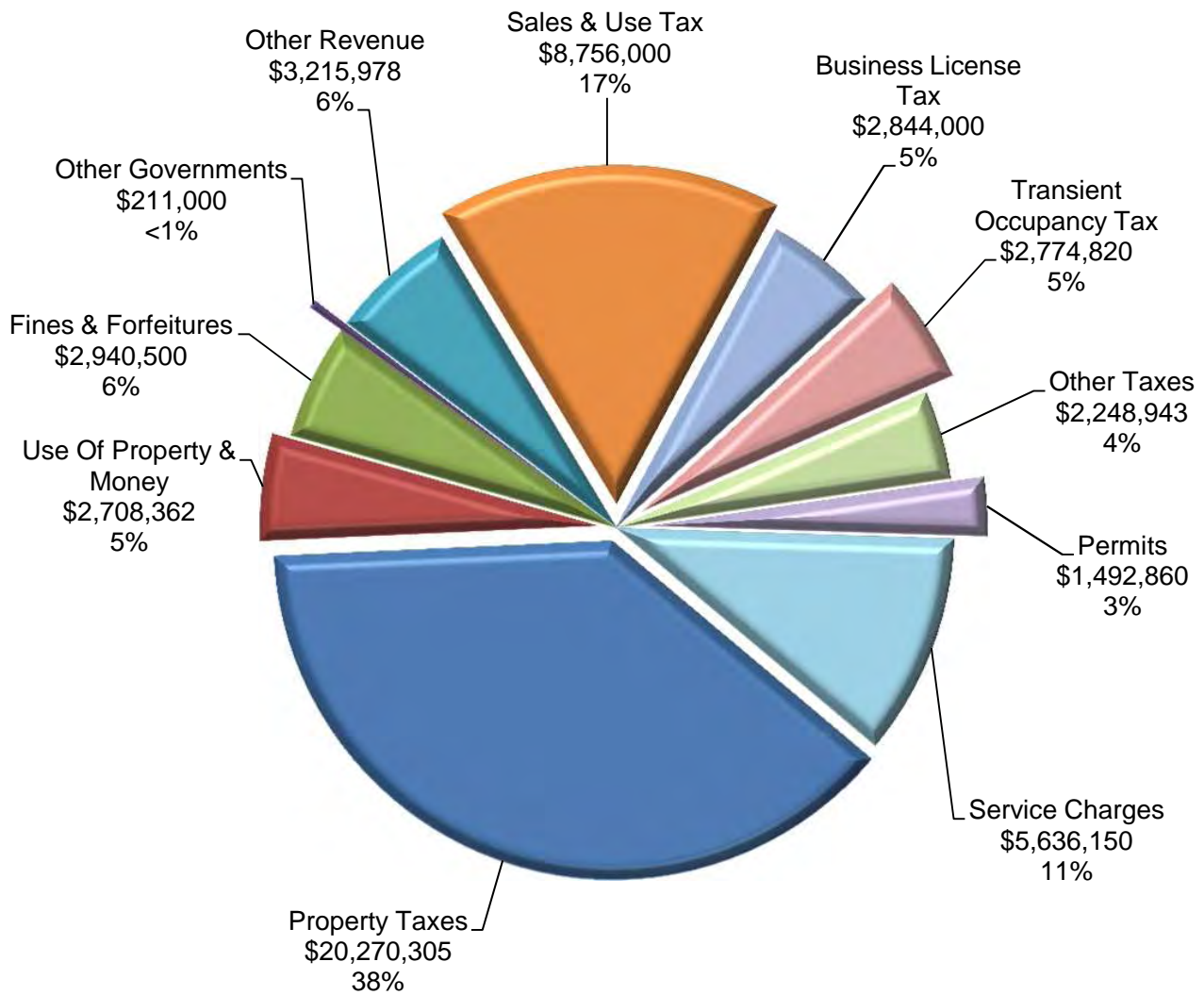
2012-2013 SOURCE OF FUNDS BY FUND TYPE

Source of Funds = \$104,681,743



2012-2013 SOURCE OF FUNDS - GENERAL FUND

Source of Funds - General Fund = \$53,098,918



2012-2013 SCHEDULE OF REVENUES BY FUND & CATEGORY

	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted	Increase (Decrease)	Percent Change
General Fund						
Revenue from Property Taxes	\$19,791,425	\$19,753,700	\$20,062,099	\$20,270,305	\$516,605	2.62%
Revenue from Sales & Use Tax	8,180,675	8,125,000	8,439,000	8,756,000	631,000	7.77%
Revenue from Transient Occupancy Tax	2,693,937	2,769,951	2,694,000	2,774,820	4,869	0.18%
Revenue from Business License Tax	2,844,068	2,754,000	2,844,000	2,844,000	90,000	3.27%
Revenue from Other Taxes	2,115,703	1,957,543	2,211,452	2,248,943	291,400	14.89%
Revenue from Permits	1,281,403	1,212,060	1,437,834	1,492,860	280,800	23.17%
Revenue from Fines & Forfeitures	2,757,134	2,924,500	2,909,489	2,940,500	16,000	0.55%
Revenue from Use of Property & Money	2,569,386	2,639,952	2,262,620	2,708,362	68,410	2.59%
Revenue from Vehicle License Fee	118,295	100,000	95,915	-	(100,000)	-
Revenue from Other Governments	381,441	191,359	356,366	211,000	19,641	10.26%
Revenue from Service Charges	5,818,104	5,232,994	5,510,368	5,636,150	403,156	7.70%
Miscellaneous Revenues	3,482,055	3,509,349	3,907,068	3,215,978	(293,371)	(8.36%)
Total General Fund	\$52,033,626	\$51,170,408	\$52,730,211	\$53,098,918	\$1,928,510	3.77%
Special Revenue Funds						
Street Lighting & Landscaping	\$394,396	\$397,064	\$397,269	\$398,844	\$1,780	0.45%
Gas Tax	970,271	1,381,167	1,157,686	1,487,617	106,450	7.71%
Asset Forfeiture	123,529	15,600	90,144	8,862	(6,738)	(43.19%)
Police Safety Grants	102,494	2,600	100,879	1,502	(1,098)	(42.23%)
Federal & State Grants	50,096	-	3,569,145	-	-	-
Proposition A	770,915	623,200	660,962	552,201	(70,999)	(11.39%)
Proposition C	448,401	460,000	459,347	8,554,416	8,094,416	1759.66%
AB 2766	45,004	48,000	43,706	44,915	(3,085)	(6.43%)
Measure R	313,592	279,100	285,421	295,131	16,031	5.74%
Total Special Revenue Funds	\$3,218,698	\$3,206,731	\$6,764,559	\$11,343,488	\$8,136,757	253.74%
Capital Project Funds						
Capital Improvement	\$1,204,461	\$3,024,829	\$1,411,662	\$1,947,145	(\$1,077,684)	(35.63%)
Total Capital Projects Funds	\$1,204,461	\$3,024,829	\$1,411,662	\$1,947,145	(\$1,077,684)	(35.63%)
Underground Utility Construction Fund						
Underground Utility Construction	\$274	400	131	\$219	(\$181)	(45.25%)
Total Underground Utility Construction Fund	\$274	400	131	\$219	(\$181)	(45.25%)
Enterprise Funds						
Water	\$9,619,635	\$12,576,100	\$12,597,984	\$14,874,414	\$2,298,314	18.28%
Stormwater	364,823	366,200	357,002	359,350	(6,850)	(1.87%)
Wastewater	2,636,215	2,825,030	3,114,565	3,377,186	552,156	19.55%
Refuse	4,214,791	4,568,373	4,359,149	4,566,324	(2,049)	(0.04%)
Parking	2,137,611	2,113,447	2,292,058	2,299,594	186,147	8.81%
County Parking Lots	463,197	449,500	531,000	531,000	81,500	18.13%
State Pier & Parking Lot	460,923	436,300	485,055	500,363	64,063	14.68%
Total Enterprise Funds	\$19,897,195	\$23,334,950	\$23,736,813	\$26,508,231	\$3,173,281	13.60%
Internal Service Funds						
Insurance Reserve	\$3,771,699	\$4,003,726	\$4,180,528	\$4,541,130	\$537,404	13.42%
Information Systems	1,078,105	1,192,397	1,192,397	1,506,483	314,086	26.34%
Fleet Management	2,525,154	3,250,206	2,213,435	3,077,925	(172,281)	(5.30%)
Building Maintenance & Operations	1,127,064	1,404,275	1,400,425	1,550,806	146,531	10.43%
Total Internal Service Funds	\$8,502,022	\$9,850,604	\$8,986,785	\$10,676,344	\$825,740	8.38%
Trust & Agency Funds						
Special Assessment Redemption Fund	\$971,374	\$968,248	\$988,195	\$968,248	-	-
Pension Trust	108,644	145,700	119,037	139,150	(\$6,550)	(4.50%)
Total Trust & Agency Funds	\$1,080,018	\$1,113,948	\$1,107,232	\$1,107,398	(\$6,550)	(0.59%)
Grand Total	\$85,936,294	\$91,701,870	\$94,737,393	\$104,681,743	\$12,979,873	14.15%

2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

		2010-2011	2011-2012	2011-2012	2012-2013	Increase	Percent
		Actual	Adopted	Estimate	Adopted	(Decrease)	Change
General Fund							
3101	CYr Secured Property Tax	\$15,679,819	\$15,754,000	\$16,150,000	\$16,256,590	\$502,590	3.19%
3102	CYr Unsecured Property Tax	731,035	723,000	736,466	741,327	18,327	2.53%
3103	PYr Secured Property Tax	365,626	300,000	88,692	88,692	(211,308)	(70.44%)
3104	PYr Unsecured Property Tax	24,872	23,000	23,000	23,000	-	-
3105	Supplemental Property Tax	214,153	118,700	209,633	275,000	156,300	131.68%
3106	Property Tax Collection Administration	(354,551)	(390,000)	(345,001)	(355,351)	34,649	(8.88%)
3107	Interest & Penalties	168,575	150,000	117,309	117,309	(32,691)	(21.79%)
3108	Property Tax in Lieu of VLF	2,961,896	3,075,000	3,082,000	3,123,738	48,738	1.58%
Revenue from Property Tax		\$19,791,425	\$19,753,700	\$20,062,099	\$20,270,305	\$516,605	2.62%
3201	Sales & Use Tax	\$6,142,725	\$6,094,000	\$6,336,697	\$6,574,726	\$480,726	7.89%
3202	Franchise Tax	1,289,442	1,259,543	1,290,000	1,290,000	30,457	2.42%
3203	Transient Occupancy Tax	2,693,937	2,769,951	2,694,000	2,774,820	4,869	0.18%
3204	Business License Tax	2,844,068	2,754,000	2,844,000	2,844,000	90,000	3.27%
3205	Property Tax In Lieu of Sales Tax	2,037,950	2,031,000	2,102,303	2,181,274	150,274	7.40%
3206	Real Estate Transfer Tax	473,280	360,000	500,000	525,000	165,000	45.83%
3207	PSAF Sales Tax	292,495	285,000	331,452	343,943	58,943	20.68%
3215	Vacation Rental TOT	60,486	53,000	90,000	90,000	37,000	69.81%
Revenue from Other Taxes		\$15,834,383	\$15,606,494	\$16,188,452	\$16,623,763	\$1,017,269	6.52%
3301	Building Permits	\$818,468	\$720,000	\$840,000	\$880,000	\$160,000	22.22%
3302	Other Construction Permits	247,523	230,000	285,000	300,000	70,000	30.43%
3303	Home Occupancy Permits	6,000	6,500	5,200	5,200	(1,300)	(20.00%)
3304	Fire Code Permits	23,894	21,100	36,758	36,700	15,600	73.93%
3306	Outdoor Facilities Permits	932	700	4,000	4,200	3,500	500.00%
3307	Film Permits	51,150	51,000	62,116	62,000	11,000	21.57%
3309	Building Permits Surcharge	70,533	63,000	80,000	84,000	21,000	33.33%
3310	Police Alarm Permits	7,940	66,000	65,000	64,000	(2,000)	(3.03%)
3350	Other Permits	3,555	2,760	2,760	2,760	-	-
3361	Animal License Fees	51,408	51,000	57,000	54,000	3,000	5.88%
Revenue from Permits		\$1,281,403	\$1,212,060	\$1,437,834	\$1,492,860	\$280,800	23.17%
3401	Vehicle Code Fines	\$241,550	\$316,900	\$242,000	\$220,000	(\$96,900)	(30.58%)
3402	Parking Citations	2,488,846	2,580,000	2,650,000	2,703,000	123,000	4.77%
3421	Municipal Code Fines	26,738	27,600	17,489	17,500	(10,100)	(36.59%)
Revenue from Fines & Forfeitures		\$2,757,134	\$2,924,500	\$2,909,489	\$2,940,500	\$16,000	0.55%
3501	Interest Earnings	\$647,027	\$500,000	\$550,000	\$550,000	\$50,000	10.00%
3505	Installment Fund Earnings	85	-	-	-	-	-
3506	Unrealized Investment Gain/Loss	(17,848)	-	(156,229)	-	-	-
3509	Other Interest Income	8,807	21,600	21,600	21,600	-	-
3511	Misc. Rents & Concessions	33,977	32,300	37,959	38,000	5,700	17.65%
3512	Golf Course Rent	9,300	9,200	9,602	9,600	400	4.35%
3513	Tennis Club Rent	255,184	250,000	255,517	255,000	5,000	2.00%
3514	Tennis Club Percent Rent	120,091	120,000	119,954	120,000	-	-
3515	Marriott Hotel Rent	573,128	618,000	412,382	574,000	(44,000)	(7.12%)
3516	Minimum Hotel Rent Payments	399,996	400,000	400,000	400,000	-	-
3517	Wireless Communication Income	94,750	117,502	124,840	127,302	9,800	8.34%
3518	1334 Building Lease	40,052	40,200	40,107	40,949	749	1.86%
3519	Metlox Lease Payments	327,285	356,000	382,000	391,000	35,000	9.83%
3520	Investment Amortization	(98,023)	-	(114,962)	-	-	-
3531	Tennis Club Parking Lot Lease	30,588	30,700	30,539	30,993	293	0.95%
3532	Mall Parking Lot Lease	117,543	117,000	121,863	122,470	5,470	4.68%
3533	Post Office Lease	21,180	21,180	21,180	21,180	-	-
3534	Library Parking Lot Lease	6,264	6,270	6,268	6,268	(2)	(0.03%)
Revenue from Use of Property & Money		\$2,569,386	\$2,639,952	\$2,262,620	\$2,708,362	\$68,410	2.59%

2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted	Increase (Decrease)	Percent Change
3601 Vehicle in Lieu	\$118,295	\$100,000	\$95,915	-	(\$100,000)	-
3602 Homeowners Property Tax Relief	148,452	150,000	151,219	\$150,000	-	-
3604 State Mandated Cost Reimbursement	11,451	-	11,293	-	-	-
3605 BCHD Grant	-	29,359	29,114	29,000	(359)	(1.22%)
3607 STC Reimbursement	2,339	2,000	2,000	2,000	-	-
3608 POST Reimbursement	19,802	10,000	33,441	30,000	20,000	200.00%
3613 Miscellaneous Revenue	9,434	-	30,000	-	-	-
3617 State Grant Programs	95,813	-	-	-	-	-
3618 Federal Grant Programs	94,150	-	24,376	-	-	-
3622 Proposition A Project Specific	-	-	74,923	-	-	-
Revenue from Other Governments	\$499,736	\$291,359	\$452,281	\$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	\$48,000	50,000	20,000	66.67%
3703 Building Plan Check Fees	797,741	840,000	945,000	990,000	150,000	17.86%
3704 Planning Filing Fees	127,954	100,000	130,000	130,000	30,000	30.00%
3705 Microfilm Fees	70,525	71,000	88,000	92,000	21,000	29.58%
3706 Reproduction Fees	5,655	7,000	4,043	5,000	(2,000)	(28.57%)
3707 Police False Alarm Fees	84,240	80,190	84,000	84,000	3,810	4.75%
3708 Police Service Fees	113,235	31,000	26,137	29,000	(2,000)	(6.45%)
3709 Special Event OT Reimbursement	50,731	55,000	57,091	50,000	(5,000)	(9.09%)
3710 DUI Cost Recovery	(5,106)	35,000	6,922	3,000	(32,000)	(91.43%)
3711 Booking Fees	440	-	14,770	10,000	10,000	-
3712 Book Removal	5,395	7,000	4,500	5,000	(2,000)	(28.57%)
3713 Vehicle Release Fee	88,369	85,000	108,570	110,000	25,000	29.41%
3714 Animal Impound Fees	3,890	3,800	3,615	3,900	100	2.63%
3715 Fire Services Fees	157,512	45,000	45,271	52,000	7,000	15.56%
3716 Ambulance Fees	741,984	744,000	758,000	775,000	31,000	4.17%
3717 Fire Plan Check	54,740	48,000	60,000	60,000	12,000	25.00%
3718 Fire Inspection Fees	176,015	180,000	171,926	180,000	-	-
3719 Public Works Misc Fees	175,575	26,700	96,990	100,000	73,300	274.53%
3722 Damage Recovery - Traffic Signals	-	-	25	-	-	-
3723 Fire False Alarm Fees	-	3,000	-	-	(3,000)	-
3734 Right of Way Permits	215,849	175,000	215,000	225,000	50,000	28.57%
3735 Inter-City Median Maintenance	12,273	5,800	12,000	12,000	6,200	106.90%
3736 Sepulveda Sweeping Reimbursement	1,634	3,800	1,631	1,600	(2,200)	(57.89%)
3751 Parking Meter Revenue	123,735	-	-	-	-	-
3771 Facility & Parks Reservations	381,911	263,587	305,777	318,255	54,668	20.74%
3772 Special Activities Classes	276,057	364,738	301,938	326,960	(37,778)	(10.36%)
3773 Special Events	128,772	125,424	133,898	148,080	22,656	18.06%
3774 Tennis Operations	133,966	148,655	124,459	138,855	(9,800)	(6.59%)
3776 Arts/Education Classes	287,419	240,000	275,000	250,000	10,000	4.17%
3778 Sports Leagues & Tournaments	432,214	440,000	410,000	400,000	(40,000)	(9.09%)
3779 Sports Classes	626,599	600,000	600,000	600,000	-	-
3780 Swimming Classes	412,870	400,000	410,000	400,000	-	-
3782 Banner Hanging	407	-	-	-	-	-
3784 Concerts in the Park	27,546	13,000	9,355	28,000	15,000	115.38%
3786 Older Adults Activities	54,456	58,000	58,000	58,000	-	-
3791 Returned Check Fees	525	500	450	500	-	-
3793 Business Licensing Processing Fee	48	-	-	-	-	-
Revenue from Service Charges	\$5,818,104	\$5,232,994	\$5,510,368	\$5,636,150	\$403,156	7.70%
3896 Operating Service Transfers	\$3,025,307	\$3,288,499	\$3,288,499	\$2,913,338	(\$375,161)	(11.41%)
Revenue from Interfund Charges & Transfers	\$3,025,307	\$3,288,499	\$3,288,499	\$2,913,338	(375,161)	(11.41%)

2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted	Increase (Decrease)	Percent Change
3902 Sale of Property	\$5,829	\$800	\$140	\$500	(\$300)	(37.50%)
3904 AP Discounts Taken	121	150	(151)	-	(150)	-
3905 Cash Over/Short	(41)	-	-	-	-	-
3909 Bad Debt Recovery	-	-	15,746	-	-	-
3913 Workers Comp Salary Continuation	280,207	100,000	434,512	150,000	50,000	50.00%
3941 Employee Phone Charge Reimbursement	1,041	900	801	800	(100)	(11.11%)
3943 Reimb-Phone Charges SBRPCA	6,210	5,500	6,340	6,340	840	15.27%
3994 P-Card Incentive	5,564	6,500	8,183	8,000	1,500	23.08%
3995 Miscellaneous Revenues	70,584	20,000	63,261	50,000	30,000	150.00%
3996 City Funds Exchange	87,233	87,000	89,737	87,000	-	-
Miscellaneous Revenue	\$456,748	\$220,850	\$618,569	\$302,640	\$81,790	37.03%
Total General Fund	\$52,033,626	\$51,170,408	\$52,730,211	\$53,098,918	\$1,928,510	3.77%
Street Lighting & Landscaping Fund						
3211 CYr Assessments	\$265,523	\$265,343	\$265,391	\$265,391	48	0.02%
3212 PYr Assessments	5,474	5,800	5,800	5,800	\$0	-
3213 CYr Streetscape Assessments	107,211	106,476	106,490	106,490	14	0.01%
3214 PYr Streetscape Assessments	944	1,000	1,000	1,000	-	-
3899 Transfers In	15,235	18,445	18,445	20,163	1,718	9.31%
3904 AP Discounts Taken	9	-	-	-	-	-
3995 Miscellaneous Revenues	-	-	143	-	-	-
Total Street Lighting & Landscaping Fund	\$394,396	\$397,064	\$397,269	\$398,844	\$1,780	0.45%
Gas Tax Fund						
3211 C.Yr Assessments	-	-	\$154,551	\$155,000	\$155,000	-
3501 Interest Earnings	\$37,799	\$39,300	22,353	23,000	(16,300)	(41.48%)
3506 Unrealized Investment Gain/Loss	1,104	-	(9,373)	-	-	-
3609 State Gas Tax 2105	189,020	220,254	167,979	178,079	(42,175)	(19.15%)
3610 State Gas Tax 2106	115,474	144,876	111,220	123,907	(20,969)	(14.47%)
3611 State Gas Tax 2107	258,448	290,511	244,522	261,568	(28,943)	(9.96%)
3613 Miscellaneous Grants	19,602	-	-	-	-	-
3614 SB 821 TDA	-	17,000	90,843	18,667	1,667	9.81%
3637 State Gas Tax 2103	348,824	434,226	375,591	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	\$1,157,686	\$1,487,617	\$106,450	7.71%
Asset Forfeiture Fund						
3501 Interest Earnings	\$14,823	\$15,600	\$8,862	\$8,862	(\$6,738)	(43.19%)
3506 Unrealized Investment Gain/Loss	(1,198)	-	(3,675)	-	-	-
3615 Fed Forfeitures - DOJ Local	63,214	-	37,273	-	-	-
3627 State Forfeitures - Regional	45,095	-	36,188	-	-	-
3629 Fed Forfeitures - Treasury Regional	1,595	-	11,496	-	-	-
Total Asset Forfeiture Fund	\$123,529	\$15,600	\$90,144	\$8,862	(\$6,738)	(43.19%)
Police Safety Grants Fund						
3501 Interest Earnings	\$2,513	\$2,600	\$1,502	\$1,502	(\$1,098)	(42.23%)
3506 Unrealized Investment Gain/Loss	(19)	-	(623)	-	-	-
3617 State SLES Program	100,000	-	100,000	-	-	-
Total Federal Law Enforcement Services Fund	\$102,494	\$2,600	\$100,879	\$1,502	(\$1,098)	(42.23%)
Federal & State Grants Fund						
3623 Grant Administration	\$50,096	-	\$3,569,145	-	-	-
Total Federal & State Grants Fund	\$50,096	-	\$3,569,145	-	-	-

2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted	Increase (Decrease)	Percent Change
Proposition A Fund						
3221 Transit Sales Tax	\$496,602	\$499,600	\$535,185	\$526,390	\$26,790	5.36%
3501 Interest Earnings	721	600	431	431	(169)	(28.17%)
3506 Unrealized Investment Gain/Loss	(112)	-	(179)	-	-	-
3760 Dial-A-Ride Fares	5,329	4,000	4,500	5,000	1,000	25.00%
3761 Bus Pass Subsidies	6,858	6,000	6,000	6,000	-	-
3995 Miscellaneous Revenues	14,317	13,000	15,025	14,380	1,380	10.62%
3996 City Funds Exchange	247,200	100,000	100,000	-	(100,000)	-
Total Proposition A Fund	\$770,915	\$623,200	\$660,962	\$552,201	(\$70,999)	(11.39%)
Proposition C Fund						
3221 Transit Sales Tax	\$412,778	\$418,300	\$445,424	\$436,627	\$18,327	4.38%
3501 Interest Earnings	39,787	41,700	23,789	23,789	(17,911)	(42.95%)
3506 Unrealized Investment Gain/Loss	(4,164)	-	(9,866)	-	-	-
3639 MTA Call For Grants	-	-	-	3,184,000	3,184,000	-
3640 Safetee-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	\$459,347	\$8,554,416	\$8,094,416	1759.66%
AB 2766 Fund						
3501 Interest Earnings	\$4,876	\$5,100	\$2,915	\$2,915	(\$2,185)	(42.84%)
3506 Unrealized Investment Gain/Loss	(203)	-	(1,209)	-	-	-
3621 AB 2766 Air Quality	40,331	42,900	42,000	42,000	(900)	(2.10%)
Total AB 2766 Fund	\$45,004	\$48,000	\$43,706	\$44,915	(\$3,085)	(6.43%)
Measure R						
3224 Proposition R Sales Tax	\$307,898	\$274,500	\$283,729	\$292,240	\$17,740	6.46%
3501 Interest Earnings	4,834	4,600	2,891	2,891	(1,709)	(37.15%)
3506 Unrealized Investment Gain/Loss	860	-	(1,199)	-	-	-
Total Measure R Fund	\$313,592	\$279,100	\$285,421	\$295,131	\$16,031	5.74%
Capital Improvement Fund						
3203 Transient Occupancy Tax	\$475,400	\$488,815	\$475,400	\$489,662	\$847	0.17%
3308 Park Development/Quimby	7,783	7,000	7,000	7,000	-	-
3402 Parking Citations	109,940	113,600	117,343	119,689	6,089	5.36%
3503 Bond Reserve Earnings	37,176	37,000	37,177	37,177	177	0.48%
3509 Other Interest Income	15,197	16,095	16,095	6,000	(10,095)	(62.72%)
3510 Loan Principal	-	-	10,801	-	-	-
3537 Land Note Receivable Interest	-	-	147	-	-	-
3613 Miscellaneous Grants	17,951	735,934	88,486	629,497	(106,437)	(14.46%)
3751 Parking Meters	541,014	626,385	658,120	658,120	31,735	5.07%
3910 Contributions from Private Parties	-	1,000,000	-	-	(1,000,000)	-
3995 Miscellaneous Revenues	-	-	1,093	-	-	-
Total Capital Improvement Fund	\$1,204,461	\$3,024,829	\$1,411,662	\$1,947,145	(\$1,077,684)	(35.63%)
Underground Utility Construction Fund						
3501 Interest Earnings	\$369	400	219	\$219	(\$181)	(45.25%)
3504 Construction/Escrow Fund Earnings	4	-	3	-	-	-
3506 Unrealized Investment Gain/Loss	(99)	-	(91)	-	-	-
Total Underground Utility Construction Fund	\$274	400	131	\$219	(\$181)	(45.25%)
Water Fund						
3501 Interest Earnings	\$83,202	\$88,000	\$49,746	\$49,746	(\$38,254)	(43.47%)
3503 Bond Reserve Fund Earnings	1,513	3,900	100	100	(3,800)	(97.44%)
3505 Installment Fund Earnings	1,312	-	1	-	-	-
3506 Unrealized Investment Gain/Loss	(9,911)	-	(20,630)	-	-	-
3520 Investment Amortization	(14,198)	-	(19,547)	-	-	-
3737 Utility Service Charge	9,401,172	12,345,800	12,439,000	14,675,568	2,329,768	18.87%
3738 Utility Connection Fees	63,967	58,000	75,000	79,000	21,000	36.21%
3740 Meter Installation	28,806	28,000	30,000	30,000	2,000	7.14%
3746 Penalties	34,553	32,500	38,584	35,000	2,500	7.69%
3902 Sale of Property	28,783	9,900	25,671	20,000	10,100	102.02%

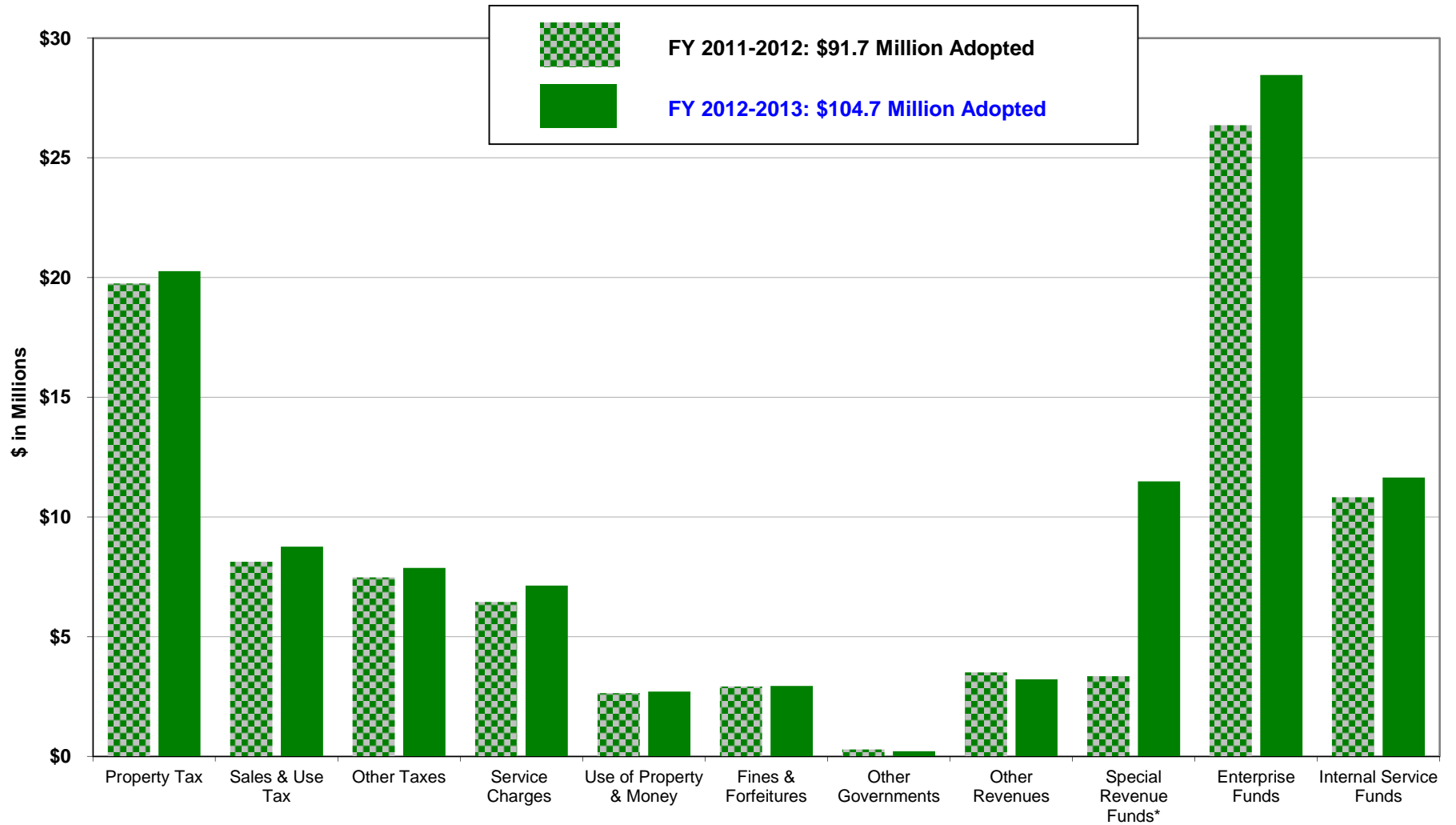
2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted	Increase (Decrease)	Percent Change
3904 AP Discounts Taken	10	-	-	-	-	-
3909 Bad Debt Recovery	-	-	5,028	-	-	-
3916 Bad Debt Wrieoff	-	-	(23,771)	(15,000)	(15,000)	-
3995 Miscellaneous Revenues	426	10,000	(1,198)	-	(10,000)	-
Total Water Fund	\$9,619,635	\$12,576,100	\$12,597,984	\$14,874,414	\$2,298,314	18.28%
Stormwater Fund						
3501 Interest Earnings	\$22,330	\$23,200	\$13,350	\$13,350	(\$9,850)	(42.46%)
3506 Unrealized Investment Gain/Loss	(1,260)	-	(5,537)	-	-	-
3520 Investment Amortization	(3,849)	-	(4,311)	-	-	-
3737 Utility Service Charge	347,602	343,000	346,000	346,000	3,000	0.87%
3995 Miscellaneous Revenues	-	-	7,500	-	-	-
Total Stormwater Fund	\$364,823	\$366,200	\$357,002	\$359,350	(\$6,850)	(1.87%)
Wastewater Fund						
3351 Fats, Oil, Grease Permit	15,720	\$24,360	\$15,000	\$15,000	(\$9,360)	(38.42%)
3501 Interest Earnings	18,525	17,300	20,000	14,000	(\$3,300)	(19.08%)
3503 Bond Reserve Fund Earnings	1,015	1,870	32	50	(1,820)	(97.33%)
3505 Installment Fund Earnings	(1,303)	-	1	-	-	-
3506 Unrealized Investment Gain/Loss	653	-	(4,593)	-	-	-
3520 Investment Amortization	(3,349)	-	(6,337)	-	-	-
3737 Utility Service Charges	2,554,680	2,737,200	3,044,720	3,295,755	558,555	20.41%
3738 Utility Connection Fees	39,431	34,000	40,000	40,000	6,000	17.65%
3746 Penalties	10,840	10,300	12,381	12,381	2,081	20.20%
3904 AP Discounts Taken	3	-	-	-	-	-
3916 Bad Debt Wrieoff	-	-	(6,639)	-	-	-
Total Wastewater Fund	\$2,636,215	\$2,825,030	\$3,114,565	\$3,377,186	\$552,156	19.55%
Refuse Fund						
3501 Interest Earnings	\$9,105	\$10,100	\$5,444	\$5,444	(\$4,656)	(46.10%)
3506 Unrealized Investment Gain/Loss	(2,074)	-	(2,258)	-	-	-
3520 Investment Amortization	(1,522)	-	(1,862)	-	-	-
3613 Miscellaneous Grants	19,638	-	9,900	-	-	-
3732 Residential City Cost Recovery	-	-	350,000	357,830	357,830	-
3733 Commercial City Cost Recovery	22,518	-	255,000	258,890	258,890	-
3742 Residential Refuse Fee	1,904,363	2,189,000	1,929,000	1,961,800	(227,200)	(10.38%)
3743 Commercial Refuse Fee	1,215,095	1,304,000	1,354,000	1,419,330	115,330	8.84%
3744 Administration Fee	518,316	635,726	-	-	(635,726)	-
3746 Penalties	10,988	10,800	11,561	12,000	1,200	11.11%
3747 Recycling	-	28,000	28,000	29,000	1,000	3.57%
3748 Street Sweeping	372,179	367,647	407,000	418,030	50,383	13.70%
3750 Waste Management Plan	25,960	23,100	24,000	104,000	80,900	350.22%
3916 Bad Debt Wrieoff	-	-	(10,636)	-	-	-
3995 Miscellaneous Revenues	120,225	-	-	-	-	-
Total Refuse Fund	\$4,214,791	\$4,568,373	\$4,359,149	\$4,566,324	(\$2,049)	(0.04%)
Parking Fund						
3209 BID - A License Surcharge	\$104,512	\$100,000	\$102,000	\$102,000	2,000	2.00%
3210 BID - B License Surcharge	23,389	23,000	23,000	23,000	-	-
3501 Interest Earnings	26,918	25,300	16,094	16,094	(9,206)	(36.39%)
3503 Bond Reserve Fund Earnings	6,419	10,000	5,000	5,000	(5,000)	(50.00%)
3506 Unrealized Investment Gain/Loss	52	-	(6,675)	-	-	-
3520 Investment Amortization	(5,901)	-	(8,210)	-	-	-
3751 Parking Meters	1,740,701	1,700,787	1,900,000	1,900,000	199,213	11.71%
3752 Parking Lot Spaces	173,863	186,600	205,000	205,000	18,400	9.86%
3758 Cash Key Parking Program	45,027	50,300	31,000	31,000	(19,300)	(38.37%)
3759 Permit Parking Program	4,625	2,500	2,468	2,500	-	-
3904 AP Discounts Taken	71	-	-	-	-	-
3910 Contribution From Private Parties	2,599	-	4,480	-	-	-
3995 Miscellaneous Revenues	15,336	14,960	17,901	15,000	40	0.27%
Total Parking Meter Fund	\$2,137,611	\$2,113,447	\$2,292,058	\$2,299,594	\$186,147	8.81%

2012-2013 SCHEDULE OF REVENUE DETAIL BY FUND

	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted	Increase (Decrease)	Percent Change
County Parking Lots Fund						
3753 Parking Lot B Meters	\$86,820	\$88,500	\$95,000	\$95,000	\$6,500	7.34%
3754 Parking Lot C Meters	365,987	350,000	425,000	425,000	75,000	21.43%
3755 Parking Lot B Spaces	1,770	1,900	2,500	2,500	600	31.58%
3756 Parking Lot C Spaces	8,620	9,100	8,500	8,500	(600)	(6.59%)
Total County Parking Lots Fund	\$463,197	\$449,500	\$531,000	\$531,000	\$81,500	18.13%
State Pier & Parking Lot Fund						
3501 Interest Earnings	\$34,057	\$36,300	\$20,363	\$20,363	(\$15,937)	(43.90%)
3506 Unrealized Investment Gain/Loss	(2,215)	-	(8,445)	-	-	-
3520 Investment Amortization	(5,812)	-	(6,863)	-	-	-
3751 Parking Meters	434,747	400,000	480,000	480,000	80,000	20.00%
3904 AP Discounts Taken	146	-	-	-	-	-
Total State Pier & Parking Lot Fund	\$460,923	\$436,300	\$485,055	\$500,363	\$64,063	14.68%
Insurance Reserve Fund						
3850 Workers Comp Billing	\$1,993,641	\$2,940,646	\$2,940,646	\$2,777,111	(\$163,535)	(5.56%)
3851 Unemployment Billings	34,980	75,040	75,040	75,040	-	-
3852 Liability Insurance Billings	1,671,360	983,040	983,040	1,683,979	700,939	71.30%
3901 Damage Claims	2,492	-	4,785	-	-	-
3906 Insurance Recoveries	1,730	5,000	4,361	5,000	-	-
3911 Cobra Payments	188	-	223	-	-	-
3914 Excess of SIR Reoveries	67,308	-	170,282	-	-	-
3995 Miscellaneous Revenues	-	-	2,151	-	-	-
Total Insurance Reserve fund	\$3,771,699	\$4,003,726	\$4,180,528	\$4,541,130	\$537,404	13.42%
Information Systems Fund						
3860 Information Systems Charge	\$1,078,105	\$1,192,397	\$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	\$1,192,397	\$1,506,483	\$314,086	26.34%
Fleet Management Fund						
3853 Fleet Rental Charge	\$1,448,250	\$1,117,840	\$1,117,840	\$1,034,540	(\$83,300)	(7.45%)
3854 Fleet Maintenance Charge	1,046,337	1,089,366	1,075,225	975,385	(113,981)	(10.46%)
3902 Sale of Property	15,104	-	5,460	-	-	-
3930 Lease Purchase Proceeds	-	1,018,000	-	1,018,000	-	-
3942 Reimbursement Gas Charges MBUSD	15,389	25,000	14,876	25,000	-	-
3995 Miscellaneous Revenues	74	-	34	25,000	25,000	-
Total Fleet Management Fund	\$2,525,154	\$3,250,206	\$2,213,435	\$3,077,925	(\$172,281)	(5.30%)
Building Maintenance & Operations Fund						
3861 Building Maintenance	\$1,006,886	\$1,290,465	\$1,291,753	\$1,443,461	\$152,996	11.86%
3862 Warehouse Sales	82,658	81,810	78,487	82,345	535	0.65%
3863 Garage Sales	37,490	32,000	24,982	25,000	(7,000)	(21.88%)
3904 AP Discounts Taken	30	-	3	-	-	-
3995 Miscellaneous Revenues	-	-	5,200	-	-	-
Total Building Maintenance & Operation Fund	\$1,127,064	\$1,404,275	\$1,400,425	\$1,550,806	\$146,531	10.43%
Special Assessment Redemption Fund						
3211 CYr Assessments	\$971,357	\$968,248	\$968,248	\$968,248	-	-
3503 Bond Reserve Fund Earnings	10	-	-	-	-	-
3505 Installment Fund Earnings	7	-	(3)	-	-	-
3936 Bond Redemption	-	-	19,950	-	-	-
Total Special Assessment Redemption Fund	\$971,374	\$968,248	\$988,195	\$968,248	-	-
Pension Trust Fund						
3501 Interest Earnings	\$28,684	\$31,700	\$17,150	\$17,150	(\$14,550)	(45.90%)
3506 Unrealized Investment Gain/Loss	(3,630)	-	(7,113)	-	-	-
3945 Reimbursement Ca Emplr Ret Ben Trust	83,590	114,000	109,000	122,000	8,000	7.02%
Total Pension Trust Fund	\$108,644	\$145,700	\$119,037	\$139,150	(\$6,550)	(4.50%)
Grand Total	\$85,936,294	\$91,701,870	\$94,737,393	\$104,681,743	\$12,979,873	14.15%

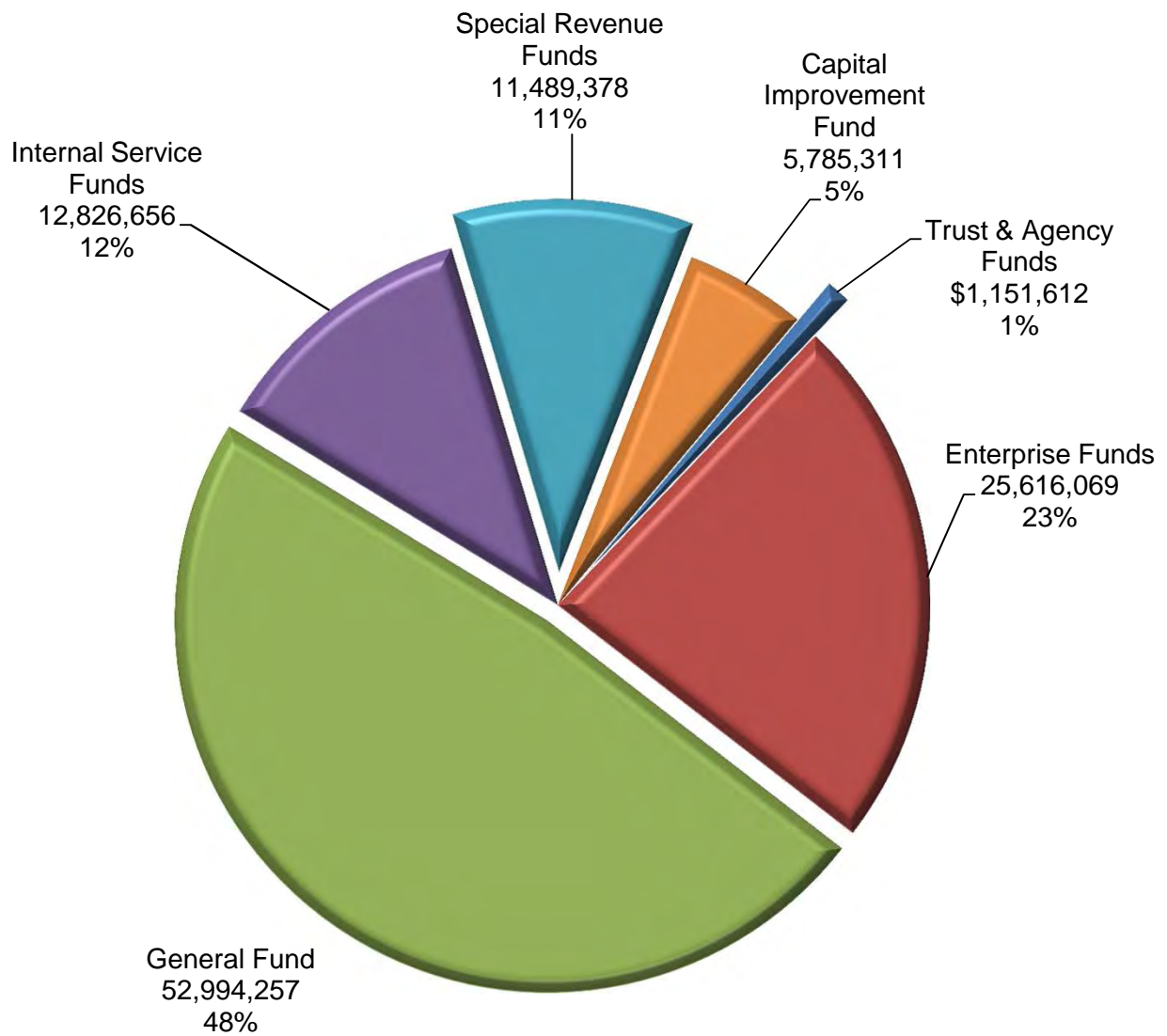
COMPARISON OF BUDGETED REVENUES



* Includes Trust Funds

2012-2013 USE OF FUNDS BY FUND TYPE

Use of Funds - City-Wide = \$109,863,283



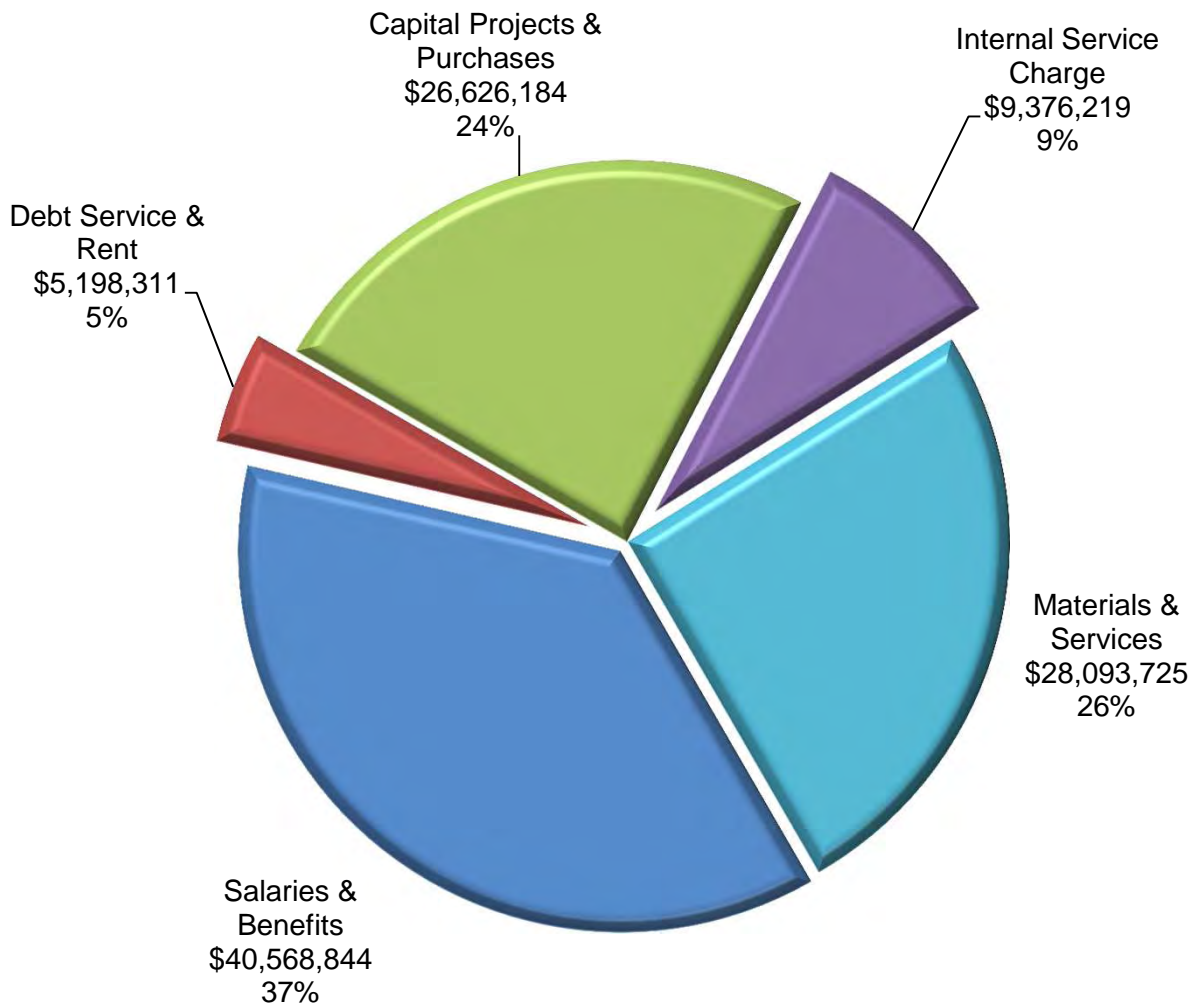
2012-2013 SCHEDULE OF EXPENDITURES BY FUND

	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted	Increase (Decrease)	Percent Change
General Fund	\$50,197,846	\$50,657,495	\$50,656,394	\$52,994,257	\$2,336,762	4.61%
Street Lighting & Landscaping Fund	\$567,062	\$583,651	\$577,001	\$594,399	\$10,748	1.84%
Gas Tax Fund	1,121,842	2,620,530	3,622,213	870,000	(1,750,530)	(66.80%)
Asset Forfeiture Fund	74,114	327,363	339,950	216,833	(110,530)	(33.76%)
Police Safety Grants Fund	102,119	-	104,000	-	-	-
Federal & State Grants Fund	3,604	-	3,569,145	-	-	-
Proposition A Fund	690,630	655,689	629,399	734,141	78,452	11.96%
Proposition C Fund	17,912	970,210	1,851,207	8,715,937	7,745,727	798.36%
AB 2766 Fund	7,926	7,868	8,068	358,068	350,200	4450.94%
Measure R Fund	-	400,000	-	-	(400,000)	-
Total Special Revenue Funds	\$2,585,209	\$5,565,311	\$10,700,982	\$11,489,378	\$5,924,067	106.45%
Capital Improvement Fund	\$1,650,850	\$2,127,676	\$5,362,163	\$5,785,311	\$3,657,635	171.91%
Total Capital Improvement Fund	\$1,650,850	\$2,127,676	\$5,362,163	\$5,785,311	\$3,657,635	171.91%
Underground Assessment District	\$15,575	-	(\$903)	-	-	-
Total Underground Assessment District	\$15,575	-	(\$903)	-	-	-
Water Fund	\$9,692,145	\$12,657,963	\$12,493,567	\$13,219,721	\$561,758	4.44%
Stormwater Fund	255,952	657,187	1,303,569	597,789	(59,398)	(9.04%)
Wastewater Fund	1,654,842	3,061,557	4,549,497	3,687,820	626,263	20.46%
Refuse Fund	4,384,730	4,549,628	4,332,751	4,397,944	(151,684)	-
Parking Fund	1,975,117	1,672,991	2,788,073	1,912,080	239,089	14.29%
County Parking Lots Fund	347,836	376,341	347,903	457,627	81,286	21.60%
State Pier & Parking Lot Fund	433,179	867,640	897,529	1,343,088	475,448	54.80%
Total Enterprise Funds	\$18,743,801	\$23,843,307	\$26,712,890	\$25,616,069	\$1,772,762	7.44%
Insurance Reserve Fund	4,149,906	\$4,022,761	\$3,992,694	\$4,605,986	\$583,225	14.50%
Information Systems Fund	1,185,775	1,192,397	1,267,480	1,534,652	342,255	28.70%
Fleet Management Fund	1,141,984	5,019,823	2,162,290	5,149,044	129,221	2.57%
Building Maintenance & Operations Fund	1,123,275	1,430,881	1,408,909	1,536,974	106,093	7.41%
Total Internal Service Funds	\$7,600,939	\$11,665,862	\$8,831,373	\$12,826,656	\$1,160,794	9.95%
Special Assessment Redemption Fund	\$976,782	\$968,248	\$1,088,471	\$962,612	(\$5,636)	(0.58%)
Pension Trust Fund	149,571	182,000	175,000	189,000	7,000	3.85%
Total Trust & Agency Funds	\$1,126,353	\$1,150,248	\$1,263,471	\$1,151,612	\$1,364	0.12%
Grand Total	\$81,920,573	\$95,009,899	\$103,526,370	\$109,863,283	\$14,853,384	15.63%
Total Operating Expenses	\$78,059,877	\$84,331,133	\$80,774,919	\$88,245,405	\$3,914,272	4.64%
Total Capital Projects*	\$3,860,696	\$10,678,766	\$22,751,451	\$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 USE OF FUNDS BY CATEGORY

Use of Funds - City-Wide = \$109,863,283

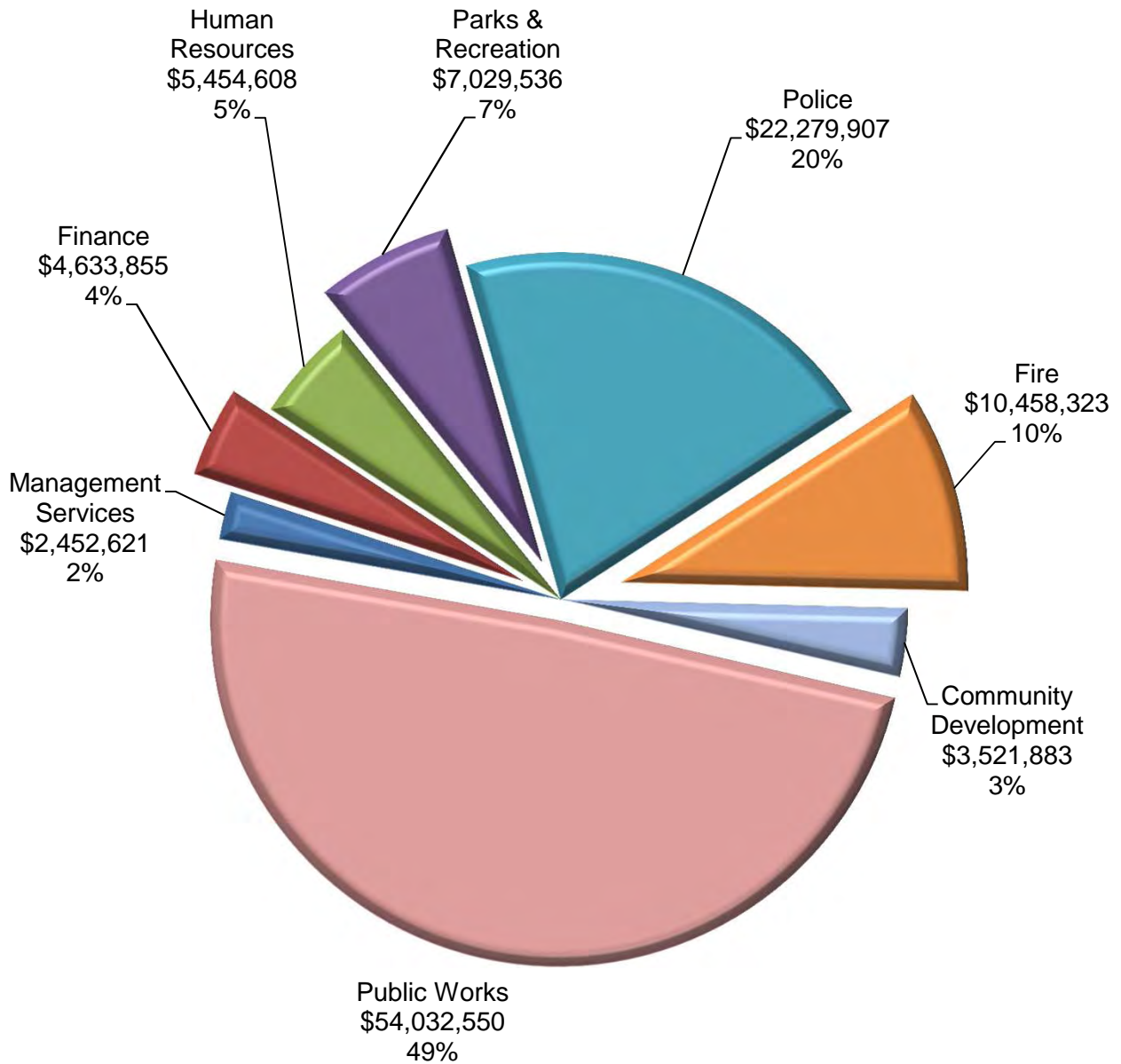


2012-2013 SCHEDULE OF EXPENDITURES BY FUND & CATEGORY

	Salaries & Benefits	Materials & Services	Capital Projects & Purchases	Debt Service & Rent	Internal Service Charge	Total	Percent of Total
General Fund	\$36,320,304	\$9,411,318	\$87,001	\$1,825,825	\$5,349,809	\$52,994,257	48.24%
Street Lighting & Landscaping Fund	42,577	447,145	-	-	104,677	594,399	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	515,230	153,975	-	-	64,936	734,141	0.67%
Proposition C Fund	-	-	8,715,937	-	-	8,715,937	7.93%
AB 2766 Fund	7,000	-	350,000	-	1,068	358,068	0.33%
Measure R Fund	-	-	-	-	-	-	-
Capital Improvement Fund	-	4,820	4,959,441	821,050	-	5,785,311	5.27%
Water Fund	1,033,867	6,111,623	4,195,500	215,672	1,663,059	13,219,721	12.03%
Stormwater Fund	102,669	205,950	280,000	-	9,170	597,789	0.54%
Wastewater Fund	292,484	247,740	1,757,000	106,109	1,284,487	3,687,820	3.36%
Refuse Fund	127,580	3,883,375	-	-	386,989	4,397,944	4.00%
Parking Fund	122,364	659,236	75,000	860,658	194,822	1,912,080	1.74%
County Parking Lot Fund	31,649	96,123	-	292,050	37,805	457,627	0.42%
State Pier & Parking Lot Fund	32,030	269,017	940,000	-	102,041	1,343,088	1.22%
Insurance Reserve Fund	240,471	4,334,885	-	-	30,630	4,605,986	4.19%
Information Systems Fund	675,062	495,032	333,310	-	31,248	1,534,652	1.40%
Fleet Management Fund	337,524	589,465	4,062,995	114,335	44,725	5,149,044	4.69%
Building Maintenance Fund	463,525	1,002,696	-	-	70,753	1,536,974	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	\$40,568,844	\$28,093,725	\$26,626,184	\$5,198,311	\$9,376,219	\$109,863,283	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	\$368,119	\$2,382,474	\$11,748,705	\$53,284	\$300,802	\$14,853,384	
Percent Change	0.92%	9.27%	78.97%	1.04%	3.31%	15.63%	

2012-2013 USE OF FUNDS BY DEPARTMENT

Use of Funds - City-Wide = \$109,863,283



2012-2013 EXPENDITURES BY DEPARTMENT PROGRAM

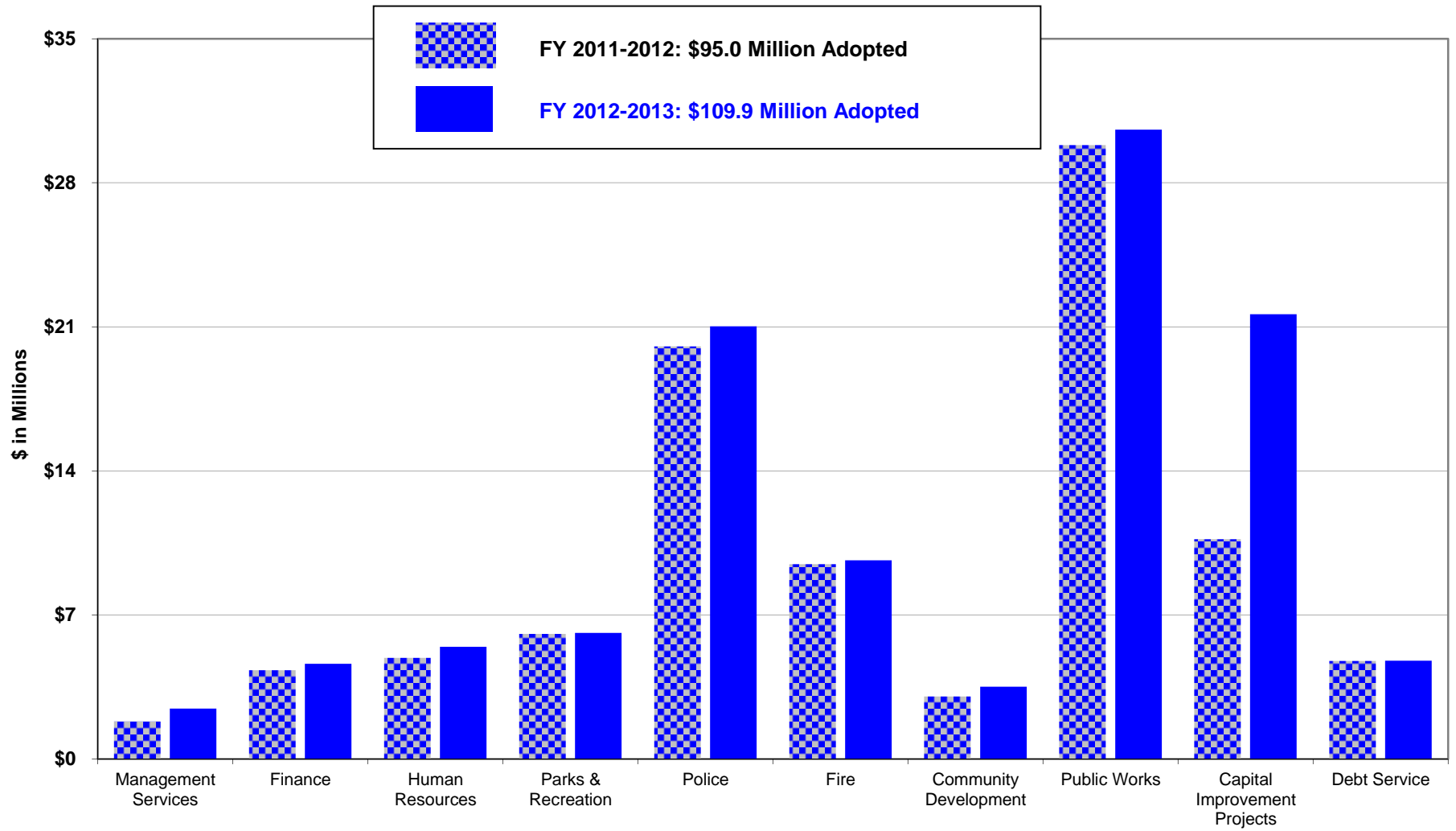
	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted	\$ Change Prior Year	% Change Prior Year
Management Services						
City Council	\$429,884	\$309,842	\$258,516	\$791,714	\$481,872	155.52%
City Manager	1,650,206	628,561	600,481	670,532	41,971	6.68%
City Treasurer	28,604	27,104	28,865	32,307	5,203	19.20%
City Clerk	412,602	356,057	354,320	434,394	78,337	22.00%
City Attorney	511,547	506,537	543,946	523,674	17,137	3.38%
Total Management Services	\$3,032,844	\$1,828,101	\$1,786,128	\$2,452,621	\$624,520	34.16%
Finance						
Administration	\$1,125,596	\$1,144,906	\$1,149,154	\$1,081,222	(\$63,684)	(5.56%)
Accounting	455,456	534,285	520,331	528,246	(6,039)	(1.13%)
Revenue Services	903,132	901,511	904,480	915,179	13,668	1.52%
General Services	553,634	548,494	536,811	574,556	26,062	4.75%
Information Systems	1,185,775	1,192,397	1,267,480	1,534,652	342,255	28.70%
Total Finance	\$4,223,592	\$4,321,593	\$4,378,256	\$4,633,855	\$532,262	7.23%
Human Resources						
Administration	\$735,178	\$897,946	\$861,952	\$848,622	(\$49,324)	(5.49%)
Risk Management	4,149,906	4,022,761	3,992,694	4,605,986	583,225	14.50%
Total Human Resources	\$4,885,083	\$4,920,707	\$4,854,646	\$5,454,608	\$533,901	10.85%
Parks & Recreation						
Administration	\$1,599,770	\$2,722,850	\$5,141,480	\$1,916,362	(\$806,488)	(29.62%)
Recreation Services	1,680,962	1,826,303	1,724,165	1,865,604	39,301	2.15%
Cultural Arts	555,691	552,315	477,893	558,786	6,471	1.17%
Sports & Aquatics	1,381,861	1,563,075	1,525,311	1,601,173	38,098	2.44%
Volunteers	121,429	118,009	119,946	117,654	(355)	(0.30%)
Older Adults	246,117	236,811	250,374	235,816	(995)	(0.42%)
Transportation	690,630	655,689	629,399	734,141	78,452	11.96%
Total Parks & Recreation	\$6,276,460	\$7,675,052	\$9,868,568	\$7,029,536	(\$645,516)	(8.41%)
Police						
Administration	\$4,241,212	\$4,403,762	\$4,588,839	\$5,137,373	\$733,611	16.66%
Patrol	7,694,585	7,544,938	8,054,130	7,794,404	249,466	3.31%
Investigations	2,439,530	2,568,828	2,061,745	2,608,228	39,400	1.53%
Technical Support Services	2,155,494	2,191,742	2,174,742	2,363,138	171,396	7.82%
Crime Prevention	240,771	240,343	241,559	258,837	18,494	7.69%
Traffic Safety	1,641,044	1,780,215	1,719,447	1,591,919	(188,296)	(10.58%)
Jail Operations	527,640	505,942	522,703	578,249	72,307	14.29%
Parking Enforcement	1,329,802	1,399,297	1,388,931	1,394,809	(4,488)	(0.32%)
Animal Control	341,573	324,737	338,387	336,117	11,380	3.50%
Asset Forfeiture	74,114	327,363	339,950	216,833	(110,530)	(33.76%)
Law Enforcement Grants	102,119	-	104,000	-	-	-
Total Police	\$20,787,885	\$21,287,167	\$21,534,433	\$22,279,907	\$992,740	4.66%
Fire						
Administration	\$1,903,051	\$2,183,397	\$2,164,607	\$2,255,623	\$72,226	3.31%
Prevention	930,281	849,317	961,897	840,999	(8,318)	(0.98%)
Suppression	4,561,692	4,127,682	4,408,319	4,261,863	134,181	3.25%
Paramedics	2,945,657	3,083,336	2,960,735	3,064,354	(18,982)	(0.62%)
Emergency Preparedness	17,844	19,268	21,087	35,484	16,216	84.16%
Total Fire	\$10,358,525	\$10,263,000	\$10,516,645	\$10,458,323	\$195,323	1.90%

2012-2013 EXPENDITURES BY DEPARTMENT PROGRAM

	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted	\$ Change Prior Year	% Change Prior Year
Community Development						
Administration	\$506,713	\$490,344	\$512,136	\$625,077	\$134,733	27.48%
Planning	719,652	754,483	750,445	1,003,651	249,168	33.02%
Building	1,557,543	1,400,576	1,447,952	1,499,661	99,085	7.07%
Code Enforcement	204,079	201,706	193,896	201,030	(676)	(0.34%)
Traffic Engineering	205,686	196,836	174,795	192,464	(4,372)	(2.22%)
Total Community Development	\$3,193,673	\$3,043,945	\$3,079,226	\$3,521,883	\$477,938	15.70%
Public Works						
Administration	\$1,180,695	\$1,340,335	\$1,497,439	\$1,360,873	\$20,538	1.53%
Civil Engineering	2,360,805	3,517,505	6,123,837	13,264,546	9,747,041	277.10%
Street Maintenance	3,252,634	5,194,548	8,233,466	5,305,828	111,280	2.14%
Building & Grounds*	1,907,604	2,163,297	2,193,477	2,383,723	220,426	10.19%
Transportation	7,926	7,868	8,068	358,068	350,200	4450.94%
Street Lighting & Landscaping	409,145	401,589	394,726	392,898	(8,691)	(2.16%)
Streetscape Maintenance	157,917	182,062	182,275	201,501	19,439	10.68%
Water Administration	3,571,685	4,436,868	4,977,344	4,416,015	(20,853)	(0.47%)
Water Source of Supply	3,210,666	4,776,836	4,148,364	5,626,288	849,452	17.78%
Water Pumping/Treatment	1,422,665	2,244,101	2,214,725	1,995,954	(248,147)	(11.06%)
Water Maintenance	1,487,129	1,200,158	1,153,134	1,181,464	(18,694)	(1.56%)
Storm Drain Maintenance	255,952	657,187	1,303,569	597,789	(59,398)	(9.04%)
Sewer Maintenance	1,654,842	3,061,557	4,549,497	3,687,820	626,263	20.46%
Solid Waste Management	4,384,730	4,549,628	4,332,751	4,397,944	(151,684)	(3.33%)
Parking Facilities	2,756,132	2,916,972	4,033,505	3,712,795	795,823	27.28%
Fleet Maintenance	1,141,984	5,019,823	2,162,290	5,149,044	129,221	2.57%
Total Public Works	\$29,162,512	\$41,670,334	\$47,508,467	\$54,032,550	\$12,362,216	29.67%
Grand Total	\$81,920,573	\$95,009,899	\$103,526,370	\$109,863,283	\$14,853,384	15.63%

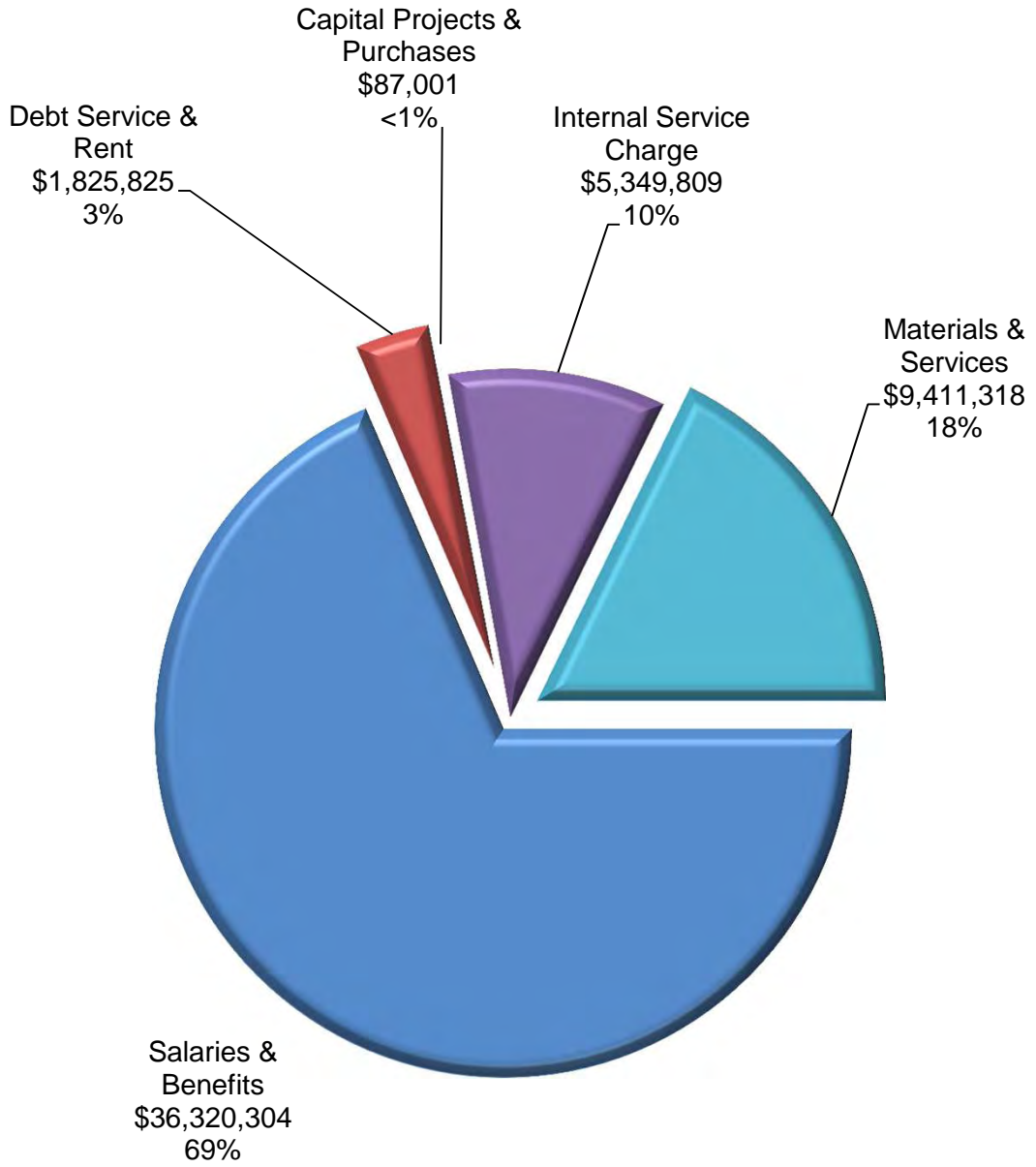
* Beginning FY 2011-2012, Electrical Maintenance will be rolled into Building & Grounds Maintenance. Historicals have been adjusted to reflect the merge.

COMPARISON OF EXPENDITURES



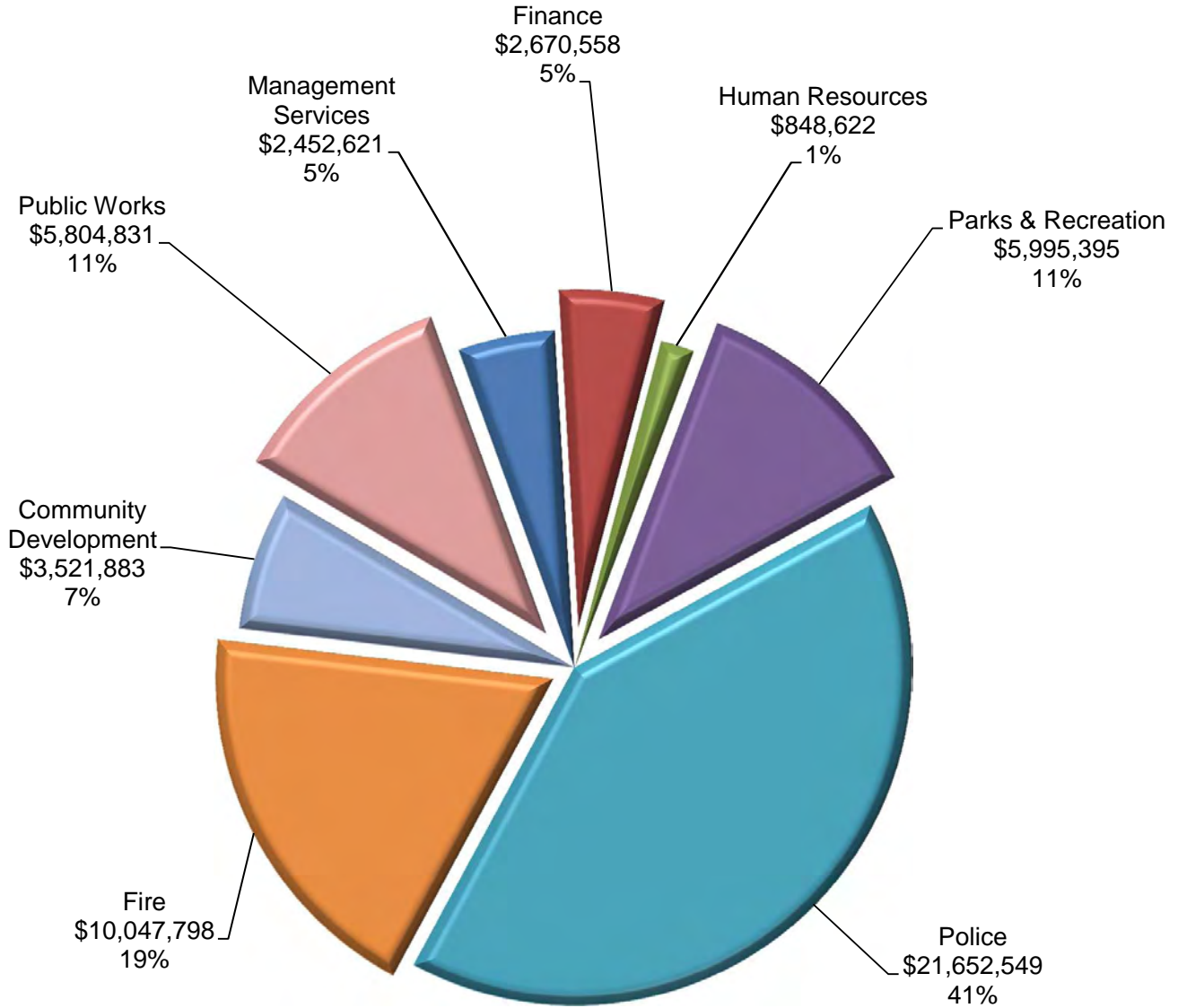
2012-2013 USE OF FUNDS BY CATEGORY - GENERAL FUND

Use of Funds - General Fund = \$52,994,257



2012-2013 USE OF FUNDS BY DEPARTMENT - GENERAL FUND

Use of Funds - General Fund = \$52,994,257



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	\$4,233,164	\$53,098,918	(\$52,994,257)	-	(\$52,994,257)	\$4,337,825	(\$467,572)	\$748,071		\$748,071
<i>Transfer from County Lots Parking Fund</i>	-						73,373			
<i>Transfer to Street Lighting Fund</i>	-						(195,555)			
<i>Transfer to CIP Fund</i>	-						(3,000,000)			
<i>Financial Policy Designation</i>	10,131,279					10,131,279	467,572	10,598,851	10,598,851	
<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	\$18,549,807	\$53,098,918	(\$52,994,257)	-	(\$52,994,257)	\$18,654,468	(\$3,122,182)	\$15,532,286	\$14,784,215	\$748,071
Special Revenue Funds										
Street Lighting & Landscape	-	\$398,844	(\$594,399)	-	(\$594,399)	(\$195,555)	\$195,555	-		-
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	(734,141)	-	(734,141)	(70,092)	70,092	-		-
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	(358,068)	-	(358,068)	80,073		80,073		80,073
Measure R	788,254	295,131	-	-	-	1,083,385	(300,092)	783,292		783,292
Total Special Revenue Funds Balance	\$3,700,754	\$11,343,488	(\$1,903,441)	(\$9,585,937)	(\$11,489,378)	\$3,554,864	(\$34,445)	\$3,520,419	-	\$3,520,419
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	(\$9,052,221)	(\$4,167,500)	(\$13,219,721)	\$7,445,341		\$7,445,341	\$3,014,390	\$4,430,952
Stormwater	631,383	359,350	(317,789)	(280,000)	(597,789)	392,944		392,944	105,824	287,121
Wastewater	427,544	3,377,186	(2,077,820)	(1,610,000)	(3,687,820)	116,910		116,910	-	116,910
Refuse	610,275	4,566,324	(4,397,944)	-	(4,397,944)	778,655		778,655	778,655	-
Parking	736,962	2,299,594	(1,837,080)	(75,000)	(1,912,080)	1,124,476	(301,900)	822,576	611,748	210,828
County Parking Lots	-	531,000	(457,627)	-	(457,627)	73,373	(73,373)	-		-
State Pier & Parking Lot	1,836,607	500,363	(403,088)	(940,000)	(1,343,088)	993,882		993,882		993,882
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	(\$18,543,569)	(\$7,072,500)	(\$25,616,069)	\$12,651,487	(\$375,273)	\$12,276,214	\$6,236,522	\$6,039,692

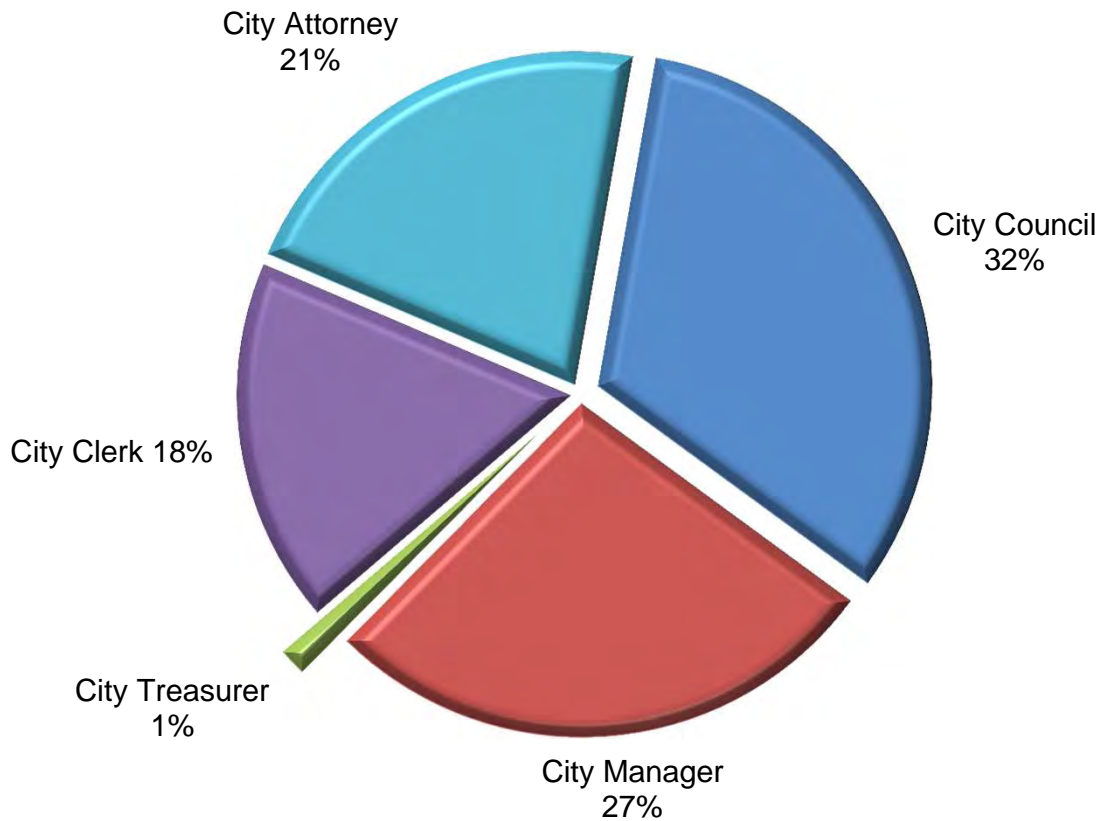
FY 2012-2013 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

	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	(\$4,605,986)	-	(\$4,605,986)	\$4,887,150		\$4,887,150		\$4,887,150
Information Systems	370,602	1,506,483	(1,534,652)	-	(1,534,652)	342,433		342,433		342,433
Fleet Management	2,385,314	3,077,925	(5,149,044)	-	(5,149,044)	314,195	230,000	544,195		544,195
Building Maintenance & Operations	(8,484)	1,550,806	(1,536,974)	-	(1,536,974)	5,348		5,348		5,348
Total Insurance Service Funds Balance	\$7,699,437	\$10,676,344	(\$12,826,656)	-	(\$12,826,656)	\$5,549,125	\$230,000	\$5,779,125	-	\$5,779,125
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	\$48,181,491	\$104,681,743	(\$88,245,405)	(\$21,617,878)	(\$109,863,283)	\$42,999,951	-	\$42,999,951	\$24,472,391	\$18,527,560

**MANAGEMENT SERVICES
DEPARTMENT**

MANAGEMENT SERVICES

**2012-2013
Department Expenditure by Program**



Program	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted
City Council	\$429,884	\$309,842	\$258,516	\$791,714
City Manager	1,650,206	628,561	600,481	670,532
City Treasurer	28,604	27,104	28,865	32,307
City Clerk	412,602	356,057	354,320	434,394
City Attorney	511,547	506,537	543,946	523,674
Total	\$3,032,844	\$1,828,101	\$1,786,128	\$2,452,621
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.



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

City Council Object	Description	2010-2011 Actual	2011-2012 Adopted	2011-2012 Y/E Est	2012-2013 Adopted	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	-	18.9%
5262	Public Relations	23,681	14,875	11,434	22,375	95.7%	2.8%
5501	Telephone	57	60	67	70	3.9%	0.0%
Total Materials & Services		\$289,634	\$159,480	\$110,535	\$281,397	154.6%	35.5%
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%	1.2%
5631	Insurance Allocation	-	-	-	352,806	-	44.6%
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%	52.4%
Total Expenditures		\$429,884	\$309,842	\$258,516	\$791,714	206.3%	100.0%
Source of Funds							
General Fund		\$429,884	\$309,842	\$258,516	\$791,714	206.3%	100.0%
Total		\$429,884	\$309,842	\$258,516	\$791,714	206.3%	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	Adopted
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 Adopted	Var from FY 2012 Y/E	% of Total
4101	Salaries & Allowances	\$363,663	\$363,187	\$295,672	\$362,708	22.7%	54.1%
4103	Part-time Salaries	32,764	24,000	8,597	24,500	185.0%	3.7%
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	3,380	(15.7%)	0.5%
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	\$538,562	28.9%	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%)	9.4%
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	\$670,532	11.7%	100.0%
Source of Funds							
General Fund		\$1,108,114	\$628,561	\$600,481	\$670,532	11.7%	100.0%
Capital Improvement Fund		542,092	-	-	-	-	-
Total		\$1,650,206	\$628,561	\$600,481	\$670,532	11.7%	100.0%



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 Adopted
Staffing				
City Treasurer	1	1	1	1

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

City Treasurer	2010-2011 Actual	2011-2012 Adopted	2011-2012 Y/E Est	2012-2013 Adopted	Var from FY 2012 Y/E	% of Total
Object Description						
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	Adopted
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	Adopted	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$190,558	\$186,566	\$190,522	\$184,872	(3.0%)	42.6%
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	1,880	(15.7%)	0.4%
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	\$285,100	4.0%	65.6%
5101	Contract Services	\$16,397	\$15,090	\$11,400	\$15,140	32.8%	3.5%
5102	Contract Personnel	-	-	12,900	5,000	(61.2%)	1.2%
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%)	0.2%
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%	22.8%
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	\$434,394	22.6%	100.0%
Source of Funds							
General Fund		\$412,602	\$356,057	\$354,320	\$434,394	22.6%	100.0%
Total		\$412,602	\$356,057	\$354,320	\$434,394	22.6%	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 in a cost effective manner

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	Adopted
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	Adopted	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	940	(15.3%)	0.2%
4211	PERS Regular Contribution	38,271	49,465	32,225	13,357	(58.6%)	2.6%
Total Salaries & Benefits		\$349,481	\$385,815	\$130,019	\$107,900	(17.0%)	20.6%
5101	Contract Services	\$86,962	\$75,672	\$90,000	\$90,000	-	17.2%
5108	Legal Services	37,207	-	280,000	280,000	-	53.5%
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	\$523,674	(3.7%)	100.0%
Source of Funds							
General Fund		\$511,547	\$506,537	\$543,946	\$523,674	(3.7%)	100.0%
Total		\$511,547	\$506,537	\$543,946	\$523,674	(3.7%)	100.0%



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**FINANCE
DEPARTMENT**

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

City of Manhattan Beach Finance Department

**Director of
Finance**

ADMINISTRATION

Budget
~
Financial Services
~
Investments
~
Finance Subcommittee
~
Systems Administration

ACCOUNTING

Financial Reporting
~
Accounts Payable
~
Payroll

REVENUE SERVICES

Central Cashiering
~
Business & Animal Licensing
~
Parking Citations & Meter Programs
~
Utility Billing
Water & Refuse
~
Accounts Receivable
~
Filming Permits

GENERAL SERVICES

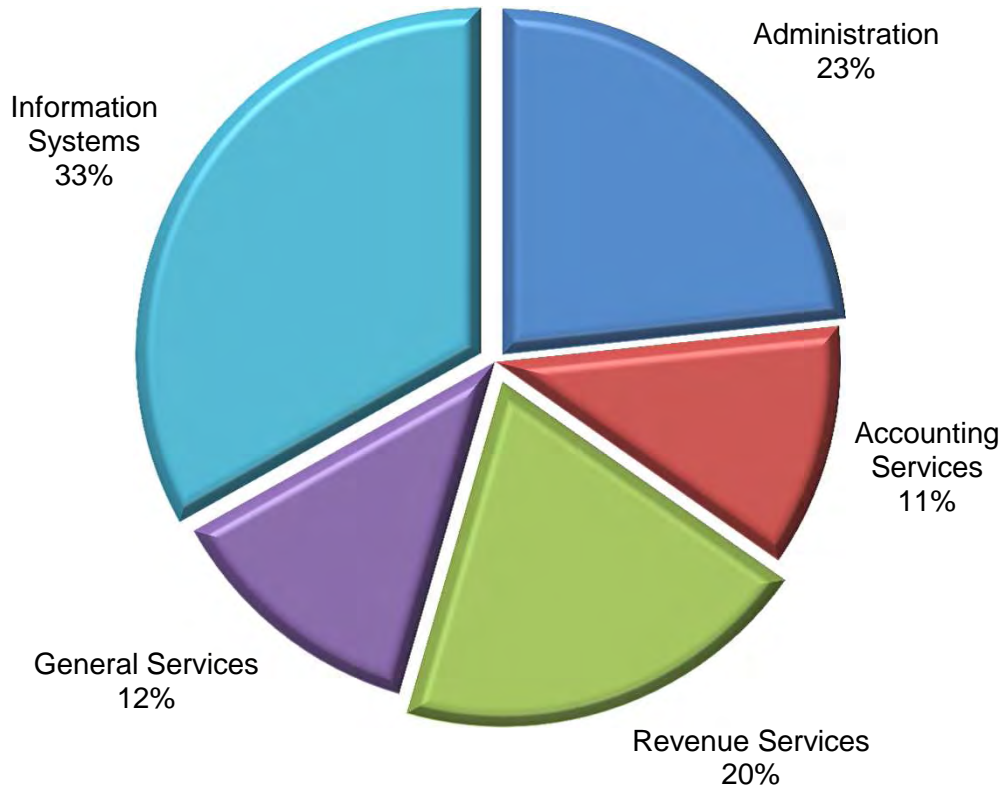
Purchasing
~
General Services
~
Warehousing
~
Mail Services

INFORMATION SYSTEMS

Network Infrastructure
~
Website Services
~
Network Security
~
Communications
~
Broadcasting & Audio Visual
~
Surveillance & Digital Recording
~
Hardware & Software
~
Helpdesk

FINANCE DEPARTMENT

2012-2013
Department Expenditure by Program



Program	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted
Administration	\$1,125,596	\$1,213,962	\$1,149,154	\$1,081,222
Accounting Services	455,456	429,789	520,331	528,246
Revenue Services	903,132	850,940	904,480	915,179
General Services	553,634	559,147	536,811	574,556
Information Systems	1,185,775	1,363,739	1,267,480	1,534,652
Total	\$4,223,592	\$4,417,577	\$4,378,256	\$4,633,855
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
Full-Time Staffing	Actual	Actual	Adopted	Adopted
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	Adopted
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	Adopted	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	3,380	(15.7%)	0.3%
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	\$597,342	(3.1%)	55.2%
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%)	24.6%
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	\$1,081,222	(5.9%)	100.0%
Source of Funds							
General Fund		\$969,394	\$955,906	\$974,154	\$887,402	(8.9%)	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	\$1,081,222	(0.9%)	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
Full-Time Staffing	Actual	Actual	Adopted	Adopted
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	Adopted
# - 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 Adopted	Var from FY 2012 Y/E	% of Total
4101	Salaries & Allowances	\$263,294	\$314,232	\$313,576	\$314,465	0.3%	59.5%
4103	Part-time Salaries	25,729	26,104	24,600	24,600	-	4.7%
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	3,750	(15.7%)	0.7%
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	\$452,480	3.1%	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	\$528,246	1.5%	100.0%
Source of Funds							
General Fund		\$455,456	\$534,285	\$520,331	\$528,246	1.5%	100.0%
Total		\$455,456	\$534,285	\$520,331	\$528,246	1.5%	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.

Full-Time Staffing	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Adopted
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	Adopted
# - 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	Adopted	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	5,630	(15.6%)	0.6%
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	\$536,398	(0.6%)	58.6%
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%	18.9%
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%	4.5%
Total Expenditures		\$903,132	\$901,511	\$904,480	\$915,179	1.2%	100.0%
Source of Funds							
General Fund		\$903,132	\$901,511	\$904,480	\$915,179	1.2%	100.0%
Total		\$903,132	\$901,511	\$904,480	\$915,179	1.2%	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
Full-Time Staffing	Actual	Actual	Adopted	Adopted
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	Adopted
% - 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	Adopted	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$230,047	\$226,446	\$232,334	\$225,596	(2.9%)	39.3%
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	2,810	(15.9%)	0.5%
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	\$307,649	(0.9%)	53.5%
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%	4.4%
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	\$574,556	7.0%	100.0%
Source of Funds							
General Fund		\$343,189	\$336,414	\$341,262	\$339,731	(0.4%)	59.1%
Building Maintenance & Operations Fund		210,444	212,080	195,549	234,825	20.1%	40.9%
Total		\$553,634	\$548,494	\$536,811	\$574,556	7.0%	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
Full-Time Staffing	Actual	Actual	Adopted	Adopted
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	Adopted
# - 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
# - Website e-Notification Subscribers*	n/a	n/a	n/a	2,200
# - 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	Adopted	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$406,542	\$387,220	\$400,740	\$399,240	(0.4%)	26.0%
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	3,750	(15.7%)	0.2%
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	\$675,062	4.4%	44.0%
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	204,711	34.8%	13.3%
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%	17.1%
5213	Computer Maintenance & Repairs	7,304	16,500	10,274	11,500	11.9%	0.7%
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	\$495,032	25.8%	32.3%
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%	2.0%
6141	Computer Equipment & Software	\$132,288	\$115,000	\$199,119	\$333,310	67.4%	21.7%
Total Capital Projects & Equipment		\$132,288	\$115,000	\$199,119	\$333,310	67.4%	21.7%
Total Expenditures		\$1,185,775	\$1,192,397	\$1,267,480	\$1,534,652	21.1%	100.0%
Source of Funds							
Information Systems Fund		\$1,185,775	\$1,192,397	\$1,267,480	\$1,534,652	21.1%	100.0%
Total		\$1,185,775	\$1,192,397	\$1,267,480	\$1,534,652	21.1%	100.0%

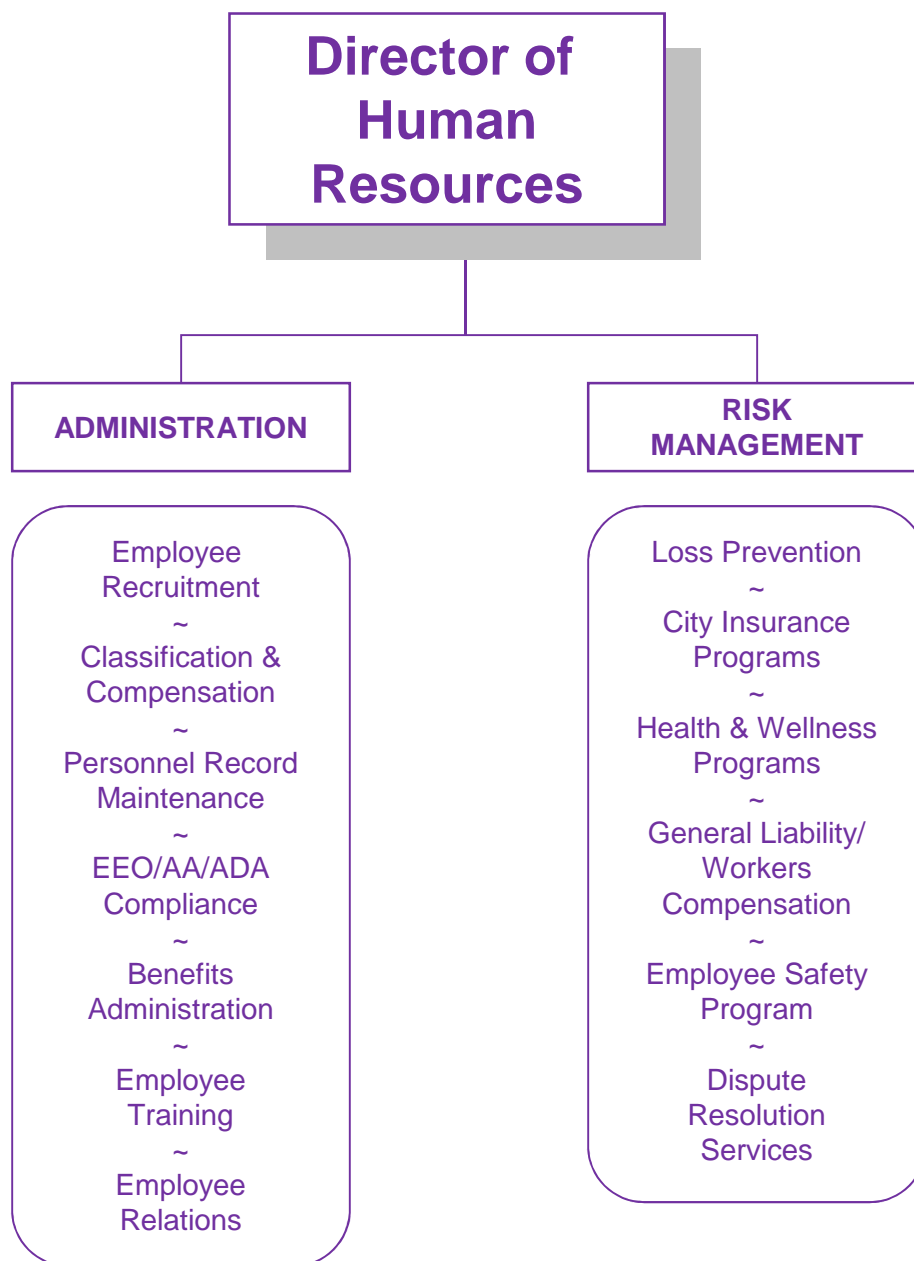


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**HUMAN RESOURCES
DEPARTMENT**

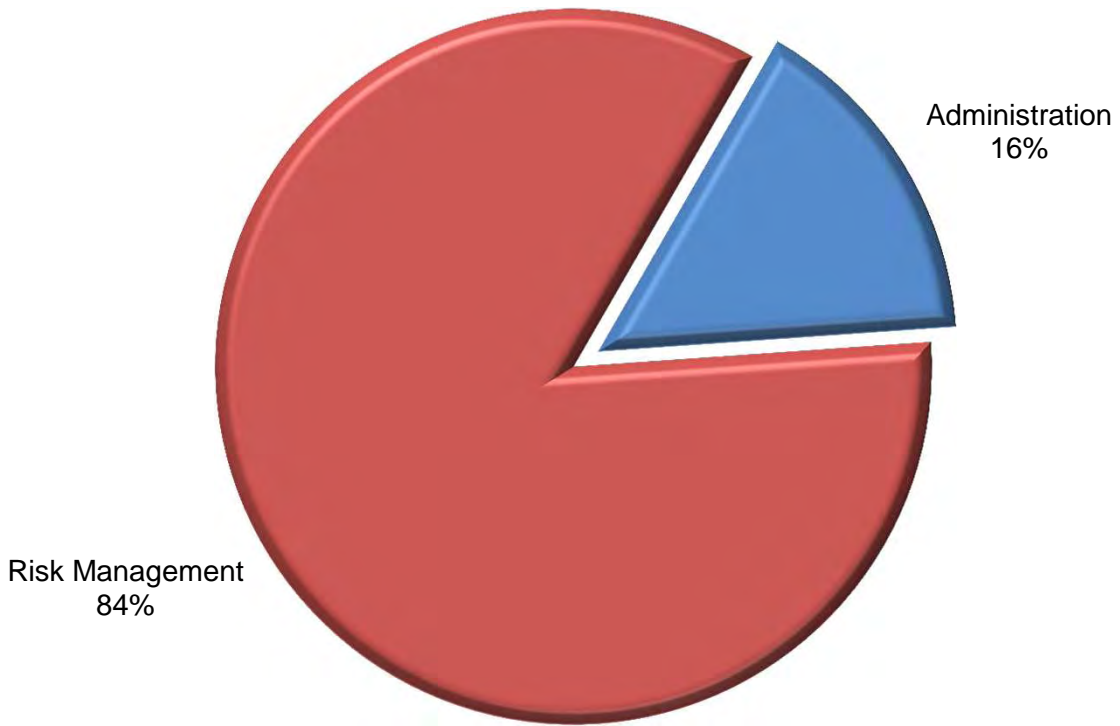
To efficiently and effectively administer the City's human resources and risk management programs while providing responsive and professional customer service to our employees and citizens

City of Manhattan Beach Human Resources Department



HUMAN RESOURCES DEPARTMENT

**2012-2013
Department Expenditure by Program**



Program	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted
Administration	\$735,178	\$897,946	\$861,952	\$848,622
Risk Management	4,149,906	4,022,761	3,992,694	4,605,986
Total	\$4,885,083	\$4,920,707	\$4,854,646	\$5,454,608
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	Adopted
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	Adopted
# - 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	Adopted	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	4,170	(15.9%)	0.5%
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	\$531,065	(4.7%)	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%	13.2%
6141	Computer Equipment & Software	-	-	-	\$10,000	-	0.7%
Total Capital Projects & Equipment		-	-	-	\$10,000	-	0.7%
Total Expenditures		\$735,178	\$897,946	\$861,952	\$848,622	(1.5%)	100.0%
Source of Funds							
General Fund		\$735,178	\$897,946	\$861,952	\$848,622	(1.5%)	100.0%
Total		\$735,178	\$897,946	\$861,952	\$848,622	(1.5%)	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	Adopted
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	Adopted
# - 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	Adopted	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$165,286	\$175,953	\$143,744	\$171,247	19.1%	3.7%
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	2,020	(15.5%)	0.0%
4211	PERS Regular Contribution	24,949	30,127	26,556	29,809	12.2%	0.6%
Total Salaries & Benefits		\$232,004	\$246,741	\$201,959	\$240,471	19.1%	5.2%
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	644,132	28.7%	14.0%
5251	Claims Paid	2,784,830	2,669,300	2,655,938	3,056,350	15.1%	66.4%
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	367,146	0.3%	8.0%
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	\$4,334,885	15.2%	94.1%
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	\$4,605,986	15.4%	100.0%
Source of Funds							
Insurance Reserve Fund		\$4,149,906	\$4,022,761	\$3,992,694	\$4,605,986	15.4%	100.0%
Total		\$4,149,906	\$4,022,761	\$3,992,694	\$4,605,986	15.4%	100.0%



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**PARKS AND RECREATION
DEPARTMENT**

To create community and quality of life through people, parks and programs

City of Manhattan Beach Parks & Recreation Department

**Director of
Parks and
Recreation**

ADMINISTRATION

Parks & Recreation
Commission
~
Financial Planning
&
Budget Development
~
City-wide Special
Events
~
Capital Improvement
Project
Administration

RECREATION SERVICES

Specialty
Classes
~
Teen Center
~
Bus
Excursions
~
Community
Centers
~
Tennis
Operations
~
Family/Special
Events
~
Playground
Program
~
Senior Services
& Programs

CULTURAL ARTS

Cultural Arts
Commission
~
Concerts in the
Park
~
Visual &
Performing Arts
~
Musical/Theater/Arts
Events
~
Arts in
Education
~
Art in Public
Places
~
Marketing
Department
Programs

SPORTS & AQUATICS

Library
Commission
~
Sports Leagues,
Classes &
Tournaments
~
Aquatics
Program
~
Beach Events
~
Youth Field &
Facility Scheduling
~
Facility
Reservations

VOLUNTEERS

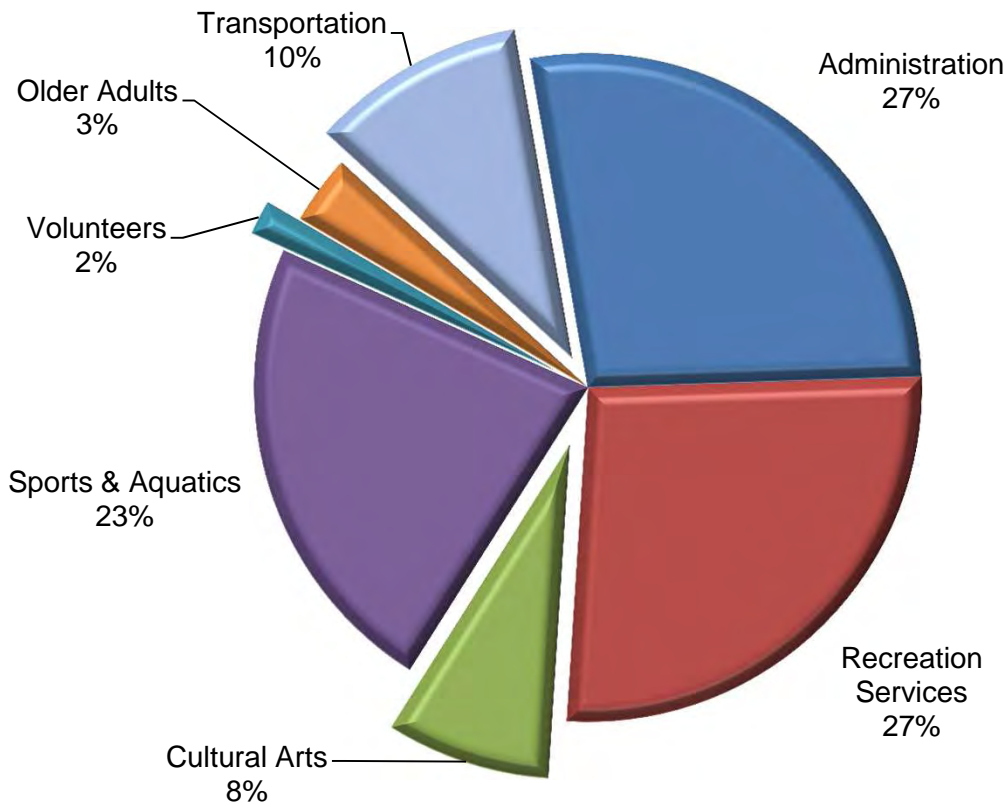
Volunteer
Recruitment
and
Placement
~
Special Events

TRANSPORTATION

Dial-A-Ride

PARKS & RECREATION DEPARTMENT

**2012-2013
Department Expenditure by Program**



Program Expenditures	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted
Administration	\$1,599,770	\$2,722,850	\$5,141,480	\$1,916,362
Recreation Services	1,680,962	1,826,303	1,724,165	1,865,604
Cultural Arts	555,691	552,315	477,893	558,786
Sports & Aquatics	1,381,861	1,563,075	1,525,311	1,601,173
Volunteers	121,429	118,009	119,946	117,654
Older Adults	246,117	236,811	250,374	235,816
Transportation	690,630	655,689	629,399	734,141
Total	\$6,276,460	\$7,675,052	\$9,868,568	\$7,029,536

Program Revenues	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted
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	Adopted
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	Adopted
% - 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%

* 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	Adopted	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	5,250	(15.9%)	0.3%
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	\$587,895	(2.1%)	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%)	8.8%
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%)	15.7%
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	\$1,916,362	(62.7%)	100.0%
Source of Funds							
General Fund		\$1,599,770	\$2,722,850	\$1,431,335	\$1,616,362	12.9%	84.3%
Capital Improvement Fund		-	-	3,710,145	300,000	(91.9%)	15.7%
Total		\$1,599,770	\$2,722,850	\$5,141,480	\$1,916,362	(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	Adopted
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	Adopted
# - 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	Adopted	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	4,310	(15.8%)	0.2%
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	\$1,088,432	10.9%	58.3%
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%	9.4%
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	\$1,865,604	8.2%	100.0%
Source of Funds							
General Fund		\$1,680,962	\$1,826,303	\$1,724,165	\$1,865,604	8.2%	100.0%
Total		\$1,680,962	\$1,826,303	\$1,724,165	\$1,865,604	8.2%	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	Adopted
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	Adopted
# - 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	Adopted	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$172,248	\$166,190	\$118,034	\$162,428	37.6%	29.1%
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	2,110	(15.6%)	0.4%
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	\$292,142	28.0%	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	\$558,786	16.9%	100.0%
Source of Funds							
General Fund		\$555,691	\$552,315	\$477,893	\$558,786	16.9%	100.0%
Total		\$555,691	\$552,315	\$477,893	\$558,786	16.9%	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	Adopted
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	Adopted
# - 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	Adopted	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	2,920	(15.4%)	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	\$654,205	4.6%	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%	57.9%
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	\$1,601,173	5.0%	100.0%
Source of Funds							
General Fund		\$1,381,861	\$1,563,075	\$1,525,311	\$1,601,173	5.0%	100.0%
Total		\$1,381,861	\$1,563,075	\$1,525,311	\$1,601,173	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	Adopted
Recreation Services Manager	1	1	1	1

	2009-2010	2010-2011	2011-2012	2012-2013
Service Indicators	Actual	Actual	Adopted	Adopted
# - "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	Adopted	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$78,842	\$77,190	\$78,805	\$76,489	(2.9%)	65.0%
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	940	(15.3%)	0.8%
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	\$102,427	(1.5%)	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%)	8.8%
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	\$117,654	(1.9%)	100.0%
Source of Funds							
General Fund		\$121,429	\$118,009	\$119,946	\$117,654	(1.9%)	100.0%
Total		\$121,429	\$118,009	\$119,946	\$117,654	(1.9%)	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 Adopted
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	Adopted	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	1,000	(15.3%)	0.4%
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	\$165,631	(7.8%)	70.2%
5101	Contract Services	\$54,385	\$46,143	\$42,437	\$38,350	(9.6%)	16.3%
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%)	29.7%
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	\$235,816	(5.8%)	100.0%
Source of Funds							
General Fund		\$246,117	\$236,811	\$250,374	\$235,816	(5.8%)	100.0%
Total		\$246,117	\$236,811	\$250,374	\$235,816	(5.8%)	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	Adopted
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	Adopted
# - 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	Adopted	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	2,810	(15.9%)	0.4%
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	\$515,230	17.5%	70.2%
5101	Contract Services	\$61,057	\$91,884	\$31,000	\$62,800	102.6%	8.6%
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	\$734,141	16.6%	100.0%
Source of Funds							
Prop A			\$531,812	\$629,399	\$664,049	5.5%	90.5%
Measure R Transfer			123,877	-	70,092	-	9.5%
Total		-	\$655,689	\$629,399	\$734,141	16.6%	100.0%

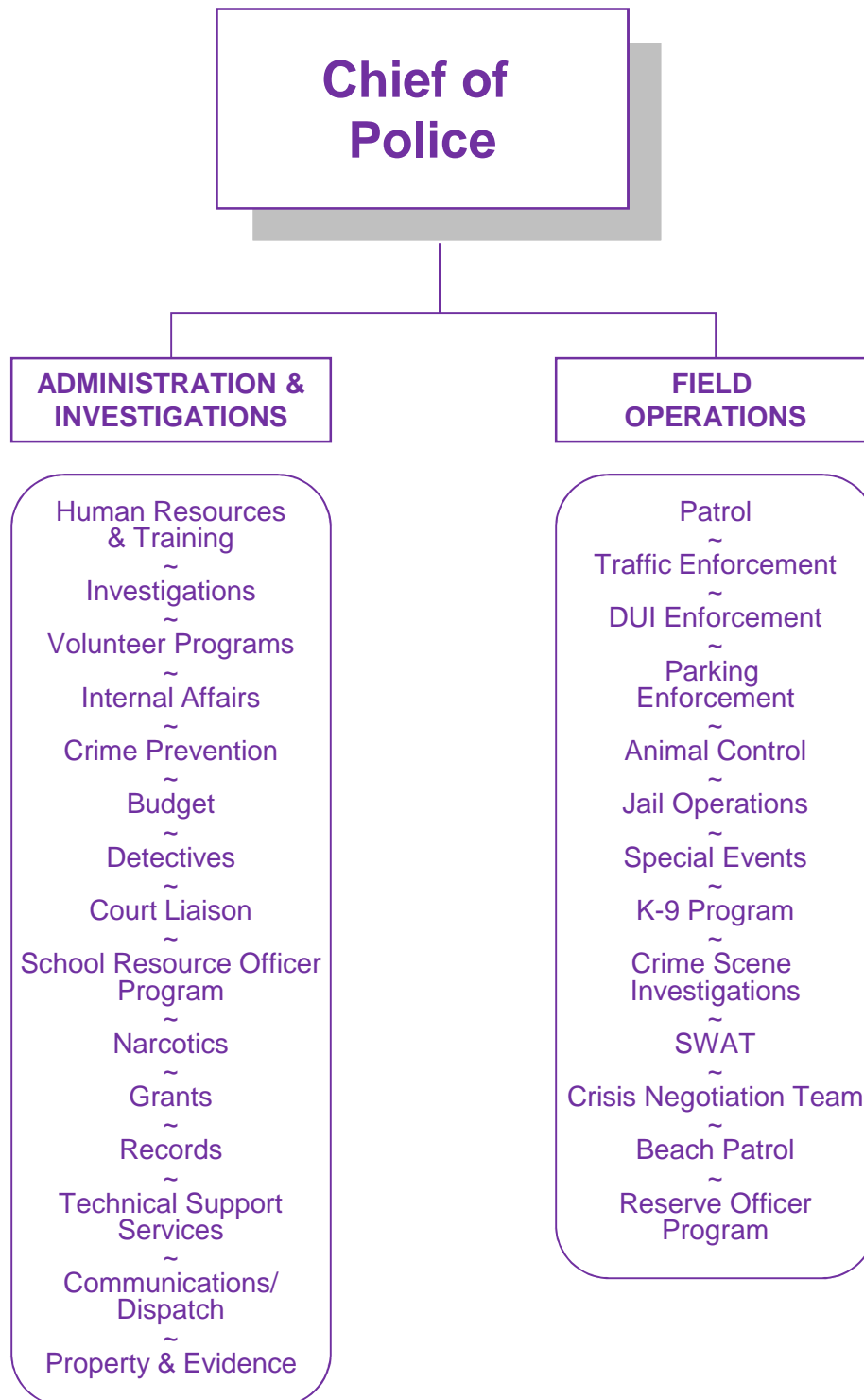


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**POLICE
DEPARTMENT**

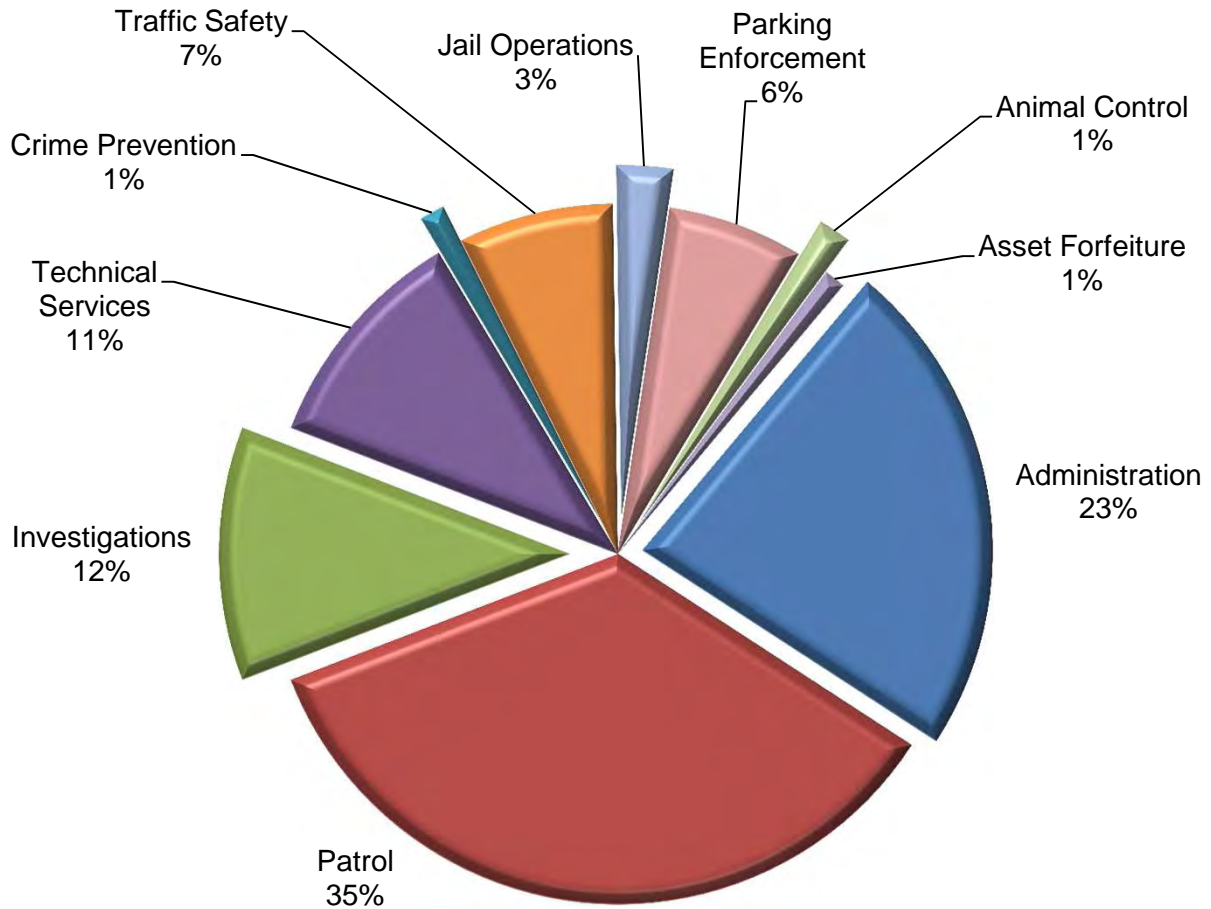
To protect life, property and liberty while providing excellent service and developing problem solving partnerships within the community

City of Manhattan Beach Police Department



POLICE DEPARTMENT

**2012-2013
Department Expenditure by Program**



Program	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted
Administration	\$4,241,212	\$4,403,762	\$4,588,839	\$5,137,373
Patrol	7,694,585	7,544,938	8,054,130	7,794,404
Investigations	2,439,530	2,568,828	2,061,745	2,608,228
Technical Services	2,155,494	2,191,742	2,174,742	2,363,138
Crime Prevention	240,771	240,343	241,559	258,837
Traffic Safety	1,641,044	1,780,215	1,719,447	1,591,919
Jail Operations	527,640	505,942	522,703	578,249
Parking Enforcement	1,329,802	1,399,297	1,388,931	1,394,809
Animal Control	341,573	324,737	338,387	336,117
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	\$22,279,907
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	Adopted
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	Adopted
# - 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	Adopted	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%	33.0%
4206	Medical Retirement Contributions	15,856	15,864	10,420	7,350	(29.5%)	0.1%
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	\$3,273,014	10.5%	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%)	8.0%
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	\$5,137,373	12.0%	100.0%
Source of Funds							
General Fund		\$3,834,456	\$3,993,424	\$4,179,236	\$4,726,848	13.1%	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	\$5,137,373	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	Adopted
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	Adopted
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 Adopted	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%)	49.6%
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%)	6.4%
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	35,380	(35.9%)	0.5%
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	\$6,568,414	(2.9%)	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%)	9.1%
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%	5.7%
Total Expenditures		\$7,694,585	\$7,544,938	\$8,054,130	\$7,794,404	(3.2%)	100.0%
Source of Funds							
General Fund		\$7,694,585	\$7,544,938	\$8,054,130	\$7,794,404	(3.2%)	100.0%
Total		\$7,694,585	\$7,544,938	\$8,054,130	\$7,794,404	(3.2%)	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	Adopted
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	Adopted
# - 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	Adopted	FY 2012 Y/E	Total
4101 Salaries & Allowances	\$56,677	\$92,463	\$65,085	\$90,116	38.5%	3.5%
4102 Sworn Salaries	1,227,417	1,269,894	969,995	1,289,135	32.9%	49.4%
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	13,680	(33.7%)	0.5%
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%	19.2%
4213 PARS Retirement Contribution	393	-	-	-	-	-
Total Salaries & Benefits	\$2,009,527	\$2,183,025	\$1,680,551	\$2,232,040	32.8%	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%)	6.8%
7101 Bond Principal	\$114,579	\$119,679	\$119,679	\$134,767	12.6%	5.2%
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	\$2,608,228	26.5%	100.0%
Source of Funds						
General Fund	\$2,439,530	\$2,568,828	\$2,061,745	\$2,608,228	26.5%	100.0%
Total	\$2,439,530	\$2,568,828	\$2,061,745	\$2,608,228	26.5%	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	Adopted
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	Adopted
# - 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	Adopted	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$604,547	\$616,436	\$634,244	\$620,710	(2.1%)	26.3%
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	10,300	(16.0%)	0.4%
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	\$926,686	(1.0%)	39.2%
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%	49.0%
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%	54.6%
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	\$2,363,138	8.7%	100.0%
Source of Funds							
General Fund		\$2,155,494	\$2,191,742	\$2,174,742	\$2,363,138	8.7%	100.0%
Total		\$2,155,494	\$2,191,742	\$2,174,742	\$2,363,138	8.7%	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	Adopted
Police Officer	1	1	1	1

	2009-2010	2010-2011	2011-2012	2012-2013
Service Indicators	Actual	Actual	Adopted	Adopted
# - 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	Adopted	FY 2012 Y/E	Total
4102 Sworn Salaries	\$108,092	\$105,622	\$102,767	\$102,123	(0.6%)	39.5%
4103 Part-time Salaries	33,754	18,929	24,000	32,284	34.5%	12.5%
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	910	(35.9%)	0.4%
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	\$199,718	3.7%	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	\$258,837	7.2%	100.0%
Source of Funds						
General Fund	\$240,771	\$240,343	\$241,559	\$258,837	7.2%	100.0%
Total	\$240,771	\$240,343	\$241,559	\$258,837	7.2%	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	Adopted
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	Adopted
# - 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	Adopted	FY 2012 Y/E	Total
4102	Sworn Salaries	\$777,776	\$761,209	\$743,146	\$659,506	(11.3%)	41.4%
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	5,450	(35.8%)	0.3%
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	\$1,090,583	(7.7%)	68.5%
5101	Contract Services	\$12,907	\$239,250	\$243,250	\$239,950	(1.4%)	15.1%
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%)	16.2%
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	\$1,591,919	(7.4%)	100.0%
Source of Funds							
General Fund		\$1,641,044	\$1,780,215	\$1,719,447	\$1,591,919	(7.4%)	100.0%
Total		\$1,641,044	\$1,780,215	\$1,719,447	\$1,591,919	(7.4%)	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	Adopted
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	Adopted
# - 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	Adopted	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$606,520	\$599,348	\$606,965	\$605,609	(0.2%)	43.4%
4102	Sworn Salaries	110,117	136,036	136,979	134,813	(1.6%)	9.7%
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%	10.7%
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	11,210	(18.1%)	0.8%
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	\$1,255,175	1.1%	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	\$1,394,809	0.4%	100.0%
Source of Funds							
General Fund		\$1,329,802	\$1,399,297	\$1,388,931	\$1,394,809	0.4%	100.0%
Total		\$1,329,802	\$1,399,297	\$1,388,931	\$1,394,809	0.4%	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	2010-2011	2011-2012	2012-2013
Full-Time Staffing	Actual	Actual	Adopted	Adopted
Community Services Officer	3	3	3	3

	2009-2010	2010-2011	2011-2012	2012-2013
Service Indicators	Actual	Actual	Adopted	Adopted
# - 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 Adopted	Var from FY 2012 Y/E	% of Total
4101	Salaries & Allowances	\$188,714	\$168,572	\$186,477	\$183,606	(1.5%)	54.6%
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	2,810	(15.9%)	0.8%
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	\$279,074	(1.8%)	83.0%
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%	0.6%
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	\$336,117	(0.7%)	100.0%
Source of Funds							
General Fund		\$341,573	\$324,737	\$338,387	\$336,117	(0.7%)	100.0%
Total		\$341,573	\$324,737	\$338,387	\$336,117	(0.7%)	100.0%

POLICE: JAIL OPERATIONS

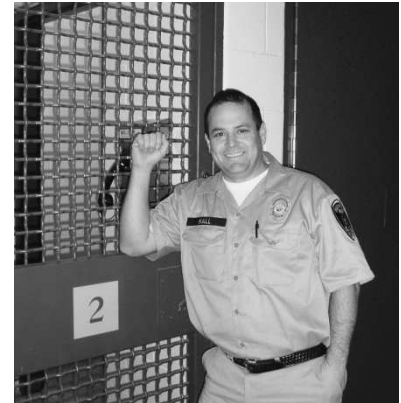
GOAL

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	Adopted
Police Services Officer	5	5	5	6

	2009-2010	2010-2011	2011-2012	2012-2013
Service Indicators	Actual	Actual	Adopted	Adopted
# - 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	Adopted	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$282,029	\$289,810	\$301,458	\$348,468	15.6%	60.3%
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%)	5.4%
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	5,630	(15.7%)	1.0%
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	\$508,484	9.3%	87.9%
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%	6.1%
Total Expenditures		\$527,640	\$505,942	\$522,703	\$578,249	10.6%	100.0%
Source of Funds							
General Fund		\$527,640	\$505,942	\$522,703	\$578,249	10.6%	100.0%
Total		\$527,640	\$505,942	\$522,703	\$578,249	10.6%	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.

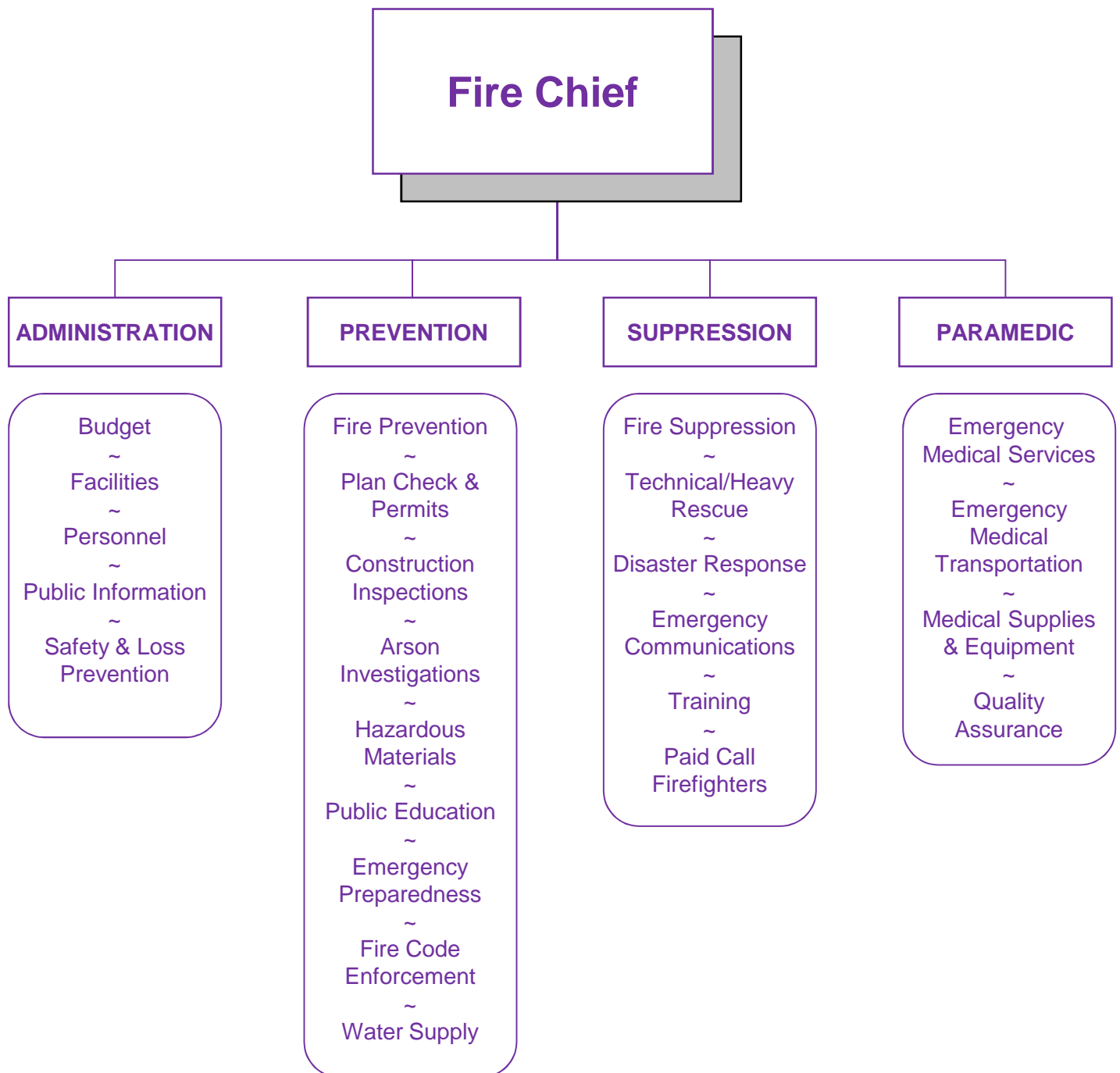


Asset Forfeiture/Grants Object Description	2010-2011 Actual	2011-2012 Adopted	2011-2012 Y/E Est	2012-2013 Adopted	Var from FY 2012 Y/E	% of Total
4112 Overtime Sworn Employees	\$20,817	\$35,000	\$32,000	\$35,000	9.4%	16.1%
4201 Group Medical Insurance	1,948	-	3,448	-	(100.0%)	-
4202 Medicare Contributions	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**

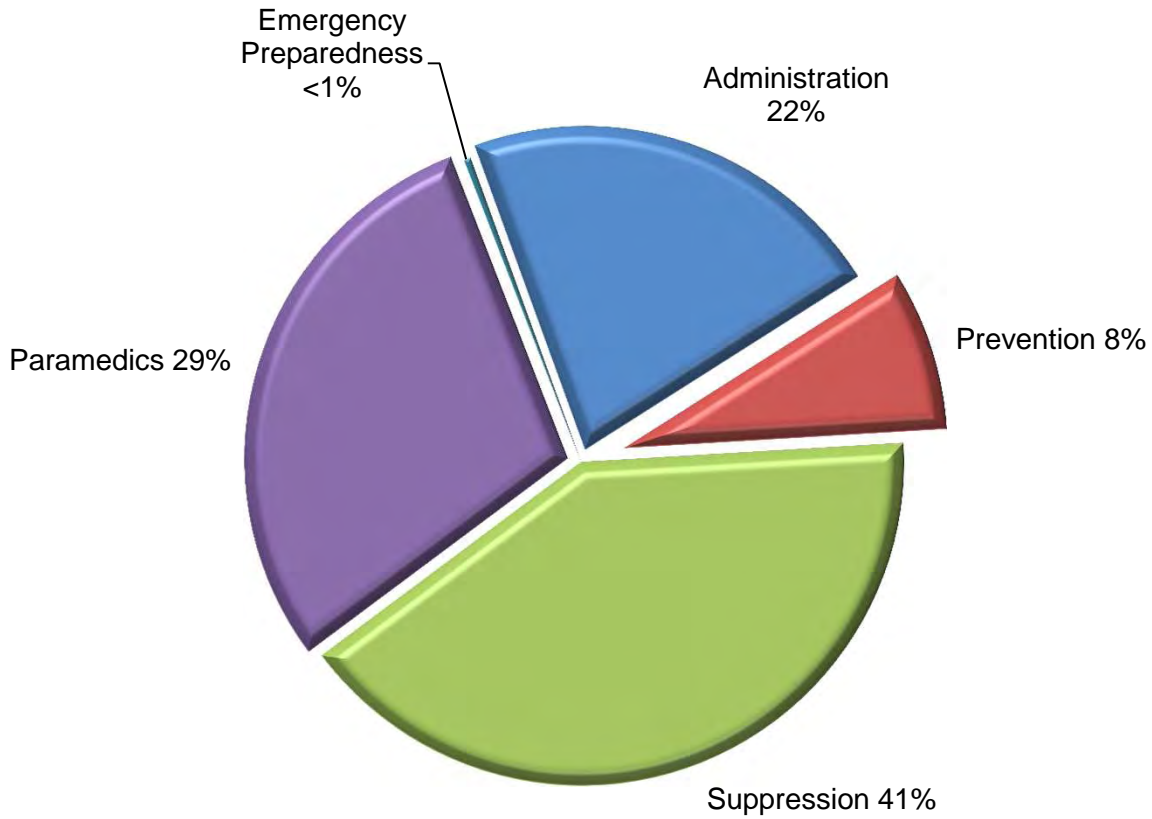
To protect life, property, and the environment in our community by providing education, preparedness, support services, and emergency response

City of Manhattan Beach Fire Department



FIRE DEPARTMENT

**2012-2013
Department Expenditure by Program**



Program	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted
Administration	\$1,496,295	\$2,183,397	\$2,164,607	\$2,255,623
Prevention	930,281	849,317	961,897	840,999
Suppression	4,561,692	4,127,682	4,408,319	4,261,863
Paramedics	2,945,657	3,083,336	2,960,735	3,064,354
Emergency Preparedness	17,844	19,268	21,087	35,484
Total	\$9,951,769	\$10,263,000	\$10,516,645	\$10,458,323
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	Adopted
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	Adopted
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	Adopted	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	1,510	(29.8%)	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	\$1,090,303	1.3%	48.3%
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%	7.6%
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	\$2,255,623	4.2%	100.0%
Source of Funds							
General Fund		\$1,496,295	\$1,773,059	\$1,755,004	\$1,845,098	5.1%	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	\$2,255,623	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	Adopted
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	Adopted
% - 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	Adopted	FY 2012 Y/E	Total
4102	Sworn Salaries	\$482,275	\$456,765	\$570,222	\$443,815	(22.2%)	52.8%
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	1,700	(45.2%)	0.2%
4212	PERS Sworn Contribution	142,451	158,882	162,465	154,630	(4.8%)	18.4%
4213	PARS Retirement Contribution	1,056	-	-	-	-	-
Total Salaries & Benefits		\$820,788	\$734,351	\$844,527	\$720,237	(14.7%)	85.6%
5101	Contract Services	\$22,523	\$30,750	\$30,250	\$30,750	1.7%	3.7%
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	\$840,999	(12.6%)	100.0%
Source of Funds							
General Fund		\$930,281	\$849,317	\$961,897	\$840,999	(12.6%)	100.0%
Total		\$930,281	\$849,317	\$961,897	\$840,999	(12.6%)	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	Adopted
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 Adopted
% - 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 Adopted	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%	43.9%
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	7,370	(45.1%)	0.2%
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	\$3,612,487	(3.8%)	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%	0.9%
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	\$4,261,863	(3.3%)	100.0%
Source of Funds						
General Fund	\$4,561,692	\$4,127,682	\$4,408,319	\$4,261,863	(3.3%)	100.0%
Total	\$4,561,692	\$4,127,682	\$4,408,319	\$4,261,863	(3.3%)	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	Adopted
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	Adopted
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	Adopted	FY 2012 Y/E	Total
4102	Sworn Salaries	\$1,374,722	\$1,328,778	\$1,276,606	\$1,317,002	3.2%	43.0%
4112	Overtime Sworn Employees	620,033	667,870	650,000	667,870	2.7%	21.8%
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	7,370	(45.1%)	0.2%
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	\$2,679,774	4.5%	87.4%
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	\$3,064,354	3.5%	100.0%
Source of Funds							
General Fund		\$2,945,657	\$3,083,336	\$2,960,735	\$3,064,354	3.5%	100.0%
Total		\$2,945,657	\$3,083,336	\$2,960,735	\$3,064,354	3.5%	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	Adopted
# - 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	Adopted	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%	100.0%
Total		\$17,844	\$19,268	\$21,087	\$35,484	68.3%	100.0%

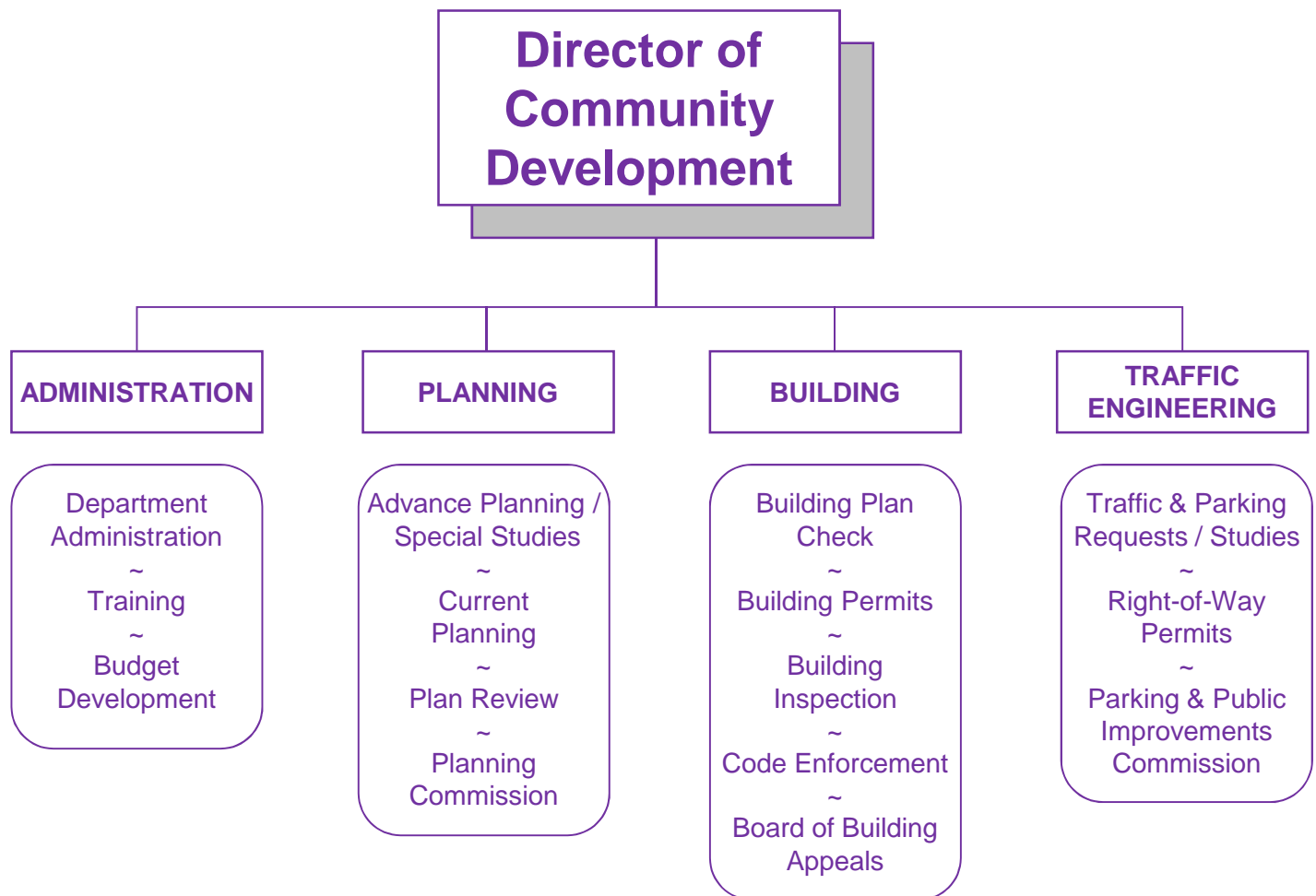


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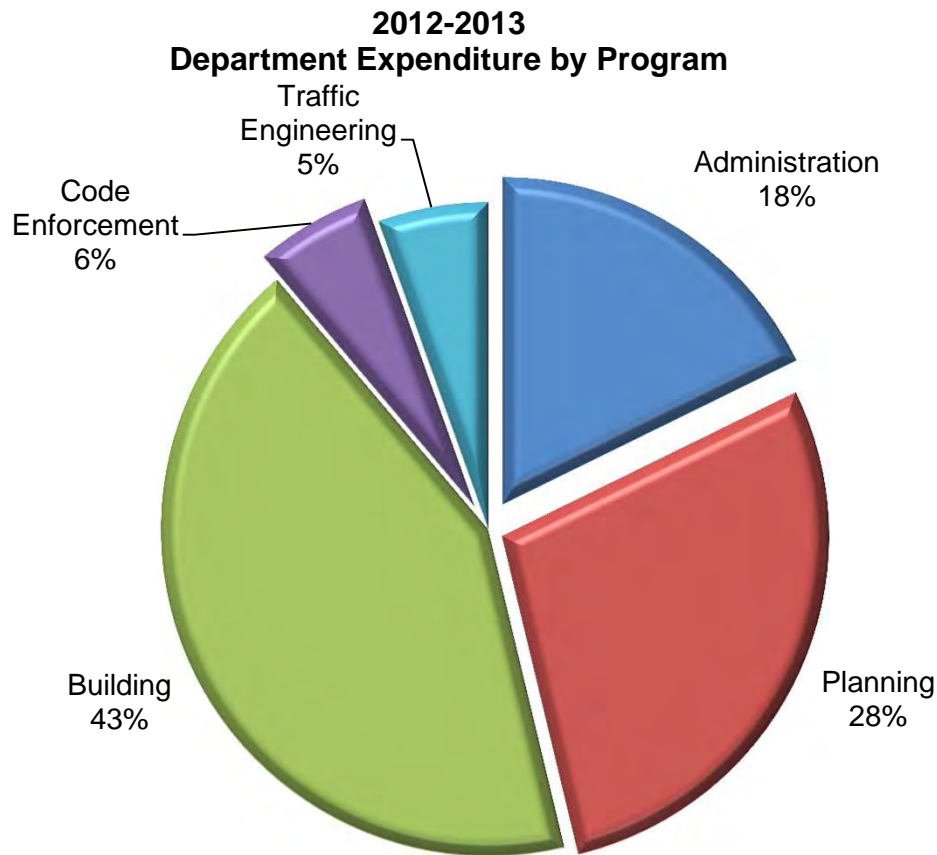
**COMMUNITY DEVELOPMENT
DEPARTMENT**

To preserve and enhance the quality and harmony of our community's neighborhoods and commercial areas by providing superior building, planning, code enforcement, right-of-way and traffic engineering services

City of Manhattan Beach Community Development Department



COMMUNITY DEVELOPMENT DEPARTMENT



Program Expenditures	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted
Administration	\$506,713	\$490,344	\$512,136	\$625,077
Planning	719,652	754,483	750,445	1,003,651
Building	1,557,543	1,400,576	1,447,952	1,499,661
Code Enforcement	204,079	201,706	193,896	201,030
Traffic Engineering	205,686	196,836	174,795	192,464
Total	\$3,193,673	\$3,043,945	\$3,079,226	\$3,521,883

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	990,000
Plan Filing & Report Fees	\$247,907	201,000	266,000	272,000
Total	\$2,408,508	\$2,238,960	\$2,642,960	\$2,763,160
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 \$2.8 million from building, planning and permit fees. These revenues, which are contingent upon economic conditions, amount to 79% of the Department's General Fund expenditures for the budget year.

	2009-2010 Actual	2010-2011 Actual	2011-2012 Adopted	2012-2013 Adopted
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	Adopted
# - 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%

Administration	2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object Description	Actual	Adopted	Y/E Est	Adopted	FY 2012 Y/E	Total
4101 Salaries & Allowances	\$229,864	\$218,086	\$237,420	\$217,583	(8.4%)	34.8%
4103 Part-time Salaries	6,852	-	35,182	39,520	12.3%	6.3%
4111 Overtime Regular Employees	-	100	-	-	-	-
4201 Group Medical Insurance	30,270	29,657	30,902	33,290	7.7%	5.3%
4202 Medicare Contributions	3,801	3,218	3,939	3,814	(3.2%)	0.6%
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%)	1.1%
4205 Worker's Compensation	-	26,220	26,220	65,709	150.6%	10.5%
4206 Medical Retirement Contributions	2,940	2,940	2,900	2,440	(15.9%)	0.4%
4211 PERS Regular Contribution	31,883	37,386	38,689	43,739	13.1%	7.0%
Total Salaries & Benefits	\$312,563	\$325,554	\$383,226	\$414,042	8.0%	66.2%
5101 Contract Services	\$26,256	\$20,400	\$19,000	\$95,400	402.1%	15.3%
5102 Contract Personnel	26,624	33,280	-	-	-	-
5104 Computer Contract Services	22,825	29,600	29,600	30,400	2.7%	4.9%
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%	0.8%
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%)	0.2%
Total Materials & Services	\$80,800	\$93,481	\$57,782	\$139,606	141.6%	22.3%
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%	4.7%
5631 Insurance Allocation	71,460	22,620	22,620	20,072	(11.3%)	3.2%
5651 Building & Operations Allocation	14,739	18,724	18,743	20,766	10.8%	3.3%
Total Internal Services	\$113,350	\$71,309	\$71,128	\$71,429	0.4%	11.4%
Total Expenditures	\$506,713	\$490,344	\$512,136	\$625,077	22.1%	100.0%
Source of Funds						
General Fund	\$506,713	\$490,344	\$512,136	\$625,077	22.1%	100.0%
Total	\$506,713	\$490,344	\$512,136	\$625,077	22.1%	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	Adopted
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	Adopted
# - 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 Adopted	Var from FY 2012 Y/E	% of Total
4101	Salaries & Allowances	\$422,990	\$410,332	\$422,688	\$485,816	14.9%	48.4%
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	5,620	(15.9%)	0.6%
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	\$689,639	19.9%	68.7%
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%	15.3%
Total Expenditures		\$719,652	\$754,483	\$750,445	\$1,003,651	33.7%	100.0%
Source of Funds							
General Fund		\$719,652	\$754,483	\$750,445	\$1,003,651	33.7%	100.0%
Total		\$719,652	\$754,483	\$750,445	\$1,003,651	33.7%	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.

	2009-2010	2010-2011	2011-2012	2012-2013
Full-Time Staffing	Actual	Actual	Adopted	Adopted
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	Adopted
% - 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 Adopted	Var from FY 2012 Y/E	% of Total
4101	Salaries & Allowances	\$934,334	\$740,769	\$778,236	\$738,746	(5.1%)	49.3%
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	8,440	(15.8%)	0.6%
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	\$1,052,264	(2.3%)	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%	18.6%
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%	11.3%
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	\$1,499,661	3.6%	100.0%
Source of Funds							
General Fund		\$1,557,543	\$1,400,576	\$1,447,952	\$1,499,661	3.6%	100.0%
Total		\$1,557,543	\$1,400,576	\$1,447,952	\$1,499,661	3.6%	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 Actual	2010-2011 Actual	2011-2012 Adopted	2012-2013 Adopted
Full-Time Staffing				
Code Enforcement Officer	2	2	2	2

	2009-2010 Actual	2010-2011 Actual	2011-2012 Adopted	2012-2013 Adopted
Service Indicators & Statistics				
# - 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	Adopted	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$147,676	\$143,365	\$137,875	\$142,063	3.0%	70.7%
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%	1.1%
4206	Medical Retirement Contributions	2,940	2,940	2,230	1,880	(15.7%)	0.9%
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	\$185,446	3.7%	92.2%
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%	2.5%
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	\$201,030	3.7%	100.0%
Source of Funds							
General Fund		\$204,079	\$201,706	\$193,896	\$201,030	3.7%	100.0%
Total		\$204,079	\$201,706	\$193,896	\$201,030	3.7%	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 Actual	2010-2011 Actual	2011-2012 Adopted	2012-2013 Adopted
Full-Time Staffing				
Management Analyst	1	1	1	1

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

Object	Description	2010-2011 Actual	2011-2012 Adopted	2011-2012 Y/E Est	2012-2013 Adopted	Var from FY 2012 Y/E	% of 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%	8.9%
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	940	(15.3%)	0.5%
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	\$92,432	38.0%	48.0%
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%)	49.4%
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	\$192,464	10.1%	100.0%
Source of Funds							
General Fund		\$205,686	\$196,836	\$174,795	\$192,464	10.1%	100.0%
Total		\$205,686	\$196,836	\$174,795	\$192,464	10.1%	100.0%



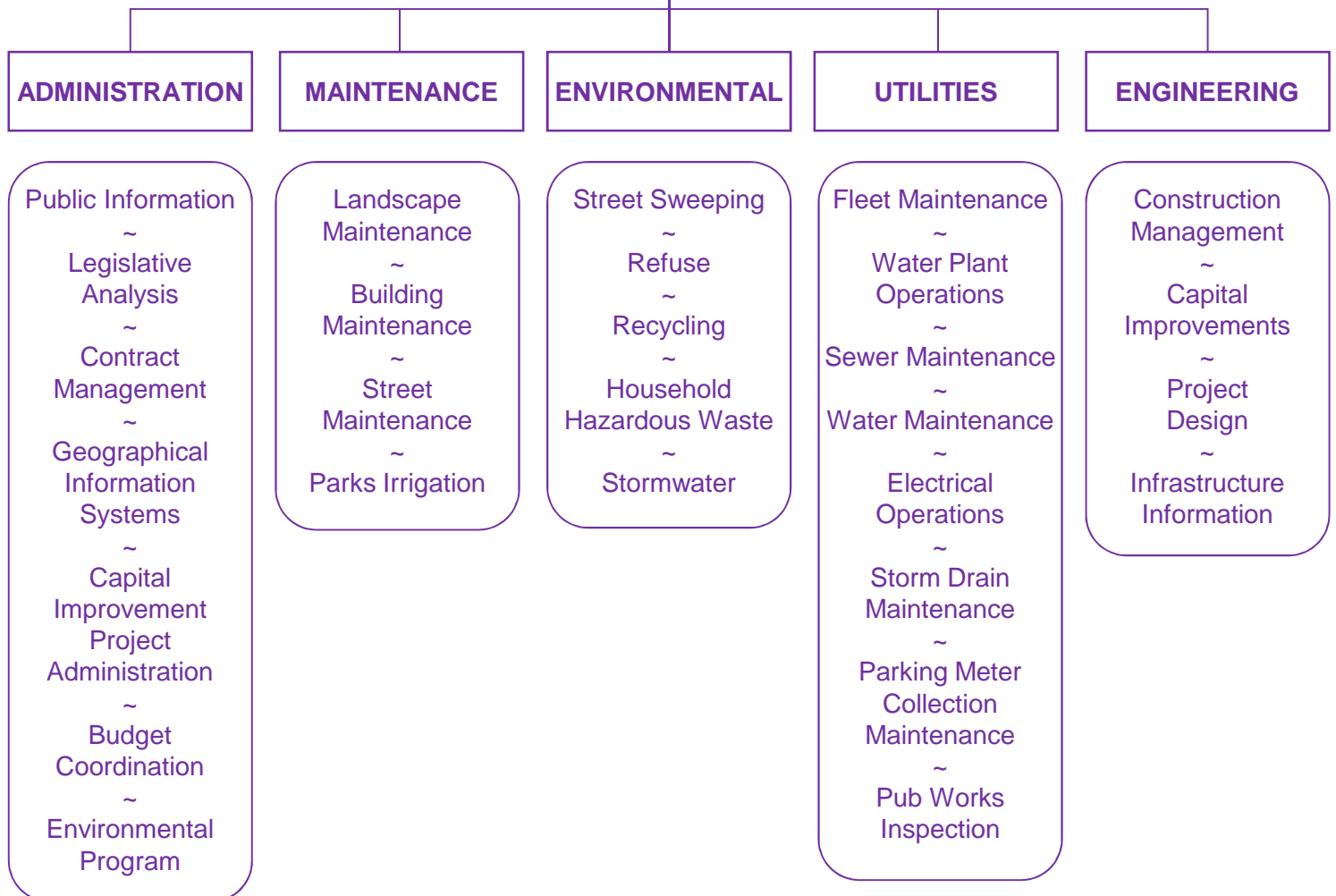
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**PUBLIC WORKS
DEPARTMENT**

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

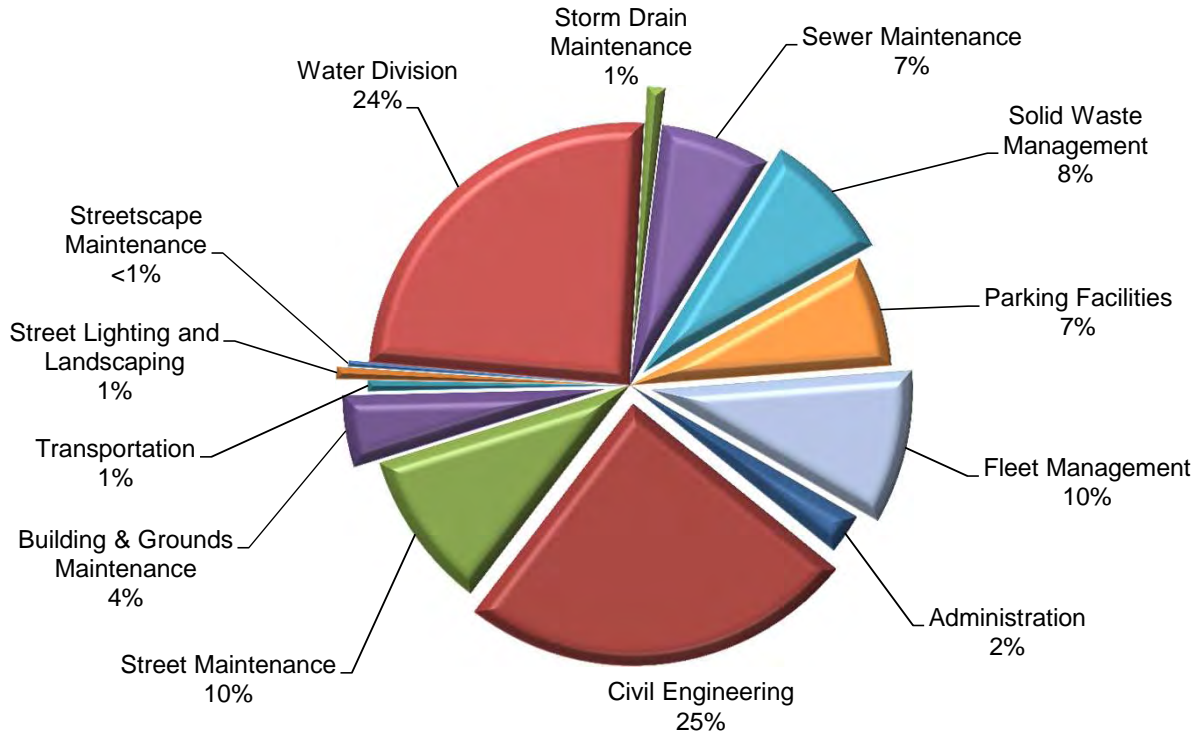
City of Manhattan Beach Public Works Department

**Director of
Public Works**



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	\$1,360,873
Civil Engineering	2,360,805	3,517,505	6,123,837	13,264,546
Street Maintenance	3,252,634	5,194,548	8,233,466	5,305,828
Building & Grounds Maintenance*	1,907,604	2,163,297	2,193,477	2,383,723
Transportation	7,926	7,868	8,068	358,068
Street Lighting and Landscaping	409,145	401,589	394,726	392,898
Streetscape Maintenance	157,917	182,062	182,275	201,501
Water Division	9,692,145	12,657,963	12,493,567	13,219,721
Storm Drain Maintenance	255,952	657,187	1,303,569	597,789
Sewer Maintenance	1,654,842	3,061,557	4,549,497	3,687,820
Solid Waste Management	4,384,730	4,549,628	4,332,751	4,397,944
Parking Facilities	2,756,132	2,916,972	4,033,505	3,712,795
Fleet Management	1,141,984	5,019,823	2,162,290	5,149,044
Total	\$29,162,512	\$41,670,334	\$47,508,467	\$54,032,550

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	Adopted
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	Adopted	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$659,125	\$728,955	\$746,315	\$734,627	(1.6%)	54.0%
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	7,360	(15.8%)	0.5%
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	\$1,016,763	1.9%	74.7%
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	\$1,360,873	(9.1%)	100.0%
Source of Funds							
General Fund		\$1,178,139	\$1,340,335	\$1,382,439	\$1,360,873	(1.6%)	100.0%
Capital Improvement		2,556	-	115,000	-	(100.0%)	-
Total		\$1,180,695	\$1,340,335	\$1,497,439	\$1,360,873	(9.1%)	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	Adopted
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	Adopted
\$ - 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	Adopted	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	7,690	(15.9%)	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	\$1,021,228	0.6%	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	\$13,264,546	116.6%	100.0%
Source of Funds							
General Fund		\$1,266,235	\$1,291,021	\$1,293,817	\$1,346,556	4.1%	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	\$13,264,546	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	Adopted
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	Adopted
% - 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 Object	Description	2010-2011 Actual	2011-2012 Adopted	2011-2012 Y/E Est	2012-2013 Adopted	Var from FY 2012 Y/E	% of 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	12,380	(15.8%)	0.2%
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	\$1,138,969	5.9%	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%)	3.6%
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	\$5,305,828	(35.6%)	100.0%
Source of Funds							
General Fund		\$2,062,693	\$2,162,044	\$2,215,541	\$2,015,828	(9.0%)	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	\$5,305,828	(35.6%)	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).

Full-Time Staffing	2009-2010	2010-2011	2011-2012	2012-2013
	Actual	Actual	Adopted	Adopted
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	Adopted
% - 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	Adopted	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$312,980	\$370,395	\$302,237	\$389,202	28.8%	16.3%
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%	3.1%
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	5,820	(15.7%)	0.2%
4211	PERS Regular Contribution	49,482	65,005	57,120	68,410	19.8%	2.9%
Total Salaries & Benefits		\$426,863	\$526,150	\$424,198	\$549,292	29.5%	23.0%
5101	Contract Services	\$788,711	\$1,068,128	\$1,117,561	\$1,146,862	2.6%	48.1%
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	200,793	19.1%	8.4%
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%)	5.7%
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%	11.1%
Total Materials & Services		\$1,343,033	\$1,551,614	\$1,683,957	\$1,762,207	4.6%	73.9%
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%)	1.2%
Total Internal Services		\$136,297	\$85,533	\$85,322	\$72,224	(15.4%)	3.0%
Total Expenditures		\$1,906,193	\$2,163,297	\$2,193,477	\$2,383,723	8.7%	100.0%
Source of Funds							
General Fund		\$994,773	\$944,496	\$980,116	\$1,081,574	10.4%	45.4%
Capital Improvement		-	-	-	-	-	-
Building Maintenance		912,831	1,218,801	1,213,360	1,302,149	7.3%	54.6%
Total		\$1,907,604	\$2,163,297	\$2,193,477	\$2,383,723	8.7%	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	Adopted	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	\$271,191	(0.1%)	0.6902326
Subsidy from General Fund (Transfer In)		138,139	132,189	123,392	121,707	(1.4%)	31.0%
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 \$201,501. 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 Adopted
Full-Time Staffing				
Maintenance Worker I/II	1	1	0.5	0.5

Streetscape Maintenance		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Adopted	FY 2012 Y/E	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	470	(16.1%)	0.2%
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	\$42,577	3.7%	21.1%
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	\$201,501	10.5%	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	73,848	31.1%	36.6%
Total		\$157,917	\$182,062	\$182,275	\$201,501	10.5%	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	Adopted
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	Adopted	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	470	(16.1%)	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	\$44,481	(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	\$4,416,015	(11.3%)	100.0%
Source of Funds							
Water		\$3,571,685	\$4,436,868	\$4,977,344	\$4,416,015	(11.3%)	100.0%
Total		\$3,571,685	\$4,436,868	\$4,977,344	\$4,416,015	(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 Adopted
% - Purchases reduced between 2010 - 2020	4%	16%	20%	15%

Water Source of Supply		2010-2011	2011-2012	2011-2012	2012-2013	Var from	% of
Object	Description	Actual	Adopted	Y/E Est	Adopted	FY 2012 Y/E	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	Adopted
# - 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	Adopted	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	2,530	(15.9%)	0.1%
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	\$263,217	(5.0%)	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%	58.8%
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%)	25.1%
Total Capital Projects & Equipment		\$58,527	\$771,714	\$821,714	\$500,000	(39.2%)	25.1%
Total Expenditures		\$1,422,665	\$2,244,101	\$2,214,725	\$1,995,954	(9.9%)	100.0%
Source of Funds							
Water		\$1,422,665	\$2,244,101	\$2,214,725	\$1,995,954	(9.9%)	100.0%
Total		\$1,422,665	\$2,244,101	\$2,214,725	\$1,995,954	(9.9%)	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 Adopted
# - 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	Adopted	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$519,431	\$496,946	\$473,768	\$477,214	0.7%	40.4%
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	7,970	(15.8%)	0.7%
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	\$726,169	(1.2%)	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%	3.3%
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%)	11.9%
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	\$1,181,464	2.5%	100.0%
Source of Funds							
Water		\$1,487,129	\$1,200,158	\$1,153,134	\$1,181,464	2.5%	100.0%
Total		\$1,487,129	\$1,200,158	\$1,153,134	\$1,181,464	2.5%	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	Adopted
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	Adopted
# - 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	Adopted	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	1,030	(16.3%)	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	\$102,669	0.3%	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%	34.5%
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	\$597,789	(54.1%)	100.0%
Source of Funds							
Stormwater		\$255,952	\$657,187	\$1,303,569	\$597,789	(54.1%)	100.0%
Total		\$255,952	\$657,187	\$1,303,569	\$597,789	(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	Adopted
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	Adopted
# - 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	Adopted	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	3,090	(16.0%)	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	\$292,484	(0.0%)	7.9%
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	\$3,687,820	(18.9%)	100.0%
Source of Funds							
Wastewater		\$1,654,842	\$3,061,557	\$4,549,497	\$3,687,820	(18.9%)	100.0%
Total		\$1,654,842	\$3,061,557	\$4,549,497	\$3,687,820	(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	Adopted
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	Adopted
# - 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	Adopted	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	1,170	(15.8%)	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	\$127,580	(24.4%)	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	\$4,397,944	1.5%	100.0%
Source of Funds							
Refuse		\$4,384,730	\$4,549,628	\$4,332,751	\$4,397,944	1.5%	100.0%
Total		\$4,384,730	\$4,549,628	\$4,332,751	\$4,397,944	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	Adopted
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	Adopted
# - 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 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	Adopted	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	2,170	(15.2%)	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	\$186,043	87.4%	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	\$3,712,795	(8.0%)	100.0%
Source of Funds							
Parking Meter		\$1,975,117	\$1,672,991	\$2,788,073	\$1,912,080	(31.4%)	51.5%
County Parking Lots		347,836	376,341	347,903	457,627	31.5%	12.3%
State Pier & Parking		433,179	867,640	897,529	1,343,088	49.6%	36.2%
Total		\$2,756,132	\$2,916,972	\$4,033,505	\$3,712,795	(8.0%)	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	Adopted
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	Adopted
% - 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	Adopted	FY 2012 Y/E	Total
4101	Salaries & Allowances	\$210,044	\$211,252	\$211,818	\$211,252	(0.3%)	4.1%
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	2,810	(15.9%)	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	\$337,524	(25.3%)	6.6%
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	-	1.3%
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%)	1.6%
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%	7.2%
Total Materials & Services		\$602,381	\$563,749	\$548,860	\$589,465	7.4%	11.4%
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%)	0.4%
Total Internal Services		\$113,514	\$68,520	\$61,302	\$44,725	(27.0%)	0.9%
6131	Vehicles	\$89,955	\$3,819,344	\$1,100,270	\$4,045,495	267.7%	78.6%
6141	Computer Equipment & Software	-	-	-	17,500	-	0.3%
Total Capital Projects & Equipment		\$89,955	\$3,819,344	\$1,100,270	\$4,062,995	269.3%	78.9%
7302	Property & Equipment Leases	-	\$93,983	-	\$93,975	-	1.8%
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	-	2.2%
Total Expenditures		\$1,141,984	\$5,019,823	\$2,162,290	\$5,149,044	138.1%	100.0%
Source of Funds							
Fleet Management		\$1,141,984	\$5,019,823	\$2,162,290	\$5,149,044	138.1%	100.0%
Total		\$1,141,984	\$5,019,823	\$2,162,290	\$5,149,044	138.1%	100.0%



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APPENDIX

2012-2013 SCHEDULE OF FULL-TIME POSITIONS

Department	2010-2011 Actual	2011-2012 Adopted	2012-2013 Adopted
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.

FIVE YEAR FORECAST ASSUMPTIONS - FY 2012-2013 THROUGH 2016-2017

MAJOR ASSUMPTIONS

General Fund

Revenues

- * Property taxes for FY 2012-2013 & FY 2013-2014 are forecast at 1% growth. Outlying years are expected to grow at 1.5%, 2% and 2% successively.
- * Sales Tax is expected to climb by 4% in FY 2012-2013, and then 3% each year thereafter.
- * Business License Tax predicted to be flat for FY 2012-2013 and then growth pegged at 2% annually thereafter.
- * Hotel bed tax forecast to grow 3% annually.
- * Building permits and Plan Check fees are expected to increase 5% in FY 2012-2013, and then by 3% annually thereafter.
- * Parking Citations to experience 2% growth in FY 2012-2013, then remain flat with consistent volume and no increased fines.
- * Interest Income expected to remain flat until FY 2014-2015, and then up 0.2% for the remaining years.
- * Parks & Recreation Fees increase by 2% per year.
- * Administrative Service Charge to reimburse the General Fund for overhead costs is held flat with no growth. Due to inadequate fund balance, the Stormwater Fund is from paying this charge.
- * No State takeaways are projected.
- * Remaining revenues are forecast at 2% growth for FY 2013-2014 and beyond.

Expenditures

- * No salary and benefit adjustments after expiration of the existing MOU's. Step increases continue.
- * FY 2012-2013 includes an across-the-board \$750,000 staffing vacancy funding reduction which is continued in the outlying years.
- * Medical increases 8% per year for FY 2013-2014 and beyond.
- * No additional school district funding included.
- * PERS costs are escalated in line with rate forecasts from PERS.
- * Line items including material & supplies, contract services, utilities, internal services, etc. (unless otherwise noted) are adjusted annually by 2%.
- * Pension Obligation Bonds, with debt service of approximately \$1 million per year, are paid off in FY 2014-2015, resulting in less debt service scheduled for FY 2015-2 and beyond.
- * Election costs of \$80,000 scheduled in the odd years.
- * Council contingency will resume its policy of half of 1% of General Fund expenditures beginning in FY 2013-2014, approximately \$265,000 per year.
- * Water utility charges escalate in line with scheduled water rate increases.

Street Lighting Fund

- * Assessments remain fixed (Prop 218 vote required to change).
- * General Fund continues to subsidize this program through transfers.
- * Utility costs, which make up a large portion of the cost of this program, are estimated to increase by 2% annually.

Water Fund

- * Reflect increase in water rates set forth by rate study by AKM (infrastructure) and FCS (rates).
- * MWD rates increase by 2% in the outlying years.
- * Consumption rates reflect conservation efforts.

FIVE YEAR FORECAST ASSUMPTIONS - FY 2012-2013 THROUGH 2016-2017

Waste Water Fund

- * Reflect increase in wastewater rates set forth by rate study by AKM (infrastructure) and FCS (rates).
- * Consumption rates reflect conservation efforts

Storm Water Fund

- * Assessments remain fixed (Prop 218 vote required to change).
- * Administrative Service Charge to the General Fund has been discontinued beginning in FY 2012-2013 due to inadequate Storm Water fund balance.
- * Mandated projects expected in the future.

Refuse Fund

- * Revenues estimated to coincide with new contract rates as a pass through, plus other program related expenses.

Parking Fund

- * \$.50/hr dedicated from on-street meters to CIP fund remains in place.
- * Repayment of loan to the CIP Fund ending in FY 2014-2015.

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	\$4,233,164	\$53,098,918	(\$52,994,257)	-	(\$52,994,257)	\$4,337,825	(\$467,572)	\$748,071		\$748,071
<i>Transfer from County Lots Parking Fund</i>	-						73,373			
<i>Transfer to Street Lighting Fund</i>	-						(195,555)			
<i>Transfer to CIP Fund</i>	-						(3,000,000)			
<i>Financial Policy Designation</i>	10,131,279					10,131,279	467,572	10,598,851	10,598,851	
<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	\$18,549,807	\$53,098,918	(\$52,994,257)	-	(\$52,994,257)	\$18,654,468	(\$3,122,182)	\$15,532,286	\$14,784,215	\$748,071
Special Revenue Funds										
Street Lighting & Landscape	-	\$398,844	(\$594,399)	-	(\$594,399)	(\$195,555)	\$195,555	-		-
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	(734,141)	-	(734,141)	(70,092)	70,092	-		-
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	(358,068)	-	(358,068)	80,073		80,073		80,073
Measure R	788,254	295,131	-	-	-	1,083,385	(300,092)	783,292		783,292
Total Special Revenue Funds Balance	\$3,700,754	\$11,343,488	(\$1,903,441)	(\$9,585,937)	(\$11,489,378)	\$3,554,864	(\$34,445)	\$3,520,419	-	\$3,520,419
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	(\$9,052,221)	(\$4,167,500)	(\$13,219,721)	\$7,445,341		\$7,445,341	\$3,014,390	\$4,430,952
Stormwater	631,383	359,350	(317,789)	(280,000)	(597,789)	392,944		392,944	105,824	287,121
Wastewater	427,544	3,377,186	(2,077,820)	(1,610,000)	(3,687,820)	116,910		116,910	-	116,910
Refuse	610,275	4,566,324	(4,397,944)	-	(4,397,944)	778,655		778,655	778,655	-
Parking	736,962	2,299,594	(1,837,080)	(75,000)	(1,912,080)	1,124,476	(301,900)	822,576	611,748	210,828
County Parking Lots	-	531,000	(457,627)	-	(457,627)	73,373	(73,373)	-		-
State Pier & Parking Lot	1,836,607	500,363	(403,088)	(940,000)	(1,343,088)	993,882		993,882		993,882
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	(\$18,543,569)	(\$7,072,500)	(\$25,616,069)	\$12,651,487	(\$375,273)	\$12,276,214	\$6,236,522	\$6,039,692

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	(\$4,605,986)	-	(\$4,605,986)	\$4,887,150		\$4,887,150		\$4,887,150
Information Systems	370,602	1,506,483	(1,534,652)	-	(1,534,652)	342,433		342,433		342,433
Fleet Management	2,385,314	3,077,925	(5,149,044)	-	(5,149,044)	314,195	230,000	544,195		544,195
Building Maintenance & Operations	(8,484)	1,550,806	(1,536,974)	-	(1,536,974)	5,348		5,348		5,348
Total Insurance Service Funds Balance	\$7,699,437	\$10,676,344	(\$12,826,656)	-	(\$12,826,656)	\$5,549,125	\$230,000	\$5,779,125	-	\$5,779,125
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	\$48,181,491	\$104,681,743	(\$88,245,405)	(\$21,617,878)	(\$109,863,283)	\$42,999,951	-	\$42,999,951	\$24,472,391	\$18,527,560

FY 2013-2014 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

	07/01/2013 Opening Balance	2013-2014 Estimated Revenues	2013-2014 Operating Expenditures	2013-2014 Capital Projects Expenditures	2013-2014 Total Expenditures	2013-2014 Fund Balance Before Xfers	2013-2014 Fund Transfers	06/30/2014 Total Fund Balance	06/30/2014 Reserves & Designations	06/30/2014 Unreserved Balance
General Fund Undesignated	\$748,071	\$53,895,728	(\$53,861,241)	-	(\$53,861,241)	\$782,558	(\$173,397)	(\$1,001,629)		-
<i>Transfer from County Lots Parking Fund</i>	-						75,323			
<i>Transfer to Street Lighting Fund</i>	-						(205,743)			
<i>Transfer to CIP Fund</i>	-						(1,480,370)			
<i>Financial Policy Designation</i>	10,598,851					10,598,851	173,397	10,772,248	10,772,248	
<i>Reserve for Economic Uncertainty</i>	4,000,000					4,000,000		4,000,000	2,998,371	
<i>Debt Service Reserve</i>	185,364					185,364		185,364	185,364	
Total General Fund Balance	\$15,532,286	\$53,895,728	(\$53,861,241)	-	(\$53,861,241)	\$15,566,772	(\$1,610,789)	\$13,955,983	\$13,955,983	-
Special Revenue Funds										
Street Lighting & Landscape	-	\$399,247	(\$604,990)	-	(\$604,990)	(\$205,743)	\$205,743	-		-
Gas Tax	\$617,617	3,982,533	-	(\$3,595,000)	(3,595,000)	1,005,150		\$1,005,150		\$1,005,150
Asset Forfeiture & Safety Grants	586,588	105,869	(220,460)	-	(220,460)	471,998		471,998		471,998
Police Safety Grants	201,029	2,241	-	-	-	203,271		203,271		203,271
Federal & State Grants	(22,488)	-	-	-	-	(22,488)		(22,488)		(22,488)
Prop A	-	562,298	(747,339)	-	(747,339)	(185,041)	185,041	-		-
Prop C	1,274,307	9,132,310	-	(10,305,472)	(10,305,472)	101,145		101,145		101,145
AB 2766	80,073	43,082	(8,068)	-	(8,068)	115,087		115,087		115,087
Measure R	783,292	308,480	-	-	-	1,091,773	(185,041)	906,731		906,731
Total Special Revenue Funds Balance	\$3,520,419	\$14,536,061	(\$1,580,856)	(\$13,900,472)	(\$15,481,328)	\$2,575,151	\$205,743	\$2,780,894	-	\$2,780,894
Capital Project Funds										
Capital Improvement Fund	\$2,028,805	\$1,345,500	(\$825,870)	(\$2,000,000)	(\$2,825,870)	\$548,435		\$2,278,805		\$2,278,805
Transfer from General Fund	-						1,480,370			
Transfer from Parking Fund	-						250,000			
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	\$3,311,880	\$1,345,500	(\$825,870)	(\$2,000,000)	(\$2,825,870)	\$1,831,510	\$1,730,370	\$3,561,880	\$1,283,075	\$2,278,805
Underground Utility Construction Fund	\$411,448	4,588	-	-	-	416,036		416,036		416,036
Total Capital Project Funds Balance	\$3,723,328	\$1,350,088	(\$825,870)	(\$2,000,000)	(\$2,825,870)	\$2,247,546	\$1,730,370	\$3,977,915	\$1,283,075	\$2,694,840
Enterprise Funds										
Water	\$7,445,341	\$16,295,296	(\$9,207,975)	(\$4,600,000)	(\$13,807,975)	\$9,932,663		\$9,932,663	\$3,066,256	\$6,866,407
Stormwater	392,944	350,499	(324,870)	-	(324,870)	418,573		418,573	108,182	310,391
Wastewater	116,910	3,529,021	(2,099,583)	(2,082,500)	(4,182,083)	(536,152)		(536,152)	-	(536,152)
Refuse	778,655	4,658,826	(4,479,434)	-	(4,479,434)	958,047		958,047	958,047	-
Parking	822,576	2,338,075	(1,853,999)	-	(1,853,999)	1,306,651	(250,000)	1,056,651	617,382	439,269
County Parking Lots	-	541,620	(466,297)	-	(466,297)	75,323	(75,323)	-		-
State Pier & Parking Lot	993,882	501,129	(409,447)	-	(409,447)	1,085,564		1,085,564		1,085,564
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	\$12,276,214	\$28,214,466	(\$18,841,605)	(\$6,682,500)	(\$25,524,105)	\$14,966,575	(\$325,323)	\$14,641,251	\$6,475,772	\$8,165,479

FY 2013-2014 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

	07/01/2013 Opening Balance	2013-2014 Estimated Revenues	2013-2014 Operating Expenditures	2013-2014 Capital Projects Expenditures	2013-2014 Total Expenditures	2013-2014 Fund Balance Before Xfers	2013-2014 Fund Transfers	06/30/2014 Total Fund Balance	06/30/2014 Reserves & Designations	06/30/2014 Unreserved Balance
Internal Service Funds										
Insurance Reserve	\$4,887,150	\$4,541,130	(\$4,699,124)	-	(\$4,699,124)	\$4,729,156		\$4,729,156		\$4,729,156
Information Systems	342,433	1,325,798	(1,325,798)	-	(1,325,798)	342,433		342,433		342,433
Fleet Management	544,195	2,100,124	(2,106,514)	-	(2,106,514)	537,805		537,805		537,805
Building Maintenance & Operations	5,348	1,679,556	(1,570,064)	-	(1,570,064)	114,839		114,839		114,839
Total Insurance Service Funds Balance	\$5,779,125	\$9,646,607	(\$9,701,500)	-	(\$9,701,500)	\$5,724,232	-	\$5,724,232	-	\$5,724,232
Trust & Agency Funds										
Underground Assessment Fund	\$1,740,183	\$987,613	(\$962,612)	-	(\$962,612)	\$1,765,184		\$1,765,184	\$1,765,184	
Pension Trust	428,396	126,382	(192,780)	-	(192,780)	361,998		361,998	361,998	
Total Trust Agency Funds Balance	\$2,168,579	\$1,113,995	(\$1,155,392)	-	(\$1,155,392)	\$2,127,182	-	\$2,127,182	\$2,127,182	-
Grand Total - Adopted Budget	\$42,999,951	\$108,756,944	(\$85,966,464)	(\$22,582,972)	(\$108,549,436)	\$43,207,459	(\$0)	\$43,207,459	\$23,842,013	\$19,365,446

FY 2014-2015 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

	07/01/2014 Opening Balance	2014-2015 Estimated Revenues	2014-2015 Operating Expenditures	2014-2015 Capital Projects Expenditures	2014-2015 Total Expenditures	2014-2015 Fund Balance Before Xfers	2014-2015 Fund Transfers	06/30/2015 Total Fund Balance	06/30/2015 Reserves & Designations	06/30/2015 Unreserved Balance
General Fund Undesignated	-	\$54,812,177	(\$54,581,187)	-	(\$54,581,187)	\$230,991	(\$143,989)	(\$1,502,826)		-
<i>Transfer from County Lots Parking Fund</i>	-						77,660			
<i>Transfer to Street Lighting Fund</i>	-						(215,674)			
<i>Transfer to CIP Fund</i>	-						(1,451,814)			
<i>Financial Policy Designation</i>	\$10,772,248					10,772,248	143,989	10,916,237	10,916,237	
<i>Reserve for Economic Uncertainty</i>	2,998,371					2,998,371		2,998,371	1,495,545	
<i>Debt Service Reserve</i>	185,364					185,364		185,364	185,364	
Total General Fund Balance	\$13,955,983	\$54,812,177	(\$54,581,187)	-	(\$54,581,187)	\$14,186,974	(\$1,589,828)	\$12,597,146	\$12,597,146	-
Special Revenue Funds										
Street Lighting & Landscape	-	\$399,659	(\$615,332)	-	(\$615,332)	(\$215,674)	\$215,674	-		-
Gas Tax	\$1,005,150	1,537,352	-	(\$965,000)	(965,000)	1,577,502		\$1,577,502		\$1,577,502
Asset Forfeiture & Safety Grants	471,998	104,571	(224,159)	-	(224,159)	352,410		352,410		352,410
Police Safety Grants	203,271	2,266	-	-	-	205,537		205,537		205,537
Federal & State Grants	(22,488)	-	-	-	-	(22,488)		(22,488)		(22,488)
Prop A	-	573,036	(755,572)	-	(755,572)	(182,536)	182,536	-		-
Prop C	101,145	457,370	-	(100,000)	(100,000)	458,514		458,514		458,514
AB 2766	115,087	43,472	(8,068)	-	(8,068)	150,492		150,492		150,492
Measure R	906,731	315,852	-	-	-	1,222,583	(182,536)	1,040,047		1,040,047
Total Special Revenue Funds Balance	\$2,780,894	\$3,433,577	(\$1,603,131)	(\$1,065,000)	(\$2,668,131)	\$3,546,340	\$215,674	\$3,762,013	-	\$3,762,013
Capital Project Funds										
Capital Improvement Fund	\$2,278,805	\$1,374,056	(\$825,870)	(\$2,000,000)	(\$2,825,870)	\$826,991		\$2,498,005		\$2,498,005
Transfer from General Fund	-						1,451,814			
Transfer from Parking Fund	-						219,200			
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	\$3,561,880	\$1,374,056	(\$825,870)	(\$2,000,000)	(\$2,825,870)	\$2,110,066	\$1,671,014	\$3,781,080	\$1,283,075	\$2,498,005
Underground Utility Construction Fund	\$416,036	4,639	-	-	-	420,674		420,674		420,674
Total Capital Project Funds Balance	\$3,977,915	\$1,378,695	(\$825,870)	(\$2,000,000)	(\$2,825,870)	\$2,530,741	\$1,671,014	\$4,201,754	\$1,283,075	\$2,918,679
Enterprise Funds										
Water	\$9,932,663	\$16,318,193	(\$9,355,393)	(\$5,850,000)	(\$15,205,393)	\$11,045,462		\$11,045,462	\$3,115,346	\$7,930,116
Stormwater	418,573	350,751	(331,006)	-	(331,006)	438,318		438,318	110,225	328,093
Wastewater	(536,152)	3,530,090	(2,118,452)	(2,384,500)	(4,502,952)	(1,509,015)		(1,509,015)	-	(1,509,015)
Refuse	958,047	4,750,121	(4,561,142)	(150,000)	(4,711,142)	997,026		997,026	997,026	-
Parking	1,056,651	2,384,465	(1,869,859)	-	(1,869,859)	1,571,256	(219,200)	1,352,056	622,663	729,393
County Parking Lots	-	552,452	(474,793)	-	(474,793)	77,660	(77,660)	-		-
State Pier & Parking Lot	1,085,564	511,963	(415,586)	-	(415,586)	1,181,942		1,181,942		1,181,942
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	\$14,641,251	\$28,398,034	(\$19,126,231)	(\$8,384,500)	(\$27,510,731)	\$15,528,554	(\$296,860)	\$15,231,695	\$6,571,166	\$8,660,529

FY 2014-2015 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

	07/01/2014 Opening Balance	2014-2015 Estimated Revenues	2014-2015 Operating Expenditures	2014-2015 Capital Projects Expenditures	2014-2015 Total Expenditures	2014-2015 Fund Balance Before Xfers	2014-2015 Fund Transfers	06/30/2015 Total Fund Balance	06/30/2015 Reserves & Designations	06/30/2015 Unreserved Balance
Internal Service Funds										
Insurance Reserve	\$4,729,156	\$4,541,130	(\$4,791,277)	-	(\$4,791,277)	\$4,479,009		\$4,479,009		\$4,479,009
Information Systems	342,433	1,343,258	(1,343,258)	-	(1,343,258)	342,433		342,433		342,433
Fleet Management	537,805	2,141,126	(2,123,825)	-	(2,123,825)	555,106		555,106		555,106
Building Maintenance & Operations	114,839	1,709,898	(1,598,217)	-	(1,598,217)	226,521		226,521		226,521
Total Insurance Service Funds Balance	\$5,724,232	\$9,735,412	(\$9,856,577)	-	(\$9,856,577)	\$5,603,068	-	\$5,603,068	-	\$5,603,068
Trust & Agency Funds										
Underground Assessment Fund	\$1,765,184	\$1,007,365	(\$962,612)	-	(\$962,612)	\$1,809,938		\$1,809,938	\$1,809,938	
Pension Trust	361,998	125,620	(196,636)	-	(196,636)	290,983		290,983	290,983	
Total Trust Agency Funds Balance	\$2,127,182	\$1,132,985	(\$1,159,248)	-	(\$1,159,248)	\$2,100,920	-	\$2,100,920	\$2,100,920	-
Grand Total - Adopted Budget	\$43,207,459	\$98,890,882	(\$87,152,244)	(\$11,449,500)	(\$98,601,744)	\$43,496,597	-	\$43,496,597	\$22,552,307	\$20,944,290

FY 2015-2016 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

	07/01/2015 Opening Balance	2015-2016 Estimated Revenues	2015-2016 Operating Expenditures	2015-2016 Capital Projects Expenditures	2015-2016 Total Expenditures	2015-2016 Fund Balance Before Xfers	2015-2016 Fund Transfers	06/30/2016 Total Fund Balance	06/30/2016 Reserves & Designations	06/30/2016 Unreserved Balance
General Fund Undesignated	-	\$55,853,613	(\$54,066,747)	-	(\$54,066,747)	\$1,786,866	\$102,888	\$321,385		-
<i>Transfer from County Lots Parking Fund</i>	-						80,013			
<i>Transfer to Street Lighting Fund</i>	-						(225,847)			
<i>Transfer to CIP Fund</i>	-						(1,422,535)			
<i>Financial Policy Designation</i>	\$10,916,237					10,916,237	(102,888)	10,813,349	10,813,349	
<i>Reserve for Economic Uncertainty</i>	1,495,545					1,495,545		1,495,545	1,816,930	
<i>Debt Service Reserve</i>	185,364					185,364		185,364	185,364	
Total General Fund Balance	\$12,597,146	\$55,853,613	(\$54,066,747)	-	(\$54,066,747)	\$14,384,012	(\$1,568,369)	\$12,815,643	\$12,815,643	-
Special Revenue Funds										
Street Lighting & Landscape	-	\$400,078	(\$625,925)	-	(\$625,925)	(\$225,847)	\$225,847	-		-
Gas Tax	\$1,577,502	1,568,890	-	(\$2,215,000)	(2,215,000)	931,392		\$931,392		\$931,392
Asset Forfeiture & Safety Grants	352,410	103,649	(227,932)	-	(227,932)	228,127		228,127		228,127
Police Safety Grants	205,537	2,600	-	-	-	208,137		208,137		208,137
Federal & State Grants	(22,488)	-	-	-	-	(22,488)		(22,488)		(22,488)
Prop A	-	583,989	(764,128)	-	(764,128)	(180,139)	180,139	-		-
Prop C	458,514	466,390	-	(900,000)	(900,000)	24,905		24,905		24,905
AB 2766	150,492	44,118	(8,068)	-	(8,068)	186,542		186,542		186,542
Measure R	1,040,047	325,246	-	-	-	1,365,292	(180,139)	1,185,154		1,185,154
Total Special Revenue Funds Balance	\$3,762,013	\$3,494,960	(\$1,626,052)	(\$3,115,000)	(\$4,741,052)	\$2,515,922	\$225,847	\$2,741,768	-	\$2,741,768
Capital Project Funds										
Capital Improvement Fund	\$2,498,005	\$1,403,335	(\$825,870)	(\$2,000,000)	(\$2,825,870)	\$1,075,470		\$2,498,005		\$2,498,005
Transfer from General Fund	-						1,422,535			
Transfer from Parking Fund	-						-			
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	\$3,781,080	\$1,403,335	(\$825,870)	(\$2,000,000)	(\$2,825,870)	\$2,358,545	\$1,422,535	\$3,781,080	\$1,283,075	\$2,498,005
Underground Utility Construction Fund	\$420,674	5,322	-	-	-	425,996		425,996		425,996
Total Capital Project Funds Balance	\$4,201,754	\$1,408,657	(\$825,870)	(\$2,000,000)	(\$2,825,870)	\$2,784,541	\$1,422,535	\$4,207,076	\$1,283,075	\$2,924,001
Enterprise Funds										
Water	\$11,045,462	\$16,376,856	(\$9,506,586)	(\$1,600,000)	(\$11,106,586)	\$16,315,733		\$16,315,733	\$3,165,693	\$13,150,040
Stormwater	438,318	350,271	(337,354)	(210,000)	(547,354)	241,235		241,235	112,339	128,896
Wastewater	(1,509,015)	3,531,180	(2,137,900)	(2,436,900)	(4,574,800)	(2,552,634)		(2,552,634)	-	(2,552,634)
Refuse	997,026	4,841,481	(4,644,581)	(550,000)	(5,194,581)	643,926		643,926	643,926	-
Parking	1,352,056	2,434,876	(1,880,137)	-	(1,880,137)	1,906,795		1,906,795	626,086	1,280,709
County Parking Lots	-	563,501	(483,489)	-	(483,489)	80,013	(80,013)	-		-
State Pier & Parking Lot	1,181,942	524,885	(421,877)	-	(421,877)	1,284,949		1,284,949		1,284,949
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	\$15,231,695	\$28,623,051	(\$19,411,924)	(\$4,796,900)	(\$24,208,824)	\$19,645,922	(\$80,013)	\$19,565,909	\$6,273,949	\$13,291,960

FY 2015-2016 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

	07/01/2015 Opening Balance	2015-2016 Estimated Revenues	2015-2016 Operating Expenditures	2015-2016 Capital Projects Expenditures	2015-2016 Total Expenditures	2015-2016 Fund Balance Before Xfers	2015-2016 Fund Transfers	06/30/2016 Total Fund Balance	06/30/2016 Reserves & Designations	06/30/2016 Unreserved Balance
Internal Service Funds										
Insurance Reserve	\$4,479,009	\$4,541,130	(\$4,885,421)	-	(\$4,885,421)	\$4,134,718		\$4,134,718		\$4,134,718
Information Systems	342,433	1,361,372	(1,361,372)	-	(1,361,372)	342,433		342,433		342,433
Fleet Management	555,106	2,182,948	(2,141,698)	-	(2,141,698)	596,356		596,356		596,356
Building Maintenance & Operations	226,521	1,741,148	(1,627,233)	-	(1,627,233)	340,437		340,437		340,437
Total Insurance Service Funds Balance	\$5,603,068	\$9,826,599	(\$10,015,723)	-	(\$10,015,723)	\$5,413,944	-	\$5,413,944	-	\$5,413,944
Trust & Agency Funds										
Underground Assessment Fund	\$1,809,938	\$1,027,513	(\$962,612)	-	(\$962,612)	\$1,874,838		\$1,874,838	\$1,874,838	
Pension Trust	290,983	125,184	(200,568)	-	(200,568)	215,598		215,598	215,598	
Total Trust Agency Funds Balance	\$2,100,920	\$1,152,697	(\$1,163,180)	-	(\$1,163,180)	\$2,090,436	-	\$2,090,436	\$2,090,436	-
Grand Total - Adopted Budget	\$43,496,597	\$100,359,576	(\$87,109,496)	(\$9,911,900)	(\$97,021,396)	\$46,834,777	-	\$46,834,777	\$22,463,104	\$24,371,673

FY 2016-2017 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

	07/01/2016 Opening Balance	2016-2017 Estimated Revenues	2016-2017 Operating Expenditures	2016-2017 Capital Projects Expenditures	2016-2017 Total Expenditures	2016-2017 Fund Balance Before Xfers	2016-2017 Fund Transfers	06/30/2017 Total Fund Balance	06/30/2017 Reserves & Designations	06/30/2017 Unreserved Balance
General Fund Undesignated	-	\$56,919,433	(\$54,835,867)	-	(\$54,835,867)	\$2,083,565	(\$153,824)	\$383,337		-
<i>Transfer from County Lots Parking Fund</i>	-						82,380			
<i>Transfer to Street Lighting Fund</i>	-						(236,269)			
<i>Transfer to CIP Fund</i>	-						(1,392,515)			
<i>Financial Policy Designation</i>	\$10,813,349					10,813,349	153,824	10,967,173	10,967,173	
<i>Reserve for Economic Uncertainty</i>	1,816,930					1,816,930		1,816,930	2,200,268	
<i>Debt Service Reserve</i>	185,364					185,364		185,364	185,364	
Total General Fund Balance	\$12,815,643	\$56,919,433	(\$54,835,867)	-	(\$54,835,867)	\$14,899,208	(\$1,546,404)	\$13,352,804	\$13,352,804	-
Special Revenue Funds										
Street Lighting & Landscape	-	\$400,506	(\$636,775)	-	(\$636,775)	(\$236,269)	\$236,269	-		-
Gas Tax	\$931,392	1,603,136	-	(\$715,000)	(715,000)	1,819,528		\$1,819,528		\$1,819,528
Asset Forfeiture & Safety Grants	228,127	102,296	(231,780)	-	(231,780)	98,642		98,642		98,642
Police Safety Grants	208,137	2,945	-	-	-	211,083		211,083		211,083
Federal & State Grants	(22,488)	-	-	-	-	(22,488)		(22,488)		(22,488)
Prop A	-	595,161	(773,025)	-	(773,025)	(177,863)	177,863	-		-
Prop C	24,905	472,619	-	(840,000)	(840,000)	(342,476)		(342,476)		(342,476)
AB 2766	186,542	44,880	(8,068)	-	(8,068)	223,354		223,354		223,354
Measure R	1,185,154	335,338	-	-	-	1,520,492	(177,863)	1,342,628		1,342,628
Total Special Revenue Funds Balance	\$2,741,768	\$3,556,881	(\$1,649,648)	(\$1,555,000)	(\$3,204,648)	\$3,094,001	\$236,269	\$3,330,270	-	\$3,330,270
Capital Project Funds										
Capital Improvement Fund	\$2,498,005	\$1,433,355	(\$825,870)	(\$2,000,000)	(\$2,825,870)	\$1,105,490		\$2,498,005		\$2,498,005
Transfer from General Fund	-						1,392,515			
Transfer from Parking Fund	-									
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	\$3,781,080	\$1,433,355	(\$825,870)	(\$2,000,000)	(\$2,825,870)	\$2,388,565	\$1,392,515	\$3,781,080	\$1,283,075	\$2,498,005
Underground Utility Construction Fund	\$425,996	6,028	-	-	-	432,024		432,024		432,024
Total Capital Project Funds Balance	\$4,207,076	\$1,439,383	(\$825,870)	(\$2,000,000)	(\$2,825,870)	\$2,820,589	\$1,392,515	\$4,213,104	\$1,283,075	\$2,930,029
Enterprise Funds										
Water	\$16,315,733	\$16,430,646	(\$9,661,693)	(\$7,700,000)	(\$17,361,693)	\$15,384,685		\$15,384,685	\$3,217,344	\$12,167,341
Stormwater	241,235	347,942	(343,926)	(210,000)	(553,926)	35,252		35,252	35,252	-
Wastewater	(2,552,634)	3,532,292	(2,157,953)	(1,920,000)	(4,077,953)	(3,098,296)		(3,098,296)	-	(3,098,296)
Refuse	643,926	4,935,382	(4,729,792)	-	(4,729,792)	849,516		849,516	849,516	-
Parking	1,906,795	2,490,745	(1,896,850)	-	(1,896,850)	2,500,690		2,500,690	631,651	1,869,039
County Parking Lots	-	574,771	(492,391)	-	(492,391)	82,380	(82,380)	-		-
State Pier & Parking Lot	1,284,949	538,395	(428,327)	-	(428,327)	1,395,017		1,395,017		1,395,017
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	\$19,565,909	\$28,850,173	(\$19,710,932)	(\$9,830,000)	(\$29,540,932)	\$18,875,150	(\$82,380)	\$18,792,770	\$6,459,668	\$12,333,102

FY 2016-2017 SCHEDULE OF RESERVED & DESIGNATED FUND BALANCES

	07/01/2016 Opening Balance	2016-2017 Estimated Revenues	2016-2017 Operating Expenditures	2016-2017 Capital Projects Expenditures	2016-2017 Total Expenditures	2016-2017 Fund Balance Before Xfers	2016-2017 Fund Transfers	06/30/2017 Total Fund Balance	06/30/2017 Reserves & Designations	06/30/2017 Unreserved Balance
Internal Service Funds										
Insurance Reserve	\$4,134,718	\$4,541,130	(\$4,981,607)	-	(\$4,981,607)	\$3,694,241		\$3,694,241		\$3,694,241
Information Systems	342,433	1,380,178	(1,380,178)	-	(1,380,178)	342,433		342,433		342,433
Fleet Management	596,356	2,225,607	(2,160,159)	-	(2,160,159)	661,805		661,805		661,805
Building Maintenance & Operations	340,437	1,773,348	(1,657,155)	-	(1,657,155)	456,630		456,630		456,630
Total Insurance Service Funds Balance	\$5,413,944	\$9,920,263	(\$10,179,098)	-	(\$10,179,098)	\$5,155,109	-	\$5,155,109	-	\$5,155,109
Trust & Agency Funds										
Underground Assessment Fund	\$1,874,838	\$1,048,063	(\$962,612)	-	(\$962,612)	\$1,960,289		\$1,960,289	\$1,960,289	
Pension Trust	215,598	124,466	(204,580)	-	(204,580)	135,485		135,485	135,485	
Total Trust Agency Funds Balance	\$2,090,436	\$1,172,529	(\$1,167,192)	-	(\$1,167,192)	\$2,095,774	-	\$2,095,774	\$2,095,774	-
Grand Total - Adopted Budget	\$46,834,777	\$101,858,663	(\$88,368,608)	(\$13,385,000)	(\$101,753,608)	\$46,939,831	\$0	\$46,939,831	\$23,191,322	\$23,748,509

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 Adopted
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	Adopted Expenditure	FY 2012-2013 Adopted
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	Adopted Expenditure	FY 2012-2013 Adopted
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 Adopted	% 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	236,000	0.2%	(47.7%)
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	\$40,568,844	36.9%	0.9%
5101	Contract Services	\$10,576,853	\$12,852,685	\$13,205,382	12.0%	2.7%
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	632,544	0.6%	12.0%
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	1,463,066	1.3%	13.9%
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	644,132	0.6%	41.3%
5251	Claims Paid	2,854,830	2,669,300	3,056,350	2.8%	14.5%
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	367,146	0.3%	(3.4%)

SCHEDULE OF EXPENDITURE DETAIL - CITY-WIDE

Object	Description	2010-2011	2011-2012	2012-2013	% of	% Change
		Actual	Adopted	Adopted	Total	fr Prior
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	22,375	0.0%	50.4%
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	\$30,986,900	28.2%	6.9%
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	\$78,038,788	71.0%	4.1%
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	24.2%	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	\$109,863,283	100.0%	15.6%

SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Adopted	% 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	200,830	0.4%	(48.6%)
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	7.5%	3.2%
4213	PARS Retirement Contributions	24,663	-	-	-	-
Total Salaries & Benefits		\$34,245,893	\$35,763,535	\$36,320,304	68.5%	1.6%
5101	Contract Services	\$2,255,872	\$2,554,839	\$2,760,085	5.2%	8.0%
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	746,242	1.4%	17.6%
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	22,375	0.0%	50.4%
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	\$9,391,155	17.7%	15.2%

SCHEDULE OF EXPENDITURE DETAIL - GENERAL FUND

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Adopted	% 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	\$51,081,431	96.4%	4.5%
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	\$52,994,257	100.0%	4.6%



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SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Management Services

Object	Description	2010-2011	2011-2012	2012-2013	% of	% Change
		Actual	Adopted	Adopted	Total	fr Prior
4101	Salaries & Allowances	\$896,527	\$911,160	\$696,874	28.4%	(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	6,200	0.3%	(54.2%)
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	\$1,052,983	42.9%	(20.2%)
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	22,375	0.9%	50.4%
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	\$834,353	34.0%	172.6%
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	15.1%	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	23.0%	178.5%
Total Operating Expenses		\$2,492,844	\$1,828,101	\$2,452,621	100.0%	34.2%
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	\$1,399,638	57.1%	175.0%
Total Expenditures		\$3,032,844	\$1,828,101	\$2,452,621	100.0%	34.2%
Source of Funds						
General Fund		\$2,490,752	\$1,828,101	\$2,452,621	100.0%	34.2%
Capital Improvement Fund		542,092	-	-	-	-
Total Source of Funds		\$3,032,844	\$1,828,101	\$2,452,621	100.0%	34.2%

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Finance

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Adopted	% of Total	% Change fr Prior
4101	Salaries & Allowances	\$1,544,401	\$1,557,233	\$1,567,379	33.8%	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	19,320	0.4%	(30.9%)
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	\$2,568,931	55.4%	0.7%
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	403,718	8.7%	19.3%
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	\$1,391,560	30.0%	4.1%
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	7.3%	6.3%
Total Operating Expenses		\$4,091,303	\$4,206,593	\$4,300,545	92.8%	2.2%

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Finance

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Adopted	% 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	\$4,633,855	100.0%	7.2%
Source of Funds						
	General Fund	\$2,671,171	\$2,728,116	\$2,670,558	57.6%	(2.1%)
	Capital Improvement Fund	6,631	7,000	4,820	0.1%	(31.1%)
	Information Systems Fund	1,185,775	1,192,397	1,534,652	33.1%	28.7%
	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	\$4,633,855	100.0%	7.2%



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SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Human Resources

Object	Description	2010-2011	2011-2012	2012-2013	% of	% Change
		Actual	Adopted	Adopted	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	0.3%	22.7%
4205	Workers Compensation	99,012	132,420	17,070	0.3%	(87.1%)
4206	Medical Retirement Contribution	10,296	10,296	6,190	0.1%	(39.9%)
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	\$771,536	14.1%	(12.4%)
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	0.5%	0.2%
5225	Printing	219	100	100	0.0%	-
5250	Insurance Premiums	455,986	455,986	644,132	11.8%	41.3%
5251	Claims Paid	2,784,830	2,669,300	3,056,350	56.0%	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	367,146	6.7%	(3.4%)
5501	Telephone	10,958	9,250	10,400	0.2%	12.4%
Total Materials & Services		\$3,991,402	\$3,906,843	\$4,530,801	83.1%	16.0%
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	\$5,444,608	99.8%	10.6%
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	\$5,454,608	100.0%	10.9%
Source of Funds						
General Fund		\$735,178	\$897,946	\$848,622	15.6%	(5.5%)
Insurance Reserve		4,149,906	4,022,761	4,605,986	84.4%	14.5%
Total Source of Funds		\$4,885,083	\$4,920,707	\$5,454,608	100.0%	10.9%

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Parks and Recreation

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Adopted	% of Total	% Change fr Prior
4101	Salaries & Allowances	\$1,324,957	\$1,307,583	\$1,290,526	18.4%	(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	19,340	0.3%	(34.1%)
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	\$3,405,962	48.5%	1.6%
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	32.1%	(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 Adopted	% 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	12.8%	(43.8%)
Total Expenditures		\$6,276,460	\$7,675,052	\$7,029,536	100.0%	(8.4%)
Source of Funds						
	General Fund	\$5,448,567	\$6,019,363	\$5,995,395	85.3%	(0.4%)
	Proposition A Fund	690,630	655,689	734,141	10.4%	12.0%
	Capital Improvement Fund	137,263	1,000,000	300,000	4.3%	(70.0%)
Total Source of Funds		\$6,276,460	\$7,675,052	\$7,029,536	100.0%	(8.4%)

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Police

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Adopted	% of Total	% Change fr Prior
4101	Salaries & Allowances	\$2,041,299	\$1,960,801	\$2,040,100	9.2%	4.0%
4102	Sworn Employee Salaries	6,819,999	6,620,594	6,840,847	30.7%	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	92,720	0.4%	(52.6%)
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	\$16,368,696	73.5%	3.7%
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	10.8%	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	\$21,027,580	94.4%	5.6%

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Police

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Adopted	% 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	1.7%	(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	\$22,279,907	100.0%	4.7%
Source of Funds						
General Fund		\$20,204,896	\$20,549,466	\$21,652,549	97.2%	5.4%
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	\$22,279,907	100.0%	4.7%

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Fire

Object	Description	2010-2011	2011-2012	2012-2013	% of	% Change
		Actual	Adopted	Adopted	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	17,950	0.2%	(66.4%)
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	12.9%	(0.3%)
4213	PARS Retirement Contributions	1,900	-	-	-	-
Total Salaries & Benefits		\$7,867,912	\$8,009,170	\$8,110,917	77.6%	1.3%
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	5.7%	(4.8%)
Total Operating Expenses		\$9,588,277	\$9,475,794	\$9,625,226	92.0%	1.6%

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Fire

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Adopted	% 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	3.0%	(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	\$10,458,323	100.0%	1.9%
Source of Funds						
General Fund		\$9,951,769	\$9,428,823	\$10,047,798	96.1%	6.6%
Capital Improvement Fund		406,756	409,644	410,525	3.9%	0.2%
Total Source of Funds		\$10,358,525	\$9,838,467	\$10,458,323	100.0%	6.3%



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SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Community Development

Object	Description	2010-2011 Actual	2011-2012 Adopted	2012-2013 Adopted	% of Total	% Change fr Prior
4101	Salaries & Allowances	\$1,799,473	\$1,574,705	\$1,645,797	46.7%	4.5%
4103	Part Time Employee Salaries	39,434	32,835	92,720	2.6%	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	7.4%	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	19,320	0.5%	(34.3%)
4211	PERS Regular Contribution	254,776	279,464	301,907	8.6%	8.0%
Total Salaries & Benefits		\$2,406,843	\$2,209,343	\$2,433,823	69.1%	10.2%
5101	Contract Services	\$265,569	\$301,600	\$571,600	16.2%	89.5%
5102	Contract Personnel	45,482	57,880	8,800	0.2%	(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	0.1%	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	\$679,066	19.3%	52.6%
5611	Warehouse Purchases	\$967	\$1,000	\$1,000	0.0%	-
5621	Information Systems Allocation	122,220	135,172	138,093	3.9%	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	5.9%	10.9%
Total Internal Services		\$396,631	\$389,501	\$408,994	11.6%	5.0%
Total Operating Expenses		\$3,193,673	\$3,043,945	\$3,521,883	100.0%	15.7%
Total Expenditures		\$3,193,673	\$3,043,945	\$3,521,883	100.0%	15.7%
Source of Funds						
General Fund		\$3,193,673	\$3,043,945	\$3,521,883	100.0%	15.7%
Total Source of Funds		\$3,193,673	\$3,043,945	\$3,521,883	100.0%	15.7%

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Public Works

Object	Description	2010-2011	2011-2012	2012-2013	% of	% Change
		Actual	Adopted	Adopted	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	54,960	0.1%	(39.7%)
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	\$5,855,996	10.8%	(3.9%)
5101	Contract Services	\$9,038,741	\$10,993,695	\$11,150,769	20.6%	1.4%
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	914,773	1.7%	8.8%
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	\$15,062,829	27.9%	4.4%
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	\$25,533,612	47.3%	0.1%

SCHEDULE OF EXPENDITURE DETAIL BY DEPARTMENT

Public Works

Object	Description	2010-2011	2011-2012	2012-2013	% of	% Change
		Actual	Adopted	Adopted	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	0.7%	-
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	7.1%	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	52.7%	76.4%
Total Expenditures		\$29,162,512	\$41,670,334	\$54,032,550	100.0%	29.7%
Source of Funds						
	General Fund	\$5,501,841	\$5,737,896	\$5,804,831	10.7%	1.2%
	Street Lighting & Landscape Fund	567,062	583,651	594,399	1.1%	1.8%
	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	16.1%	798.4%
	AB 2766 Fund	7,926	7,868	358,068	0.7%	4450.9%
	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	13,219,721	24.5%	4.4%
	Stormwater Fund	255,952	657,187	597,789	1.1%	(9.0%)
	Wastewater Fund	1,654,842	3,061,557	3,687,820	6.8%	20.5%
	Refuse Fund	4,384,730	4,549,628	4,397,944	8.1%	(3.3%)
	Parking Fund	1,975,117	1,672,991	1,912,080	3.5%	14.3%
	County Parking Lots Fund	347,836	376,341	457,627	0.8%	21.6%
	State Pier and Parking Lot Fund	433,179	867,640	1,343,088	2.5%	54.8%
	Fleet Management Fund	1,141,984	5,019,823	5,149,044	9.5%	2.6%
	Building Maintenance & Operations Fund	912,831	1,218,801	1,302,149	2.4%	6.8%
	Special Assessment Redemption Fund	976,782	968,248	962,612	1.8%	(0.6%)
Total Source of Funds		\$29,162,512	\$41,670,334	\$54,032,550	100.0%	29.7%

2012-2013 SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted	Amount Change	Percent Change
Management Services						
City Council	\$429,884	\$309,842	\$258,516	\$791,714	\$481,872	155.52%
City Manager	1,650,206	628,561	600,481	670,532	41,971	6.68%
City Treasurer	28,604	27,104	28,865	32,307	5,203	19.20%
City Clerk	412,602	356,057	354,320	434,394	78,337	22.00%
City Attorney	511,547	506,537	543,946	523,674	17,137	3.38%
Total Management Services	\$3,032,844	\$1,828,101	\$1,786,128	\$2,452,621	\$624,520	34.16%
Finance						
Administration	\$1,125,596	\$1,144,906	\$1,149,154	\$1,081,222	(\$63,684)	(5.56%)
Accounting	455,456	534,285	520,331	528,246	(6,039)	(1.13%)
Revenue Services	227,378	228,439	238,248	379,423	150,984	66.09%
Business Licensing	116,870	95,554	97,070	98,870	3,316	3.47%
Parking Citations	340,081	349,302	346,115	239,131	(110,171)	(31.54%)
Utility Billing	218,803	228,216	223,047	197,755	(30,461)	(13.35%)
Purchasing	343,189	336,414	341,262	339,731	3,317	0.99%
General Services	210,444	212,080	195,549	234,825	22,745	10.72%
Information Systems	1,185,775	1,192,397	1,267,480	1,534,652	342,255	28.70%
Total Finance	\$4,223,592	\$4,321,593	\$4,378,256	\$4,633,855	\$312,262	7.23%
Human Resources						
Administration	\$735,178	\$897,946	\$861,952	\$848,622	(\$49,324)	(5.49%)
Risk Management	348,364	306,523	259,426	323,499	16,976	5.54%
Liability	1,076,256	946,606	1,745,979	1,670,067	723,461	76.43%
Workers Compensation	2,725,285	2,769,632	1,987,289	2,612,420	(157,212)	(5.68%)
Total Human Resources	\$4,885,083	\$4,920,707	\$4,854,646	\$5,454,608	\$533,901	10.85%
Parks & Recreation						
Administration	\$1,453,405	\$2,562,215	\$4,987,785	\$1,753,972	(\$808,243)	(31.54%)
Registration Services	146,366	160,635	153,694	162,390	1,755	1.09%
Recreation Services	946,538	1,011,823	902,268	1,013,367	1,544	0.15%
Playground	6,348	5,954	3,187	9,766	3,812	64.02%
Teen Drop In Center	73,775	76,322	75,079	86,959	10,637	13.94%
Special Activity Classes	254,919	289,575	295,672	308,341	18,766	6.48%
Special Events	147,393	169,707	172,743	158,586	(11,121)	(6.55%)
Tennis Operations	107,092	123,974	114,482	122,753	(1,221)	(0.98%)
Facility & Parks Reservations	144,898	148,948	160,734	165,832	16,884	11.34%
Cultural Arts	270,518	273,045	207,594	282,052	9,007	3.30%
Arts Grants	(3)	-	-	-	-	-
Art Classes	252,454	238,149	238,864	237,486	(663)	(0.28%)
Arts Festival	(56)	-	-	-	-	-
Concerts In The Park	32,777	41,121	31,435	39,248	(1,873)	(4.55%)
Sports Leagues & Tournaments	335,811	371,484	356,410	380,264	8,780	2.36%
Sports Classes	495,537	577,937	552,975	561,267	(16,670)	(2.88%)
Swimming Activities	423,862	485,679	486,594	530,080	44,401	9.14%
Sports & Aquatics Administration	126,651	127,975	129,332	129,562	1,587	1.24%
Volunteers	121,429	118,009	119,946	117,654	(355)	(0.30%)
Older Adults Activities	63,902	55,954	55,225	51,993	(3,961)	(7.08%)
Senior Services	182,215	180,857	195,149	183,823	2,966	1.64%
Transportation	690,630	655,689	629,399	734,141	78,452	11.96%
Total Parks & Recreation	\$6,276,460	\$7,675,052	\$9,868,568	\$7,029,536	(\$645,516)	(8.41%)
Police Department						
Administration	\$4,241,212	\$4,403,762	\$4,588,839	\$5,137,373	\$733,611	16.66%
Patrol	7,694,585	7,544,938	8,054,130	7,794,404	249,466	3.31%
Investigations	2,407,896	2,545,194	2,043,540	2,584,428	39,234	1.54%
School Resource Officer	31,634	23,634	18,205	23,800	166	0.70%
Technical Support Services	1,029,360	1,087,076	1,105,119	1,113,292	26,216	2.41%
Communications	1,126,134	1,104,666	1,069,624	1,249,846	145,180	13.14%
Crime Prevention	240,771	240,343	241,559	258,837	18,494	7.69%
Traffic Safety	1,641,044	1,780,215	1,719,447	1,591,919	(188,296)	(10.58%)
Jail Operations	527,640	505,942	522,703	578,249	72,307	14.29%
Parking Enforcement	1,329,802	1,399,297	1,388,931	1,394,809	(4,488)	(0.32%)
Animal Control	341,573	324,737	338,387	336,117	11,380	3.50%
Treasury Regional	74,114	327,363	339,950	216,833	(110,530)	(33.76%)
State SLES Grant	102,119	-	104,000	-	-	-
Total Police Department	\$20,787,885	\$21,287,167	\$21,534,433	\$22,279,907	\$992,740	4.66%

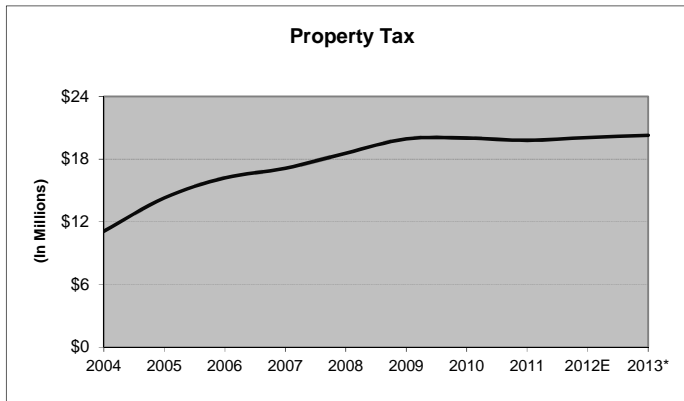
2012-2013 SCHEDULE OF EXPENDITURE BY MINOR PROGRAM

Program	2010-2011 Actual	2011-2012 Adopted	2011-2012 Estimate	2012-2013 Adopted	Amount Change	Percent Change
Fire Department						
Administration	\$1,903,051	\$2,183,397	\$2,164,607	\$2,255,623	\$72,226	3.31%
Prevention	909,371	827,537	944,110	812,282	(15,255)	(1.84%)
Hazardous Materials	1,436	3,590	3,200	3,590	-	0.00%
Arson Investigation	12,844	10,140	5,023	10,191	51	0.50%
Public Education	6,631	8,050	9,564	14,936	6,886	85.54%
Suppression	4,529,768	4,085,233	4,368,999	4,166,826	81,593	2.00%
Paid Call Firefighters	31,924	42,449	39,320	95,037	52,588	123.89%
Paramedics	2,945,657	3,083,336	2,960,735	3,064,354	(18,982)	(0.62%)
Emergency Preparedness	17,844	19,268	21,087	35,484	16,216	84.16%
Total Fire Department	\$10,358,525	\$10,263,000	\$10,516,645	\$10,458,323	\$195,323	1.90%
Community Development						
Administration	\$506,713	\$490,344	\$512,136	\$625,077	\$134,733	27.48%
Current Planning	326,579	352,845	351,571	472,614	119,769	33.94%
Advance Planning	393,072	401,638	398,874	531,037	129,399	32.22%
Plan Check	758,759	626,174	735,980	717,894	91,720	14.65%
Inspection	798,784	774,402	711,972	781,767	7,365	0.95%
Code Enforcement	204,079	201,706	193,896	201,030	(676)	(0.34%)
Traffic Engineering	205,686	196,836	174,795	192,464	(4,372)	(2.22%)
Total Community Development	\$3,193,673	\$3,043,945	\$3,079,226	\$3,521,883	\$477,938	15.70%
Public Works						
Administration	\$1,180,695	\$1,340,335	\$1,497,439	\$1,360,873	\$20,538	1.53%
Civil Engineering	2,360,805	3,517,505	6,123,837	13,264,546	9,747,041	277.10%
Street Maintenance	-	-	-	-	-	-
Street Repair	2,442,065	4,176,039	6,677,943	4,562,901	386,862	9.26%
Sidewalk Repair	598,032	700,000	824,260	320,000	(380,000)	(54.29%)
Traffic Control	212,537	318,509	731,263	422,927	104,418	32.78%
Bldg & Grounds Maintenance*	971,963	1,218,801	1,213,360	1,302,149	83,348	6.84%
Parks Maintenance	745,852	763,235	777,688	809,571	46,336	6.07%
School District Maintenance	189,788	181,261	202,429	272,003	90,742	50.06%
Transportation	7,926	7,868	8,068	358,068	350,200	4450.94%
Street Lighting	406,418	397,115	390,723	388,147	(8,968)	(2.26%)
Arbolado Tract Lighting	2,727	4,474	4,004	4,751	277	6.19%
Streetscape Maintenance	157,917	182,062	182,275	201,501	19,439	10.68%
Water Administration	3,571,685	4,436,868	4,977,344	4,416,015	(20,853)	(0.47%)
Water Source Of Supply	3,210,666	4,776,836	4,148,364	5,626,288	849,452	17.78%
Water Pumping	1,327,244	2,091,679	2,099,783	1,907,535	(184,144)	(8.80%)
Water Treatment	95,421	152,422	114,942	88,419	(64,003)	(41.99%)
Water Maintenance	1,487,129	1,200,158	1,153,134	1,181,464	(18,694)	(1.56%)
Storm Drain Maintenance	255,952	657,187	1,303,569	597,789	(59,398)	(9.04%)
Sewer Maintenance	1,654,842	3,061,557	4,549,497	3,687,820	626,263	20.46%
Refuse Management	4,384,730	4,549,628	4,332,751	4,397,944	(151,684)	(3.33%)
Street Meters & City Lots	1,975,117	1,672,991	2,788,073	1,912,080	239,089	14.29%
State Lot A Pier	433,179	867,640	897,529	1,343,088	475,448	54.80%
County Lot B - 26th St	85,998	124,236	118,099	140,813	16,577	13.34%
County Lot C - El Porto	261,838	252,105	229,804	316,814	64,709	25.67%
Fleet Maintenance	1,052,193	1,089,364	1,062,020	989,214	(100,150)	(9.19%)
Fleet Replacement	89,791	3,930,459	1,100,270	4,159,830	229,371	5.84%
Total Public Works	\$29,162,512	\$41,670,334	\$47,508,467	\$54,032,550	\$12,362,216	29.67%
Total	\$81,920,573	\$95,009,899	\$103,526,370	\$109,863,283	\$14,853,384	15.63%

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

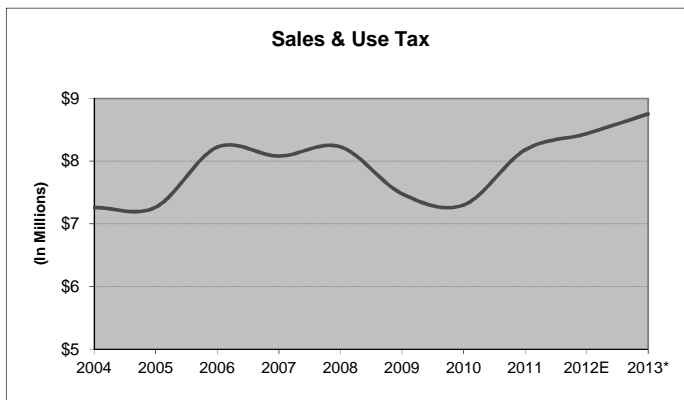
MAJOR REVENUE SOURCES & BASIS FOR ESTIMATES

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



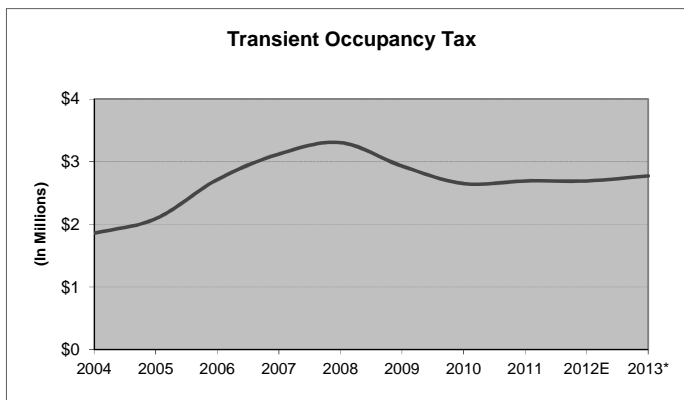
Property Tax

Property Tax remains the largest component of General Fund revenues (38% of total), and is expected to increase slightly in fiscal year 2012-2013. Property Tax is anticipated to be 1% above the prior year estimate. Modest growth is expected in fiscal year 2013-2014 and beyond.



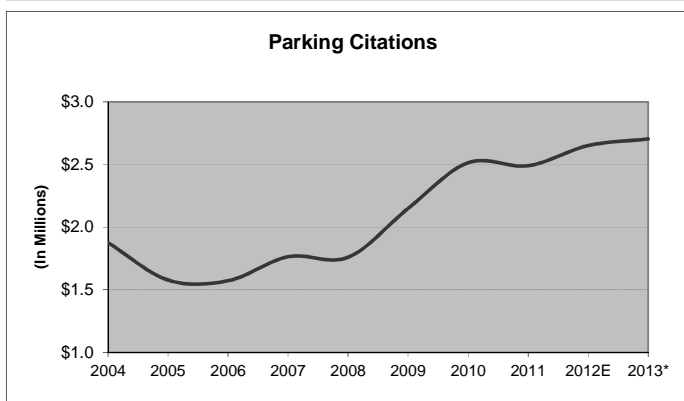
Sales & Use Tax

After a few years of declines, Sales & Use Tax is expected to continue its growth, showing signs of an improving local economy. For fiscal year 2012-2013, Sales & Use Tax is forecasted to perform 3.8% higher than the prior year estimate.



Transient Occupancy Tax

The City levies a 10% Transient Occupancy Tax on hotel/motel rooms. Renovations at the Marriott Hotel hampered fiscal year 2011-2012 resulting in flat growth from the prior year. However with overall growth in the sector and the completion of the renovation, fiscal year 2012-2013 is expected to increase by 3% over the prior year estimate. Fifteen percent of this revenue source is dedicated to the Capital Improvement Fund (not included in the figures here).

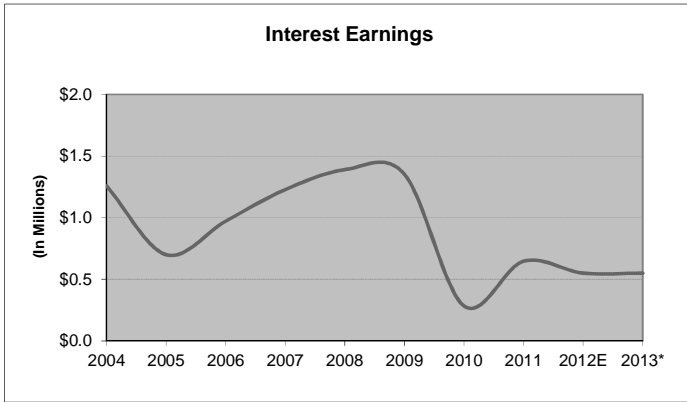


Parking Citations

In fiscal year 2012-2013, the City is anticipating a 2% increase in Parking Citation revenues over the prior year estimate. A portion of parking citation revenues (\$4 of all citations except expired meter cites) is dedicated to the Capital Improvement Fund (not included in the figures here).

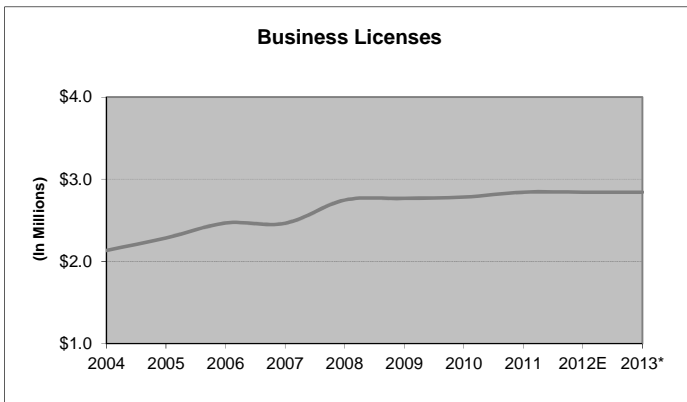
*2013 Budget. E=Full-Year Estimate. All other years are actuals.

MAJOR REVENUE SOURCES & BASIS FOR ESTIMATES



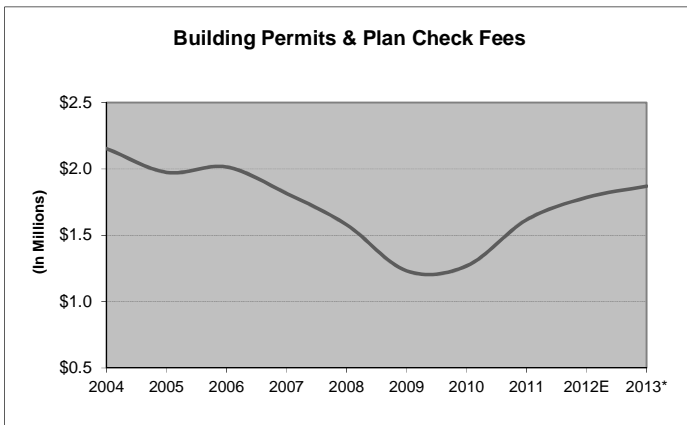
Interest Earnings

The City invests a portion of its reserved funds as authorized by the Investment Policy. Interest rates continue to remain at historically low levels, and as investments mature reinvestment in today's market are less than 1% in the 5-year period for high-grade securities. Consequently, interest earnings are projected to be essentially flat with the prior year estimate.



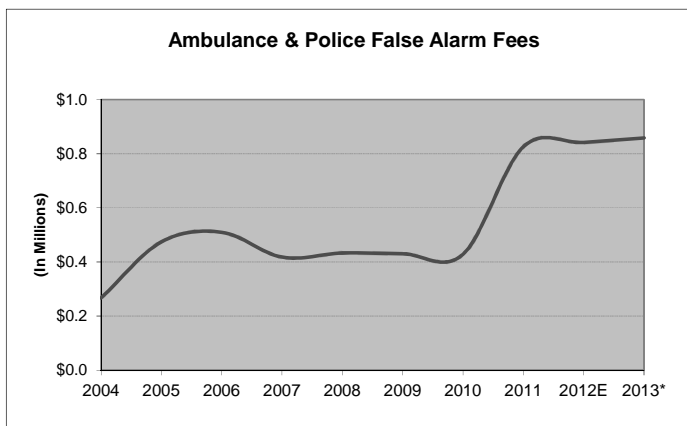
Business License Tax

The City issues over 5,000 business licenses annually, and revenue from this tax is based primarily on the type of business and gross receipts reported. This tax has been resilient in economic downturns and has remained consistent over the past few years. Fiscal year 2012-2013 is expected to come in level with the prior year estimate.



Building Permits & Plan Check Fees

Increased building activity and new permit valuations have raised both building permit revenues and plan check fees. Fiscal year 2012-2013 in both these areas is expected to show continued growth with a combined 4.8% over the prior year estimate. Note that one component of Building Permits, Police Alarm Permits, has been segregated into a separate revenue line and is therefore removed in fiscal year 2011-2012 and beyond.



Ambulance and Police False Alarm Fees

Beginning in fiscal year 2010-2011, ambulance service fees were matched to those of the County. Since then these fees have seen slight increases year-over-year, with a 2% growth expected in fiscal year 2012-2013. Also in fiscal year 2010-2011 the number of free police false alarms per 12-month period was reduced from two to one resulting in a jump in those fees that year. Since then those fees have remained flat and is expected to be level with the prior year estimate.

*2013 Budget. E=Full-Year Estimate. All other years are actuals.

APPROPRIATIONS LIMIT CALCULATION

Article XIII B of the California State Constitution, commonly referred to as the Gann Initiative or Gann Appropriations Limit, was adopted by California voters in 1980 and placed limits on the amount of proceeds of taxes that State and local agencies can appropriate and spend each year.

The limit is different for every agency and changes each year. The annual limit is based on the amount of tax proceeds that were authorized to be spent in fiscal year 1978-79, modified for changes in inflation and population. Inflationary adjustments are based on increases in the California per capita income or the increase in non-residential assessed valuation due to new construction. An adjustment is also made based on changes in Manhattan Beach's population or County population.

For fiscal year 2012-2013, the estimated tax proceeds appropriated by the Manhattan Beach City Council are under the Limit. The adjusted Appropriation Limit for fiscal year 2012-2013 is \$61,296,514. This amount is the maximum amount of tax proceeds the City is able to appropriate and spend in fiscal year 2012-2013. The appropriations subject to the Limit are \$34,216,045 leaving the City with an appropriations capacity under the Limit of \$27,080,469.

Section 7910 of the State Government Code requires a governing body to annually adopt, by resolution, an Appropriations Limit for the upcoming fiscal year.

SPENDING LIMIT CALCULATION - FISCAL YEAR 2012-2013

Appropriations subject to limit

Fiscal year 2012-2013 Revenues (all funds)	\$104,681,743
Less: Nonproceeds of tax	70,465,698
Plus: User fees in excess of costs	-
Total appropriations subject to limit	<u>\$34,216,045</u>

Appropriation limit

Fiscal year 2011-2012 adjusted appropriation limit	\$54,750,520
A. Population adjustment (Based on change in City/County population)	1.0040
B. Percent growth in non residential assessed valuation	1.1151

Total Annual Adjustment = (A multiplied by B)	<u>1.1195604</u>
Increase in appropriation limit	\$6,545,994
Fiscal year 2012-2013 appropriation limit	<u>\$61,296,514</u>

Appropriations subject to limit	<u>\$34,216,045</u>
Remaining appropriation capacity	\$27,080,469

Available capacity as a percent of appropriation limit **44.18%**

RESOLUTION NO. 6362

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MANHATTAN BEACH, CALIFORNIA, ESTABLISHING THE
APPROPRIATIONS LIMIT FOR FISCAL YEAR 2012-2013

THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, DOES
RESOLVE AS FOLLOWS:

SECTION 1. The City Council of the City of Manhattan Beach, California, hereby makes the following findings:

A. Government Code Section 7910 requires the City Council to establish its appropriations limit pursuant to Article XIII B of the State Constitution; and

B. The appropriations limit to be applied to the "proceeds of taxes" as defined by Section 7910 of the Government Code for Fiscal Year 2012-2013 has been calculated to be \$61,296,514.

SECTION 2. The City Council elects to use as the annual adjustment factors used in calculating the appropriations limit, the percentage change in California per capita income and the annual population for the City of Manhattan Beach.

SECTION 3. The City Council hereby establishes the appropriations limit for the City of Manhattan Beach for Fiscal Year 2012-2013 at \$61,296,514.

SECTION 4. This resolution shall take effect immediately.

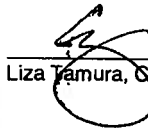
SECTION 5. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED and ADOPTED this 5th day of June, 2012.

Ayes: Howorth, Montgomery, Tell, Lesser and Mayor Powell.
Noes: None.
Absent: None.
Abstain: None.


Wayne Powell, Mayor

ATTEST:


Liza Tamura, City Clerk

RESOLUTION NO. 6363

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MANHATTAN BEACH, CALIFORNIA, ADOPTING THE FISCAL YEAR
2012-20113 OPERATING BUDGET

THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, DOES
RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby makes the following findings:

A. The Manhattan Beach Municipal Code provides that the City Manager of Manhattan Beach shall cause to be prepared and submitted to the City Council an annual budget;

B. The budget covering the fiscal year 2012-2013 has been reviewed by the City Council with regard to the approval of estimated revenues and expenditures; and

C. The City Council has made such necessary revisions to the budget as provided for in Exhibit "A" attached hereto.

SECTION 2. The Fiscal Year 2012-2013 Operating Budget as presented to the City Council at the June 5, 2012 City Council meeting, and as amended by the revisions set forth in the attached Exhibit A, is hereby approved and adopted as the official municipal budget for the City of Manhattan Beach ("Fiscal Year 2012-2013 Operating Budget").

SECTION 3. The City Clerk is directed to maintain three copies of the Fiscal Year 2012-2013 Operating Budget on file at all times for inspection by the public.

SECTION 4. Beginning on July 1, 2012, the City Manager is hereby authorized to proceed with the implementation of the programs as set forth in the approved and adopted budget, and that he has the authority to transfer any sum of appropriated funds between departments and programs provided they do not cross funds.

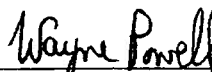
SECTION 5. Unexpended appropriations from the Fiscal Year 2012-2013 Operating Budget may be carried forward to the next fiscal year provided the funds have been previously encumbered for a specific purpose, or apply to authorized, but uncompleted projects in the Capital Improvement Plan.

SECTION 6. This resolution shall take effect immediately upon adoption.

SECTION 7. The City Clerk shall certify to the adoption of this resolution.


PASSED, APPROVED and ADOPTED this 5th day of June, 2012.

Ayes: Howorth, Montgomery, Tell, Lesser and Mayor Powell.
Noes: None.
Absent: None.
Abstain: None.



Wayne Powell, Mayor

ATTEST:



Liza Tamura, City Clerk

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FY 2012-2013 NET CHANGES FROM PROPOSED TO ADOPTED
June 6, 2012

	General Fund		Streetslighting & Landscape Fund		Pavement Fund		Water Fund	
	Revenues	Exp	Revenues	Exp	Revenues	Exp	Revenues	Exp
Proposed FY 2013 Budget	\$83,186,818	\$42,896,227	\$884,844	\$894,829	\$482,291	\$794,041	\$14,874,414	\$19,222,861
Council Directed Changes		(18,100)						
Reduce Parkway Chips by \$18,100								
Will In Council Chambers and POFD Conf Room		5,000						
Caricature Map Project		75,000						
Economic Development/Chamber Contribution		120,000						
Additional Field Maintenance		\$181,800						
Subtotal Council Changes								
Finance Adjustments								
Increase Plan Checks by \$40k	40,000							
Reduce Fire Service Fees by \$100k	(100,000)							
Adjustment to ICMA Estimates								
OPED adjustments								
Subtotal Finance Adjustments								
Net Changes	\$83,086,818	\$42,804,287	\$884,844	\$894,829	\$482,291	\$794,041	\$14,874,414	\$19,222,861
Adopted FY 2013 Budget	\$83,086,818	\$42,804,287	\$884,844	\$894,829	\$482,291	\$794,041	\$14,874,414	\$19,222,861
Proposed FY 2013 Budget	\$399,240	\$648,089	\$3,277,186	\$3,858,710	\$4,896,324	\$4,388,294	\$2,299,894	\$1,912,480
Council Directed Changes								
Reduce Parkway Chips by \$18,100								
Will In Council Chambers and POFD Conf Room								
Caricature Map Project								
Economic Development/Chamber Contribution								
Additional Field Maintenance								
Subtotal Council Changes								
Finance Adjustments								
Increase Plan Checks by \$40k								
Reduce Fire Service Fees by \$100k								
Adjustment to ICMA Estimates								
OPED adjustments								
Subtotal Finance Adjustments								
Net Changes	\$399,240	\$648,089	\$3,277,186	\$3,858,710	\$4,896,324	\$4,388,294	\$2,299,894	\$1,912,480
Adopted FY 2013 Budget	\$399,240	\$648,089	\$3,277,186	\$3,858,710	\$4,896,324	\$4,388,294	\$2,299,894	\$1,912,480

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	County Parking Lot Fund			State Pier & Parking Lot Fund			Insurance Reserve			Information Systems Fund		
	Revenues	Exp	Net	Revenues	Exp	Net	Revenues	Exp	Net	Revenues	Exp	Net
Adopted FY 2013 Budget	\$951,000	\$957,789	(\$6,789)	\$3,377,186	\$3,687,820	(\$310,634)	\$4,880,324	\$4,387,944	\$188,280	\$2,290,894	\$1,012,080	\$387,514
Proposed FY 2013 Budget	\$831,000	\$487,727	\$73,273	\$600,300	\$1,343,188	(\$742,828)	\$4,241,120	\$4,680,840	(\$17,710)	\$1,800,483	\$1,822,432	(\$18,940)
Council Decreased Changes	-	-	-	-	-	-	-	-	-	-	-	-
Reduce Parkway Chips by \$18,100	-	(100)	100	-	(100)	100	-	47,716	-	-	(1,000)	-
Will In Council Chambers and PD/DFD Conf Room	-	(\$100)	100	-	(\$100)	100	-	(\$70)	-	-	(\$1,000)	-
Callature Map Project	-	(\$100)	100	-	(\$100)	100	-	\$47,146	-	-	(\$1,000)	-
Economic Development/Chamber Contribution	-	-	-	-	-	-	-	-	-	-	-	-
Additional Field Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Council Changes	-	(100)	100	-	(100)	100	-	47,716	-	-	(1,000)	-
Finance Adjustments	-	-	-	-	-	-	-	-	-	-	-	-
Increase Plan Checks by \$40k	-	-	-	-	-	-	-	-	-	-	-	-
Reduce Fire Service Fees by \$100k	-	(\$100)	100	-	(\$100)	100	-	(\$70)	-	-	(\$1,000)	-
Adjustment to ICRMA Estimates	-	(\$100)	100	-	(\$100)	100	-	(\$70)	-	-	(\$1,000)	-
OPFB adjustments	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Finance Adjustments	-	(\$100)	100	-	(\$100)	100	-	(\$70)	-	-	(\$1,000)	-
Net Changes	\$120,000	(\$470,062)	\$350,062	\$1,776,886	(\$2,344,988)	(\$568,102)	\$2,638,216	(\$2,692,920)	(\$54,704)	\$399,311	(\$12,547)	(\$18,940)
Adopted FY 2013 Budget	\$951,000	\$487,627	\$73,273	\$400,300	\$1,343,088	(\$942,728)	\$4,841,120	\$4,800,988	(\$58,868)	\$1,800,483	\$1,834,462	(\$33,979)
County Parking Lot Fund	Revenues	Exp	Net	Revenues	Exp	Net	Revenues	Exp	Net	Revenues	Exp	Net
State Pier & Parking Lot Fund												
Insurance Reserve												
Information Systems Fund												
Adopted FY 2013 Budget	\$3,077,028	\$5,149,044	(\$2,071,916)	\$1,050,000	\$1,838,074	(\$788,074)	\$13,447,206	\$17,087,781	(\$3,640,580)	\$104,741,743	\$108,724,287	(\$3,982,544)
Proposed FY 2013 Budget	\$3,077,028	\$5,149,044	(\$2,071,916)	\$1,050,000	\$1,838,074	(\$788,074)	\$13,447,206	\$17,087,781	(\$3,640,580)	\$104,741,743	\$108,724,287	(\$3,982,544)
Council Decreased Changes	-	-	-	-	-	-	-	-	-	-	-	-
Reduce Parkway Chips by \$18,100	-	-	-	-	-	-	-	-	-	-	-	-
Will In Council Chambers and PD/DFD Conf Room	-	-	-	-	-	-	-	-	-	-	-	-
Callature Map Project	-	-	-	-	-	-	-	-	-	-	-	-
Economic Development/Chamber Contribution	-	-	-	-	-	-	-	-	-	-	-	-
Additional Field Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Council Changes	-	-	-	-	-	-	-	-	-	-	-	-
Finance Adjustments	-	-	-	-	-	-	-	-	-	-	-	-
Increase Plan Checks by \$40k	-	-	-	-	-	-	-	-	-	-	-	-
Reduce Fire Service Fees by \$100k	-	(\$100)	100	-	(\$100)	100	-	(\$70)	-	-	(\$1,000)	-
Adjustment to ICRMA Estimates	-	(\$100)	100	-	(\$100)	100	-	(\$70)	-	-	(\$1,000)	-
OPFB adjustments	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Finance Adjustments	-	(\$100)	100	-	(\$100)	100	-	(\$70)	-	-	(\$1,000)	-
Net Changes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Adopted FY 2013 Budget	\$3,077,028	\$5,149,044	(\$2,071,916)	\$1,050,000	\$1,838,074	(\$788,074)	\$13,447,206	\$17,087,781	(\$3,640,580)	\$104,741,743	\$108,724,287	(\$3,982,544)
Post Management Fund	Revenues	Exp	Net	Revenues	Exp	Net	Revenues	Exp	Net	Revenues	Exp	Net
Building Maintenance & Op												
Remaining Funds (No Changes)												

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RESOLUTION NO. 6355

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, APPROVING THE CAPITAL IMPROVEMENT PLAN FOR FISCAL YEAR 2012-2013 THROUGH 2016-2017

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, DOES RESOLVE AS FOLLOWS:

Section 1. The City Council hereby makes the following findings:

- A. The Manhattan Beach City Council desires to develop a proactive capital improvement plan to meet the community's needs for future services, programs, and facilities. The City Council wishes to improve the City's ability to continue providing essential services in emergency situations.
- B. On February 28, 2012, the proposed Capital Improvement Plan was presented to the City Council.
- C. On March 14, 2012, the Planning Commission determined that the proposed Capital Improvement Plan is consistent with the City of Manhattan Beach General Plan in accordance with Government Code Section 65401.
- D. On March 27, 2012, the proposed Capital Improvement Plan was reviewed by the Parking and Public Improvements Commission.

Section 2. The City Council hereby finds that it can be seen with certainty that there is no possibility that the adoption of this Capital Improvement Plan may have a significant effect on the environment. The Capital Improvement Plan is a prioritizing and funding allocation program and cannot and does not have the potential to cause a significant effect on the environment. No physical activity will occur until all required environmental review is conducted at the time the physical improvements prioritized in the Capital Improvement Plan are undertaken at a future unspecified date. Accordingly, the adoption of this Capital Improvement Plan is therefore exempt from the environmental review requirements of the California Environmental Quality Act pursuant to Section 15061(b)(3) of Title 14 of the California Code of Regulations.

Section 3. That certain document entitled the "City of Manhattan Beach, California, FY2012-2013 through FY 2016-2017 Capital Improvement Plan" a copy of which is on file in the office of the City Clerk, which may hereafter be amended by the Council, is hereby approved and adopted.

Section 4. The City Clerk is directed to maintain three copies of the Capital Improvement Plan on file at all times for inspection by the public.

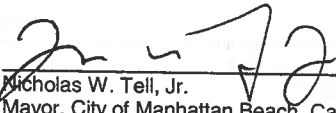
Section 5. By adoption of the FY 2012-2013 through FY 2016-2017 Capital Improvement Plan, it is the intent of the City Council to revise the five year plan each year by continuing to identify capital improvement projects five years into the future and by re-prioritizing existing capital improvements as needed to serve the community.

Section 6. This resolution shall take effect immediately upon adoption.

Section 7. The City Clerk shall certify to the adoption of this resolution.


PASSED, APPROVED and ADOPTED this 3rd day of April, 2012.

Ayes: Lesser, Powell and Mayor Tell.
Noes: None.
Absent: Howorth, Montgomery.
Abstain: None.



Nicholas W. Tell, Jr.
Mayor, City of Manhattan Beach, California

ATTEST:



Liza Tamura
City Clerk

City of Manhattan Beach Strategic Plan Update

March 6, 2012

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 resident, businesses and visitors.

OUR HOMETOWN

100
YEARS

SUN, SAND & SEA

1912

2012

Three Year Goals

- A. Maintain and enhance financial stability
- B. Increase organizational effectiveness and efficiency
- C. Maintain and enhance city facilities, programs and the infrastructure
- D. Encourage engagement and increase participation of residents and businesses

Goal A: Maintain and Enhance Financial Stability

When	Who	What	Status	Comments
A1. March 31, 2012	City Council (Mayor Nick Tell – lead)	Define who is on the Labor Negotiating Team with each of the three labor groups and develop the objectives for moving forward to manage and/or stabilize labor costs.		
A2. April 1, 2012	City Manager and Director of Finance	Identify additional sources for financing ongoing and future capital projects, including a general fund & storm water/street lighting revenue enhancement study, and present a report to the City Council Finance Subcommittee for direction.	On target	To be identified through the fiscal year 2012-2013 budget process
A3. May 1, 2012	City Manager and Director of Finance, with input from the City Council	Review operating departments for potential economies and efficiencies and make recommendations to the City Council for action to enable a balanced budget.	On target	To be identified through the fiscal year 2012-2013 budget process. Results to be included in proposed budget presented on May 15, 2012.
A4. July 1, 2012	Director of Finance, working with the City Council Finance Subcommittee	Evaluate the cost savings that could be achieved by refinancing outstanding debt and present the results to the City Council.	On target	The Finance Director discussed the opportunities with the City's Financial Advisor on February 27 and identified three debt issues suitable for refinancing: Police/Fire, Metlox and the Water-Wastewater bonds. Present Value savings range from \$400,000 to \$1.65 million. The analysis will be discussed with Finance Subcommittee and then presented to the full City Council.
FUTURE OBJECTIVE	Director of Community Development	Update Sepulveda Corridor development guidelines, Zoning Code standards, and prepare Sepulveda economic development plan		

Goal B: Increase Organizational Effectiveness and Efficiency

When	Who	What	Status	Comments
B1. April 1, 2012	HR Director, City Clerk and City Attorney	Identify and present to the City Manager for direction subject areas requiring standardized training for city employees, commissioners and Council members (e.g., "AB 123" training for commissioners, "How to draft an RFP" for staff) that could be presented internally.	On target	In process
B2. May 1 2012	City Clerk and City Manager, in consultation with all Department Heads	Propose to the City Manager for action revisions to the process for preparing approving and posting City Council agenda item	On target	Completed in conjunction with Granicus implementations by July 1, 2012
B3. July 1, 2012	HR Director	Poll all Department Heads regarding potential successors and provide the information to the City Manager for inclusion in the succession planning process.	On target	In process of obtaining sample programs
B4.	City Council	Hold Joint Meetings with all City Boards and Commissions		
B5.	Director of Human Resources	Wellness Program		
B6.	Fire Chief	Study consolidation of South Bay Fire Departments		
FUTURE OBJECTIVE	Finance Director	Develop and present to the City Council for consideration a Three-Year Information Services/Technology Master Plan for inclusion in the FY 2012-2013 budget.		
FUTURE OBJECTIVE	Finance Dir., in consultation with all Department Heads	Survey comparable cities regarding available software to reduce the amount of paperwork needed and improve the delivery of services and present the results to the City Council.		

Goal C: Maintain and Enhance City Facilities, Programs & Infrastructure

When	Who	What	Status	Comments
C1. March 1, 2012	Parks and Recreation Director	Present to the City Council a process for obtaining positive and negative feedback from the community regarding current programs.	On target	At the end of every class, registered activity, bus trip, playground program, and teen center program (approximately 16,000 annually), each participant is given a five question survey on their experience with the parks and recreation program. Staff will add two additional questions regarding possible new programs.
C2. April 1, 2012	Public Works Director	Present to the City Manager recommendations for the budget process for the percentage of infrastructure value (based on replacement) to be reserved for annual budget purposes in the areas of buildings, storm drains roads, sidewalks, water/sewer and non-motorized.	Done	Discussed at the CIP Work Shop on February 28, 2012
C3. May 1, 2012	Community Development Director	Present to the City Council for action an RFP for a transportation consultant to be included in the FY 2012-2013 budget to prepare a Multi-Modal Transportation Plan as a part of updating the Circulation Element of the General Plan.	On target/ revised	Included in FY 12-13 budget for Council consideration. RFP will be prepared if approved
C4.	Director of Public Works	Prepare Tree Master Plan for Public Property		
C5.	Director of Community Development	Analyze No Parking/Red Zone on Sepulveda Boulevard		

Goal D: Encourage Engagement and Increase Participation of Residents and Businesses

When	Who	What	Status	Comments
D1. April 1, 2012	City Manager – lead, City Clerk, Finance Director, and the ad hoc City Council Open Government Subcommittee, with feedback from users	Analyze the current city website, research models of effective city websites including social media and make a report, with recommendations, to the Dept. Heads for feedback.	On target	Ad Hoc Committee met on February 27th and discussed improvements to the website. Search engine functionality was discussed with staff reporting that capabilities have been enhanced that improves search results. A general refreshing of the website will commence in the short term. Further discussions on Social Media applications are planned for the next meeting.
D2. April 15, 2012	City Manager, with input from the City Council	Select a trainer and schedule and hold a City Council training/team building workshop on increasing engagement with each other and the public.		
D3. June 1, 2012	Each City Council Member	Hold one meeting in his/her elementary school area to get feedback and encourage public participation.		
D4.	Mayor Tell	Define objectives of Mayor's Wellness Initiative		

Additional Council Priorities

When	Who	What	Status	Comments
	City Attorney	Provide Overview of Telecommunications Issues (Cell Towers) and Information Regarding Removal of Obsolete Satellite Dishes		
6 Months	City Attorney and Director of Community Development	Return to City Council with Best Practices from Other Cities on Dispute Resolution Strategies between Contractors and Residents, including Contractor bonds		
	City Council School District Subcommittee (Tell, Howorth)	School Partnership-Hold Joint Meeting with School District to define goals		
6 Months	Fire Chief	Emergency Planning-Provide City Council with more detail on increasing public engagement, partnering with schools and increasing outreach and information, enhance website	On target	Developing priorities for emergency planning program. Will schedule time with CM to get parameters and direction.
	Director of Public Works	Provide Report to Council Regarding Review of Environmental Programs		
FUTURE OBJECTIVE	Director of Community Development and City Attorney	Prepare Zoning Ordinance Text Amendment defining Open Space		

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

CAPITAL IMPROVEMENT PLAN

CITY OF MANHATTAN BEACH

CALIFORNIA



2013-2017

ADOPTED

CAPITAL IMPROVEMENT PLAN

APRIL 3, 2012

David N. Carmany, City Manager
Jim A. Arndt, Director of Public Works

**CITY OF MANHATTAN BEACH
2013-2017 CAPITAL IMPROVEMENT PLAN
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April 3, 2012

Honorable Mayor and Members of the City Council:

It is my pleasure to submit the Five-Year Capital Improvement Plan (CIP) for City Council consideration. The Plan covers Fiscal Years 2013-2017. A CIP provides for multiyear systematic scheduling of local physical improvements based on sound planning, public demand for the improvements, and the city's ability to pay for the improvements. Effective CIP planning is essential if the community infrastructure is to be properly maintained for use by residents. The enclosed CIP represents the City's current and anticipated infrastructure needs over the next five fiscal years, 2013-2017. The CIP was developed to achieve the following goals:

- Achieve regulatory compliance
- Replace or rehabilitate aging water and sewer infrastructure
- Rehabilitate existing public buildings
- Maintain and improve roadway pavement
- Promote the community's sustainable future
- Enhance public vitality, health and safety
- Improve energy efficiency at City facilities
- Improve traffic circulation
- Create a positive community legacy.

Funding levels have increased significantly due to escalated capital funding provided through new water and sewer rates and the advent of Measure R funds. Funding for 53 projects totaling \$78.5 million dollars is proposed during the five years of the CIP. All listed projects have identified project funding. Roughly half of the five-year total (\$36.8 million dollars) is designated for three projects which include the Sepulveda Bridge Widening project, a new water well and a replacement water reservoir. In FY 12-13, \$21.3 million dollars is proposed for 33 projects. In prior years, the City Council appropriated \$19.3 million dollars for 31 projects that will be carried over into FY 12-13. Many of the carryover projects are nearing construction and will be completed early in FY 12-13.

Proposed water and sewer projects were identified through Utility Master Plans completed in 2009. These plans indicated significant investment is required to assure the long-term dependability of the water and sewer systems. FY 12-13, water and sewer projects focus on the replacement of deteriorated or undersized pipelines. They reflect projects that will increase in quantity through FY 13-14, peaking at \$5 million dollars per year for water and \$2.5 million dollars per year for sewer.

The City Council took action in March 2011 to provide funding for needed City facility rehabilitation. Rehabilitation of the Joslyn Center, Manhattan Heights Community Center and Begg Pool facilities is currently under construction. There is a significant need to rehabilitate and improve City facilities. City Council expressed its intent to fund facility projects at levels necessary to meet the needs of the community and this CIP takes further steps to improve City facilities. Funding for a full Facility Condition Assessment is included in the CIP. The Facility Condition Assessment will document the existing facility conditions, identify needed improvements, prioritize projects and provide estimated costs to make the improvements. This analysis will serve as the basis for future CIP facility project funding requests.

Pavement management reports completed in 2011 indicate roadway pavement condition is declining with age. The slurry seal program extends pavement life, but underlying pavement structure eventually deteriorates requiring more extensive pavement rehabilitation. Accelerated funding beyond current funding levels is required to assure pavement condition is maintained at current levels.

Capital Improvement Fund

Capital Improvement Funds are generated from General Funds and are distinguished from other funds as being more discretionary and not restricted to certain uses such as Water Funds or funds reserved in various dedicated fund types. In FY 2011-12, Funds were appropriated through this fund to design the City Hall heating, ventilation and air conditioning improvement. Construction funding for this project is proposed in FY 2012-13. Several additional projects are proposed in FY 2012-13 that will improve our downtown crosswalks and traffic signals, retrofit Fire Station No. 2 to seismic standards, determine the feasibility of a traffic circle at Valley/Ardmore at 15th Street, replace fencing at Marine Avenue Park and develop master plans for our parks and Veterans Parkway. Also included and new this year is establishment of an annual non-motorized transportation project that will be used to enhance pedestrian and bicycle transportation. And lastly, a facilities assessment will be performed through this fund to quantify maintenance and code compliance needs at our buildings such that the City can plan for future improvements.

Gas Tax Fund (Includes Gas Tax, Prop. 42, MTA, STPL) and Measure R (Local Return Fund)

The City funds street improvement projects with the dollars it receives from various sources including State and County Gas Tax Funds. These funds are restricted and may only be used for street related improvements. Annual street improvements typically include the Slurry Seal Program, the Curb, Gutter and Ramp program and arterial and collector pavement rehabilitation projects. In FY 2012-13, the Slurry Seal and Curb, Gutter and Ramp programs will focus on the Hill Section of town.

Beginning in 2009, the City began receiving Measure R Local Return funding. The funding is available, on a per capita basis, through a Los Angeles County measure passed by voters in 2008. Funds may be used for street and transit purposes. By the end of fiscal year 2011-12, there will be an estimated unobligated balance of \$730,000. The fiscal year 2011-2012 CIP included a project to repave select concrete streets. No other expenditure of Measure R funds is included in the FY 2013-2017 CIP.

Grants Fund

As in the past, the City will vigorously pursue alternative sources of funding for capital improvements. The City spent the remainder of its Stimulus Fund (ARRA) allocation with the completion of the Pacific Avenue resurfacing project in the Summer of 2011.

Measure R includes a South Bay regional component (Measure R South Bay Highway) that will provide funding on a reimbursement basis for capacity enhancing transportation projects. Allocations to the City total \$13.3M over five years to fund five projects.

The Sepulveda Boulevard Bridge Widening Project is now fully funded through several grant sources including Measure R South Bay Highway, an MTA grant and a Safetea-lu earmark. \$21.2 Million is available with grant allocations annually through fiscal year 2013-2014. This project will widen the bridge on the east side and add one northbound lane to eliminate a traffic bottleneck. The design of this project will commence in April 2012 with construction scheduled to begin in 2014.

Proposition C Fund

Proposition C Funds are proceeds from the half-cent sales taxes generated by the approval of Proposition C by Los Angeles County voters. These funds are distributed based on population and must be used for transportation-related projects. The City has dedicated their annual allocation of \$380,000 per year to the Sepulveda Bridge widening project. This represents all Proposition C funds through 2014.

Parking Funds

The Parking Fund is used for the operation and maintenance of City parking lots, parking structures and parking meters citywide. Previous appropriations for automated parking meter installation will be carried over to address meters in City-owned parking lots and in the beach lots in North Manhattan Beach. A portion of the funding for the new meters was provided through a loan from the CIP fund that will be repaid by future parking proceeds.

In FY 2012-13, a structural assessment of City-owned parking structures will be funded and conducted.

Stormwater Fund

Stormwater Funds are generated through a City-wide parcel tax and are used to fund storm drain maintenance, improvement and stormwater quality regulatory compliance activities. In FY 2012-13, activities in this fund include supplemental funding for the Veterans Parkway infiltration project and funds to conduct a video inspection of all City-owned storm drain pipes. It is expected that this inspection effort will identify needed improvements to be funded in future years.

Water and Wastewater Funds

The Water and Wastewater Funds are used for repairs and improvements to the city's water and wastewater infrastructure. Using Water Funds in FY 2012-13, undersized or deteriorated water mains will be replaced to improve water circulation and to improve critical pump station equipment. Sewer projects in FY 2012-13 will continue to focus on sewer pipe repair and

replacement. Expenditures in these funds will increase in future years to meet system needs as additional funding is provided through the current water and sewer rate schedule.

Unfunded Projects

Capital funding constraints limit how many projects the City can fund. There are needs in excess of those projects included in the proposed CIP. Included in the CIP is a list of unfunded projects that would be included in the CIP if sufficient funding was available. These unfunded projects are primarily street paving and stormwater projects. These projects are not prioritized at this time and do not yet have an identified funding source. As funding becomes available, additional projects proposed can be prioritized by the City Council for funding.

Conclusion

I wish to thank the City staff in their efforts in putting together this comprehensive plan and the City Council for their continued leadership and direction in helping to create a more livable, beautiful and safe community for all Manhattan Beach residents. Please note a detailed reader's guide is available in the Introduction.

Sincerely,



David N. Carmany
City Manager

CITY OF MANHATTAN BEACH
2013-2017 CAPITAL IMPROVEMENT PLAN
READER'S GUIDE

A Capital Improvement Plan (CIP) is very important for planning and managing a city's growth and development, as well as maintaining existing infrastructure. It begins to implement some of the community's goals and objectives and encourages discussion of the City's long-range vision. There are many factors involved in developing a Capital Improvement Plan. In this section, answers to frequently asked questions are provided, such as:

- What is a five-year Capital Improvement Plan?
- What is the purpose of a five-year Capital Improvement Plan?
- How do I read a Capital Improvement Plan?
- Who develops the CIP?
- Where does the money come from to pay for the CIP?
- What is the general philosophy behind the funding decisions?
- Will the CIP have any impact on the Operating Budget?
- Is there a policy behind a CIP?

What is a five-year Capital Improvement Plan?

A five-year Capital Improvement Plan is a planning document that shows a city's capital infrastructure needs for the next five-years. The document presents these needs in the form of project proposals for construction of various capital projects in the city. A capital project is defined as new, replacement of, or improvements to infrastructure (buildings, roads, parks, water mains, etc.) which have a minimum life expectancy of five-years and a minimum expense of \$10,000. (However, some capital projects fall outside this definition; these are one-time expenditures for initial studies that are associated with other capital improvement projects.) The first year's projects in a Capital Improvement Plan become that year's Capital Budget.

A Capital Improvement Plan can be a very dynamic document. In Manhattan Beach, the plan is revised every year. Therefore, the City's priorities and needs can be re-evaluated during each subsequent year. Thus, it is important to understand that the City Council is appropriating funds for first year projects only and is not committed to doing any projects beyond the first year. The projects in the next four years are presented to show the City Council's current priorities. As the community's goals change to reflect current issues and concerns, so will the direction of the Capital Improvement Plan since it is intended to meet the service and infrastructure needs of the community.

What is the purpose of a five-year Capital Improvement Plan?

The five-year Capital Improvement Plan is a framework for developing the City's current and future operating and capital needs. This systematic approach to programming operating and capital needs includes the following benefits:

Maximizes State and Federal Aid - Many State and Federal programs require early identification of community needs and incorporation of these needs into regional plans before the community can apply for project funding. A long-range capital improvement plan allows the community to program its needs in sufficient time to be included in regional plans. Also, it allows the community to coordinate future needs with various Federal and State Program criteria.

- **Establishes the level of capital expenditures the community can safely afford over the next five-years** – Multiple-year financial planning sets the basis from which the City Council can make capital project financial decisions. Pre-determining expenditures and revenues allows the community to prioritize capital expenditures and new programs without creating adverse impacts to existing services in the community.
- **Provides greater opportunity to fund larger projects** - The long-range capital plan provides a mechanism for funding larger more expensive capital improvement projects. This encourages a broad overview of needs and avoids a “piecemeal” approach to improving the community’s infrastructure. By identifying projects early, the most economical means of financing can be selected in advance. This financial planning helps the community avoid commitments and debts that may limit the initiation of more important projects at a later date.
- **Assists in maintaining a balance between debt service and current expenditures** - Pre-determining the operating and capital expenditures provides an early indication of the City’s need to obtain outside financing, and its ability to pay the debt service on these loans, within the limitation of annual revenues, and without impacting the operating budget.
- **Keeps the community informed of current and future projects** - The Capital Improvement Plan informs the public about the short and long-range fiscal and capital development goals for the community. It assists the citizens in understanding the constraints and limitations of capital improvements and community service financing.
- **Focuses attention on community goals, needs and capabilities** - The capital improvement process ensures that City objectives, future needs, and financial capabilities are incorporated into the planning of capital projects and services. The Capital Improvement Plan provides a mechanism for prioritizing new capital projects and programs based upon identifiable needs and available resources.
- **Encourages cooperation and coordination between City departments and other agencies** - Early identification of community needs allows the City ample time to plan and coordinate capital project construction with other City departments and outside agencies.

- **Consideration of impact on the Operating Budget** - The Capital Improvement Plan process forces consideration of how projects, once completed, will affect the City's Operating Budget. Too often, a capital project is built with little or no consideration of its operational cost and the potential impact on the annual Operating Budget.

How Do I Read a Capital Improvement Plan?

A quick review of this document without some preparation can be frustrating to the reader who simply wants to learn and understand what the City is doing with their tax dollars. The key to understanding this document is realizing that the information is presented in many different ways, with several different perspectives. Each capital project is presented in the following categories:

By Project Type: The bulk of the Capital Improvement Plan is individual project descriptions. If you would like to learn more about a specific project such as costs, description and location, and /or justification, this is the section you should use.

The project descriptions are grouped into project categories such as Public Facilities, Parks, Streets, Wastewater, Water, etc. Reviewing the projects by category allows the reader insight into what the City proposes to do in that general area. Individual projects may be scattered around the City, but the reader can learn what the priorities are and the type of projects emphasized in that category.

Also, it is important to understand that projects within a category are split into two subcategories "Funded", and "Unfunded". The City Council has tentatively approved the projects in the "Funded" category for completion in the years shown. Staff has determined that funds will be available for these projects and City Council has ranked these projects high enough, compared to other projects, to designate them for completion. However, it must be stated that the City Council has only committed to the projects designated for funding in the first year of the five-year capital improvement plan. Projects in the remaining four years are shown only to establish the City Council's current priorities. Those priorities may change next year and the City Council must have the flexibility to meet new priorities as they arise.

The second sub-category is "Unfunded" projects. These are projects for which no funding source has been identified. These projects are presented so the public can see all capital projects submitted for consideration. The list of unfunded projects illustrates the total capital demands on available resources. Unfunded projects are not associated with a specific year and are presented only with a total project cost projection.

By Funding Source: The projects are also grouped by funding source. The section titled "Projects by Fund" shows a summary page for each fund that will be paying for any capital project. The summary shows all projects within a fund. It is important to understand that a single project can receive funds from several different sources. In other words, the same project could be listed several times but under different funding sources. Likewise, a single fund can pay for projects that may fall into several different project categories.

Who Develops the Capital Improvement Plan?

The Capital Improvement Plan is developed in cooperation with all City departments and the public. The various City departments and divisions identify projects to be considered in the Capital Improvement Plan, complete the Capital Improvement Project Request Form describing the proposed project, and coordinate with one another on projects that involve more than one department.

CIP Committee: The CIP Committee consists of a representative from each City department. The Committee administers and conducts the process through which projects are selected for funding. The Committee develops criteria for ranking all projects in order of importance, reviews and ranks all General Fund projects, and develops a proposed Capital Improvement Plan that is fiscally sound and meets the City's goals and policies. The Capital Improvement Plan Committee includes the following positions:

- City Manager
- Director of Public Works
- Finance Director
- Director of Community Development
- Director of Parks & Recreation
- Police Chief
- Fire Chief

CIP Staff: The Capital Improvement Plan Staff provide support and complete staff work for the CIP Committee. Duties of the CIP Staff include assisting in the completion of the CIP Request Forms, working with all departments to develop revenue and expenditure summaries for each funding source, assembling and preparing all documents and materials, coordinating with the Engineering Division to prepare CIP project cost estimates, coordinating the entire CIP process, and making presentations to City Commissions and the public. The CIP Staff includes the following positions:

- City Engineer
- City Controller
- Public Works Senior Management Analyst

City Commissions: The proposed Capital Improvement Plan is initially presented to the Parking and Public Improvements Commission (PPIC) to review the projects and provide comment. In addition, the Parking and Public Improvement Commission hears public comments concerning proposed capital projects.

The proposed Capital Improvement Plan is then reviewed by the Planning Commission for consistency with the City's General Plan. All information provided by the Parking and Public Improvements Commission and the Planning Commission is forwarded to the City Council.

Manhattan Beach City Council: The City Council reviews, discusses and adopts the Capital Improvement Plan as part of the operating budget process.

Where does the money come from to pay for the CIP?

The cost of capital projects is allocated to several different funds depending upon the nature of the project. For example, capital projects that are associated with maintaining or upgrading the water system are paid for out of the City’s Water Fund. The Water Fund generates revenue from water rate payers. It should be noted that projects which impact more than one department or program may have multiple funding sources. In this case, the total project cost will be shared among the various funding sources.

Every fund with an associated capital project cost is included in the “Projects by Fund” section later in this book. If you are interested in the impact of proposed capital projects on any particular fund, please read the summary for that fund.

What is the general philosophy behind the Funding Decisions?

The City uses a “pay-as-you-go” philosophy in funding capital projects whenever possible. This means that if the funds are not available in current receipts combined with the fund balance to complete the project, the project is not recommended for completion. An exception to this policy may occur from time-to-time due to extraordinary infrastructure replacement needs that arise. The City Council may approve the issuance of revenue bonds to fund large scale infrastructure repairs or replacements if current revenues will not support the needed work.

Will the CIP have any impact on the Operating Budget?

Capital projects typically either increase or decrease operating expenses. Projects that replace or rehabilitate existing facilities will likely decrease maintenance and operating costs, such as the annual water line replacement and street resurfacing programs. Projects that build new facilities and/or enhance services typically increase operating expenses to fund the increased staffing and maintenance needs of those facilities. Finally, a new facility or program that is the result of a capital project may increase revenue by offering a new service to residents. In this circumstance, the City may establish new fees to recover operating costs related to the new service being provided.

Is there a policy behind a Capital Improvement Plan?

The five-year Capital Improvement Plan is based on a long-term vision of the City, as developed by the City Council, to maintain the reliability of the City’s infrastructure and to meet the needs and desires of the community for City services.

During the development of the five-year Capital Improvement Plan, capital projects that affect public health and safety, and/or legal mandates are given the highest priority. Emphasis is placed on capital projects that maintain existing service levels or prevent damage to critical property or disruption of service to the community. Projects that would enhance existing services or improve efficiency beyond industry standards receive secondary priority.

In Conclusion

This long-range vision of the City's infrastructure needs is the result of a combined effort and input of the City Council, City staff, and the public. These projects are intended to improve the quality of life for those who live, play and work in the City of Manhattan Beach.

CITY OF MANHATTAN BEACH
2013-2017 Capital Improvement Plan
GLOSSARY OF KEY TERMS

<u>Term</u>	<u>Definition/Explanation</u>
Capital Improvement Fund	<i>The Capital Improvement Fund</i> 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.
Gas Tax Fund	<i>The Gas Tax Fund</i> 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.
Grind and Overlay	The process used for rehabilitating a decaying street. In this process, a thin layer of asphalt, usually 1"-1 ½", is ground off the top of the street. A layer of new asphalt is then applied to the surface. This process typically extends a street's life by 10 to 15 years.
MWD	The Metropolitan Water District is responsible for supplying most all of Southern California's water needs through the California and Colorado River Aqueducts. After the water reaches Southern California, it is distributed to member agencies such as West Basin Municipal Water District. Manhattan Beach buys its water from West Basin.
Measure R Local Return	Measure R is a one-half cent (0.5%) sales tax approved by Los Angeles County voters in November, 2008 to meet the transportation needs of Los Angeles County. <u>Local Return</u> Measure R Local Return funds are provided to cities on a per capita basis. The City began receiving these funds in January 2010 and should receive an estimated \$330,000 per year. The funds can be used for street maintenance, bicycle and pedestrian facilities and transit purposes.
Measure R South Bay Highway	<u>South Bay Highway Projects</u> A portion of Measure R is allocated to 17 regional project group categories. South Bay agencies will receive funding under the subcategory entitled "Interstate 405, I-110, I-105, and SR-91 Ramp and Interchange Improvements (South Bay)". It is estimated that \$906 million will be available to South Bay agencies over 30 years to fund capacity improvements that benefit the state highway system. Eligibility provisions in the measure have been interpreted to include routes parallel to state highways as well.
Parking Fund	<i>The Parking Fund</i> is used to account for the general operations and maintenance of City parking lots and spaces. Revenues are generated from the use of these properties.

CITY OF MANHATTAN BEACH
2013-2017 Capital Improvement Plan
GLOSSARY OF KEY TERMS

Prop A & C Funds (Transportation)	<i>The Proposition A and C Funds</i> 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.
Prop A Funds (Recreation)	The recreation Proposition A Funds were voter approved bonds for open acquisition, park improvements, nature trails, and other recreational improvements. A small portion of the funds are dedicated to special purposes such as improving the water quality of the Santa Monica Bay through structural improvements to reduce urban run-off.
Slurry Seal	An asphaltic coating applied to streets (approximately ¼ inch thick) to seal the street surface and prolong the useful life of the pavement.
State Pier & Parking Fund	<i>The State Pier & Parking Lot Fund</i> 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.
Stormwater	Stormwater is the run-off created as a result of rain. Typically, stormwater enters a storm drain which goes directly to the ocean without the benefit of any treatment.
Stormwater Fund	<i>The Stormwater Fund</i> 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.
TDA Article III	Transportation Development Act. Administered by the MTA, TDA funds can be used for improvements to pedestrian and bicycle facilities.
Safetea-Lu	Federal transportation legislation entitled "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" (Safetea-Lu) that provides funding to agencies for improvements in roads and transportation systems.
Wastewater	Also known as sewage, wastewater is the waste that runs down sinks, toilets, showers, and other indoor drains. Wastewater in Manhattan Beach flows to the Joint Wastewater Pollution Control Plant in Carson where it is treated and then released into the ocean.

CITY OF MANHATTAN BEACH
2013-2017 Capital Improvement Plan
GLOSSARY OF KEY TERMS

Wastewater Fund *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.

Water Fund *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.

**West Basin
Municipal Water
District** The City of Manhattan Beach purchases its water from West Basin who is a member of MWD. West Basin also operates a water recycling facility in El Segundo. Approximately 15% of the City's water supply is recycled water which is used for irrigating the City's parks and landscaped medians.



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PROJECTS BY TYPE/FUND FIVE YEAR PLAN

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY TYPE FOR FY20112-2013 THRU FY2016-2017

BY TYPE

PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget		FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
SUMMARY ALL PROJECT TYPES										
WASTEWATER		\$ 2,672,500		\$ 1,610,000	\$ 2,082,500	\$ 2,384,500	\$ 2,436,900	\$ 1,920,000	\$ 13,106,400	See Below
WATER		\$ 3,467,500		\$ 4,167,500	\$ 4,600,000	\$ 5,850,000	\$ 1,600,000	\$ 7,700,000	\$ 27,385,000	See Below
STORMWATER PROJECTS		\$ 550,000		\$ 280,000	\$ -	\$ -	\$ 210,000	\$ 210,000	\$ 1,250,000	See Below
STREETS		\$ 9,489,873		\$ 9,585,937	\$ 13,900,472	\$ 1,065,000	\$ 3,115,000	\$ 1,555,000	\$ 38,711,282	See Below
FACILITIES		\$ 300,000		\$ 4,260,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 12,560,000	See Below
FACILITIES (Special Revenue Funds)		\$ 1,601,180		\$ 940,000	\$ -	\$ 150,000	\$ 550,000	\$ -	\$ 3,241,180	See Below
PARKING		\$ 1,273,797		\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 1,348,797	See Below
PROJECT BY TYPE TOTAL		\$ 19,354,850		\$ 20,918,437	\$ 22,582,972	\$ 11,449,500	\$ 9,911,900	\$ 13,385,000	\$ 97,602,659	

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY TYPE FOR FY20112-2013 THRU FY2016-2017

BY TYPE

WASTEWATER PROJECTS											
	PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
WASTEWATER PROJECTS											
1	FY10-11 Rehabilitation of Gravity Sewer Mains	Construction	\$ 1,050,000							\$ 1,050,000	Wastewater Fund
2	FY11-12 Rehabilitation of Gravity Sewer Mains	Construction	\$ 1,340,000		\$ 610,000					\$ 1,950,000	Wastewater Fund
3	Utility Radio Telemetry	Design	\$ 32,500		\$ 100,000					\$ 132,500	Wastewater Fund
4	FY12-13 Rehabilitation of Gravity Sewer Mains	Design	\$ 150,000		\$ 750,000					\$ 900,000	Wastewater Fund
5	FY11-12 thru 14-15 Rehabilitation of Sewer Manholes	Design	\$ 100,000		\$ 150,000		\$ 150,000		\$ 150,000	\$ 550,000	Wastewater Fund
6	Poinsettia Sewage Pump Station					\$ 1,982,500	\$ 784,500			\$ 2,767,000	Wastewater Fund
7	Pacific Pump Station Upgrade						\$ 100,000	\$ 836,900		\$ 936,900	Wastewater Fund
8	FY14-15 Rehabilitation of Gravity Sewer Mains (Spot Repairs)					\$ 100,000	\$ 1,200,000			\$ 1,300,000	Wastewater Fund
9	FY15-16 Rehabilitation of Gravity Sewer Mains						\$ 150,000	\$ 1,400,000		\$ 1,550,000	Wastewater Fund
10	Voorhees Pump Station and Force Main							\$ 100,000	\$ 840,000	\$ 940,000	Wastewater Fund
11	Meadows Pump Station and Force Main							\$ 100,000	\$ 780,000	\$ 880,000	Wastewater Fund
12	FY17-18 Rehabilitation of Gravity Sewer Mains (area 5, 6, 7)								\$ 150,000	\$ 150,000	Wastewater Fund
Wastewater TOTAL			\$ 2,672,500		\$ 1,610,000	\$ 2,082,500	\$ 2,384,500	\$ 2,436,900	\$ 1,920,000	\$ 13,106,400	

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY TYPE FOR FY20112-2013 THRU FY2016-2017

BY TYPE

WATER PROJECTS											
	PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
WATER PROJECTS											
1	Well 11A Rehabilitation	Construction	\$ 230,000	FY 2011-12						\$ 230,000	Water Fund
2	2nd Street Booster Pump Station	Design	\$ 630,000	FY 2011-12						\$ 630,000	Water Fund
3	Pipe Replacement Program and Fire Hydrant Installation (Area 7)	Construction	\$ 2,200,000	FY 2011-12						\$ 2,200,000	Water Fund
4	Utility Radio Telemetry	Design	\$ 32,500		\$ 317,500					\$ 350,000	Water Fund
5	Larsson Street Pump Station Improvement	Design	\$ 100,000	FY 2011-12	\$ 500,000					\$ 600,000	Water Fund
6	Pipe Replacement Program and Fire Hydrant Installation (Area 1)	Design	\$ 150,000	FY 2011-12	\$ 1,050,000					\$ 1,200,000	Water Fund
7	Water Main Replacement: Sepulveda Boulevard & 2nd Street (Sep-MBB to 2nd; 2nd-Larsson Pump to 2nd St Pump)	Design	\$ 125,000	FY 2011-12	\$ 1,100,000					\$ 1,225,000	Water Fund
8	Pipe Replacement Program and Fire Hydrant Installation (Area 2)				\$ 200,000	\$ 1,600,000				\$ 1,800,000	Water Fund
9	Water Well at Aviation Boulevard/6th Street (Well 13)				\$ 1,000,000	\$ 2,500,000	\$ 2,250,000			\$ 5,750,000	Water Fund
10	Pipe Replacement Program and Fire Hydrant Installation (Area 3)						\$ 100,000	\$ 900,000		\$ 1,000,000	Water Fund
11	Well Collection line From Well 11A to Block 35					\$ 500,000	\$ 3,500,000			\$ 4,000,000	Water Fund
12	Block 35 Ground Level Reservoir Replacement							\$ 700,000	\$ 7,400,000	\$ 8,100,000	Water Fund
13	Pipe Replacement Program and Fire Hydrant Installation (Area 5, 6, 7)								\$ 300,000	\$ 300,000	Water Fund
	Water TOTAL		\$ 3,467,500		\$ 4,167,500	\$ 4,600,000	\$ 5,850,000	\$ 1,600,000	\$ 7,700,000	\$ 27,385,000	

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY TYPE FOR FY20112-2013 THRU FY2016-2017

BY TYPE

STORMWATER PROJECTS											
	PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
STORMWATER PROJECTS											
1	2nd Street in Vets Parkway Infiltration Project	Design	\$ 550,000	FY 2008-09	\$ 130,000					\$ 680,000	Storm Drain Fund
2	Stormwater Quality Improvement Catch Basin Inserts							\$ 210,000	\$ 210,000	\$ 420,000	Storm Drain Fund
3	Storm Drain Video Inspection and Evaluation				\$ 150,000					\$ 150,000	Storm Drain Fund
Stormwater Fund TOTAL			\$ 550,000		\$ 280,000	\$ -	\$ -	\$ 210,000	\$ 210,000	\$ 1,250,000	
UNFUNDED STORMWATER PROJECTS											
a	Beach Infiltration	Unfunded								\$ 12,000,000	Storm Drain Fund
b	Storm Drain Rehabilitation (annual amount to be revised based on video inspection)	Unfunded				\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 3,600,000	Storm Drain Fund
Stormwater Unfunded TOTAL						\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 15,600,000	

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY TYPE FOR FY20112-2013 THRU FY2016-2017

BY TYPE

STREETS / TRANSPORTATION										
PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
CAPACITY ENHANCEMENTS (GRANT FUNDED)										
1	Sepulveda Bridge Widening Project (33rd-Valley)	Design	\$ 2,287,236	FY 2009-10 FY 2011-12	\$ 8,715,937	\$ 10,265,472			\$ 21,268,645	Grant Fund Measure R SBHwy Prop C (New &
2	So Rosecrans Utility Undergrounding-Street Work	Bidding	\$ 209,944	FY 2003-04					\$ 209,944	Prop C
3	South Side Rosecrans Ave. Widening	Bidding	\$ 346,396	FY 2006-07					\$ 346,396	Grant Fund
4	Dual Left-Turn Lanes on Marine Ave at Sepulveda Blvd.	Design and Permitting	\$ 335,000						\$ 335,000	Gas Tax Fund Gas Tx & Measure R SB
5	Aviation at Marine, Dual SB to EB Lefts				\$ 1,500,000				\$ 1,500,000	Measure R SBHwy
6	Dual Left-Turn Lanes on MBB at Sepulveda EB to NB, NB to WB, WB to SB.	Design	\$ 414,593	FY 2008-09	\$ 980,000				\$ 1,394,593	Measure R SBHwy
7	Aviation at Artesia, SB to WB Right-Turn Lane						\$ 1,500,000		\$ 1,500,000	Measure R SBHwy
			\$ 3,593,169		\$ 8,715,937	\$ 12,745,472	\$ -	\$ 1,500,000	\$ 26,554,578	
PEDESTRIAN AND SAFETY IMPROVEMENTS (GRANT FUNDED)										
8	Strand Stairs	Design	\$ 1,920,000	FY 2009-10					\$ 1,920,000	Grant Fund CIP Fund
9	Safe Routes to School Program	2 Phases Complete	\$ 797,468	FyY 2009-10					\$ 797,468	CIP Fund & State Grant
			\$ 2,717,468		\$ -	\$ -	\$ -	\$ -	\$ 2,717,468	

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY TYPE FOR FY20112-2013 THRU FY2016-2017

BY TYPE

STREETS / TRANSPORTATION Con'd											
	PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
CONCRETE REPAIRS											
10	Annual Curb, Gutter and Ramp Replacement Project	FY 12 Design	\$ 700,000	FY 2011-12	\$ 320,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 2,480,000	Gas Tax Fund Gas Tx & TDAIII
11	Concrete Street Construction, 6th St. 7th St., 10th Pl., 11th Pl. & 12th Pl.	Pending design	\$ 400,000	FY 2011-12						\$ 400,000	Measure R L.R.
			\$ 1,100,000		\$ 320,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 2,880,000	
ASPHALT PAVEMENT PROJECTS											
13	Annual Slurry Seal Program	Summer	\$ 425,000	FY 2011-12	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 2,175,000	Gas Tax Fund
14	Street Resurfacing Project: Rosecrans Avenue	Design	\$ 250,000	FY 2010-11						\$ 250,000	Gas Tax Fund (MTA STPL)
15	Street Resurfacing Project: Ardmore and Valley	Design	\$ 700,000	FY 2011-12	\$ 200,000					\$ 900,000	Gas Tax Fund
16	Manhattan Ave./Highland Ave. Improvement Project (1st-8th)	Design	\$ 704,236	FY 2009-10						\$ 704,236	Prop. 1B
17	Triennial Pavement Management System Update					\$ 40,000			\$ 40,000	\$ 80,000	Prop. C
18	Street Resurfacing Project: Blanche, Marine, Oak, 27th St & 11th St					\$ 400,000				\$ 400,000	Gas Tax Fund
19	Morningside Drive Rehabilitation						\$ 250,000			\$ 250,000	Gas Tax Fund
20	Manhattan Beach Bl. Rehab. Sepulveda to Aviation						\$ 100,000	\$ 900,000		\$ 1,000,000	Prop. C
21	Marine Avenue - Sepulveda Bl. To Aviation Bl.								\$ 800,000	\$ 800,000	Prop. C
	Subtotal		\$ 2,079,236		\$ 550,000	\$ 790,000	\$ 700,000	\$ 1,250,000	\$ 1,190,000	\$ 6,559,236	
	Streets TOTAL		\$ 9,489,873		\$ 9,585,937	\$ 13,900,472	\$ 1,065,000	\$ 3,115,000	\$ 1,555,000	\$ 38,711,282	

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY TYPE FOR FY20112-2013 THRU FY2016-2017

BY TYPE

STREETS / TRANSPORTATION Con'd											
	PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
UNFUNDED ASPHALT PAVEMENT PROJECTS											
a	2nd Street - Valley Dr. to Aviation Bl.	Unfunded			\$ 700,000					\$ 700,000	TBD
b	Redondo Avenue - Artesia Bl. To Manhattan Beach Bl.	Unfunded			\$ 500,000					\$ 500,000	TBD
c	Meadows Avenue - Artesia Bl. To Manhattan Beach Boulevard	Unfunded				\$ 500,000				\$ 500,000	TBD
d	Poinsettia Ave. - Boundary Pl. to Manhattan Beach Bl.	Unfunded				\$ 400,000				\$ 400,000	TBD
e	Residential Mill and Overlay/Reconstruction (Tree Section W/O Pacific Ave.)	Unfunded					\$ 1,050,000	\$ 840,000		\$ 1,890,000	TBD
f	Harkness Street - 2nd St. to Manhattan Beach Bl.	Unfunded							\$ 280,000	\$ 280,000	TBD
Total Unfunded Pavement Projects					\$ 1,200,000	\$ 900,000	\$ 1,050,000	\$ 840,000	\$ 280,000	\$ 4,270,000	
UNFUNDED CONCRETE STREET PROJECTS											
g	Concrete Street Replacement /Rehabilitation (Complete Est. \$7.5M backlog over 10 years)	Unfunded			\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 3,750,000	TBD
Total Unfunded Concrete Street Projects					\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 3,750,000	
TOTAL UNFUNDED STREETS PROJECTS					\$ 1,950,000	\$ 1,650,000	\$ 1,800,000	\$ 1,590,000	\$ 1,030,000	\$ 8,020,000	

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY TYPE FOR FY20112-2013 THRU FY2016-2017

BY TYPE

FACILITIES											
	PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
FACILITIES											
1	High Efficiency HVAC and Lighting at City Hall	Design	\$ 300,000	FY 2011-12	\$ 1,240,000					\$ 1,540,000	CIP Fund
2	<i>Downtown Streetscape Improvements:</i> Tile Crosswalk Replacement				\$ 825,000					\$ 825,000	CIP Fund
3	<i>Downtown Streetscape Improvements:</i> Traffic Signal Pole Replacement (16 poles)				\$ 1,100,000					\$ 1,100,000	CIP Fund
4	<i>Downtown Streetscape Improvements:</i> Pavement Rehabilitation & Traffic Striping				\$ 315,000					\$ 315,000	CIP Fund
5	Fire Station No. 2 Seismic Retrofit				\$ 200,000					\$ 200,000	CIP Fund
6	Facilities Assessment				\$ 100,000					\$ 100,000	CIP Fund
7	Traffic Circle Feasibility Study (Valley-Ardmore at 15th Street)				\$ 80,000					\$ 80,000	CIP Fund
8	Parks Master Plan				\$ 100,000					\$ 100,000	CIP Fund
9	Veterans Park Master Plan				\$ 40,000					\$ 40,000	CIP Fund
10	Marine Avenue Park Fencing				\$ 160,000					\$ 160,000	CIP Fund
11	Non-Motorized Transportation Xwalks, Bike lanes, etc.				\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	CIP Fund
	<i>a) General Annual non-motorized transportation projects</i>				\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000		
	<i>b) Install Bike Friendly Street Amenities Pacific Avenue; Rosecrans to 5th St.</i>				\$ 50,000						
	<i>c) Install Bike Friendly Street Amenities Redondo Avenue; Artesia to Marine</i>					\$ 50,000					
	Subtotal		300,000		4,260,000	100,000	100,000	100,000	100,000	\$ 4,960,000	
12	City Structure Deferred Maintenance					\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ 7,600,000	
	CIP Fund Facilities TOTAL		\$ 300,000	\$ -	\$ 4,260,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 12,560,000	

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY TYPE FOR FY20112-2013 THRU FY2016-2017

BY TYPE

FACILITIES (SPECIAL REVENUE FUNDS)											
	PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
FACILITIES (SPECIAL REVENUE FUNDS)											
1	Marine Avenue Park Synthetic Grass Field	Design	\$ 1,000,000	FY 2011-12						\$ 1,000,000	Private Contribution
2	City Yard Cover	Design	\$ 601,180	FY 2009-10						\$ 601,180	Various
3	City-Owned Refuse Enclosure Improvements						\$ 150,000	\$ 550,000		\$ 700,000	Refuse Fund
4	Pier Railing Replacement				\$ 520,000					\$ 520,000	State Pier Fund
5	Pier Roundhouse				\$ 270,000					\$ 270,000	State Pier Fund
6	Pier Comfort Station				\$ 150,000					\$ 150,000	State Pier Fund
	Other Fund Sources Facilities TOTAL		\$ 1,601,180		\$ 940,000	\$ -	\$ 150,000	\$ 550,000	\$ -	\$ 3,241,180	

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY TYPE FOR FY20112-2013 THRU FY2016-2017

BY TYPE

PARKING PROJECTS											
PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)	
PARKING PROJECTS											
1	Automated Parking Meters	Ongoing	\$ 741,265	FY 2009-10					\$ 741,265	Parking Fund	
2	Automated Parking Meters	Ongoing	\$ 532,532	FY 2009-10					\$ 532,532	St. Pier and Prkg Lot Fund	
3	Parking Structure Structural Inspection				\$ 75,000				\$ 75,000	Parking Fund	
Parking TOTAL			\$ 1,273,797		\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 1,348,797	
UNFUNDED PARKING PROJECTS											
a	Parking Structure Structural Rehabilitation/Reinvestment (Based on findings of Structural Inspection)	Unfunded				\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,600,000	Parking Fund
Total Unfunded Parking Projects			\$ -		\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,600,000	

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY TYPE FOR FY20112-2013 THRU FY2016-2017

BY TYPE

SUMMARY ALL PROJECT TYPES										
PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget		FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
WASTEWATER		\$ 2,672,500		\$ 1,610,000	\$ 2,082,500	\$ 2,384,500	\$ 2,436,900	\$ 1,920,000	\$ 13,106,400	See Above
WATER		\$ 3,467,500		\$ 4,167,500	\$ 4,600,000	\$ 5,850,000	\$ 1,600,000	\$ 7,700,000	\$ 27,385,000	See Above
STORMWATER PROJECTS		\$ 550,000		\$ 280,000	\$ -	\$ -	\$ 210,000	\$ 210,000	\$ 1,250,000	See Above
STREETS		\$ 9,489,873		\$ 9,585,937	\$ 13,900,472	\$ 1,065,000	\$ 3,115,000	\$ 1,555,000	\$ 38,711,282	See Above
FACILITIES		\$ 300,000		\$ 4,260,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 12,560,000	See Above
FACILITIES (Special Revenue Funds)		\$ 1,601,180		\$ 940,000	\$ -	\$ 150,000	\$ 550,000	\$ -	\$ 3,241,180	See Above
PARKING		\$ 1,273,797		\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 1,348,797	See Above
PROJECT BY TYPE TOTAL		\$ 19,354,850		\$ 20,918,437	\$ 22,582,972	\$ 11,449,500	\$ 9,911,900	\$ 13,385,000	\$ 97,602,659	

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY FUND FOR FY2012-2013 THRU FY2016-2017

BY FUND

Summary All Funds										
Fund		Funded Carryover Project Budget		FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	
Wastewater Fund		\$ 2,821,250	\$ -	\$ 1,610,000	\$ 2,082,500	\$ 2,384,500	\$ 2,436,900	\$ 1,920,000	\$ 13,255,150	
Water Fund		\$ 3,591,250	\$ -	\$ 4,167,500	\$ 4,600,000	\$ 5,850,000	\$ 1,600,000	\$ 7,700,000	\$ 27,508,750	
Stormwater Fund		\$ 666,180	\$ -	\$ 280,000	\$ -	\$ -	\$ 210,000	\$ 210,000	\$ 1,366,180	
Federal and State Grant Funds and Measure R SB Hwy Funds		\$ 3,260,396	\$ -	\$ 8,094,000	\$ 11,159,325	\$ -	\$ 1,500,000	\$ -	\$ 24,013,721	
Gas Tax, TDA3 & MTA STP-L		\$ 2,175,000	\$ -	\$ 870,000	\$ 1,115,000	\$ 965,000	\$ 715,000	\$ 715,000	\$ 6,555,000	
Proposition C Fund		\$ 1,832,773	\$ -	\$ 621,937	\$ 1,626,147	\$ 100,000	\$ 900,000	\$ 840,000	\$ 5,920,857	
Proposition 1B Fund		\$ 704,236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 704,236	
Measure R Local Return		\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	
Capital Improvement Fund		\$ 2,532,468	\$ -	\$ 4,260,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 14,792,468	
Refuse Fund		\$ 97,500	\$ -	\$ -	\$ -	\$ 150,000	\$ 550,000	\$ -	\$ 797,500	
State Pier & Parking Lot Fund		\$ 532,532	\$ -	\$ 940,000	\$ -	\$ -	\$ -	\$ -	\$ 1,472,532	
Parking Fund		\$ 741,265	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 816,265	
Total All Funds		\$ 19,354,850	\$ -	\$ 20,918,437	\$ 22,582,972	\$ 11,449,500	\$ 9,911,900	\$ 13,385,000	\$ 97,602,659	

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*Project has multiple funding sources

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY FUND FOR FY2012-2013 THRU FY2016-2017

BY FUND

WASTEWATER FUND										
PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
WASTEWATER FUND										
1	FY10-11 Rehabilitation of Gravity Sewer Mains	Construction	\$ 1,050,000						\$ 1,050,000	Wastewater Fund
2	FY11-12 Rehabilitation of Gravity Sewer Mains	Construction	\$ 1,340,000	\$ 610,000					\$ 1,950,000	Wastewater Fund
3	Utility Telemetry	Design	\$ 32,500	\$ 100,000					\$ 132,500	Wastewater Fund
4	FY12-13 Rehabilitation of Gravity Sewer Mains	Design	\$ 150,000	\$ 750,000					\$ 900,000	Wastewater Fund
5	FY11-12 thru 14-15 Rehabilitation of Sewer Manholes	Design	\$ 100,000	\$ 150,000		\$ 150,000		\$ 150,000	\$ 550,000	Wastewater Fund
6	Poinsettia Sewage Pump Station				\$ 1,982,500	\$ 784,500			\$ 2,767,000	Wastewater Fund
7	Pacific Pump Station Upgrade					\$ 100,000	\$ 836,900		\$ 936,900	Wastewater Fund
8	FY14-15 Rehabilitation of Gravity Sewer Mains (Spot Repairs)				\$ 100,000	\$ 1,200,000			\$ 1,300,000	Wastewater Fund
9	FY15-16 Rehabilitation of Gravity Sewer Mains					\$ 150,000	\$ 1,400,000		\$ 1,550,000	Wastewater Fund
10	Voorhees Pump Station and Force Main						\$ 100,000	\$ 840,000	\$ 940,000	Wastewater Fund
11	Meadows Pump Station and Force Main						\$ 100,000	\$ 780,000	\$ 880,000	Wastewater Fund
12	FY17-18 Rehabilitation of Gravity Sewer Mains (Area 5, 6, 7)							\$ 150,000	\$ 150,000	Wastewater Fund
13	City Yard Cover	Design	\$ 148,750	FY 2009-10					\$ 148,750	
Wastewater Fund TOTAL			\$ 2,821,250	\$ -	\$ 1,610,000	\$ 2,082,500	\$ 2,384,500	\$ 2,436,900	\$ 1,920,000	\$ 13,255,150

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*Project has multiple funding sources

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY FUND FOR FY20112-2013 THRU FY2016-2017

BY FUND

WATER FUND										
PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
WATER FUND										
1	Well 11A Rehabilitation	Construction	\$ 230,000						\$ 230,000	Water Fund
2	2nd Street Booster Pump Station	Design	\$ 630,000						\$ 630,000	Water Fund
3	Pipe Replacement Program and Fire Hydrant Installation (Area 7)	Construction	\$ 2,200,000						\$ 2,200,000	Water Fund
4	Utility Radio Telemetry	Design	\$ 32,500	\$ 317,500					\$ 350,000	Water Fund
5	Larsson Street Pump Station Improvement	Design	\$ 100,000	\$ 500,000					\$ 600,000	Water Fund
6	Pipe Replacement Program and Fire Hydrant Installation (Area 1)	Design	\$ 150,000	\$ 1,050,000					\$ 1,200,000	Water Fund
7	Water Main Replacement: Sepulveda Boulevard & 2nd Street (Sep-MBB to 2nd; 2nd-Larsson Pump to 2nd St Pump)	Design	\$ 125,000	\$ 1,100,000					\$ 1,225,000	Water Fund
8	Pipe Replacement Program and Fire Hydrant Installation (Area 2)			\$ 200,000	\$ 1,600,000				\$ 1,800,000	Water Fund
9	Water Well at Aviation Boulevard/6th Street (Well 13)			\$ 1,000,000	\$ 2,500,000	\$ 2,250,000			\$ 5,750,000	Water Fund
10	Pipe Replacement Program and Fire Hydrant Installation (Area 3)					\$ 100,000	\$ 900,000		\$ 1,000,000	Water Fund
11	Well Collection line From Well 11A to Block 35				\$ 500,000	\$ 3,500,000			\$ 4,000,000	Water Fund
12	Block 35 Ground Level Reservoir Replacement						\$ 700,000	\$ 7,400,000	\$ 8,100,000	Water Fund
13	Pipe Replacement Program and Fire Hydrant Installation (Area 5, 6, 7)							\$ 300,000	\$ 300,000	Water Fund
14	City Yard Cover	Design	\$ 123,750	FY 2009-10					\$ 123,750	
Water Fund TOTAL			\$ 3,591,250	\$ -	\$ 4,167,500	\$ 4,600,000	\$ 5,850,000	\$ 1,600,000	\$ 7,700,000	\$ 27,508,750

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*Project has multiple funding sources

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY FUND FOR FY2012-2013 THRU FY2016-2017

BY FUND

STORMWATER FUND										
PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
STORMWATER FUND										
1	2nd Street in Vets Parkway Infiltration Project	Design	\$ 550,000		\$ 130,000				\$ 680,000	Storm Drain Fund
2	Stormwater Quality Improvement Catch Basin Inserts						\$ 210,000	\$ 210,000	\$ 420,000	Storm Drain Fund
3	Storm Drain Video Inspection and Evaluation				\$ 150,000				\$ 150,000	Storm Drain Fund
4	City Yard Cover	Design	\$ 116,180	FY 2009-10					\$ 116,180	
Stormwater Fund TOTAL			\$ 666,180		\$ 280,000	\$ -	\$ -	\$ 210,000	\$ 210,000	\$ 1,366,180

*Project has multiple funding sources

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY FUND FOR FY2012-2013 THRU FY2016-2017

BY FUND

FEDERAL AND STATE GRANT FUND - Federal and State Grant Funds and Measure R SB Hwy Funds											
	PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
1	Sepulveda Bridge Widening Project (33rd-Valley)* <i>MTA Call Grant</i>				\$ 3,184,000	\$ 3,629,325				\$ 6,813,325	MTA Call Grant
2	Sepulveda Bridge Widening Project (33rd-Valley)* <i>Safetea-Lu Earmark</i>		\$ 1,079,000		\$ 360,000					\$ 1,439,000	Safetea-Lu Earmark
3	Sepulveda Bridge Widening Project (33rd-Valley)* <i>Safetea-Lu STPL</i>					\$ 500,000				\$ 500,000	Safetea-Lu STPL
4	Sepulveda Bridge Widening Project (33rd-Valley)* <i>Measure R SB Hwy</i>				\$ 4,550,000	\$ 4,550,000				\$ 9,100,000	Measure R SB Hwy
5	Aviation at Marine, Dual SB to EB Lefts					\$ 1,500,000				\$ 1,500,000	Measure R SBHwy
6	Dual Left-Turn Lanes on MBB at Sepulveda EB to NB, NB to WB, WB to SB.*	Design				\$ 980,000				\$ 980,000	Measure R SBHwy
7	Strand Stairs*	Design	\$ 1,600,000	FY 2009-10						\$ 1,600,000	Safetea-Lu Earmark
8	South Side Rosecrans Ave. Widening	Bidding	\$ 346,396	FY 2006-07						\$ 346,396	MTA Call Grant
9	Dual Left-Turn Lanes on Marine Ave at Sepulveda Blvd.*	Design and Permitting	\$ 235,000							\$ 235,000	Measure R SBHwy
10	Aviation at Artesia, SB to WB Right-Turn Lane							\$ 1,500,000		\$ 1,500,000	Measure R SBHwy
	Federal and State Grant Fund TOTAL		\$ 3,260,396	\$ -	\$ 8,094,000	\$ 11,159,325	\$ -	\$ 1,500,000	\$ -	\$ 24,013,721	

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*Project has multiple funding sources

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY FUND FOR FY2012-2013 THRU FY2016-2017

BY FUND

GAS TAX FUND - Gas Tax, TDA3 & MTA STP-L											
	PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
1	Dual Left-Turn Lanes on Marine Ave at Sepulveda Blvd.*	Design and Permitting	\$ 100,000	FY 2011-12						\$ 100,000	Gas Tax
2	Annual Curb, Gutter and Ramp Replacement Project	FY 12 Design	\$ 700,000	FY 2011-12	\$ 320,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 2,480,000	Gas Tax & TDAIII
3	Annual Slurry Seal Program	Summer	\$ 425,000	FY 2011-12	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 2,175,000	Gas Tax Fund
4	Street Resurfacing Project: Ardmore and Valley	Design	\$ 700,000	FY 2011-12	\$ 200,000					\$ 900,000	Gas Tax Fund
5	Street Resurfacing Project: Rosecrans Avenue	Design	\$ 250,000	FY 2010-11						\$ 250,000	Gas Tax Fund (MTA STPL)
6	Street Resurfacing Project: Blanche, Marine, Oak, 27th St & 11th St					\$ 400,000				\$ 400,000	Gas Tax Fund
7	Morningside Drive Rehabilitation						\$ 250,000			\$ 250,000	Gas Tax Fund
	Gas Tax Fund TOTAL		\$ 2,175,000		\$ 870,000	\$ 1,115,000	\$ 965,000	\$ 715,000	\$ 715,000	\$ 6,555,000	
PRPOSITION C FUND											
	PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
1	Sepulveda Bridge Widening Project (33rd-Valley)*		\$ 1,208,236		\$ 621,937	\$ 1,586,147				\$ 3,416,320	Prop. C
2	Triennial Pavement Management System Update					\$ 40,000			\$ 40,000	\$ 80,000	Prop. C
3	Manhattan Beach Bl. Rehab. Sepulveda to Aviation						\$ 100,000	\$ 900,000		\$ 1,000,000	Prop. C
4	Marine Avenue - Sepulveda Bl. To Aviation Bl.								\$ 800,000	\$ 800,000	Prop. C
5	Dual Left-Trn Lanes on MBB at Sepulveda EB, NB, WB*		\$ 414,593	FY2008-09						\$ 414,593	Prop. C
6	So Rosecrans Utility Undergrounding-Street Work	Bidding	\$ 209,944	FY 2003-04						\$ 209,944	Prop C
	Proposition C Fund TOTAL		\$ 1,832,773		\$ 621,937	\$ 1,626,147	\$ 100,000	\$ 900,000	\$ 840,000	\$ 5,920,857	

*Project has multiple funding sources

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY FUND FOR FY2012-2013 THRU FY2016-2017

BY FUND

PROPOSITION 1B FUND											
	PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
1	Manhattan Ave./Highland Ave. Improvement Project (1st-8th)	Design	\$ 704,236	FY 2009-10						\$ 704,236	Prop. 1B
	Wastewater Fund TOTAL		\$ 704,236		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 704,236	
MEASURE R LOCAL RETURN FUND											
	PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
1	Concrete Street Construction, 6th St. 7th St., 10th Pl., 11th Pl. & 12th Pl.	Pending design	\$ 400,000	FY 2011-12						\$ 400,000	Measure R L.R.
	Wastewater Fund TOTAL		\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	

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*Project has multiple funding sources

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY FUND FOR FY20112-2013 THRU FY2016-2017

BY FUND

CAPITAL IMPROVEMENT FUND										
PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
1	Marine Avenue Park Synthetic Grass Field	Design	\$ 1,000,000	FY 2011-12					\$ 1,000,000	Private Contributions
2	City Yard Cover	Design	\$ 115,000	FY 2009-10					\$ 115,000	
3	Strand Stairs*	Design	\$ 320,000	FY 2009-10					\$ 320,000	Grant Funds \$1.6M CIP Fund
4	Safe Routes to School Program	2 Phases Complete	\$ 797,468	FY 2009-10					\$ 797,468	CIP Fund 10% Match & State Grant
5	High Efficiency HVAC and Lighting at City Hall	Design	\$ 300,000	FY 2011-12	\$ 1,240,000				\$ 1,540,000	CIP Fund
6	<i>Downtown Streetscape Improvements:</i> Tile Crosswalk Replacement				\$ 825,000				\$ 825,000	CIP Fund
7	<i>Downtown Streetscape Improvements:</i> Traffic Signal Pole Replacement (16 poles)				\$ 1,100,000				\$ 1,100,000	CIP Fund
8	<i>Downtown Streetscape Improvements:</i> Pavement Rehabilitation & Traffic Striping				\$ 315,000				\$ 315,000	CIP Fund
9	Fire Station No. 2 Seismic Retrofit				\$ 200,000				\$ 200,000	CIP Fund
10	Facilities Assessment				\$ 100,000				\$ 100,000	CIP Fund
11	Traffic Circle Feasibility Study (Valley-Ardmore at 15th Street)				\$ 80,000				\$ 80,000	CIP Fund
12	Parks Master Plan				\$ 100,000				\$ 100,000	CIP Fund
13	Veterans Park Master Plan				\$ 40,000				\$ 40,000	CIP Fund
14	Marine Avenue Park Fencing				\$ 160,000				\$ 160,000	CIP Fund
15	Non-Motorized Transportation Xwalks, Bike lanes, etc.				\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	CIP Fund
	a) General Annual non-motorized transportation projects				\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	
	b) Install Bike Friendly Street Amenities Pacific Avenue; Rosecrans to 5th St.				\$ 50,000					
	c) Install Bike Friendly Street Amenities Redondo Avenue; Artesia to Marine					\$ 50,000				
	Subtotal		2,532,468		4,260,000	100,000	100,000	100,000	7,192,468	
16	City Structure Deferred Maintenance					\$ 1,900,000	\$ 1,900,000	\$ 1,900,000	\$ 7,600,000	
	CIP Fund Facilities TOTAL		\$ 2,532,468		\$ 4,260,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 14,792,468	

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*Project has multiple funding sources

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY FUND FOR FY20112-2013 THRU FY2016-2017

BY FUND

REFUSE FUND											
	PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
1	City Yard Cover	Design	\$ 97,500	FY 2009-10						\$ 97,500	Refuse Fund
2	City-Owned Refuse Enclosure Improvements						\$ 150,000	\$ 550,000		\$ 700,000	Refuse Fund
	Wastewater Fund TOTAL		\$ 97,500		\$ -	\$ -	\$ 150,000	\$ 550,000	\$ -	\$ 797,500	
STATE PIER AND PARKING FUND											
	PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
1	Pier Railing Replacement				\$ 520,000					\$ 520,000	State Pier and Parking Fund
2	Pier Roundhouse				\$ 270,000					\$ 270,000	State Pier and Parking Fund
3	Pier Comfort Station				\$ 150,000					\$ 150,000	State Pier and Parking Fund
2	Automated Parking Meters	Ongoing	\$ 532,532	FY 2009-10						\$ 532,532	St. Pier and Prkg Lot Fund
	Wastewater Fund TOTAL		\$ 532,532		\$ 940,000	\$ -	\$ -	\$ -	\$ -	\$ 1,472,532	
PARKING FUND											
	PROJECT TITLE	Status 4/3/12	Funded Carryover Project Budget	Carryover Project Original Funding Yr	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	FUND SOURCE(S)
1	Automated Parking Meters	Ongoing	\$ 741,265	FY 2009-10						\$ 741,265	Parking Fund
3	Parking Structure Structural Inspection				\$ 75,000					\$ 75,000	Parking Fund
	Parking TOTAL		\$ 741,265	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 816,265	

*Project has multiple funding sources

City of Manhattan Beach, Capital Improvement Plan 2013-2017
 PROJECTS BY FUND FOR FY2012-2013 THRU FY2016-2017

BY FUND

Summary All Funds										
Fund		Funded Carryover Project Budget		FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FIVE YEAR TOTAL (Includes Carryover Project Totals)	
Wastewater Fund		\$ 2,821,250	\$ -	\$ 1,610,000	\$ 2,082,500	\$ 2,384,500	\$ 2,436,900	\$ 1,920,000	\$ 13,255,150	
Water Fund		\$ 3,591,250	\$ -	\$ 4,167,500	\$ 4,600,000	\$ 5,850,000	\$ 1,600,000	\$ 7,700,000	\$ 27,508,750	
Stormwater Fund		\$ 666,180	\$ -	\$ 280,000	\$ -	\$ -	\$ 210,000	\$ 210,000	\$ 1,366,180	
Federal and State Grant Funds and Measure R SB Hwy Funds		\$ 3,260,396	\$ -	\$ 8,094,000	\$ 11,159,325	\$ -	\$ 1,500,000	\$ -	\$ 24,013,721	
Gas Tax, TDA3 & MTA STP-L		\$ 2,175,000	\$ -	\$ 870,000	\$ 1,115,000	\$ 965,000	\$ 715,000	\$ 715,000	\$ 6,555,000	
Proposition C Fund		\$ 1,832,773	\$ -	\$ 621,937	\$ 1,626,147	\$ 100,000	\$ 900,000	\$ 840,000	\$ 5,920,857	
Proposition 1B Fund		\$ 704,236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 704,236	
Measure R Local Return		\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	
Capital Improvement Fund		\$ 2,532,468	\$ -	\$ 4,260,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 14,792,468	
Refuse Fund		\$ 97,500	\$ -	\$ -	\$ -	\$ 150,000	\$ 550,000	\$ -	\$ 797,500	
State Pier & Parking Lot Fund		\$ 532,532	\$ -	\$ 940,000	\$ -	\$ -	\$ -	\$ -	\$ 1,472,532	
Parking Fund		\$ 741,265	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 816,265	
Total All Funds		\$ 19,354,850	\$ -	\$ 20,918,437	\$ 22,582,972	\$ 11,449,500	\$ 9,911,900	\$ 13,385,000	\$ 97,602,659	

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*Project has multiple funding sources



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UTILITIES

**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: **Rehabilitation of Gravity Sewer Mains FY 2011-12**

Description: Replacement or repair of gravity sewer mains as indicated below:

Street	limits	work	Maintenance Area
Marine Av	Highland Avenue to Grandview Dr.	(Full Replacement)	7
Alma Av.	24th St to 27th St.	(Full Replacement)	7
3rd Street	Crest Drive to Ingleside Drive	(Full Replacement)	7
4th Street	Ingleside Drive to Valley Drive	(Full Replacement)	7
Ingleside Drive	7th Street to 5th Street	(Full Replacement)	7
24th Street	Strand to Highland Avenue	(Full Replacement)	7
7th Street	Crest Drive to Valley Drive	(Full Replacement)	7

Justification: The above locations have been identified by maintenance staff and through CCTV inspection to require rehabilitation or replacement.

Project Cost Information:

Capital Costs:

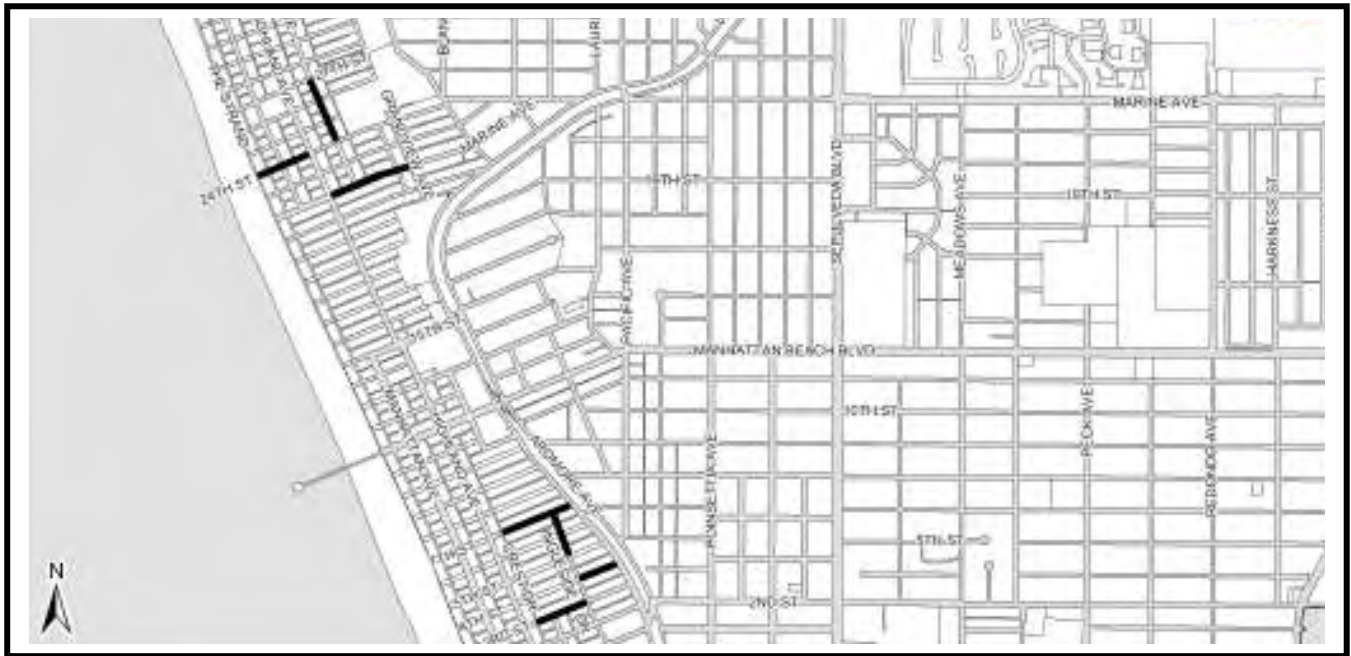
<u>Funding Source (s)</u>	<u>Previous Approp'ns</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Sewer Funds	\$1,340,000	\$610,000					\$1,950,000
TOTAL	\$1,340,000	\$610,000					\$1,950,000

Location Map on next page:

**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

**Project Title: Rehabilitation of Gravity Sewer Mains FY 2011-12'
Continued**

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: **Utility Telemetry**

Description: Install radio or fiber optic communications to 21 existing water and wastewater stations the Public Works Maintenance Facility.

Justification: The City monitors the function of 21 critical water and sewer facilities on a continuous basis. Presently, telephone is the only communication mode and there is no back-up system. Redundant communication is critical to assure the function of critical water and sewer facilities. It is proposed that a new radio and fiber optic communication system be installed while maintaining the current telephone system for redundancy.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>Previous Approp'ns</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Water Fund	\$32,500	\$317,500					\$350,000
Sewer Fund	\$32,500	\$100,000					\$132,500
TOTAL	\$65,000	\$417,500					\$482,500

Location Map:

No map (21 sites throughout the City of Manhattan Beach).

**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: Rehabilitation of Gravity Sewer Mains FY 2012-13

Description: Replacement or repair of gravity sewer mains as indicated below:

Street	limits	work	Maintenance Area
11 th Street	Dianthus Street to Sepulveda Boulevard	2 spot repairs	1
Ardmore Avenue	S/O 11 th Street	1 spot repair	1
10 th Street	Dianthus Street to Sepulveda Boulevard	1 spot repair	1
Dianthus Street	3 rd Street to 6 th Street	1 spot repair	1
2 nd Street	Poinsettia Street To Anderson Street	1 spot repair	1
8 th Street	Poinsettia Street To Anderson Street	1 spot repair	1
8 th Street	Anderson Street to Dianthus Street	1 spot repair	1
9 th Street	Ardmore Avenue to Railroad Place	2 spot repairs	1
Boundary Place	Dianthus Street to Sepulveda Boulevard	1 spot repair	1
11 th Place	W/O Highview Avenue	1 spot repair	1
6 th Street	John Street to John Place	1 spot repair	1
1 st Street	E/O Ardmore Avenue	1 spot repair	1
Johnson Street	2 nd to 3 rd Streets	1 spot repair	2
3 rd Street	Johnson Street to Meadows Avenue	2 spot repairs	2
Rowell Avenue	Gates Avenue to Curtis Avenue	1 spot repair	2
8 th Street	W/O Johnson Street	1 spot repair	2
9 th Street	At Johnson Street	1 spot repair	2
Meadows Avenue	Curtis Avenue and Voorhees Avenue	1 spot repair	2
2 nd Street	Sepulveda Boulevard to Johnson Street	1 spot repair	2
8 th Street	E/O Johnson Street	1 spot repair	2
9 th Street	W/O Meadows Avenue	1 spot repair	2
Longfellow Drive	E/O Altura Way	1 spot repair	2
Shores Parking Lot	W/O Peck Avenue	1 spot repair	2
Johnson Street	3 rd to 4 th Streets	1 spot repair	2
Johnson Street	4 th to 5 th Streets	1 spot repair	2
9 th Street	Rowell Avenue to Peck Avenue	1 spot repair	2
'Tennyson Street	Chabella Drive to Prospect Avenue	1 spot repair	2
2 nd Street	Herrin Avenue to Redondo Avenue	Full replacement	3
Nelson Avenue	Peck Avenue to Herrin Street	2 spot repairs	3
Herrin Street	1 st Street to Gates Avenue	2 spot repairs	3
Aviation Boulevard	10 th Street to 11 th Street	1 spot repair	3
1 st Street	Redondo Avenue to Aviation Boulevard	1 spot repair	3
Nelson Avenue	Crossing Aviation Boulevard	1 spot repair	3

Justification: The above locations have been identified by maintenance staff and through CCTV inspection to require rehabilitation or replacement.

City of Manhattan Beach 2013-2017 Capital Improvement Plan Funded Project Information

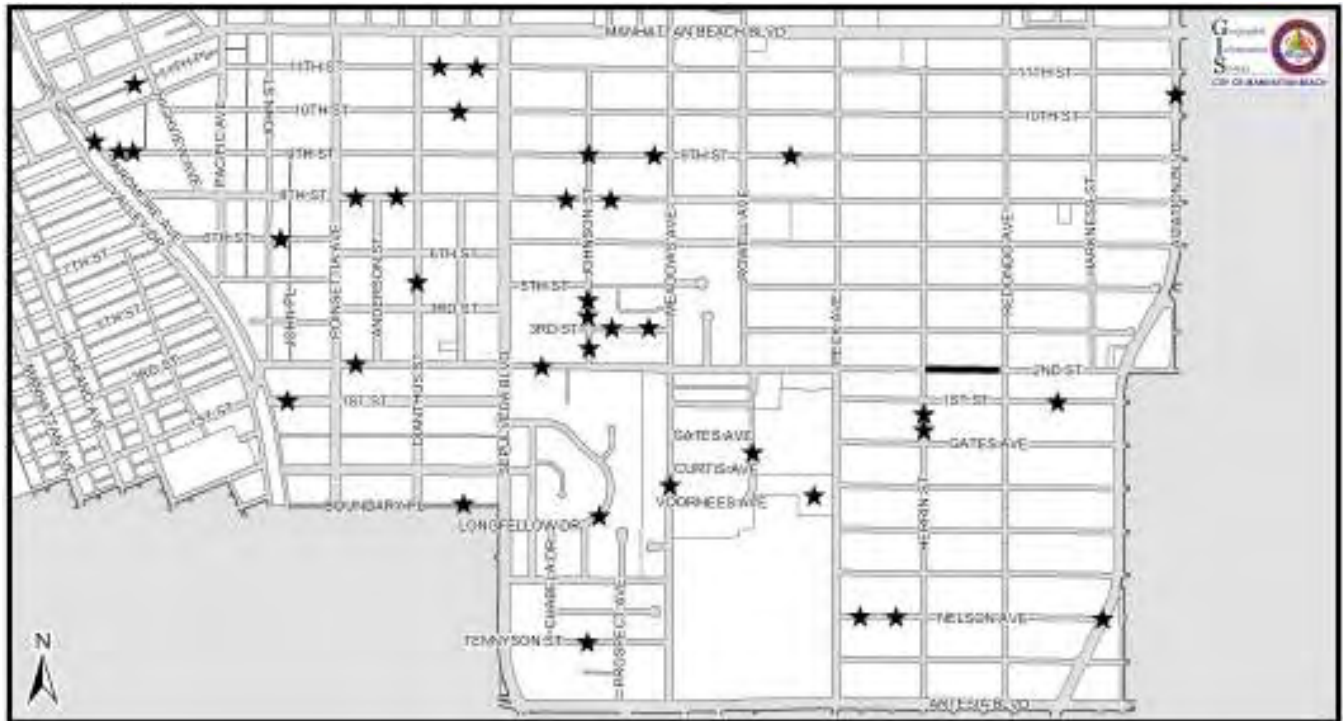
**Project Title: Rehabilitation of Gravity Sewer Mains FY 2012-13
Continued**

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>Previous Approp'ns</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Sewer Fund	\$150,000	\$750,000					\$900,000
TOTAL	\$150,000	\$750,000					\$900,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: Rehabilitation of Sewer Manholes FY 2012-13 through FY 2014-15

Description:

Rehabilitation of Sewer Manholes at the following locations:

Street	Manhole	Recommendation	Year/Cost
Highland Ave	19-015	Replace	FY 1011-12 \$100K
1st St	01-080	Repair mortar	
Curtis Ave	05-052	Replace manhole cover and line	
Gates Ave	01-072	Line manhole	
2nd St	01-086	Line manhole	
Duncan Ave	10-039	Line manhole	FY 1012-13 \$150K
18th St	06-244	Line manhole	
8th St	04-054	Line manhole	
Meadows Ave	05-023	Line manhole	
14th St	06-191	Line manhole	
Cedar Way	25-012	Line manhole	
Village Dr	25-025	Line manhole	
11th St	09-028	Line manhole	
Rowell Ave	05-055	Replace manhole cover	
Flournoy Rd	17-057	Line manhole	
14th St	06-050	Line manhole	FY 1014-15 \$150K
14th St	06-077	Line manhole	
31st St	17-053	Line manhole	
Tennyson St	05-020	Line manhole	
Voorhees Ave	05-005	Line manhole	
The Strand	14-064	Replace manhole cover	
Manhattan Ave	11-116A	Line manhole	
19th St	06-030	Line manhole	
Blanche Rd	17-040	Line manhole	
1st St	01-061	Line manhole	
Marine Ave	15-053	Repair mortar	FY 1014-15 \$150K
Manhattan Ave	11-117	Line manhole	
Locations to be determined through further condition assessment.			

Justification: The above sewer manholes were inspected and determined to require rehabilitation, repair or replacement. This project will rehabilitate, replace and/or repair the sewer manholes listed above. Manholes provide maintenance access to sewer mains.

Project Cost Information:

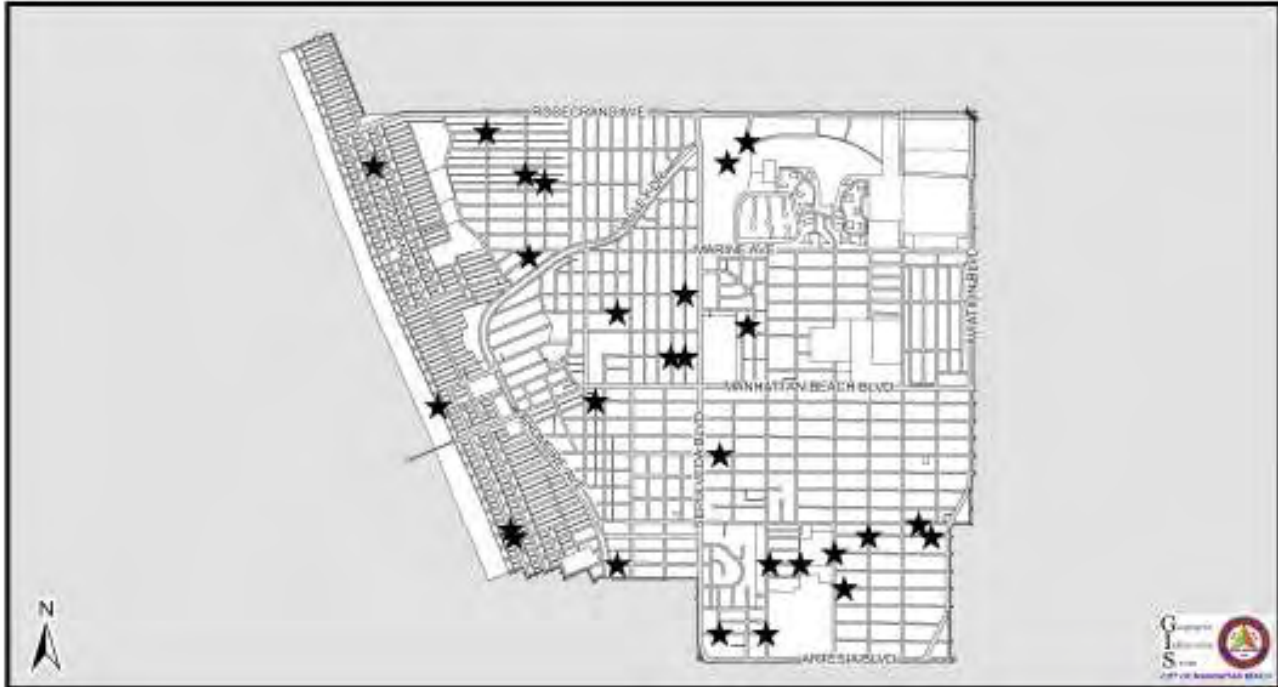
Capital Costs:

<u>Funding Source(s)</u>	<u>Previous Approp'ns</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Sewer Fund	\$100,000	\$150,000		150,000		150,000	\$550,000
TOTAL	\$100,000	\$150,000		150,000		150,000	\$550,000

**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

**Project Title: Rehabilitation of Sewer Manholes FY 2012-13 through FY 2014-15
Continued**

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: Poinsettia Sewage Pump Station

Description: Reconstruction/modification of the Poinsettia Sewage Pump Station and installation of a second force main.

Justification: The Poinsettia Sewage Pump Station has the smallest wet well capacity of any of the City's pump stations. It has only 394 gallons and 4.7 minutes of emergency storage at the peak wet weather flow rate of 85 gpm. Emergency storage for a regular dry day during the morning peak is only 8 minutes. This means that if the station fails, sewage would enter the dry well and disable the electrical systems after just 8 minutes. It is recommended that pump stations be equipped with at least 30 minutes of peak wet weather emergency storage. This station should be equipped with a minimum of 2,550 gallons emergency storage.

To provide the additional storage required, a new and deeper wet well must be constructed. It is possible that the existing dry/wet well could be used as the future dry well; however doing so would reduce the efficiency of the pumps and increase cavitation potential. It is recommended that a completely new station be built adjacent to the existing station that will possess a wet well with adequate emergency storage with a new adjacent drywell containing the pumps and controls.

An additional force main will be installed to provide system redundancy. The new force main would be 4" ductile iron pipe and would run from the station to Manhattan Beach Boulevard where it would discharge into a gravity sewer. The old force main would remain and would be available if the primary force main was damaged.

Project Cost Information:

Capital Costs:

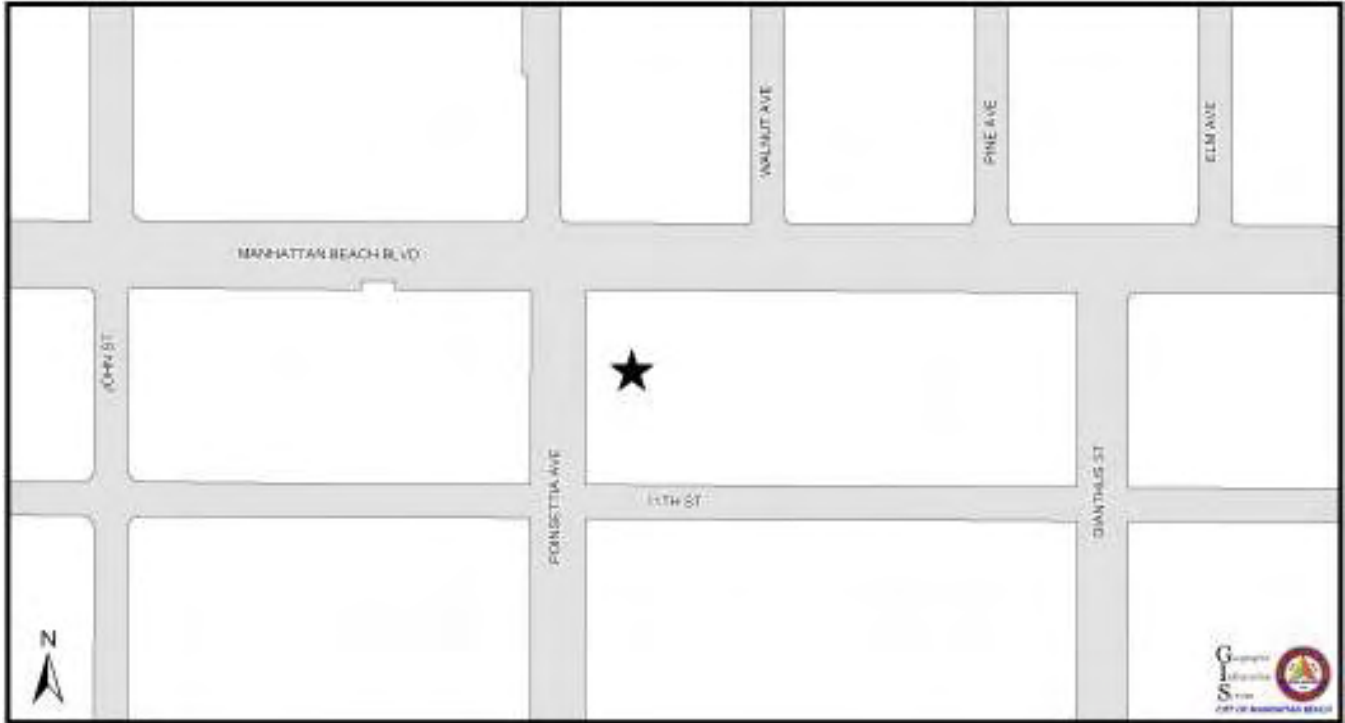
<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
Sewer Fund (Pump Station)		\$1,982,500	\$717,500			\$2,700,000
Sewer Fund (Force Main)			\$67,000			\$67,000
TOTAL		\$1,982,500	\$784,500			\$2,767,000

Location Map on following page:

**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

**Project Title: Poinsettia Sewage Pump Station
Continued**

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: Pacific Pump Station Upgrade

Description: Improvement of the Pacific Avenue Sewage Pump Station and installation of a second force main.

Justification: The Pacific Avenue Pump Station has operational pumping capacity of 291 to 317 gallons per minute. The peak wet weather flows anticipated are 376 gallons per minute. The current station could not pump at the needed rate if one of the two pumps fail or is taken out of service for maintenance. This project will modify the pumps and controls to accommodate two pumps capable of pumping 400 gallons per minute.

The Pacific Avenue Pump Station pumps sewage through a 57-year-old 6" cast iron force main a distance of 1,225 feet to the intersection of Poinsettia Avenue and Ardmore Avenue. If this line were to break or be damaged by another party, the City would have no option but to set up a temporary bypass pump and hose system to pump sewage inflows to an adjacent gravity sewer drainage area. This could not be set up in time to avoid significant sewage discharge to the street and storm drain system. This project would construct an additional 6" force main to provide two force mains to serve this station.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
Sewer Fund (Pump Station Upgrade)		\$100,000	\$440,000			\$540,000
Sewer Fund (Force Main)			\$396,900			\$396,900
TOTAL		\$100,000	\$836,900			\$936,900

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: Rehabilitation of Gravity Sewer Mains FY 2014-15

Description:

Rehabilitation or Replacement of Gravity Sewer Mains in maintenance area 4 as indicated below:

Street	limits	work	Maintenance Area
HARKNESS ST	15 th Street to 19 th Street	1 spot repair	4
FAYMONT AVE	15 th Street to 19 th Street	1 spot repair	4
18TH ST	Herrin Street to Redondo Avenue	2 spot repairs	4
19TH ST	Herrin Street to Redondo Avenue	1 spot repair	4
21ST ST	20 th Street to Meadows Avenue	1 spot repair	4
Additional locations will be identified through future CCTV inspections			4

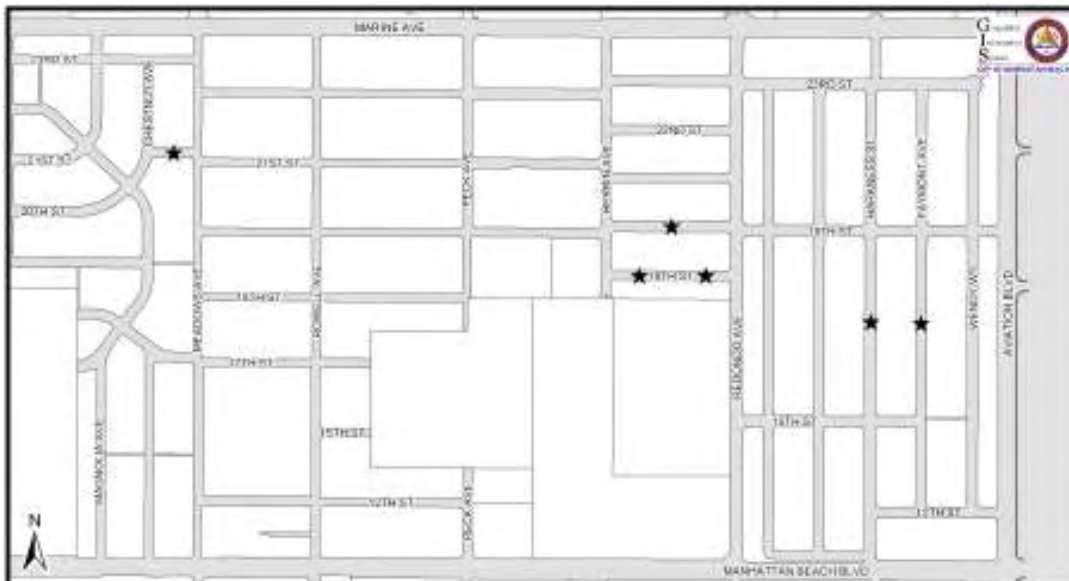
Justification: The above locations have been identified by maintenance staff and through CCTV inspection to require rehabilitation or replacement.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
Sewer Fund		\$100,000	1,200,000			\$1,300,000
TOTAL		\$100,000	1,200,000			\$1,300,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: Rehabilitation of Gravity Sewer Mains FY 2015-16

Description:

Rehabilitation or Replacement of Gravity Sewer Mains in maintenance area 5 and 7 as indicated below:

Street	limits	work	Maintenance Area
20 th Street	Highland Ave. East to end	Full Replacement	7
19 th Street	Highland Ave. East to end	Full Replacement	7
18 th Street	Highland Ave. East to end	Full Replacement	7
16 th Place	W/O Live Oak Park	2 Spot repairs	7
Highview Avenue	N/O Manhattan Bch Blvd.	Full Replacement	5
Manhattan Bch Blvd.	Ardmore Av. to Fisher Av.	1 spot repair	5
28 th Place	Grandview to Vista	Full Replacement	7
31 st Street	W/O Grandview	1 spot repair	7
31 st Street	W/O Highland	1 spot repair	7
Manhattan Av.	28 th St. to 29 th St.	Full Replacement	7
32 nd Street	Manhattan Av. to Strand	Full Replacement	7

Justification: The above locations have been identified by maintenance staff and through CCTV inspection to require rehabilitation or replacement.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
Sewer Fund			\$150,000	\$1,400,000		\$1,550,000
TOTAL			\$150,000	\$1,400,000		\$1,550,000

Location Map on following page:

**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

**Project Title: Rehabilitation of Gravity Sewer Mains FY 2015-16
Continued**

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: Voorhees Pump Station Upgrade

Description: Improvement of the Voorhees Sewage Pump Station and installation of a second force main.

Justification: The Voorhees Pump Station has operational pumping capacity of approximately 227 gallons per minute. The peak wet weather flows anticipated are 350 gallons per minute. The current station could not pump at the needed rate if one of the two pumps fail or is taken out of service for maintenance. Additionally there is insufficient storage at the station. This project will modify the pumps and controls to accommodate two pumps capable of pumping 350 gallons per minute and will provide additional emergency storage.

The Voorhees Pump Station pumps sewage through a 59-year-old 6" cast iron force main a distance of 1,300 feet to the intersection of Peck and Gates Avenues. If this line were to break or be damaged by another party, the City would have no option but to set up a temporary bypass pump and hose system to pump sewage inflows to an adjacent gravity sewer drainage area. This could not be set up in time to avoid significant sewage discharge to the street and storm drain system. This project would construct an additional 6" force main to provide two force mains to serve this station.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
Sewer Fund (Pump Station Upgrade)				\$100,000	\$440,000	\$540,000
Sewer Fund (Force Main)					\$400,000	\$400,000
TOTAL				\$100,000	\$840,000	\$940,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: Meadows Pump Station Upgrade

Description: Improvement of the Voorhees Sewage Pump Station and installation of a second force main.

Justification: The Meadows Pump Station is located on Meadows Avenue immediately south of 9th Street. The station has an operational pumping capacity of 216 to 317 gallons per minute. The peak wet weather flows anticipated are 376 gallons per minute. The current station could not pump at the needed rate if one of the two pumps fail or is taken out of service for maintenance. Additionally, there is insufficient storage at the station. This project will modify the pumps and controls to accommodate two pumps capable of pumping 376 gallons per minute and will provide additional emergency storage.

The Meadows Pump Station pumps sewage through a 59-year-old 6" cast iron force main a distance of 760 feet to the intersection of Meadows Avenue at 11th Street. If this line were to break or be damaged by another party, the City would have no option but to set up a temporary bypass pump and hose system to pump sewage inflows to an adjacent gravity sewer drainage area. This could not be set up in time to avoid significant sewage discharge to the street and storm drain system. This project would construct an additional 6" force main to provide two force mains to serve this station.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
Sewer Fund (Pump Station Upgrade)				\$100,000	\$440,000	\$540,000
Sewer Fund (Force Main)					\$240,000	\$240,000
TOTAL				\$100,000	\$780,000	\$780,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: Rehabilitation of Gravity Sewer Mains FY 2017-18

Description:

Rehabilitation or Replacement of Gravity Sewer Mains in maintenance area 5, 6 (Tree Section) and 7 (Sand Section).

Justification: Locations in the above mentioned areas have been identified by maintenance staff and through CCTV inspection to require rehabilitation or replacement.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
Sewer Fund (design only)					\$150,000	\$150,000
TOTAL					\$150,000	\$150,000

Location Map: None

**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: Larsson Street Pump Station Improvement

Description: Upgrade pumps, controls, variable speed drives and back-up generator to provide increases pumping capacity.

Justification: Presently the Larsson Street Pump Station consists of three electric pumps with variable speed drives. All three pumps are often called to provide peak domestic service and on occasion, the 2nd Street Pump Station is also called to assist. Optimally, peak domestic service should be served by two of the three pumps at the station. This would allow one of the pumps to be taken out of service for maintenance without requiring the 2nd Street pump station to be called.

This project would provide three larger pumps at the station such that two pumps would handle peak domestic service. Three new pumps and variable speed drives would be installed along with new motor controls and a larger back-up generator to handle the increased electrical demand of the larger pumps and motors.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>Previous Approp'ns</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Sewer Fund	\$100,000	\$500,000					\$600,000
TOTAL	\$100,000	\$500,000					\$600,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: Pipe Replacement Program and Fire Hydrant Installation (Area 1)

Description:

Construction of replacement water mains and new fire hydrants.

Street	From	To	Maintenance Area
11 th Street	Ardmore Avenue	John Street	7 Low pressure zone
10 th Street	Highview Avenue	Pacific Avenue	7 High pressure zone
9 th Street	Ardmore Avenue	Highview Avenue	7 Low Pressure Zone
9 th Street	Highview Avenue	Pacific Avenue	7 High pressure zone
Highview Avenue	9 th Street	10 th Street	7 Convert to high pressure zone
Pacific Avenue	11 th Street	Manhattan Beach Boulevard	7 Low pressure zone
John Street	10 th Street	11 th Street	7 High pressure zone
9 th Street	John Street	Poinsettia Avenue	7 High pressure zone
Poinsettia	8 th Street	9 th Street	7 High pressure zone
8 th Street	Poinsettia Avenue	Sepulveda Boulevard	7 Low pressure zone

Justification: The existing water mains in this part of Area 1 are mostly 4" cast iron mains more than 60 year old. Increasing to 6" mains or larger would provide adequate fire flows in the area.

Project Cost Information:

Capital Costs:

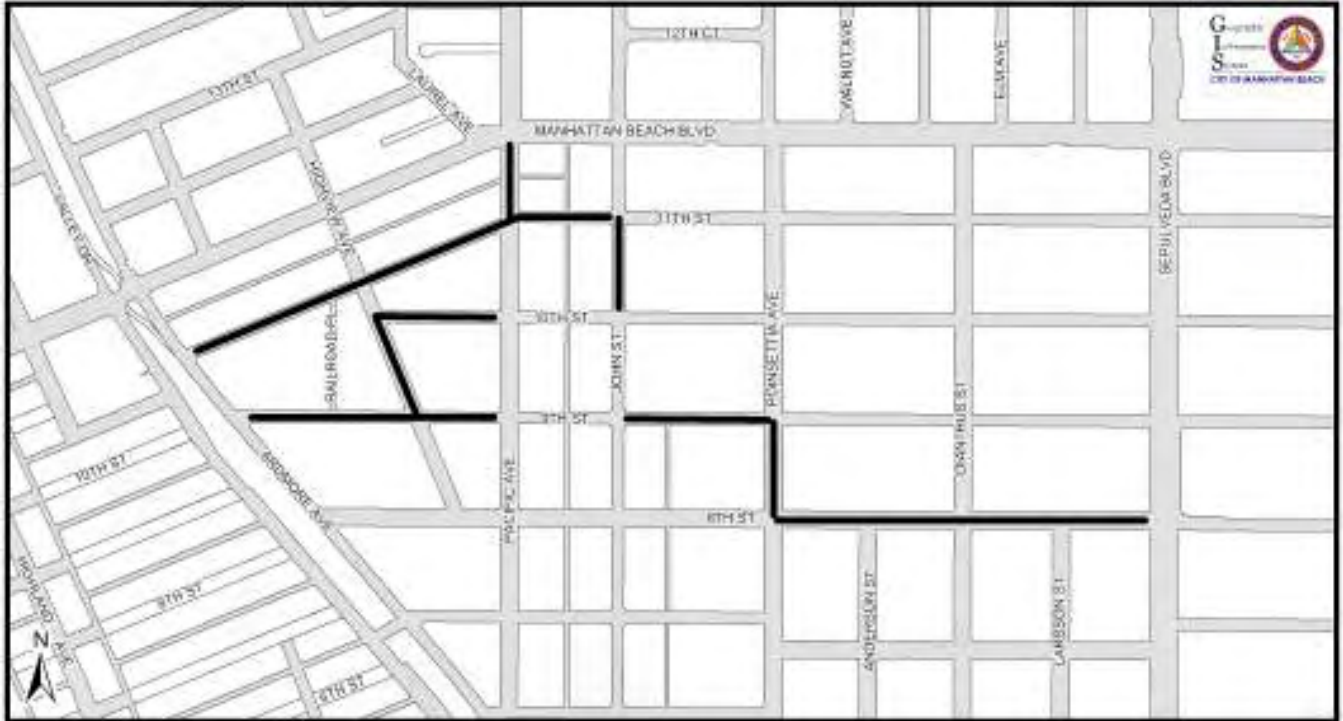
<u>Funding Source(s)</u>	<u>Previous Approp'ns</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Water Fund	\$150,000	\$1,050,000					\$1,200,000
TOTAL	\$150,000	\$1,050,000					\$1,200,000

Location Map on following page:

**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

**Project Title: Pipe Replacement Program and Fire Hydrant Installation (Area 1)
Continued**

Location map:



City of Manhattan Beach 2013-2017 Capital Improvement Plan Funded Project Information

Project Type: Utilities

Project Title: Water Main Replacement Project: Sepulveda Boulevard and 2nd Street

Description: Construction of replacement water mains and new fire hydrants.

Sepulveda Boulevard (Manhattan Beach Boulevard to 2nd Street)
2nd Street (Larsson Pump Station to 2nd St Pump Station)

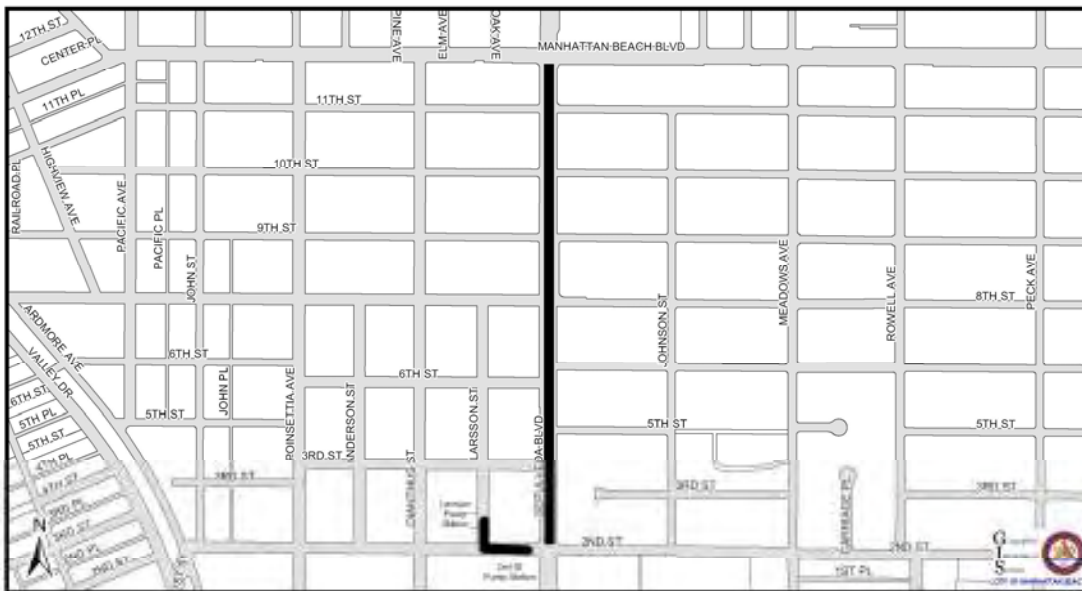
Justification: The existing water mains on the west side of Sepulveda Boulevard are 70 and 80 years old. Replacing the mains will restore the useful lives of these mains and will assure the longevity and dependability of the system.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>Previous Approp'ns</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Water Fund	\$125,000	\$1,100,000					\$1,225,000
TOTAL	\$125,000	\$1,100,000					\$1,225,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: Pipe Replacement Program and Fire Hydrant Installation (Area 2)

Description:

Construction of replacement water mains and new fire hydrants.

Street	From	To	Maintenance Area
9 th Street	Meadows Avenue	Rowell Avenue	2
10th Street	Meadows Avenue	Rowell Avenue	2
11th Street	Meadows Avenue	Rowell Avenue	2
Rhonda Drive/Longfellow Drive	Kuhn Drive N.	Kuhn Drive S.	2
Terraza Place	Rhonda Drive	End	2
Chabela Drive	Keats Street	Longfellow Drive	2
Altura Way	Keats Street	Longfellow Drive	2
Shelley Street	Prospect Avenue	Chabela Drive	2
5th Street	Rowell Avenue	Peck Avenue	2
3rd Street	Rowell Avenue	Peck Avenue	2

Justification: The existing water mains in this part of Area 2 are mostly 4" cast iron mains more than 60 year old. Increasing to 6" mains or larger would provide adequate fire flows in the area.

Project Cost Information:

Capital Costs:

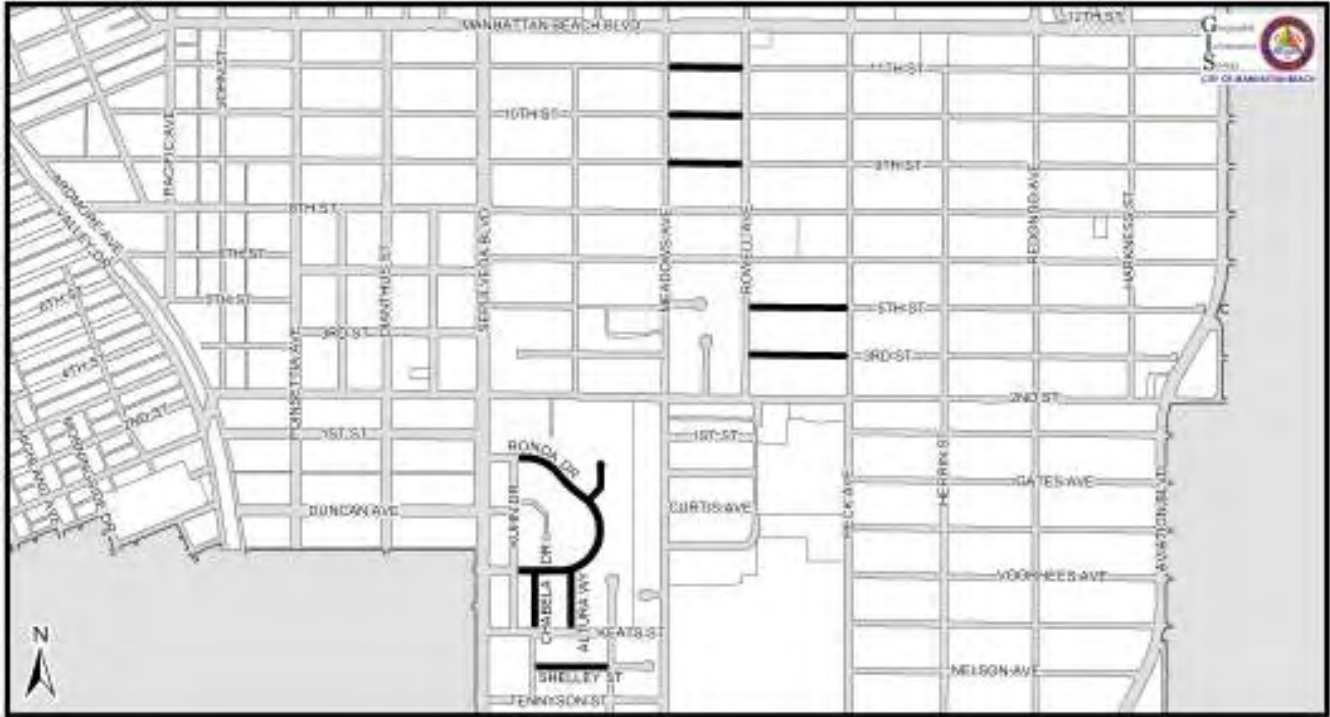
<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
Water Fund	\$200,000	\$1,600,000				\$1,800,000
TOTAL	\$200,000	\$1,600,000				\$1,800,000

Location Map on following page:

**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

**Project Title: Pipe Replacement Program and Fire Hydrant Installation (Area 2)
Continued**

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: Water Well at Aviation Boulevard/ 6th Street (Well 13)

Description: Construction of a new water well and support infrastructure and construction of a new collection water main from the new well to connect to the existing transmission main in 8th Street.

Justification: The City currently operates two groundwater wells providing a combined maximum flow rate of 3,900 gallons per minute. The City's average daily consumption of potable water is approximately 4,350 gallons per minute. The City uses approximately 7,000 acre feet of water per year and has adjudicated rights to pump 1,131.2 acre feet of groundwater annually. Although the City does not possess adequate adjudicated water rights to depend entirely on groundwater for all its potable water needs, it is prudent for the City to possess adequate well capacity to meet average daily demand (4,350 gpm). This would permit the City to depend entirely on its wells if imported water sources were temporarily curtailed.

Presently, the City's well capacity is insufficient to meet the average daily demand. It is recommended that a third well be developed to increase the City's well capacity. The City owns a well site on the south west corner of Aviation Boulevard and 6th Street. This well operated until the 1970s when salinity and operational problems caused the City to cease operation. It is believed that water quality at the Well 13 site has improved over the years due to the injection of fresh water along the County's barrier injection system. This project would include drilling a test well to verify the viability of the well site. Upon determining viability, design and then construction of the well, support infrastructure and collection main would follow.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2017-18</u>	<u>TOTAL</u>
Water Fund (Well)	\$920,000	\$2,500,000	\$1,950,000			\$3,750,000
Water Fund (Collection Main)	\$80,000		\$300,000			\$380,000
TOTAL	\$1,000,000	\$2,500,000	\$2,250,000			\$5,750,000

Location Maps:



City of Manhattan Beach 2013-2017 Capital Improvement Plan Funded Project Information

Project Type: Utilities

Project Title: Pipe Replacement Program and Fire Hydrant Installation (Area 3)

Description: Construction of replacement water mains and new fire hydrants.

Redondo Avenue (2nd Street to Artesia Boulevard)
1st Street (Redondo Avenue to Aviation Boulevard)

Justification: The existing water mains in this part of Area 3 are consist of 4" and 6" cast iron mains and most are more than 70 year old. Replacing the mains will restore the useful lives of these mains; assure the longevity and dependability of the system. Increasing to 6" mains or larger would enhance fire flows in the area.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2017-18</u>	<u>TOTAL</u>
Water Fund		\$100,000	\$900,000			\$1,000,000
TOTAL		\$100,000	\$900,000			\$1,000,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: Well Collection Line

Description: Construction of a new well collection line from Well 11A to Block 35.

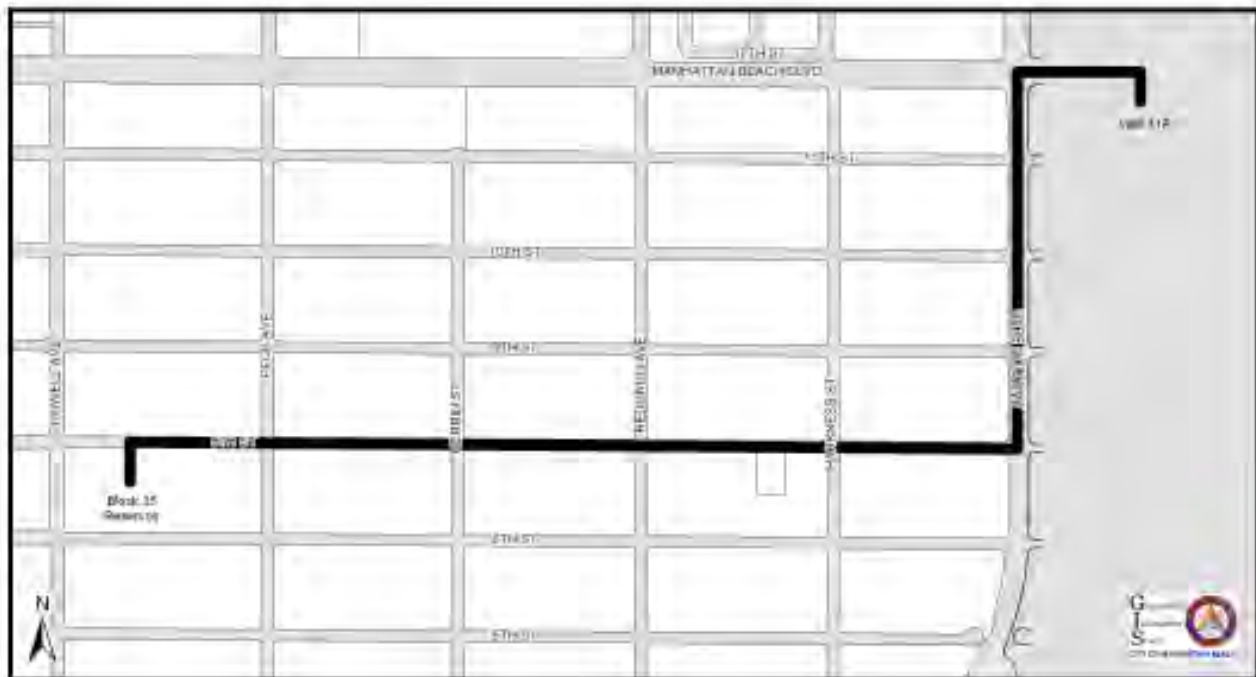
Justification: With the addition of a new well at site 13, a larger collection line will be required to convey flows from three operating wells simultaneously at reasonable velocities. The current collection line is 12 inches diameter and reduces to 10 inches diameter. This arrangement would cause large hydraulic losses and reduce well capacities. The new collection line would be 18 inches diameter and could efficiently convey peak flows from all three wells.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
Water Fund		\$500,000	\$3,500,000			\$4,000,000
TOTAL		\$500,000	\$3,000,000			\$4,000,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: **Block 35 Ground Level Reservoir Replacement**

Description: Construction of a new, larger capacity water reservoir

Justification: Block 35 Ground Level Reservoir (2 mg) was originally constructed in 1948. It has an inner wall with 69.17 ft diameter, and an outer wall with 140 ft diameter. The inner wall top is at elevation 182.8 feet, while the outer wall top is at elevation 191.58 feet. The overflow elevation is at 190 feet. Due to leakage at the wall/floor joint at high water levels, the reservoir is operated at half full level. This is the facility where most of the blending takes place, and from where water is pumped into the system. Therefore, its integrity is essential for proper operation of the system. It is at the end of its useful life, and should be replaced with a new, larger reservoir. It is recommended that a 4 million gallon tank to be constructed to provide a total operational storage of 6 million gallons (average day demand) in conjunction with the proposed Peck Reservoir.

Project Cost Information:

Capital Costs: _____

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
Water Fund				\$700,000	\$7,400,000	8,100,000
TOTAL				\$700,000	\$7,400,000	8,100,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: Pipe Replacement Program and Fire Hydrant Installation
(FY 2017-18)

Description:

Construction of replacement water mains and new fire hydrants in area 5, 6 (Tree Section), and 7 (Sand Section).

Justification:

The existing water mains to be replaced are mostly 4" cast iron mains more than 60 year old. Increasing to 6" mains or larger would provide adequate fire flows in the area.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
Water Fund (design only)					\$300,000	\$300,000
TOTAL					\$300,000	\$300,000

Location Map: None

**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Utilities

Project Title: Veterans Parkway at 2nd Street Stormwater quality Improvement project

Description:

Construction of an underground infiltration facility to prevent dry-weather flows and to reduce storm water discharges to the ocean.

Justification:

National Discharge Elimination System (NPDES) and Total Maximum Daily Load (TMDL) regulations place limits on pollutant loadings to the Bay. Retention and infiltration is the most certain method to reduce waterborne pollutant discharges. It is estimated that this project would reduce City-wide pollutant discharges by 5% by diverting Hill Section runoff to the proposed infiltration system.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>Previous Approp'ns</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Sewer Fund	\$550,000	\$130,000					\$130,000
TOTAL	\$550,000	\$130,000					\$130,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Title: **Stormwater Quality Improvement
Catch Basin Inserts**

Description:

Installation of catch basin inserts (screens) to prevent trash from entering storm drain pipes.

Justification:

It is expected that the National Pollutant Discharge Elimination System (NPDES) permit will be reissued in summer 2012. This permit will include Total Maximum Daily Load (TMDL) requirements related to trash. The permit will require the installation of trash removal devices on all catch basins in the City. The Trash TMDL requires flows from a 1year/1hour design storm to be filtered through 5mm orifices. The typical insert installation consists of a connector pipe screen (CPS) installed across the outlet pipe and an automatic retractable screen (ARS) along the curb opening. The CPS possesses 5mm holes and is the device required to meet the Trash TMDL requirement. The ARS is normally closed and opens when storm flows enter the catch basin. The ARS keeps gross solids out during dry periods and reduces the build-up of debris inside the basin.

It is estimated that inserts cost on average \$1500 per installation, but vary with the size of each catch basin. With project management and County inspection, the total cost to install inserts on all 917 catch basins is estimated at \$1,050,000

It is expected that the implementation requirement will be as follows:

- a. Install first 20% of full capture systems within 4 years of the effective date of TMDL
- b. Install next 20% of full capture systems within 5 years from effective date, and 20% more each year until 100% have been installed within 8 years of effective date

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>Previous Approp'ns</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Stormwater Funds					\$210,000	\$210,000	\$420,000
TOTAL					\$210,000	\$210,000	\$420,000

Location Map on following page:

**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

**Project Title: Stormwater Quality Improvement
Catch Basin Inserts**

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Title: Storm Drain System Video Inspection and Evaluation

Description:

Video Inspection and evaluation of City-owned storm drains.

Justification:

The City owns and maintains nine miles of underground storm drain pipes varying in size from 6” to 48”. The life of underground storm drain pipes vary based on position in the system and pipe material. Generally, the City’s pipes are either reinforced concrete or corrugated metal. Corrugated metal was popular in the past due to its relatively low installation cost. It is, however, less durable than concrete pipes and it is likely that many of the pipelines need rehabilitation.

To staff’s knowledge, a comprehensive internal storm drain condition assessment has not been conducted. This project would provide internal video inspection of the entire City system. The result of the inspection will be a report of condition assessment and a prioritized rehabilitation plan.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>Previous Approp’ns</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Stormwater Funds		\$150,000					\$150,000
TOTAL		\$150,000					\$150,000

Location Map on following page:

**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Title: Storm Drain System Video Inspection and Evaluation

Location Map:



STREETS

**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Streets

Project Title: Sepulveda Bridge Widening Project

Description: Add one northbound through lane by widening Sepulveda Bridge on the east side.

Justification: This project will improve traffic flow on Sepulveda Boulevard (a major north-south regional arterial street) by eliminating a bottleneck that exists at the bridge.

Project Cost Information:

Capital Costs:

<u>Funding Source</u>	<u>Previous Apprp'ns</u>	<u>FY2012-13</u>	<u>FY2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
MTA Call 2009		\$3,184,000	\$3,629,325				\$6,813,325
Safetea-Lu Earmark	\$1,079,000	\$360,000					\$1,439,000
Safetea-Lu STPL			500,000				\$500,000
Prop C, Incl Dev. Contr.	\$1,208,236	\$621,937	\$1,586,147				\$3,416,320
Measure R South Bay		\$4,550,000	\$4,550,000				\$9,100,000
TOTAL	\$2,287,236	\$8,715,937	\$10,265,472				\$21,268,645

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Streets

Project Title: Aviation Boulevard at Marine Avenue Southbound to Eastbound Left-Turn Lanes

Description: Utility pole relocation, widening and restriping of the northwest corner of the intersection of Aviation Boulevard at Marine Avenue to provide Southbound to Eastbound Left-Turn Lanes.

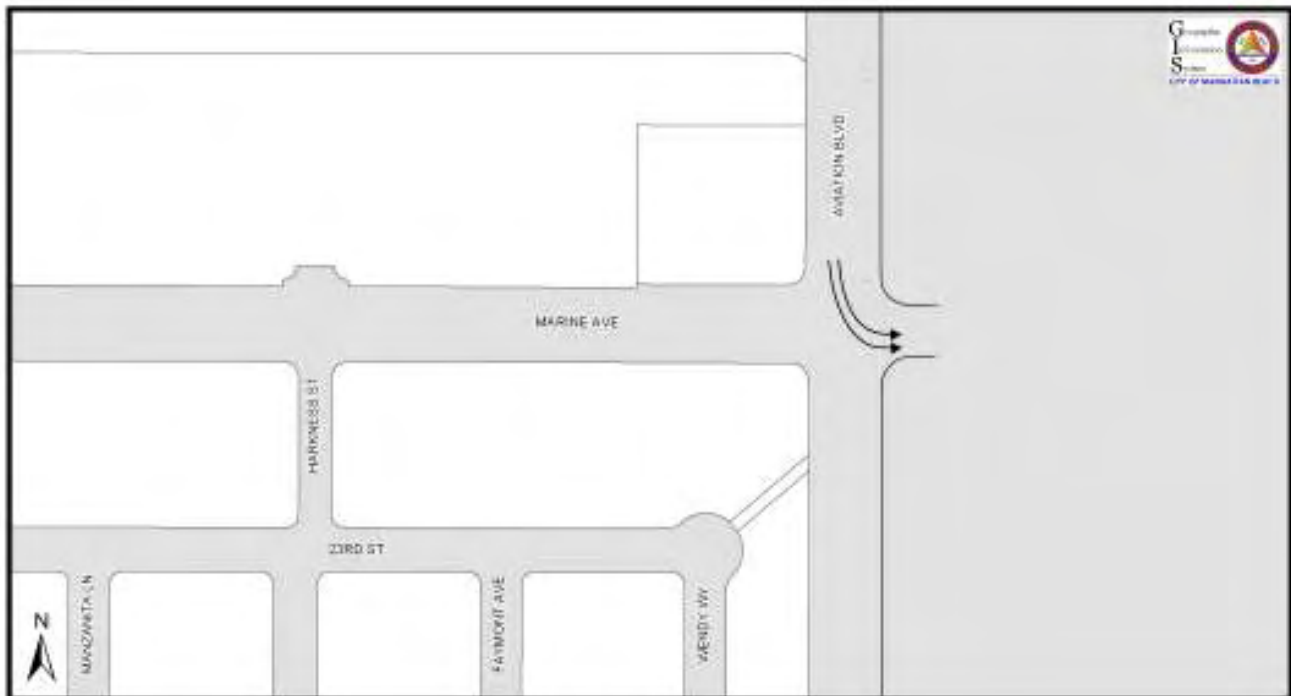
Justification: The southbound to eastbound Left-turn movement at Aviation Boulevard at Marine Avenue is congested due the lack of lane capacity.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Measure R SB Hwy		\$1,500,000				\$1,500,000
TOTAL		\$1,500,000				\$1,500,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Streets

Project Title: Sepulveda Boulevard at Manhattan Beach Boulevard Dual Westbound to Southbound, Eastbound to Northbound and Northbound to Westbound Left-Turn Lanes

Description: Widening and restriping of the intersection of Sepulveda Boulevard at Manhattan Beach Boulevard to provide Westbound to Southbound, Eastbound to Northbound and Northbound to Westbound Left-Turn Lanes

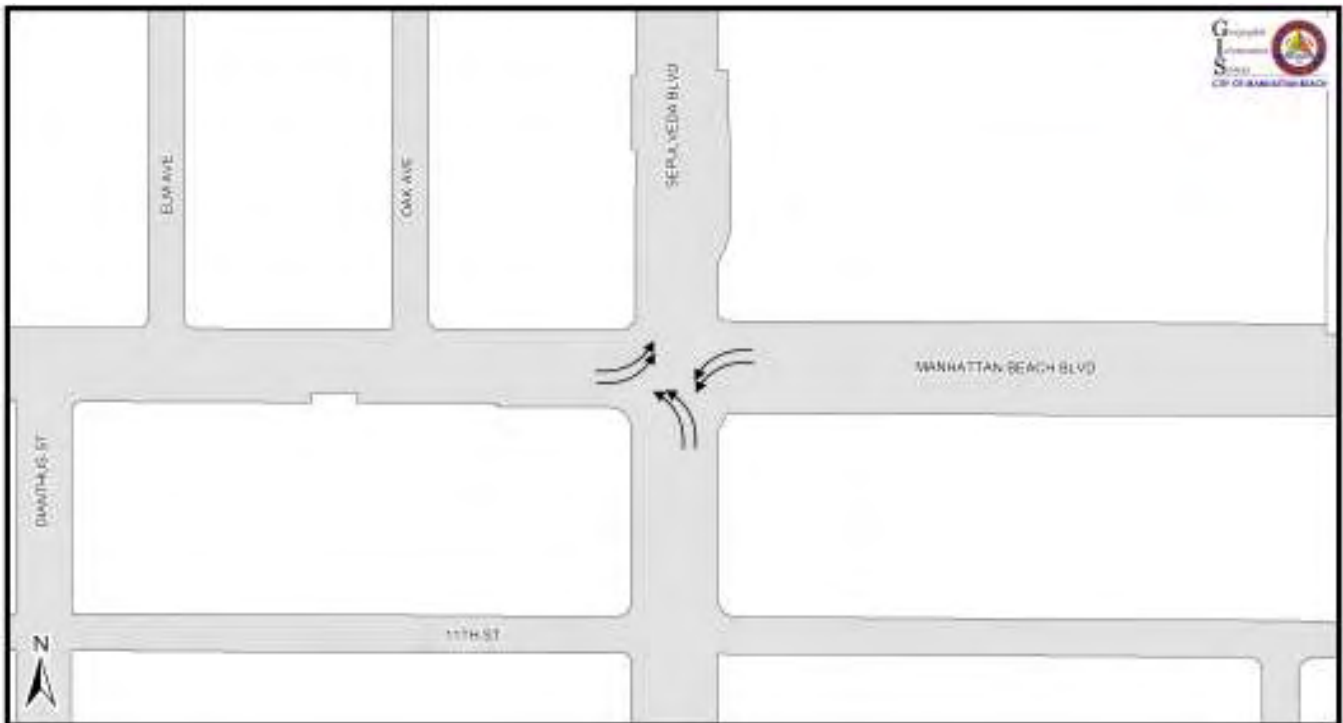
Justification: Left-turn movements at Sepulveda Boulevard at Manhattan Beach Boulevard are congested due the lack of lane capacity.

Project Cost Information:

Capital Costs:

<u>Funding Source (s)</u>	<u>Previous Approp'ns</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Measure R			\$980,000				\$980,000
Prop. C	\$414,593						\$414,593
TOTAL	\$414,593		\$980,000				\$1,394,593

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Streets

Project Title: Aviation Boulevard at Artesia Boulevard Southbound to Westbound Right-Turn Lane

Description: Utility relocation, street widening and restriping of the northwest corner of the intersection of Aviation Boulevard at Artesia Boulevard to provide Southbound to westbound left-turn lanes. This project will be coordinated with City of Redondo Beach widening efforts on the southeast corner of this intersection.

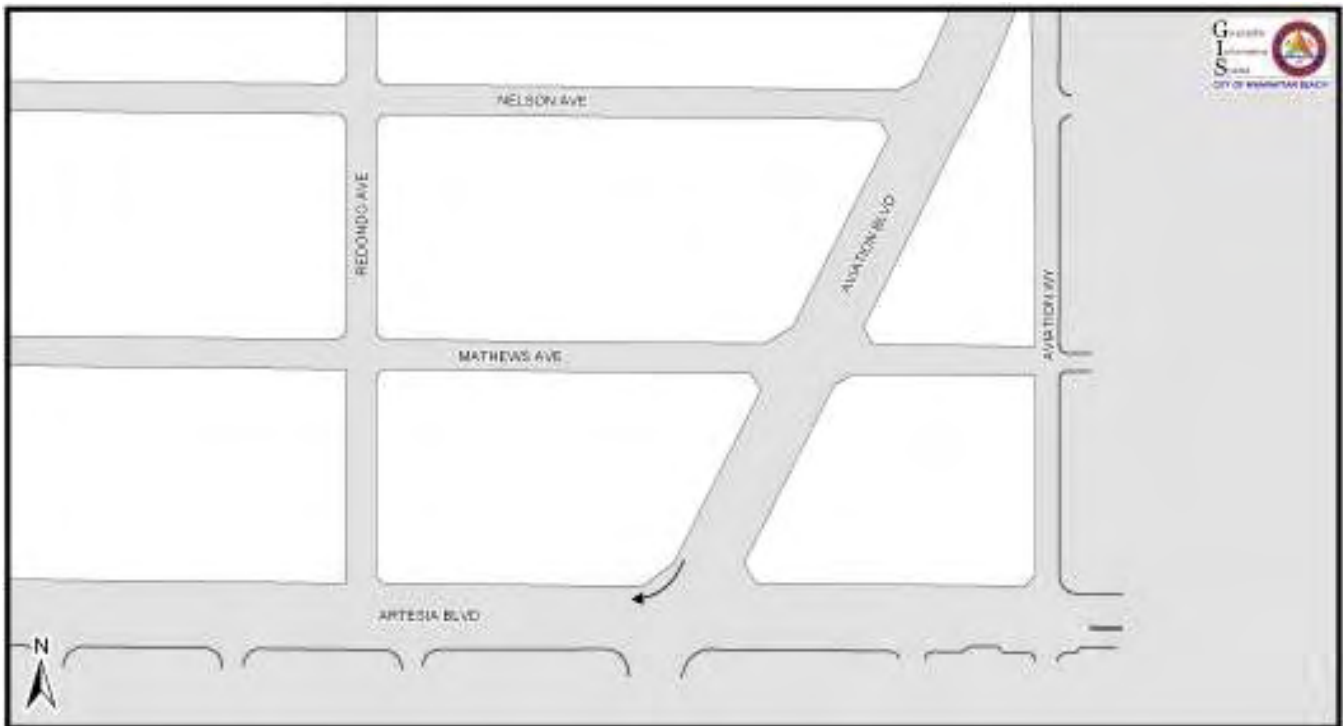
Justification: The southbound to westbound right-turn movement at Aviation Boulevard at Artesia Boulevard is congested due the lack of lane capacity.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Measure R SB Hwy				\$1,500,000		\$1,500,000
TOTAL				\$1,500,000		\$1,500,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Streets

Project Title: Annual Curb, Gutter and Ramp Replacement Project

Description: Replacement of concrete improvements in advance of slurry sealing to mitigate trip hazards and gutter ponding. Curb ramps will also be installed as needed to comply with the Americans with Disabilities Act. The 2012-13 project will focus on Area 1 shown below.

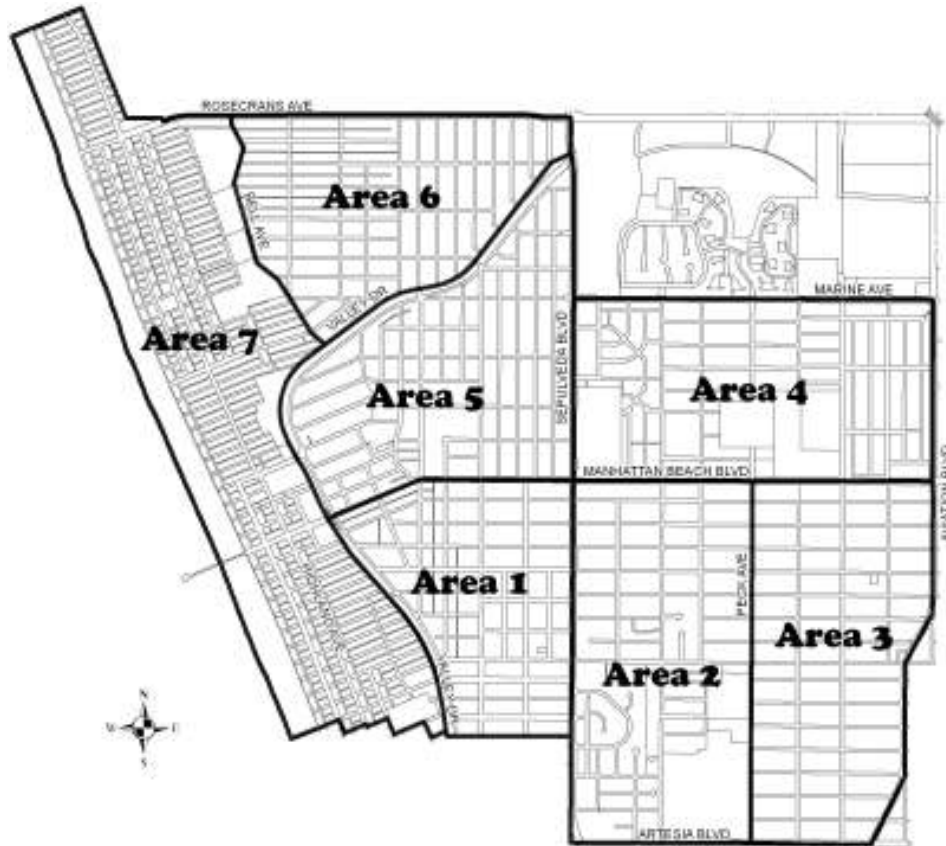
Justification: Tree roots and soil settlement cause displacement of curbs gutters and sidewalk. This project will eliminate displacements and gutter ponding.

Project Cost Information:

Capital Costs:

<i>Funding Source</i>	<u>FY2012-13</u> <i>Area 1</i>	<u>FY 2013-14</u> <i>Area 2</i>	<u>FY2014-15</u> <i>Area 3</i>	<u>FY2015-16</u> <i>Area 4</i>	<u>FY2016-17</u> <i>Area 5</i>	<u>TOTAL</u>
Gas Tax	\$300,000	\$345,000	\$345,000	\$345,000	\$345,000	\$1,618,000
TDA – Art. 3	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$ 100,000
TOTAL	\$320,000	\$365,000	\$365,000	\$365,000	\$365,000	\$1,718,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Streets

Project Title: Annual Slurry Seal Program

Description: Annual program to slurry seal City's streets.

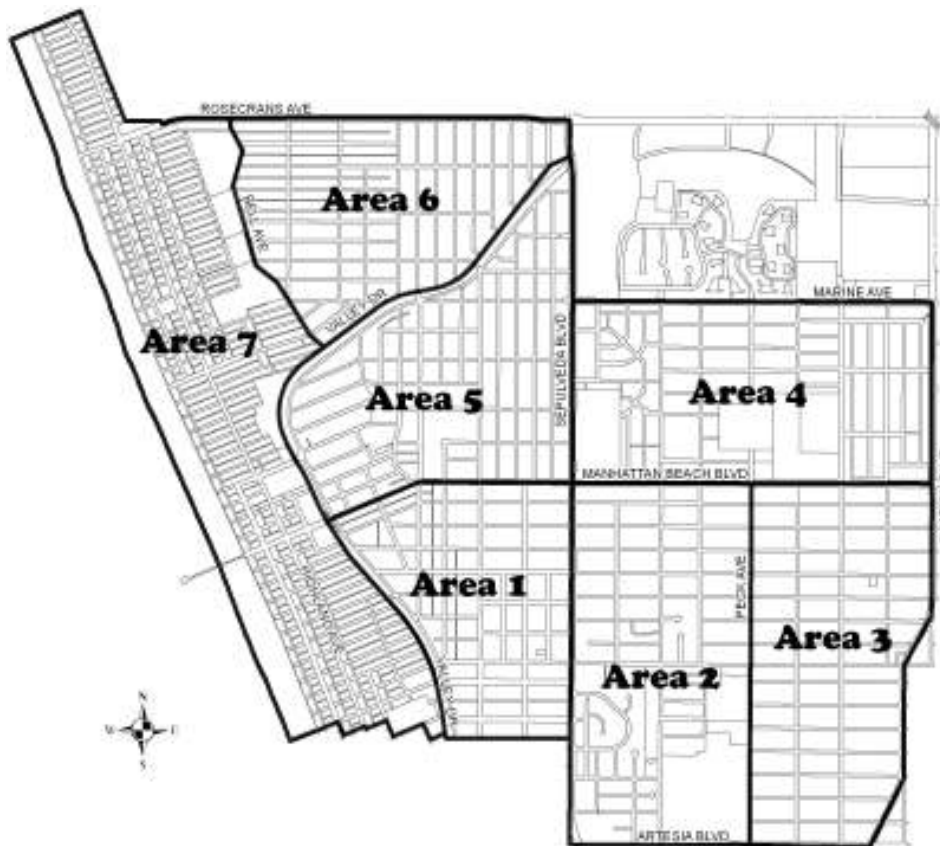
Justification: The slurry seal process works to protect and prolong the life of City streets. This cost is dependent upon oil prices and is adjusted based upon current cost data. The program reflects a continuation of the City's policy to slurry seal streets on a seven year cycle.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13 Area 1</u>	<u>FY 2013-14 Area 2</u>	<u>FY 2014-15 Area 3</u>	<u>FY 2015-16 Area 4</u>	<u>FY 2016-17 Area 4</u>	<u>TOTAL</u>
Gas Tax	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000
TOTAL	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Streets

Project Title: Street Resurfacing Project: Ardmore Avenue and Valley Drive

Description: The project will mill and overlay the pavement surface and replace displaced curbs, gutters and sidewalk.

Justification: The existing pavement on Valley Drive and Ardmore Ave. within the project limits is deteriorated and rehabilitation is required. Ponding occurs near Manhattan Beach Boulevard after rains and pavement deterioration is escalated due to dry weather drainage sheeting across the roadway.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>Previous Approp'ns</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Gas Tax	\$582,696	\$200,000					\$782,696
MTA STP-L	\$117,304						\$117,304
TOTAL	\$700,000	\$200,000					\$900,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Streets

Project Title: **Tiennial Pavement Management System Update**

Description: Inspection of pavement surfaces to assess condition, prioritize rehabilitation and determine resources required to maintain street pavements in good condition.

Justification: State, federal and county regulations require that Cities maintain a pavement management system. A pavement management system is a management tool to assist in the development of efficient pavement maintenance and rehabilitation programs. The City is required to inspect pavement condition on a triennial basis. The last pavement evaluation was completed in 2011 and is required to be updated again in 2014. The evaluations will update pavement condition for all streets in the City except Sepulveda Boulevard which is a State Highway.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
Proposition C Funds		\$40,000			\$40,000	\$80,000
TOTAL		\$40,000			\$40,000	\$80,000

Location Map:

No map (streets citywide).

City of Manhattan Beach 2013-2017 Capital Improvement Plan Funded Project Information

Project Type: Streets

Project Title: Street Resurfacing Project: Blanche Road, Marine Avenue, Oak Street, 27th Street, and 11th Street

Description: The project will mill and overlay the pavement surface and replace displaced curbs, gutters and sidewalk.

Justification: The existing pavement on the streets within the project limits is deteriorated and rehabilitation is required.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Gas Tax		\$400,000				\$400,000
TOTAL		\$400,000				\$400,000

Location Map:



City of Manhattan Beach 2013-2017 Capital Improvement Plan Funded Project Information

Project Type: Streets

Project Title: Morningside Drive Rehabilitation

Description: The project will rehabilitate the pavement surface and replace displaced curbs, gutters and ramps.

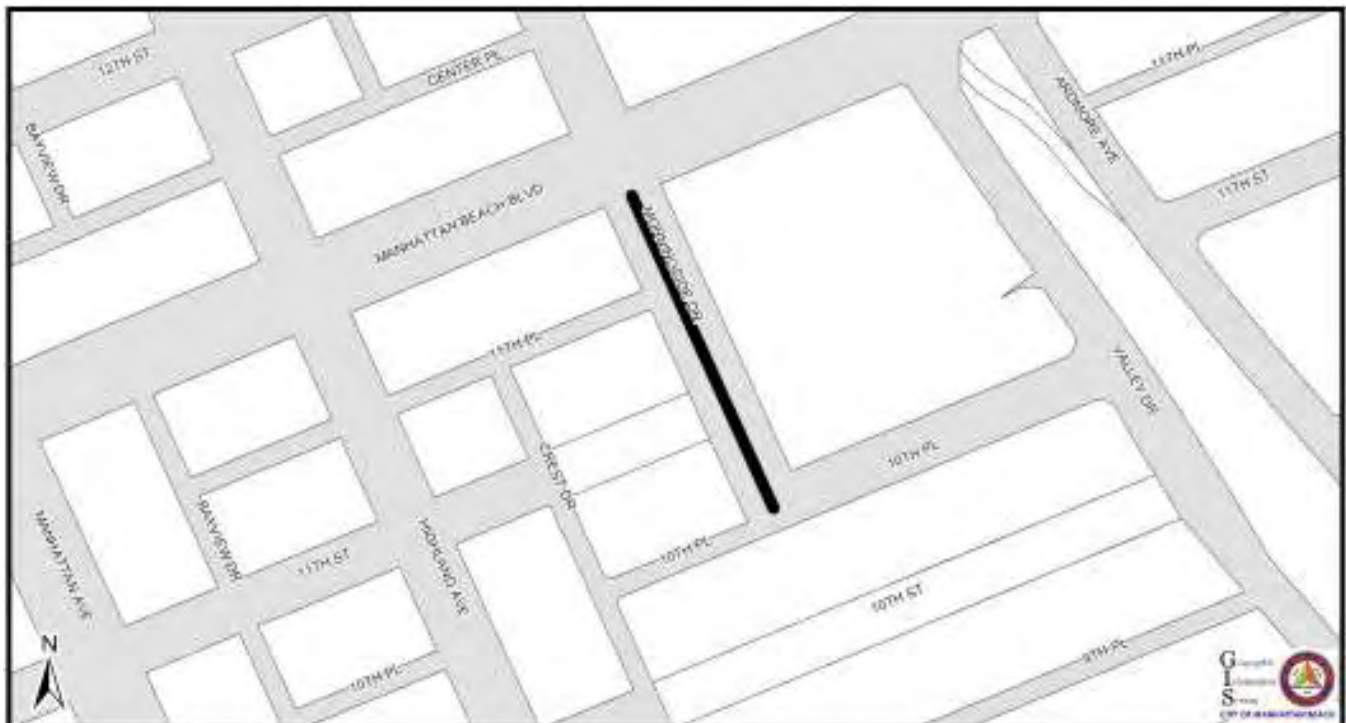
Justification: The existing pavement on Morningside Drive within the project limits is deteriorated and rehabilitation is required.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
Gas Tax			\$250,000			\$250,000
TOTAL			\$250,000			\$250,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Streets

Project Title: **Resurfacing Project: Marine Avenue, Sepulveda Boulevard to Aviation Boulevard**

Description: The project will mill and overlay the pavement surface, replace displaced curbs, gutters and sidewalk to extend the pavement useful life.

Justification: The existing pavement on Marine Avenue within the project limits is deteriorated and rehabilitation is required.

Project Cost Information:

Capital Costs: _____

<u>Funding Source(s)</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
Prop. C					\$800,000	\$800,000
TOTAL					\$800,000	\$800,000

Location Map:

FACILITIES

**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Facilities

Project Title: High Efficiency HVAC and Lighting at City Hall

Description: Installation of an ice storage unit in the Police/Fire facility utilizing the existing refrigeration unit there and installation of chilled water piping from the Police/Fire facility to City Hall. Modification of the City Hall system to utilize chilled water from the Police/Fire ice storage. All ducting, lighting and ceilings in City Hall will be replaced due to the venting being integrated with lighting and suspended ceiling system. Lastly, more efficient thermal windows will be installed to prevent disparate climate zones.

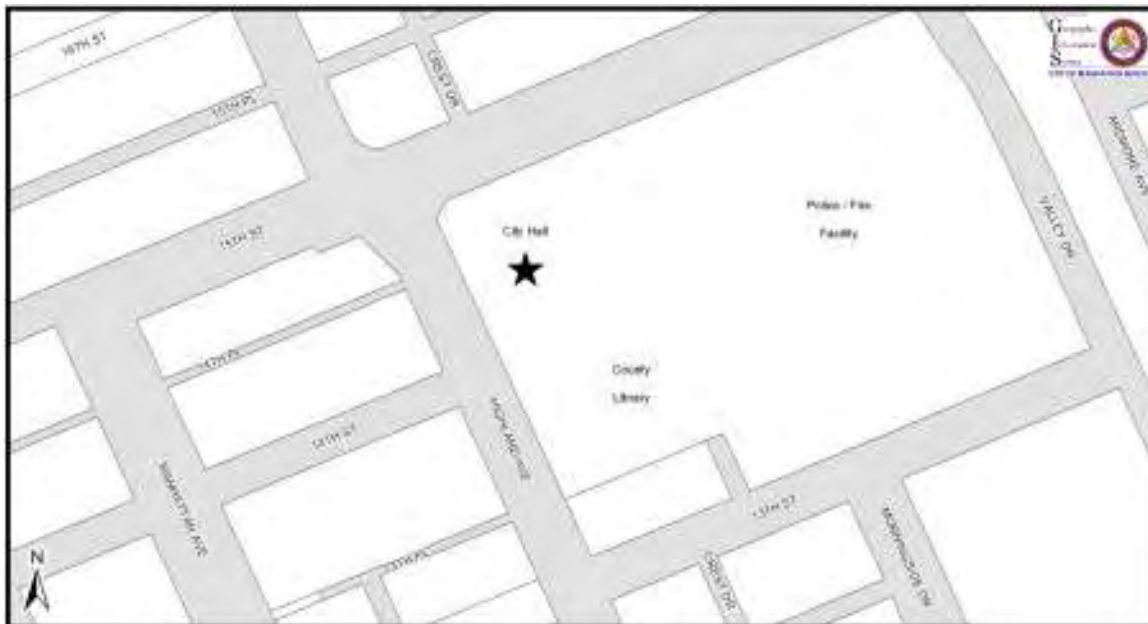
Justification: The project will allow the City to make ice at night at cheaper electric rates, and then use the ice during the day to cool. With the improved zone control, there will be less or no reheating needed as is presently required in different areas during the day. It is estimated that energy savings would be in excess of \$80,000 per year.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>Previous Approp'ns</u>	<u>FY2012-13</u>	<u>FY 2013-14</u>	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>TOTAL</u>
CIP Funds	\$300,000	\$1,240,000					\$1,540,000
TOTAL	\$300,000	\$1,240,000					\$1,540,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Street

Project Title: Downtown Streetscape Improvements:
Tile Crosswalk Replacement

Description: Replacement of existing tile crosswalks with more durable surface.

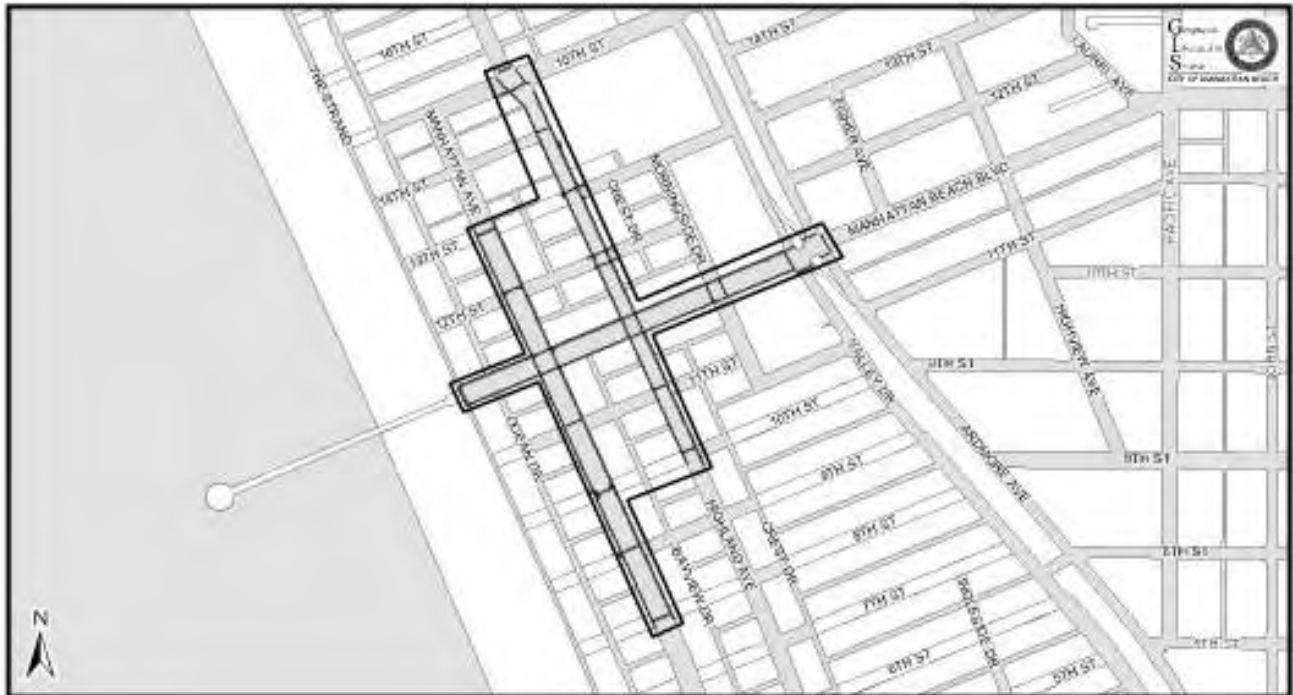
Justification: Tiles within existing crosswalks in the down town area are cracking and breaking loose causing City crews to continuously monitor for missing tiles and fill voids when detected. This project would remove all tile crosswalks exposed to vehicle traffic and replace them with another more durable surface. The estimate is based on replacing with stamped concrete. The design would be considered by City Council and the public prior to bidding.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
CIP Funds	\$825,000					\$825,000
TOTAL	\$825,000					\$825,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Street

Project Title: Downtown Streetscape Improvements:
Traffic Signal Pole Replacement

Description: Replacement of existing traffic signal poles and mast arms in the downtown area.

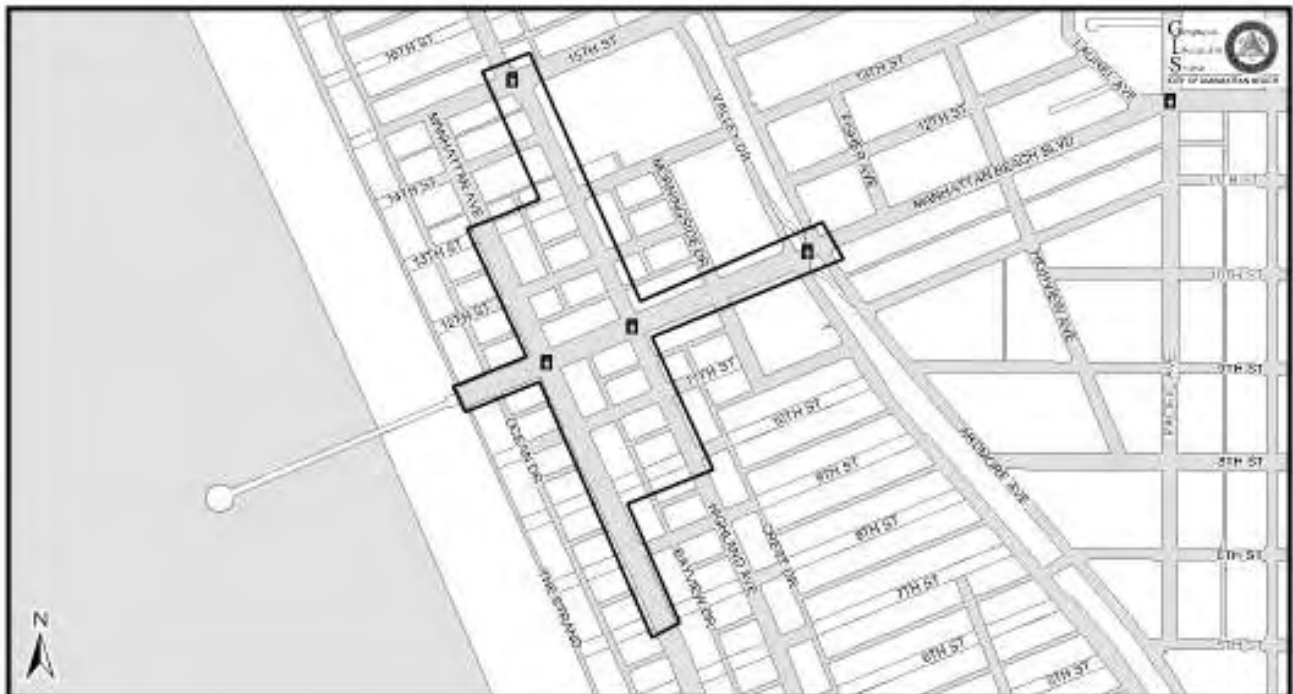
Justification: Existing traffic signal poles in the downtown area are deteriorated and require replacement. This project will replace 16 poles.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
CIP Funds	\$1,100,000					\$1,100,000
TOTAL	\$1,100,000					\$1,100,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Street

Project Title: **Downtown Streetscape Improvements:
Pavement Rehabilitation and Traffic Striping**

Description: Rehabilitation of deteriorated pavement and restoration of traffic striping.

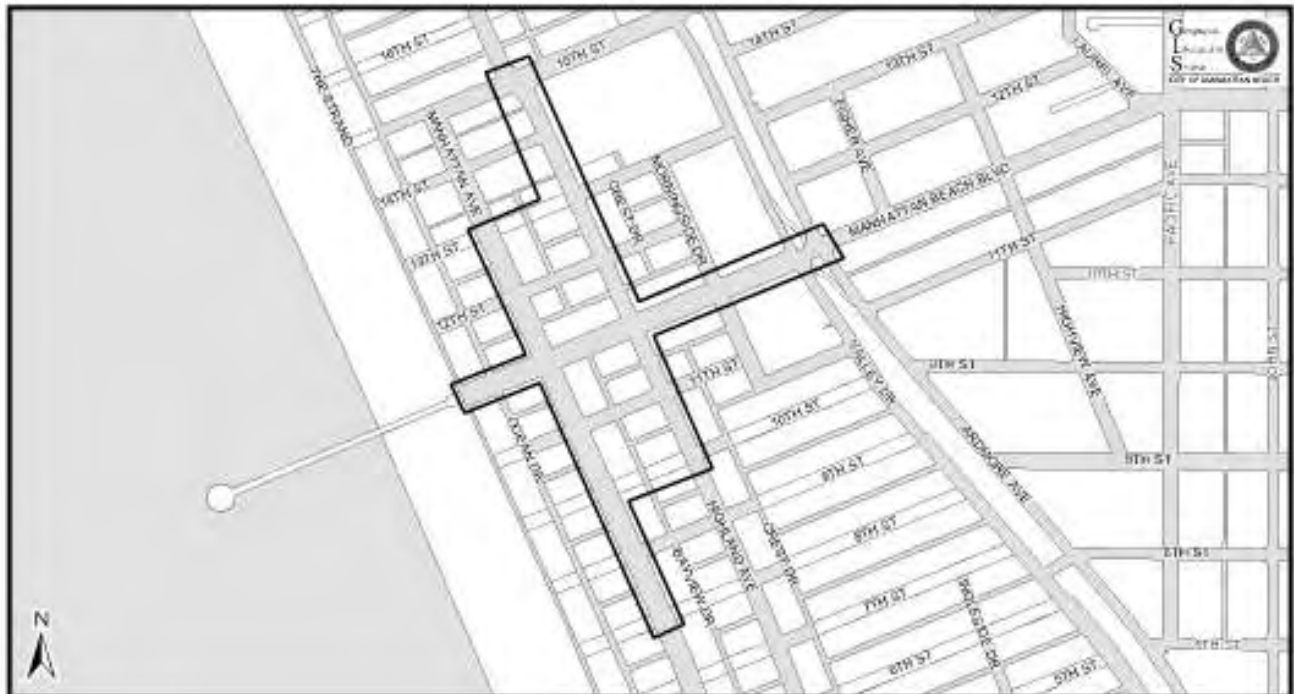
Justification: Existing pavement in the down town area is deteriorated and rehabilitation is required. The project will consist of localized pavement removal and replacement and slurry sealing of the entire downtown area.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
CIP Funds	\$315,000					\$315,000
TOTAL	\$315,000					\$315,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Facilities

Project Title: Fire Station No. 2 Seismic Retrofit

Description: Structural improvement to Fire Station No. 2 to meet seismic code.

Justification: A seismic evaluation conducted for Fire Station No. 2 indicated that the structure required minor improvement to meet earthquake codes. The project will install new roof sheathing and stronger roof connections to existing walls.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
CIP Funds	\$200,000					\$200,000
TOTAL	\$200,000					\$200,000

Location Map:



City of Manhattan Beach 2013-2017 Capital Improvement Plan Funded Project Information

Project Type: Facilities

Project Title: **Facilities Assessment**

Description: Condition and code compliance assessment of City buildings.

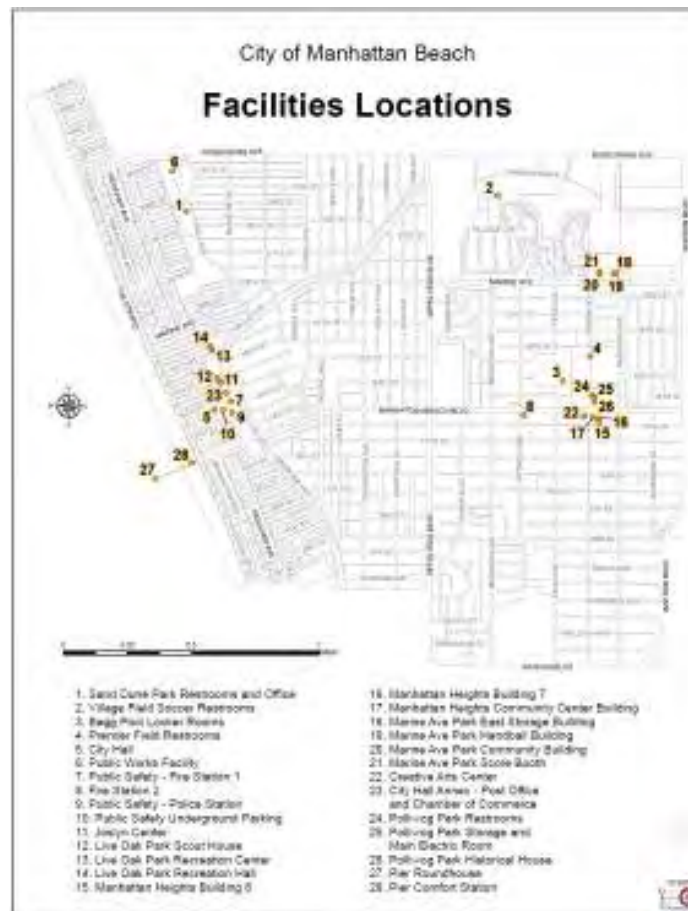
Justification: It is desired that a plan be established to rehabilitate City buildings such that they adequately serve the community. This project would establish the condition of each facility, identify code compliance needs and estimate rehabilitation costs.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
CIP Funds	\$100,000					\$100,000
TOTAL	\$100,000					\$100,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Facilities

Project Title: Traffic Circle Feasibility Study
Valley Drive/Ardmore Avenue at 15th Street

Description: Feasibility study and concept drawings of a traffic circle at the intersection of Valley Drive/Ardmore Avenue at 15th Street.

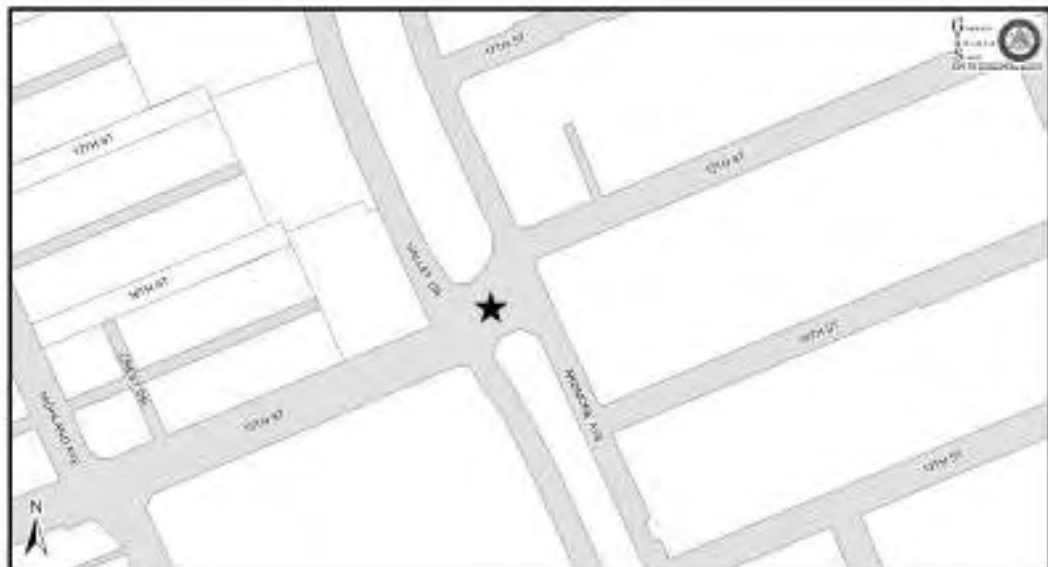
Justification: The intersection of Valley Drive/Ardmore Avenue at 15th Street is a six legged intersection controlled by a traffic signal. The unusual geometry of the intersection causes excessive vehicle delays due to the additional traffic signal phases required to control the intersection. It is proposed that a traffic circle be constructed at the intersection that could control traffic without the need for a traffic signal. This project would determine the feasibility of constructing a traffic circle at this intersection and would also study the possibility of moving Valley Drive away from the Joslyn Center to allow parking closer to that facility. The product of the study would be concept drawings, analysis of traffic benefits and impacts and an estimate costs to implement the project in the future.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
CIP Funds	\$80,000					\$80,000
TOTAL	\$80,000					\$80,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Facilities

Project Title: Parks Master Plan

Description: Development of a parks master plan.

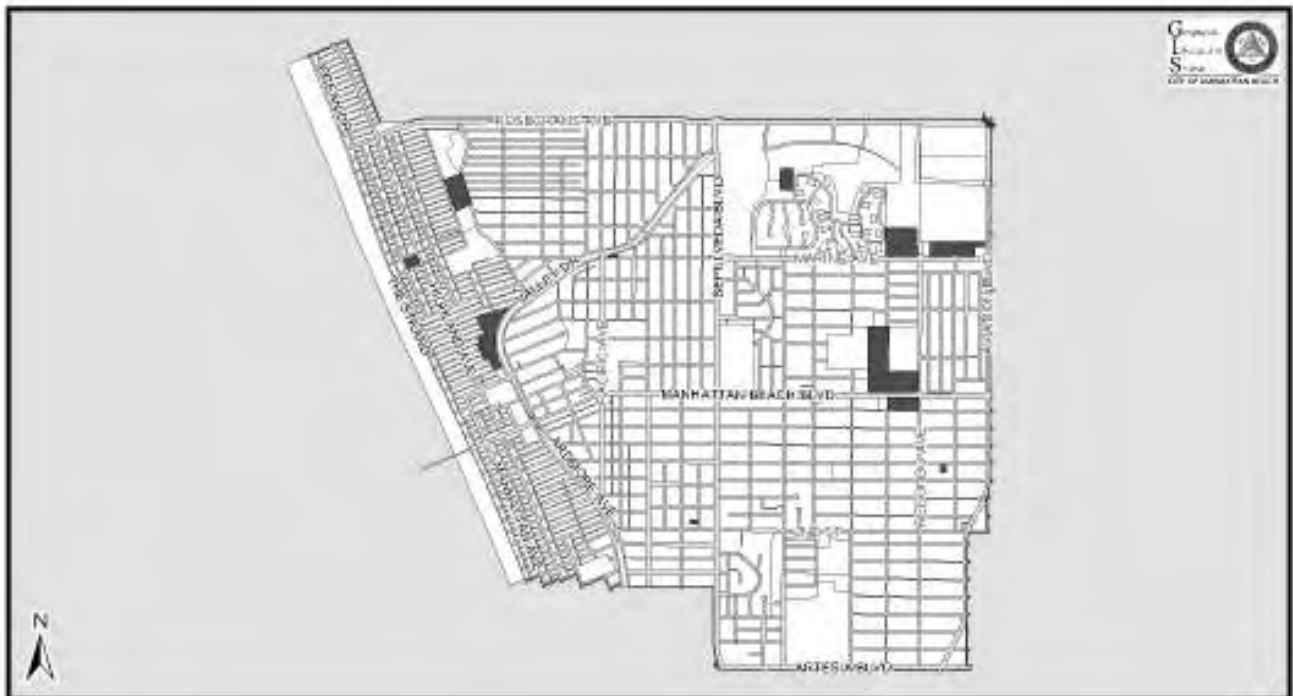
Justification: The City owns and maintains 11 park sites excluding Veterans Parkway. There is public interest to improve the park sites with landscaping and/or other amenities. This master plan would establish the City's vision for the park sites such that future improvements considered at parks are consistent with the vision established through the proposed master plan.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
CIP Funds	\$100,000					\$100,000
TOTAL	\$100,000					\$100,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Facilities

Project Title: Veterans Parkway Master Plan

Description: Development of a Veterans Parkway master plan.

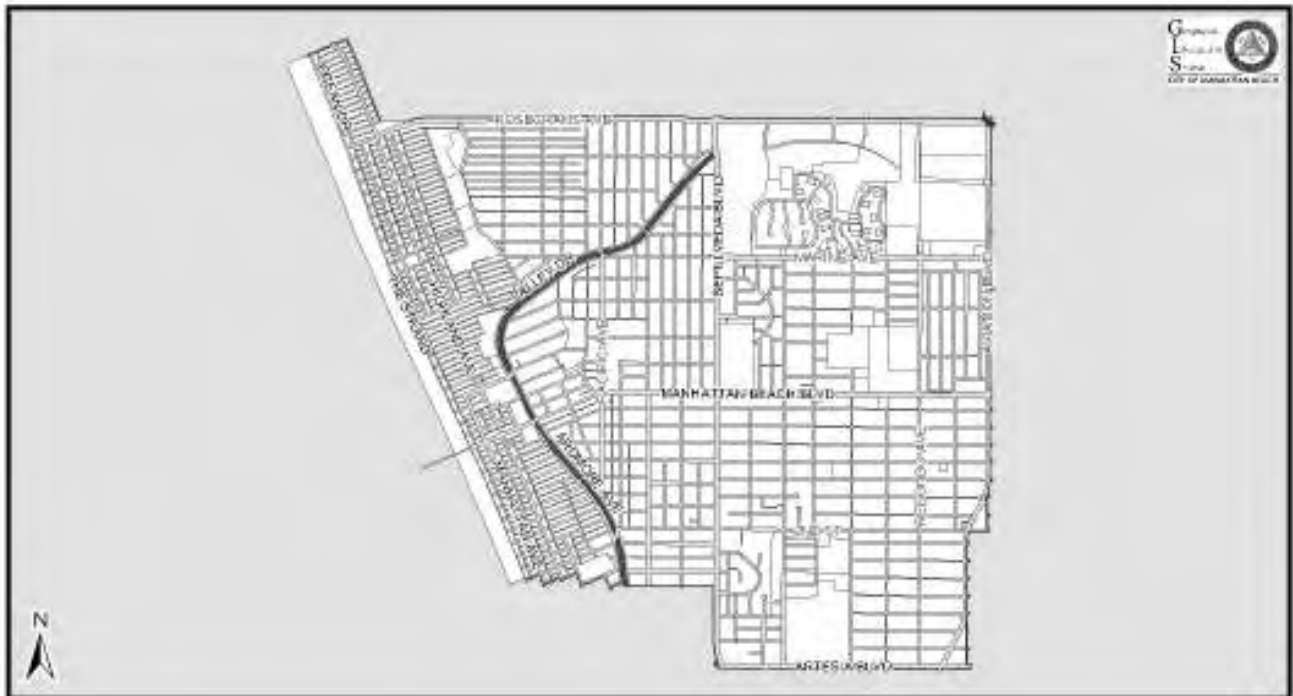
Justification: The City owns and maintains the 2 mile long, 21 acre Veterans Parkway running between Ardmore Avenue and Valley Drive. This parkway is heavily used by the community for walking, jogging and other recreational activities. This master plan would establish the City's vision for the parkway such that future improvements considered for the parkway are consistent with the vision established through the proposed master plan.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
CIP Funds	\$40,000					\$40,000
TOTAL	\$40,000					\$40,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Facilities

Project Title: Marine Avenue Park Fencing Replacement

Description: Replacement of deteriorated chainlink fencing at Marine Avenue Park.

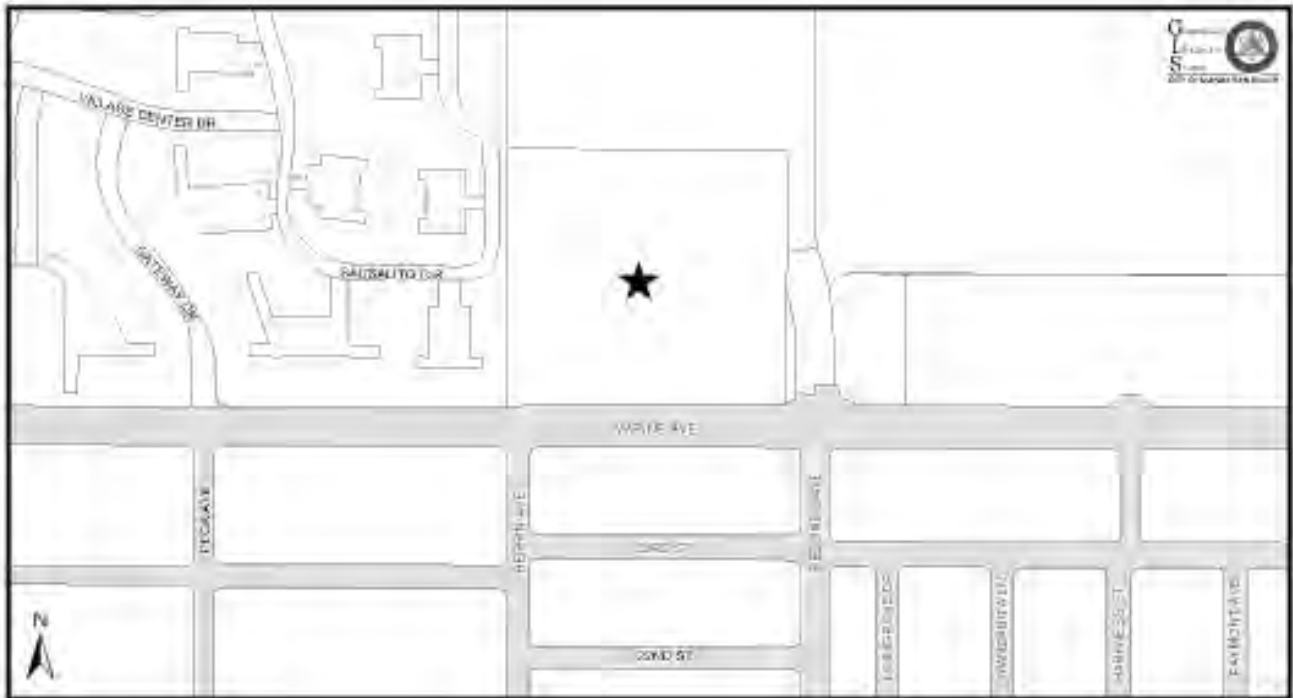
Justification: The park has 3500 lineal feet of chainlink fencing surrounding the baseball and soccer fields. The fencing is deteriorated and requires replacement.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
CIP Funds	\$160,000					\$160,000
TOTAL	\$160,000					\$160,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Facilities

Project Title: **Non-Motorized Transportation
Crosswalks, Bike Lanes, Etc.**

Description: Provision of features to enhance non-motorized modes of transportation such as walking and biking.

Justification: This project would provide an annual account from which pedestrian and bicycle enhancements could be funded. Improvements such as high visibility pedestrian crossings, bike lanes, pedestrian and bicycle related traffic calming measures and other bicycle and pedestrian amenities would be funded through this project. Specific projects to be pursued include bike friendly streets on Pacific and Redondo Avenues as identified in the South Bay Bicycle Master Plan.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
CIP Funds	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
TOTAL	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000

Location Map:

No map. Improvements would be located on streets and sidewalks citywide.

**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Facilities

Project Title: City-Owned Refuse Enclosure Improvements

Description: Perform improvements to 18 city-owned refuse enclosures by connecting all enclosures to the sanitary sewer, rebuilding enclosures to a size appropriate for trash, recycling, and green waste cans or bins, painting and installing new hardware.

Justification: The city applied for illegal dumping grant funds to make these changes (our reasoning: enclosures that are not connected to the sanitary sewer pose a threat of debris and leachate (liquid trash) illegally dumping into the storm drain system), but the state did not believe that Manhattan Beach had a severe problem to warrant the grant funding.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
Refuse Fund		\$150,000	\$550,000			\$700,000
TOTAL		\$150,000	\$550,000			\$700,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Facilities

Project Title: Pier Railing Improvement

Description: Replacement of existing deteriorated steel railings at the pier.

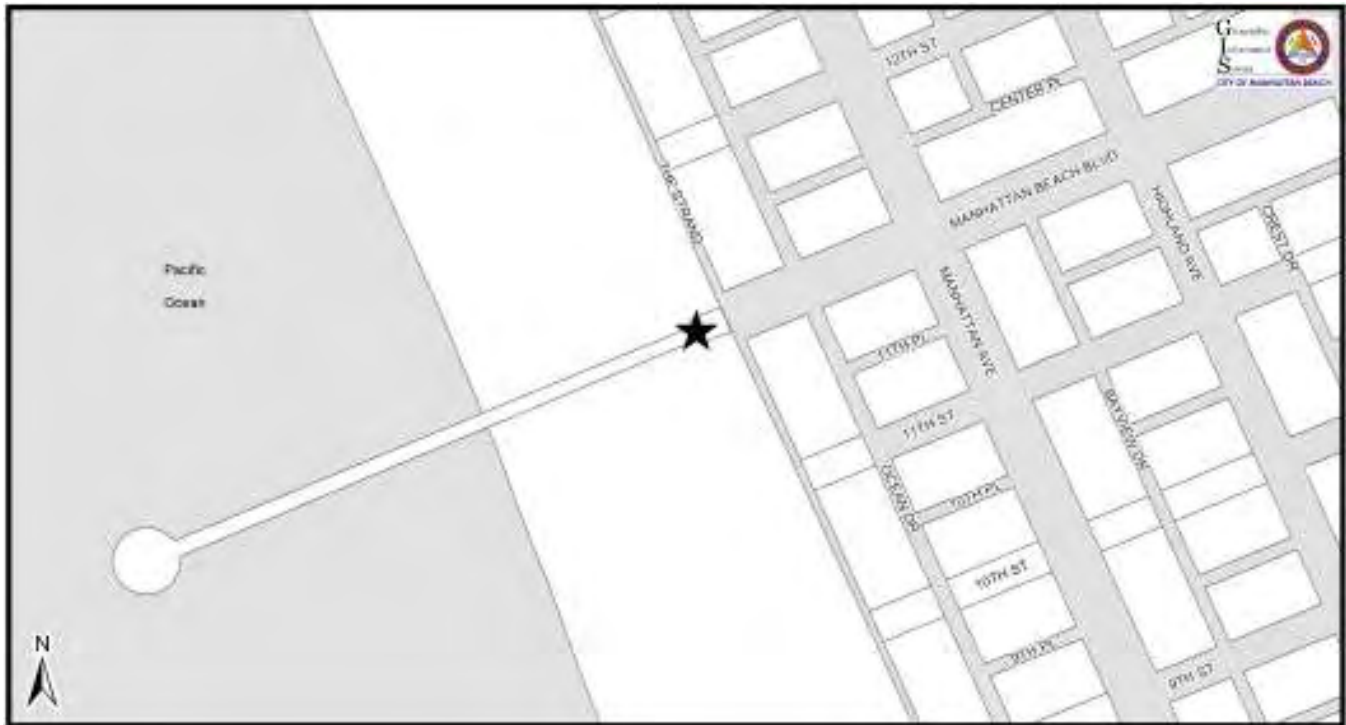
Justification: This project would replace deteriorated railing through the pier with anodized aluminum railing.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
State Pier Funds	\$520,000					\$520,000
TOTAL	\$520,000					\$520,000

Location Map:



**City of Manhattan Beach
2013-2017 Capital Improvement Plan
Funded Project Information**

Project Type: Facilities

Project Title: Pier Round House Rehabilitation

Description: Replacement of roofing, doors, windows and repainting/replastering interior and exterior surfaces.

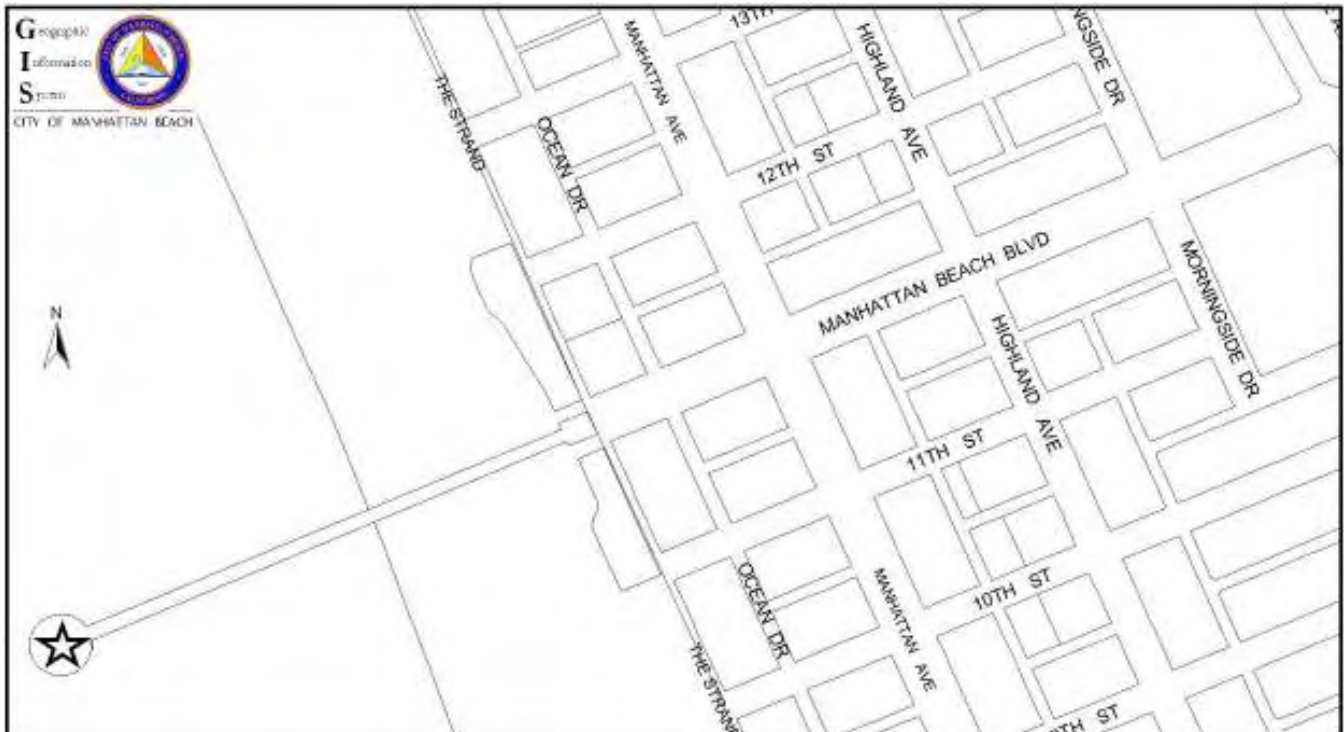
Justification: The components identified for replacement are deteriorated and replacement is required.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
State Pier Funds	\$270,000					\$270,000
TOTAL	\$270,000					\$270,000

Location Map:



City of Manhattan Beach 2013-2017 Capital Improvement Plan Funded Project Information

Project Type: Facilities

Project Title: Pier Comfort Station Rehabilitation

Description: Repair of structural deterioration on west side of building.

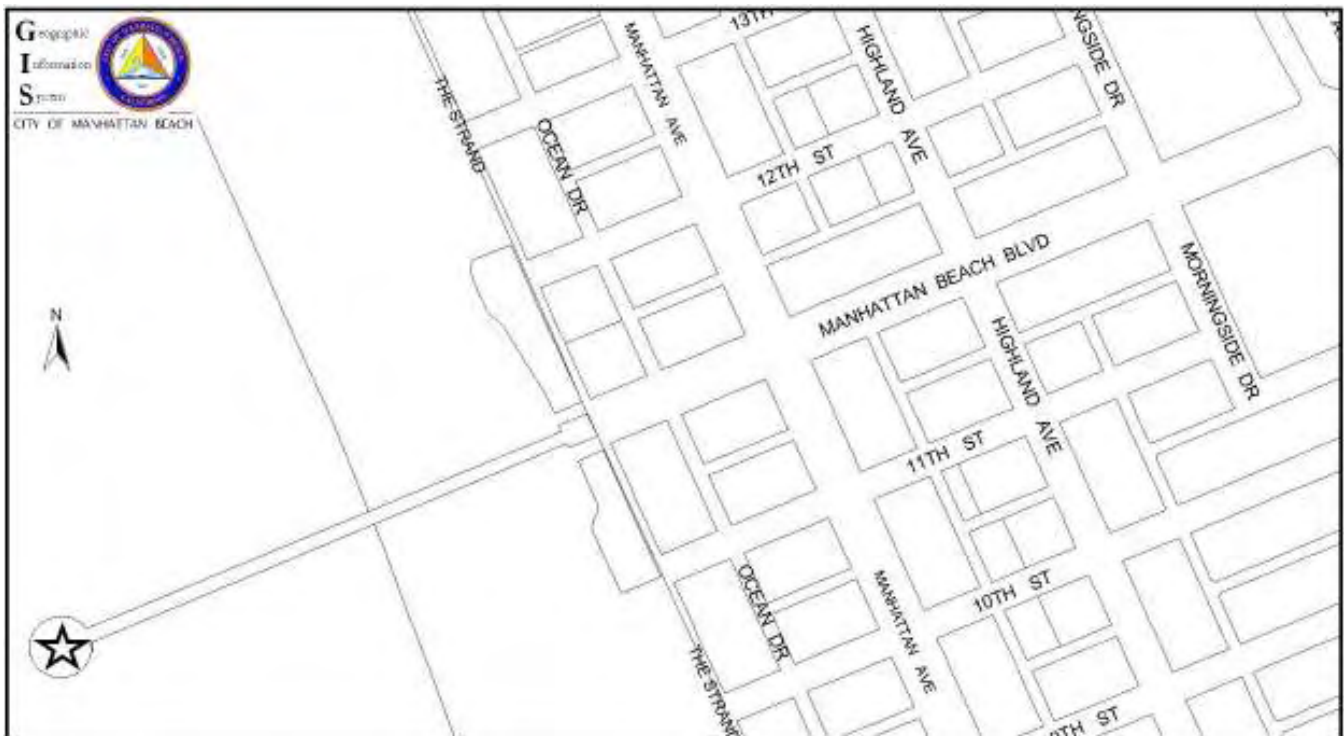
Justification: The marine environment has caused structural deterioration requiring repair.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
State Pier Funds	\$150,000					\$150,000
TOTAL	\$150,000					\$150,000

Location Map:



City of Manhattan Beach 2013-2017 Capital Improvement Plan Funded Project Information

Project Type: Facilities

Project Title: Parking Structure Structural Inspection

Description: Structural and condition assessment of five City-owned parking structures and development of rehabilitation/maintenance plan and estimate.

Justification: Structural condition assessment of City-owned parking structures has not been performed and a plan for long-term maintenance and rehabilitation is required.

Project Cost Information:

Capital Costs:

<u>Funding Source(s)</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>TOTAL</u>
Parking Funds	\$75,000					\$75,000
TOTAL	\$75,000					\$75,000

Location Map:



UNFUNDED PROJECTS

UNFUNDED PROJECTS ALL PROJECT TYPES

	PROJECT TITLE	Status 4/3/12	FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17	Five-Year Total	FUND SOURCE(S)
UNFUNDED STORMWATER PROJECTS									
a	Beach Infiltration	Unfunded							Storm Drain Fund
b	Storm Drain Rehabilitation (annual amount to be revised based on video inspection)	Unfunded		\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 3,600,000	Storm Drain Fund
	Stormwater Unfunded TOTAL			\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 3,600,000	
UNFUNDED ASPHALT PAVEMENT PROJECTS									
a	2nd Street - Valley Dr. to Aviation Bl.	Unfunded	\$ 700,000					\$ 700,000	TBD
b	Redondo Avenue - Artesia Bl. to Manhattan Beach Bl.	Unfunded	\$ 500,000					\$ 500,000	TBD
c	Meadows Avenue - Artesia Bl. to Manhattan Beach Boulevard	Unfunded		\$ 500,000				\$ 500,000	TBD
d	Poinsettia Ave. - Boundary Pl. to Manhattan Beach Bl.	Unfunded		\$ 400,000				\$ 400,000	TBD
e	Residential Mill and Overlay/Reconstruction (Tree Section W/O Pacific Ave.)	Unfunded			\$ 1,050,000	\$ 840,000		\$ 1,890,000	TBD
f	Harkness Street - 2nd St. to Manhattan Beach Bl.	Unfunded					\$ 280,000	\$ 280,000	TBD
	Total Unfunded Pavement Projects		\$ 1,200,000	\$ 900,000	\$ 1,050,000	\$ 840,000	\$ 280,000	\$ 4,270,000	
UNFUNDED BICYCLE PROJECTS									
a	Class I Bike Paths, Bell Av. and Redondo Av. Extensions	Unfunded		\$ 200,000		\$ 200,000		\$ 400,000	TBD
b	Class II Bike Lanes, Rosecrans, Marine E/O Sepulveda, Aviation.	Unfunded			\$ 280,000			\$ 280,000	TBD
c	Class III Bike Routes per South Bay Bicycle Master Plan	Unfunded		\$ 110,000				\$ 110,000	TBD
d	Bike Friendly Streets per South Bay Bicycle Master Plan	Unfunded		\$ 501,000				\$ 501,000	TBD
	Total Unfunded Concrete Street Projects		\$ -	\$ 811,000	\$ 280,000	\$ 200,000	\$ -	\$ 1,291,000	
UNFUNDED CONCRETE STREET PROJECTS									
a	Concrete Street Replacement /Rehabilitation	Unfunded	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 3,750,000	TBD
	Total Unfunded Concrete Street Projects		\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 3,750,000	
UNFUNDED PARKING PROJECTS									
a	Parking Structure Structural Rehabilitation/Reinvestment	Unfunded		\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,600,000	Parking Fund
	Total Unfunded Parking Projects			\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,600,000	
	TOTAL UNFUNDED PROJECTS		\$ 1,950,000	\$ 3,761,000	\$ 3,380,000	\$ 3,090,000	\$ 2,330,000	\$ 14,511,000	

ACKNOWLEDGMENTS

The 2013-2017 Capital Improvement Plan was prepared by an interdepartmental team whose members included:

- David N. Carmany, City Manager
- Jim A. Arndt, Director of Public Works
- Bruce Moe, Director of Finance
- Henry Mitzner, City Controller
- Jeanne O'Brien, Senior Accountant
- Eden Serina, Budget Analyst
- Steve Finton, City Engineer
- Anna Luke, Public Works Senior Management Analyst
- Bonnie Shrewsbury, GIS Analyst
- Steve Strand, GIS Technician

The recommendations contained in this document represent our best analytical efforts and a shared organizational and community vision about Manhattan Beach's capital needs for the next five years.



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