

# CITY OF REDONDO BEACH

## **PROPOSED BUDGET** *Fiscal Year 2016-2017*





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# CITY OF REDONDO BEACH

## MAYOR AND CITY COUNCIL



**Steve Aspel**  
Mayor



**Jeff Ginsburg**  
Councilmember  
District 1



**Bill Brand**  
Councilmember  
District 2



**Christian Horvath**  
Councilmember  
District 3



**Stephen Sammarco**  
Councilmember  
District 4



**Laura Emdee**  
Councilmember  
District 5

## CITY OFFICIALS

**Joseph Hoefgen**  
City Manager

**Michael Witzansky**  
Assistant City Manager



**Michael Webb**  
City Attorney



**Eleanor Manzano**  
City Clerk



**Steven Diels**  
City Treasurer

**John LaRock**  
Community Services Director

**Robert Metzger**  
Fire Chief

**Stephen Proud**  
Waterfront and Economic Development Director

**Chris Benson**  
Information Technology Director

**Craig Koehler**  
Finance Director

**Aaron Jones**  
Community Development Director

**Keith Kauffman**  
Chief of Police

**Susan Anderson**  
Library Director

**Ted Semaan**  
Public Works Director

**Diane Strickfaden**  
Human Resources Director



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**CITY OF REDONDO BEACH  
PROPOSED BUDGET  
FISCAL YEAR 2016-2017**



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May 16, 2016

Honorable Mayor and Members of the City Council:

I am pleased to present this budget for City Council consideration in accordance with the requirements of the Redondo Beach City Charter. As described in this message and supported in the accompanying pages, the Proposed FY 2016-17 Budget takes into account the City's current economic condition and provides for the continuation of existing core municipal services as well as the enhancement of certain services. Together, the Proposed FY 2016-17 Operating Budget and the Proposed FY 2016-17 Capital Improvement Budget provide funding to support core operational programs and the recommended capital projects for the coming year. Funding for activities supported by the General Fund totals \$83.9 million in FY 2016-17. The proposed CIP allocates roughly \$9.3 million in new CIP monies in FY 2016-17 along with \$37.5 million for existing projects for a total CIP budget of \$46.7 million.

The operating budget is structurally balanced with ongoing revenues to support ongoing expenditures for a continuing high level of service to the residents, businesses, and visitors of Redondo Beach. Additionally, the Proposed FY 2016-17 Budget was developed pursuant to the City Council's adopted financial principles -- a copy of which is included in the draft document. Consistent with prior year practices, revenues received in prior years will be used to fund some capital improvement projects in FY 2016-17.

This budget fulfills the operational objectives requested by each department while balancing the Council goal of having recurring expenses being paid for by recurring revenues -- making the use of reserve funds unnecessary. Although a limited use of one time resources (from the City's CalPERS Reserve) in the amount of \$650,000 is recommended for the coming year, it is important to note that this recommended CalPERS Reserve appropriation is nearly identical to \$631,220 in new one-time expenditures proposed in FY 2016-17 less the beginning fund balance.

Consistent with past actions, the Proposed Budget represents an ongoing commitment to prudent and deliberate financial management, as departments continue to operate with 60 fewer full time positions compared to pre-recessionary levels. Despite the fact there is insufficient funding in the near term to restore these positions and that financial challenges remain, the City Council's recent economic development successes and a continuing commitment to Waterfront Revitalization put the City in position to improve the financial picture over the long term.

The Proposed Budget takes into account a number of internal and external factors which will have significant impact on the City's finances in FY 2016-17 and in years to come including increasing employee pension costs and expanding workers compensation requirements. As shown in further detail in the accompanying pages, there are a variety of recommended measures to ensure that the Proposed Budget remains in balance.

With regard to the City's current financial picture, it is important that we bear in mind the City's existing financial obligations. In this respect, making sure that we have sufficient financial and staff resources available to fund work activities already underway is of paramount importance.

**Satisfying Current Obligations** -- Prior to considering any additions or modifications to the budget, it is important to consider the City's current obligations as we begin a new fiscal year. A few of these obligations are summarized below.

Meeting Current Payroll – Fortunately, over the past few years, the City has been able to reverse all of the employee pay concessions which were first put in place in FY 2009-10. In addition, there have been incremental pay increases for employees beyond repayment of the prior concessions. While we are pleased to have made progress in this regard, these actions and other staffing additions in the Police and Community Development Departments have increased the City's cost of doing business. As an example, our annual General Fund payroll total in FY 2012-13 was \$45.1 million whereas the total General Fund Payroll in FY 2016-17 will be \$53.2 million, an ongoing increase of \$8.1 million now and into the future.

Higher PERS Rates – Like most cities in California, Redondo Beach has seen significant increases in the rates charged by CalPERS – the California Public Employees Retirement System. For the coming year, the City's CalPERS rates will increase by 2.4% for miscellaneous employees and 3.6% for safety employees resulting in additional ongoing costs of \$1.1 million which become part of the City's core operating budget. Fortunately, the City Council previously established a separate reserve to help cushion the increase in CalPERS rates. To achieve balance and cover one-time expenditures proposed in the FY 2016-17 Budget a separate Decision Package recommends a drawdown of \$650,000 from the CalPERS Reserve, leaving \$4.0 million remaining in this designated fund. It is worthwhile to note that the City Council does have the option of balancing the budget without the use of the CalPERS Reserve monies. This option is achievable by not funding certain Decision Packages with one-time costs as shown in the table immediately following this budget message or utilizing new revenues.

Investment in Infrastructure -- The Proposed Capital Improvement Budget (a separate document) recommends much needed infrastructure investment in key projects projected in FY 2016-17. A few examples of planned work in the coming year are provided below:

- All remaining phases of the original Residential Street Rehabilitation Program will be completed;
- Supplemental funding is provided for resident-driven traffic calming improvements;

- The first phase of critical repairs will be made to the Pier Parking Structure;
- Three long delayed Park Projects including (1) New Veterans Park Play Equipment, (2) Replacement Field Lights at Aviation Park, and (3) Ensenada Parkette Improvements are proposed for completion in FY 2016-17;
- There are continuing investments in City Facilities and Infrastructure including a funding allocation for design of a new Police Shooting Range, another phase of citywide sidewalk repair and ADA curb ramp improvements, and the resurfacing of Flagler Lane, from 190<sup>th</sup> to Beryl, and Prospect Avenue, from Del Amo to Beryl;
- Additionally, several critical projects designed in FY 2015-16 will be constructed in FY 2016-17 including Esplanade resurfacing, from Knob Hill to Catalina; Marine Avenue reconstruction; and Beryl Street improvements from Flagler Lane to 190<sup>th</sup>.

The above reflects only the major projects that are to be initiated in the coming year. In total there are 86 projects in the Proposed FY 2016-17 Capital Improvements Budget and \$46.7 million of funding.

Focus on Priority Community Projects – It is important to note that significant staff resources are currently dedicated to four major work efforts including the processing, negotiation and/or evaluation of: (1) the Waterfront Revitalization Project; (2) the South Bay Galleria Redevelopment; (3) AES land use alternatives; and (4) the General Plan Update. These work activities are critical to the City's financial future and neighbourhood quality of life and require careful and complex review and analysis. Never has the City dealt with so many major land use projects at one time. It is important to keep the significance of this work effort in mind when considering other possible FY 2016-17 projects and staff assignments.

**Realigning Work in the Organization** – In many respects, the past year has been one of transition for the City of Redondo Beach. Following the City Council's appointment of me as City Manager, I subsequently appointed six new department heads to rebuild the organization. These new managers naturally bring different perspectives -- which has provided the opportunity to rebalance and realign certain work activities within the organization. Additionally, as a follow-up to the comprehensive assessment of the Police Department completed in the spring of 2015, this budget allocates additional resources towards key recommendations from that study. Similarly, we have preliminary results from the outside assessment of the City Clerk's Office and accompanying budget modifications recommended in the coming year.

Building on the talents of the City Departments and personnel, the Proposed FY 2016-17 Budget shifts certain work activities between and within departments as follows:

Passport Processing will shift from the City Clerk's Office to Community Services effective January 1, 2017 in order to enable the City Clerk's Office to focus on core City Clerk functions such as elections, contracts, records management, and public records act requests. A Decision Package summarizing the budget impact of this shift follows at the conclusion of this budget message.

Web Page and Comcate Oversight will be centralized in the Information Technology Department rather than being decentralized as occurred in the recent past. Existing support contracts will be reassigned to the Information Technology Department as a cost-neutral shift within the budget.

Reorganization in Community Services -- Due to an anticipated Administrative Analyst position vacancy in the Department, we are proposing a reorganization that following staff transitions would result in the defunding of a Senior Administrative Specialist position. Ongoing savings in the amount of \$86,400 would be achieved as outlined in the attached Decision Package recommended as an added measure of efficiency. Additionally, a separate Decision Package describes how Community Services will hold open the currently vacant position of Recreation and Youth Services Manager resulting in a one-time savings of \$155,500. Further study will be performed on the work needs of Community Services before a final recommendation is made on filling this position.

Fire Plan Check Administration -- Following the retirement of a part-time civilian employee in the Fire Department, the responsibility and resources for Fire Plan Check will shift from the Fire Department to the Building Division in the Community Development Department and become a contract service. Fire inspections following plan check will be in part performed by the Building Division as well. These modifications are outlined in a separate Decision Package.

**Additional Resources where Needed** – The Proposed FY 2016-17 Budget provides additional resources for departments with particular needs. Examples of supplemental budget allocations (as reflected in the attached Decision Packages) are provided below:

Additional Staffing Support in City Clerk's Office – The recent third party assessment of the City Clerk's Office recommended the addition of a staff position focused on public records act requests, contract management, and records management activities. While the findings and recommendations of the Assessment will be presented at the June 7, 2016 City Council meeting, the attached Decision Package identifies the ongoing funding needed for the new position of Administrative Specialist.

Overhires in the Police Department – There are three positions recommended as "overhires" to address temporary staffing challenges in the Police Department.

The attached decision packages would increase staffing in the jail unit, the records unit, and in emergency dispatch for a one year time frame due to medical absences and in advance of anticipated vacancies. These actions are consistent with the findings of the 2015 Independent Assessment of the Police Department.

City Attorney Department Staffing -- There are two recommended Decision Packages that address separate staffing needs in the City Attorney's Office. The first would create a full-time position (in place of an existing part time position) to assist the City Prosecutor with increased workload due primarily to the Police Department's use of Body Cameras. The second Decision Package recommends one-time funding for continuation of the recently implemented Quality of Life/Nuisance Abatement Prosecutor.

There were many other staffing requests submitted by the Departments, but only the most critical positions have been included in the proposed budget as net new ongoing revenues needed to support ongoing expenditures remain limited and the City's core financial obligations continue to rise.

### General Fund Revenues

General Fund revenues are projected to increase by \$4,095,411 or the equivalent of 5.1% for FY 2016-17. The below table shows the primary revenue sources along with the percent change compared to the FY 2015-16 midyear report.

	2015/16 Midyear General Fund Rev	2016/17 Proposed General Fund Rev	Percentage Change
Property Tax	22,300,000	23,500,000	5.4%
Sales Tax	11,828,000	10,955,000	- 7.4%
Utility Users Tax	7,600,000	7,600,000	0.0%
Transient Occupancy Tax	4,800,000	7,430,000	54.8%
Property Tax in Lieu of VLF	6,420,000	6,700,000	4.4%
Property Transfer Tax	2,000,000	2,400,000	20.0%
Franchise Fees	1,996,000	1,968,000	-1.4%
Parking Meter Fees	1,685,000	1,850,000	9.8%
Parking Citations	1,500,000	1,600,000	6.7%
Business License Tax	1,150,000	1,150,000	0.0%
Other	<u>10,777,389</u>	<u>10,998,800</u>	2.1%
Total Rev from Outside Sources	72,056,389	76,151,800	5.7%
Overhead Charges	<u>8,176,790</u>	<u>8,176,790</u>	0.0%
<b>Total Revenue</b>	<b>80,233,179</b>	<b>84,328,590</b>	<b>5.1%</b>

All revenues have been conservatively projected, taking into account the best available information and incorporating input from HDL – the City's property tax and sales tax consultant. **Property taxes**, projected at \$23,500,000 in FY 2016-17, constitute the largest single source of General Fund revenue for Redondo Beach and show a **5.4% gain** compared to FY 2015-16 reflecting an incremental improvement in property values. The

next largest source of General Fund revenue, **sales tax, is projected to decrease by 7.4%** to \$10,955,000 in FY 2016-17 – a reduction of nearly \$900,000 compared to the prior year. This is largely attributed to the departure of Nordstrom from Redondo Beach, and the accompanying reduction in sales at the South Bay Galleria. This is significant and will be detailed more in the revenue section of the proposed budget. However, actual growth (not decreases) in sales tax revenue will be essential if we expect to keep pace with expected growth in expenses. Lastly, with regard to sales tax revenue, consumer spending at restaurants continues to be strong with potential for growth in the future.

Notably, **Utility Users tax revenue is projected to remain flat**, at \$7,600,000, while **Transient Occupancy Tax** is expected to **increase by 54.8%** to \$7,430,000. The growth in TOT is largely a result of the development agreements that were renegotiated this past winter for the two, soon to be three, highly successful hotels on Marine Avenue which together provide an additional \$2.3 million in TOT revenue in FY 2016-17. Additionally, we are conservatively projecting \$250,000 in TOT from the new Shade Hotel assuming a mid-year opening. As impressive as the growth in TOT appears for the coming year, the revenue could be higher if the PV Inn (currently closed due to a fire) were operational or if the opening of the Shade Hotel had not been delayed. Together, these four revenue sources comprise approximately 59% of the City's General Fund revenue. A more detailed analysis of each of the revenue sources is provided in the revenue section of the Proposed Budget.

It is worthwhile again to remember that there are a number of limitations on the City's ability to increase revenues, including voter approved requirements of Proposition 13, noticing and protest provisions of Proposition 218, and other restrictions imposed by State and Federal regulations. Specific examples of the restrictions on the City's ability to raise additional revenue include requirements to:

- Seek voter approval in many instances prior to increasing tax rates (e.g. Property Tax, Sales Tax, and Utility Users Tax);
- Demonstrate a “nexus” between the City's cost of providing services and the fees charged for those services (e.g. Planning and Building Permit and Inspection Fees, User Pay Fees, etc.);
- Comply with the noticing and protest requirements of Proposition 218 prior to increasing certain property related fees (e.g. refuse rates and sewer rates); and
- Follow State and Federal regulations which govern how outside revenues are calculated and utilized (e.g. Housing, Community Development Block Grant (CDBG), and Transit Revenues)

In keeping with these limitations, the Proposed Budget includes Decision Packages for a limited number of fee increases. A Public Hearing and report describing proposed fee adjustments to achieve cost recovery is scheduled for June 21, 2016.

## General Fund Expenditures

FY 2016-17 General Fund expenditures, prior to the consideration of recommended decision packages, total \$83,875,745 to fund all General fund supported activities. This represents a 2.9% decrease in expenditure levels compared to the midyear FY 2015-16 budget as reflected in the table below:

	2015/16 Midyear General Fund Exp	2016/17 Proposed General Fund Exp	Percentage Change
Personnel	\$52,656,897	\$53,212,036	1.1%
Maintenance and Operations	<u>10,588,777</u>	<u>7,558,082</u>	-28.6%
Subtotal	\$63,245,674	\$60,770,118	-3.9%
Internal Service Fund Allocations	\$23,105,627	\$23,105,627	0.0%
Capital Outlay	<u>\$ 48,940</u>	<u>--</u>	--
<b>Total Expenditures</b>	<b>\$86,400,241</b>	<b>\$83,875,745</b>	<b>-2.9%</b>

The Proposed General Fund expenditures for FY 2016-17 are \$60,770,118, excluding internal service fund allocations and capital outlay. This represents a decrease of nearly \$2.5 million, or 3.9%, when compared to the midyear budget for FY 2015-16. The primary reason for the decrease is attributed to the inclusion of the carryover appropriations in the FY 2015-16 midyear budget. Described below are the major assumptions used in projecting our “base” budget.

- Personnel costs will increase by 1.1% to \$53,212,036. A follow-up Budget Response Report will be provided on June 7<sup>th</sup> related to potential FY 2016-17 salary/benefit increases for employee groups whose contracts expire June 30, 2016. As referenced earlier, with the release of the proposed FY 2016-17 Budget, we have a companion Budget Response Report which provides information on anticipated PERS increases for both safety and non-safety employees.
- 436 positions are authorized and funded compared to 496 in FY 2007-08.
- Maintenance and operations and capital outlay costs do not increase from midyear amounts unless a Decision Package is recommended by the City Manager for a specific purpose.
- Maintenance and operations expenses have decreased with the inclusion of carryover appropriations in the FY 2015-16 midyear budget.
- Internal service fund allocations were adjusted with the FY 2015-16 midyear budget review and will not be adjusted again until the FY 2016-17 midyear budget review.

- Capital improvement costs are scheduled in the Five-Year Capital Improvement Program.
- The difference between FY 2016-17 General Fund revenues and expenditures before beginning fund balance, transfers in/out and Decision Packages is \$452,845. If all Decision Packages are adopted and the beginning fund balance and transfers in/out are included, the remaining fund balance would be \$468,772.

### **Mini-Financial Statements**

As has been the case for a number of years, we openly communicate the fiscal condition of our various municipal “business units” within the budget by using mini-financial statements. In this way, the Mayor and City Council can make informed policy choices, staff can make informed management decisions, and the public can have an informed understanding of City activities. This budget includes mini-financial statements for the following activities:

Harbor Tidelands	Housing Authority
Harbor Uplands	Seaside Lagoon
Solid Waste	Redondo Beach Performing Arts Center
Wastewater	Harbor Parking Structures
Transit	Farmers’ Market
Vehicle Replacement	Successor Agency
Street Landscaping and Lighting	Housing Successor Agency
Community Development Block Grant	Community Financing Authority
	Public Financing Authority

### **Budget Development Process**

The City Manager is responsible for delivering a proposed budget to the City Council by May 16 of each year. This is done in accordance with the City Charter and the City Council’s Statements of Financial Principles. The City Manager is directly responsible to the City Council under the City Charter to 1) prepare and submit the annual budget to the City Council, 2) advise the City Council on the City’s financial condition and future needs, 3) be responsible for the Budget’s administration after adoption, and 4) prepare and submit a complete report on year-end financial and administrative activities. The City’s fiscal year runs from July 1 to June 30.

Every year the budget development process begins with an assessment of our revenue base, followed by an evaluation of potential changes in that revenue base. Next, the proposed expenditure plan for services and capital projects is prepared by the City’s executive team under the direction of the City Manager. The Budget & Finance and Public Works Commissions also provide their advice and expertise in assisting City staff in the development of the operating budget and CIP. The City’s expenditures are categorized into five areas: Personnel, Maintenance and Operations, Internal Service Fund Allocations, Capital Outlay, and Capital Improvements.

The departments were directed to prepare their proposed budgets starting at the expenditure and service levels adopted by the City Council for FY 2015-16. Adjustments were then made to departmental expenditure budgets in the Personnel category that reflect changes due to labor agreements, contractual obligations, and employee movements within authorized compensation schedules. Expenditures in the departmental Internal Service Fund expenditure category were kept at the FY 2015-16 midyear level to be adjusted again during the FY 2016-17 midyear budget review. The combination of all of the above changes set the anticipated departmental “base” budget for FY 2016-17.

Those departments seeking changes to their base budgets or service levels were required to submit a supplemental request (known as a “Decision Package”) to the City Manager for each change.

The highest priority Decision Packages are recommended for approval by the City Council as reductions and supplements to the departments’ FY 2016-17 base budgets. We have many more departmental needs than we have funding available. The City is primarily a service organization with nearly 63.34% of its General Fund costs attributed to the personnel that provide services to the community.

The following criteria were used in the evaluation and ranking of Decision Packages with a higher priority given to resources needed for core municipal services in the police, fire, paramedic and public works areas.

1. Would the Decision Package support achievement of goals and objectives in the Strategic Plan?
2. Would the Decision Package be needed to comply with mandates or fund unavoidable costs for current basic services?
3. Would the Decision Package be needed to protect the health and safety of the public, employees or environment?
4. Would the Decision Package improve organizational efficiency, economy or effectiveness?
5. Would the Decision Package fill gaps in current services or meet new service needs?
6. Would the Decision Package sustain or improve revenues to the City?
7. Would the Decision Package reduce ongoing General Fund departmental expenditures to align with available City funding resources?

Budget deliberations are about policy priorities, allocating limited resources and making difficult choices. Using the criteria described above and our corporate value of “Fiscal Responsibility”, a total of 48 Decision Packages are recommended.

Decision Packages recommended by the City Manager are listed immediately following this message with a summary table identifying whether the modifications to the budget are of a one-time nature or have recurring costs.

## **Conclusion**

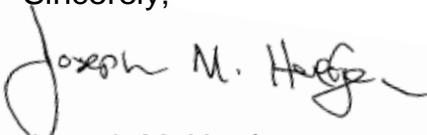
This year we once again made strides towards fulfilling the Mayor and City Council’s intent of bringing ongoing revenues in line with recurring expenses. This is a noteworthy accomplishment, and has been achieved primarily through careful controlling of costs, growth in revenues and recent economic development.

I would like to thank the management team for their untiring efforts at working on common goals and what is in the best interest of the community. It does not go unnoticed or unappreciated. Special thanks is due to key staff members who helped formulate the Proposed FY 2016-17 Budget including Assistant City Manager Mike Witzansky (who also led our negotiations on Marine Avenue Hotels resulting in access to \$2.3 million in additional TOT revenue), all Department Heads and to all departmental staff involved with the budget process. In the Financial Services Department, we are especially grateful to Assistant Financial Services Director Marni Ruhland, Payroll and Finance Manager Lori Yamasaka and Administrative Analyst Jeff Payne for their work on all elements of the budget. Additional thanks are due to members of the Budget and Finance Commission and to the Public Works Commission for their input and assistance in the budget process.

I would also like to recognize the contributions of the City’s employees for providing budgetary solutions that allowed us to meet the economic challenges of the past years, while also maintaining the high levels of service expected by our community. As some of you know, this is the seventh City I have worked for during my career in municipal government. I can honestly say that Redondo Beach employees do their very best to provide an extraordinarily high level of service to the community and we are fortunate to have such a caring and hard-working team of employees.

Finally, to the Mayor and City Councilmembers – both as individuals and as a group, you do not take the responsibility of being good fiscal stewards lightly. Your concern for the well-being of the community and your constructive guidance help validate this document. Your commitment to the community and support for staff enables the team to do their job in the most effective manner possible. Thank you for setting a great example and having confidence our staff team’s ability to do the best for Redondo Beach.

Sincerely,



Joseph M. Hoefgen  
City Manager

**City Manager Recommended  
FY 2016-17 Decision Packages for City Council Approval**

**Decision Packages that would be needed to comply with County-State-Federal mandates or fund unavoidable costs to maintain basic services:**

Decision Package #1. Street Landscaping and Lighting Assessment District. The City's Street Landscaping and Lighting Assessment District was a self-funding mechanism to pay for municipal street lights, signals and median landscaping. Changes in State law placed heavy restrictions on the City Council modifying assessments to pay for District costs. The District is today subsidized by \$873,500 from the General Fund. An additional appropriation is required in FY 2016-17 to cover higher costs for the Street Landscaping and Lighting District to prevent a reduction of service. Recommended is a one-time \$122,209 transfer from the General Fund to the Street Landscaping and Lighting Fund.

Decision Package #2. March 7, 2017 Election. Redondo Beach will conduct a General Municipal election in 2017 to elect a Mayor, a City Attorney, three members of the City Council, and three members of the Redondo Beach Unified School District. The City is required to pay for the full costs of the election. Recommended is a one-time General Fund appropriation of \$306,525.

Decision Package #3. Parking Meter Connectivity and Credit Card Transaction Fees. With an increase in the number of credit card payments accepted for the parking meters in the waterfront parking structures and around the Riviera Village, additional funding is needed to pay connectivity and credit card transaction fees. Recommended are ongoing appropriations of \$70,330 to the General Fund, \$6,800 to the Harbor Tidelands Fund, and \$151,900 to the Harbor Uplands Fund.

Decision Package #4. Redondo Beach South Bay Galleria Security Reimbursement Agreement. The City entered into a reimbursement agreement with Forest City to continue patrolling the South Bay Galleria. The agreement is in effect from March 15, 2016 to June 30, 2017 with the possibility of an extension or renegotiation after the term of the contract expires. A \$100,000 appropriation is necessary for the Fiscal Year 2016-17 portion of the current contract. Recommended is a one-time appropriation of \$100,000 to the General Fund.

Decision Package #5. Fire Department Overtime. In light of the past year's salary increases for sworn fire personnel, an adjustment is needed to fully fund overtime costs arising from contractually obligated constant manning in the Paramedic, Suppression and Harbor Patrol operations. Recommended is an ongoing General Fund appropriation of \$46,080 and an ongoing Harbor Tidelands appropriation of \$5,900.

Decision Package #6. Section 8 Housing Assistance Payment (HAP) Funding Adjustment. The Redondo Beach Housing Authority has a reserve account that is held in trust by the Department of Housing and Urban Development (HUD). A one-time \$96,044 use of the HAP reserve account would provide an additional ten to twenty housing vouchers to qualified individuals and families during Fiscal Year 2016-17. Recommended is a \$96,044 one-time increase to estimated revenues and appropriations to the Housing Authority Fund.

Decision Package #7. Community Development Block Grant (CDBG) Funding Adjustment. To reflect the FY 2016-17 HUD funding reduction of 5.1%, proposed is an adjustment to the CDBG estimated revenues and appropriations. The City's housing improvement program, public service agency funding program, and capital improvement program for low and moderate income persons will be impacted by the Federal Government reduction, as will CDBG administration. Recommended is a \$13,649 ongoing reduction to estimated revenues and appropriation to the CDBG Fund.

Decision Package #8. Waterfront and Economic Development Contracts and Professional Services. An appropriation is needed to fund the cost of existing and proposed contracts and professional services relating to the general operation of the pier and harbor area. Examples of these contracts include parking operating services, tenant auditors, marine engineering consulting, and real estate services. Recommended is a one-time appropriation of \$40,000 and an ongoing appropriation of \$153,278 to the Harbor Tidelands Fund and a one-time appropriation of \$40,000 and an ongoing appropriation of \$87,873 to the Harbor Uplands Fund.

Decision Package #9. Citywide Pavement Management Study. The City is required to update its Pavement Management Survey every three years in order to use Proposition C and Measure R funds on City streets. The City uses the results of the survey to prioritize its resurfacing projects and to comply with annual GASB 34 reporting in the Comprehensive Annual Financial Report (CAFR). Recommended is a one-time appropriation of \$60,000 to the Proposition C Fund and a \$140,000 appropriation to the Measure R Fund.

**Decision Packages that would be needed to protect the health and safety of the public, employees, or environment:**

Decision Package #10. Public Safety New Hire Uniforms and Supplies. An appropriation is needed to cover the cost of outfitting new Firefighters and Police Officers with uniforms, safety gear and small tools and supplies. Recommended is a one-time Fire Department General Fund appropriation of \$84,000 and a one-time Police Department General Fund appropriation of \$10,000.

Decision Package #11. Fire Department Operating Equipment. An additional appropriation is needed for Fire Department equipment, including replacement rain gear, wildland fire radios, fire hose, SCBA (self-contained breathing apparatus) face pieces and voice amplifiers, as well as copies of the 2016 Fire, Building and Residential Code books and National Fire Protection Association updates. Recommended is a one-time General Fund appropriation of \$64,020.

**Decision Packages that would improve the organizational efficiency, economy or effectiveness:**

Decision Package #12. City Clerk Reorganization. To address a recommendation of the recently completed City Clerk's Office organizational assessment, an additional Administrative Specialist is needed to focus on Public Records Act processing compliance, contract management, insurance compliance, and records management activities. The position will also be available to assist during elections. Recommended is approval of the personnel change and an ongoing appropriation of \$75,000 to the General Fund.

Decision Package #13. Information Technology Equipment Replacement. An appropriation is needed for the software, equipment and hardware components of the City's network infrastructure that have reached their end-of-life or can no longer meet increased demands and provide service levels needed by City staff. Recommended is a one-time appropriation to the Information Technology Fund of \$543,700.

Decision Package #14. Police Department Administrative Services Division Reorganization. To formalize civilian management of the Police Department Administrative Services Division, the creation of a new Administrative Services Manager position to provide oversight of the Jail, Personnel and Training, Property and Evidence, and Emergency Communications Units is needed. Additionally, an Analyst position is needed in the Personnel and Training Unit. These new positions are to be funded by the deauthorization of the Department's two vacant Administrative Analyst positions. The resulting savings to the General Fund is \$3,850. Recommended is approval of the personnel changes and an ongoing reduced appropriation of \$3,850 to the General Fund.

Decision Package #15. Main Library Detection System. An appropriation is needed to replace the Main Library's detection system which helps ensure that no materials leave the library without being checked out. Recommended is a one-time General Fund appropriation of \$13,500.

Decision Package #16. Community Services Department Reorganization. Cost savings will be realized with a reorganization of the staffing and services in the Community Services Department for operation of the City's special events, Community Development Block Grant (CDBG) program and departmental administrative analysis. The reorganization realigns work for these functions through 1) deauthorizing the Senior Administrative Specialist position, 2) deauthorizing the Administrative Analyst position, 3) authorizing a new Community Services Analyst position, and 4) freezing the vacant Recreation and Youth Services Manager position for a one-year period. Recommended is approval of the personnel changes, an ongoing reduced appropriation of \$77,800 to the General Fund, an ongoing reduced appropriation of \$8,600 to the Transit Fund, and a one-time reduced appropriation of \$155,500 to the General Fund.

Decision Package #17. Interdepartmental Transfer of Passport Services. Proposed is a shift of passport processing from the City Clerk's Office to the Community Services Department effective January 1, 2017 in order to enable the City Clerk's Office to focus on core City Clerk functions such as elections, contracts, and records management. Recommended is a transfer of the services and \$25,000 in City Clerk part-time personnel appropriations to the Community Services Department.

Decision Package #18. Interdepartmental Transfer of Fire Plan Review Services. With the retirement of the part-time civilian Fire Department employee performing Fire plan review services, these services are recommended for transfer to the Building Division in the Community Development Department and provided on a contract "fee for service" basis. Recommended is a transfer of \$71,268 in Fire Department Prevention Division personnel appropriations to Community Development Department Building Services Division maintenance and operations appropriations.

Decision Package #19. Code Enforcement Staff Uniforms and Equipment. Currently, Code Enforcement staff has no identifying clothing when conducting field inspections. To lend added authority and ensure staff safety, uniforms for the Code Enforcement staff are needed as well as materials and supplies to support issuance of citations. Recommended is an ongoing appropriation of \$2,250 to the General Fund.

Decision Package #20. Solid Waste Consultant. Needed is an appropriation to hire a consultant to assist staff in exploring the feasibility of extending the Solid Waste Handling Services Agreement with Athens Services and adding new services such as street sweeping as part of the solid waste franchise agreement. Recommended is a one-time appropriation to the Solid Waste Fund of \$75,000.

**Decision Packages that would fill gaps in current services or meet new service needs:**

Decision Package #21. Authorization for Executive Assistant to the City Prosecutor Position. To avoid penalties, now possible due to a recent law change, for failing to comply with necessary discovery obligations and to adequately handle all evidence required to be disclosed to the defense (including that from the expanded use of Police Department body cameras), proposed is authorization for an Executive Assistant to the City Prosecutor position. The cost of this full-time position (in place of an existing part-time position) will be partially funded by a \$50,000 reduction in maintenance and operations appropriations in the City Attorney's budget. Recommended is approval of the personnel change and an ongoing appropriation of \$60,700 to the General Fund.

Decision Package #22. Quality of Life/Nuisance Abatement Prosecutor. An appropriation is needed to fund for a one-year period a full-time Quality of Life/Nuisance Abatement Prosecutor to assist Code Enforcement in reviewing all pending cases and to advise the Community Development Department on best steps for moving forward with enforcement or otherwise successfully closing active enforcement matters. The temporary assignment would also give assistance to the Police Department with issues regarding the City's homeless population. Recommended is a one-time appropriation to the General Fund of \$175,500.

Decision Package #23. Authorization for Over-Hire of Two Community Services Officer II (Jailer) Positions. Authorization for a one-year over-hire of two Jailer positions is needed to provide adequate staffing levels while employees are unable to work in the jail due to long-term medical restrictions. Recommended is a one-time General Fund appropriation of \$188,250.

Decision Package #24. Authorization for Over-Hire of a Police Services Specialist Position. Authorization for a one-year over-hire of a Police Services Specialist position in the Records Unit is needed to provide adequate staffing levels during the training period for recently hired employees. Recommended is a one-time General Fund appropriation of \$83,000.

Decision Package #25. Authorization for Over-Hire of an Emergency Services Dispatcher Position. Authorization for a one-year over-hire of an Emergency Services Dispatcher position is needed to provide minimum staffing levels and due to a scheduled retirement and while employees are in training, on long-term medical leave, and/or filling an interim position. Recommended is a one-time appropriation of \$50,000 to the Emergency Communications Fund.

Decision Package #26. Public Library Materials and Digital Resources. Additional funding would assist with price increases and increased demand for library materials and would facilitate the introduction of new and expanded digital library resources. Recommended is a one-time appropriation of \$40,000 to the General Fund as restoration of a prior year reduction in the library materials budget.

Decision Package #27. Senior and Family Services Increased Part-Time Hours. Increased programs and rental bookings at the Anderson, Perry and Veterans' Senior Centers require specially trained and experienced part-time personnel to support the activities and events and provide efficient and safe venue operations. Increasing the number of hours worked by two current part-time employees will allow the workload to be adequately distributed among the workforce. Recommended is an ongoing appropriation of \$14,100 offset by additional ongoing revenue of \$14,100 to the General Fund.

Decision Package #28. Redondo Beach Performing Arts Center (RBPAC) Audio Network Distribution System. An appropriation is needed to replace the RBPAC's inoperable audio network distribution system. The total replacement cost is \$48,450, however, \$20,000 is available in the current RBPAC operating budget and facility donation account, and will be used to partially pay for the system. Recommended is a one-time General Fund appropriation of \$28,450.

Decision Package #29. Transit Vehicle Replacement. Two fixed route and three WAVE "Dial-A-Ride" vehicles are scheduled for replacement. Funding is needed to purchase the replacement vehicles. Recommended is a \$600,000 one-time increase to estimated revenues and appropriations to the Intergovernmental Grants Fund and a \$150,000 one-time increase to estimated revenue and appropriations to the Transit Fund.

Decision Package #30. Reinstatement of Senior Code Enforcement Officer Position. An appropriation is needed to fund the incremental cost for a reinstatement of a Senior Code Enforcement Officer position through the reclassification of one existing Code Enforcement Officer position to Senior Code Enforcement Officer for increased oversight of the code enforcement program and complex cases. Recommended is approval of the personnel change and an ongoing appropriation of \$8,030 to the General Fund.

Decision Package #31. Waterfront and Economic Development Department Reorganization. An appropriation is needed to fund the net cost of a Senior Management Analyst position to assist with economic development efforts throughout the City and to support waterfront projects as necessary and the deauthorization of the Harbor Facilities Manager upon the incumbent employee's planned retirement. Recommended is approval of the personnel changes, a one-time appropriation of \$24,030 and an ongoing reduced appropriation of 18,090 to the Harbor Tidelands Fund, and a one-time appropriation of \$24,030 and an ongoing reduced appropriation of \$18,090 to the Harbor Uplands Fund.

Decision Package #32. Vehicle Replacement Purchases. The City schedules and funds vehicle replacements as part of the *Vehicle and Heavy Equipment Replacement Program* on an annual basis. An appropriation is necessary for the scheduled replacement of 20 vehicles used by City employees to carry out their work assignments. Recommended is a one-time appropriation to the Vehicle Replacement Fund of \$1,524,000.

Decision Package #33. Generator Inclusion in the Vehicle and Heavy Equipment Replacement Program. City facilities and infrastructure are supported by 21 stand-by generators. Inclusion of these generators in the Vehicle and Heavy Equipment replacement program will ensure there is sufficient funding to replace them on a scheduled basis at the end of their useful life. A Fiscal Year 2016-17 appropriation is also needed for generators requiring immediate replacement. Recommended is the inclusion of the generators in the Vehicle and Heavy Equipment Replacement Program and one-time appropriations of \$74,780, \$21,430, and \$214,640 to the Wastewater, Vehicle Replacement, and Building Occupancy Funds, respectively.

Decision Package #34. Authorization for Full-Time GIS Technician Position. Over the last several years, internal requests for GIS mapping services has grown. In an ever-increasing digital world, having accurate data layers of the City's infrastructure is extremely important. While these tasks are currently being handled by a part-time (1,500 hours per year) employee, the quality and quantity of information now needed on a regular basis supports the need for a full-time position. Recommended is approval of the personnel change and an ongoing appropriation of \$8,550 to the General Fund, \$7,550 to the Harbor Tidelands Fund, \$7,550 to the Harbor Uplands Fund, and \$36,750 to the Wastewater Fund.

Decision Package #35. Vessel Mooring Maintenance Contract. The 31 vessel moorings installed in the Redondo Beach Harbor require various quarterly, bi-annual and annual maintenance services to remain operational. An appropriation is needed for an outside maintenance contract to perform this work. Recommended is an ongoing appropriation to the Harbor Tidelands Fund of \$100,000.

Decision Package #36. Confirmation of Signature Special Events. The six recommended signature events with waiver of City hard and soft costs are 4<sup>th</sup> of July 2016 Event; Super Bowl 10K Run/Walk; Lobster Festival; Spring Fest; Riviera Village Summer Festival; and Riviera Village Holiday Stroll. Additionally, there is a capped fee waiver for two additional events: King Harbor Sea Fair and King Harbor Boat Parade. These are the same events the City Council approved for FY 2015-16. This represents \$32,200 in costs to the General Fund, \$16,800 in costs to the Harbor Uplands Fund, and \$4,200 to the Harbor Tidelands Fund. Recommended is the ongoing budgeting of hard and soft costs for only these special events.

Decision Package #37. 4<sup>th</sup> of July Fireworks Event Funding. The City's annual 4<sup>th</sup> of July Fireworks Event provides a safe, family oriented activity. The City Council has approved a one-year agreement for the event with a not-to-exceed \$12,000 payment to Pete Moffet Productions. Additionally, the agreement calls for the City to provide necessary staffing for the event at an approximate cost of \$16,000, which is included in the signature special event decision package. Recommended is a one-time appropriation of \$12,000 to the Harbor Tidelands Fund.

## **Decision Packages that would sustain or improve revenue to the City:**

Decision Package #38. Community Development Department Fee Increases. With a steady rise in building industry construction costs, the Community Development Department costs for providing those services has also risen. Therefore, proposed is a 9% increase of all Community Development Department fees which would generate ongoing General Fund revenue of \$253,000. Recommended is direction to hold a public hearing on June 21, 2016 for consideration of the Community Development Department fee increases.

Decision Package #39. Redondo Beach Performing Arts Center (RBPAC) Filming Location Fee Structure. Currently the RBPAC filming location fees are negotiated amounts. A revised fee structure with a \$2,500 daily minimum and a \$50,000 daily maximum is proposed in order to provide a more transparent fee structure. No additional revenue is anticipated from the revised fee structure. Recommended is direction to hold a public hearing on June 21, 2016 for consideration of the revised RBPAC filming location fee structure.

Decision Package #40. Parks Filming Location Fee Structure. Currently the parks filming location fees are fixed amounts that are not necessarily reflective of actual film production activities and impact. Proposed is a revised fee structure with a \$1,500 daily minimum and a \$10,000 daily maximum for large parks, a \$600 daily minimum and a \$10,000 daily maximum for small parks, a \$400 daily minimum and a \$10,000 daily maximum for playfields, and a \$300 daily minimum and a \$10,000 daily maximum for parkettes. No additional revenue is anticipated from the revised fee structure. Recommended is direction to hold a public hearing on June 21, 2016 for consideration of the revised parks filming location fee structure.

Decision Package #41. Waterfront Filming Location Fee Structure. Currently the waterfront filming location fees are negotiated amounts. A revised fee structure with a \$600 daily minimum and a \$50,000 daily maximum is proposed in order to provide a more transparent fee structure. No additional revenue is anticipated from the revised fee structure. Recommended is direction to hold a public hearing on June 21, 2016 for consideration of the revised waterfront filming location fee structure.

Decision Package #42. Police Department Standby Service Fee Increases. The Police Department last increased its standby service fees for special events and at filming locations in 2004. Since that time, there have been substantial sworn and non-sworn personnel cost increases. Therefore, to ensure cost recovery for these services, proposed is an increase to the sworn personnel standby service fee from \$106 per hour to \$135 per hour and an increase to the non-sworn personnel standby service fee from \$57 per hour to \$67 per hour. Additionally proposed is a two-hour minimum for these services. The fee increases are anticipated to generate \$9,000 additional General Fund revenue. Recommended is direction to hold a public hearing on June 21, 2016 for consideration of the Police Department standby service fee increases.

Decision Package #43. Police Department Third Party Records Search Fee. The Police Department receives 25 to 50 name check requests per day for “any and all record information associated to arrests, incidents, and traffic citations” from private vendors. The private vendors are under contract and compensated by the United States Office of Personnel Management (OPM) Federal Investigative Services Division (FISD). Although the private vendors frequently receive separate reimbursement up to \$15 for each request, they are currently processed at no charge by the Redondo Beach Police Department. Proposed is a new \$15 third party records search fee which is anticipated to generate additional ongoing General Fund revenue of \$100,000. Recommended is direction to hold a public hearing on June 21, 2016 for consideration of the new Police Department third party records search fee.

Decision Package #44. Riviera Village Triangle Parking Fee Increases. Proposed is a parking meter rate increase in the Riviera Village Triangle from \$1.00 per hour to \$1.50 per hour to match what is charged throughout the rest of the Riviera Village. An additional \$100,000 in ongoing General Fund revenue is anticipated from the fee increase. Recommended is direction to hold a public hearing on June 21, 2016 for consideration of the Riviera Village Triangle parking fee increase.

Decision Package #45. Extension of Riviera Village Parking Meter Hours of Enforcement. Proposed is an extension to the hours of parking meter enforcement from 6:00 pm to 9:00 pm in the Riviera Village, including the Triangle. An additional \$150,000 in ongoing General Fund revenue is anticipated from the additional hours of enforcement. No additional staffing is required for enforcement based on the current deployment of personnel. Recommended is direction to hold a public hearing on June 21, 2016 for consideration of the extension of Riviera Village parking meter hours of enforcement.

Decision Package #46. Parking Meter Permit and Riviera Village Employee Permit Fee Increases. Proposed is an increase to the annual parking meter permits from \$110 to \$130 and an increase to the employee parking permits from \$60 to \$75 effective October 1, 2016. An additional \$41,125 in ongoing General Fund revenue is anticipated from the fee increases. Recommended is direction to hold a public hearing on June 21, 2016 for consideration of the parking meter permit and Riviera Village employee permit fee increases.

Decision Package #47. Waterfront Parking Structure Fee Increase. Parking fees within the various parking structures at the waterfront are tiered for summer and winter use. In addition, the fees provide for a discount for the first hour of parking, Monday through Friday from 8:00 am to 6:00 pm throughout the year. Proposed is an increase in the first hour rate from \$.50 to \$1.00. An additional \$15,000 in Harbor Tidelands revenue and \$45,000 in Harbor Uplands revenue is anticipated from the fee increase on an ongoing basis. Recommended is direction to hold a public hearing on June 21, 2016 for consideration of the waterfront parking structure fee increase.

**Decision Packages that would reduce departmental expenditures to align with available City funding sources:**

Decision Package #48. Transfer from CalPERS Reserve Fund. The City Council has established a reserve fund to help the City absorb its rapidly increasing employee pension costs. The CalPERS cost increase from FY 2015-16 to FY 2016-17 is \$1,064,759. These costs are included in the core budget. The balance remaining in the CalPERS Reserve Fund after this transfer would be \$3,977,307. The CalPERS Reserve Fund is intended to absorb only the year-over-year increase in pension costs and it has been the City Council's practice to, when possible, at least replenish the reserve as part of the year-end financial reconciliation. Recommended is a one-time \$650,000 transfer from the CalPERS Reserve Fund to the General Fund. This is the nearly the same amount as the combined total of the Decision Packages with one-time costs listed on the following summary page with an asterisk.

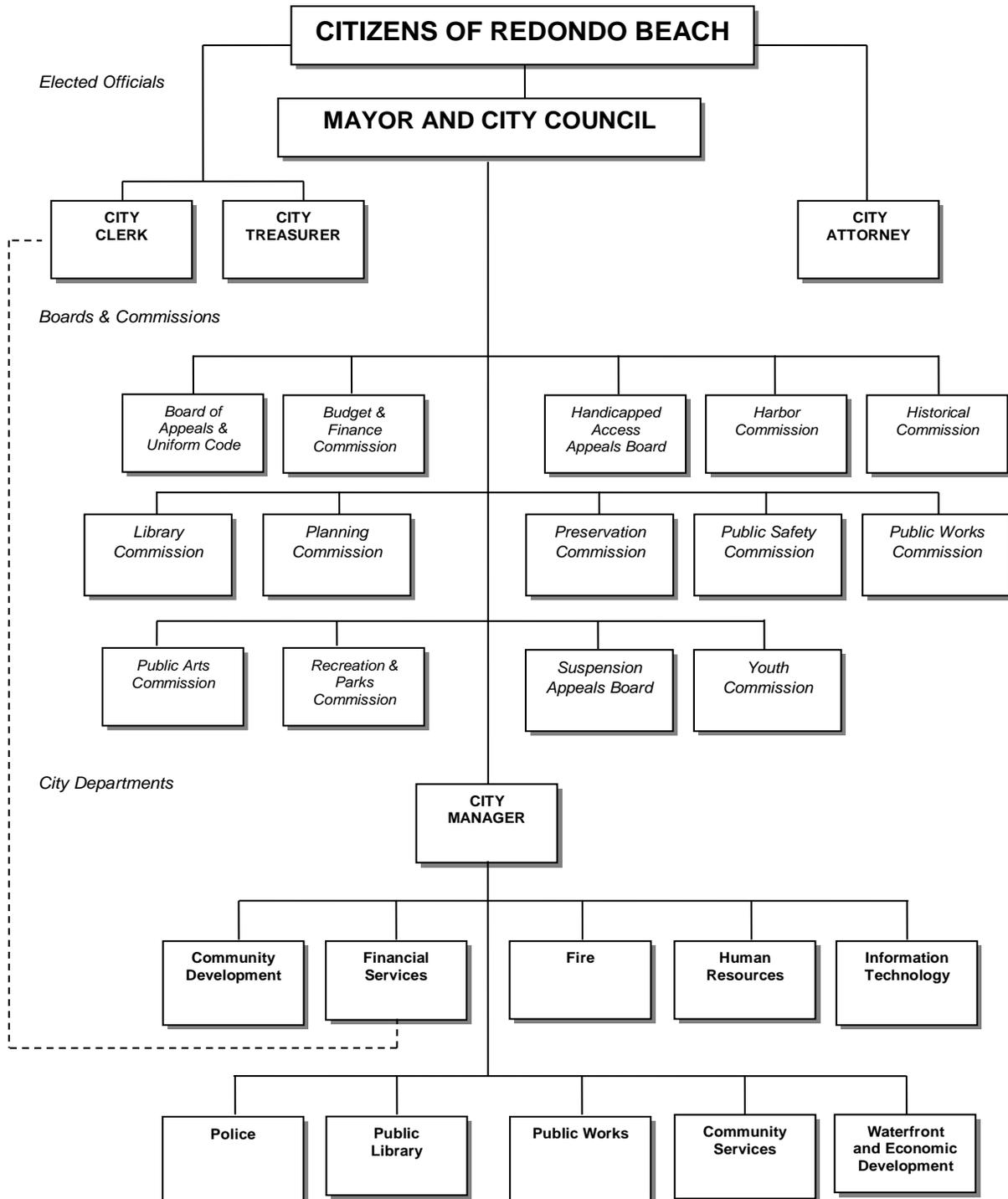
**City Manager Recommended  
FY 2016-17 Decision Packages for City Council Approval  
Summary**

	<i>General Fund</i>		<i>Other Funds</i>
	<i>One-Time</i>	<i>Ongoing</i>	
1. Street Landscaping and Lighting Assessment District	122,209		
2. March 7, 2017 Election	306,525		
3. Parking Meter Connectivity and Credit Card Transaction Fees		70,330	158,700
4. * Redondo Beach South Bay Galleria Security Reimbursement Agreement	100,000		
5. Fire Department Overtime		46,080	5,900
6. Section 8 Housing Assistance Payment (HAP) Funding Adjustment			-
7. Community Development Block Grant (CDBG) Funding Adjustment			-
8. Waterfront and Economic Development Contracts and Professional Services			321,151
9. Citywide Pavement Management Study			200,000
10. * Public Safety New Hire Uniforms and Supplies	94,000		
11. * Fire Department Operating Equipment	64,020		
12. City Clerk Reorganization		75,000	
13. Information Technology Equipment Replacement			543,700
14. Police Department Administrative Services Division Reorganization		(3,850)	
15. * Main Library Detection System	13,500		
16. * Community Services Department Reorganization	(155,500)	(77,800)	(8,600)
17. Interdepartmental Transfer of Passport Services		-	
18. Interdepartmental Transfer of Fire Plan Review Services		-	
19. Code Enforcement Staff Uniforms		2,250	
20. Solid Waste Consultant			75,000
21. Authorization for Executive Assistant to the City Prosecutor		60,700	
22. * Quality of Life/Nuisance Abatement Prosecutor	175,500		
23. * Authorization for Over-Hire of Two Community Services Officer II	188,250		
24. * Authorization for Over-Hire of a Police Services Specialist Position	83,000		
25. Authorization for Over-Hire of an Emergency Services Dispatcher			50,000
26. * Public Library Materials and Digital Resources	40,000		
27. Senior and Family Services Increased Part-Time Hours		-	
28. * Redondo Beach Performing Arts Center (RBPAC) Audio Network Distribution System	28,450		
29. Transit Vehicle Replacement			-
30. Reinstatement of Senior Code Enforcement Officer Position		8,030	
31. Waterfront and Economic Development Department Reorganization			48,060
32. Vehicle Replacement Purchases			1,524,000
33. Generator Inclusion in the Vehicle and Heavy Equipment Replacement Program			310,850
34. Authorization for Full-Time GIS Technician Position		8,550	51,850
35. Vessel Mooring Maintenance Contract			100,000
36. Confirmation of Signature Special Events		-	
37. 4th of July Fireworks Event Funding			12,000
38. Community Development Department Fee Increases		(253,000)	
39. Redondo Beach Performing Arts Center (RBPAC) Filming Location Fee Structure		-	
40. Parks Filming Location Fee Structure		-	
41. Waterfront Filming Location Fee Structure		-	
42. Police Department Standby Service Fee Increases		(9,000)	
43. Police Department Third Party Records Search Fee		(100,000)	
44. Riviera Village Triangle Parking Fee Increases		(100,000)	
45. Extension of Riviera Village Parking Meter Hours of Enforcement		(150,000)	
46. Parking Meter Permit and Riviera Village Employee Permit Fee Increases		(41,125)	
47. Waterfront Parking Structure Fee Increase			(60,000)
	<u>1,059,954</u>	<u>(463,835)</u>	<u>(60,000)</u>
Excess Beginning Fund Balance (After 8.33% "Minimum Contingency Reserve")	(414,891)	-	(28,493,519)
48. Transfer from CalPERS Reserve Fund (leaving 4.0 million CalPERS Reserve balance)	(650,000)	-	-
Revenues over Expenditures if All Decision Packages Adopted	(4,937)	(463,835)	(28,553,519)

\* Denotes Decision Packages with one-time General Fund costs totaling \$631,220 - the approximate amount of the transfer from the CalPERS reserve.



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**ORGANIZATIONAL CHART  
FY 2016-17**

PERSONNEL SUMMARY BY DEPARTMENT

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	Proposed 2016-17	Proposed with Decision Packages 2016-17
<b><u>Mayor and City Council</u></b>						
Mayor	1.0	1.0	1.0	1.0	1.0	1.0
Council Member	5.0	5.0	5.0	5.0	5.0	5.0
Executive Assistant to the City Manager	1.0	1.0	1.0	1.0	1.0	1.0
<b>Total</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>
<b><u>City Clerk</u></b>						
City Clerk	1.0	1.0	1.0	1.0	1.0	1.0
Chief Deputy City Clerk	1.0	1.0	1.0	1.0	1.0	1.0
Records Management Supervisor	-	1.0	1.0	1.0	1.0	1.0
Records Management Coordinator	1.0	-	-	-	-	-
Administrative Specialist	-	-	1.0	1.0	1.0	2.0
Office Specialist I	1.0	-	-	-	-	-
<b>Total</b>	<b>4.0</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>5.0</b>
<b><u>City Treasurer</u></b>						
City Treasurer	1.0	1.0	1.0	1.0	1.0	1.0
Chief Deputy City Treasurer	1.0	-	1.0	1.0	1.0	1.0
<b>Total</b>	<b>2.0</b>	<b>1.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
<b><u>City Attorney</u></b>						
City Attorney	1.0	1.0	1.0	1.0	1.0	1.0
Assistant City Attorney	2.0	2.0	2.0	2.0	2.0	2.0
Assistant City Attorney/Prosecutor	1.0	1.0	1.0	1.0	1.0	1.0
Senior Deputy City Attorney	1.0	1.0	1.0	1.0	1.0	1.0
Deputy City Attorney	2.0	2.0	2.0	2.0	2.0	2.0
Executive Assistant to the City Prosecutor	-	-	-	-	-	1.0
Law Office Manager	1.0	1.0	1.0	1.0	1.0	1.0
Legal Secretary	1.0	1.0	1.0	1.0	1.0	1.0
<b>Total</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>10.0</b>

PERSONNEL SUMMARY BY DEPARTMENT

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	Proposed 2016-17	Proposed with Decision Packages 2016-17
<b><u>City Manager</u></b>						
City Manager	1.0	1.0	1.0	1.0	1.0	1.0
Assistant City Manager	1.0	1.0	1.0	1.0	1.0	1.0
Assistant to the City Manager	1.0	-	-	-	-	-
Senior Management Analyst	-	1.0	-	-	-	-
<b>Total</b>	<b>3.0</b>	<b>3.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
<b><u>Information Technology</u></b>						
Information Technology Director	1.0	1.0	1.0	1.0	1.0	1.0
Information Technology Operations Supervisor	1.0	1.0	1.0	1.0	1.0	1.0
Information Systems Specialist	1.0	1.0	1.0	1.0	1.0	1.0
Information Technology Analyst	-	-	1.0	1.0	1.0	1.0
Computer Support Specialist	1.0	1.0	1.0	1.0	1.0	1.0
Information Technology Technician	2.0	2.0	2.0	2.0	2.0	2.0
<b>Total</b>	<b>6.0</b>	<b>6.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>
<b><u>Human Resources</u></b>						
Human Resources Director	1.0	1.0	1.0	1.0	1.0	1.0
Risk Manager	1.0	1.0	1.0	1.0	1.0	1.0
Senior Human Resources Analyst	1.0	-	-	-	-	-
Human Resources Analyst	-	1.0	1.0	1.0	1.0	1.0
Human Resources Technician	1.0	1.0	1.0	1.0	1.0	1.0
Office Specialist III	1.0	1.0	1.0	1.0	1.0	1.0
<b>Total</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>

PERSONNEL SUMMARY BY DEPARTMENT

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	Proposed 2016-17	Proposed with Decision Packages 2016-17
<b><i>Financial Services</i></b>						
Finance Director	1.0	1.0	1.0	1.0	1.0	1.0
Assistant Financial Services Director	1.0	1.0	1.0	1.0	1.0	1.0
Budget, Revenue and Payroll Manager	1.0	1.0	-	-	-	-
Payroll and Finance Manager			1.0	1.0	1.0	1.0
Grants Financial Administrator	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Analyst	1.0	1.0	1.0	1.0	1.0	1.0
Analyst	1.0	1.0	1.0	1.0	1.0	1.0
Accountant	2.0	2.0	2.0	2.0	2.0	2.0
Payroll Technician	1.0	1.0	1.0	1.0	1.0	1.0
Accounting Technician	2.0	3.0	3.0	3.0	3.0	3.0
License and Collections Clerk	1.0	1.0	1.0	1.0	1.0	1.0
Senior Account Clerk	1.0	1.0	1.0	1.0	1.0	1.0
Office Specialist III	1.0	1.0	1.0	1.0	1.0	1.0
<b>Total</b>	<b>14.0</b>	<b>15.0</b>	<b>15.0</b>	<b>15.0</b>	<b>15.0</b>	<b>15.0</b>
<b><i>Police</i></b>						
Chief of Police	1.0	1.0	1.0	1.0	1.0	1.0
Police Captain	2.0	2.0	2.0	2.0	2.0	2.0
Police Lieutenant	5.0	4.0	4.0	6.0	6.0	6.0
Police Sergeant	15.0	15.0	15.0	15.0	15.0	15.0
Police Officer	73.0	74.0	71.0	72.0	72.0	72.0
Support Services Manager	-	1.0	1.0	-	-	-
Administrative Services Manager	-	-	-	-	-	1.0
Public Safety Communications Manager	1.0	-	-	-	-	-
Police Records Manager	1.0	1.0	1.0	1.0	1.0	1.0
Crime Analyst	-	-	1.0	1.0	1.0	1.0
Administrative Analyst	3.0	4.0	3.0	3.0	3.0	1.0
Communications Supervisor	4.0	4.0	4.0	4.0	4.0	4.0
Municipal Services Supervisor	-	1.0	1.0	-	-	-
Municipal Enforcement Supervisor	1.0	-	-	-	-	-
Analyst	-	-	-	-	-	1.0
Executive Assistant	1.0	1.0	1.0	1.0	1.0	1.0
Police Identification Technician	1.0	1.0	1.0	1.0	1.0	1.0
Community Services Officer III	3.0	3.0	3.0	3.0	3.0	3.0

PERSONNEL SUMMARY BY DEPARTMENT

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	Proposed 2016-17	Proposed with Decision Packages 2016-17
<b><i>Police (cont.)</i></b>						
Emergency Services Dispatcher	12.0	12.0	12.0	12.0	12.0	12.0
Lead Police Services Specialist	2.0	2.0	2.0	2.0	2.0	2.0
Community Services Officer II	9.0	9.0	9.0	9.0	9.0	9.0
Administrative Coordinator	2.0	1.0	1.0	1.0	1.0	1.0
Parking Meter Technician	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Specialist	2.0	3.0	3.0	3.0	3.0	3.0
Police Services Specialist	7.0	7.0	7.0	7.0	7.0	7.0
Traffic Senior Clerk	1.0	1.0	1.0	1.0	1.0	1.0
Municipal Services Officer	7.0	7.0	7.0	7.0	7.0	7.0
Office Specialist III	1.0	1.0	1.0	1.0	1.0	1.0
<b>Total</b>	<b>155.0</b>	<b>156.0</b>	<b>153.0</b>	<b>154.0</b>	<b>154.0</b>	<b>154.0</b>
<b><i>Fire</i></b>						
Fire Chief	1.0	1.0	1.0	1.0	1.0	1.0
Fire Division Chief	3.0	3.0	3.0	3.0	3.0	3.0
Fire Captain	13.0	13.0	13.0	13.0	13.0	13.0
Fire Engineer	12.0	12.0	12.0	12.0	12.0	12.0
Firefighter/Paramedic	19.0	19.0	21.0	21.0	21.0	21.0
Deputy Harbor Master/Boat Captain	-	-	3.0	3.0	3.0	3.0
Harbor Patrol Sgt/Deputy Harb Master	3.0	3.0	-	-	-	-
Harbor Patrol Officer	-	-	3.0	3.0	3.0	3.0
Harbor Patrol Officer/FF/Eng/PM	3.0	3.0	-	-	-	-
Firefighter	6.0	6.0	6.0	6.0	6.0	6.0
Hazardous Materials Specialist	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Analyst	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Specialist	1.0	1.0	1.0	1.0	1.0	1.0
<b>Total</b>	<b>63.0</b>	<b>63.0</b>	<b>65.0</b>	<b>65.0</b>	<b>65.0</b>	<b>65.0</b>
<b><i>Public Library</i></b>						
Library Director	1.0	1.0	1.0	1.0	1.0	1.0
Senior Librarian	1.0	1.0	1.0	1.0	1.0	1.0
Librarian	2.0	2.0	2.0	2.0	2.0	2.0
Library Circulation Supervisor	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Coordinator	1.0	1.0	1.0	1.0	1.0	1.0
Library Technician	1.0	1.0	1.0	1.0	1.0	1.0
Library Clerk	6.0	6.0	6.0	6.0	6.0	6.0
<b>Total</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>

PERSONNEL SUMMARY BY DEPARTMENT

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	Proposed 2016-17	Proposed with Decision Packages 2016-17
<b><u>Community Services</u></b>						
Community Services Director	-	1.0	1.0	1.0	1.0	1.0
Director of Rec, Transit & Comm Svcs	1.0	-	-	-	-	-
Recreation and Youth Services Manager	1.0	1.0	1.0	1.0	1.0	1.0
Cultural Arts Manager	-	1.0	1.0	1.0	1.0	1.0
Transit Operations and Transit Facilities Manager	1.0	1.0	1.0	1.0	1.0	1.0
Recreation Facilities Manager	1.0	-	-	-	-	-
Housing Supervisor	1.0	1.0	1.0	1.0	1.0	1.0
Technical Theater Supervisor	1.0	1.0	1.0	1.0	1.0	1.0
Recreation Supervisor	3.0	2.0	2.0	2.0	2.0	2.0
Senior Management Analyst	-	-	1.0	1.0	1.0	1.0
Administrative Analyst	1.0	1.0	1.0	1.0	1.0	-
Community Services Analyst	-	-	-	-	-	1.0
Analyst	1.0	1.0	1.0	1.0	1.0	1.0
Housing Specialist	2.0	2.0	2.0	2.0	2.0	2.0
Senior Administrative Specialist	1.0	1.0	1.0	1.0	1.0	-
Recreation Coordinator	3.0	3.0	3.0	3.0	3.0	3.0
Office Specialist III	2.0	2.0	2.0	2.0	2.0	2.0
Account Clerk	1.0	1.0	1.0	1.0	1.0	1.0
Maintenance Worker I	1.0	1.0	1.0	1.0	1.0	1.0
<b>Total</b>	<b>21.0</b>	<b>20.0</b>	<b>21.0</b>	<b>21.0</b>	<b>21.0</b>	<b>20.0</b>
<b><u>Community Development</u></b>						
Community Development Director	1.0	1.0	1.0	1.0	1.0	1.0
Chief Building Official	1.0	1.0	1.0	1.0	1.0	1.0
Planning Manager	-	-	1.0	1.0	1.0	1.0
Senior Plan Check Engineer	1.0	1.0	1.0	1.0	1.0	1.0
Plan Check Engineer	1.0	1.0	1.0	1.0	1.0	1.0
Senior Planner	-	-	-	1.0	1.0	1.0
Associate Planner	1.0	1.0	1.0	1.0	1.0	1.0
Assistant Planner	2.0	2.0	2.0	1.0	1.0	1.0
Plans Examiner	1.0	1.0	1.0	1.0	1.0	1.0
Senior Building Inspector	2.0	2.0	3.0	3.0	3.0	3.0
Senior Code Enforcement Officer	-	-	-	-	-	1.0
Code Enforcement Officer	2.0	2.0	2.0	2.0	2.0	1.0

PERSONNEL SUMMARY BY DEPARTMENT

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	Proposed 2016-17	Proposed with Decision Packages 2016-17
<b><u>Community Development (cont.)</u></b>						
Planning Analyst	-	-	1.0	1.0	1.0	1.0
Planning Technician	1.0	1.0	-	-	-	-
Building and Engineering Technician	2.0	2.0	2.0	2.0	2.0	2.0
<b>Total</b>	<b>15.0</b>	<b>15.0</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>
<b><u>Waterfront and Economic Development</u></b>						
Waterfront and Economic Development Director	1.0	1.0	1.0	1.0	1.0	1.0
Support Services Manager	-	-	-	1.0	1.0	1.0
Harbor Facilities Manager	1.0	1.0	1.0	1.0	1.0	1.0
Senior Management Analyst	-	-	-	-	-	1.0
Senior Administrative Specialist	1.0	1.0	1.0	1.0	1.0	1.0
<b>Total</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>	<b>5.0</b>
<b><u>Public Works</u></b>						
Public Works Director	1.0	1.0	1.0	1.0	1.0	1.0
Deputy Public Works Director	1.0	1.0	1.0	1.0	1.0	1.0
City Engineer	1.0	1.0	1.0	1.0	1.0	1.0
Principal Civil Engineer	1.0	1.0	1.0	1.0	1.0	1.0
Capital Projects Program Manager	1.0	1.0	1.0	1.0	1.0	1.0
Civil Engineer	2.0	2.0	2.0	2.0	2.0	2.0
Transportation Engineer	1.0	1.0	1.0	1.0	1.0	1.0
Associate Civil Engineer	4.0	4.0	4.0	4.0	4.0	4.0
Public Works Manager-Streets/Sewer	1.0	1.0	1.0	1.0	1.0	1.0
Public Works Manager-Bldg Facilities/Harbor	1.0	1.0	1.0	1.0	1.0	1.0
Public Works Manager-Pks/Urb Forest	1.0	1.0	1.0	1.0	1.0	1.0
Assistant Civil Engineer	2.0	2.0	2.0	2.0	2.0	2.0
Senior Management Analyst	2.0	2.0	2.0	2.0	2.0	2.0
Public Works Maintenance Supervisor	4.0	4.0	4.0	4.0	4.0	4.0
Analyst	1.0	1.0	1.0	1.0	1.0	1.0
Public Works Inspector	1.0	1.0	1.0	1.0	1.0	1.0
GIS Technician	-	-	-	-	-	1.0
Electrician Leadworker	1.0	1.0	1.0	1.0	1.0	1.0
Electrician	2.0	2.0	2.0	2.0	2.0	2.0

PERSONNEL SUMMARY BY DEPARTMENT

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	Proposed 2016-17	Proposed with Decision Packages 2016-17
<b><i>Public Works (cont.)</i></b>						
Building and Engineering Technician	1.0	1.0	1.0	1.0	1.0	1.0
Building Maintenance Leadworker	1.0	1.0	1.0	1.0	1.0	1.0
Park Maintenance Leadworker	1.0	1.0	1.0	1.0	1.0	1.0
Pier Maintenance Leadworker	1.0	1.0	1.0	1.0	1.0	1.0
Public Services Leadworker	7.0	7.0	7.0	7.0	7.0	7.0
Senior Mechanic	2.0	2.0	2.0	2.0	2.0	2.0
Irrigation Technician	1.0	1.0	1.0	1.0	1.0	1.0
Mechanic	1.0	1.0	1.0	1.0	1.0	1.0
Pump Station Operator	5.0	5.0	5.0	5.0	5.0	5.0
Recycling Specialist	1.0	1.0	1.0	1.0	1.0	1.0
Traffic Painter	1.0	1.0	1.0	1.0	1.0	1.0
Painter	1.0	1.0	1.0	1.0	1.0	1.0
Senior Administrative Specialist	2.0	2.0	2.0	2.0	2.0	2.0
Equipment Operator	6.0	6.0	6.0	6.0	6.0	6.0
Senior Park Caretaker	8.0	8.0	8.0	8.0	8.0	8.0
Building Maintenance Worker	8.0	8.0	8.0	8.0	8.0	8.0
Maintenance Worker II	5.0	5.0	5.0	5.0	5.0	5.0
Equipment Service Worker	1.0	1.0	1.0	1.0	1.0	1.0
Park Caretaker	2.0	2.0	2.0	2.0	2.0	2.0
Maintenance Worker I	27.0	27.0	27.0	27.0	27.0	27.0
Recycling Ranger	1.0	1.0	1.0	1.0	1.0	1.0
<b>Total</b>	<b>111.0</b>	<b>111.0</b>	<b>111.0</b>	<b>111.0</b>	<b>111.0</b>	<b>112.0</b>
<b>TOTAL BUDGETED POSITIONS</b>	<b>431.0</b>	<b>430.0</b>	<b>434.0</b>	<b>436.0</b>	<b>436.0</b>	<b>439.0</b>

PERSONNEL SUMMARY BY DEPARTMENT

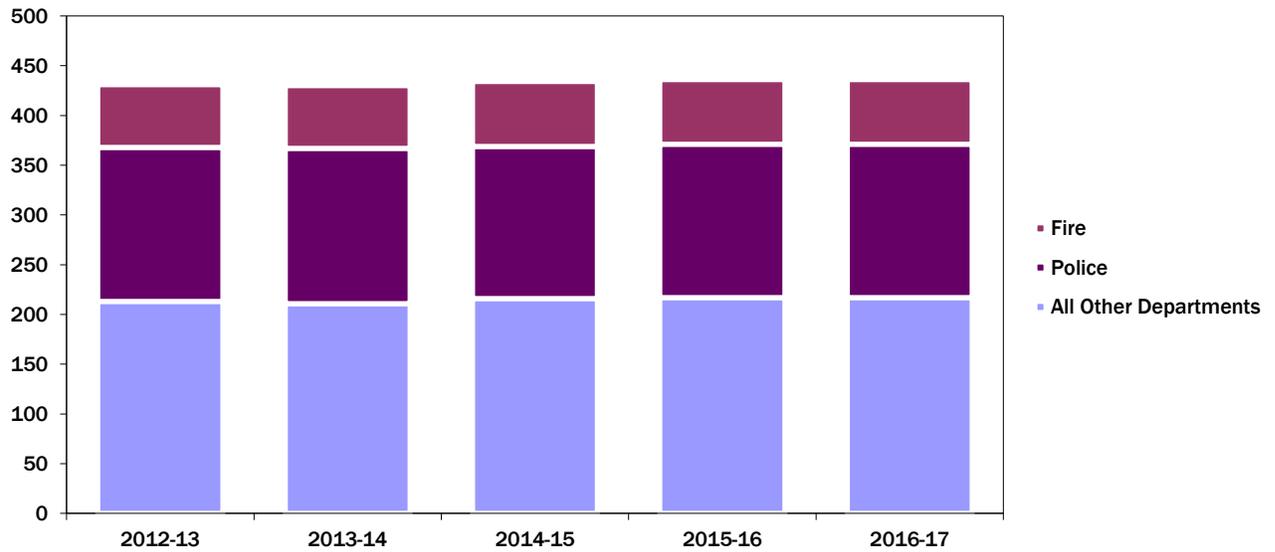
RECAP OF POSITION CHANGES DURING FY 2015-16

<b>Add:</b>	Police Lieutenant - PD	2.0	<b>Delete:</b>	Support Services Manager - PD	1.0
	Support Services Manager - WED	1.0		Municipal Services Supervisor - PD	1.0
				Senior Management Analyst - WED	1.0
	<b>Total</b>	<b>3.0</b>		<b>Total</b>	<b>3.0</b>

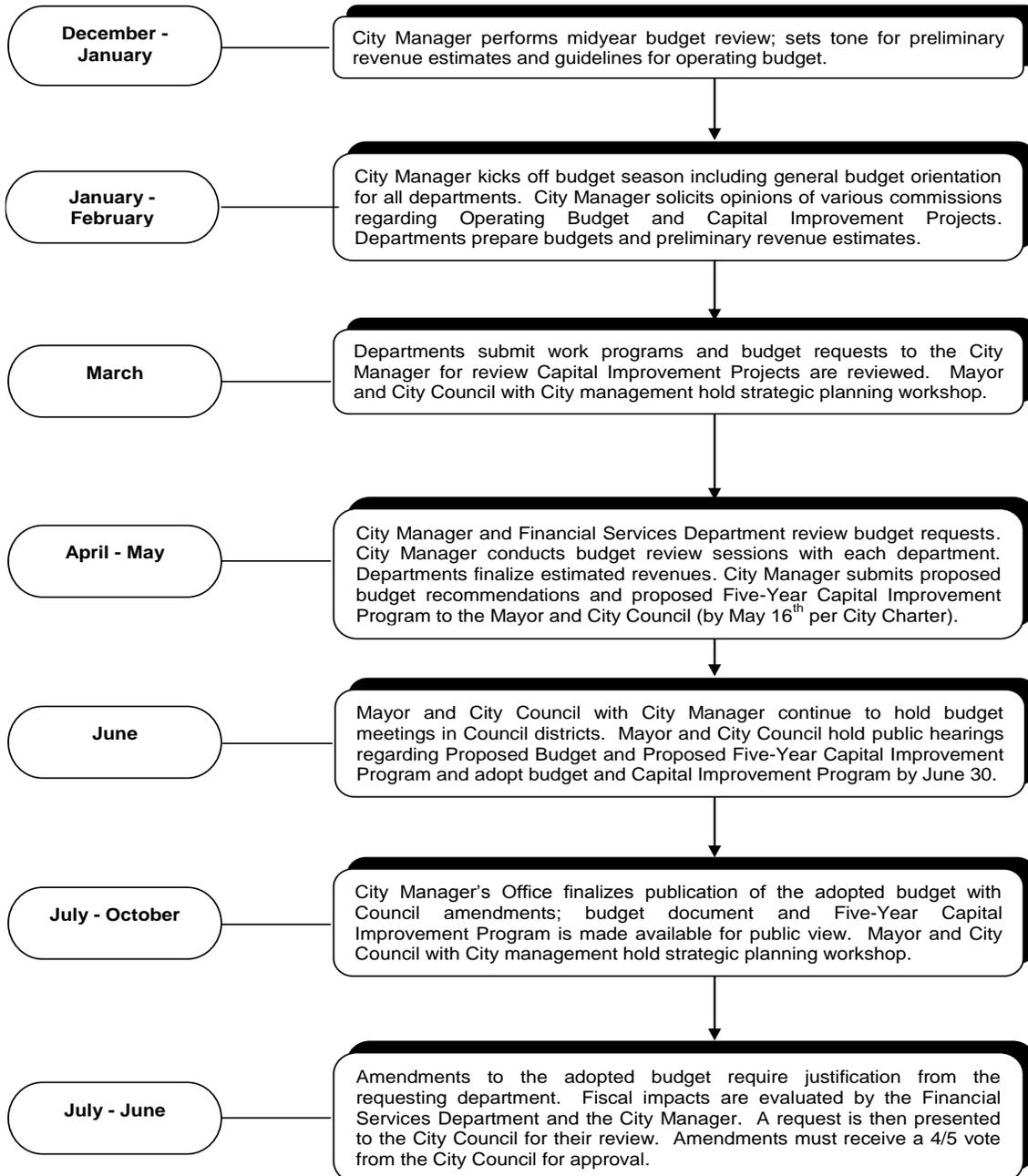
RECAP OF POSITION CHANGES FOR FY 2016-17

<b>Add:</b>	Administrative Specialist - CC	1.0	<b>Delete:</b>	Administrative Analyst - PD	2.0
	Executive Assistant to the City Prosecutor - CA	1.0		Administrative Analyst - CS	1.0
	Administrative Services Manager - PD	1.0		Senior Administrative Specialist - CS	1.0
	Analyst - PD	1.0		Code Enforcement Officer - CD	1.0
	Community Services Analyst - CS	1.0			
	Senior Code Enforcement Officer - CD	1.0			
	Senior Management Analyst - WED	1.0			
	GIS Technician	1.0			
	<b>Total</b>	<b>8.0</b>		<b>Total</b>	<b>5.0</b>

**STAFFING LEVELS**  
**FISCAL YEARS 2012-13 TO 2016-17**



**BUDGET PREPARATION TIMELINE**



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## STATEMENTS OF FINANCIAL PRINCIPLES

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**BACKGROUND:** On February 13, 1998, the City of Redondo Beach established a strategic plan. As part of the plan, various committees were formed to implement the five citywide goals. One of the said committees is the Strategic Financing Planning Committee.

The Strategic Financial Planning Committee, in concert with the Budget & Finance Commission, was tasked to develop a strategic plan for the City to achieve financial stability. The Strategic Financial Planning Committee and the Budget & Finance Commission determined that one of the steps in developing a strategic financial plan is for the City to establish a set of financial principles.

On November 17, 1998, the Mayor and City Council adopted the Statements of Financial Principles as a City Policy. The intention of the Mayor and City Council was to establish written policies to guide the financial management of the City of Redondo Beach and to demonstrate to the citizens of Redondo Beach, the investment community, and the bond rating agencies that the City of Redondo Beach is committed to a strong fiscal policy. The Mayor and City Council also determined that it is necessary to provide precedents for future policy makers and financial managers.

On June 6, 2000, the Mayor and City Council approved by resolution, to include under Section 11(h), a policy regarding threshold for capitalization of fixed assets.

On November 6, 2001, the Mayor and City Council amended by resolution Section 12(a) to reflect the "minimum reserve" for contingencies to be 8.33% of the General Fund's current fiscal year's operating expense budget.

On October 9, 2007, the Mayor and City Council approved by minute action, to add as Section 12(h), a policy requiring that the "reserves" or fund balances designated for other post employment benefits (OPEB) obligations be maintained at appropriate levels as authorized by the City Council.

On April 21, 2009, the Mayor and City Council approved by minute action, to add as Sections 8(c) and 8(d), policies requiring that internal service funds and central service departments retain the costs of using services provided by other City departments and that allocations among funds and departments be based on prior fiscal year-end actual expenses and distributed using fair and justifiable statistics.

On March 15, 2011, the Mayor and City Council amended by resolution Section 2 (General Principles), Section 3 (Revenue Policies), Section 4 (Expenditure/Budget Policies), Section 5 (Capital Improvement Projects (CIP) Policies), Section 9 (Special Revenue Policies), and Section 12 (Reserve Policies) to bring them into compliance with Governmental Accounting Standards Board (GASB) Statement No. 54.

### **CITY POLICY**

**Section 1: General Financial Goal** - To establish a five-year financial plan and achieve financial stability. Once achieved, maintain and enhance the City's fiscal health. To help achieve this goal, the City's objective is to adhere to the following statements of financial principles and policies:

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## STATEMENTS OF FINANCIAL PRINCIPLES

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### ***Section 2: General Principles***

- a) The City will maintain a level of expenditures which will provide for the well-being and safety of the general public and citizens of the community.
- b) The City will manage its financial assets in a sound and prudent manner.
- c) The City will maintain and further develop programs to assure its long-term ability to pay all the costs necessary to provide the highest quality of service required by the citizens of Redondo Beach.
- d) The City will adopt a balanced operating budget by June 30 of each year as required by the City Charter Section 17.9. The objective is to balance the budget without the use of restricted, committed, or assigned fund balances.
- e) The City will maintain and improve its infrastructure.
- f) The City will provide funding for capital equipment replacement, including a long-term technology plan, to achieve greater efficiency in its operations.
- g) The City will value its employees as one of its most important assets and will compensate them competitively according to the City's ability to pay.
- h) All City officials and employees shall always conduct themselves in a manner that will not expose the City to any liability.

### ***Section 3: Revenue Policies***

- a) The City will use a conservative approach in estimating revenues to maintain financial flexibility to adapt to local and regional economic changes.
- b) The master fee schedule will be updated annually to recover, as much as possible, the cost of providing the service and to allow for inflationary cost increases, but keeping in mind that fees are not to exceed the cost of providing the service. In some instances, the City may not want to charge any fees or the full cost of providing the service, if it is in the City's best interest to do so. These charges or fees for services will be identified during the budget approval process.
- c) The City will aggressively pursue revenue collection and auditing to assure that monies due the City are accurately received in a timely manner.
- d) Departments shall avoid earmarking General Fund revenues for specific purposes unless authorized by the City Council.
- e) One-time revenues shall be used for one-time expenditures.
- f) Revenues in excess of expenditures at the end of the fiscal year shall be used to first satisfy committed contingency requirements before appropriating for other uses.
- g) The City will continue to explore revenue-raising alternatives as necessary and pursue all grants available for local government. (The City may consider not accepting a grant if the grant requires continued City funding after the grant expires.)
- h) Program managers for special revenue funds shall diligently pursue reimbursements or receipts of grants in a timely manner to minimize the negative impact to the General Fund's investment earnings.
- i) The Mayor and City Council shall be promptly informed of any significant revenue gain or loss impacting the City.
- j) The City shall abide by the requirements of applicable Federal, State and local laws or statutes, when contemplating to raise revenues.

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## STATEMENTS OF FINANCIAL PRINCIPLES

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### **Section 4: Expenditure/Budget Policies**

- a) Current year operating expenditures shall be funded by current year operating revenues.
- b) In an advisory capacity, the Budget & Finance Commission will conduct a preliminary review of all essential services. The City Council will have final approval in determining which services receive priority funding when a revenue shortfall exists or is projected.
- c) The City will continue to explore options in delivering services in the most cost-effective method, including public-private partnerships and partnerships with other governmental agencies.
- d) Programs that are funded through user fees shall be self supporting. (The City may partially subsidize some of these programs if it is in the City's best interest to do so.)
- e) Departments' fiscal year-end expenditures must be within approved appropriations by fund.
- f) Departments with unexpended/unencumbered balances in their *maintenance and operations* budget at the end of the year, may carryover a specified amount to the next fiscal year with specific approval by the City Manager.
- g) Departments with approved capital outlay budget but who were unable to purchase the capital item by the end of the fiscal year, may carryover this item with approval by the City Manager.
- h) Departments that have encumbrances at the end of the year, but have exceeded their total appropriations within each fund, may not be able to carryover the encumbrance balances, depending on the circumstances that caused the department to exceed its appropriations. Consequently, payments against these encumbrances may be charged to the affected department's subsequent fiscal year's budget.
- i) Salary and benefit savings at the end of the fiscal year will not be carried forward.
- j) Departments shall adhere to purchasing guidelines when expending City funds.
- k) All City officials and employees shall adhere to the City's conference and travel expense policy.
- l) Requests for new positions must identify specific funding sources and include a cost-benefit analysis.
- m) Budget transfers within each fund and between line accounts or programs within each department, must be approved by the City Manager or his/her designee. The Mayor and City Council shall be notified as soon as possible of budget transfers between departments and between capital improvement projects.
- n) Additional appropriations requests beyond the adopted budget must be approved by the City Council by four affirmative votes, as required by the City Charter Section 17.10.
- o) Salaries and benefits savings may not be transferred to fund maintenance & operations items other than those for which savings from vacancies are used for temporary or contractual services.
- p) When appropriate, projects or programs that have multiple funding sources (e.g. grants or bond proceeds) must first use restricted resources before using General Fund, unless otherwise approved by City Council.
- q) All City officials and City employees will exercise prudence and due care and will avoid any conflicts of interest or appearance thereof, when expending public funds.

### **Section 5: Capital Improvement Projects (CIP) Policies**

- a) The City will account for all financial resources that are restricted, committed, or assigned to expenditure for capital outlays.
- b) The City will develop and implement a five-year capital improvement plan.
- c) The City will set aside a reasonable and prudent amount of General Fund monies for capital improvements and repairs of various facilities, in its annual budget process.

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## STATEMENTS OF FINANCIAL PRINCIPLES

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- d) All capital improvement projects must be coordinated with the CIP "Committee" before they are submitted to the City Manager. Subsequently, the City Manager's recommendations shall be submitted to a joint meeting of the Public Works Commission and the Budget & Finance Commission for review and prioritization before the capital projects are submitted to the City Council.
- e) Change orders for capital projects already in progress, that exceed the amounts normally pre-approved at the City Engineer's discretion, (per the schedule outlined in the Administrative Policies & Procedures - APP 14.1), shall be submitted to the City Council for approval.
- f) The long-term operating impact of any capital improvement project must be disclosed before the project is recommended for funding.
- g) The City will select only the most responsible and reputable contractors to work on capital projects.
- h) The City will abide by applicable Federal, State and local laws/regulations on public works contracts.

### **Section 6: Debt Policies**

- a) The City shall avoid, as much as possible, incurring general obligation debt.
- b) The City shall obtain voter approval before incurring general bonded indebtedness for the City.
- c) The City's legal debt limit is 15% of assessed valuation of property within the City, per City Charter Section 17.11 and per California Government Code Section 436505.
- d) The City shall incur debt only for capital improvement projects and only if the projects cannot be funded by recurring or one-time revenues.
- e) Proceeds from long-term debt shall not be used for current ongoing expenditures.
- f) The debt shall be paid by specific revenue sources.
- g) The term of the debt incurred for capital projects shall not exceed the life of the projects being financed in accordance with regulations in federal, state or local law.
- h) The City shall not use short-term borrowing for operating expenditures.
- i) The City may participate in the statewide issuance of Tax & Revenue Anticipation Notes (TRANS) in accordance with applicable TRANS guidelines.
- j) The City shall consider interfund loans, when it is more cost effective and feasible, instead of borrowing outside, for short-term debt requirements.
- k) The City will use lease-purchase financing when it is cost effective.
- l) Bonds will be sold on a competitive basis unless it is in the City's best interest to conduct a negotiated sale.
- m) The City will follow a policy of full disclosure by communicating with bond rating agencies to inform them of the City's financial condition. (The continuing disclosure required in the City's Comprehensive Annual Financial Report is sent to the dissemination agent who will then report it to the bondholders, rather than the rating agencies.)
- n) The City will honor all its debt and seek to maintain the highest attainable bond rating to minimize issuance costs to the City.

### **Section 7: Investment Policies**

- a) The City Treasurer's Office shall abide by the City's adopted investment policy and shall submit a monthly report to the Mayor and City Council on the investment activities. Additionally, the City Treasurer shall make a quarterly presentation to the Budget & Finance Commission and to the Mayor and City Council.
- b) The investment policy shall be annually reviewed and approved by the City Council.

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## STATEMENTS OF FINANCIAL PRINCIPLES

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### ***Section 8: Interfund Transfers Policies***

- a) Transfers to the General Fund from other funds for overhead costs shall be reviewed annually and shall conform to OMB (Office of Management & Budget) A-87 guidelines.
- b) All City funds, including eligible grant funds, shall share the administrative costs borne by the General Fund.
- c) Internal service funds and central service departments shall retain the costs of using services provided by other City departments.
- d) Allocations among funds and departments shall be based on prior fiscal year-end actual expenses and distributed using fair and justifiable statistics.

### ***Section 9: Special Revenue Policies***

- a) The City shall abide by applicable rules and regulations pertaining to the specific revenue sources and expenditures of special revenue funds as required by each funding source.
- b) Proceeds of specific restricted or committed revenue sources should be the foundation for the fund.
- c) Other revenue sources (i.e. investment earnings and transfers from other funds) may be reported in the fund if those resources are restricted, committed, or assigned to the specific purpose of the fund.

### ***Section 10: Enterprise Funds Policies***

- a) Enterprise activities will be programmed to generate sufficient revenues to fully support the Enterprise's operations including debt service requirements, current and future capital needs.
- b) Enterprise activities will generally adhere to all other applicable fiscal policies of the City.
- c) Audits of lessees shall be performed, based on the terms of the lease agreements, to ensure the City receives all revenues due the City.

### ***Section 11: Accounting, Auditing & Financial Reporting Policies***

- a) The City will comply with all generally accepted accounting principles (GAAP) and adhere to the statements issued by the Governmental Accounting Standards Board (GASB).
- b) The City shall continue to participate in the Government Finance Officers Association's (GFOA) and the California Society of Municipal Finance Officers' (CSMFO) financial reporting and budgeting awards program to help ensure continued quality financial reports and budget documents.
- c) The City shall retain the services of an independent auditor to perform annual financial audits.
- d) The City shall routinely bid for audit services, at a minimum, every five years. Audit contracts shall not exceed five years at a time. The Budget & Finance Commission will participate in the selection process.
- e) The City shall issue its Comprehensive Annual Financial Report by the second council meeting in December each year.
- f) Staff shall submit a mid-year budget review to the Mayor and City Council by the second council meeting in February each year.
- f) The Mayor and City Council shall be promptly informed of any significant financial reporting issue or any audit findings.
- g) The City shall, from time to time, review the threshold when capitalizing fixed assets and make necessary adjustments thereto, as appropriate, with the initial recommendation from the Financial Services Department and with concurrence by the City's independent auditors.

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## STATEMENTS OF FINANCIAL PRINCIPLES

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### ***Section 12: Fund Balance Reporting Policies***

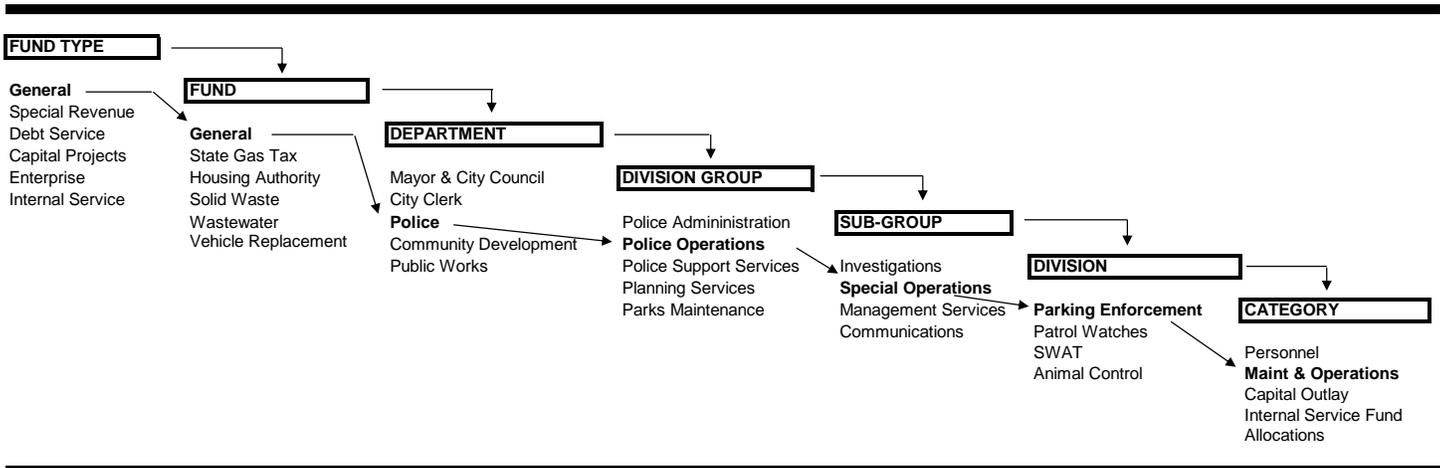
- a) The City shall maintain a committed fund balance for contingencies equivalent to 8.33% of the General Fund's current fiscal year's operating expense budget.
- b) City Council approval shall be required before expending any portion of the Committed fund balance in Section 12(a). Unforeseen circumstances that may require an expenditure of such amounts include, but are not limited to, natural disasters, significant State "take-aways", unforeseen deficiencies of a major revenue source, or unexpected operating or capital expenditures.
- c) If any circumstances in Section 12(b) occur, and the Committed fund balance falls below the City Council policy designated level in Section 12(a), all excess Unassigned fund balance in future years shall first be used to replenish the Committed fund balance until it reaches the policy designated level set forth in Section 12(a). The City Council shall replenish the Committed fund balance in Section 12(a) prior to expending Unassigned fund balances for other purposes.
- d) Restricted fund balances will be expended before unrestricted fund balances when expenditures are incurred for purposes for which both are available.
- e) Unrestricted fund balances will be exhausted in the order of assigned, unassigned, and committed when expenditures are incurred for which any of these fund balances are available.
- f) The unassigned fund balances, assuming other requirements are met, technically may be used for any purpose. However, the specific purpose requires Council approval. This process will be annually reviewed with the City Council.
- g) The City Council may alter fund balance requirements any time, as necessary.
- h) The fund balances assigned for claims and judgments, compensated absences, and other post employment benefits (OPEB) obligations shall be maintained at appropriate levels as authorized by the City Council.

**BUDGET ACCOUNT STRUCTURE**

As illustrated below, the City's highest level of reporting is Fund Type. For budgeting purposes, the City uses six Fund Types. Included in each Fund Type may be several Funds - the next level of reporting. For example, the Special Revenue Fund Type includes 16 funds of which only two are reflected below. Each Fund has at least one subordinate level, designated as the City's Departments (e.g., the Police Department), and within each Department, there is at least one Division Group (e.g., Police Operations). Within each Division Group is a division Sub-Group (e.g., Special Operations), and within each Sub-Group is a Division (e.g., Parking Enforcement).

The number of Departments within a Fund, as well as the number of subordinate levels of Division Groups, Sub-Groups and Divisions within a Department, depends on the management control needed to effectively monitor expenditures. Divisions assist management and citizenry in assessing the cost of providing a service. Finally, similar expenditure types are grouped at the Category level. For example, salaries and benefits are grouped together in the Category level as "Personnel"; office supplies, advertising, equipment maintenance, etc., are grouped together in the Category level "Maintenance & Operations".

Using General as the Fund Type, the following is an example of the flow of reporting from the highest level of budget reporting (Fund Type) to the lowest or most detailed level of budget reporting (Category).



## CLASSIFICATION OF FUNDS

The accounts of the City are organized on the basis of funds. A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts recording resources, together with all related liabilities, obligations, reserves and equities, which are segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The City currently uses the following funds:

### GENERAL FUND

The General Fund is used to account for the financial resources and expenditures associated with most City operations where revenue is not required to be recorded in a separate fund. Revenues collected in the General Fund are not restricted as to program or purpose they may be spent upon. They are derived primarily from taxes - property tax, sales and use tax, transient occupancy tax, utility users' tax, and business license tax. These taxes account for approximately 68% of all General Fund revenues. Other General Fund revenue sources include licenses and permits; fines and forfeitures; use of money and property, intergovernmental revenues, charges for services; and other miscellaneous revenues.

### SPECIAL REVENUE FUNDS

#### Air Quality Improvement Fund

This fund accounts for monies received from the South Coast Air Quality District, which are used to reduce air pollution from motor vehicles.

#### CalPERS Reserve Fund

This fund was established in FY 2010-11 and will reserve monies for significant California Public Employees Retirement System (CalPERS) increases in future years.

#### Community Development Block Grant Fund

Revenues derived through the Federal Community Development Act are recorded in this fund. Community Development Block Grant (CDBG) receipts are restricted to the revitalization of low and moderate income areas within the City. As required by the U.S. Department of Housing and Urban Development (HUD), the City annually solicits public input regarding the expenditure of these funds.

#### Disaster Recovery Fund

This fund accounts for monies received and expenditures incurred related to disaster recovery.

#### Housing Authority Fund

HUD (Department of Housing & Urban Development) Section 8 housing grants are recorded in this fund. Section 8 monies are used to provide rent subsidies to qualifying low-income families and to locally administer the program.

#### Intergovernmental Grants Fund

This fund reflects various grants received from local, State or Federal agencies. It includes grant funding to supplement local funding primarily for capital improvement projects and public safety programs.

**CLASSIFICATION OF FUNDS**

**Local Transportation Article 3 Fund**

This fund accounts for transportation services in the City and the Dail-A-ride program which provides transportation to Redondo Beach and Hermosa Beach residents

**Measure R Fund**

Monies received in this fund come from a 2008 voter-approved ½ cent sales tax levied within Los Angeles County for public transportation purposes.

**Narcotic Forfeiture and Seizure Fund**

Revenues recorded in this fund are the local agency's proportionate share of monies and sold property seized during drug and narcotic arrests. Monies are distributed after convictions are received by the lead State or Federal agency. Expenditures incurred are restricted to law enforcement activities and must supplement, not replace, existing law enforcement budgets.

**Parks and Recreation Facilities Fund**

Revenue in this fund originates from a \$400 per unit fee charged on the construction of new residential development within the City. Fees are due at the time a building permit is issued. This revenue is used solely for the acquisition, improvement and expansion of public parks, playgrounds, and recreation facilities.

**Proposition A (Prop A) Fund**

Monies received in this fund come from a 1980 voter-approved ½ cent sales tax levied within Los Angeles County for the operation of transit-related projects.

**Proposition C (Prop C) Fund**

Monies received in this fund come from a 1990 voter-approved ½ cent sales tax levied within Los Angeles County for the operation of transit-related projects.

**State Gas Tax Fund**

The City's share of the State gasoline tax is recorded in this fund. Monies are derived through Sections 2105, 2106, 2107, and 2107.5 of the California Streets and Highways code. Beginning with the 2010-11 fiscal year, Section 2103 was added. Section 2103, 2105, 2106 and 2107 revenue can be used for street maintenance and construction, while Section 2107.5 revenue is restricted to street engineering activities.

**Storm Drain Improvement Fund**

In FY 2001-02 the Mayor and City Council established the Storm Drain Improvement Fund. This fund is used to account for the receipt of the storm drain impact fees and the related National Pollutant Discharge Elimination System (NPDES) implementation and enforcement costs.

**CLASSIFICATION OF FUNDS**

**Street Landscaping and Lighting District Fund**

This is a special assessment fund which is used to account for revenue and expenditures associated with the Street Landscaping and Lighting District. Revenue comes into the fund through assessments levied against residential and business property. Expenditures charged to this fund are restricted to establishing, improving, operating and maintaining street lighting, street trees, traffic signals and median landscaping.

**Subdivision Park Trust Fund**

This fund is financed from Quimby fees, which are paid by developers on certain qualifying development projects. The monies in this fund are used exclusively for the acquisition, development, or rehabilitation of park land or related improvements.

**Traffic Congestion Relief Fund**

Monies recorded in this fund originate from AB 2928, a FY 2000-01 State budget trailer bill for the transportation finance package. The funds are to be used for maintenance and rehabilitation projects. Beginning in FY 2010-11, the State enacted a swap of state sales taxes on gasoline for a gasoline excise tax. Therefore, this funding is now reflected in the State Gas Tax Fund.

**DEBT SERVICE FUND**

**Parking Authority Fund**

This fund accounts for the activity of the Parking Authority.

**CAPITAL PROJECTS FUNDS**

**Capital Projects Fund**

In FY 1984-85 the Mayor and City Council established this fund following recommendations from the City's Public Improvement Commission. It is used to account for capital improvements such as the construction, repair, and upgrade of City facilities; streets; storm drains; sewers; and park facilities.

**Major Facilities Reconstruction Fund**

In FY 2015-16, the Mayor and City Council created this fund to begin saving for the replacement of City facilities such as Police Stations, Fire Stations and City Hall.

**Open Space Acquisition Fund**

In FY 2015-16, the Mayor and City Council created this fund to begin saving for the purchase of land within the City. The land purchased is to be used for open space purposes such as parks and community gardens.

**Pier Parking Structure Rehabilitation Fund**

This fund accounted for the costs to rehabilitate the publicly owned pier parking structure.

**CLASSIFICATION OF FUNDS**

**ENTERPRISE FUNDS**

**Harbor Tidelands Fund**

Revenue deposited in this fund is derived from business operations run by lessees, and from parking receipts. The use of this fund is restricted under the City's Tidelands Trust Agreement with the State of California.

**Harbor Uplands Fund**

Revenue comes from similar sources as the Tidelands Fund - trade leases, and parking receipts. However, its use is less restrictive and is subject only to the decisions of the City Council.

**Solid Waste Fund**

In FY 1990-91 the Mayor and City Council established the Solid Waste Fund. This fund is used to account for expenditures and revenues related to the City's comprehensive solid waste program which includes refuse collection, recycling, and hazardous waste disposal. The solid waste program is wholly supported through user service fees.

**Transit Fund**

The Transit Fund was changed from a Special Fund to an Enterprise Fund in FY 2010-11 to more accurately classify its prime activity. Transit funding sources include the following: the 1980 voter approved Proposition A ½ cent sales tax; the 1990 voter approved Proposition C ½ cent sales tax; Federal and State transportation funds; and Beach Cities Transit fares. Transit fund monies are used to support public transportation programs and projects.

**Wastewater Fund**

In FY 1995-96 the Mayor and City Council approved the establishment of the Wastewater Fund, and at the time, was funded solely by a capital facility charge, more commonly referred to as a sewer connection fee. In FY 2003-04, in anticipation of the rehabilitation needs of the sewer system and additional requirements for operations and maintenance, the Mayor and City Council assessed an annual sewer user fee to be charged to users of the City's sewer system.

equipment is currently used only in the Police, Fire and Public Works Departments. Therefore, costs are allocated only to those departments based on the replacement cost of the equipment utilized by each. In FY 2006-07, a component of all personnel, maintenance and operations, and internal service fund allocation costs associated with the Emergency Communications Division of the Police Department was added.

**CLASSIFICATION OF FUNDS**

**INTERNAL SERVICE FUNDS**

**Information Technology Fund**

Established in FY 2000-01, the Information Technology Fund includes reimbursement of all costs associated with the Information Technology Department. These costs include personnel, maintenance and operations and capital outlay expenses budgeted by this Department. In FY 2005-06, a component for equipment replacement was added to the charge for operations. In FY 2012-13, copy center operations (formerly included in the Printing and Graphics Fund) were added to the Information Technology charges. All costs are allocated to the users depending on the number of computers and telephones residing in the department.

**Building Occupancy Fund**

Established in FY 2000-01, the Building Occupancy Fund includes reimbursement for costs associated with facilities maintenance and replacement. Cost allocations are based on square footage of the area occupied by each user department and department usage of utilities, contracts, and materials and supplies.

**Emergency Communications Fund**

Established in FY 2004-05, the Emergency Communications Fund includes reimbursement for costs related to technology used for emergency purposes, such as emergency dispatch equipment. Such

**Major Facilities Repair Fund**

Established in FY 2008-09, the Major Facilities Repair Fund includes reimbursement of all costs incurred by the City in providing major repairs to City facilities. Cost allocations are based on square footage of the area occupied by each user department in the City facilities.

**Self-Insurance Program Fund**

Established in FY 2000-01, the Self-Insurance Program Fund contains reimbursement for costs associated with insurance premiums and claims experience related to liability, workers' compensation and unemployment. Depending on the type of insurance matter, allocations are based on a combination of square footage, property values, gross payroll and/or claims experience of the department.

**Vehicle Replacement Fund**

Established in FY 1983-84, the Vehicle Replacement Fund contains cost reimbursements from departments that utilize the City's Fleet Services Division for maintenance of vehicles and equipment. Also included in this fund are reimbursed rental charges for vehicles assigned to particular departments. Maintenance charges are based on historical records of the particular vehicle, and rental charges are based on the estimated future replacement value of the vehicle.



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SUMMARY OF ESTIMATED REVENUES & APPROPRIATIONS AND  
ESTIMATED CHANGES IN FUND BALANCES

<i>Fund</i>	Estimated Fund Balances July 1, 2016	+	Proposed Revenues 2016-17	-	Proposed Appropriations 2016-17	+	Transfers In	-	Transfers Out	+	Estimated Fund Balances June 30, 2017
General Fund	496,580		84,328,590		83,875,745		338,966		873,500		414,891
State Gas Tax	(95,204)		1,414,396		1,309,725		-		-		9,467
Storm Drain Improvement	32,438		42,000		-		-		-		74,438
Street Landscaping and Lighting	-		1,576,500		2,572,209		873,500		-		(122,209)
Local Transportation Article 3	(28,856)		45,122		15,854		-		-		412
Proposition A	747,330		1,277,514		-		-		1,822,730		202,114
Proposition C	(1,182,469)		1,080,029		372,197		-		-		(474,637)
Measure R	(25,105)		793,715		605,500		-		-		163,110
Air Quality Improvement	124,443		80,500		71,172		-		-		133,771
Intergovernmental Grants	-		1,106,885		1,106,885		-		-		-
Comm Develop Block Grant	-		266,182		266,182		-		-		-
Housing Authority	757,930		5,804,291		5,774,767		-		-		787,454
Parks and Recreation Facilities	78,101		20,600		55,000		-		-		43,701
Narcotic Forfeiture and Seizure	839,429		3,000		58,699		-		-		783,730
Subdivision Park Trust	770,652		206,639		833,500		-		-		143,791
Disaster Recovery	(2,870)		31,000		17,060		-		-		11,070
CalPERS Reserve	4,627,307		-		-		-		-		4,627,307
Capital Projects	2,111,855		508,500		1,737,627		-		-		882,728
Major Facilities Reconstruction	400,000		-		-		-		-		400,000
Open Space Acquisition	300,000		-		-		-		-		300,000
Harbor Tidelands	7,801,347		6,102,379		7,684,085		-		88,966		6,130,675
Harbor Uplands	1,704,183		4,621,400		6,337,538		-		-		(11,955)
Solid Waste	1,322,513		4,023,057		4,064,852		-		-		1,280,718
Wastewater	7,860,190		5,412,284		4,610,900		-		-		8,661,574
Transit	-		2,244,590		4,067,320		1,822,730		-		-
Self-Insurance Program	(7,013,793)		6,510,741		6,454,420		-		-		(6,957,472)
Vehicle Replacement	5,663,039		3,617,557		1,811,892		-		-		7,468,704
Building Occupancy	(1,080,450)		3,878,838		3,110,709		-		-		(312,321)
Information Technology	(437,332)		3,218,503		3,105,100		-		-		(323,929)
Emergency Communications	2,711,377		3,750,667		2,815,069		-		-		3,646,975
Major Facilities Repair	815,899		128,404		-		-		-		944,303
<b>Total Before Adjustments</b>	<b>29,298,534</b>		<b>142,093,883</b>		<b>142,734,007</b>		<b>3,035,196</b>		<b>2,785,196</b>		<b>28,908,410</b>
Less: Int Svc Fds/Overhead	-		29,208,729		29,208,729		-		-		-
<b>Total City</b>	<b>29,298,534</b>		<b>112,885,154</b>		<b>113,525,278</b>		<b>3,035,196</b>		<b>2,785,196</b>		<b>28,908,410</b>
Redevelopment Agency	-		-		-		-		-		-
Successor Agency	-		1,402,569		1,152,569		-		250,000		-
Housing Successor Agency	3,917,504		210,991		14,000		-		-		4,114,495
Community Financing Authority	-		365,923		365,923		-		-		-
Public Financing Authority	-		840,900		840,900		-		-		-
<b>Grand Total</b>	<b>33,216,038</b>		<b>115,705,537</b>		<b>115,898,670</b>		<b>3,035,196</b>		<b>3,035,196</b>		<b>33,022,905</b>

- The 8.33% "minimum contingency reserve" set by the City council has already been removed from the beginning fund balance of the General Fund.
- Beginning fund balances of the Harbor Tidelands and Harbor Uplands Funds exclude capital assets such as the pier and the parking structures.

SUMMARY OF ESTIMATED REVENUES & APPROPRIATIONS AND  
ESTIMATED CHANGES IN FUND BALANCES

	RESOURCES										
	Estimated Fund Balances July 1, 2016	Taxes	License and Permits	Fines and Forfeitures	Use of Money and Property	Intergovernmental	Charges for Services	Other Revenues	Total Proposed Revenues 2016-17	Available Resources	Transfers In
	+	+	+	+	+	+	+	=	+	+	
General Fund	496,580	62,523,000	1,493,123	1,818,530	1,983,874	50,000	6,728,668	9,731,395	84,328,590	84,825,170	338,966
State Gas Tax	(95,204)	1,396,396	-	-	14,000	-	-	4,000	1,414,396	1,319,192	-
Storm Drain Improvement	32,438	-	-	-	-	-	42,000	-	42,000	74,438	-
Street Landscaping and Lighting	-	-	-	-	-	-	1,576,500	-	1,576,500	1,576,500	873,500
Local Transportation Article 3	(28,856)	-	-	-	-	45,122	-	-	45,122	16,266	-
Proposition A	747,330	-	-	-	8,000	1,269,514	-	-	1,277,514	2,024,844	-
Proposition C	(1,182,469)	-	-	-	27,000	1,053,029	-	-	1,080,029	(102,440)	-
Measure R	(25,105)	789,715	-	-	4,000	-	-	-	793,715	768,610	-
Air Quality Improvement	124,443	-	-	-	500	80,000	-	-	80,500	204,943	-
Intergovernmental Grants	-	-	-	-	-	1,106,885	-	-	1,106,885	1,106,885	-
Comm Develop Block Grant	-	-	-	-	-	266,182	-	-	266,182	266,182	-
Housing Authority	757,930	-	-	-	-	5,804,291	-	-	5,804,291	6,562,221	-
Parks and Recreation Facilities	78,101	20,600	-	-	-	-	-	-	20,600	98,701	-
Narcotic Forfeiture and Seizure	839,429	-	-	-	3,000	-	-	-	3,000	842,429	-
Subdivision Park Trust	770,652	-	-	-	-	-	-	206,639	206,639	977,291	-
Disaster Recovery	(2,870)	-	-	-	-	-	1,000	30,000	31,000	28,130	-
CalPERS Reserve	4,627,307	-	-	-	-	-	-	-	-	4,627,307	-
Capital Projects	2,111,855	235,000	-	-	-	273,000	-	500	508,500	2,620,355	-
Major Facilities Reconstruction	400,000	-	-	-	-	-	-	-	-	400,000	-
Open Space Acquisition	300,000	-	-	-	-	-	-	-	-	300,000	-
Harbor Tidelands	7,801,347	-	-	35,000	4,882,000	-	1,154,869	30,510	6,102,379	13,903,726	-
Harbor Uplands	1,704,183	-	-	120,000	2,457,000	-	2,043,900	500	4,621,400	6,325,583	-
Solid Waste	1,322,513	-	21,000	-	-	37,367	3,800,690	164,000	4,023,057	5,345,570	-
Wastewater	7,860,190	-	-	-	-	-	5,376,000	36,284	5,412,284	13,272,474	-
Transit	-	-	-	-	-	1,841,140	402,200	1,250	2,244,590	2,244,590	1,822,730
Self-Insurance Program	(7,013,793)	-	-	-	-	-	6,505,741	5,000	6,510,741	(503,052)	-
Vehicle Replacement	5,663,039	-	-	-	-	-	3,520,057	97,500	3,617,557	9,280,596	-
Building Occupancy	(1,080,450)	-	-	-	-	-	3,878,838	-	3,878,838	2,798,388	-
Information Technology	(437,332)	-	-	-	-	-	3,216,503	2,000	3,218,503	2,781,171	-
Emergency Communications	2,711,377	-	-	-	-	-	3,388,542	362,125	3,750,667	6,462,044	-
Major Facilities Repair	815,899	-	-	-	-	-	128,404	-	128,404	944,303	-
<b>Total Before Adjustments</b>	<b>29,298,534</b>	<b>64,964,711</b>	<b>1,514,123</b>	<b>1,973,530</b>	<b>9,379,374</b>	<b>11,826,530</b>	<b>41,763,912</b>	<b>10,671,703</b>	<b>142,093,883</b>	<b>171,392,417</b>	<b>3,035,196</b>
Less: Int Svc Funds/Overhead	-	-	-	-	-	-	29,208,729	-	29,208,729	29,208,729	-
<b>Total City</b>	<b>29,298,534</b>	<b>64,964,711</b>	<b>1,514,123</b>	<b>1,973,530</b>	<b>9,379,374</b>	<b>11,826,530</b>	<b>12,555,183</b>	<b>10,671,703</b>	<b>112,885,154</b>	<b>142,183,688</b>	<b>3,035,196</b>
Successor Agency	-	1,152,569	-	-	-	250,000	-	-	1,402,569	1,402,569	-
Housing Successor Agency	3,917,504	-	-	-	210,341	-	650	-	210,991	4,128,495	-
Community Financing Authority	-	-	-	-	365,923	-	-	-	365,923	365,923	-
Public Financing Authority	-	-	-	-	840,900	-	-	-	840,900	840,900	-
<b>Grand Total</b>	<b>33,216,038</b>	<b>66,117,280</b>	<b>1,514,123</b>	<b>1,973,530</b>	<b>10,796,538</b>	<b>12,076,530</b>	<b>12,555,833</b>	<b>10,671,703</b>	<b>115,705,537</b>	<b>148,921,575</b>	<b>3,035,196</b>

SUMMARY OF ESTIMATED REVENUES & APPROPRIATIONS AND  
ESTIMATED CHANGES IN FUND BALANCES

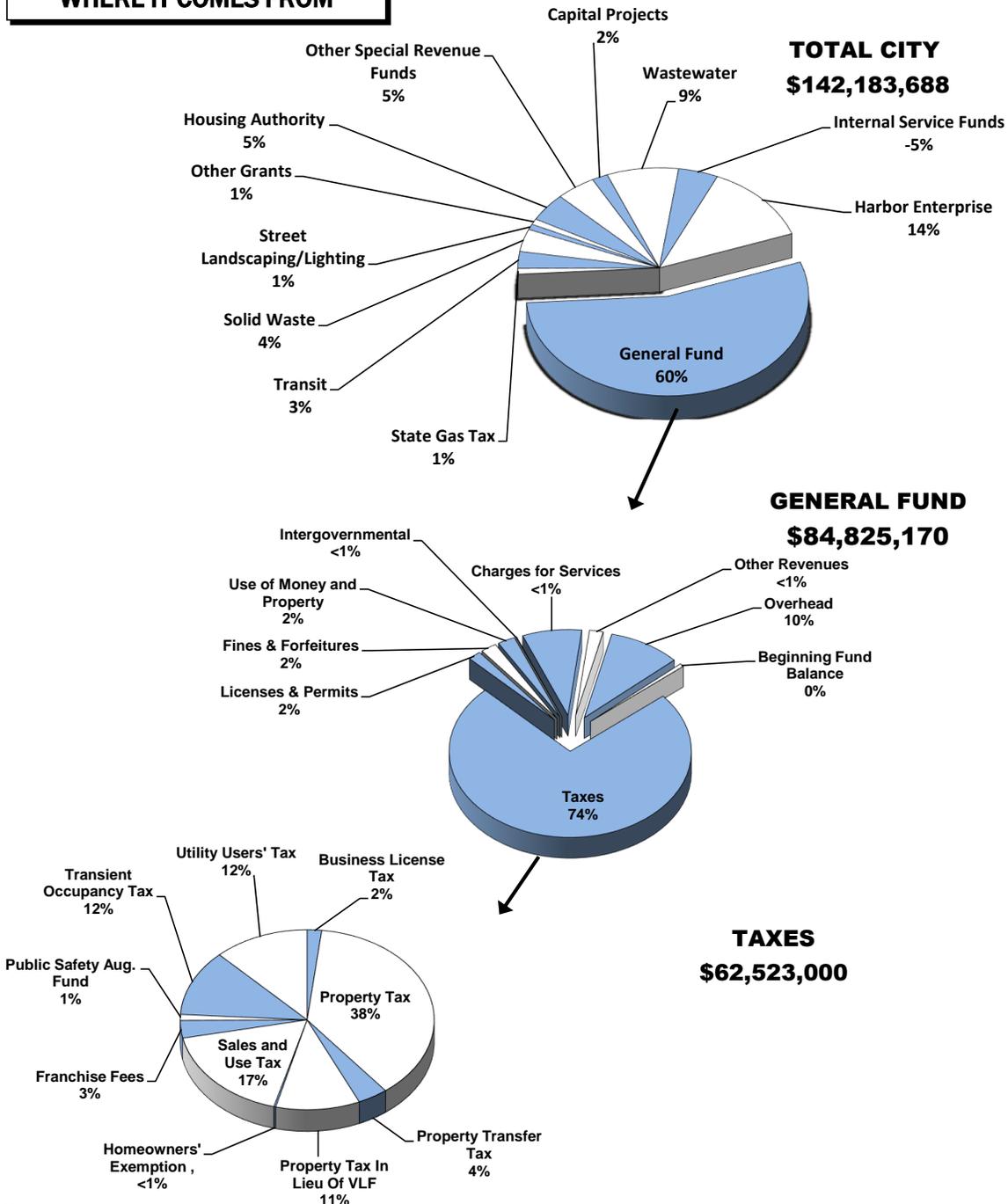
REQUIREMENTS							Estimated Fund Balances June 30, 2017	
Personnel	Maintenance and Operations	Internal Service	Capital Outlay	Capital Improvement	Expenditures	Transfers Out		
53,212,036	7,558,082	23,105,627	-	-	83,875,745	873,500	414,891	General Fund
608,487	272,207	429,031	-	-	1,309,725	-	9,467	State Gas Tax
-	-	-	-	-	-	-	74,438	Storm Drain Improvement
966,953	1,294,043	311,213	-	-	2,572,209	-	(122,209)	Street Landscaping and Lighting
-	-	-	-	15,854	15,854	-	412	Local Transportation Article 3
-	-	-	-	-	-	1,822,730	202,114	Proposition A
-	-	2,197	-	370,000	372,197	-	(474,637)	Proposition C
-	-	-	-	605,500	605,500	-	163,110	Measure R
23,630	43,600	3,942	-	-	71,172	-	133,771	Air Quality Improvement
79,005	48,000	-	-	979,880	1,106,885	-	-	Intergovernmental Grants
-	162,036	-	-	104,146	266,182	-	-	Comm Develop Block Grant
344,419	5,314,037	116,311	-	-	5,774,767	-	787,454	Housing Authority
-	-	-	-	55,000	55,000	-	43,701	Parks and Recreation Facilities
-	58,699	-	-	-	58,699	-	783,730	Narcotic Forfeiture and Seizure
-	-	-	-	833,500	833,500	-	143,791	Subdivision Park Trust
-	17,060	-	-	-	17,060	-	11,070	Disaster Recovery
-	-	-	-	-	-	-	4,627,307	CalPERS Reserve
164,127	-	-	-	1,573,500	1,737,627	-	882,728	Capital Projects
-	-	-	-	-	-	-	400,000	Major Facilities Reconstruction
-	-	-	-	-	-	-	300,000	Open Space Acquisition
3,355,962	1,633,851	1,106,772	-	1,587,500	7,684,085	88,966	6,130,675	Harbor Tidelands
2,490,226	1,033,269	1,201,543	-	1,612,500	6,337,538	-	(11,955)	Harbor Uplands
841,197	2,906,905	316,750	-	-	4,064,852	-	1,280,718	Solid Waste
1,358,050	1,360,558	342,292	-	1,550,000	4,610,900	-	8,661,574	Wastewater
528,572	3,327,556	211,192	-	-	4,067,320	-	-	Transit
211,533	6,181,179	61,708	-	-	6,454,420	-	(6,957,472)	Self-Insurance Program
529,712	1,052,055	230,125	-	-	1,811,892	-	7,468,704	Vehicle Replacement
1,267,240	1,344,147	499,322	-	-	3,110,709	-	(312,321)	Building Occupancy
1,121,262	1,540,866	442,972	-	-	3,105,100	-	(323,929)	Information Technology
1,989,792	133,578	691,699	-	-	2,815,069	-	3,646,975	Emergency Communications
-	-	-	-	-	-	-	944,303	Major Facilities Repair
<b>69,092,203</b>	<b>35,281,728</b>	<b>29,072,696</b>	-	<b>9,287,380</b>	<b>142,734,007</b>	<b>2,785,196</b>	<b>28,908,410</b>	<b>Total Before Adjustments</b>
136,033	-	29,072,696	-	-	29,208,729	-	-	Less: Int Svc Funds/Overhead
<b>68,956,170</b>	<b>35,281,728</b>	-	-	<b>9,287,380</b>	<b>113,525,276</b>	<b>2,785,196</b>	<b>28,908,410</b>	<b>Total City</b>
-	1,152,569	-	-	-	1,152,569	250,000	-	Successor Agency
-	14,000	-	-	-	14,000	-	4,114,495	Housing Successor Agency
-	340,335	25,588	-	-	365,923	-	-	Community Financing Authority
-	840,900	-	-	-	840,900	-	-	Public Financing Authority
<b>68,956,170</b>	<b>37,629,532</b>	<b>25,588</b>	-	<b>9,287,380</b>	<b>115,898,670</b>	<b>3,035,196</b>	<b>28,908,410</b>	<b>Grand Total</b>



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FISCAL YEAR 2016-2017

**AVAILABLE RESOURCES:  
WHERE IT COMES FROM**

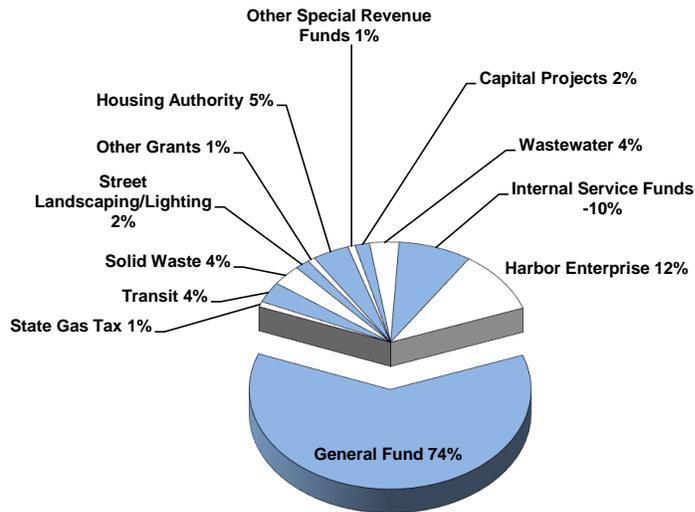


Notes:

- 1) Available resources not only include the current year's estimated revenue, but also the financial resources on hand at the beginning of the fiscal year (beginning fund balance).
- 2) Total City excludes revenues of the Successor Agency, Housing Successor Agency, Community Financing Authority, Public Financing Authority, Internal Service Funds and Transfers In.
- 3) Other Grants include CDBG and Intergovernmental Grants Funds.
- 4) Other Special Revenue Funds include Parks & Recreation Facilities, Narcotic Forfeiture & Seizure, Local Transportation Article 3, Air Quality Improvement, Subdivision Park Trust, Disaster Recovery and Storm Drain Improvement Funds.
- 5) Transit includes Proposition A, Proposition C, Measure R and Transit Funds.
- 6) Harbor Enterprise includes Harbor Tidelands and Harbor Uplands Funds.

FISCAL YEAR 2016-2017

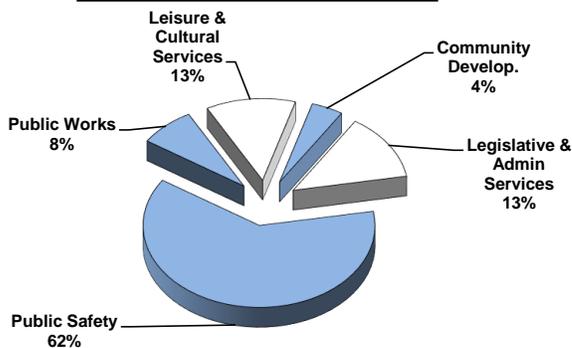
**EXPENDITURES:  
WHERE IT GOES**



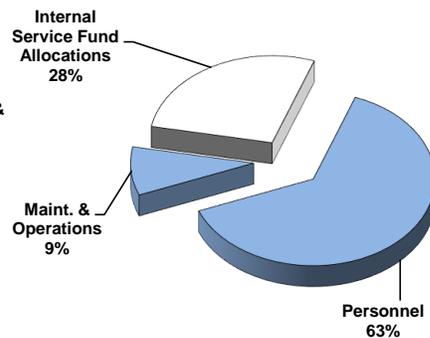
**TOTAL CITY  
\$113,525,278**

**GENERAL FUND  
\$83,875,745**

**GENERAL EXPENSE  
FUNCTIONS**



**GENERAL EXPENSE  
CATEGORIES**



Notes:

- 1) Total City excludes expenditures of the Successor Agency, Housing Successor Agency, Community Financing Authority, Public Financing Authority, Internal Service Funds and Transfers Out.
- 2) Other Grants include CDBG and Intergovernmental Grants Funds.
- 3) Other Special Revenue Funds include Storm Drain Improvement, Local Transportation Article 3, Air Quality Improvement, Parks and Recreation Facilities, Narcotic Forfeiture and Seizure, Disaster Recovery and Subdivision Park Trust Funds.
- 4) Transit includes Proposition C, Proposition A, Measure R and Transit Funds.
- 5) Harbor Enterprise includes Harbor Tidelands and Harbor Uplands Funds.

**SCHEDULE OF INTERFUND TRANSFERS**  
**FISCAL YEAR 2016-2017**

<i>Fund</i>	<b>Transfer In</b>	<b>Transfer Out</b>
General Fund	338,966	873,500
Street Landscaping and Lighting	873,500	-
Proposition A	-	1,822,730
Harbor Tidelands	-	88,966
Transit	1,822,730	-
Successor Agency	-	250,000
<b>TOTAL</b>	<b>\$ 3,035,196</b>	<b>\$ 3,035,196</b>

**Notes:**

- Transfer from the General Fund to the Street Landscaping and Lighting Fund will provide necessary support for its FY 2016-17 operations.
- Transfer from the Proposition A Fund to the Transit Fund will provide necessary support for its FY 2016-17 operations.
- Transfer from the Harbor Tidelands Fund to the General Fund reflects the annual property tax in lieu for the publicly used portions of the Harbor Tidelands.
- Transfer from the Successor Agency to the General Fund reflects the reimbursement of administration costs.

**HARBOR TIDELANDS FINANCIAL SUMMARY**  
**FISCAL YEAR 2016-2017**

<i>Funding</i>		<i>Expenditures</i>	
Beginning Fund Balance <sup>1</sup>	7,801,347	Personnel	3,355,962
Rents and Percentages	4,970,369	Maintenance and Operations	1,633,851
Parking Structure Revenue	475,000	Internal Service Fund Allocations	733,373
Seaside Lagoon Entrance Fees	400,000	Overhead	373,399
Investment Earnings	82,000	Capital Improvement Projects <sup>2</sup>	1,587,500
Fisherman's Wharf Sanitation	107,000	Property Tax In Lieu Fee <sup>3</sup>	88,966
Other Revenue	68,010	Minimum Reserve <sup>4</sup>	2,564,061
Transfer from General Fund	-		
<b>Total Funding</b>	<b>13,903,726</b>	<b>Total Expenditures</b>	<b>10,337,112</b>

**Excess (Deficit) = \$3,566,614**

**Operating Excess (Deficit)<sup>5</sup> = (\$83,172)**

<sup>1</sup>Beginning fund balance as of 7/1/16 derived from FY 2015-16 mid-year presentation (excluding capital assets).

<sup>2</sup>Reflects all new capital project funding scheduled for FY 2016-17. Projects can be referenced and are reflected in the FY 2016-17 to FY 2020-21 Five-Year CIP Plan.

<sup>3</sup>Property tax in lieu fee includes the annual 2% increase.

<sup>4</sup>Includes Harbor Enterprise Business Plan requirements; components for operating expenses, capital improvements and insurance deductible.

<sup>5</sup>Excludes beginning fund balance, capital improvement projects, and reserves, where applicable.

**Policies**

- All relevant departments shall operate in the City's Tidelands with complete adherence to the City's Municipal Code, Tidelands Trust Agreement with the State of California, and all other applicable laws.
- Harbor Tidelands Fund activities will adhere to the City's Statements of Financial Principles.
- Harbor Tidelands revenues will be utilized to benefit, repair and improve Tidelands property and facilities.
- Harbor Tidelands leaseholds will be audited as feasible.

**HARBOR UPLANDS FINANCIAL SUMMARY**  
**FISCAL YEAR 2016-2017**

<i>Funding</i>		<i>Expenditures</i>	
Beginning Fund Balance <sup>1</sup>	1,704,183	Personnel	2,490,226
Rents and Percentages	2,440,000	Maintenance and Operations	1,033,269
Parking Structure Revenue	1,870,000	Internal Service Fund Allocations	866,400
Parking Meter Fees	65,000	Overhead	335,143
Investment Earnings	17,000	Capital Improvement Projects <sup>2</sup>	1,612,500
Storage Fees	47,500	Minimum Reserve <sup>3</sup>	1,967,643
Fisherman's Wharf Sanitation	171,000		
Other Revenue	10,900		
<b>Total Funding</b>	<b>6,325,583</b>	<b>Total Expenditures</b>	<b>8,305,181</b>
<b>Excess (Deficit) = (\$1,979,598)</b>			
<b>Operating Excess (Deficit)<sup>4</sup> = (\$103,638)</b>			

<sup>1</sup>Beginning fund balance as of 7/1/16 derived from FY 2015-16 mid-year presentation (excluding capital assets).

<sup>2</sup>Reflects all new capital project funding scheduled for FY 2016-17. Projects can be referenced and are reflected in the FY 2016-17 to FY 2020-21 Five-Year CIP Plan.

<sup>3</sup>Includes Harbor Enterprise Business Plan requirements; components for operating expenses, capital improvements and insurance deductible.

<sup>4</sup>Excludes beginning fund balance, capital improvement projects, and reserves, where applicable.

**Policies**

- All relevant departments shall operate in the City's Uplands with complete adherence to the City's Municipal Code, Tidelands Trust Agreement with the State of California, and all other applicable laws.
- Harbor Uplands Fund activities will adhere to the City's Statements of Financial Principles.
- Harbor Uplands revenues will be utilized to benefit, repair and improve Uplands property and facilities.
- Harbor Uplands leaseholds will be audited as feasible.

**SOLID WASTE FINANCIAL SUMMARY**  
FISCAL YEAR 2016-2017

<i>Funding</i>		<i>Expenditures</i>	
Beginning Fund Balance	1,322,513	Personnel	841,197
Rubbish Fees-Residential	2,688,690	Maintenance and Operations	2,906,905
Household Haz Waste Collection	328,000	Internal Service Fund	145,955
Hazardous Disclosure	48,000	Overhead	170,795
AB939 Fee	200,000		
Waste Management Plan Fee	9,000		
Solid Waste Admin Fee	453,000		
Recycling Grants	37,367		
Other Solid Waste Revenue	259,000		
<b>Total Funding</b>	<b>5,345,570</b>	<b>Total Expenditures</b>	<b>4,064,852</b>

**Excess (Deficit) = \$1,280,718**

**Operating Excess (Deficit)<sup>1</sup> = (\$41,795)**

<sup>1</sup>Excludes beginning fund balance, capital improvement projects, and reserves, where applicable.

**WASTEWATER FINANCIAL SUMMARY**  
**FISCAL YEAR 2016-2017**

<i>Funding</i>		<i>Expenditures</i>	
Beginning Fund Balance	7,860,190	Personnel	1,358,050
Inspection Fees	50,000	Debt Service	548,400
Sewer User Fees	5,235,000	Other Maintenance and Operations	812,158
Wastewater Capital Facility Fee	90,000	Internal Service Fund Allocations	177,696
City Facility Sewer Fee	36,284	Overhead	164,596
Other Revenue	1,000	Capital Improvement Projects <sup>1</sup>	1,550,000
<b>Total Funding</b>	<b>13,272,474</b>	<b>Total Expenditures</b>	<b>4,610,900</b>
<b>Excess (Deficit) = \$8,661,574</b>			
<b>Operating Excess (Deficit)<sup>2</sup> = \$2,351,384</b>			

<sup>1</sup>Reflects all new capital project funding scheduled for FY 2016-17. Projects can be referenced and are reflected in the FY 2016-17 to FY 2020-21 Five-Year CIP Plan.

<sup>2</sup>Excludes beginning fund balance, capital improvement projects, and reserves, where applicable.

Wastewater Policies

- Wastewater funds will be programmed to fully support the wastewater system's maintenance and operations, including debt service requirements, current and future capital needs, costs of personnel and contracts, materials and supplies, equipment maintenance and operations and capital outlays.
- Wastewater funds will be programmed consistent with the guidelines and requirements of the City of Redondo Beach Wastewater System Financing Project bond documents.
- Wastewater funds will be used in accordance with all applicable fiscal policies/laws of the City, the State and its agencies, and the Federal government.

**TRANSIT FINANCIAL SUMMARY**  
FISCAL YEAR 2016-2017

<i>Funding</i>		<i>Expenditures</i>	
Beginning Fund Balance	-	Personnel	528,572
Fares	282,200	Maintenance and Operations	3,327,556
Contributions from Other Governments	25,000	Internal Service Fund Allocations	125,315
Bus Passes	95,000	Overhead	85,877
TDA Article IV	703,281		
Proposition C Funding Allocation Procedures	254,824		
Proposition A Funding Allocation Procedures	452,879		
Proposition A Subregional Incentives	87,493		
State Transit Assistance	109,180		
Measure R Funding Allocation Procedures	286,200		
Other Revenue	1,250		
Proposition A Local Return	1,770,013		
<b>Total Funding</b>	<b>4,067,320</b>	<b>Total Expenditures</b>	<b>4,067,320</b>
<b>Excess (Deficit) = \$0</b>			
<b>Operating Excess (Deficit)<sup>1</sup> = \$0</b>			

<sup>1</sup>Excludes beginning fund balance, capital improvement projects, and reserves, where applicable.

VEHICLE REPLACEMENT FINANCIAL SUMMARY  
FISCAL YEAR 2016-2017

<i>Funding</i>		<i>Expenditures</i>	
Beginning Fund Balance	5,663,039	Personnel	529,712
Vehicle Replacement	1,418,466	Maintenance and Operations	1,052,055
Vehicle Maintenance	2,101,591	Internal Service Fund	109,342
Sale of Fuel	50,000	Overhead	120,783
Other Revenue	47,500	Capital Improvement Projects <sup>1</sup>	-
<b>Total Funding</b>	<b>9,280,596</b>	<b>Total Expenditures</b>	<b>1,811,892</b>
<b>Excess (Deficit) = \$7,468,704</b>			
<b>Operating Excess (Deficit)<sup>2</sup> = \$1,805,665</b>			

<sup>1</sup>Reflects all new capital project funding scheduled for FY 2016-17. Projects can be referenced and are reflected in the FY 2016-17 to FY 2020-21 Five-Year CIP Plan.

<sup>2</sup>Excludes beginning fund balance, capital improvement projects, and reserves, where applicable.

**STREET LANDSCAPING AND LIGHTING FINANCIAL SUMMARY**  
**FISCAL YEAR 2016-2017**

<i>Funding</i>		<i>Expenditures</i>	
Beginning Fund Balance	-	Personnel	966,953
Assessment Fee	1,510,000	Maintenance and Operations	1,294,043
Public Services Lighting Fee	30,000	Internal Service Fund Allocations	133,054
Other Revenue	36,500	Overhead	178,159
General Fund Subsidy	873,500		
<b>Total Funding</b>	<b>2,450,000</b>	<b>Total Expenditures</b>	<b>2,572,209</b>
<b>Excess (Deficit) = (\$122,209)</b>			
<b>Operating Excess (Deficit)<sup>1</sup> = (\$122,209)</b>			

<sup>1</sup>Excludes beginning fund balance, capital improvement projects, and reserves, where applicable.

**COMMUNITY DEVELOPMENT BLOCK GRANT FINANCIAL SUMMARY**  
**FISCAL YEAR 2016-2017**

<i>Funding</i>		<i>Expenditures</i>	
Beginning Fund Balance	-	Personnel	-
Grant (Administration) Revenue	53,236	Maintenance and Operations	162,036
Grant (Program) Revenue	212,946	Capital Improvement Projects <sup>1</sup>	104,146
<b>Total Funding</b>	<b>266,182</b>	<b>Total Expenditures</b>	<b>266,182</b>
<b>Excess (Deficit) = \$0</b>			
<b>Operating Excess (Deficit)<sup>2</sup> = \$0</b>			

<sup>1</sup>Reflects all new capital project funding scheduled for FY 2016-17. Projects can be referenced and are reflected in the FY 2016-17 to FY 2020-21 Five-Year CIP Plan.

<sup>2</sup>Excludes beginning fund balance, capital improvement projects, and reserves, where applicable.

**HOUSING AUTHORITY FINANCIAL SUMMARY**  
**FISCAL YEAR 2016-2017**

<i>Funding</i>		<i>Expenditures</i>	
Beginning Fund Balance	757,930	Personnel	344,419
Grant - Administration	557,037	Maintenance and Operations	66,783
Grant - Program/HAP	5,247,254	Internal Service Fund Allocations	59,291
Transfer from General Fund		Overhead	57,020
		Other Program Expenditures	5,247,254
<b>Total Funding</b>	<b>6,562,221</b>	<b>Total Expenditures</b>	<b>5,774,767</b>
<b>Excess (Deficit) = \$787,454</b>			
<b>Operating Excess (Deficit)<sup>1</sup> = \$29,524</b>			

<sup>1</sup>Excludes beginning fund balance, capital improvement projects, and reserves, where applicable.

**SEASIDE LAGOON FINANCIAL SUMMARY**  
**FISCAL YEAR 2016-2017**

<i>Funding</i>		<i>Expenditures</i>	
Entrance Fees	400,000	Personnel - Program	218,936
		Personnel - Maintenance	235,926
		Maintenance and Operations	118,670
		Internal Service Fund Allocations	33,147
		Overhead	31,732
<b>Total Funding</b>	<b>400,000</b>	<b>Total Expenditures</b>	<b>638,411</b>

**Excess (Deficit) = (\$238,411)**

**Operating Excess (Deficit)<sup>1</sup> = (\$238,411)**

<sup>1</sup>Excludes beginning fund balance, capital improvement projects, and reserves, where applicable.

- The Seaside Lagoon is funded through the Harbor Tidelands Fund.

**REDONDO BEACH PERFORMING ARTS CENTER FINANCIAL SUMMARY**  
**FISCAL YEAR 2016-2017**

<i>Funding</i>		<i>Expenditures</i>	
Rents & Percentages	430,754	Personnel	488,572
Other Fees	393,225	Maintenance and Operations	122,110
		Internal Service Funds	709,058
		Overhead	63,818
<b>Total Funding</b>	<b>823,979</b>	<b>Total Expenditures</b>	<b>1,383,558</b>
<b>Excess (Deficit) = (\$559,579)</b>			
<b>Operating Excess (Deficit)<sup>1</sup> = (\$559,579)</b>			

<sup>1</sup>Excludes beginning fund balance, capital improvement projects, and reserves, where applicable.

- Cultural Arts Manager allocated 65% to RBPAC, 35% to Cultural Activities.
- Technical Theater Supervisor allocated 95% to RBPAC, 5% to Cultural Activities.

**HARBOR PARKING STRUCTURES FINANCIAL SUMMARY**  
**FISCAL YEAR 2016-2017**

<i>Funding</i>		<i>Expenditures</i>	
Parking Revenue	2,190,000	Parking Equipment and Maintenance	137,701
Leasehold Rental <sup>1</sup>	350,000	Parking Consultant	40,000
Parking Citations	155,000	Other Maintenance and Operations	368,103
Miscellaneous Revenue	-	Personnel (Public Works/Police)	192,403
		Harbor Administration <sup>2</sup>	40,000
		Property Insurance	175,000
		Capital Improvement Projects <sup>3</sup>	100,000
<b>Total Funding</b>	<b>2,695,000</b>	<b>Total Expenditures</b>	<b>1,053,207</b>

**Excess (Deficit) = \$1,641,793**

**Operating Excess (Deficit)<sup>4</sup> = \$1,741,793**

<sup>1</sup>Rental revenue generated by leaseholds that occupy space within the parking structures (Quality Seafood, the former Pier Plaza leasehold and Fisherman's Cove Co.)

<sup>2</sup>Reflects time spent by Harbor Administration personnel in overseeing the overall operation of the structures.

<sup>3</sup>Reflects the average annual allocation.

<sup>4</sup>Excludes beginning fund balance, capital improvement projects, and reserves, where applicable.

**Policies**

All relevant departments will operate their parking structure functions with complete adherence to the City's Municipal Code, Tidelands Trust Agreement with the State of California, and all other applicable laws.

The parking structures are a self-sufficient business unit of the Harbor Enterprise generating parking revenue to pay for costs of personnel and contracts, materials and supplies, equipment, maintenance and operations, capital outlay, and capital improvement projects. Only parking revenues in excess of annual costs and replacement reserves will be available to fund other operations and capital projects within the Tidelands or Uplands areas as appropriate.

Parking structures will be managed in accordance with the parking management contract and in accordance with generally accepted accounting principles. Audits will be performed periodically to ensure compliance with applicable accounting, contract and security standards. The parking structure operation shall be audited no less than once every three years.

Parking rates for the structures will be reviewed every 3-5 years, or more frequently if necessary, beginning in FY 09-10. Rate adjustments shall be made as appropriate.

The annual budget for the parking structures will include appropriations for preventative maintenance as well as replacement of capital components to extend the useful life of the structures. An annual allocation will be made from the parking structures revenue into a capital improvement project fund (once established) for the eventual replacement of the structures.

**FARMERS' MARKET FINANCIAL SUMMARY**  
**FISCAL YEAR 2016-2017**

<i>Funding</i>		<i>Expenditures</i>	
Revenue from Vendors' Fees	44,000	Contracted Market Manager	21,000
		Permits and Insurance	1,000
		Supplies	1,000
		Other Maintenance and Operations:	3,200
<b>Total Funding</b>	<b>44,000</b>	<b>Total Expenditures</b>	<b>26,200</b>
<b>Excess (Deficit) = \$17,800</b>			
<b>Operating Excess (Deficit)<sup>1</sup> = \$17,800</b>			

<sup>1</sup>Excludes beginning fund balance, capital improvement projects, and reserves, where applicable.

**Policies**

- Market open every Thursday (except Thanksgiving and Christmas - when it falls on a Thursday).
- Four to six volunteers participating each week.

**SUCCESSOR AGENCY FINANCIAL SUMMARY**  
**FISCAL YEAR 2016-2017**

<i>Funding</i>		<i>Expenditures</i>	
Beginning Fund Balance	-	Bank of America Credit Facility	118,924
Property Tax Trust Fund	1,152,569	1996 Tax Allocation Bonds	821,054
Administrative Allowance	250,000	Transfer Out for Admin Costs <sup>1</sup>	250,000
		Arbitrage Rebate Calculations	2,250
		SERAF Loan Repayment	210,341
<b>Total Funding</b>	<b>1,402,569</b>	<b>Total Expenditures</b>	<b>1,402,569</b>
<b>Excess (Deficit) = (\$0)</b>			
<b>Operating Excess (Deficit)<sup>2</sup> = (\$0)</b>			

<sup>1</sup> **Administration Costs**

Personnel	\$ 106,052
Legal Fees	5,191
Training/Meetings	4,543
Mileage Reimbursement	133
Postage	117
Office Supplies	3,683
Property Tax Consulting	2,641
Real Estate Consulting	22,580
Audit Services	5,000
Internal Service Fund/Overhead	100,060
	<u>\$ 250,000</u>

<sup>2</sup>Excludes beginning fund balance, capital improvement projects, and reserves, where applicable.



COMMUNITY FINANCING AUTHORITY FINANCIAL SUMMARY  
FISCAL YEAR 2016-2017

<i>Funding</i>		<i>Expenditures</i>	
Beginning Fund Balance	-	Debt Service	89,396
Rents and Percentages	365,923	Other Maintenance and Operations	80,570
		Internal Service Fund Allocations	1,745
		Overhead	23,843
		Kincaid's Pass-Through	170,369
<b>Total Funding</b>	<b>365,923</b>	<b>Total Expenditures</b>	<b>365,923</b>
<b>Excess (Deficit) = \$0</b>			
<b>Operating Excess (Deficit)<sup>1</sup> = \$0</b>			

<sup>1</sup>Excludes beginning fund balance, capital improvement projects, and reserves, where applicable.

**PUBLIC FINANCING AUTHORITY FINANCIAL SUMMARY**  
**FISCAL YEAR 2016-2017**

<i>Funding</i>		<i>Expenditures</i>	
Beginning Fund Balance	-	Debt Service	840,900
Investment Earnings	840,900		
Total Funding	840,900	Total Expenditures	840,900
<b>Excess (Deficit) = \$0</b>			
<b>Operating Excess (Deficit)<sup>1</sup> = \$0</b>			

<sup>1</sup> Excludes beginning fund balance, capital improvement projects, and reserves, where applicable.

## OVERVIEW OF ESTIMATED REVENUES

**Background:** Staff members from all departments worked in concert with Financial Services staff to develop revenue projections for the coming fiscal year. The projections reflect a somewhat conservative yet consistent approach with both established budget practices and financial principles. Staff considered the qualitative and quantitative methods of forecasting and used techniques such as trend analysis, economic indicators, consultant advice, and professional judgment to arrive at a consensus as to forecasted operating revenue. Revenue forecasting is one of the most challenging aspects in the budget process, as many unknown variables, including changes over which the City has no control, affect the ultimate amount of monies going into the City's coffers. These variables include the impact of fluctuations in the local, regional, statewide, and national economies; consumer habits and demands; and the fiscal impacts of legislative changes.

### GENERAL FUND

General Fund revenue from outside sources for FY 2016-17 is estimated at \$76,151,800, representing an increase of \$4,095,411 from the FY 2015-16 midyear amount. Significant operating revenue sources include: taxes, projected to increase \$3,609,000, or 6.1%; licenses and permits anticipated to increase \$5,740 or 0.4% due to an increase in construction/excavation permits offset by a \$30,000 decrease in street/curb/parking permits; fines and forfeitures projected to increase 5.5% primarily due to an increase in parking citations; use of money and property revenue expected to increase 10.8% due to increased investment earnings and rents and percentages; intergovernmental revenues from the State expected to decrease by \$41,500 or 45.4% due to a larger than expected distribution of SB90 revenue in FY 2015-16; charges for services estimated to increase \$229,171, or 3.5%, with increases in parking meter and construction-related fees; other revenues anticipated to increase by \$5,000 (0.3%) due to an increase in program donations.

Revenue from overhead is derived from sources internal to the City. The FY 2016-17 amount of \$8,176,790 reflects overhead charged to departmental budgets (to best reflect each department's true operating costs), with the corresponding revenue included in the General Fund.

Below are highlights of significant FY 2016-17 General Fund operating revenues compared to FY 2015-16 midyear amounts, unless otherwise indicated.

Property Tax revenue for FY 2016-17 is projected to increase by \$1,200,000, or 5.4%, to \$23,500,000. Overall, the economy is recovering, with improvement in the housing market. Redondo Beach's housing market remained fairly stable through the housing downturn due to its coastal location. Property tax revenue is the City's number one source of operating revenue.

Property Tax in Lieu of VLF revenue is projected to increase by \$280,000, to \$6,700,000 in FY 2016-17. Property tax in lieu of VLF is vehicle license fee revenue classified as property tax, and the 4.4% increase in this revenue source parallels growth in base City property tax revenue. In FY 2004-05, cities and counties began receiving additional property tax to replace vehicle license fee (VLF) revenue that the State did not allocate due to budget concerns.

Sales and Use Tax revenue is projected to decrease \$873,000, or 7.4%, to \$10,955,000. The sales tax revenue estimate reflects the loss of Nordstrom to Torrance and the transition away from triple flip revenue which included a final FY 2015-16 true-up payment.

Utility Users' Tax (UUT) revenue is projected to be flat in FY 2016-17 at \$7,600,000. Even with rates increasing, consumers' conservation efforts are holding UUT stable. This estimate is based upon analysis of the projected performance from each of the categorical components of the City's UUT tax base, including electricity, natural gas, telecommunications, water, and cable television. UUT revenue provides support for essential City operational services.

Transient Occupancy Tax (TOT) revenue is projected to increase by 54.8%, or \$2,630,000, to \$7,430,000. This upswing is driven by two new hotels expected to come on line in FY 2016-17 and a reduction from \$8,000,000 to \$3,000,000 in the Marine Avenue hotel reserve account requirement allowing the City to begin receiving the TOT revenue. Annually, one twelfth of the Marine Avenue hotel revenue and ten percent of all other TOT revenue is dedicated to funding tourism promotional and service activities of the Redondo Beach Visitors' Bureau.

Franchise Fees are projected to decrease by \$28,000, or 1.4%, to \$1,968,000 for FY 2016-17. Components of franchise fee revenue include Time Warner cable television operations, Southern California Edison electricity franchise, Southern California Gas operations, Verizon, and taxicab franchise operations. With the exception of revenues from Southern California Gas and taxicabs operating within the City, revenues from franchise fees reflect moderate increases, which is in line with growth in local operations. Cable television franchise fees represent about 50% of the overall franchise fee revenue estimate for FY 2016-17, while projected revenue from the electricity franchise represents about 20%. The franchise revenue generated from the sale and transport of natural gas utilized to power the local AES power plant represents approximately 20% of the total franchise fee estimate. Cyclical uncertainties of the energy environment and their impacts upon the productive utilization rate of the AES power plant require a conservative estimate from this revenue source.

Business License Tax revenue is expected to remain flat at to \$1,150,000.

Property Transfer Tax revenue for FY 2016-17 is projected to grow by 400,000, or 20.0%, to \$2,400,000. Generally, the real estate market has increased, with Redondo Beach's prime beach areas retaining their value to a great degree and still being purchased.

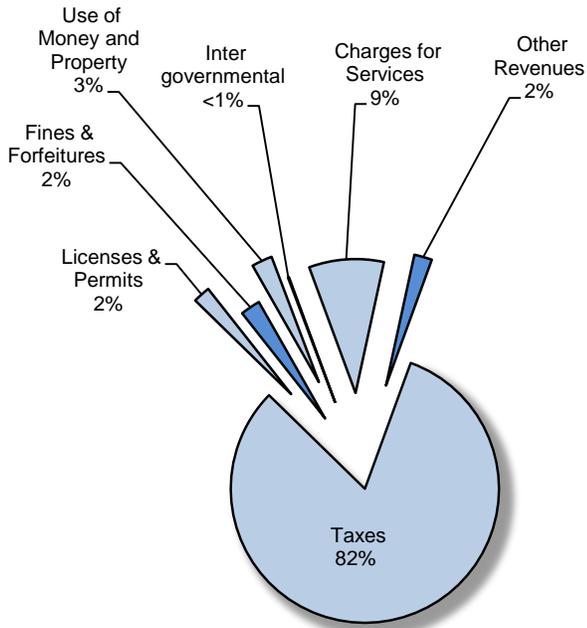
Investment Earnings for the General Fund for FY 2016-17 are projected to increase by \$40,000, or 8.9%, to \$490,000. This increase is attributable to stable interest rates within the investment marketplace together with a larger portfolio. The three major components of the portfolio are: liquid investments with the State Local Agency Investment Fund, and both Federal Agency and high-grade corporate Medium-Term Note Investments structured with a 1 to 5 year investment maturity matrix. Enhanced cash management activities serve as core elements of the City Treasurer's comprehensive cash management program. In addition, implementation of a strategically focused capital improvement program (CIP) cash management plan will serve to enhance investment returns from CIP funding sources, while ensuring CIP program liquidity.

Below is a summary of the FY 2016-17 proposed General Fund operating revenues compared with the FY 2015-16 midyear budget operating revenues:

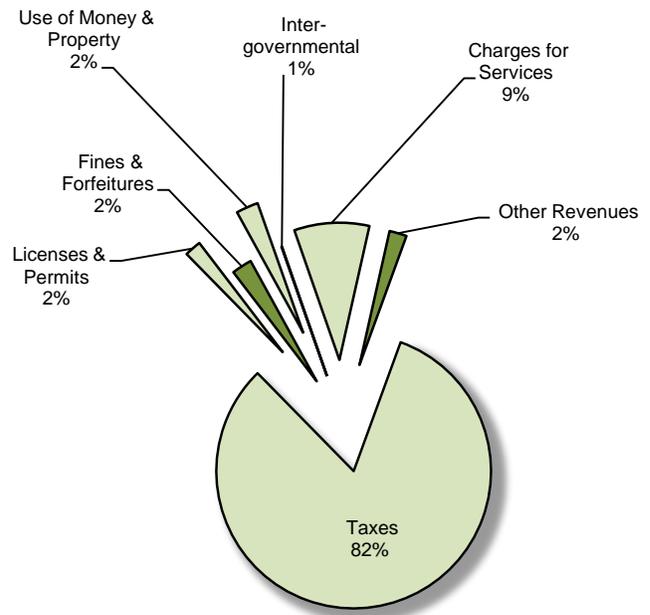
<i>General Fund</i>	<b>Midyear 2015-16</b>	<b>Proposed 2016-17</b>	<b>Increase/ (Decrease)</b>	
Taxes	58,914,000	62,523,000	3,609,000	6.1%
Licenses & Permits	1,487,383	1,493,123	5,740	0.4%
Fines & Forfeitures	1,723,530	1,818,530	95,000	5.5%
Use of Money and Property	1,790,874	1,983,874	193,000	10.8%
Intergovernmental	91,500	50,000	(41,500)	(45.4%)
Charges for Services	6,499,497	6,728,668	229,171	3.5%
Other Revenues	1,549,605	1,554,605	5,000	0.3%
Revenue From Outside Sources	72,056,389	76,151,800	4,095,411	5.7%
Overhead	8,176,790	8,176,790	-	0.0%
<b>Total General Fund</b>	<b>80,233,179</b>	<b>84,328,590</b>	<b>4,095,411</b>	<b>5.1%</b>

**GENERAL FUND REVENUES  
FROM OUTSIDE SOURCES**

**Midyear Revenues  
FY 2015-16**



**Proposed Revenues  
FY 2016-17**



## SPECIAL REVENUE FUNDS

All Special Revenue Funds are for a specific purpose and are not available for other programs. The combined projected revenue in the Special Revenue Funds is \$13,748,373, decreasing from the FY 2015-16 midyear budget by \$10,579,109 or 43.5%. The Intergovernmental Grants Fund, where monies received from Federal, State and other governmental agencies are used primarily for capital improvement projects, is projected to decrease by \$10,319,091, or 90.3%. Revenue in this fund tends to fluctuate from year to year, depending on resources received from other governmental agencies. Additionally, the FY 2015-16 budget includes grant funding for capital improvement projects carried over from the prior year.

## ENTERPRISE FUNDS

Enterprise Funds account for operations that are financed and operated in a manner similar to private business where the costs of providing goods or services to the general public are financed or recovered primarily through user charges. Please note that FY 2016-17 revenues are compared to FY 2015-16 midyear amounts unless otherwise indicated.

**Harbor Tidelands Fund:** Based on estimates provided by Waterfront staff, revenues for FY 2016-17 in the Harbor Tidelands Fund, including parking revenue, lease revenue, investment earnings and miscellaneous revenue, are projected to remain relatively flat at \$6,102,379, up \$14,069.

**Harbor Uplands Fund:** Based on estimates provided by Waterfront staff, revenues for FY 2016-17 in the Harbor Uplands Fund including parking revenue, lease revenue, investment earnings and miscellaneous revenue, are projected at \$4,621,400, up \$1,000, or 0.2%.

**Solid Waste Fund:** FY 2016-17 revenues for the Solid Waste Fund are expected to increase by \$9,189, or 0.2%, to \$4,023,057.

**Wastewater Fund:** FY 2016-17 revenues are expected to decrease \$150,000 to \$5,412,284 or 2.7% with one-time capital facility fees for large construction projects received in FY 2015-16.

**Transit Fund:** The majority of the revenue in the Transit Fund is from other governmental agencies. The FY 2016-17 intergovernmental revenue is expected to increase by \$46,260, or 2.1%, to \$2,244,590. The charges for services and other revenue is projected to remain relatively flat.

## INTERNAL SERVICE FUNDS

In order to determine the true cost of each operating department, internal service fund charges are allocated to each user department. These charges, in turn, represent revenue to each Internal Service Fund. With the exception of the Information Technology Fund, revenue in the internal service funds is the same as midyear. Descriptions of all internal service funds together with any changes in their revenue estimates are described in more detail below. Charges to the operating departments are updated with each year's midyear budget review. Therefore FY 2016-17 revenue estimates in only those internal service funds with revenue from other sources vary from the midyear amounts.

**Self-Insurance Program Fund:** The Self-Insurance Program Fund is the basis for allocating liability, workers' compensation and unemployment insurance to all departments

**Vehicle Replacement Fund:** This fund accounts for charges to departments that utilize the City's Fleet Services Division for maintenance and repairs, which includes the costs of fuel, vehicles and equipment. In addition, rental charges are assessed based on the estimated future replacement cost of the vehicles. Revenue in this fund remains flat at \$3,617,557 when compared to the FY 2015-16 midyear budget.

**Building Occupancy Fund:** Building maintenance costs are allocated to all City departments through the Building Occupancy Fund. These costs are allocated to all funds including the Special Revenue Funds and Harbor Enterprise Funds.

**Information Technology Fund:** The Information Technology Fund includes Information Technology's personnel expenses, computer and telecommunications maintenance costs and charges for equipment replacement. All costs are charged back to end users.

**Emergency Communications Fund:** The Emergency Communications Fund includes replacement of emergency communications equipment and emergency communications operating expenses. All costs are charged back to the users, which are only the Police, Fire and Public Works Departments.

**Major Facilities Repair Fund:** The Major Facilities Repair Fund was set up for potential, but yet unknown, larger repair costs associated with the aging public facilities.

TWO-YEAR COMPARISON OF ESTIMATED REVENUES BY FUND

<i>Fund</i>	Adopted 2015-16	Midyear 2015-16	Proposed 2016-17	Increase/ (Decrease)	
General Fund:					
Taxes	58,376,000	58,914,000	62,523,000	3,609,000	6.1%
Licenses and Permits	1,492,383	1,487,383	1,493,123	5,740	0.4%
Fines and Forfeitures	1,723,530	1,723,530	1,818,530	95,000	5.5%
Use of Money and Property	1,663,574	1,790,874	1,983,874	193,000	10.8%
Intergovernmental	50,000	91,500	50,000	(41,500)	(45.4%)
Charges for Services	6,422,937	6,499,497	6,728,668	229,171	3.5%
Other Revenues	1,548,705	1,549,605	1,554,605	5,000	0.3%
Overhead	7,588,928	8,176,790	8,176,790	-	0.0%
<b>Total General Fund</b>	<b>78,866,057</b>	<b>80,233,179</b>	<b>84,328,590</b>	<b>4,095,411</b>	<b>5.1%</b>
State Gas Tax	1,459,462	1,459,462	1,414,396	(45,066)	(3.1%)
Storm Drain Improvement	36,000	65,000	42,000	(23,000)	(35.4%)
Street Landscaping and Lighting	1,576,500	1,576,500	1,576,500	-	0.0%
Local Transportation Tax Article 3	43,310	43,310	45,122	1,812	4.2%
Proposition A	1,234,785	1,234,785	1,277,514	42,729	3.5%
Proposition C	1,043,001	1,043,001	1,080,029	37,028	3.6%
Measure R	767,410	767,410	793,715	26,305	3.4%
Air Quality Improvement	80,500	80,500	80,500	-	0.0%
Intergovernmental Grants	612,369	11,425,976	1,106,885	(10,319,091)	(90.3%)
Comm Develop Block Grant	266,182	568,285	266,182	(302,103)	(53.2%)
Housing Authority	5,795,686	5,795,686	5,804,291	8,605	0.1%
Parks and Recreation Facilities	20,000	20,000	20,600	600	3.0%
Narcotic Forfeiture and Seizure	24,000	24,000	3,000	(21,000)	(87.5%)
Subdivision Park Trust	200,620	200,620	206,639	6,019	3.0%
Disaster Recovery	1,440	22,947	31,000	8,053	35.1%
Capital Projects	519,000	519,000	508,500	(10,500)	(2.0%)
Harbor Tidelands	6,128,430	6,088,310	6,102,379	14,069	0.2%
Harbor Uplands	4,625,400	4,620,400	4,621,400	1,000	0.0%
Solid Waste	3,969,757	4,013,868	4,023,057	9,189	0.2%
Wastewater	5,407,093	5,562,284	5,412,284	(150,000)	(2.7%)
Transit	2,198,330	2,198,330	2,244,590	46,260	2.1%
Self-Insurance Program	5,291,577	6,510,741	6,510,741	-	0.0%
Vehicle Replacement	3,278,757	3,617,557	3,617,557	-	0.0%
Building Occupancy	3,031,028	3,878,838	3,878,838	-	0.0%
Information Technology	3,093,702	3,223,503	3,218,503	(5,000)	(0.2%)
Emergency Communications	3,767,329	3,750,667	3,750,667	-	0.0%
Major Facilities Repair	123,628	128,404	128,404	-	0.0%
<b>Total Before Adjustments</b>	<b>133,461,353</b>	<b>148,672,563</b>	<b>142,093,883</b>	<b>(6,578,680)</b>	<b>(4.4%)</b>
Less: Internal Svc Funds/Overhead	26,109,034	29,208,105	29,208,729	624	0.0%
<b>Total City</b>	<b>107,352,319</b>	<b>119,464,458</b>	<b>112,885,154</b>	<b>(6,579,304)</b>	<b>(5.5%)</b>
Successor Agency	1,300,692	1,300,692	1,402,569	101,877	7.8%
Housing Successor Agency	100,703	100,703	210,991	110,288	109.5%
Community Financing Authority	343,971	343,971	365,923	21,952	6.4%
Public Financing Authority	840,100	840,100	840,900	800	0.1%
<b>Grand Total</b>	<b>109,937,785</b>	<b>122,049,924</b>	<b>115,705,537</b>	<b>(6,344,387)</b>	<b>(5.2%)</b>

GENERAL FUND PROPERTY TAX

Description

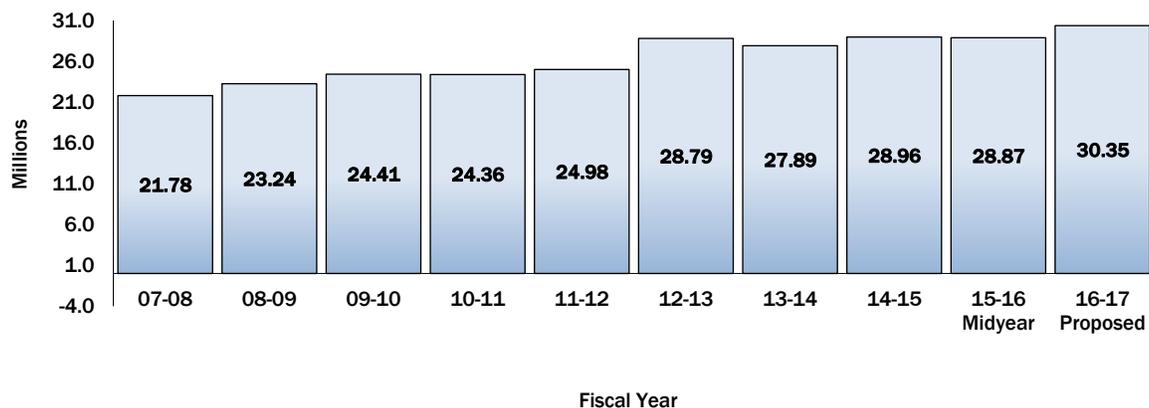
Property tax is imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (moveable property) located within the City. Property is assessed by the County Assessor except for certain public utility properties which are assessed by the State Board of Equalization. The property tax rate is based on 1.0% of the assessed value. For every \$1 of property tax collected, \$0.166 goes to the City. The property tax graph presented below includes the property tax in lieu of VLF and homeowner exemptions.

Background

Growth in property tax is realized from the 2.0% annual increase allowed by Proposition 13, increased valuation occurring due to any new construction activity, and the reassessment of property due to resale. In FY 2012-13, housing funds of the former Redevelopment Agency were returned to the State and redistributed to local jurisdictions.

Outlook

Property tax revenue for FY 2016-17 is projected to increase by \$1,200,000, or 5.4%, to \$23,500,000, excluding property tax in lieu of VLF (\$6,700,000) and homeowners' exemption (\$150,000). The major contributors to this increase are an improving economy and improving housing market. While homeowners' exemptions are predicted flat, property tax in lieu of VLF will increase by \$280,000 (4.4%) to \$6,700,000 similar to the increase in real estate values. Property tax revenue is the City's number one source of operating revenue.



GENERAL FUND SALES AND USE TAX

Description

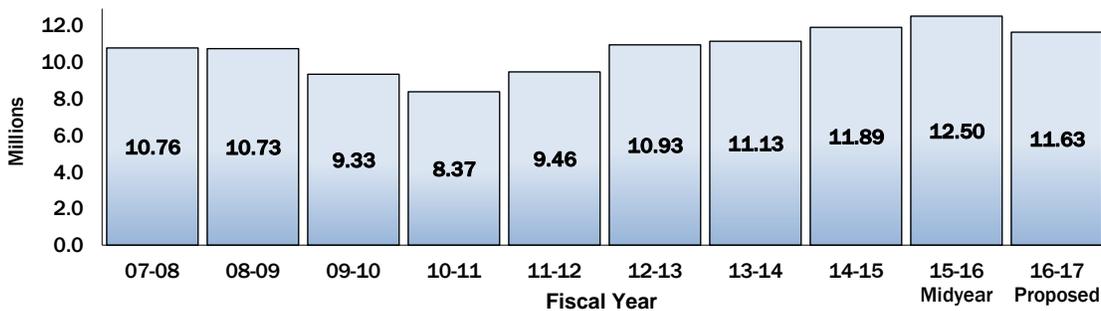
Sales and use tax is imposed upon most retail transactions. The Los Angeles County rate is currently 9% of the sale price of taxable goods and services sold at retail in Redondo Beach. The City receives 1.0% of the taxable sales while the remainder is allocated to the State, the County and various transit authorities. The sales tax data presented below includes the Public Safety Augmentation Fund (PSAF) and, for fiscal years prior to FY 2016-17, the State “triple flip” sales tax.

Background

In FY 1993-94, pursuant to voter approval, 1/2% of the State's portion of the sales tax levy was reallocated to local government to augment support for public safety services with PSAF revenue. The annual local value of this sales tax re-allocation to support police and fire services is projected to be \$670,000 for FY 2016-17. Sales and use tax revenue is somewhat cyclical in nature, responding to local and state economic trends. It has been growing steadily since 2010. The FY 2015-16 midyear projection includes the final true-up payment of “triple flip” revenue.

Outlook

*Sales and use tax revenue exclusive of PSAF is projected to decrease by \$873,000, or 7.4%, from midyear 2015-16 to \$10,955,000, while PSAF revenue is expected to remain the same at \$670,000. The projected decrease in sales and use tax reflects the first full year without Nordstom, a major revenue contributor.*



## GENERAL FUND UTILITY USERS' TAX

### Description

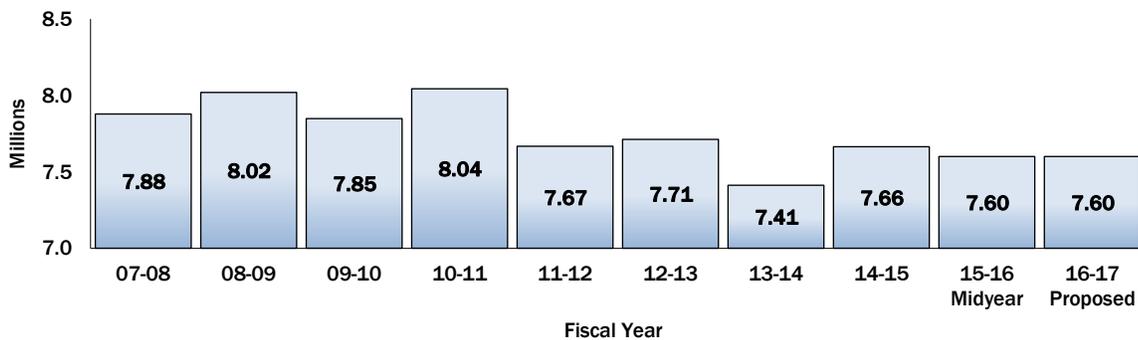
The utility users' tax (UUT) is imposed on consumers of electric, gas, cable television, water and telephone services. Since 1969, most residents and nearly all businesses in the City pay the UUT, which is imposed at 4.75%.

### Background

Funds provided from this key tax-based operating resource have remained relatively stable over the past few years. In FY 2008-09 the citizens of Redondo Beach passed a bill to keep the UUT at the same rate as prior years. In March 2009, local voters approved Measure A, the Utility Users' Tax Telecommunications Modernization Ordinance, updating the City's UUT Ordinance in response to changes in both telecommunications services and technology. Approval of this measure served to protect the telecommunications portion of this critical operation revenue source from a variety of legislative and legal challenges impairing the future viability of UUT resources. FY 2012-13 revenue included a one-time lump-sum payment from Verizon for taxes previously protested.

### Outlook

*UUT revenue for FY 2016-17 is projected remain flat from midyear at \$7,600,000. This is attributable to consumers' conservation efforts amidst increased rates.*



**GENERAL FUND TRANSIENT OCCUPANCY TAX**

**Description**

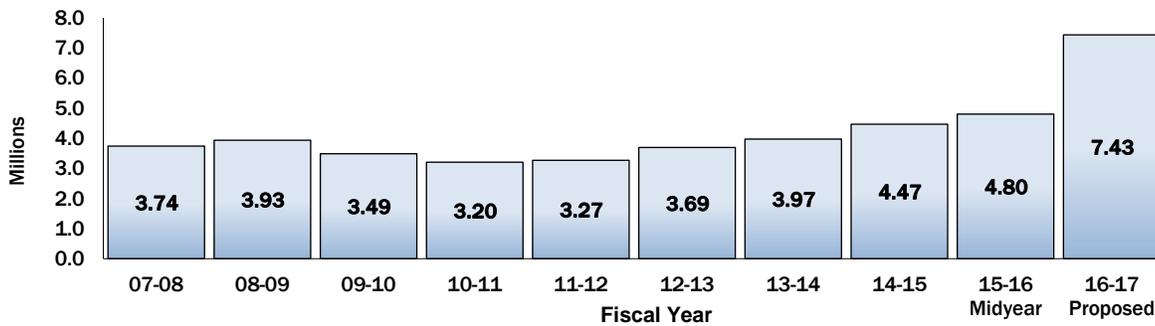
Transient occupancy tax (TOT) is imposed on occupants of hotel, motel, inn, tourist home or other lodging facilities unless such occupancy is for 30 days or longer. The tax is applied to the customer's lodging bill.

**Background**

The current voter-approved TOT rate of 12% became effective July 2005, increasing from the prior 10% rate. Although the City collects the entire amount of the tax, one-twelfth of the Marine Avenue hotel TOT and ten percent of the other hotels TOT is contributed to the Redondo Beach Visitors' Bureau to support marketing and tourism in the City.

**Outlook**

*FY 2016-17 TOT revenue is projected to increase by \$2,630,000 or 54.8% from midyear levels to \$7,430,000. This reflects the completion and opening of two new hotels in the City and a reduction in the Marine Avenue hotel reserve account requirement allowing the City to begin receiving the TOT revenue.*



GENERAL FUND FRANCHISE FEES

Description

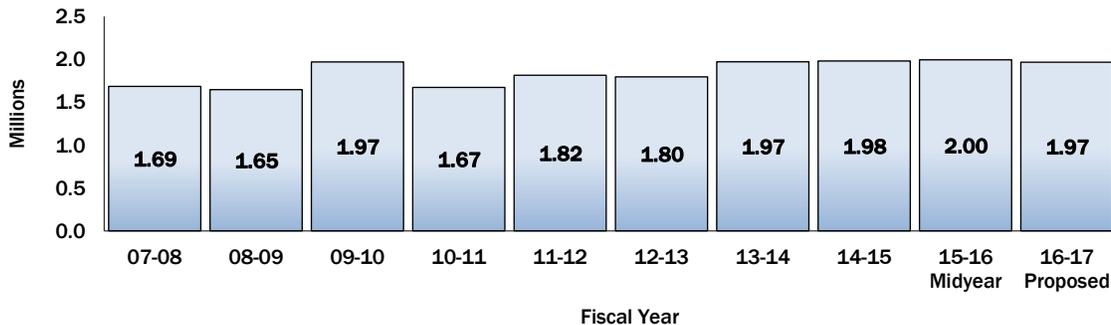
Franchise fees are imposed upon privately-owned utility companies for the privilege of using City streets or rights-of-way. The fees are based on a percentage of each utility company's gross receipts.

Background

The City collects franchise fees from Time Warner Cable, Southern California Edison, Southern California Gas Company, Verizon, and local taxicab operators. In December 1992, the City successfully negotiated with Southern California Gas Company a franchise agreement on gas transported, but not sold by the gas company. An in-lieu fee was instituted, which effectively recovered all revenues lost through the deregulation of gas sales. Power levels at the AES power plant vary dramatically, significantly impacting franchise fee revenues attributable to power plant operations.

Outlook

Franchise fees are projected to decrease by \$28,000, or 1.4%, to \$1,968,000 from midyear FY 2015-16 to FY 2016-17. With the exception of revenues from Southern California Gas, which vary based upon power plant capacity utilization and taxicab operators; revenues from franchise fee sources reflect moderate increases in line with growth in local utility service operations. Cable television franchise revenue sources represent historically about 50% of the overall franchise fee revenue, while projected revenue from the electricity franchise represents 20%. The gas franchise revenue generated from the sale and transport of natural gas utilized to power the local AES power plant represents 20% of the total franchise fee estimate, while taxicab franchise fee revenue comprises 4% of the overall franchise fee revenue. Miscellaneous franchises, including water utilities, make up the rest. Cyclical uncertainties of the deregulated energy environment and the impact on productive utilization rate of the AES power plant require continued utilization of a conservative estimate for this revenue source.



**GENERAL FUND BUSINESS LICENSE TAX**

**Description**

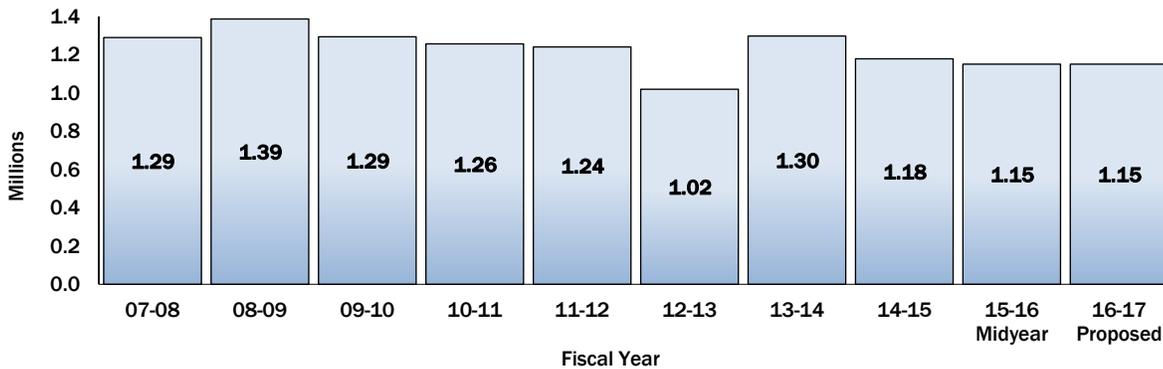
Business license tax is imposed on commercial establishments for the privilege of conducting business within the City. The majority of the tax is levied using two factors - a flat rate system and a per employee charge.

**Background**

The flat rate has remained unchanged since FY 1991-92. During FY 2003-04, the cap on the number of employees subject to the \$18 per capita tax was removed. Estimates are based upon a combination of inflation factors, business growth, business turnover, collection percentage, and number of field inspections. In March 2005, the City put forth a ballot measure to raise the business license tax each year in an amount equal to the CPI. The voters did not approve this measure.

**Outlook**

*The FY 2016-17 revenue estimate of \$1,150,000 is projected flat from midyear.*



## GENERAL FUND PROPERTY TRANSFER TAX

### Description

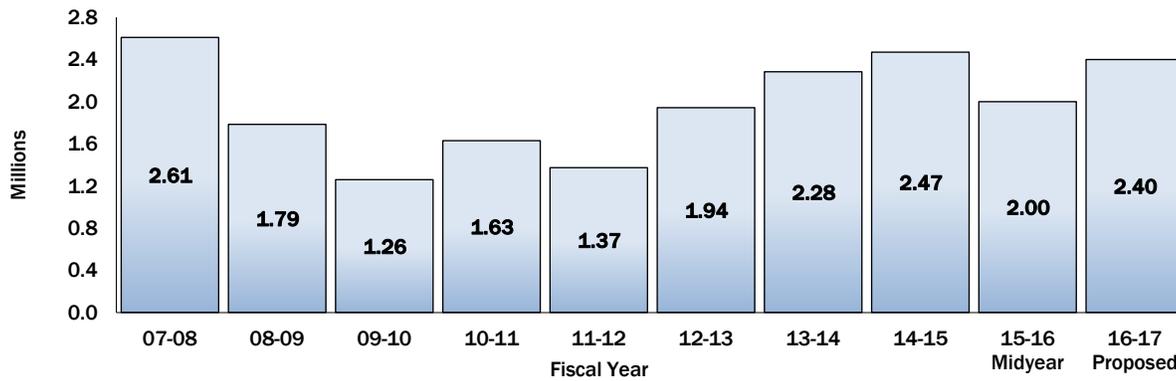
Property transfer tax is imposed on any conveyance of real property when a change in "deed" is filed with the County Registrar-Recorder.

### Background

The City's tax rate is \$1.10 per \$500 in sale value and revenue fluctuates with the sale of property in Redondo Beach.

### Outlook

*Property Transfer Tax revenue is expected to increase by \$400,000 from midyear to \$2,400,000. The beach area retains its desirability and value, and as long as mortgage rates continue to be low, it is projected that property in Redondo Beach will continue to be sold at a good pace.*



**GENERAL FUND LICENSES AND PERMITS**

**Description**

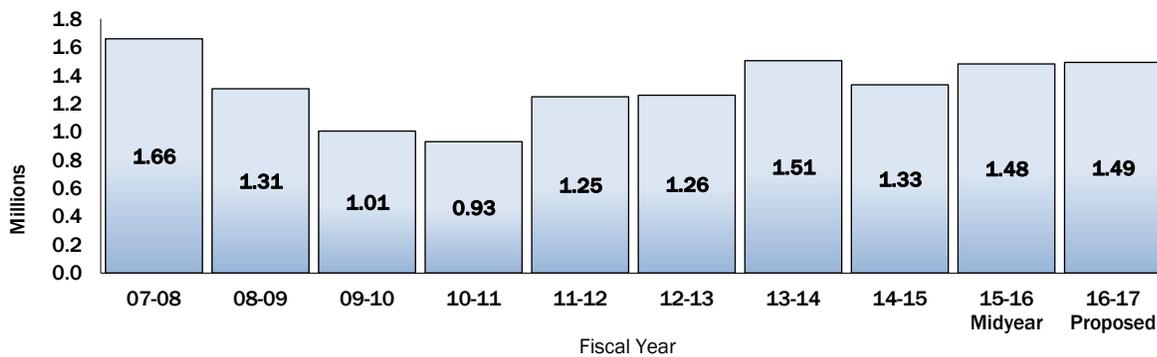
These fees are imposed for the processing of all construction permits, bicycle and canine licenses, and preferential parking permits.

**Background**

Approximately 84% of this revenue is from permits issued for construction activity. The cyclical trends in recent years are wholly attributable to economic cycles which impact the building and construction industry.

**Outlook**

*The City expects to see a small increase of \$5,740 or 0.4% to \$1,493,123 in this revenue source in FY 2016-17. The increase is projected for construction/excavation permits nearly offset by decreases in street/curb/parking permits and miscellaneous licenses and permits.*



**GENERAL FUND FINES AND FORFEITURES**

**Description**

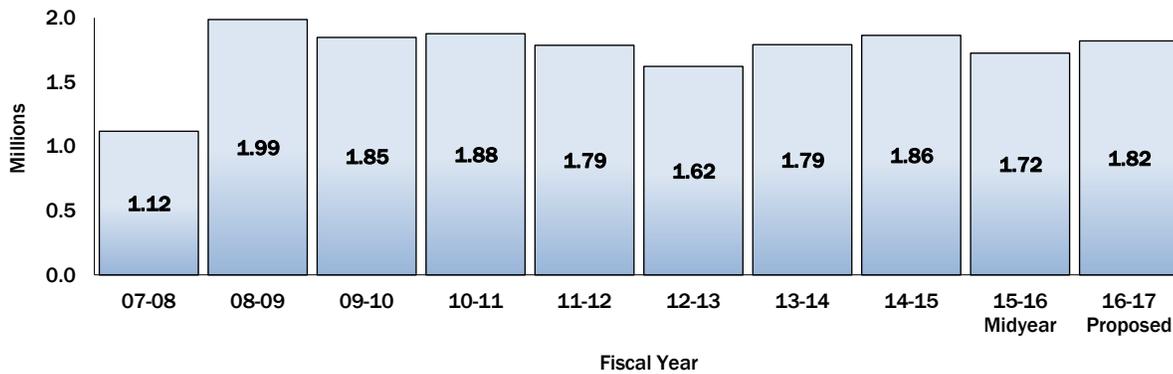
Fines are imposed on persons receiving tickets for vehicle code and/or parking violations in the City. In addition, reimbursements are required through the courts for direct billing of police services associated with arresting offenders or criminals.

**Background**

In FY 2003-04 through FY 2006-07, the allocation of parking citation revenue was split between the General Fund and the Solid Waste Fund. Beginning in FY 2007-08, the parking citation revenue was shifted back into the General Fund.

**Outlook**

*Estimates for FY 2016-17 show fines and forfeitures revenue increasing by \$95,000 to \$1,818,530. This upturn is due to a projected improvement in parking citation revenue of \$100,000 partially offset by a decrease in restitution.*



GENERAL FUND USE OF MONEY AND PROPERTY

Description

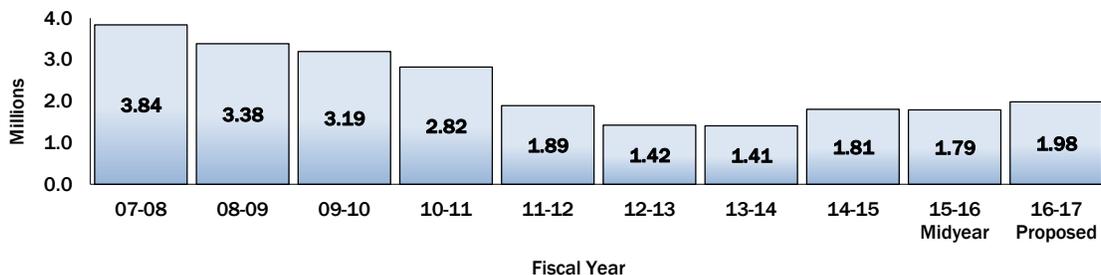
Use of money and property revenue is derived from two sources: (1) the investment and management of City surplus funds in accordance with State law, the City Charter, and the City's Statement of Investment Policy, and (2) the use of various City facilities and recreational venues, including Aviation, Veterans' and Alta Vista parks and camping fees at Wilderness Park.

Background

The City invests surplus funds based upon requirements of the California Government Code, City Charter, and the City's Statement of Investment Policy. The investment policy is reviewed and approved by the Mayor and City Council and the Budget and Finance Commission on an annual basis. Investments are maintained in a prudent and professionally responsible manner ensuring sufficient liquidity, responding to both the City's operating and capital improvement cash flow requirements. Investment liquidity is maintained while honoring the primary fiduciary responsibility of ensuring the safety of all investments. Proactive investment management produces competitive investment returns measured against established investment portfolio performance benchmarks.

Outlook

The use of money and property for the General Fund for FY 2016-17 is projected to increase by \$193,000, or 10.8%, to \$1,983,874. This increase is attributable to an increase in investment income of \$40,000 and a increase in rents and percentages of \$153,000. The estimate of investment income for FY 2016-17 is \$490,000, reflecting an increase of 8.9% above mid-year 2015-16. The investment income estimate is conservatively based upon an increased level of funds within the investment portfolio and stable market interest rates. The continued low interest rate environment projected for FY 2016-17 impacts investment income generated from three major components of the investment portfolio: liquid investments with the State Local Agency Investment Fund, investments in Federal Agency Securities, and investments in high grade Corporate Medium Term Notes, structured within a 1- to 5- year maturity range.



GENERAL FUND INTERGOVERNMENTAL

**Description**

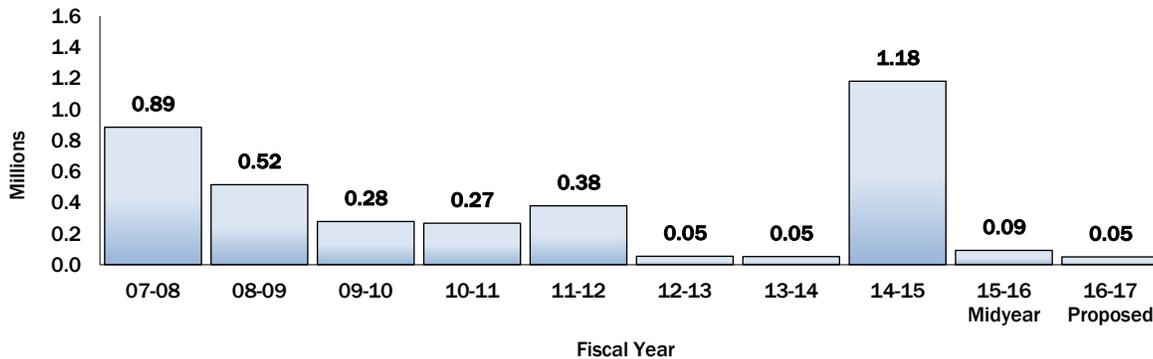
Intergovernmental revenue comes from other governmental agencies. The majority of this revenue is received from State subventions. Examples have historically included motor vehicle (registration) in-lieu tax (MVIL), SB90 reimbursements, and the California Library Services Act.

**Background**

Revenue estimates are provided by the State Department of Finance, State Controller's Office and the State Board of Equalization utilizing trend and projection assumptions. Fluctuations in this revenue source are dependent on the grants and other state subventions received by the City. For the last several years, there has been a steady decrease in the allocation of money to local governments from the State. FY 2014-15 revenue included a one-time back payment of SB90 reimbursements.

**Outlook**

*Intergovernmental revenue for FY 2016-17 is estimated to be \$50,000, reflecting a decrease in revenue of \$41,000 from midyear. This decrease is due to a slightly higher than estimated bump in SB90 revenue in FY 2015-16. For FY 2016-17, \$30,000 is projected for motor vehicle/in lieu and \$20,000 for SB90 State mandated cost reimbursement.*



**GENERAL FUND CHARGES FOR SERVICES**

**Description**

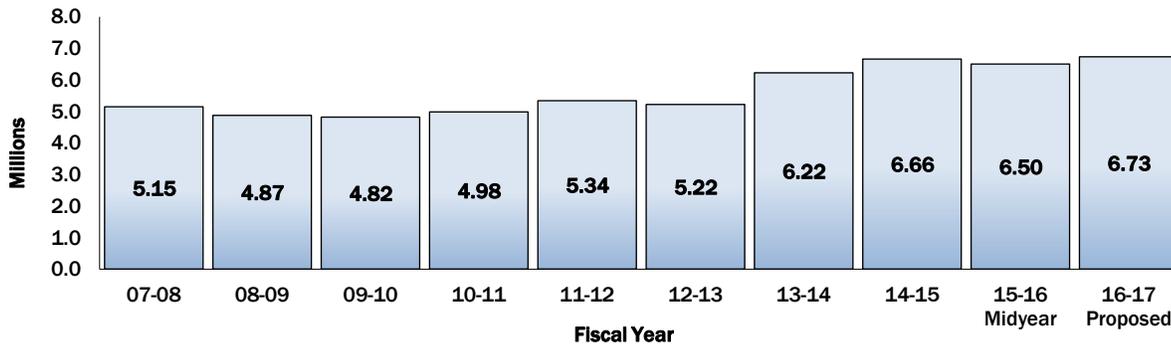
The City collects fees from users of, or participants in, City-provided services, such as plan checking, engineering services, parking meter fees, fire inspections, police booking fees, stand-by at special events, and recreational and cultural activities.

**Background**

The City establishes its user-fee structure to recover the full cost, or at least part of the cost, of providing services enjoyed by the users or participants. A comprehensive update to City fees was done in FY 2007-08 and FY 2008-09, raising a large percentage of the fees to full cost. Individual fees are usually updated during the annual budget process, however, changes to fees can be proposed at any time. Revenues from charges for services are impacted not only by rates, but also by usage.

**Outlook**

*For FY 2016-17, forecasted revenue for charges for services will increase 3.5% or \$229,171 from midyear to \$6,728,668. While most of the fees are projected to show improvement or remain flat, only other building fees are projected to decrease.*



REVENUE DETAIL  
FISCAL YEARS 2013-2017

<i>Fund</i>	Actual 2012-13	Actual 2013-14	Actual 2014-15	Midyear 2015-16	Proposed 2016-17
<b>GENERAL FUND:</b>					
<b>Taxes:</b>					
Property Tax	23,000,296	21,894,283	22,669,749	22,300,000	23,500,000
Property Tax in Lieu of VLF	5,628,138	5,851,003	6,136,071	6,420,000	6,700,000
Homeowners' Exemption	156,967	145,927	149,285	150,000	150,000
Sales and Use Tax	10,228,355	10,450,402	11,185,345	11,828,000	10,955,000
Public Safety Augmentation Fund	705,784	679,625	703,845	670,000	670,000
Utility Users' Tax	7,711,580	7,412,250	7,664,385	7,600,000	7,600,000
Transient Occupancy Tax	3,693,144	3,970,786	4,464,811	4,800,000	7,430,000
Franchise Fees	1,796,606	1,973,182	1,981,936	1,996,000	1,968,000
Business License Tax	1,018,677	1,296,532	1,178,016	1,150,000	1,150,000
Property Transfer Tax	1,943,297	2,284,449	2,469,684	2,000,000	2,400,000
<b>Sub-total</b>	<b>55,882,844</b>	<b>55,958,439</b>	<b>58,603,127</b>	<b>58,914,000</b>	<b>62,523,000</b>
<b>Licenses and Permits:</b>					
Construction/Excavation Permits	994,773	1,333,053	1,168,326	1,249,863	1,287,353
Street/Curb/Parking Permits	160,706	71,550	70,795	145,400	115,400
Miscellaneous Licenses/Permits	104,027	99,899	94,391	92,120	90,370
<b>Sub-total</b>	<b>1,259,506</b>	<b>1,504,502</b>	<b>1,333,512</b>	<b>1,487,383</b>	<b>1,493,123</b>
<b>Fines and Forfeitures:</b>					
Parking Citations	1,343,165	1,581,592	1,666,713	1,500,000	1,600,000
Vehicle Code Fines	222,501	185,949	177,195	200,000	200,000
Restitution	55,292	22,372	18,173	23,530	18,530
<b>Sub-total</b>	<b>1,620,958</b>	<b>1,789,913</b>	<b>1,862,081</b>	<b>1,723,530</b>	<b>1,818,530</b>
<b>Use of Money and Property:</b>					
Investment Earnings	294,361	489,487	430,415	450,000	490,000
Rents and Percentages	1,129,757	918,678	1,375,057	1,340,874	1,493,874
<b>Sub-total</b>	<b>1,424,118</b>	<b>1,408,165</b>	<b>1,805,472</b>	<b>1,790,874</b>	<b>1,983,874</b>
<b>Intergovernmental:</b>					
Motor Vehicle/In-Lieu	34,912	28,894	27,910	30,000	30,000
SB90 State Mandated Cost Reimb.	19,129	23,417	1,125,734	61,500	20,000
Grant Funding	-	-	27,089	-	-
<b>Sub-total</b>	<b>54,041</b>	<b>52,311</b>	<b>1,180,733</b>	<b>91,500</b>	<b>50,000</b>

REVENUE DETAIL  
FISCAL YEARS 2013-2017

<i>Fund</i>	Actual 2012-13	Actual 2013-14	Actual 2014-15	Midyear 2015-16	Proposed 2016-17
<b>Charges for Services:</b>					
Administrative Fees	63,868	152,508	162,492	129,820	139,350
Parking Meter Fees	1,337,622	1,603,999	1,819,685	1,685,000	1,850,000
Police Service Fees	347,224	343,642	344,514	303,200	317,800
Fire Service Fees	350,602	352,100	348,500	346,400	347,200
Library Book Fines/Fees	99,751	97,144	93,676	82,870	82,870
Recreation Users Pay	1,618,345	1,778,430	1,983,344	1,879,400	1,887,275
Planning Fees	263,322	214,447	276,021	282,505	290,980
Building & Engineering Fees	967,995	1,369,973	1,315,266	1,382,837	1,430,033
State Energy Fees	115,305	164,912	124,463	127,340	131,160
Other Building Fees	52,840	142,608	187,278	243,125	215,000
Public Works Fees	884	931	1,394	37,000	37,000
<b>Sub-total</b>	<b>5,217,758</b>	<b>6,220,694</b>	<b>6,656,633</b>	<b>6,499,497</b>	<b>6,728,668</b>
<b>Other Revenue:</b>					
Miscellaneous Revenue	726,694	569,782	819,112	1,511,605	1,511,205
Program Donations	67,328	34,101	56,405	37,000	42,400
Claims Settlement	-	8,972	62,829	1,000	1,000
<b>Sub-total</b>	<b>794,022</b>	<b>612,855</b>	<b>938,346</b>	<b>1,549,605</b>	<b>1,554,605</b>
<b>REVENUE FROM OUTSIDE SOURCES</b>	<b>66,253,247</b>	<b>67,546,879</b>	<b>72,379,904</b>	<b>72,056,389</b>	<b>76,151,800</b>
<b>Overhead</b>					
Overhead Charges	6,656,858	7,143,371	7,588,928	8,176,790	8,176,790
<b>Sub-total</b>	<b>6,656,858</b>	<b>7,143,371</b>	<b>7,588,928</b>	<b>8,176,790</b>	<b>8,176,790</b>
<b>TOTAL GENERAL FUND</b>	<b>72,910,105</b>	<b>74,690,250</b>	<b>79,968,832</b>	<b>80,233,179</b>	<b>84,328,590</b>
<b>STATE GAS TAX FUND:</b>					
Taxes	1,396,982	2,044,383	1,902,010	1,442,462	1,396,396
Use of Money and Property	6,266	24,331	18,642	13,000	14,000
Charges For Services	-	-	2,549	-	-
Other Revenue	548	3,375	30,126	4,000	4,000
<b>TOTAL STATE GAS TAX FUND</b>	<b>1,403,796</b>	<b>2,072,089</b>	<b>1,953,327</b>	<b>1,459,462</b>	<b>1,414,396</b>
<b>STORM DRAIN IMPROVEMENT FUND:</b>					
Charges For Services	60,961	47,974	37,390	65,000	42,000
<b>TOTAL STORM DRAIN IMPROVEMENT FUND</b>	<b>60,961</b>	<b>47,974</b>	<b>37,390</b>	<b>65,000</b>	<b>42,000</b>

REVENUE DETAIL  
FISCAL YEARS 2013-2017

<i>Fund</i>	Actual 2012-13	Actual 2013-14	Actual 2014-15	Midyear 2015-16	Proposed 2016-17
<b><i>STREET LANDSCAPING/LIGHTING FUND:</i></b>					
Use of Money and Property	(1,074)	787	-	-	-
Charges For Services	1,549,351	1,538,481	1,526,719	1,576,500	1,576,500
<b>TOTAL STREET LANDSCAPING AND LIGHTING FUND</b>	<b>1,548,277</b>	<b>1,539,268</b>	<b>1,526,719</b>	<b>1,576,500</b>	<b>1,576,500</b>
<b><i>LOCAL TRANSPORTATION ARTICLE 3 FUND:</i></b>					
Intergovernmental	114,091	34,000	19,000	43,310	45,122
<b>TOTAL LOCAL TRANSPORTATION ARTICLE 3 FUND</b>	<b>114,091</b>	<b>34,000</b>	<b>19,000</b>	<b>43,310</b>	<b>45,122</b>
<b><i>PROPOSITION A FUND:</i></b>					
Use of Money and Property	3,736	26,841	15,619	7,500	8,000
Intergovernmental	1,052,390	1,143,831	1,191,917	1,227,285	1,269,514
<b>TOTAL PROPOSITION A FUND</b>	<b>1,056,126</b>	<b>1,170,672</b>	<b>1,207,536</b>	<b>1,234,785</b>	<b>1,277,514</b>
<b><i>PROPOSITION C FUND:</i></b>					
Use of Money and Property	17,351	62,381	40,123	25,000	27,000
Intergovernmental	874,446	947,895	987,963	1,018,001	1,053,029
<b>TOTAL PROPOSITION C FUND</b>	<b>891,797</b>	<b>1,010,276</b>	<b>1,028,086</b>	<b>1,043,001</b>	<b>1,080,029</b>
<b><i>MEASURE R FUND:</i></b>					
Taxes	653,912	708,066	741,666	763,510	789,715
Use of Money and Property	9,215	1,032	3,957	3,900	4,000
<b>TOTAL MEASURE R FUND</b>	<b>663,127</b>	<b>709,098</b>	<b>745,623</b>	<b>767,410</b>	<b>793,715</b>
<b><i>AIR QUALITY IMPROVEMENT FUND:</i></b>					
Use of Money and Property	1,457	644	665	500	500
Intergovernmental	80,832	83,597	84,017	80,000	80,000
<b>TOTAL AIR QUALITY IMPROVEMENT FUND</b>	<b>82,289</b>	<b>84,241</b>	<b>84,682</b>	<b>80,500</b>	<b>80,500</b>
<b><i>INTERGOVERNMENTAL GRANTS FUND:</i></b>					
Intergovernmental	3,149,451	548,607	2,219,847	11,425,976	1,106,885
Other Revenue	120,940	-	-	-	-
<b>TOTAL INTERGOVERNMENTAL GRANTS FUND</b>	<b>3,270,391</b>	<b>548,607</b>	<b>2,219,847</b>	<b>11,425,976</b>	<b>1,106,885</b>
<b><i>COM DEV BLOCK GRANT FUND:</i></b>					
Intergovernmental	150,467	453,957	367,874	568,285	266,182
<b>TOTAL COM DEV BLOCK GRANT FUND</b>	<b>150,467</b>	<b>453,957</b>	<b>367,874</b>	<b>568,285</b>	<b>266,182</b>
<b><i>HOUSING AUTHORITY FUND:</i></b>					
Use of Money and Property	539	443	153	-	-
Intergovernmental	5,934,309	5,163,582	5,396,250	5,795,686	5,804,291
<b>TOTAL HOUSING AUTHORITY FUND</b>	<b>5,934,848</b>	<b>5,164,025</b>	<b>5,396,403</b>	<b>5,795,686</b>	<b>5,804,291</b>

REVENUE DETAIL  
FISCAL YEARS 2013-2017

<i>Fund</i>	Actual 2012-13	Actual 2013-14	Actual 2014-15	Midyear 2015-16	Proposed 2016-17
<i>PARKS AND REC FACILITIES FUND:</i>					
Taxes	16,000	29,200	28,400	20,000	20,600
<b>TOTAL PARKS AND REC FACILITIES FUND</b>	<b>16,000</b>	<b>29,200</b>	<b>28,400</b>	<b>20,000</b>	<b>20,600</b>
<i>NARCOTIC FORF/SEIZURE FUND:</i>					
Fines And Forfeitures	43,008	45,805	98,001	21,000	-
Use of Money and Property	5,430	22,799	7,312	3,000	3,000
<b>TOTAL NARCOTIC FORF/ SEIZURE FUND:</b>	<b>48,438</b>	<b>68,604</b>	<b>105,313</b>	<b>24,000</b>	<b>3,000</b>
<i>SUBDIVISION PARK TRUST FUND:</i>					
Use of Money and Property	(4,409)	2,343	351	-	-
Other Revenue	97,500	240,000	285,000	200,620	206,639
<b>TOTAL SUBDIVISION PARK TRUST FUND</b>	<b>93,091</b>	<b>242,343</b>	<b>285,351</b>	<b>200,620</b>	<b>206,639</b>
<i>DISASTER RECOVERY FUND:</i>					
Charges For Services	2,120	1,440	200	580	1,000
Other Revenue	(40,904)	3,375	40,186	22,367	30,000
<b>TOTAL DISASTER RECOVERY FUND</b>	<b>(38,784)</b>	<b>4,815</b>	<b>40,386</b>	<b>22,947</b>	<b>31,000</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>15,294,915</b>	<b>13,179,169</b>	<b>15,045,937</b>	<b>24,327,482</b>	<b>13,748,373</b>
<i>PARKING AUTHORITY FUND:</i>					
Use of Money and Property	16	(7)	14	-	-
<b>TOTAL PARKING AUTHORITY FUND</b>	<b>16</b>	<b>(7)</b>	<b>14</b>	<b>-</b>	<b>-</b>
<b>TOTAL DEBT SERVICE FUND</b>	<b>16</b>	<b>(7)</b>	<b>14</b>	<b>-</b>	<b>-</b>
<i>CAPITAL PROJECTS FUND:</i>					
Use of Money and Property	4	4	1	-	-
Taxes	227,675	231,077	236,203	250,000	235,000
Intergovernmental	317,683	261,993	265,239	268,500	273,000
Other Revenue	9,476	-	22,532	500	500
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>554,838</b>	<b>493,074</b>	<b>523,975</b>	<b>519,000</b>	<b>508,500</b>
<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>88,759,874</b>	<b>88,362,486</b>	<b>95,538,758</b>	<b>105,079,661</b>	<b>98,585,463</b>
<i>HARBOR TIDELANDS FUND:</i>					
Fines And Forfeitures	20,918	36,957	47,890	35,000	35,000
Use of Money and Property	4,573,275	4,990,826	5,379,613	5,030,800	4,882,000
Charges For Services	1,055,229	1,082,202	1,273,515	991,500	1,154,869
Other Revenue	2,414,193	(45,140)	53,465	31,010	30,510
<b>TOTAL HARBOR TIDELANDS FUND</b>	<b>8,063,615</b>	<b>6,064,845</b>	<b>6,754,483</b>	<b>6,088,310</b>	<b>6,102,379</b>

REVENUE DETAIL  
FISCAL YEARS 2013-2017

<i>Fund</i>	Actual 2012-13	Actual 2013-14	Actual 2014-15	Midyear 2015-16	Proposed 2016-17
<b><i>HARBOR UPLANDS FUND:</i></b>					
Fines And Forfeitures	17,967	135,688	111,770	120,000	120,000
Use of Money and Property	2,189,401	2,400,785	2,317,527	2,456,000	2,457,000
Charges for Services	1,585,487	1,940,254	2,292,692	2,042,900	2,043,900
Other Revenue	25,675	49,286	979	1,500	500
<b>TOTAL HARBOR UPLANDS FUND</b>	<b>3,818,530</b>	<b>4,526,013</b>	<b>4,722,968</b>	<b>4,620,400</b>	<b>4,621,400</b>
<b><i>SOLID WASTE FUND:</i></b>					
Licenses And Permits	8,047	12,846	10,054	48,000	21,000
Intergovernmental	19,055	37,395	34,659	44,478	37,367
Charges for Services	3,388,305	3,356,372	3,559,444	3,760,190	3,800,690
Other Revenue	194,286	158,699	159,144	161,200	164,000
<b>TOTAL SOLID WASTE FUND</b>	<b>3,609,693</b>	<b>3,565,312</b>	<b>3,763,301</b>	<b>4,013,868</b>	<b>4,023,057</b>
<b><i>WASTEWATER FUND:</i></b>					
Use of Money and Property	(11,405)	101,856	87,408	-	-
Charges For Services	3,776,116	4,568,330	5,388,015	5,562,284	5,376,000
Other Revenue	26,041	37,646	46,096	-	36,284
<b>TOTAL WASTEWATER FUND</b>	<b>3,790,752</b>	<b>4,707,832</b>	<b>5,521,519</b>	<b>5,562,284</b>	<b>5,412,284</b>
<b><i>TRANSIT FUND:</i></b>					
Intergovernmental	1,579,555	1,672,094	1,754,725	1,765,880	1,841,140
Charges For Services	408,158	397,665	419,804	431,200	402,200
Other Revenue	16,287	821	749	1,250	1,250
<b>TOTAL TRANSIT FUND</b>	<b>2,004,000</b>	<b>2,070,580</b>	<b>2,175,278</b>	<b>2,198,330</b>	<b>2,244,590</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>21,286,590</b>	<b>20,934,582</b>	<b>22,937,549</b>	<b>22,483,192</b>	<b>22,403,710</b>
<b><i>SELF-INSURANCE PROGRAM FUND:</i></b>					
Charges For Services	5,094,020	4,848,964	5,291,677	6,505,741	6,505,741
Other Revenue	(660)	-	-	5,000	5,000
<b>TOTAL SELF-INSURANCE PROGRAM FUND</b>	<b>5,093,360</b>	<b>4,848,964</b>	<b>5,291,677</b>	<b>6,510,741</b>	<b>6,510,741</b>
<b><i>VEHICLE REPLACEMENT FUND:</i></b>					
Charges For Services	2,951,629	2,778,022	3,168,757	3,570,057	3,520,057
Other Revenue	114,730	81,758	99,136	47,500	97,500
<b>TOTAL VEHICLE REPLACEMENT FUND</b>	<b>3,066,359</b>	<b>2,859,780</b>	<b>3,267,893</b>	<b>3,617,557</b>	<b>3,617,557</b>
<b><i>BUILDING OCCUPANCY FUND:</i></b>					
Charges For Services	2,226,807	2,400,525	3,031,028	3,878,838	3,878,838
Other Revenue	-	-	47,500	-	-
<b>TOTAL BUILDING OCCUPANCY FUND</b>	<b>2,226,807</b>	<b>2,400,525</b>	<b>3,078,528</b>	<b>3,878,838</b>	<b>3,878,838</b>

REVENUE DETAIL  
FISCAL YEARS 2013-2017

<i>Fund</i>	Actual 2012-13	Actual 2013-14	Actual 2014-15	Midyear 2015-16	Proposed 2016-17
<b><i>INFORMATION TECHNOLOGY FUND:</i></b>					
Charges For Services	2,315,349	2,308,441	3,093,702	3,216,503	3,216,503
Other Revenue	3,081	843	5,501	7,000	2,000
<b>TOTAL INFORMATION TECHNOLOGY FUND</b>	<b>2,318,430</b>	<b>2,309,284</b>	<b>3,099,203</b>	<b>3,223,503</b>	<b>3,218,503</b>
<b><i>EMERGENCY COMMUNICATIONS FUND :</i></b>					
Charges For Services	2,238,483	2,381,932	3,405,204	3,388,542	3,388,542
Other Revenue	350,198	348,912	362,125	362,125	362,125
<b>TOTAL EMERGENCY COMMUNICATIONS FUND</b>	<b>2,588,681</b>	<b>2,730,844</b>	<b>3,767,329</b>	<b>3,750,667</b>	<b>3,750,667</b>
<b><i>MAJOR FACILITIES REPAIR FUND:</i></b>					
Charges For Services	113,987	129,023	123,628	128,404	128,404
<b>TOTAL MAJOR FACILITIES REPAIR FUND</b>	<b>113,987</b>	<b>129,023</b>	<b>123,628</b>	<b>128,404</b>	<b>128,404</b>
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>15,407,624</b>	<b>15,278,420</b>	<b>18,628,258</b>	<b>21,109,710</b>	<b>21,104,710</b>
<b>LESS: INTERNAL CHARGES/OVERHEAD</b>	<b>21,925,017</b>	<b>22,074,507</b>	<b>26,093,727</b>	<b>29,208,105</b>	<b>29,208,729</b>
<b>TOTAL CITY</b>	<b>103,529,071</b>	<b>102,500,981</b>	<b>111,010,838</b>	<b>119,464,458</b>	<b>112,885,154</b>
<b>SUCCESSOR AGENCY</b>	<b>1,754,618</b>	<b>1,041,743</b>	<b>1,324,668</b>	<b>1,300,692</b>	<b>1,402,569</b>
<b>HOUSING SUCCESSOR AGENCY</b>	<b>12,813</b>	<b>288,153</b>	<b>106,830</b>	<b>100,703</b>	<b>210,991</b>
<b>COMMUNITY FINANCING AUTHORITY</b>	<b>344,560</b>	<b>329,757</b>	<b>381,473</b>	<b>343,971</b>	<b>365,923</b>
<b>PUBLIC FINANCING AUTHORITY</b>	<b>881,365</b>	<b>576,033</b>	<b>552,715</b>	<b>840,100</b>	<b>840,900</b>
<b>GRAND TOTAL</b>	<b>106,522,427</b>	<b>104,736,667</b>	<b>113,376,524</b>	<b>122,049,924</b>	<b>115,705,537</b>

**OVERVIEW OF APPROPRIATIONS**

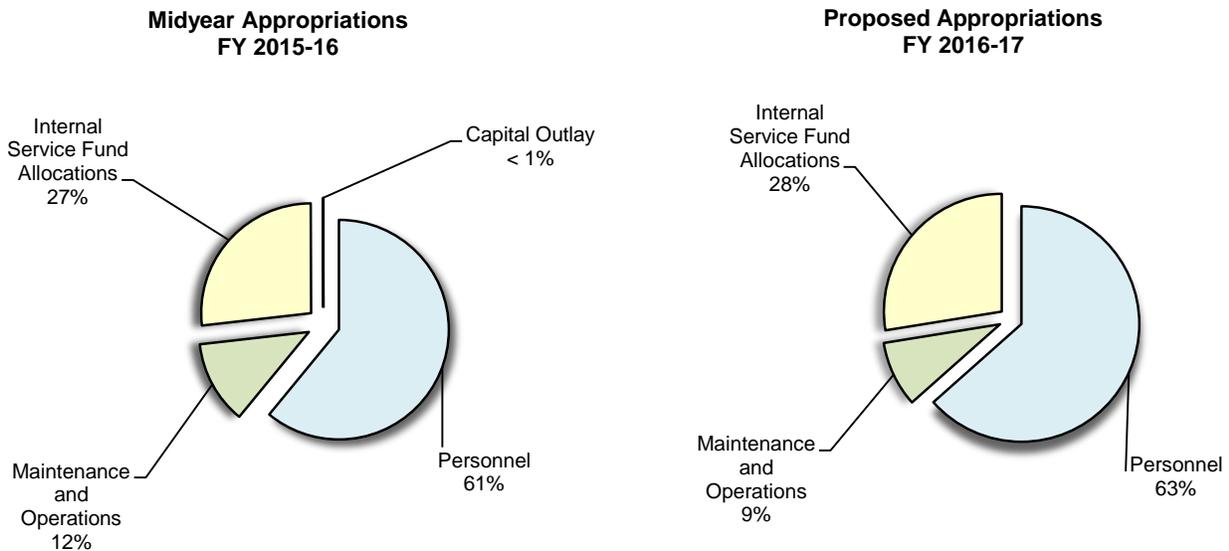
**GENERAL FUND**

The summary that follows reflects fund appropriations to City departments for the current budget year (FY 2016-17). Although appropriations originate from all funds of the City, the significant fund is the General Fund. Before consideration of transfers-out, General Fund appropriations are \$83,875,745, a decrease of 2.9%, or \$2,524,496 from midyear. This is mainly due to a decrease in maintenance and operations from the midyear budget which reflects carryover appropriations.

Below is a summary of the FY 2016-17 proposed General Fund expenditures compared with the FY 2015-16 midyear budget:

<i>Appropriation Category</i>	<b>Midyear 2015-16</b>	<b>Proposed 2016-17</b>	<b>Increase/ (Decrease)</b>	
<b>Personnel</b>	<b>\$ 52,656,897</b>	<b>\$ 53,212,036</b>	<b>\$ 555,139</b>	<b>1.1%</b>
<b>Maintenance and Operations</b>	<b>10,588,777</b>	<b>7,558,082</b>	<b>(3,030,695)</b>	<b>(28.6%)</b>
<b>Internal Service Fund Allocations</b>	<b>23,105,627</b>	<b>23,105,627</b>	<b>-</b>	<b>0.0%</b>
<b>Capital Outlay</b>	<b>48,940</b>	<b>-</b>	<b>(48,940)</b>	<b>(100.0%)</b>
<b>Subtotal</b>	<b>86,400,241</b>	<b>83,875,745</b>	<b>(2,524,496)</b>	<b>(2.9%)</b>
<b>Transfers-Out</b>	<b>3,328,374</b>	<b>873,500</b>	<b>(2,454,874)</b>	<b>(73.8%)</b>
<b>Total</b>	<b>89,728,615</b>	<b>84,749,245</b>	<b>(4,979,370)</b>	<b>(5.5%)</b>

**GENERAL FUND APPROPRIATIONS**



Personnel costs in the General Fund increased \$555,139 or 1.1%. The FY 2016-17 proposed personnel amounts reflect:

- Memorandums of Understanding (MOU) in force.
- Employer contribution rate increases to the Public Employees Retirement System (PERS) from 18.175% to 20.609% for the miscellaneous group and from 48.057% to 51.665% for public safety. When added to the employee contribution rates of 7% and 9% for the miscellaneous and public safety groups, respectively, the total rates used in calculating the FY 2016-17 personnel amounts are 27.609% and 60.665%. As negotiated, some bargaining group's employees are paying a portion (from 2.0% to 7.0% depending on the bargaining group) of the employer contributions. Additionally, Tier II (negotiated with all bargaining groups for employees new to the City) and Tier III (required by the California Public Employees' Pension Reform Act of 2013 for employees new to the CalPERS system) plans have many new employees paying the employee contribution.
- No medical insurance adjustments as they will not be made until FY 2016-17 midyear for rate increases effective in January 2017.
- Other Post-Employment Benefits (OPEB) contributions of 4.0% (consistent with FY 2015-16) of applicable payroll expenditures, pursuant to the actuarial valuation completed in December 2014.

The FY 2015-16 maintenance and operations midyear budget is much higher than for FY 2016-17 because the midyear budget also reflects carryover appropriations of \$1.8 million, including carryover encumbrances of about \$550 thousand. These carryovers increase the FY 2015-16 amounts and will not be included in FY 2016-17 until year-end adjustments are made.

The FY 2015-16 midyear internal service fund allocations were based on the last completed fiscal year's (FY 2014-15) actual expenses and were prepared just prior to midyear. These allocations will be updated again with the midyear 2016-17 budget review (using actual expenses of FY 2015-16).

## **SPECIAL REVENUE FUNDS**

The combined appropriations in the FY 2016-17 Proposed Budget Special Revenue Funds are approximately \$13.0 million, a decrease of approximately \$20.3 million or 60.9% from midyear. This variation is primarily attributable to the inclusion of carryover grant-funded capital project appropriations in FY 2015-16.

## ENTERPRISE FUNDS

### ***Harbor Tidelands Fund:***

Budgeted appropriations for FY 2016-17 are estimated at approximately \$7.7 million, a decrease of 34.8% from midyear. The inclusion of carryover capital improvement projects in the FY 2015-16 midyear appropriations accounts for a majority of the decrease.

### ***Harbor Uplands Fund:***

Appropriations for FY 2016-17 are budgeted at approximately \$6.3 million, down 7.7%, from FY 2015-16 midyear budgeted amounts. The inclusion of carryover capital improvement projects in the FY 2015-16 midyear appropriations accounts for a majority of the decrease.

### ***Solid Waste Fund:***

Appropriations for FY 2016-17 are budgeted at approximately \$4.1 million, down \$22,930, or 0.6%, from FY 2015-16 budgeted amounts primarily from contracts and professional services in midyear

### ***Wastewater Fund:***

Appropriations for FY 2016-17 are budgeted at approximately \$4.6 million, down \$9,107,443 or 66.4% from FY 2015-16 budgeted amounts. The inclusion of carryover capital improvement projects in the FY 2015-16 midyear budget appropriations accounts for a majority of the increase.

### ***Transit Fund:***

Appropriations for FY 2016-17 are budgeted at approximately \$4.1 million, down \$10,645 or 0.3% from FY 2015-16 budgeted amounts. The inclusion of vehicle equipment purchases in the FY 2015-16 midyear appropriations accounts for a majority of the decrease.

## INTERNAL SERVICE FUNDS

Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City. The total FY 2016-17 appropriations for the Internal Service Funds are approximately \$17.3 million. This amount decreased by approximately \$2.4 million from FY 2015-16 budgeted amounts due to higher workers' compensation and liability insurance allocations from increased claims and premiums as well as higher building occupancy allocations from several large maintenance project contracts such as elevator renovations and replacement of the energy management system at the Performing Arts Center.

TWO-YEAR COMPARISON OF APPROPRIATIONS BY FUND

<i>Fund</i>	Adopted 2015-16	Midyear 2015-16	Proposed 2016-17	Increase/ (Decrease)	
General Fund	80,898,530	86,400,241	83,875,745	(2,524,496)	(2.9%)
State Gas Tax	1,897,921	2,191,405	1,309,725	(881,680)	(40.2%)
Storm Drain Improvement	50,000	464,167	-	(464,167)	(100.0%)
Street Landscaping and Lighting	2,658,140	2,901,517	2,572,209	(329,308)	(11.3%)
Local Transportation Article 3	26,000	74,040	15,854	(58,186)	(78.6%)
Proposition C	1,030,452	6,665,826	372,197	(6,293,629)	(94.4%)
Measure R	570,000	2,210,204	605,500	(1,604,704)	(72.6%)
Air Quality Improvement	71,861	71,366	71,172	(194)	(0.3%)
Intergovernmental Grants	614,289	11,907,022	1,106,885	(10,800,137)	(90.7%)
Comm Develop Block Grant	266,182	568,285	237,309	(330,976)	(58.2%)
Housing Authority	5,769,013	5,773,080	5,774,767	1,687	0.0%
Parks and Recreation Facilities	-	28,884	55,000	26,116	90.4%
Narcotic Forfeiture and Seizure	58,699	265,868	58,699	(207,169)	(77.9%)
Subdivision Park Trust	55,000	199,748	833,500	633,752	317.3%
Disaster Recovery	17,060	17,060	17,060	-	0.0%
Capital Projects	2,346,400	7,295,994	1,737,627	(5,558,367)	(76.2%)
Major Facilities Reconstruction	-	-	-	-	0.0%
Open Space Acquisition	-	-	-	-	0.0%
Harbor Tidelands	6,118,813	11,779,818	7,684,085	(4,095,733)	(34.8%)
Harbor Uplands	4,655,733	5,885,259	6,337,538	452,279	7.7%
Solid Waste	4,047,682	4,087,782	4,064,852	(22,930)	(0.6%)
Wastewater	6,586,223	13,718,343	4,610,900	(9,107,443)	(66.4%)
Transit	4,036,824	4,077,965	4,067,320	(10,645)	(0.3%)
Self-Insurance Program	5,486,080	6,497,577	6,454,420	(43,157)	(0.7%)
Vehicle Replacement	2,859,719	3,543,155	1,811,892	(1,731,263)	(48.9%)
Building Occupancy	2,927,445	3,326,226	3,110,709	(215,517)	(6.5%)
Information Technology	3,207,451	3,421,495	3,105,100	(316,395)	(9.2%)
Emergency Communications	2,769,300	2,864,195	2,815,069	(49,126)	(1.7%)
Major Facilities Repair	-	-	-	-	0.0%
<b>Total Before Adjustments</b>	<b>139,024,817</b>	<b>186,236,522</b>	<b>142,705,134</b>	<b>(43,531,388)</b>	<b>(23.4%)</b>
Less: Internal Svc Funds/Overhead	26,109,034	29,208,105	29,208,729	624	0.0%
<b>Total City</b>	<b>112,915,783</b>	<b>157,028,417</b>	<b>113,496,405</b>	<b>(43,532,012)</b>	<b>(27.7%)</b>
Successor Agency	1,050,692	1,050,692	1,152,569	101,877	9.7%
Housing Successor Agency	10,500	10,500	14,000	3,500	
Community Financing Authority	343,971	343,971	365,923	21,952	6.4%
Public Financing Authority	840,100	840,100	840,900	800	0.1%
<b>Grand Total</b>	<b>115,161,046</b>	<b>159,273,680</b>	<b>115,869,797</b>	<b>(43,403,883)</b>	<b>(27.3%)</b>



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APPROPRIATIONS SUMMARY BY DEPARTMENT / BY FUND  
FISCAL YEAR 2016-2017

<i>Fund</i>	Mayor & City Council	City Clerk	City Treasurer	City Attorney	City Manager	Information Technology	Human Resources	Financial Services	Police
General Fund	695,304	934,203	497,866	2,878,693	2,011,125	-	910,778	3,148,170	35,229,788
State Gas Tax	-	-	-	-	-	-	-	-	-
Storm Drain Improvement	-	-	-	-	-	-	-	-	-
St. Landscaping & Lighting	-	-	-	-	-	-	-	-	-
Local Transportation Article 3	-	-	-	-	-	-	-	-	-
Proposition C	-	-	-	-	-	-	-	-	-
Measure R	-	-	-	-	-	-	-	-	-
Air Quality Improvement	-	-	-	-	-	-	-	-	-
Intergovernmental Grants	-	-	-	-	-	-	-	-	16,220
Comm. Develop. Block Grant	-	-	-	-	-	-	-	-	-
Housing Authority	-	-	-	-	-	-	-	-	-
Parks & Recreation Facilities	-	-	-	-	-	-	-	-	-
Narcotic Forfeiture & Seizure	-	-	-	-	-	-	-	-	58,699
Subdivision Park Trust	-	-	-	-	-	-	-	-	-
Disaster Recovery	-	-	-	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-	-	-	-
Harbor Tidelands	5,576	-	-	110,033	1,048	-	-	-	31,522
Harbor Uplands	18,066	-	-	174,506	1,048	-	-	-	1,757,977
Solid Waste	-	-	-	-	-	-	-	-	-
Wastewater	-	-	-	-	-	-	-	-	-
Transit	-	-	-	-	-	-	-	-	-
Self-Insurance Program	-	-	-	-	-	-	6,454,420	-	-
Vehicle Replacement	-	-	-	-	-	-	-	-	-
Building Occupancy	-	-	-	-	-	-	-	-	-
Information Technology	-	-	-	-	-	3,105,100	-	-	-
Emergency Communications	-	-	-	-	-	-	-	-	2,815,069
Community Financing Authority	-	-	-	-	-	-	-	-	-
<b>Department Total</b>	<b>718,946</b>	<b>934,203</b>	<b>497,866</b>	<b>3,163,232</b>	<b>2,013,221</b>	<b>3,105,100</b>	<b>7,365,198</b>	<b>3,148,170</b>	<b>39,909,275</b>

**Note:**

Each of the above departments includes costs for personnel, maintenance and operations, internal service charges, overhead and capital outlay. While personnel, maintenance and operations and capital outlay are external expenditures, internal charges represent costs incurred by one department which, in turn, are charged to others. For example, the amount paid for liability and workers' compensation insurance is an external expense to Human Resources and an internal allocation to other departments. Therefore, if you sum expenditures of all departments above to derive the City budget, you would double count those expenses booked to one department and allocated to another. An adjustment must be made to correctly report the City budget by eliminating those expenses which would be doubled. Community Financing Authority (CFA) expenditures also must be eliminated from the totals, as the CFA is separate from the City.

APPROPRIATIONS SUMMARY BY DEPARTMENT / BY FUND  
FISCAL YEAR 2016-2017

Fire	Public Library	Comm. Svcs.	Community Development	Waterfront & Econ. Dev.	Public Works	Capital Improv Projects	For Total City*	Total City
16,853,450	4,428,410	6,024,561	3,297,905	437,118	6,528,374	-	(8,152,947)	75,722,798
-	-	-	-	-	1,309,725	-	-	1,309,725
-	-	-	-	-	-	-	-	-
-	-	-	-	-	2,572,209	-	-	2,572,209
-	-	-	-	-	-	15,854	-	15,854
-	-	442	-	-	1,755	370,000	-	372,197
-	-	-	-	-	-	605,500	-	605,500
-	-	71,172	-	-	-	-	-	71,172
48,000	-	-	-	-	62,785	979,880	-	1,106,885
-	-	133,163	-	-	-	104,146	-	237,309
-	-	5,774,767	-	-	-	-	-	5,774,767
-	-	-	-	-	-	55,000	-	55,000
-	-	-	-	-	-	-	-	58,699
-	-	-	-	-	-	833,500	-	833,500
17,060	-	-	-	-	-	-	-	17,060
-	-	-	-	-	164,127	1,573,500	-	1,737,627
2,097,120	-	490,250	-	1,289,169	2,071,867	1,587,500	-	7,684,085
-	-	-	-	1,111,461	1,661,980	1,612,500	-	6,337,538
227,031	-	-	-	-	3,837,821	-	-	4,064,852
-	-	-	-	-	3,060,900	1,550,000	(36,284)	4,574,616
-	-	4,067,320	-	-	-	-	-	4,067,320
-	-	-	-	-	-	-	(6,526,774)	(72,354)
-	-	-	-	-	1,811,892	-	(3,520,057)	(1,708,165)
-	-	-	-	-	3,110,709	-	(4,005,497)	(894,788)
-	-	-	-	-	-	-	(3,216,503)	(111,403)
-	-	-	-	-	-	-	(3,750,667)	(935,598)
-	-	-	-	46,183	-	-	(46,183)	-
19,242,661	4,428,410	16,561,675	3,297,905	2,883,931	26,194,144	9,287,380	(29,254,912)	113,496,405

APPROPRIATIONS SUMMARY BY DEPARTMENT / BY EXPENDITURE TYPE  
FISCAL YEAR 2016-2017

<i>Department</i>	<b>Personnel</b>	<b>Maintenance &amp; Operations</b>	<b>Internal Service</b>	<b>Capital Outlay</b>	<b>Total</b>
Mayor and City Council	397,809	92,047	229,090	-	718,946
City Clerk	621,220	115,382	197,601	-	934,203
City Treasurer	232,824	228,861	36,181	-	497,866
City Attorney	2,061,739	812,887	288,606	-	3,163,232
City Manager	733,412	1,143,518	136,291	-	2,013,221
Information Technology	1,121,262	1,540,866	442,972	-	3,105,100
Human Resources	711,715	6,486,713	166,770	-	7,365,198
Financial Services	1,803,833	1,070,687	273,650	-	3,148,170
Police	27,053,696	1,234,201	11,621,378	-	39,909,275
Fire	14,749,799	515,314	3,977,548	-	19,242,661
Public Library	1,986,498	413,926	2,027,986	-	4,428,410
Community Services	3,494,544	10,016,725	3,050,406	-	16,561,675
Community Development	2,556,487	188,532	552,886	-	3,297,905
Waterfront and Econ. Develop.	658,738	1,130,409	1,094,784	-	2,883,931
Public Works	10,908,627	10,283,382	5,002,135	-	26,194,144
<b>Total Before Adjustments</b>	<b>69,092,203</b>	<b>35,273,450</b>	<b>29,098,284</b>	-	<b>133,463,937</b>
Less: Internal Svc Funds/Overhead	(136,033)	-	(29,072,696)	-	(29,208,729)
Community Financing Authority	-	(20,595)	(25,588)	-	(46,183)
<b>Total Operating</b>	<b>68,956,170</b>	<b>35,252,855</b>	-	-	<b>104,209,025</b>
Capital Improvements	-	-	-	9,287,380	9,287,380
<b>Total City</b>	<b>68,956,170</b>	<b>35,252,855</b>	-	<b>9,287,380</b>	<b>113,496,405</b>
Successor Agency	-	1,152,569	-	-	1,152,569
Housing Successor Agency	-	14,000	-	-	14,000
Community Financing Authority	-	340,335	25,588	-	365,923
Public Financing Authority	-	840,900	-	-	840,900
<b>Grand Total</b>	<b>68,956,170</b>	<b>37,600,659</b>	<b>25,588</b>	<b>9,287,380</b>	<b>115,869,797</b>

**Notes:**

1) Excludes transfers out.

2) The appropriations in the Information Technology, Human Resources, Police and Public Works

Departments include Internal Service Fund and overhead expenditures. These expenditures are reversed out in the adjustment for Internal Service Funds/Overhead so they are not double counted in the "Total Operating" and "Total City" amounts.

APPROPRIATIONS SUMMARY BY FUND/BY PROGRAM/BY DEPARTMENT / BY EXPENDITURE TYPE  
FISCAL YEAR 2016-17

<i>Program</i>	<b>Department</b>	<b>Personnel</b>	<b>Maint. &amp; Operations</b>	<b>Internal Service</b>	<b>Capital Outlay</b>	<b>Capital Improv.</b>	<b>Total</b>
<b>General Fund</b>							
Mayor and City Council	Mayor & City Council	376,809	92,047	226,448	-	-	695,304
City Clerk Administration	City Clerk	621,220	112,577	191,464	-	-	925,261
Elections	City Clerk	-	2,805	6,137	-	-	8,942
City Treasurer	City Treasurer	232,824	228,861	36,181	-	-	497,866
General Legal Administration	City Attorney	1,281,463	448,151	217,866	-	-	1,947,480
Prosecution	City Attorney	780,276	87,736	63,201	-	-	931,213
City Manager	City Manager	733,412	1,143,518	134,195	-	-	2,011,125
Employee Relations	Human Resources	500,182	305,534	105,062	-	-	910,778
Financial Services	Financial Services	1,803,833	1,070,687	273,650	-	-	3,148,170
Police Administration	Police	1,587,279	169,803	366,787	-	-	2,123,869
Patrol	Police	11,922,367	145,259	5,251,490	-	-	17,319,116
Investigations	Police	3,587,878	81,990	1,621,764	-	-	5,291,632
Special Operations	Police	3,525,662	196,068	1,509,632	-	-	5,231,362
Management Services	Police	1,476,005	92,772	783,167	-	-	2,351,944
Administrative Services	Police	1,558,555	336,822	1,016,488	-	-	2,911,865
Fire Administration	Fire	451,818	17,139	413,071	-	-	882,028
Prevention	Fire	692,032	13,219	114,360	-	-	819,611
Operations	Fire	11,472,003	285,151	2,900,622	-	-	14,657,776
Special Services	Fire	335,275	28,623	130,137	-	-	494,035
Public Library	Public Library	1,986,498	413,926	2,027,986	-	-	4,428,410
Community Services Administration	Community Services	367,623	54,472	46,111	-	-	468,206
Recreation Services	Community Services	1,146,258	783,783	1,437,701	-	-	3,367,742
Cultural and Performing Arts	Community Services	562,421	141,802	784,479	-	-	1,488,702
Senior and Family Services	Community Services	227,900	66,372	261,026	-	-	555,298
Community Dev Block Grant	Community Services	-	-	110,686	-	-	110,686
Transit	Community Services	23,051	8,270	2,606	-	-	33,927
Planning Services	Community Development	908,266	47,378	150,835	-	-	1,106,479
Building Services	Community Development	1,648,221	141,154	402,051	-	-	2,191,426
Economic Development	Waterfront and Econ. Develop.	60,331	78,881	297,906	-	-	437,118
Public Works Administration	Public Works	612,248	19,198	143,390	-	-	774,836
Sewer/Storm Drain Maintenance	Public Works	144,019	49,750	63,387	-	-	257,156
Street Maintenance	Public Works	730,059	10,652	977,659	-	-	1,718,370
Parks Maintenance	Public Works	1,145,059	470,759	585,684	-	-	2,201,502
Engineering Services	Public Works	711,189	412,923	452,398	-	-	1,576,510
<b>Total General Fund</b>		<b>53,212,036</b>	<b>7,558,082</b>	<b>23,105,627</b>	<b>-</b>	<b>-</b>	<b>83,875,745</b>
<b>State Gas Tax Fund</b>							
Street Maintenance	Public Works	608,487	272,207	429,031	-	-	1,309,725
<b>Total State Gas Tax Fund</b>		<b>608,487</b>	<b>272,207</b>	<b>429,031</b>	<b>-</b>	<b>-</b>	<b>1,309,725</b>

APPROPRIATIONS SUMMARY BY FUND/BY PROGRAM/BY DEPARTMENT / BY EXPENDITURE TYPE  
FISCAL YEAR 2016-17

<i>Program</i>	<b>Department</b>	<b>Personnel</b>	<b>Maint. &amp; Operations</b>	<b>Internal Service</b>	<b>Capital Outlay</b>	<b>Capital Improv.</b>	<b>Total</b>
<b><i>St Landscaping &amp; Lighting Fund</i></b>							
Engineering Services	Public Works	38,698	30,000	6,947	-	-	75,645
Public Works Administration	Public Works	50,013	-	8,683	-	-	58,696
Parks Maintenance	Public Works	606,570	348,134	157,801	-	-	1,112,505
Street Maintenance	Public Works	271,672	915,909	137,782	-	-	1,325,363
<b>Total St Landscaping &amp; Lighting Fund</b>		<b>966,953</b>	<b>1,294,043</b>	<b>311,213</b>	<b>-</b>	<b>-</b>	<b>2,572,209</b>
<b><i>Local Transportation Article 3 Fund</i></b>							
Citywide Curb Ramp Improvements	Capital Improvements	-	-	-	-	15,854	15,854
<b>Total Local Transportation Article 3 Fund</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,854</b>	<b>15,854</b>
<b><i>Proposition C Fund</i></b>							
Transit	Community Services	-	-	442	-	-	442
Engineering Services	Public Works	-	-	1,755	-	-	1,755
Marine Ave Resurf/Aviation-1405	Capital Improvements	-	-	-	-	350,000	350,000
Torr Blvd & Francisca Trffc Sig Mod	Capital Improvements	-	-	-	-	20,000	20,000
<b>Total Proposition C Fund</b>		<b>-</b>	<b>-</b>	<b>2,197</b>	<b>-</b>	<b>370,000</b>	<b>372,197</b>
<b><i>Measure R Fund</i></b>							
Residential Street Rehab	Capital Improvements	-	-	-	-	350,000	350,000
Bicycle Transp Plan Implementation	Capital Improvements	-	-	-	-	70,000	70,000
Prospect Resurf:Beryl-Del Amo Desig	Capital Improvements	-	-	-	-	145,500	145,500
Flagler Resurf - 190Th To Beryl	Capital Improvements	-	-	-	-	40,000	40,000
<b>Total Measure R Fund</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>605,500</b>	<b>605,500</b>
<b><i>Air Quality Improvement Fund</i></b>							
Transit	Community Services	23,630	43,600	3,942	-	-	71,172
<b>Total Air Quality Improvement Fund</b>		<b>23,630</b>	<b>43,600</b>	<b>3,942</b>	<b>-</b>	<b>-</b>	<b>71,172</b>

APPROPRIATIONS SUMMARY BY FUND/BY PROGRAM/BY DEPARTMENT / BY EXPENDITURE TYPE  
FISCAL YEAR 2016-17

<i>Program</i>	<b>Department</b>	<b>Personnel</b>	<b>Maint. &amp; Operations</b>	<b>Internal Service</b>	<b>Capital Outlay</b>	<b>Capital Improv.</b>	<b>Total</b>
<b>Intergovernmental Grants Fund</b>							
Special Operations	Police	16,220	-	-	-	-	16,220
Parks Maintenance	Public Works	62,785	-	-	-	-	62,785
Operations	Fire	-	48,000	-	-	-	48,000
Ensenada Parkette Rehabilitation	Capital Improvements	-	-	-	-	300,000	300,000
Prospect Resurf:Beryl-Del Amo Desig	Capital Improvements	-	-	-	-	679,880	679,880
<b>Total Intergovernmental Grants Fund</b>		<b>79,005</b>	<b>48,000</b>	<b>-</b>	<b>-</b>	<b>979,880</b>	<b>1,106,885</b>
<b>Community Development Block Grant (CDBG) Fund</b>							
Community Dev Block Grant	Community Services	-	133,163	-	-	-	133,163
Citywide Curb Ramp Improvements	Capital Improvements	-	-	-	-	104,146	104,146
<b>Total Comm Dev Block Grant (CDBG) Fund</b>		<b>-</b>	<b>133,163</b>	<b>-</b>	<b>-</b>	<b>104,146</b>	<b>237,309</b>
<b>Housing Authority Fund</b>							
Housing Authority	Community Services	344,419	5,314,037	116,311	-	-	5,774,767
<b>Total Housing Authority Fund</b>		<b>344,419</b>	<b>5,314,037</b>	<b>116,311</b>	<b>-</b>	<b>-</b>	<b>5,774,767</b>
<b>Parks &amp; Recreation Facilities Fund</b>							
Aviation Field Lights	Capital Improvements	-	-	-	-	30,000	30,000
Veterans Park Play Equipment	Capital Improvements	-	-	-	-	25,000	25,000
<b>Total Parks &amp; Recreation Facilities Fund</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,000</b>	<b>55,000</b>
<b>Narcotic Forfeiture &amp; Seizure Fund</b>							
Patrol	Police	-	1,280	-	-	-	1,280
Administrative Services	Police	-	57,419	-	-	-	57,419
<b>Total Narcotic Forfeiture &amp; Seizure Fund</b>		<b>-</b>	<b>58,699</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>58,699</b>
<b>Subdivision Park Trust Fund</b>							
Aviation Field Lights	Capital Improvements	-	-	-	-	335,000	335,000
Aviation Track Resurfacing	Capital Improvements	-	-	-	-	73,500	73,500
Veterans Park Play Equipment	Capital Improvements	-	-	-	-	425,000	425,000
<b>Total Subdivision Park Trust Fund</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>833,500</b>	<b>833,500</b>
<b>Disaster Recovery Fund</b>							
Special Services	Fire	-	17,060	-	-	-	17,060
<b>Total Disaster Recovery Fund</b>		<b>-</b>	<b>17,060</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,060</b>

APPROPRIATIONS SUMMARY BY FUND/BY PROGRAM/BY DEPARTMENT / BY EXPENDITURE TYPE  
FISCAL YEAR 2016-17

<i>Program</i>	<b>Department</b>	<b>Personnel</b>	<b>Maint. &amp; Operations</b>	<b>Internal Service</b>	<b>Capital Outlay</b>	<b>Capital Improv.</b>	<b>Total</b>
<b>Capital Projects Fund</b>							
Public Works Administration	Public Works	164,127	-	-	-	-	164,127
Path Of History	Capital Improvements	-	-	-	-	500	500
Police Shoot Rng-Assess&Prelim Eng	Capital Improvements	-	-	-	-	50,000	50,000
Public Fac Storage & Prkg Lot Imp	Capital Improvements	-	-	-	-	150,000	150,000
Pavement&Sidewalk Repairs	Capital Improvements	-	-	-	-	150,000	150,000
Residential Street Rehab	Capital Improvements	-	-	-	-	900,000	900,000
Traffic Calming Project	Capital Improvements	-	-	-	-	50,000	50,000
Flagler Resurf - 190Th To Beryl	Capital Improvements	-	-	-	-	273,000	273,000
<b>Total Capital Projects Fund</b>		<b>164,127</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,573,500</b>	<b>1,737,627</b>
<b>Harbor Tidelands Fund</b>							
Mayor and City Council	Mayor & City Council	4,200	-	1,376	-	-	5,576
General Legal Administration	City Attorney	-	106,000	4,033	-	-	110,033
City Manager	City Manager	-	-	1,048	-	-	1,048
Special Operations	Police	27,000	2,475	2,047	-	-	31,522
Operations	Fire	1,625,399	92,340	379,381	-	-	2,097,120
Recreation Services	Community Services	270,670	143,670	75,910	-	-	490,250
Engineering Services	Public Works	4,700	-	1,413	-	-	6,113
Harbor	Waterfront and Econ. Develop.	299,204	697,880	292,085	-	-	1,289,169
Administration	Public Works	36,692	-	-	-	-	36,692
Harbor / Pier Maintenance	Public Works	1,088,097	591,486	349,479	-	-	2,029,062
Relocation Of Boat Launch	Capital Improvements	-	-	-	-	500,000	500,000
Pier Parking Struct Critical Repair	Capital Improvements	-	-	-	-	202,500	202,500
Harbor Dredging-Prelim Eng&Permit	Capital Improvements	-	-	-	-	200,000	200,000
Pier Decorative Sculpture Sails-Pnt	Capital Improvements	-	-	-	-	100,000	100,000
Replacement Of Harbor Patrol Docks	Capital Improvements	-	-	-	-	285,000	285,000
Pier Light Replacement	Capital Improvements	-	-	-	-	300,000	300,000
<b>Total Harbor Tidelands Fund</b>		<b>3,355,962</b>	<b>1,633,851</b>	<b>1,106,772</b>	<b>-</b>	<b>1,587,500</b>	<b>7,684,085</b>
<b>Harbor Uplands Fund</b>							
Mayor and City Council	Mayor & City Council	16,800	-	1,266	-	-	18,066
General Legal Administration	City Attorney	-	171,000	3,506	-	-	174,506
City Manager	City Manager	-	-	1,048	-	-	1,048
Investigations	Police	179,948	-	51,472	-	-	231,420
Special Operations	Police	1,079,614	16,735	315,973	-	-	1,412,322
Administrative Services	Police	103,376	-	10,859	-	-	114,235
Engineering Services	Public Works	4,700	-	869	-	-	5,569
Harbor	Waterfront and Econ. Develop.	299,203	333,053	479,205	-	-	1,111,461
Harbor / Pier Maintenance	Public Works	806,585	512,481	337,345	-	-	1,656,411
Harbor Railing Replacement	Capital Improvements	-	-	-	-	100,000	100,000
Pier Parking Structure Elevators 1 and 2	Capital Improvements	-	-	-	-	365,000	365,000
Pier Parking Struct Critical Repair	Capital Improvements	-	-	-	-	1,147,500	1,147,500
<b>Total Harbor Uplands Fund</b>		<b>2,490,226</b>	<b>1,033,269</b>	<b>1,201,543</b>	<b>-</b>	<b>1,612,500</b>	<b>6,337,538</b>

APPROPRIATIONS SUMMARY BY FUND/BY PROGRAM/BY DEPARTMENT / BY EXPENDITURE TYPE  
FISCAL YEAR 2016-17

<i>Program</i>	<b>Department</b>	<b>Personnel</b>	<b>Maint. &amp; Operations</b>	<b>Internal Service</b>	<b>Capital Outlay</b>	<b>Capital Improv.</b>	<b>Total</b>
<b>Solid Waste Fund</b>							
Prevention	Fire	173,272	13,782	39,977	-	-	227,031
Public Works Administration	Public Works	89,275	12,000	10,506	-	-	111,781
Parks Maintenance	Public Works	132,983	-	35,872	-	-	168,855
Street Maintenance	Public Works	44,365	-	-	-	-	44,365
Solid Waste / Recycling	Public Works	401,302	2,881,123	230,395	-	-	3,512,820
<b>Total Solid Waste Fund</b>		<b>841,197</b>	<b>2,906,905</b>	<b>316,750</b>	<b>-</b>	<b>-</b>	<b>4,064,852</b>
<b>Wastewater Fund</b>							
Engineering Services	Public Works	456,194	621,643	62,186	-	-	1,140,023
Public Works Administration	Public Works	141,725	-	12,012	-	-	153,737
Sewer/Storm Drain Maintenance	Public Works	760,131	738,915	268,094	-	-	1,767,140
Morgan Sewer Pump Station Design	Capital Improvements	-	-	-	-	1,300,000	1,300,000
Rindge Sewer Pump Station Design	Capital Improvements	-	-	-	-	250,000	250,000
<b>Total Wastewater Fund</b>		<b>1,358,050</b>	<b>1,360,558</b>	<b>342,292</b>	<b>-</b>	<b>1,550,000</b>	<b>4,610,900</b>
<b>Transit Fund</b>							
Transit	Community Services	528,572	3,327,556	211,192	-	-	4,067,320
<b>Total Transit Fund</b>		<b>528,572</b>	<b>3,327,556</b>	<b>211,192</b>	<b>-</b>	<b>-</b>	<b>4,067,320</b>
<b>Self-Insurance Program Fund</b>							
Risk Management	Human Resources	211,533	6,181,179	61,708	-	-	6,454,420
<b>Total Self-Insurance Program Fund</b>		<b>211,533</b>	<b>6,181,179</b>	<b>61,708</b>	<b>-</b>	<b>-</b>	<b>6,454,420</b>
<b>Vehicle Replacement Fund</b>							
Fleet Services	Public Works	529,712	1,052,055	230,125	-	-	1,811,892
<b>Total Vehicle Replacement Fund</b>		<b>529,712</b>	<b>1,052,055</b>	<b>230,125</b>	<b>-</b>	<b>-</b>	<b>1,811,892</b>
<b>Building Occupancy Fund</b>							
Building Occupancy	Public Works	1,267,240	1,344,147	499,322	-	-	3,110,709
<b>Total Building Occupancy Fund</b>		<b>1,267,240</b>	<b>1,344,147</b>	<b>499,322</b>	<b>-</b>	<b>-</b>	<b>3,110,709</b>
<b>Information Technology Fund</b>							
Information Technology	Information Technology	1,121,262	1,540,866	442,972	-	-	3,105,100
<b>Total Information Technology Fund</b>		<b>1,121,262</b>	<b>1,540,866</b>	<b>442,972</b>	<b>-</b>	<b>-</b>	<b>3,105,100</b>
<b>Emergency Communications Fund</b>							
Management Services	Police	1,989,792	133,578	691,699	-	-	2,815,069
<b>Total Emergency Communications Fund</b>		<b>1,989,792</b>	<b>133,578</b>	<b>691,699</b>	<b>-</b>	<b>-</b>	<b>2,815,069</b>

APPROPRIATIONS SUMMARY BY FUND/BY PROGRAM/BY DEPARTMENT / BY EXPENDITURE TYPE  
FISCAL YEAR 2016-17

<i>Program</i>	<b>Department</b>	<b>Personnel</b>	<b>Maint. &amp; Operations</b>	<b>Internal Service</b>	<b>Capital Outlay</b>	<b>Capital Improv.</b>	<b>Total</b>
Less Internal Service Funds / Overhead		(136,033)	-	(29,072,696)	-	-	(29,208,729)
<b>TOTAL CITY</b>		<b>68,956,170</b>	<b>35,252,855</b>	<b>-</b>	<b>-</b>	<b>9,287,380</b>	<b>113,496,405</b>
Successor Agency	-	-	1,152,569	-	-	-	1,152,569
Housing Successor Agency	-	-	14,000	-	-	-	14,000
Community Financing Authority	-	-	340,335	25,588	-	-	365,923
Public Financing Authority	-	-	840,900	-	-	-	840,900
<b>Grand Total</b>		<b>68,956,170</b>	<b>37,600,659</b>	<b>25,588</b>	<b>-</b>	<b>9,287,380</b>	<b>115,869,797</b>

FIVE-YEAR OVERVIEW OF DEPARTMENTAL APPROPRIATIONS  
FISCAL YEARS 2012-13 TO 2016-17

<i>Department</i>	<b>Actual 2012-13</b> <sup>1</sup>	<b>Actual 2013-14</b> <sup>1</sup>	<b>Actual 2014-15</b> <sup>1</sup>	<b>Midyear 2015-16</b> <sup>1</sup>	<b>Proposed 2016-17</b> <sup>1</sup>
Mayor and City Council	654,018	927,318	896,198	1,092,350	718,946
City Clerk	1,148,601	770,230	1,227,980	938,906	934,203
City Treasurer	438,276	422,789	248,149	478,232	497,866
City Attorney	3,041,191	2,727,749	2,917,139	3,952,233	3,163,232
City Manager	1,572,042	1,614,734	1,515,975	1,950,027	2,013,221
Information Technology	2,369,510 <sup>2</sup>	3,569,322 <sup>2</sup>	2,547,564 <sup>2</sup>	3,421,495 <sup>2</sup>	3,105,100 <sup>2</sup>
Human Resources	7,020,614 <sup>2</sup>	5,519,749 <sup>2</sup>	8,107,033 <sup>2</sup>	7,432,171 <sup>2</sup>	7,365,198 <sup>2</sup>
Financial Services	2,046,221	1,950,500	2,061,694	3,250,140	3,148,170 <sup>2</sup>
Police	31,962,815 <sup>2</sup>	32,953,166 <sup>2</sup>	36,961,684 <sup>2</sup>	40,365,738 <sup>2</sup>	39,909,275 <sup>2</sup>
Fire	16,683,660	16,741,526	18,054,425	19,472,524	19,242,661
Public Library	3,471,068	3,542,215	3,997,252	4,480,888	4,428,410
Community Services	16,779,675	14,999,545	16,296,033	16,797,743	16,561,675
Community Development	2,379,593	2,301,041	2,577,468	3,940,165	3,297,905
Waterfront and Econ. Develop.	2,076,068	2,279,515	2,116,591	3,459,156	2,883,931
Public Works	22,884,583 <sup>2</sup>	23,569,030 <sup>2</sup>	24,932,342 <sup>2</sup>	29,739,213 <sup>2</sup>	26,194,144 <sup>2</sup>
<b>Total Before Adjustments</b>	<b>114,527,935<sup>2</sup></b>	<b>113,888,429<sup>2</sup></b>	<b>124,457,527<sup>2</sup></b>	<b>140,770,981<sup>2</sup></b>	<b>133,463,937<sup>2</sup></b>
Less: Internal Svcs Funds/Overhead	(21,925,017)	(22,074,507)	(26,093,727) <sup>2</sup>	(29,208,105) <sup>2</sup>	(29,208,729) <sup>2</sup>
Redevelopment Admin.	-	-	-	-	-
Community Financing Authority	(62,185)	(310,406)	-	(46,183)	(46,183)
<b>Total Operating</b>	<b>92,540,733<sup>2</sup></b>	<b>91,503,516<sup>2</sup></b>	<b>98,363,800<sup>2</sup></b>	<b>111,516,693<sup>2</sup></b>	<b>104,209,025<sup>2</sup></b>
Capital Improvements	4,127,943	2,215,652	6,195,770	45,511,724	9,287,380
<b>Total City</b>	<b>96,668,676<sup>2</sup></b>	<b>93,719,168<sup>2</sup></b>	<b>104,559,570<sup>2</sup></b>	<b>157,028,417<sup>2</sup></b>	<b>113,496,405<sup>2</sup></b>
Successor Agency	2,586,589	724,045	818,725	1,050,692	1,152,569
Housing Successor Agency	-	2,207	12,252	10,500	14,000
Comm Financing Authority	119,156	368,496	368,626	343,971	365,923
Public Financing Authority	1,650,902	905,738	674,655	840,100	840,900
<b>Grand Total</b>	<b>101,025,323</b>	<b>95,719,654</b>	<b>106,433,828</b>	<b>159,273,680</b>	<b>115,869,797</b>

Notes:

- 1) Excludes transfers out.
- 2) The appropriations in the Information Technology, Human Resources, Police and Public Works Departments include Internal Service Fund and overhead expenditures. These expenditures are reversed out in the adjustment for Internal Service Funds/Overhead so they are not double counted in the "Total Operating" and "Total City" amounts.

FIVE-YEAR OVERVIEW OF APPROPRIATIONS BY FUND  
FISCAL YEARS 2012-13 TO 2016-17

<i>Fund</i>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Midyear 2015-16</b>	<b>Proposed 2016-17</b>
General	67,639,328	68,492,325	76,331,893	86,400,241	83,875,745
State Gas Tax	1,169,477	1,285,010	3,744,588	2,191,405	1,309,725
Storm Drain Improvement	12,186	-	588	464,167	-
Street Landscaping and Lighting	2,626,061	2,432,566	2,523,916	2,901,517	2,572,209
Local Transportation Article 3	114,091	33,025	17,925	74,040	15,854
Proposition C	994,889	73,817	1,336,654	6,665,826	372,197
Measure R	18,981	633,110	511,471	2,210,204	605,500
Air Quality Improvement	220,913	47,975	63,613	71,366	71,172
Intergovernmental Grants	3,435,446	1,058,006	2,453,711	11,907,022	1,106,885
Comm Develop Block Grant	271,890	343,946	336,038	568,285	237,309
Workforce Investment Act	-	-	-	-	-
Housing Authority	5,895,848	5,780,971	5,543,807	5,773,080	5,774,767
Parks and Recreation Facilities	(1,535)	-	2,196	28,884	55,000
Narcotic Forfeiture and Seizure	111,136	171,035	162,553	265,868	58,699
Subdivision Park Trust	128,371	99,264	29,241	199,748	833,500
Disaster Recovery Fund	17,195	13,520	36,795	17,060	17,060
Capital Projects	1,975,625	181,888	822,158	7,295,994	1,737,627
Major Facilities Reconstruction	-	-	-	-	-
Open Space Acquisition	-	-	-	-	-
Harbor Tidelands	4,998,099	4,924,650	5,156,535	11,779,818	7,684,085
Harbor Uplands	3,660,407	4,159,038	4,353,668	5,885,259	6,337,538
Solid Waste	3,610,924	3,580,039	3,506,270	4,087,782	4,064,852
Wastewater	1,906,875	2,590,422	2,022,270	13,718,343	4,610,900
Transit	3,288,699	3,346,990	3,366,534	4,077,965	4,067,320
Self-Insurance Program	6,700,314	5,210,998	7,236,768	6,497,577	6,454,420
Vehicle Replacement	2,183,162	2,307,717	2,462,558	3,543,155	1,811,892
Building Occupancy	2,497,269	2,680,670	3,226,426	3,326,226	3,110,709
Information Technology	2,369,510	3,569,322	2,547,564	3,421,495	3,105,100
Printing and Graphics	230	-	-	-	-
Emergency Communications	2,748,302	2,777,371	2,857,557	2,864,195	2,815,069
<b>Total Before Adjustments</b>	<b>118,593,693</b>	<b>115,793,675</b>	<b>130,653,297</b>	<b>186,236,522</b>	<b>142,705,134</b>
Less: Internal Svc Funds/Overhead	21,925,017	22,074,507	26,093,727	29,208,105	29,208,729
<b>Total City</b>	<b>96,668,676</b>	<b>93,719,168</b>	<b>104,559,570</b>	<b>157,028,417</b>	<b>113,496,405</b>
Successor Agency	2,586,589	724,045	818,725	1,050,692	1,152,569
Housing Successor Agency	-	2,207	12,252	10,500	14,000
Comm Financing Authority	119,156	368,496	368,626	343,971	365,923
Public Financing Authority	1,650,902	905,738	674,655	840,100	840,900
<b>Grand Total</b>	<b>101,025,323</b>	<b>95,719,654</b>	<b>106,433,828</b>	<b>159,273,680</b>	<b>115,869,797</b>

HARBOR ENTERPRISE FUNDS SUMMARY  
BY DEPARTMENT/BY EXPENDITURE TYPE  
FISCAL YEAR 2016-17

<i>Harbor Enterprise Funds</i>	<b>Personnel</b>	<b>Maintenance &amp; Operations</b>	<b>Internal Service</b>	<b>Capital Outlay</b>	<b>Total</b>
<b>Harbor Tidelands:</b>					
Department:					
Mayor & City Council	4,200	-	1,376	-	5,576
City Attorney - General Legal	-	106,000	4,033	-	110,033
City Manager	-	-	1,048	-	1,048
Police - Special Operations	27,000	2,475	2,047	-	31,522
Fire - Operations	1,625,399	92,340	379,381	-	2,097,120
Recreation Services	270,670	143,670	75,910	-	490,250
General Engineering	4,700	-	1,413	-	6,113
Harbor	299,204	697,880	292,085	-	1,289,169
Harbor Maintenance	1,088,097	591,486	349,479	-	2,029,062
<b>Total Operating</b>	<b>3,319,270</b>	<b>1,633,851</b>	<b>1,106,772</b>	-	<b>6,059,893</b>
<b>Capital Improvements</b>	-	-	-	-	-
<b>Total Harbor Tidelands Fund</b>	<b>3,319,270</b>	<b>1,633,851</b>	<b>1,106,772</b>	-	<b>6,059,893</b>
<b>Harbor Uplands:</b>					
Department:					
Mayor & City Council	16,800	-	1,266	-	18,066
City Attorney - General Legal	-	171,000	3,506	-	174,506
City Manager	-	-	1,048	-	1,048
Police - Investigation Division	179,948	-	51,472	-	231,420
Police - Special Operations	1,079,614	16,735	315,973	-	1,412,322
Police - Administrative Services Division	103,376	-	10,859	-	114,235
General Engineering	4,700	-	869	-	5,569
Harbor	299,203	333,053	479,205	-	1,111,461
Harbor Maintenance	806,585	512,481	337,345	-	1,656,411
<b>Total Operating</b>	<b>2,490,226</b>	<b>1,033,269</b>	<b>1,201,543</b>	-	<b>4,725,038</b>
<b>Capital Improvements</b>	-	-	-	<b>1,612,500</b>	<b>1,612,500</b>
<b>Total Harbor Uplands Fund</b>	<b>2,490,226</b>	<b>1,033,269</b>	<b>1,201,543</b>	<b>1,612,500</b>	<b>6,337,538</b>
<b>Total Harbor Enterprise:</b>					
Department:					
Mayor & City Council	21,000	-	2,642	-	23,642
City Attorney - General Legal	-	277,000	7,539	-	284,539
City Manager	-	-	2,096	-	2,096
Police - Investigation Division	179,948	-	51,472	-	231,420
Police - Special Operations	1,106,614	19,210	318,020	-	1,443,844
Police - Administrative Services Division	103,376	-	10,859	-	114,235
Fire - Operations	1,625,399	92,340	379,381	-	2,097,120
Recreation Services	270,670	143,670	75,910	-	490,250
General Engineering	9,400	-	2,282	-	11,682
Harbor	598,407	1,030,933	771,290	-	2,400,630
Harbor Maintenance	1,894,682	1,103,967	686,824	-	3,685,473
<b>Total Operating</b>	<b>5,809,496</b>	<b>2,667,120</b>	<b>2,308,315</b>	-	<b>10,784,931</b>
<b>Capital Improvements</b>	-	-	-	<b>1,612,500</b>	<b>1,612,500</b>
<b>Total Harbor Enterprise Funds</b>	<b>5,809,496</b>	<b>2,667,120</b>	<b>2,308,315</b>	<b>1,612,500</b>	<b>12,397,431</b>

**SOLID WASTE ENTERPRISE FUND SUMMARY**  
**BY DEPARTMENT/BY EXPENDITURE TYPE**  
**FISCAL YEAR 2016-17**

<i>Solid Waste Fund</i>	<b>Personnel</b>	<b>Maintenance &amp; Operations</b>	<b>Internal Service</b>	<b>Capital Outlay</b>	<b>Total</b>
<b>Department:</b>					
Fire - Prevention	173,272	13,782	39,977	-	227,031
Public Works Administration	89,275	12,000	10,506	-	111,781
Parks Maintenance	132,983	-	35,872	-	168,855
Street Maintenance	44,365	-	-	-	44,365
Solid Waste/Recycling	401,302	2,881,123	230,395	-	3,512,820
<b>Total Operating</b>	<b>841,197</b>	<b>2,906,905</b>	<b>316,750</b>	<b>-</b>	<b>4,064,852</b>
<b>Capital Improvements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Solid Waste Fund</b>	<b>841,197</b>	<b>2,906,905</b>	<b>316,750</b>	<b>-</b>	<b>4,064,852</b>



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**CITYWIDE ALLOCATED COSTS  
BY DEPARTMENT/BY ALLOCATION TYPE  
FISCAL YEAR 2016-17**

<i>Department</i>	<b>Unem- ployment</b>	<b>Vehicle Maint</b>	<b>Vehicle Replace</b>	<b>IT Maint</b>	<b>IT Replace</b>	<b>Comm. Equip Replace</b>	<b>Emergency Comm</b>	<b>Workers' Comp</b>
Mayor & City Council	2,184	-	-	31,421	5,020	-	-	2,255
City Clerk	1,248	-	-	124,238	23,805	-	-	10,643
City Treasurer	624	-	-	11,483	1,544	-	-	1,147
City Attorney	2,808	-	-	87,346	12,071	-	-	18,723
City Manager	624	-	-	23,870	3,475	-	-	18,988
Information Technology	2,184	3,760	3,150	134,182	16,989	-	-	8,150
Human Resources	1,560	-	-	45,933	6,178	-	-	5,962
Financial Services	4,680	-	-	102,445	16,429	-	-	13,424
Police	48,048	895,763	505,343	795,468	154,043	190,275	3,058,652	1,712,831
Fire	20,280	278,132	465,203	273,202	34,363	129,778	329,890	847,090
Public Library	4,056	-	-	460,649	59,806	-	-	22,483
Community Services	6,552	1,834	3,284	217,276	29,522	-	-	32,841
Community Development	5,304	39,963	13,415	132,057	17,762	-	-	17,112
Waterfront and Econ. Develop.	1,248	-	-	28,708	5,706	-	-	4,135
Public Works	34,632	882,139	428,071	306,430	55,082	42,072	-	366,477
<b>Total Allocated Costs</b>	<b>136,032</b>	<b>2,101,591</b>	<b>1,418,466</b>	<b>2,774,708</b>	<b>441,795</b>	<b>362,125</b>	<b>3,388,542</b>	<b>3,082,261</b>

**Allocation Bases:**

Unemployment Insurance

Flat cost per employee in each user department

Vehicle Maintenance

Historical records of the maintenance costs for the vehicle(s) utilized by each user department

Vehicle Replacement

Estimated future replacement value of the vehicle(s) utilized by each user department

Information Technology Maintenance

Number of computers and telephones residing in each user department

Information Technology Replacement

Estimated future replacement value of the equipment utilized by each user department

Communications Equipment Replacement

Estimated future replacement value of the equipment utilized by each user department

Emergency Communications

Number and time length of calls for service together with the minimum dispatch staffing for each user department

Workers' Compensation

Combination of rate applied to user department wages and average claims of each user department

CITYWIDE ALLOCATION COSTS  
BY DEPARTMENT/BY ALLOCATION TYPE  
FISCAL FY 2016-17

<i>Department</i>	<b>Liability Insurance</b>	<b>Building Occupancy</b>	<b>Major Fac Repr</b>	<b>Sewer Fee</b>	<b>Overhead Charges</b>	<b>Total</b>
Mayor and City Council	85,776	43,578	864	303	59,873	<b>231,274</b>
City Clerk	21,444	11,121	220	81	6,049	<b>198,849</b>
City Treasurer	14,297	7,427	141	142	-	<b>36,805</b>
City Attorney	50,036	26,076	528	198	93,628	<b>291,414</b>
City Manager	57,183	29,885	592	202	2,096	<b>136,915</b>
Information Technology	128,663	84,475	1,251	444	61,908	<b>445,156</b>
Human Resources	50,036	22,737	465	178	35,281	<b>168,330</b>
Financial Services	92,924	47,368	939	121	-	<b>278,330</b>
Police	288,117	551,579	4,578	2,281	3,462,448	<b>11,669,426</b>
Fire	79,062	283,132	4,762	985	1,251,949	<b>3,997,828</b>
Public Library	536,028	800,059	29,437	6,620	112,904	<b>2,032,042</b>
Community Services	334,526	1,653,064	23,269	22,594	732,196	<b>3,056,958</b>
Community Development	79,914	39,402	781	389	212,091	<b>558,190</b>
Waterfront and Econ. Develop.	623,989	15,588	55,303	268	361,087	<b>1,096,032</b>
Public Works	866,485	263,347	5,274	1,478	1,785,280	<b>5,036,767</b>
	<b>3,308,480</b>	<b>3,878,838</b>	<b>128,404</b>	<b>36,284</b>	<b>8,176,790</b>	<b>29,234,316</b>

Liability Insurance

Combination of property values, cost per square foot and claims paid of the area occupied by each user department

Building Occupancy

Square footage of the area occupied by each user department

Major Facilities Repair

Square footage of the area occupied by each user department

City Facility Sewer Fee

Square footage of the area occupied by each user department

Overhead Charges

Historical usage of central service departments' services by each user department

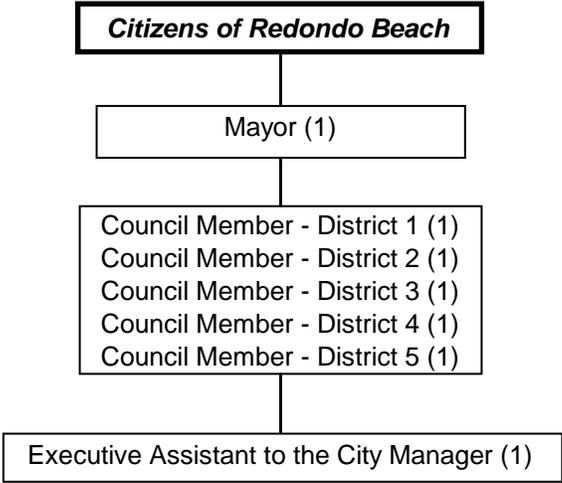


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## MAYOR AND CITY COUNCIL

***Mission Statement:*** *The City of Redondo Beach is committed to providing the finest services to enhance the quality of life for those who live, work, visit and play in our community.*

**MAYOR AND CITY COUNCIL**  
Proposed Budget - FY 2016-17



**SUMMARY OF PERSONNEL**  
**Proposed Budget - FY 2016-17**

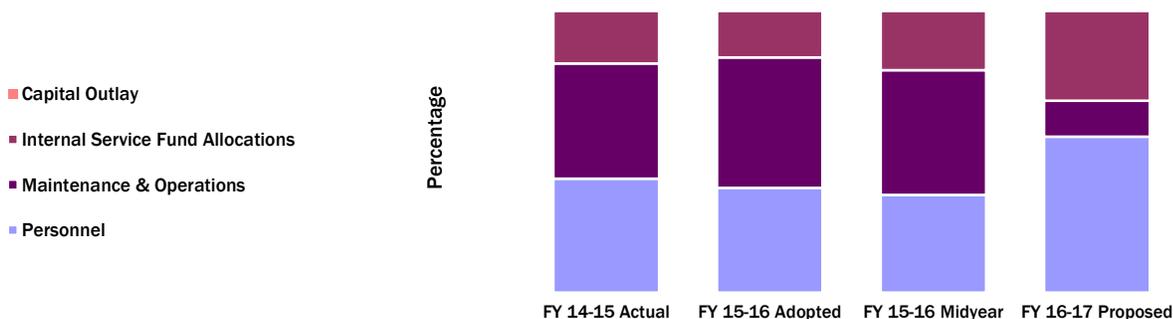
**MAYOR AND CITY COUNCIL**

1.00	Mayor
5.00	Council Member
<u>1.00</u>	Executive Assistant to the City Manager
7.00	

**TOTAL PERSONNEL: 7.00**

## MAYOR AND CITY COUNCIL

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	362,172	378,181	378,181	397,809	19,628	5%
Maintenance & Operations	367,186	471,374	485,079	92,047	(393,032)	(81%)
Internal Service Fund Allocations	166,840	166,840	229,090	229,090	-	0%
Capital Outlay		-		-	-	0%
<b>TOTAL</b>	<b>896,198</b>	<b>1,016,395</b>	<b>1,092,350</b>	<b>718,946</b>	<b>(373,404)</b>	<b>(34%)</b>



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	883,939	991,961	1,068,708	695,304	(373,404)	(35%)
Harbor Tidelands	1,979	5,990	5,576	5,576	-	0%
Harbor Uplands	10,280	18,444	18,066	18,066	-	0%
<b>TOTAL</b>	<b>896,198</b>	<b>1,016,395</b>	<b>1,092,350</b>	<b>718,946</b>	<b>(373,404)</b>	<b>(34%)</b>

## MAYOR AND CITY COUNCIL

### Core Service Activities

**Adopted FY 2015-16 (50%) Total Staff Hours: 1,040**

**Proposed FY 2016-17 (50%) Total Staff Hours: 1,040**

- Conduct approximately 36 regular and special public meetings to conclude public business.
- Conduct approximately 12 meetings of the Housing Authority, Parking Authority, Public Financing Authority, Community Financing Authority, and the Successor Agency to the Redevelopment Agency.
- Participate in business meetings of regional and national committees and organizations of which the City is a member, staying current on issues and trends concerning the City.
- Take action via Council resolutions or working with State and Federal Lobbyist and direct contact with legislators consistent with legislative platform.
- Present approximately 250 public proclamations and commendations.
- Set policy and strategically plan the City's goals and objectives, while providing leadership to ensure those goals and objectives are achieved.
- Represent the public and communicate with constituents via telephone, email, letters and regular district meetings on a variety of issues throughout the year - including after hours, weekends and holidays.
- Review and enact nearly 100 resolutions and ordinances annually.
- Conduct public hearings in a quasi-judicial role.
- Provide leadership and direction to the City Manager and oversee the execution of City Council policy.
- Communicate with members of the press as needed on issues of concern to Redondo Beach.
- Provide intergovernmental relations on issues of common interest between cities.
- Lobby State and Federal legislators for funding and legislation that would benefit Redondo Beach.
- Participate in Sister City and other international events that foster mutually beneficial tourism, economic development, trade and cultural activities.
- Coordinate Mayor's State of the City Breakfast and 2 strategic plan workshops.

## MAYOR AND CITY COUNCIL

### Key Projects and Assignments

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(39%)</b>	<b>Total Staff Hours:</b>	<b>811</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(39%)</b>	<b>Total Staff Hours:</b>	<b>811</b>

- Present the annual State of the City address to the public by March 2017.
- Adopt the annual budget by June 2017.
- Adopt the Five-Year Capital Improvement Program by June 2017.
- Complete appointment of community members to boards and commissions by September 2016.
- Form, direct, and guide a community Task Force, with stakeholders as members that will explore the possibilities of the future of the AES site and surrounding properties east of Harbor Drive consistent with the City and AES settlement agreement through June 2017.
- Complete staff work to assist with the update of the City's webpage by December 2016.
- Take follow-up action to adopt an advisory committee to assist with the strategic update of the City's General Plan during the next 24-30 months.

### Customer Service and Referrals

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(11%)</b>	<b>Total Staff Hours:</b>	<b>229</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(11%)</b>	<b>Total Staff Hours:</b>	<b>229</b>

- Respond to more than 500 constituent requests annually.

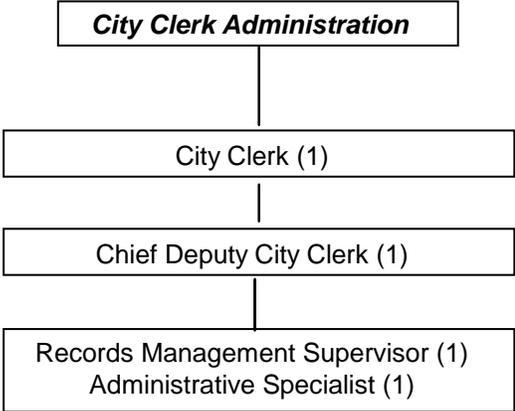
### Selected Performance Measures

<i>Mayor and City Council</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Conduct City Council meetings to conclude the public's business annually	35	35	36
Review, discuss and adopt resolutions annually	109	100	100
Present commendations and proclamations annually	216	100	100
Conduct bi-annual strategic planning and review the City's strengths and accomplishments	2	2	2
Review, discuss and adopt ordinances annually	11	18	15

## CITY CLERK

***Mission Statement:*** *The City Clerk's Department, in partnership with the community, City Council, and City departments, is expanding the democratic process to increase accessibility to public records, and strengthen the community's faith in local government by preserving history while preparing for the future. Our vision is to create an environment that enables and inspires others to exceed their own expectations and to act with integrity, fairness and courage.*

**CITY CLERK**  
Proposed Budget - FY 2016-17



**SUMMARY OF PERSONNEL**  
**Proposed Budget - FY 2016-17**

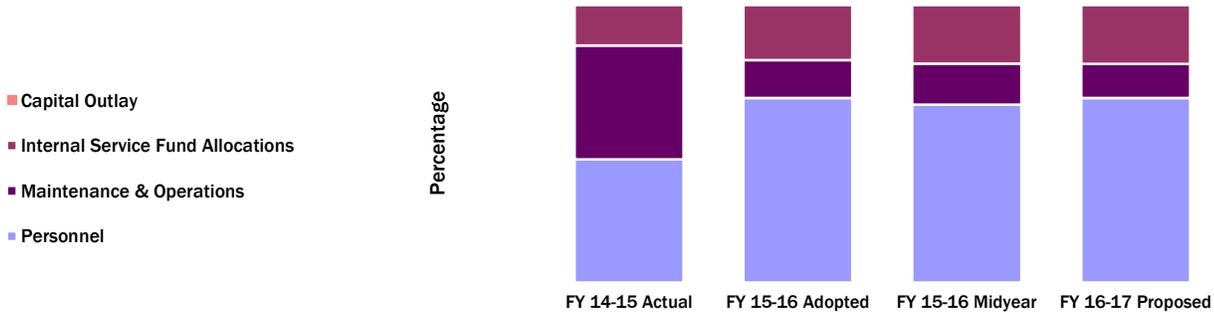
**CITY CLERK**

1.00	City Clerk
1.00	Chief Deputy City Clerk
1.00	Records Management Supervisor
<u>1.00</u>	Administrative Specialist
4.00	

**TOTAL PERSONNEL: 4.00**

## CITY CLERK

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	544,624	601,721	601,721	621,220	19,499	3%
Maintenance & Operations	504,364	123,382	139,584	115,382	(24,202)	(17%)
Internal Service Fund Allocations	178,992	178,992	197,601	197,601	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>1,227,980</b>	<b>904,095</b>	<b>938,906</b>	<b>934,203</b>	<b>(4,703)</b>	<b>(1%)</b>



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	1,227,980	904,095	938,906	934,203	(4,703)	(1%)
<b>TOTAL</b>	<b>1,227,980</b>	<b>904,095</b>	<b>938,906</b>	<b>934,203</b>	<b>(4,703)</b>	<b>(1%)</b>

## CITY CLERK ADMINISTRATION

**Purpose:** To administer City Council, City's agencies and commissions agendas and minutes. Attend City Council, commission and task force meetings. Administer the commission appointment process. Maintain the legislative history of the City, including the Charter and Municipal Code. Administer City staff's conflict of interest filings and oaths, and provide support to departments. Provide general information and services to the public, assist citizens in reviewing public records, and assist with vendor bids. Maintain the City's Records Retention Schedule and manage and operate an off-site records center where inactive City records are stored. Oversee and arrange for the destruction of confidential records.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	533,233	601,721	601,721	621,220	19,499	3%
Maintenance & Operations	106,510	120,577	136,779	112,577	(24,202)	(18%)
Internal Service Fund Allocations	173,808	173,808	191,464	191,464	-	0%
Capital Outlay		-		-	-	0%
<b>TOTAL</b>	<b>813,551</b>	<b>896,106</b>	<b>929,964</b>	<b>925,261</b>	<b>(4,703)</b>	<b>(1%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	813,551	896,106	929,964	925,261	(4,703)	(1%)
<b>TOTAL</b>	<b>813,551</b>	<b>896,106</b>	<b>929,964</b>	<b>925,261</b>	<b>(4,703)</b>	<b>(1%)</b>

## CITY CLERK ELECTIONS

**Purpose:** To administer the City's elections including: the nomination process for candidates; processing of initiative/referendum petitions; Council-sponsored ballot measures; election day voting; special and run off elections; maintain regulations and forms under the State's Political Reform Act; campaign statement filings, and elected official and appointed commissioner conflict of interest statement filings.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
Personnel	11,391	-		-	-
Maintenance & Operations	397,854	2,805	2,805	2,805	-
Internal Service Fund Allocations	5,184	5,184	6,137	6,137	-
Capital Outlay		-		-	-
<b>TOTAL</b>	<b>414,429</b>	<b>7,989</b>	<b>8,942</b>	<b>8,942</b>	<b>-</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
General Fund	414,429	7,989	8,942	8,942	-
<b>TOTAL</b>	<b>414,429</b>	<b>7,989</b>	<b>8,942</b>	<b>8,942</b>	<b>-</b>

## CITY CLERK

### Core Service Activities

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(42%)</b>	<b>Total Staff Hours:</b>	<b>3,500</b>
<b>Adopted</b>	<b>FY 2016-17</b>	<b>(40%)</b>	<b>Total Staff Hours:</b>	<b>3,300</b>

- Compile, prepare, and post over 55 City Council and agency agendas.
- Process over 792 City Council agenda items and post City Council meetings.
- Manage the postings of over 73 commission agendas.
- Oversight of over 128 Council and commission minutes for inclusion in their respective agendas by the subsequent meeting date.
- Print and deliver approximately 550 agenda packets by the required times.
- Track, file, and report over 155 Annual Conflict of Interest Form 700 and 97 Semi-Annual and Pre-election Campaign Statements Form 460 in compliance with the Fair Political Practices Commission deadlines.
- Maintain a legislative history of over 1,940,000 documents through document imaging.
- Process 70 boxes of documents for short term and permanent storage off site.
- Prepare and process approximately 104 resolutions and 20 ordinances.
- Provide contract management for over 721 contracts.
- Process destruction of over 9.3975 tons of documents per year.
- Respond to over 537 public records requests.
- Accept, review and process over 40 City commission/board applications.
- Publish 138 legal ads and review proofs from publisher.
- Prepare and print 20 Mayor's proclamations/commendations and 20 adjournments.
- Review over 13,307 invoices before payment, per Charter requirement.
- Require full time staff to attend professional association seminars and conferences for continuing education to maintain and/or attain certification/re-certification of Certified Municipal Clerk designation, and/or Master Municipal Clerk designation.
- Continue to assist the County in updating their current voter registration records for the City of Redondo Beach (total of 44,059 registered voters).
- Assist the County in obtaining polling locations, voter registration and election information for Federal, State and County elections.
- Prepare and review over 6,016 passport applications submitted to the U.S. Department of State.

## CITY CLERK

### Key Projects and Assignments

**Adopted FY 2015-16 (12%) Total Staff Hours: 1,000**

**Adopted FY 2016-17 (14%) Total Staff Hours: 1,150**

- |   | <b>Hours</b> |
|---|--------------|
| • Launch a new electronic agenda management software system with voting module for City Council meetings and incorporate all board and commission meetings in the system through June 2017. | 750          |
| • Finalize and adopt the city-wide Records Retention Schedule through June 2017.  | 200          |
| • Maintain department and City records per the Records Retention Schedule through June 2017.  |              |

### Customer Service and Referrals

**Adopted FY 2015-16 (46%) Total Staff Hours: 3,820**

**Adopted FY 2016-17 (47%) Total Staff Hours: 3,870**

- Respond to approximately 50 calls for assistance regarding County and State elections.
- Provide guidance to departments on the preparation of administrative reports, resolutions, ordinances, contract procedures, public hearing requirements, cancellation and posting requirements for meetings.
- Assist departmental personnel with publication and public hearing needs and requests.
- Respond to approximately 3,000+ phone calls, emails, and in-person requests for passport information and processing.
- Notarize 48 official City business documents assisting other departments.
- Review, accept and process 125 claims, subpoenas, summons and complaints.
- Respond to over 4,500 calls, providing direction and assistance to the general public.
- Provide guidance for records retention and destruction.

## CITY CLERK

### Selected Performance Measures

<i>Administration Division</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Review passport application and submitted to the U.S. Department of State.	5,640	5,989	6,200
Public records requests	383	490	500
Review invoices before payment	9,165	13,307	12,000

<i>Election Division</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Assist the County in updating their current voter registration records	44,048	44,059	43,500



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## CITY TREASURER

***Mission Statement:*** *The City Treasurer's Department is dedicated to providing the highest quality municipal treasury services at the lowest cost, delivered in a professional, responsive, and friendly manner, promoting citizen trust by increasing organizational effectiveness, efficiency, and fiscal responsibility, while improving the City's financial viability and expanding economic opportunities.*

**CITY TREASURER**  
Proposed Budget - FY 2016-17

*City Treasurer Administration*

City Treasurer (1)

Chief Deputy City Treasurer (1)

**SUMMARY OF PERSONNEL**  
**Proposed Budget - FY 2016-17**

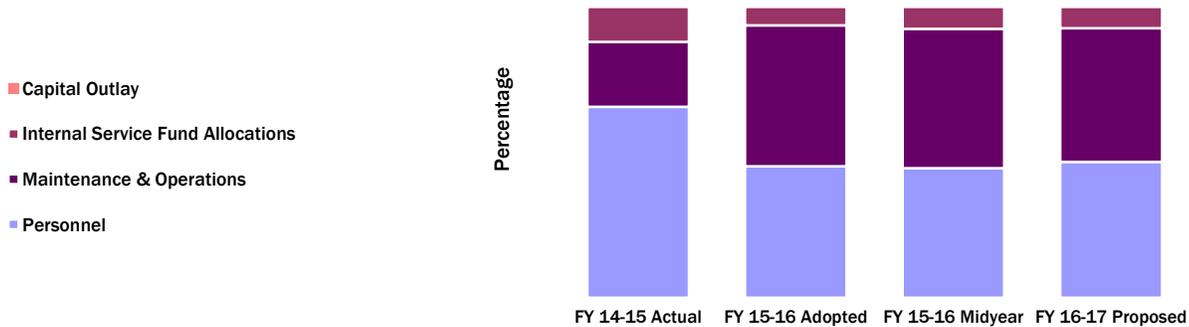
**CITY TREASURER**

1.00	City Treasurer
<u>1.00</u>	Chief Deputy City Treasurer
2.00	

**TOTAL PERSONNEL: 2.00**

## CITY TREASURER

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	163,028	213,190	213,190	232,824	19,634	9%
Maintenance & Operations	55,255	228,861	228,861	228,861	-	0%
Internal Service Fund Allocations	29,866	29,866	36,181	36,181	-	0%
Capital Outlay		-		-	-	0%
<b>TOTAL</b>	<b>248,149</b>	<b>471,917</b>	<b>478,232</b>	<b>497,866</b>	<b>19,634</b>	<b>4%</b>



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	248,149	471,917	478,232	497,866	19,634	4%
<b>TOTAL</b>	<b>248,149</b>	<b>471,917</b>	<b>478,232</b>	<b>497,866</b>	<b>19,634</b>	<b>4%</b>

## CITY TREASURER

### Core Service Activities

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(78%)</b>	<b>Total Staff Hours:</b>	<b>3,250</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(75%)</b>	<b>Total Staff Hours:</b>	<b>3,129</b>

- Maintain responsibility for the custody and investment management of all City funds in accordance with State law, City Charter, and the City Investment Policy.
- Provide administrative support and internal review services for major tax based operating revenue sources, including property tax, utility users tax, sales and use tax, transient occupancy tax, franchise fees, investment income, and various State subventions.
- Provide operating budget and capital improvement program cash flow management forecasting and advisory support services.
- Prepare monthly and quarterly management reports detailing cash and investment positions within all City funds, including operating funds of the General Investment portfolio, as well as the Housing Authority, Parking Authority, Public Financing Authority, Community Financing Authority and Successor Agency.
- In coordination with Financial Services, provide operational and strategic forecasts of key tax based and other major General Fund revenue sources.
- Provide administrative support services and internal audit review of various City operational functions in response to service requests.
- Conduct annual review of both the City and Successor Agency Comprehensive Statement of Investment Policy and maintain policies' professional certification.
- Provide managerial oversight and investment management of all City entities bond proceeds.
- Continue implementation and review of numerous departmental best management practices enhancing both departmental productivity and the City's operating revenue base.
- Provide internal support services to Financial Services and other key operating departments in response to internal support service requests.
- Participate in continuing education and represent Redondo Beach fiduciary concerns through related regional and national policy and professional associations to keep abreast of legislative, regulatory and economic opportunities and threats.
- Provide quarterly reports on investment portfolio compliance with the City's investment policy.

## CITY TREASURER

### Key Projects and Assignments

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(16%)</b>	<b>Total Staff Hours:</b>	<b>660</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(18%)</b>	<b>Total Staff Hours:</b>	<b>740</b>

	<b>Hours</b>
• Continue contractual professional services serving as revenue recovery agents for the City in auditing the City's tax based revenue resources producing additional revenue in support of City operations by August 2016.	180
• Fill new Deputy City Treasurer position by September 2016.	40
• Continue implementation and utilization of services of registered investment advisor providing City Treasurer with additional professional investment advice, greater managerial flexibility, and increased cost effectiveness, in fulfilling the fiduciary responsibilities of the City Treasurer's elected position.	40
• In coordination with City Manager and Financial Services, implement City Treasurer charter responsibility performance audit.	40
• Continue to implement additional cost effective operational improvements emphasizing City Treasurer oversight responsibilities while de-emphasizing the City Treasurer's administrative tasks by June 2017 in response to performance audit findings.	80
• Continue implementation of enhanced investment reporting format including cash and investments within all City funds and investment funds held with all bank trustees by June 2017.	40
• If qualified, issue annual California Statewide Communities Development Authority FY 2016-17 Tax Revenue Anticipation Note (TRAN) by June 2017.	80
• Working in cooperation with the Financial Services Department, conduct ongoing reviews of City-wide cash handling procedures ensuring adherence to internal control compliance standards by June 2017.	40
• Continue implementation of banking services technology enhancements designed to streamline disbursement processes; automate current cash management processes; improve upon fraud prevention measures; and expedite collection recovery efforts by June 2017.	40
• Complete staff work to assist with the update of the City's webpage by December 2016.	40
• Improve transparency with launch of OpenGov online financial reporting. Post revenue detail by June 2017.	40
• Improve quarterly reports with the addition of cash flow analysis by October 2016	80

## CITY TREASURER

### Customer Service and Referrals

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(6%)</b>	<b>Total Staff Hours:</b>	<b>250</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(7%)</b>	<b>Total Staff Hours:</b>	<b>291</b>

- Strive to make every transaction with both our internal City Hall and external citizen customer service base a positive "solutions oriented" customer service experience.
- Continue implementation of customer service information enhancements and improvements to the departmental web site, promoting ease, accuracy, timeliness, and usefulness of accessible public information.
- Continue development and implementation of local outreach program providing useful, educational information regarding municipal treasury operational services.
- Provide ongoing department-wide customer service training of at least 2 hours per employee on a quarterly basis.
- Respond to approximately 250 customer service requests and 6 City Council and Budget and Finance Commission referrals on an annual basis.
- Research and implement new and continuing best management practice departmental procedural improvements that promote operational efficiency, enhance customer service skills, and augment operating revenues.

### Selected Performance Measures

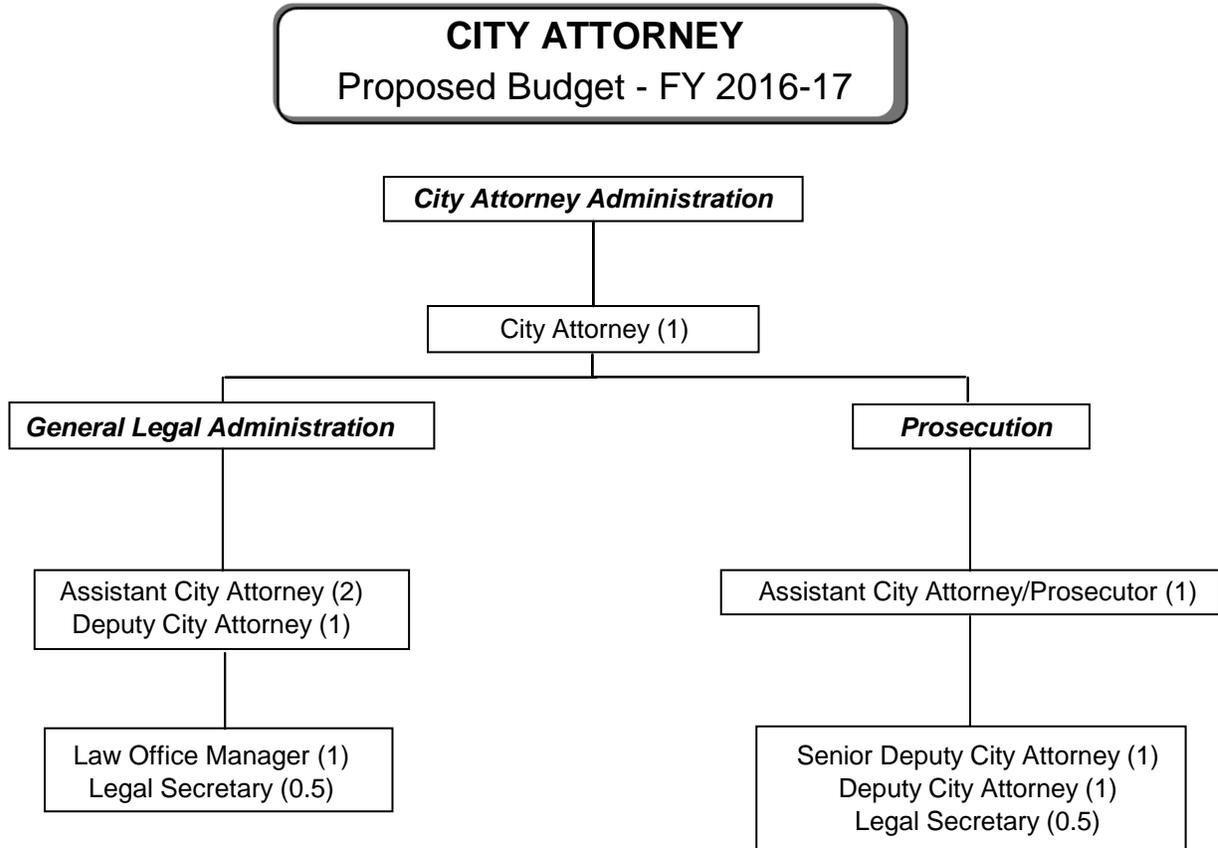
<i>City Treasurer</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Publish 4 quarterly reports	4	4	4
Analyze cash flow within 15% accuracy			15%
Publish 12 Monthly Investment reports	12	12	12
Analyze and report monthly TOT	12	12	12
Response to calls and Customer Service Requests	250	250	250



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# CITY ATTORNEY

***Mission Statement:*** *To protect the public's interest and uphold the law. To promote the public's safety by working diligently with law enforcement to aggressively prosecute all criminal activity within the City's jurisdiction. Further, to provide comprehensive professional cost-efficient legal advice and representation for the City with the objective of avoiding civil litigation whenever possible.*



**SUMMARY OF PERSONNEL**  
**Proposed Budget - FY 2016-17**

**CITY ATTORNEY**

**General Legal Administration**

1.00	City Attorney
2.00	Assistant City Attorney
1.00	Deputy City Attorney
1.00	Law Office Manager
<u>0.50</u>	Legal Secretary
5.50	

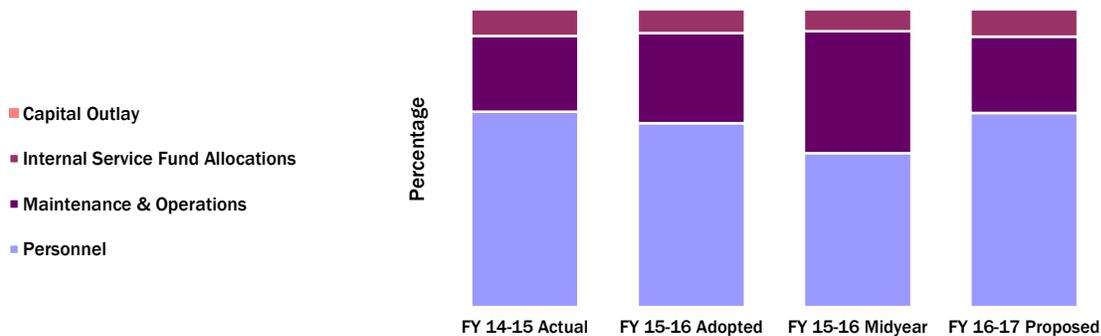
**Prosecution**

1.00	Assistant City Attorney/Prosecutor
1.00	Senior Deputy City Attorney
1.00	Deputy City Attorney
<u>0.50</u>	Legal Secretary
3.50	

**TOTAL PERSONNEL: 9.00**

## CITY ATTORNEY

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	1,913,820	2,004,955	2,046,305	2,061,739	15,434	1%
Maintenance & Operations	743,693	977,505	1,617,322	812,887	(804,435)	(50%)
Internal Service Fund Allocations	259,626	259,626	288,606	288,606	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>2,917,139</b>	<b>3,242,086</b>	<b>3,952,233</b>	<b>3,163,232</b>	<b>(789,001)</b>	<b>(20%)</b>



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	2,764,404	2,955,857	3,307,694	2,878,693	(429,001)	(13%)
Harbor Tidelands	90,129	110,630	290,033	110,033	(180,000)	(62%)
Harbor Uplands	62,606	175,599	354,506	174,506	(180,000)	(51%)
<b>TOTAL</b>	<b>2,917,139</b>	<b>3,242,086</b>	<b>3,952,233</b>	<b>3,163,232</b>	<b>(789,001)</b>	<b>(20%)</b>

**CITY ATTORNEY  
GENERAL LEGAL ADMINISTRATION**

**Purpose:** The City Attorney's Office is available to keep the Mayor and City Council and City Manager fully informed as to the legal options available to them in their decision making process, as well as to assist departments with legal document review and advice. The City Attorney's Office continues to focus on identifying and reducing liability risk through a cooperative effort of City Attorney staff and Risk Management staff, as well as to represent the City with most qualified and cost efficient legal counsel, both in and out of court settings.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
Personnel	1,176,896	1,245,218	1,245,218	1,281,463	36,245 3%
Maintenance & Operations	723,366	889,769	1,449,232	725,151	(724,081) (50%)
Internal Service Fund Allocations	199,170	199,170	225,405	225,405	- 0%
Capital Outlay		-		-	- 0%
<b>TOTAL</b>	<b>2,099,432</b>	<b>2,334,157</b>	<b>2,919,855</b>	<b>2,232,019</b>	<b>(687,836) (24%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
General Fund	1,946,697	2,047,928	2,275,316	1,947,480	(327,836) (14%)
Harbor Tidelands	90,129	110,630	290,033	110,033	(180,000) (62%)
Harbor Uplands	62,606	175,599	354,506	174,506	(180,000) (51%)
<b>TOTAL</b>	<b>2,099,432</b>	<b>2,334,157</b>	<b>2,919,855</b>	<b>2,232,019</b>	<b>(687,836) (24%)</b>

## CITY ATTORNEY PROSECUTION

**Purpose:** The Prosecution Division of the City Attorney’s Office prosecutes all legal actions filed as misdemeanor violations of State and local law; consults with City officials and department heads on matters having legal implications in criminal prosecution; serves as a legal resource for a variety of boards and commissions; and participates in a variety of City committees, study groups, and task forces. The Prosecution Division advocates aggressively on behalf of the people of the State of California while recognizing a prosecutor’s special professional responsibilities and acting with integrity, with ethics, and within the applicable professional rules of conduct.

The Prosecution Division also works diligently with other law enforcement agencies to design and implement new programs that actively and creatively suppress both criminal conduct and the causative factors of crime. Major program efforts include the Identity Theft Investigation/Prosecution Team, enhanced monitoring of and collection of required DNA samples from registered sex offenders and improving Homeland Security.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
Personnel	736,924	759,737	801,087	780,276	<b>(20,811) (3%)</b>
Maintenance & Operations	20,327	87,736	168,090	87,736	<b>(80,354) (48%)</b>
Internal Service Fund Allocations	60,456	60,456	63,201	63,201	- 0%
Capital Outlay		-		-	- 0%
<b>TOTAL</b>	<b>817,707</b>	<b>907,929</b>	<b>1,032,378</b>	<b>931,213</b>	<b>(101,165) (10%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
General Fund	817,707	907,929	1,032,378	931,213	<b>(101,165) (10%)</b>
<b>TOTAL</b>	<b>817,707</b>	<b>907,929</b>	<b>1,032,378</b>	<b>931,213</b>	<b>(101,165) (10%)</b>

## CITY ATTORNEY

### Core Service Activities

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(70%)</b>	<b>Total Staff Hours:</b>	<b>13,104</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(70%)</b>	<b>Total Staff Hours:</b>	<b>13,104</b>

#### *General Legal Administration*

- Represent and advise the City Council and all City officers in all matters of law pertaining to the respective offices/duties.
- Represent and appear for the City and any City officer, employee or former City officer or employee, in any and all actions or proceedings in which the City or such officer or employee, in or by reason of his official capacity is concerned or is a party.
- Attend all meetings of the City Council unless excused and give advice orally or in writing whenever requested to do so by the City Council.
- Approve the form of all bonds given to, and all contracts made by, the City.
- Prepare any and all proposed ordinances or resolutions for the City and amendments thereto.

#### *Prosecution*

- Review complaints arising from incidents that occur in Redondo Beach from any agency, (i.e., City, County, State, or Federal), seeking misdemeanor filings to determine if a criminal complaint is justified. This includes those felony arrests referred back to the City Prosecutor's Office from the District Attorney.
- Prosecute all criminal cases arising from misdemeanor violations of State law, the City Charter and City ordinances.
- Render legal opinions and provide training regarding prosecution issues that arise from Police Department activities.

### Key Projects and Assignments

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(20%)</b>	<b>Total Staff Hours:</b>	<b>3,744</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(20%)</b>	<b>Total Staff Hours:</b>	<b>3,744</b>

#### *General Legal Administration*

- Complete staff work to assist with the update of the City's webpage by June 2017.

## CITY ATTORNEY

### *Prosecution*

- Handle prosecution of all misdemeanor crimes that occur within the City of Hermosa Beach including review complaints and prepare filings through June 2017.
- Provide training to the Hermosa Beach police department personnel regarding report writing and evidence gathering through June 2017.
- Identify and retain Pro Bono legal resources with the equivalent value of \$1,000,000, or greater, to support prosecution cases by June 2017.
- Complete one community based special law enforcement project to target special threats to public safety by June 2017.
- Each prosecutor is to participate in at least one community meeting in conjunction with the Community Services Unit of the Police Department (Community Based Officers) or one community meeting held by any member of City Council by June 2017.
- Teach a segment on the role of the prosecutor in the criminal justice system at each Citizen's Academy conducted up to June 2017.

### **Customer Service and Referrals**

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(10%)</b>	<b>Total Staff Hours:</b>	<b>1,872</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(10%)</b>	<b>Total Staff Hours:</b>	<b>1,872</b>

- Be available for personal consultation within 24 hours and carry a cell phone 24/7 for situations requiring immediate attention.
- Respond to 300 defense discovery requests without requiring a formal contested discovery hearing.
- Prepare 200 cases for jury trial to "ready" status within the statutory trial period assigned by the court.

## CITY MANAGER

***Mission Statement:*** *The mission of the City Manager's Office is to ensure implementation and administration of policies and programs adopted by the City Council.*

**CITY MANAGER**  
Proposed Budget - FY 2016-17

*City Manager Administration*

City Manager (1)  
Assistant City Manager (1)

**SUMMARY OF PERSONNEL**  
**Proposed Budget - FY 2016-17**

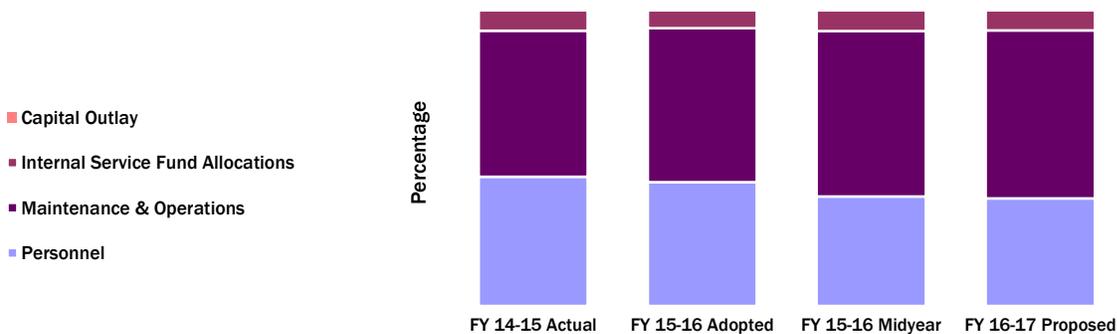
**CITY MANAGER**

1.00	City Manager
<u>1.00</u>	Assistant City Manager
2.00	

**TOTAL PERSONNEL: 2.00**

## CITY MANAGER

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	662,787	721,714	721,714	733,412	11,698	2%
Maintenance & Operations	749,328	896,667	1,092,022	1,143,518	51,496	5%
Internal Service Fund Allocations	103,860	103,860	136,291	136,291	-	0%
Capital Outlay		-		-	-	0%
<b>TOTAL</b>	<b>1,515,975</b>	<b>1,722,241</b>	<b>1,950,027</b>	<b>2,013,221</b>	<b>63,194</b>	<b>3%</b>



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	1,510,419	1,716,685	1,947,931	2,011,125	63,194	3%
Harbor Tidelands	2,778	2,778	1,048	1,048	-	0%
Harbor Uplands	2,778	2,778	1,048	1,048	-	0%
<b>TOTAL</b>	<b>1,515,975</b>	<b>1,722,241</b>	<b>1,950,027</b>	<b>2,013,221</b>	<b>63,194</b>	<b>3%</b>

- Transferred from the City Manager Office's FY 16-17 Proposed amounts is an appropriation for the website annual maintenance contract to reflect the administration and management transfer to the Information Technology Department.
- Included in the FY 16-17 Proposed amounts is an additional appropriation for the Chamber of Commerce and Visitors' Bureau transient occupancy tax allocation to reflect the increased revenue estimate.

## CITY MANAGER

### Core Service Activities

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(61%)</b>	<b>Total Staff Hours:</b>	<b>2,538</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(62%)</b>	<b>Total Staff Hours:</b>	<b>2,579</b>

- Direct the City's day-to-day operations within the policies of the Mayor and City Council.
- Provide leadership and oversight for 436 full-time and approximately 412 part-time employees.
- Prepare and submit the proposed annual City Operating Budget and five-year Capital Improvement Plan.
- Direct the completion of objectives contained in the City's Strategic Plan.
- Cultivate and pursue strategic economic development opportunities, including protecting the City's existing businesses and business climate.
- Manage the implementation of the Capital Improvement Plan.
- Effectively communicate with employees about current events and the City's Mission, Vision, Core Values and Three Year Goals.
- Coordinate employee appreciation yearly recognition events.

### Key Projects and Assignments

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(37%)</b>	<b>Total Staff Hours:</b>	<b>1,520</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(36%)</b>	<b>Total Staff Hours:</b>	<b>1,480</b>

	<b>Hours</b>
• Work with Police and Fire Departments to implement measures to address the issue of homelessness in Redondo Beach via PATH (People Assisting The Homeless) through June 2017.	100
• Oversee the outreach survey work related to options for planning and funding major city facilities and infrastructure upgrades) through June 2017.	100
• Monitor progress and opportunities to support Forest City's efforts to ensure the South Bay Galleria remains successful) through June 2017.	120
• Support the Waterfront and Economic Development Director's efforts to negotiate project details with CenterCal by November 2016.	260
• Continue to evaluate the feasibility of providing services to other entities; bringing services in-house; or contracting services to increase revenue and achieve savings while maintaining a high level of service by June 2017.	150
• Review revisions on the City's website by December 2016.	150
• Work with Departments citywide to implement measures to increase the level of customer service provided internally and externally by June 2017.	150
• Work with the Community Development Department to coordinate the strategic update of the city's General Plan) through June 2017.	200
• Provide staff support for the work of the AES-City Council subcommittee and a citizens AES Task Force) through June 2017.	200
• Update elected official orientation materials prior to June 2017.	50

## CITY MANAGER

### Customer Service and Referrals

**Adopted FY 2015-16 (2%) Total Staff Hours: 102**  
**Proposed FY 2016-17 (2%) Total Staff Hours: 101**

- Respond to approximately 300 service requests and referrals.

### Selected Performance Measures

<i>City Manager</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Finalize agenda packets and reports for City Council meetings throughout the year	35	35	36
Complete appointments for executive and management positions	6	0	0
Issue weekly updates by the City Manager	33	50	52
Conduct regular department head meetings to update staff on current events, review project progress and implement Council policy.	52	52	52

## INFORMATION TECHNOLOGY

***Mission Statement:*** *The Information Technology Department is committed to providing the highest level of customer support for all City information technology and copy center services, including the planning, acquisition, implementation, maintenance, and replacement of IT assets, management of website and citizen engagement systems and end user training, in order to promote the most effective and efficient use of technology and ensure the highest availability of network services.*

**INFORMATION TECHNOLOGY**  
Proposed Budget - FY 2016-17

*Information Technology Administration*

Information Technology Director (1)  
Information Technology Operations Supervisor (1)

Information Systems Specialist (1)  
Information Technology Analyst (1)  
Computer Support Specialist (1)  
Information Technology Technician (2)

**SUMMARY OF PERSONNEL**  
**Proposed Budget - FY 2016-17**

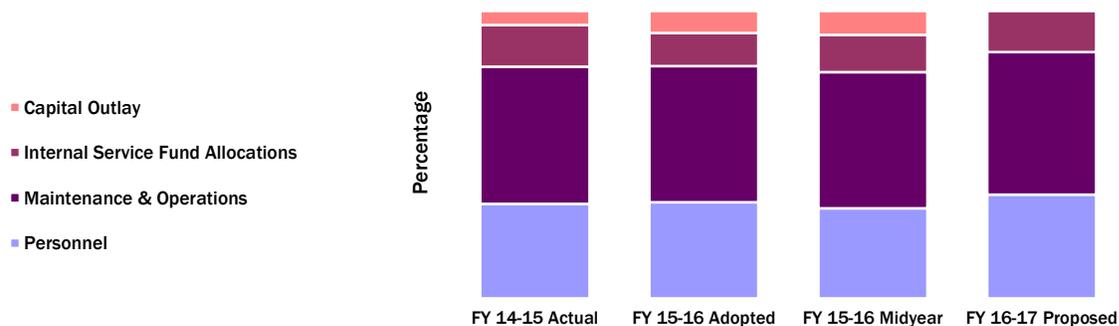
**INFORMATION TECHNOLOGY**

1.00	Information Technology Director
1.00	Information Technology Operations Supervisor
1.00	Information Systems Specialist
1.00	Information Technology Analyst
1.00	Computer Support Specialist
<u>2.00</u>	Information Technology Technician
7.00	

**TOTAL PERSONNEL: 7.00**

## INFORMATION TECHNOLOGY

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	837,338	1,071,435	1,071,435	1,121,262	49,827	5%
Maintenance & Operations	1,216,678	1,521,890	1,620,555	1,540,866	(79,689)	(5%)
Internal Service Fund Allocations	367,593	367,593	442,972	442,972	-	0%
Capital Outlay	125,955	246,533	286,533	-	(286,533)	(100%)
<b>TOTAL</b>	<b>2,547,564</b>	<b>3,207,451</b>	<b>3,421,495</b>	<b>3,105,100</b>	<b>(316,395)</b>	<b>(9%)</b>



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Information Technology	2,547,564	3,207,451	3,421,495	3,105,100	(316,395)	(9%)
<b>TOTAL</b>	<b>2,547,564</b>	<b>3,207,451</b>	<b>3,421,495</b>	<b>3,105,100</b>	<b>(316,395)</b>	<b>(9%)</b>

- Included in the FY 16-17 Proposed amounts are appropriations for annual maintenance contracts for the website and customer service request software, Comcate, to reflect the transfer of their administration and management to the Information Technology Department from the City Manager and Mayor/City Council Offices, respectively.

## INFORMATION TECHNOLOGY

### Core Service Activities

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(30%)</b>	<b>Total Staff Hours:</b>	<b>4,368</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(30%)</b>	<b>Total Staff Hours:</b>	<b>4,368</b>

#### *Administrative:*

- Process and submit for payment approximately 60 monthly invoices.
- Prepare and submit the proposed Information Technology budget.
- Maintain and account for approximately 1,150 active City-wide Information Technology assets including cost and lifespan for replacement funding.
- Calculate and distribute the IT internal service fund allocation amounts annually for 20 departmental cost centers.
- Manage 30 hardware/software maintenance agreements.
- Coordinate and assist with various consultants/vendors to perform required department specific application maintenance, upgrades, and fixes.
- Coordinate and assist departments with custom copy center requests.

#### *Network/Servers/Workstations:*

- Maintain the computer and voice network infrastructure consisting of 2 core routers, 50 edge-switches, 50 virtual LANS, category 5/category 3/house and fiber optic cable and 83 wireless access points, at 12 locations, and perform twice yearly OS upgrades.
- Install security patches and perform upgrades to 12 physical network servers, 76 virtualized servers, 6 storage arrays and 2 tape backup appliances.
- Prepare, test, and distribute application and OS updates to approximately 360 workstations, 25 laptops, and 88 printers.
- Perform email SPAM detection using SPAM filters, content filters and virus detection for approximately 120,000 incoming e-mails per month.
- Maintain public access network including 27 public access PC's, 17 catalog PC's, 4 database PC's, fiber optic transport, 2 document scanning stations, 1 physical and 5 virtual servers and a public access self-service management system.
- Install, test, patch, upgrade, maintain, and distribute 20 departmental applications.
- Maintain 42 Public Safety in-vehicle mobile data computers, 42 wireless modems and a Verizon wireless private network.
- Manage 7 copiers, in-house printing, copying, binding and mail services, and oversee self-service Copy center.
- Manage Comcate citizen engagement software system.
- Manage Granicus website content management system.

#### *Data Backups:*

- Perform nightly backups for the Police public safety system, financial management system, e-mail system and file and print servers.
- Prepare backup media for bi-weekly off-site storage.

## INFORMATION TECHNOLOGY

### Telecommunications:

- Maintain approximately 51 voice mail auto-attendants per month.
- Process approximately 177 Verizon phone bills for payment each month.
- Generate approximately 20 call-accounting reports and e-mail to departments each month.
- Perform approximately 10 add/move/change requests and repairs per month on the City's VoIP phone system.
- Maintain 492 phone instruments, 378 voice mailboxes, 57 special circuits and 243 miscellaneous 7-digit lines.

### Key Projects and Assignments

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(30%)</b>	<b>Total Staff Hours:</b>	<b>4,368</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(35%)</b>	<b>Total Staff Hours:</b>	<b>5,096</b>

	<b>Hours</b>
• Complete equipment technology refresh as called out in the IT Replacement Program by June 2017.	4,136
• Complete Munis upgrade & Citizen Self Service implementation by December 2016.	500
• Complete network connectivity for the new Transit center by June 2017.	120
• Complete City website upgrade and redesign by December 2016.	340

### Customer Service and Referrals

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(40%)</b>	<b>Total Staff Hours:</b>	<b>5,824</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(35%)</b>	<b>Total Staff Hours:</b>	<b>5,096</b>

- Complete approximately 150 electronic Service Desk work orders for hardware, software and phone support per month.
- Support 558 departmental users.
- Manage approximately 40-50 ongoing citywide departmental technology projects.
- Complete approximately 50 copy center requests for printing and duplication services per month.

## INFORMATION TECHNOLOGY

### Selected Performance Measures

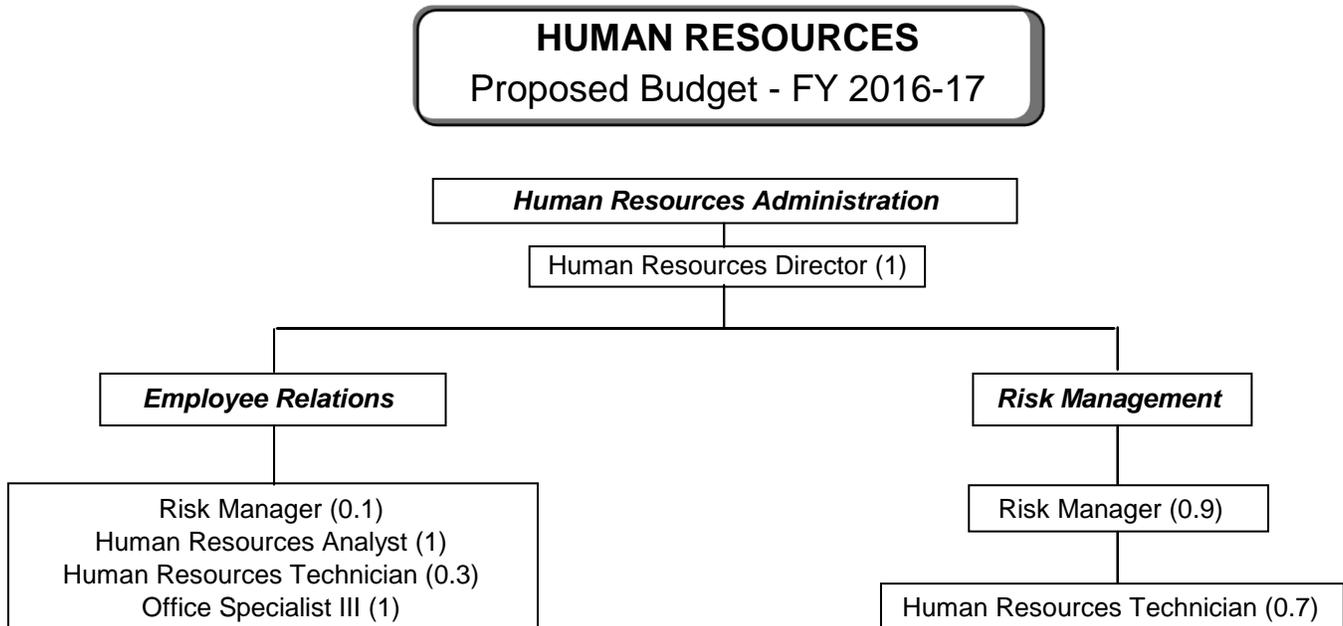
<b>Information Technology</b>	<b>Actual FY 2014-15</b>	<b>Estimated FY 2015-16</b>	<b>Proposed FY 2016-17</b>
Servers maintained	65 Virtual / 33 Physical	82 Virtual / 15 Physical	76 Virtual / 12 Physical
Network Switches Maintained	43	50	50
Workstations / Laptops /MDC's maintained	350 Workstations / 59 Laptops / 85 Printers / 42 MDC's	405 Workstations/ 35 Laptops/ 88 Printers/ 42 MDC's	405 Workstations/ 35 Laptops/ 88 Printers/ 42 MDC's
Support departmental users	576	576	558
Wireless Access-Public/City	80	83	83
Copy Center requests completed	50 per month	50 per month	50 per month
Phone Instruments maintained	583 phone instruments / 379 voice mailboxes / 93 special circuits / 243 miscellaneous / 7 digit lines	492 phone instruments / 378 voice mailboxes / 70 special circuits / 243 miscellaneous / 7 digit lines	492 phone instruments/ 378 voice mailboxes / 57 special circuits / 243 miscellaneous/ 7 digit lines



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## HUMAN RESOURCES

***Mission Statement:*** *To provide the City of Redondo Beach with a full range of hire through retire services, by providing a dedicated focus on recruitment, training, talent retention and employee engagement. Our purpose is to help City departments meet their strategic, operational and administrative goals via effective recruitments, minimization of risk, compliance with Federal, State and local laws, and maintenance of positive labor relations.*



**SUMMARY OF PERSONNEL**  
**Proposed Budget - FY 2016-17**

**HUMAN RESOURCES**

**Employee Relations**

1.00	Human Resources Director
0.10	Risk Manager
1.00	Human Resources Analyst
0.30	Human Resources Technician
<u>1.00</u>	Office Specialist III
3.40	

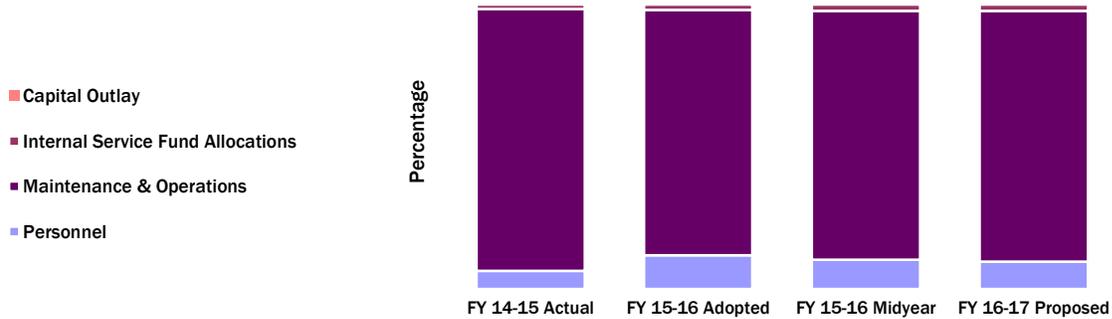
**Risk Management**

0.90	Risk Manager
<u>0.70</u>	Human Resources Technician
1.60	

**TOTAL PERSONNEL: 5.00**

## HUMAN RESOURCES

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	519,621	762,908	762,908	711,715	(51,193)	(7%)
Maintenance & Operations	7,463,497	5,536,213	6,502,493	6,486,713	(15,780)	0%
Internal Service Fund Allocations	123,915	123,915	166,770	166,770	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>8,107,033</b>	<b>6,423,036</b>	<b>7,432,171</b>	<b>7,365,198</b>	<b>(66,973)</b>	<b>(1%)</b>



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	1,061,319	936,956	983,660	910,778	(72,882)	(7%)
Self-Insurance Program	7,045,714	5,486,080	6,448,511	6,454,420	5,909	0%
<b>TOTAL</b>	<b>8,107,033</b>	<b>6,423,036</b>	<b>7,432,171</b>	<b>7,365,198</b>	<b>(66,973)</b>	<b>(1%)</b>

## HUMAN RESOURCES EMPLOYEE RELATIONS

**Purpose:** To provide centralized support to the City's management staff, employees, and City Council in areas of labor and employee relations, employee training and development, health and safety, recruitment and selection, classification/compensation, and employee benefits administration.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
Personnel	319,215	557,284	557,284	500,182	<b>(57,102) (10%)</b>
Maintenance & Operations	667,966	305,534	321,314	305,534	<b>(15,780) (5%)</b>
Internal Service Fund Allocations	74,138	74,138	105,062	105,062	- 0%
Capital Outlay		-		-	- 0%
<b>TOTAL</b>	<b>1,061,319</b>	<b>936,956</b>	<b>983,660</b>	<b>910,778</b>	<b>(72,882) (7%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
General Fund	1,061,319	936,956	983,660	910,778	<b>(72,882) (7%)</b>
<b>TOTAL</b>	<b>1,061,319</b>	<b>936,956</b>	<b>983,660</b>	<b>910,778</b>	<b>(72,882) (7%)</b>

## HUMAN RESOURCES RISK MANAGEMENT

**Purpose:** To administer the City's workers' compensation program, general liability programs and employee benefits programs.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	200,406	205,624	205,624	211,533	5,909	3%
Maintenance & Operations	6,795,531	5,230,679	6,181,179	6,181,179	-	0%
Internal Service Fund Allocations	49,777	49,777	61,708	61,708	-	0%
Capital Outlay		-		-	-	0%
<b>TOTAL</b>	<b>7,045,714</b>	<b>5,486,080</b>	<b>6,448,511</b>	<b>6,454,420</b>	<b>5,909</b>	<b>0%</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Self-Insurance Program	7,045,714	5,486,080	6,448,511	6,454,420	5,909	0%
<b>TOTAL</b>	<b>7,045,714</b>	<b>5,486,080</b>	<b>6,448,511</b>	<b>6,454,420</b>	<b>5,909</b>	<b>0%</b>

## HUMAN RESOURCES

### Core Service Activities

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(83%)</b>	<b>Total Staff Hours:</b>	<b>8,623</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(83%)</b>	<b>Total Staff Hours:</b>	<b>8,268</b>

- Develop, modify and administer City Administrative Policies and Procedures.
- Perform City-wide labor relations services through negotiation, maintenance and interpretation of 5 Memoranda of Understanding and 2 pay and benefits plans.
- Provide general HR consultation and policy advice to 13 operating departments.
- Coordinate and provide periodic training and professional development opportunities for best employment practices, employee well-being, workplace safety, customer service and other workplace relevant programs, to employees and managers through various forums.
- Coordinate the City-wide Employee Service Awards Luncheon.
- Serve as primary liaison and coordinator to employee events committee and employee health insurance committee.
- Maintain employee personnel files for approximately 800 employees.
- Manage safety and miscellaneous CalPERS contracts for approximately 400 active employees.
- Process CalPERS retirement and medical insurance applications for approximately 20 employees annually.
- Administer deferred compensation programs for approximately 300 employees.
- Coordinate recruitment and pre-employment activities for all full-time and part-time position vacancies.
- Administer employee personnel transactions and input all payroll changes associated with new hires, MOU changes, employee performance evaluations, benefit modifications, or other HR related payroll changes.
- Coordinate four quarterly financial planning seminars.
- Process and coordinate administration of all general liability claims against the City.
- Administer 10 annual property, liability, and workers compensation insurance policy renewals.
- Process and monitor compliance for approximately 500 insurance certificates for City contracts and general operations.
- Administer approximately 100 insurance documents for film permits.
- Provide insurance quotes and policies for approximately 60 special events.
- Administer 100 ongoing workers' compensation claims.
- Process annual Cal/OSHA log information.
- Manage the City's health and other insurance benefits programs in coordination with employee bargaining groups.
- Process monthly insurance payments to healthcare providers, 300 monthly employee medical payroll deductions, and 95 monthly medical cash-outs.
- Oversee third party administrators for Flexible Spending Accounts, High Deductible Health Savings Accounts, Medicare Eligible Employees, and Unemployment Insurance Benefits.
- Provide overall coordination of the City's Confidentiality of Medical Information Act policies and procedures.

## HUMAN RESOURCES

- Monitor and maintain compliance with the Affordable Care Act and its impact on the City.
- Coordinate job related medical services and analyze associated medical clinics to ensure quality of care.
- Provide verbal and written employment verification for outside entities.
- Maintain an Occupational Health and Safety Exposure Reduction Program for approximately 800 employees.
- Administer Department of Transportation Drug Testing for eligible safety-sensitive employees.

### Key Projects and Assignments

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(9%)</b>	<b>Total Staff Hours:</b>	<b>945</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(12%)</b>	<b>Total Staff Hours:</b>	<b>1,300</b>

	<b>Hours</b>
• Continue development and modification of critical administrative policies and procedures, including updates to Anti-Harassment Policy and Substance Abuse Policy by June 2017.	200
• Evaluate participation in alternative employee health insurance programs, to control costs while continuing to provide a high level of coverage by June 2017.	200
• Review and evaluate participation in workers' compensation Alternative Dispute Resolution (ADR) Program to reduce costs by June 2017.	200
• Develop and implement a city-wide Wellness Program by June 2017.	100
• Continue to work with the Financial Services Department to streamline payroll processing through MUNIS, including training of City-wide departmental timekeeping staff by June 2017.	80
• Continue evaluation of City's participation in the Independent Cities Risk Management Authority (ICRMA) risk pool, and make recommendation regarding alternatives by November 2016.	220
• Maintain implementation of continuous police officer recruitment and selection program through June 2017.	300

### Customer Service and Referrals

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(8%)</b>	<b>Total Staff Hours:</b>	<b>832</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(8%)</b>	<b>Total Staff Hours:</b>	<b>832</b>

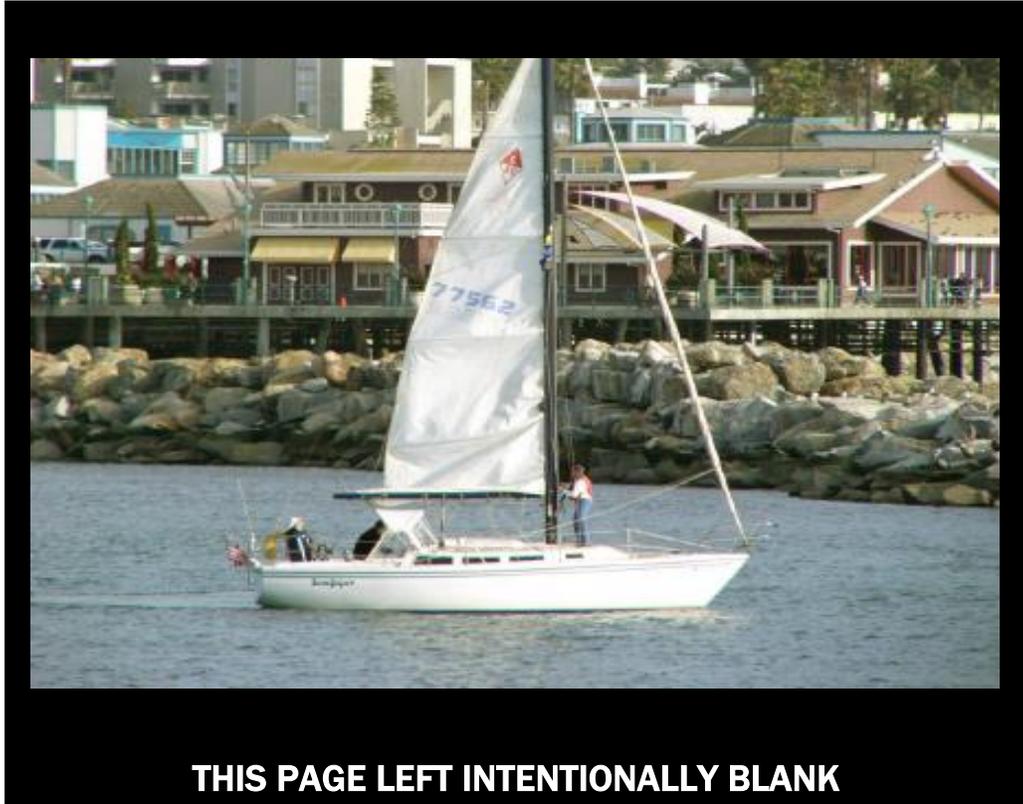
- Respond to pay and benefit inquiries from City employees within 2 business days.
- Respond to application or employment opportunity inquiries from City employees within 2 business days.
- Respond to application or employment opportunity inquiries from the public within 3 business days.
- Contact job candidates to begin pre-employment process within 2 business days from receipt of signed personnel (hiring) transaction form.

## HUMAN RESOURCES

### Selected Performance Measures

<b><i>Employee Relations:</i></b>	<b><i>Actual FY 2014-15</i></b>	<b><i>Estimated FY 2015-16</i></b>	<b><i>Proposed FY 2016-17</i></b>
Coordinate and process employee recruitment / hiring for vacant full-time and part time positions	32	50	40
Process full and part time pre-hire background checks and physical exams	110	170	150
Review employment applications for full and part-time positions through NEOGOV	6,700	7,800	7,000
Develop and implement updated administrative policies and procedures	0	3	3
Coordinate City wide employee training programs	0	3	3

<b><i>Risk Management:</i></b>	<b><i>Actual FY 2014-15</i></b>	<b><i>Estimated FY 2015-16</i></b>	<b><i>Proposed FY 2016-17</i></b>
Process employee new workers' compensation claim filings within three days of receipt	42	45	45
Process new general liability claims within 45 days of receipt	60	50	50
Process annual health benefits insurance plan renewals for active and retired employees	570	575	590



## FINANCIAL SERVICES

***Mission Statement:*** *To provide fiduciary control of the City's assets, perform fiscally related services, and provide accurate, timely and transparent financial information to support the delivery of municipal services to the City organization and the public.*

**FINANCIAL SERVICES**  
Proposed Budget - FY 2016-17

*Financial Services Administration*

*Financial Services*

Finance Director (1)

Assistant Financial Services Director (1)  
Payroll and Finance Manager (1)  
Grants Financial Administrator (1)  
Administrative Analyst (1)  
Analyst (1)  
Accountant (2)  
Payroll Technician (1)  
Accounting Technician (3)  
License and Collections Clerk (1)  
Senior Account Clerk (1)  
Office Specialist III (1)

**SUMMARY OF PERSONNEL  
Proposed Budget - FY 2016-17**

**FINANCIAL SERVICES**

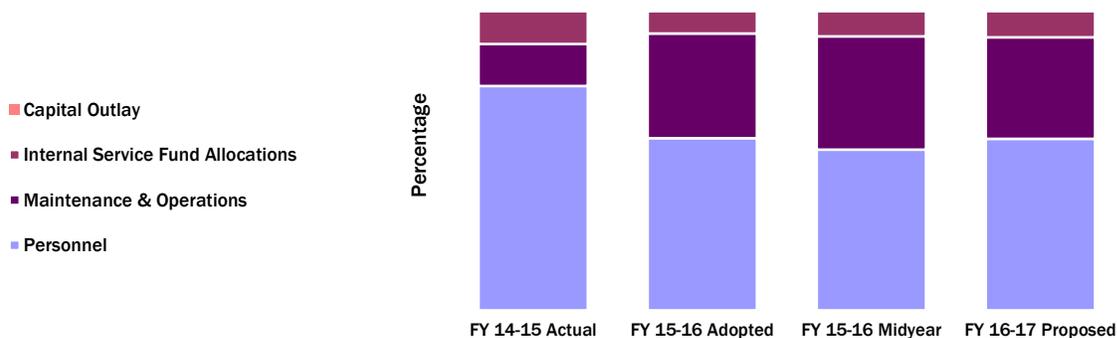
**FINANCIAL SERVICES**

1.00	Finance Director
1.00	Assistant Financial Services Director
1.00	Payroll and Finance Manager
1.00	Grants Financial Administrator
1.00	Administrative Analyst
1.00	Analyst
2.00	Accountant
1.00	Payroll Technician
3.00	Accounting Technician
1.00	License and Collections Clerk
1.00	Senior Account Clerk
1.00	Office Specialist III
<u>15.00</u>	

**TOTAL PERSONNEL: 15.00**

## FINANCIAL SERVICES

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	1,545,266	1,746,452	1,746,452	1,803,833	57,381	3%
Maintenance & Operations	289,634	1,063,187	1,230,038	1,070,687	(159,351)	(13%)
Internal Service Fund Allocations	226,794	226,794	273,650	273,650	-	0%
Capital Outlay		-		-	-	0%
<b>TOTAL</b>	<b>2,061,694</b>	<b>3,036,433</b>	<b>3,250,140</b>	<b>3,148,170</b>	<b>(101,970)</b>	<b>(3%)</b>



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	2,061,694	3,036,433	3,250,140	3,148,170	(101,970)	(3%)
<b>TOTAL</b>	<b>2,061,694</b>	<b>3,036,433</b>	<b>3,250,140</b>	<b>3,148,170</b>	<b>(101,970)</b>	<b>(3%)</b>

## FINANCIAL SERVICES

### Core Service Activities

**Adopted FY 2015-16 (67%) Total Staff Hours: 20,716**  
**Proposed FY 2016-17 (66%) Total Staff Hours: 20,541**

- Direct preparation of all financial reporting including the annual operating budget and Comprehensive Annual Financial Report.
- Prepare approximately 3,000 internal service fund/overhead allocations by February each year for inclusion in the midyear and following year's budget.
- Prepare the Adopted Budget document by September each year for submission to the GFOA and CSMFO awards programs.
- Submit 5 State mandated reimbursement claims annually for costs incurred during most recently completed fiscal year totaling \$20,000.
- Prepare the Comprehensive Annual Financial Report by December each year for submission to the GFOA Award program.
- Coordinate annual audit of the City and special audits of Federal, State, and transportation funds.
- Account for 25 Federal, State, and local grants annually.
- Issue an average of 650 paychecks bi-weekly.
- Reconcile 890 W-2 forms to annual payroll reports.
- Prepare and process Federal and State payroll tax withholding reports quarterly.
- Process and record 3,000 accounts receivable invoices annually.
- Provide animal licensing and data base management for 4,300 dog licenses annually.
- Produce and distribute 690 vendor checks semi-monthly.
- Produce and distribute 150 1099 forms annually.
- Process 15 bids and Requests for Proposals (RFP) for materials and equipment annually.
- Process 420 purchase orders annually.
- Prepare and process 80,000 central cashiering transactions annually.
- Provide business licensing and data base management for 9,700 business licenses annually.
- Provide MUNIS assistance to over 100 City staff for the year.
- Perform 4 random departmental petty cash audits annually.
- Update Recognized Obligation Payment Schedule (ROPS) and Administrative Budget for Successor Agency and Oversight Board annually.
- Evaluate current inventory of over 1,100 non-infrastructure capital assets and ensure inclusion/tagging of additions and retirement of deletions annually.

## FINANCIAL SERVICES

- Provide support and administrative assistance in the operation of the Budget and Finance Commission, Successor Agency and Oversight Board.
- Submit to FCN 300 delinquent accounts for collections.
- Identify unlicensed Redondo Beach businesses.
- Present web-based annual financial data to the public on the OpenGov platform.

### Key Projects and Assignments

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(11%)</b>	<b>Total Staff Hours:</b>	<b>3,470</b>	
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(12%)</b>	<b>Total Staff Hours:</b>	<b>3,720</b>	<b>Hours</b>
•	Assist in implementation of electronic agenda for Budget and Finance Commission by June 2017.				140
•	Upgrade to MUNIS 11.3 by June 2017.				500
•	Implement MUNIS Citizen Self Service (CSS) module by December 2016.				350
•	Implement direct deposit for accounts payable by June 2017.				200
•	Implement Phase II of CAFR On-Line software by June 2017.				1,100
•	Present web-based monthly financial data to the public on the OpenGov platform by May 2017.				300
•	Implement monthly soft close by January 2017.				80
•	Implement printing of MUNIS-based business license certificates by September 2016.				300
•	Transition to MUNIS-calculated fees for licensing and accounts receivable invoices by December 2016.				500
•	Prepare RFP for audit services by January 2017.				150
•	Implement measures to increase the level of customer service provided internally and externally by June 2017.				100

### Customer Service and Referrals

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(22%)</b>	<b>Total Staff Hours:</b>	<b>7,014</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(22%)</b>	<b>Total Staff Hours:</b>	<b>6,939</b>

- Respond to approximately 6,500 internal customer service requests annually.
- Respond to approximately 9,500 external customer service requests annually.
- Respond to 125 public record requests annually.
- Assist in the development of 5 administrative reports/resolutions annually related to agenda items presented by departments other than Financial Services.
- Respond to 45 informational email requests from the City and other government agencies annually.
- Respond to licensing inquiries within 48 hours.

## FINANCIAL SERVICES

### Selected Performance Measures

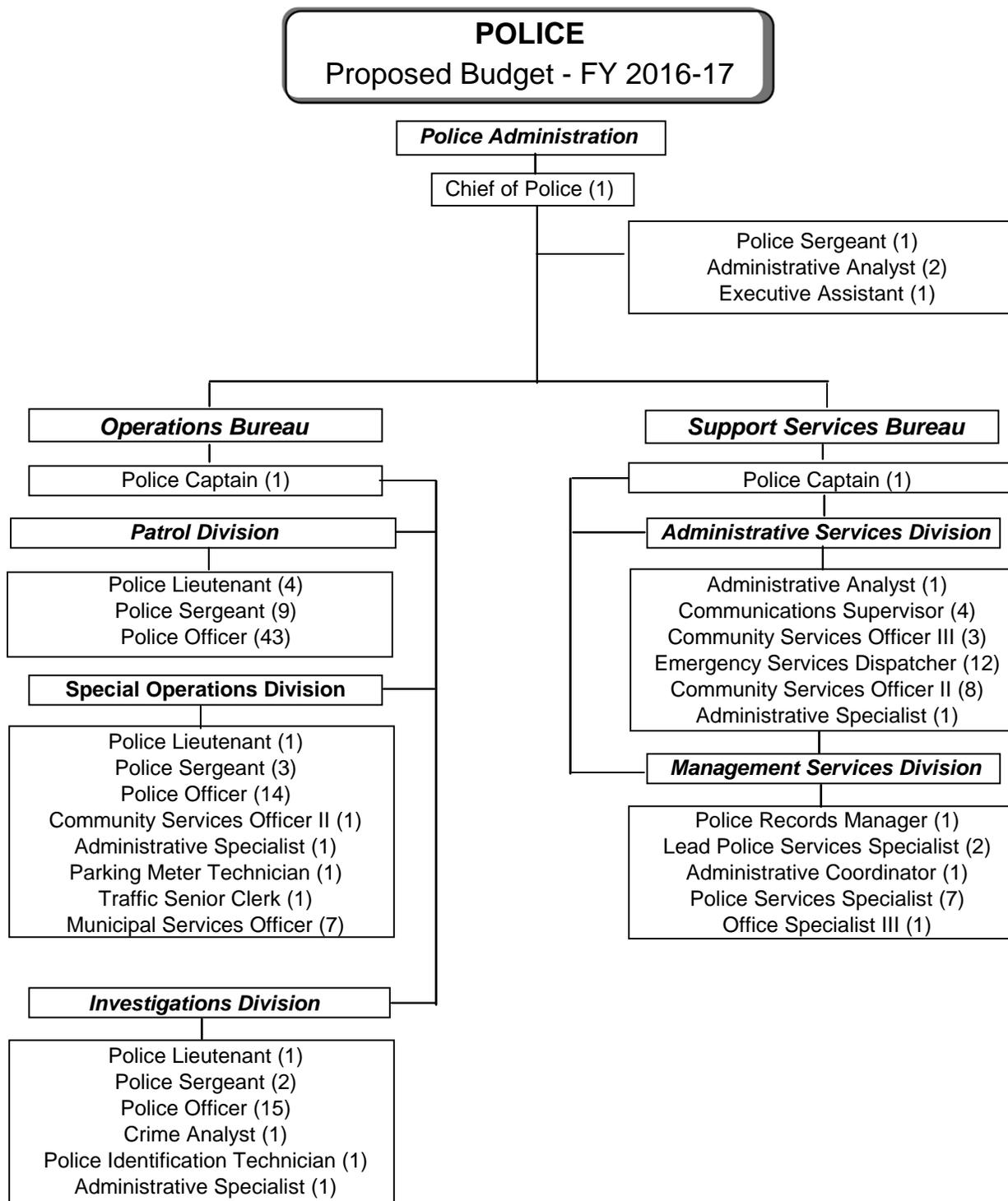
<i>Financial Services</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Process payroll checks	16,764	16,900	16,900
Process warrants	16,591	16,560	16,560
Process journal entries	1,546	1,500	1,500
Process cashiering transactions	80,033	80,000	80,000



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## POLICE

***Mission Statement:*** *The mission of the Redondo Beach Police Department is to forge a partnership with the community to control and prevent crime, to improve the quality of life in our neighborhoods, and to provide outstanding service in accordance with the values of our agency. We value openness and honesty, integrity and ethics, accountability, outstanding customer service, teamwork, excellence, dignity, equality and respect for all people, innovation with creative and proactive problem solving and fiscal responsibility.*



**SUMMARY OF PERSONNEL  
Proposed Budget - FY 2016-17**

**POLICE**

**Administration**

1.00	Chief of Police
2.00	Police Captain
1.00	Police Sergeant
2.00	Administrative Analyst
1.00	Executive Assistant
<u>7.00</u>	

**Operations Bureau**

**Patrol Division**

4.00	Police Lieutenant
9.00	Police Sergeant
39.00	Police Officer
<u>52.00</u>	

**K-9 Team**

4.00	Police Officer
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**Special Operations Division**

1.00	Police Lieutenant
<u>1.00</u>	

**Pier**

1.00	Police Sergeant
4.00	Police Officer
1.00	Community Services Officer II
<u>6.00</u>	

**Community Based Policing**

1.00	Police Sergeant
3.00	Police Officer
<u>4.00</u>	

**Traffic**

1.00	Police Sergeant
7.00	Police Officer
1.00	Traffic Senior Clerk
<u>9.00</u>	

**Parking Enforcement & Animal Control**

1.00	Administrative Specialist
1.00	Parking Meter Technician
7.00	Municipal Services Officer
<u>9.00</u>	

**Operations Bureau (cont.)**

**Investigations Division**

1.00	Police Lieutenant
2.00	Police Sergeant
15.00	Police Officer
1.00	Crime Analyst
1.00	Police Identification Technician
1.00	Administrative Specialist
<u>21.00</u>	

**Support Services Bureau**

**Administrative Services Division**

1.00	Administrative Analyst
1.00	Community Services Officer III
1.00	Administrative Specialist
<u>3.00</u>	

**Technical Services**

1.00	Community Services Officer III
1.00	Community Services Officer II
<u>2.00</u>	

**Redondo Beach Jail**

1.00	Community Services Officer III
7.00	Community Services Officer II
<u>8.00</u>	

**Communications**

4.00	Communications Supervisor
12.00	Emergency Services Dispatcher
<u>16.00</u>	

**Management Services Division**

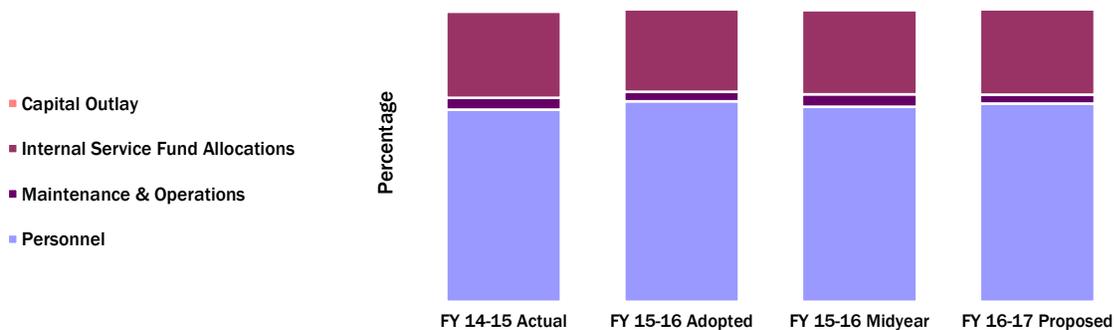
**Records**

1.00	Police Records Manager
2.00	Lead Police Services Specialist
1.00	Administrative Coordinator
7.00	Police Services Specialist
1.00	Office Specialist III
<u>12.00</u>	

**TOTAL PERSONNEL: 154.00**

## POLICE

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	24,309,706	26,481,972	26,910,892	27,053,696	142,804	1%
Maintenance & Operations	1,472,811	1,282,861	1,736,885	1,234,201	(502,684)	(29%)
Internal Service Fund Allocations	10,888,461	10,888,461	11,621,378	11,621,378	-	0%
Capital Outlay	290,706	-	96,583	-	(96,583)	(100%)
<b>TOTAL</b>	<b>36,961,684</b>	<b>38,653,294</b>	<b>40,365,738</b>	<b>39,909,275</b>	<b>(456,463)</b>	<b>(1%)</b>



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	32,088,316	33,996,144	35,106,992	35,229,788	122,796	0%
Intergovernmental Grants	263,007	18,220	300,645	16,220	(284,425)	(95%)
Narcotic Forfeiture & Seizure	162,553	58,699	239,809	58,699	(181,110)	(76%)
Emergency Communications	2,852,882	2,769,300	2,864,195	2,815,069	(49,126)	(2%)
Harbor Tidelands	17,900	31,870	31,522	31,522	-	0%
Harbor Uplands	1,577,026	1,779,061	1,822,575	1,757,977	(64,598)	(4%)
<b>TOTAL</b>	<b>36,961,684</b>	<b>38,653,294</b>	<b>40,365,738</b>	<b>39,909,275</b>	<b>(456,463)</b>	<b>(1%)</b>

## POLICE ADMINISTRATION

**Purpose:** Police Administration provides leadership, vision, management and strategic planning to the Department's divisions to facilitate the delivery of law enforcement and community relations services to the City. Police Administration manages the Department's budget and resources and empowers personnel to accomplish the values, vision, mission, goals and objectives of the City and the Department.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	1,467,206	1,409,945	1,282,475	1,587,279	304,804	24%
Maintenance & Operations	256,544	175,836	355,387	169,803	(185,584)	(52%)
Internal Service Fund Allocations	693,455	693,455	366,787	366,787	-	0%
Capital Outlay	126,166	-	27,583	-	(27,583)	(100%)
<b>TOTAL</b>	<b>2,543,371</b>	<b>2,279,236</b>	<b>2,032,232</b>	<b>2,123,869</b>	<b>91,637</b>	<b>5%</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	2,344,725	2,252,236	1,833,979	2,123,869	289,890	16%
Intergovernmental Grants	12,222	-	18,373	-	(18,373)	(100%)
Narcotic Forfeiture & Seizure	11,961	27,000	171,610	-	(171,610)	(100%)
Emergency Communications	174,463	-	8,270	-	(8,270)	(100%)
<b>TOTAL</b>	<b>2,543,371</b>	<b>2,279,236</b>	<b>2,032,232</b>	<b>2,123,869</b>	<b>91,637</b>	<b>5%</b>

**POLICE  
PATROL**

**Purpose:** The Patrol Division responds to calls for service, enforces laws, deters crime, makes arrests, conducts preliminary investigations of crimes and collisions, and prepares associated reports. Patrol works with the community to prevent and solve crime and to enhance the quality of life for those who live, work, visit and play in Redondo Beach.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	11,188,125	10,984,782	11,192,910	11,922,367	729,457	7%
Maintenance & Operations	188,033	252,176	277,138	146,539	(130,599)	(47%)
Internal Service Fund Allocations	4,962,853	4,962,853	5,251,490	5,251,490	-	0%
Capital Outlay	79,873	-	-	-	-	0%
<b>TOTAL</b>	<b>16,418,884</b>	<b>16,199,811</b>	<b>16,721,538</b>	<b>17,320,396</b>	<b>598,858</b>	<b>4%</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	16,215,025	16,181,522	16,495,121	17,319,116	823,995	5%
Intergovernmental Grants	117,010	-	208,128	-	(208,128)	(100%)
Narcotic Forfeiture & Seizure	86,849	18,289	18,289	1,280	(17,009)	(93%)
<b>TOTAL</b>	<b>16,418,884</b>	<b>16,199,811</b>	<b>16,721,538</b>	<b>17,320,396</b>	<b>598,858</b>	<b>4%</b>

## POLICE INVESTIGATIONS

**Purpose:** The Investigations Division proactively detects, investigates and deters crime and acts of terrorism. It prepares cases for prosecution to maintain and improve public safety and to enhance the quality of life for those who live, work, visit and play in Redondo Beach.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
Personnel	3,274,140	4,039,690	4,305,190	3,767,826	<b>(537,364) (12%)</b>
Maintenance & Operations	139,943	119,056	155,174	81,990	<b>(73,184) (47%)</b>
Internal Service Fund Allocations	1,532,098	1,532,098	1,673,236	1,673,236	- 0%
Capital Outlay	-	-	-	-	- 0%
<b>TOTAL</b>	<b>4,946,181</b>	<b>5,690,844</b>	<b>6,133,600</b>	<b>5,523,052</b>	<b>(610,548) (10%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
General Fund	4,757,426	5,371,216	5,815,551	5,291,632	<b>(523,919) (9%)</b>
Narcotic Forfeiture & Seizure	56,236	3,096	3,096	-	<b>(3,096) (100%)</b>
Harbor Uplands	132,519	316,532	314,953	231,420	<b>(83,533) (27%)</b>
<b>TOTAL</b>	<b>4,946,181</b>	<b>5,690,844</b>	<b>6,133,600</b>	<b>5,523,052</b>	<b>(610,548) (10%)</b>

**POLICE  
SPECIAL OPERATIONS**

**Purpose:** The Special Operations Division oversees the operations of the Traffic Unit, the Pier, Community Services, Parking Enforcement and Animal Control. The Special Operations Division proactively performs operations that enhance the safety of the community.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	3,700,070	4,724,695	4,571,975	4,648,496	76,521	2%
Maintenance & Operations	449,754	217,622	316,409	215,278	(101,131)	(32%)
Internal Service Fund Allocations	1,694,956	1,694,956	1,827,652	1,827,652	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>5,844,780</b>	<b>6,637,273</b>	<b>6,716,036</b>	<b>6,691,426</b>	<b>(24,610)</b>	<b>0%</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	4,463,984	5,247,152	5,265,572	5,231,362	(34,210)	(1%)
Intergovernmental Grants	29,077	18,220	18,220	16,220	(2,000)	(11%)
Harbor Tidelands	17,900	31,870	31,522	31,522	-	0%
Harbor Uplands	1,333,819	1,340,031	1,400,722	1,412,322	11,600	1%
<b>TOTAL</b>	<b>5,844,780</b>	<b>6,637,273</b>	<b>6,716,036</b>	<b>6,691,426</b>	<b>(24,610)</b>	<b>0%</b>

## POLICE MANAGEMENT SERVICES

**Purpose:** The Management Services Division provides support for the Records Unit and Information Services. The Management Services Division collects, processes, and disseminates law enforcement information to assist in the apprehension and prosecution of criminal offenders and to improve public safety, communication and productivity.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
Personnel	3,176,436	3,658,435	3,893,917	3,465,797	(428,120) (11%)
Maintenance & Operations	250,677	239,405	267,291	226,350	(40,941) (15%)
Internal Service Fund Allocations	1,288,907	1,288,907	1,474,866	1,474,866	- 0%
Capital Outlay	84,667	-	69,000	-	(69,000) (100%)
<b>TOTAL</b>	<b>4,800,687</b>	<b>5,186,747</b>	<b>5,705,074</b>	<b>5,167,013</b>	<b>(538,061) (9%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
General Fund	2,017,759	2,413,145	2,752,423	2,351,944	(400,479) (15%)
Intergovernmental Grants	104,698	-	55,924	-	(55,924) (100%)
Narcotic Forfeiture & Seizure	(189)	4,302	40,802	-	(40,802) (100%)
Emergency Communications	2,678,419	2,769,300	2,855,925	2,815,069	(40,856) (1%)
<b>TOTAL</b>	<b>4,800,687</b>	<b>5,186,747</b>	<b>5,705,074</b>	<b>5,167,013</b>	<b>(538,061) (9%)</b>

## POLICE ADMINISTRATIVE SERVICES

**Purpose:** The Administrative Services Division strategically plans, organizes, manages and supervises unit activities in Payroll, Personnel and Training, Jail, Technical Services, Property and Evidence, Emergency Communications and supports the field services divisions that maintain and improve public safety. The Administrative Services Division also works with the Public Works Department to maintain and improve the Police Department public facility.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	1,503,729	1,664,425	1,664,425	1,661,931	(2,494)	0%
Maintenance & Operations	187,860	278,766	365,486	394,241	28,755	8%
Internal Service Fund Allocations	716,192	716,192	1,027,347	1,027,347	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>2,407,781</b>	<b>2,659,383</b>	<b>3,057,258</b>	<b>3,083,519</b>	<b>26,261</b>	<b>1%</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	2,289,397	2,530,873	2,944,346	2,911,865	(32,481)	(1%)
Narcotic Forfeiture & Seizure	7,696	6,012	6,012	57,419	51,407	855%
Harbor Uplands	110,688	122,498	106,900	114,235	7,335	7%
<b>TOTAL</b>	<b>2,407,781</b>	<b>2,659,383</b>	<b>3,057,258</b>	<b>3,083,519</b>	<b>26,261</b>	<b>1%</b>

## POLICE

### Core Service Activities

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(87%)</b>	<b>Total Staff Hours: 275,988</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(87%)</b>	<b>Total Staff Hours: 278,910</b>

#### *Administration*

- Investigate 20 complaints/internal affairs issues and provide training on issues derived from sustained complaints.
- Conduct quarterly reviews of the Lexipol policy manual and implement updates as necessary.

#### *Patrol*

- Provide 107,640 hours of police patrol to the community.
- Arrest 2,000 criminal offenders.
- Conduct 35,695 parking violation investigations.
- Perform 6 high-risk SWAT operations.
- Conduct quarterly Sergeants' patrol performance meetings.
- Investigate 600 traffic collisions.
- Initiate 5,000 traffic violation contact.
- Conduct 5 DUI checkpoints.
- Conduct 20 dog bite investigations.
- Review 80 film permits/noise variance requests and coordinate their security.
- Conduct 6 vehicle impound/storage hearings.
- Respond to 2,720 animal complaint calls for service.
- Service 938 parking meters.
- Process, collect and verify 1,500 parking meter permits.
- Investigate 250 graffiti cases and file 5 graffiti cases for prosecution.
- Conduct 3 juvenile curfew and/or truancy sweeps.
- Provide security and support at City Council meetings, City Council neighborhood meetings and special meetings.
- Complete 25 dog licensing investigation and citation details.
- Conduct 400 vehicle impounds and storages.

## POLICE

### *Investigations*

- Provide 21,000 hours of police investigations to the community.
- Investigate 87 cases of aggravated assault and obtain 25 felony filings.
- Investigate and obtain the appropriate disposition of 180 juvenile cases.
- Conduct surveillance of 15 known or suspected career criminals that are believed to be operating in Redondo Beach and/or adjacent cities.
- Deploy bait item 30 times and make 10 associated arrests.
- Investigate 274 narcotics cases.
- Investigate 1,300 property crime cases and serve 24 search warrants to recover evidence and victim property.

### *Management Services*

- Process 7,000 police reports.
- Compile, review, duplicate, distribute, file and electronically archive 8,000 police reports.

### *Administrative Services*

- Arrange 150 training classes for sworn and non-sworn personnel.
- Conduct background checks on 45 applicants.
- Manage and maintain a 95% compliance score of current personnel training records to ensure State mandated requirements.
- Book 4,400 pieces of evidence into police custody.
- Process 2,200 subpoenas, including data base entry, tracking, reports and calls.
- Process 1,400 court cases for review, filing, and tracking.
- Book coherent eligible detainees within 2 hours of receipt of approved pre-booking form 97% of the time.
- Answer 20,000 9-1-1 calls within 10 seconds 95% of the time.
- Coordinate and prepare billings for 1,000 false alarm incidents that qualify for billings of approximately \$55,000.

## Key Projects and Assignments

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(4%)</b>	<b>Total Staff Hours:</b>	<b>13,299</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(4%)</b>	<b>Total Staff Hours:</b>	<b>13,310</b>

### *Patrol*

	<b>Hours</b>
• Create a strategy to replace additional parking meters by June 2017.	400
• Continue working with key stakeholders along with the contracted non-profit organization PATH (People Assisting The Homeless), in order to mitigate the homelessness issues within the City by June 2017.	900
• Provide security and traffic control for 4th of July City sponsored signature event by July 2016.	1,240

## POLICE

- Provide security and traffic control for the 10K Race City sponsored signature event by February 2017. 700
- Provide personnel resources necessary to staff the annual public safety fair event by October 2016. 200
- Continue a parolee probationer tracking program for persons released into our community and assign officers to monitor them and hold them accountable for acceptable community behavior over a period of time sufficient to ensure that individual recidivism is not an issue through June 2017. 480
- Conduct up to 3 narcotics detection operations at Redondo Union High School as requested by School District personnel by June 2017. 900
- Provide citizen academy instruction to at least 22 citizens on police operations and activities by June 2017. 1,500
- Develop and research options for a cost-share program with the Department's new Wake Dog by June 2017. 100
- Continue the City's critical incident training to train all City staff, School District partners, and business community partners by December 2016. 250

### *Management Services*

- Create a training manual for Records trainees by June 2017. 650
- Prepare a feasibility study on moving Live Scan services over to City Hall by June 2017. 250
- Complete quality control and destroy 2008 crime reports by December 2016. 200
- Complete quality control and destroy 2009 crime reports by June 2017. 300

### *Administrative Services*

- Improve the collections process for outstanding debt for adult misdemeanor bookings by June 2017. 200
- Initiate 2 drug destructions and 1 firearm destruction by June 2017. 150
- Send a Police Sergeant to the Supervisory Leadership Institute for professional development by June 2017. 800
- Transfer background and historic training files from paper to electronic copies in the Personnel and Training Unit by June 2017. 500
- Enter into an agreement with the Los Angeles Sheriff's Department to become a participating agency in Property, Evidence and Laboratory Information Management Systems (PRELIMS) for use of evidence entry for movement and tracking by December 2016. 60
- Plan and develop a recruitment video for the Police Department by December 2016. 250
- Coordinate with IT department on the update of the Police Department's website by December 2016. 100
- Determine the operational and financial feasibility of becoming a JPA member or subscriber to the Area G interagency Communications Interoperability System (ICIS) by June 2017. 2,800
- Work with Public Works to complete the women's locker room expansion and new report writing room Capital Improvement Program projects by June 2017. 130

## POLICE

- Research and create a Request for Proposal (RFP) and selection process for the City's vehicle towing contract by June 2017. 230
- Increase number of Nixie group members to 10,120 by June 2017. 20

### Customer Service and Referrals

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(9%)</b>	<b>Total Staff Hours:</b>	<b>28,953</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(9%)</b>	<b>Total Staff Hours:</b>	<b>28,100</b>

#### *Administration*

- Respond to Comcate requests within 3 business days 90% of the time.

#### *Patrol*

- Complete 40 community Police service questionnaires.
- Respond to 75 traffic hotline citizen complaints.
- Conduct 2 animal awareness safety classes for elementary school students.
- Conduct 10 community awareness presentations on crime prevention and graffiti.
- Conduct 6 Neighborhood Watch block meetings.

#### *Investigations*

- Conduct 4 community awareness presentations on investigation related programs.

#### *Management Services*

- Receive and dispose of 75,000 telephone calls to Communications for assistance.
- Provide 24 hour citizen access to City services via the Records Unit.

## POLICE

### Selected Performance Measures

<b>Administration</b>	<b>Actual FY14-15</b>	<b>Estimated FY15-16</b>	<b>Proposed FY 16-17</b>
Complaints/internal affairs issues investigated on issues derived from complaints	21	17	20
Quarterly reviews conducted on Lexipol Policy manual to implement updates as necessary	1	4	4
Percentage of authorized sworn personnel positions filled	96%	95%	90.6%

<b>Patrol</b>	<b>Actual FY14-15</b>	<b>Estimated FY15-16</b>	<b>Proposed FY 16-17</b>
Police hours patrolling the community	102,940	99,045	107,640
Police reports completed	7,500	7,400	7,000

<b>Special Operations</b>	<b>Actual FY14-15</b>	<b>Estimated FY15-16</b>	<b>Proposed FY 16-17</b>
Parking violations investigated	43,072	28,320	35,700
Animal complaint calls responded to for service	2,967	2,480	2,720

<b>Investigations</b>	<b>Actual FY14-15</b>	<b>Estimated FY15-16</b>	<b>Proposed FY 16-17</b>
Police hours for investigations to the community	21,000	21,000	21,000
Aggravated assault cases investigated	94	93	87
Narcotic cases investigated	229	257	274
Bait items deployed to make associated arrests	75	80	80

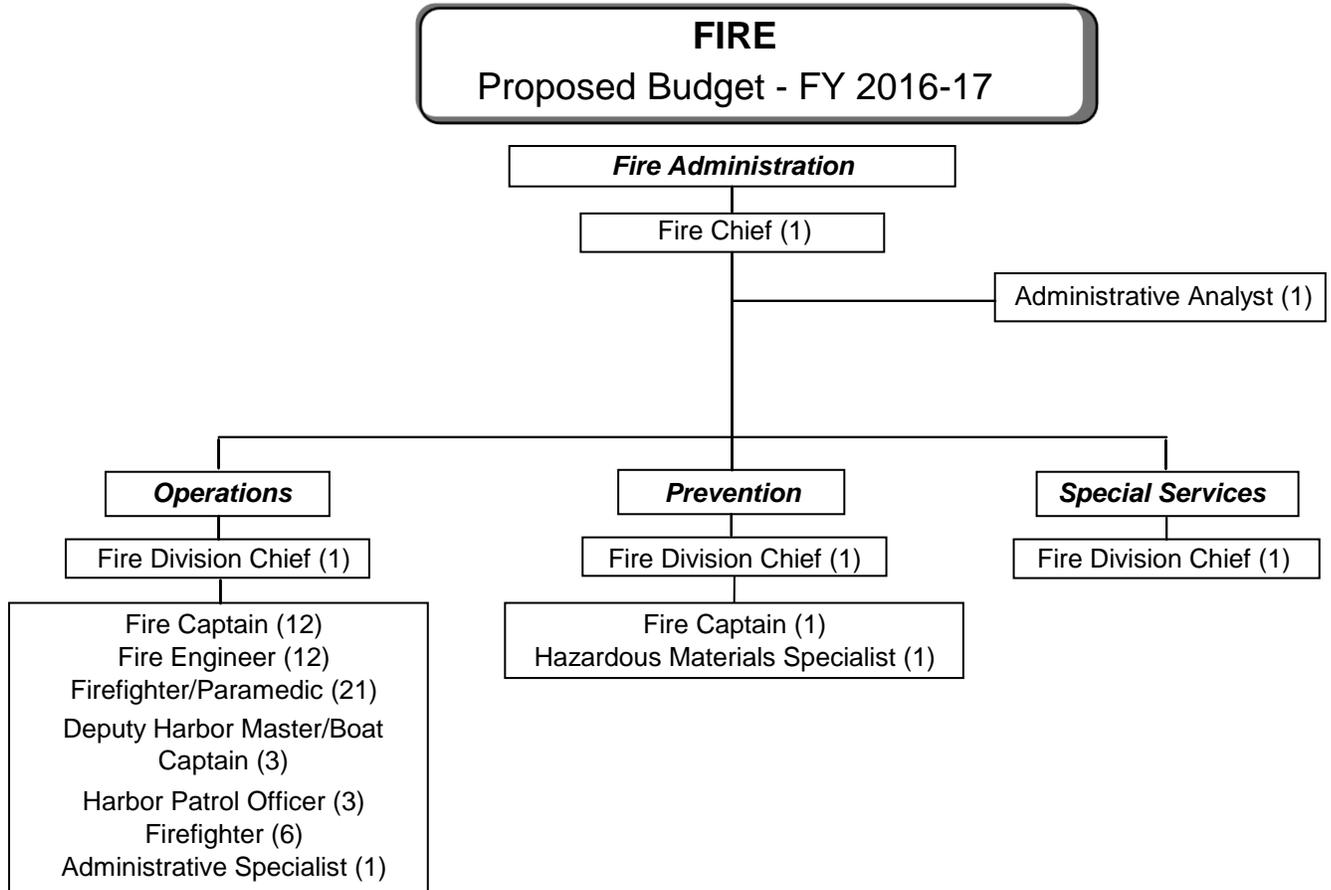
## POLICE

<b>Support Services</b>	<b>Actual FY14-15</b>	<b>Estimated FY15-16</b>	<b>Proposed FY 16-17</b>
Invoices prepared for commercial and residential false alarms	1,022	1,000	1,000
Percentage of 9-1-1 Calls answered within ten seconds by Emergency Services Dispatchers	98.9%	98%	95%
Increase RBPB Nixie subscribers	6,700	9,200	10,120
Percentage of crime reports destroyed, from a selected previous year, to maintain record compliance	0%	0%	100%
Annual police reports compiled, reviewed, duplicated, distributed, filed and electronically archived	7,178	7,750	8,000

<b>Administrative Services</b>	<b>Actual FY14-15</b>	<b>Estimated FY15-16</b>	<b>Proposed FY 16-17</b>
Training classes arranged for personnel	204	135	150
Pieces of evidence booked into police custody	4,720	4,513	4,400
Court cases processed for review, filing, and tracking	1,503	1,288	1,400
Percentage of eligible coherent detainees booked within two hours of receipt of approved pre-booking form	94%	95%	97%

# **FIRE**

***Mission Statement:*** *Serving the community by protecting life, property, and the environment through prevention, education, and emergency services.*



**SUMMARY OF PERSONNEL  
Proposed Budget - FY 2016-17**

**FIRE**

**Administration**

1.00	Fire Chief
1.00	Administrative Analyst
<u>2.00</u>	

**Operations**

1.00	Fire Division Chief
12.00	Fire Captain
12.00	Fire Engineer
21.00	Firefighter/Paramedic
3.00	Deputy Harbor Master/Boat Captain
3.00	Harbor Patrol Officer
6.00	Firefighter
1.00	Administrative Specialist
<u>59.00</u>	

**Prevention**

1.00	Fire Division Chief
1.00	Fire Captain
1.00	Hazardous Materials Specialist
<u>3.00</u>	

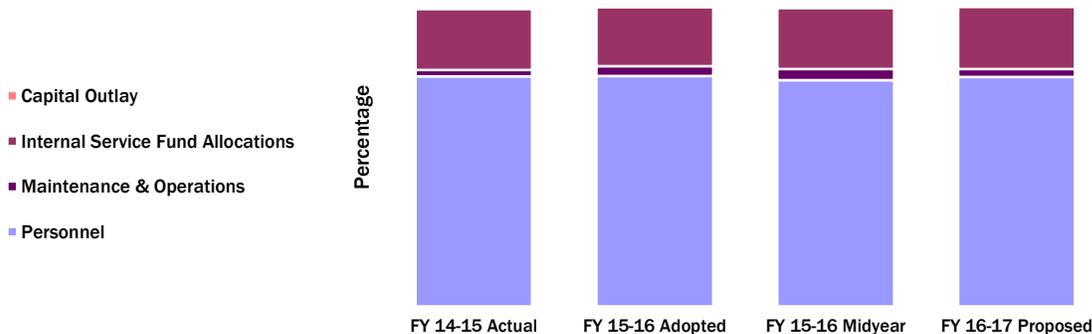
**Special Services**

1.00	Fire Division Chief
<u>1.00</u>	

**TOTAL PERSONNEL: 65.00**

## FIRE

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	13,881,981	14,435,202	14,715,602	14,749,799	34,197	0%
Maintenance & Operations	381,937	618,274	717,139	515,314	(201,825)	(28%)
Internal Service Fund Allocations	3,689,918	3,689,918	3,977,548	3,977,548	-	0%
Capital Outlay	100,589	11,100	62,235	-	(62,235)	(100%)
<b>TOTAL</b>	<b>18,054,425</b>	<b>18,754,494</b>	<b>19,472,524</b>	<b>19,242,661</b>	<b>(229,863)</b>	<b>(1%)</b>



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	15,842,643	16,465,266	17,137,255	16,853,450	(283,805)	(2%)
Intergovernmental Grants	47,156	48,000	69,135	48,000	(21,135)	(31%)
Disaster Recovery	36,795	17,060	17,060	17,060	-	0%
Harbor Tidelands	1,726,798	1,998,997	2,024,899	2,097,120	72,221	4%
Solid Waste	210,413	225,171	224,175	227,031	2,856	1%
Self-Insurance Program	190,620	-	-	-	-	0%
<b>TOTAL</b>	<b>18,054,425</b>	<b>18,754,494</b>	<b>19,472,524</b>	<b>19,242,661</b>	<b>(229,863)</b>	<b>(1%)</b>

## FIRE ADMINISTRATION

**Purpose:** The purpose of Fire Administration is to provide overall planning, control, and management of all Fire Department activities and staff support for all divisions and to direct the day-to-day administration of the Fire Department within the policies set forth by the City Council and City Manager. Fire Administration also establishes and modifies as needed all department strategies, tactics and policies in addition to administering joint training and automatic/mutual aide responses with neighboring fire jurisdictions. Fire Administration also oversees its participation in the City's combined Police/Fire communications services and serves as liaison to other fire suppression and medical emergency organizations. Specific administrative activities include general administration, establishment of annual goals and objectives, staff report development, fiscal management, records management, purchasing, clerical support, program coordination and community services.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	451,347	486,087	486,087	451,818	(34,269)	(7%)
Maintenance & Operations	21,148	17,139	30,269	17,139	(13,130)	(43%)
Internal Service Fund Allocations	303,570	303,570	413,071	413,071	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>776,065</b>	<b>806,796</b>	<b>929,427</b>	<b>882,028</b>	<b>(47,399)</b>	<b>(5%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	776,065	806,796	929,427	882,028	(47,399)	(5%)
<b>TOTAL</b>	<b>776,065</b>	<b>806,796</b>	<b>929,427</b>	<b>882,028</b>	<b>(47,399)</b>	<b>(5%)</b>

## FIRE PREVENTION

**Purpose:** The purpose of Fire Prevention is to reduce the threat of life and property loss to a level equal to or less than the 10 year average by actively enforcing local, State and Federal codes to mitigate fire and life safety hazards. The Fire Prevention Division also maintains a plan review section and hazardous materials disclosure program. The reduction of fire loss is accomplished by examining and conditioning development plans, inspecting buildings and facilities, conducting public education programs, and thoroughly investigating all fires and product hazard incidents. This program also provides arson/investigation responses to all fires, non-fire and hazardous materials incidents as well as providing as backfill personnel during wildland strike-team deployments.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	769,401	873,963	873,963	865,304	(8,659)	(1%)
Maintenance & Operations	12,830	27,001	27,001	27,001	-	0%
Internal Service Fund Allocations	152,608	152,608	154,337	154,337	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>934,839</b>	<b>1,053,572</b>	<b>1,055,301</b>	<b>1,046,642</b>	<b>(8,659)</b>	<b>(1%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	724,426	828,401	831,126	819,611	(11,515)	(1%)
Solid Waste	210,413	225,171	224,175	227,031	2,856	1%
<b>TOTAL</b>	<b>934,839</b>	<b>1,053,572</b>	<b>1,055,301</b>	<b>1,046,642</b>	<b>(8,659)</b>	<b>(1%)</b>

## FIRE OPERATIONS

**Purpose:** The purpose of the Operations Division is as follows: To provide directive in the deployment of all fire/medical/hazardous material resources to ensure public safety; To provide management directive and oversight to all Fire Department programs; To develop and implement public safety programs, services and life safety innovations; To establish and modify, as needed, department strategies, tactics and policies as they relate to land-based fire suppression activities and Harbor Patrol operations; To plan and coordinate automatic and mutual aid deployment of emergency response units during large-scale incidents and wildland conflagrations; To oversee the EMS/paramedic component of the Fire Department and manage a continuing quality assurance/improvement (QA/QI) program to ensure that proper medical personnel are allocated and implementing field protocols in accordance with prescribed regulations as adopted by the Los Angeles Health Care Agency.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	12,349,297	12,749,434	13,029,834	13,097,402	67,568	1%
Maintenance & Operations	319,239	528,451	614,076	425,491	(188,585)	(31%)
Internal Service Fund Allocations	3,104,268	3,104,268	3,280,003	3,280,003	-	0%
Capital Outlay	100,589	11,100	62,235	-	(62,235)	(100%)
<b>TOTAL</b>	<b>15,873,393</b>	<b>16,393,253</b>	<b>16,986,148</b>	<b>16,802,896</b>	<b>(183,252)</b>	<b>(1%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	13,888,509	14,346,256	14,892,114	14,657,776	(234,338)	(2%)
Intergovernmental Grants	47,156	48,000	69,135	48,000	(21,135)	(31%)
Disaster Recovery	20310	0	0	0	-	0%
Harbor Tidelands	1,726,798	1,998,997	2,024,899	2,097,120	72,221	4%
Self-Insurance Program	190,620	-	-	-	-	0%
<b>TOTAL</b>	<b>15,873,393</b>	<b>16,393,253</b>	<b>16,986,148</b>	<b>16,802,896</b>	<b>(183,252)</b>	<b>(1%)</b>

## FIRE SPECIAL SERVICES

**Purpose:** The purpose of the Special Services Division is to ensure the training of all City employees in managing disaster responses and to enable the City to respond quickly and effectively to major emergencies. To establish and maintain an Emergency Management System that coordinates mitigation, preparedness, response, and recovery phases for 1) natural disasters, 2) technological disasters, and 3) national security emergencies. To manage the City's Emergency Preparedness Committee. To meet State/Federal laws/mandates including the National Emergency Management System (NEMS). To promote and train the City's Community Emergency Response Teams (CERT) to respond to disasters until public safety personnel are available. Additionally, under the direction of the Special Services/Division Chief, the departments Training Captain assists with the implementation of comprehensive training and education programs related to fire suppression, disaster and earthquake preparedness.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	311,936	325,718	325,718	335,275	9,557	3%
Maintenance & Operations	28,720	45,683	45,793	45,683	(110)	0%
Internal Service Fund Allocations	129,472	129,472	130,137	130,137	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>470,128</b>	<b>500,873</b>	<b>501,648</b>	<b>511,095</b>	<b>9,447</b>	<b>2%</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	453,643	483,813	484,588	494,035	9,447	2%
Disaster Recovery	16,485	17,060	17,060	17,060	-	0%
<b>TOTAL</b>	<b>470,128</b>	<b>500,873</b>	<b>501,648</b>	<b>511,095</b>	<b>9,447</b>	<b>2%</b>

## FIRE

### Core Service Activities

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(74%)</b>	<b>Total Staff Hours: 100,048</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(74%)</b>	<b>Total Staff Hours: 100,698</b>

#### *Administration*

- Direct the day-to-day administration of the Fire Department.
- Provide leadership and direction to 65 full-time employees.
- Prepare, submit and manage the annual Fire Department budget.
- Develop an emergency response policy that continually improves public safety and is consistent with Federal, State and County mandates.
- Administer 3 automatic aid agreements for the sharing of fire units with neighboring agencies.
- Apply and administer Federal, State and local grant funding opportunities.
- Prepare approximately 10 administrative staff reports to City Council.
- Complete the Fire Department objectives contained in the City Strategic Plan.
- Facilitate and provide direction to the City Council-endorsed Citizen Corp's Council and Community Emergency Response Team (CERT).
- Collaborate with Human Resources and the City Manager's office regarding employee relations.

#### *Operations*

- Direct, command and coordinate Fire Department and automatic aid response units during emergency incidents and large-scale disasters.
- Ensure compliance with State mandates in Wildland Mutual Aid response.
- Direct and implement department specialized training mandates.
- Respond to approximately 6,000 reported 9-1-1 incidents to include: approximately 80-85 active fires, 1,600 non-fire and marine related incidents and 4,300 medical incidents.
- Administer 500 hours of mandated OSHA training to 60 firefighters in respiratory protection practices.
- Respond to all wildland disaster fires within the greater Los Angeles, Orange, and San Bernardino counties upon request.
- Complete 2,400 hours of fire station and emergency equipment maintenance.
- Administer 45,990 hours of annual training to 63 fire fighters in required fire suppression and medical skills, 2 hours per day, per individual.

#### *Prevention*

- Supervise all activities and personnel assigned to the Fire Prevention Division.
- Conduct 5,400 to 5,600 annual B-Occupancy and Fire Permit inspections.
- Conduct life-safety overcrowding inspections during nighttime hours in all permitted nightclubs and assembly occupancies as required.

## FIRE

- Ensure fire code compliance of approximately 1,100 to 1,300 documented violations within sixty (60) days of issuance.
- Conduct comprehensive investigations in all fire, arson, and hazardous materials related incidents.
- Attend all Public Safety Commission meetings as required.
- Complete approximately 255 fire sprinkler and fire alarm plan reviews within 10 days of submittal and perform required field inspections.
- Conduct 120 hazardous materials disclosure inspections and update approximately 57 disclosure records and emergency response plans.
- Conduct 12 public education school programs and participate in RUHS Career Day.
- Conduct 30 special event and filming inspections.
- Conduct 2 Household Hazardous Waste City-wide roundups.

### *Special Services*

- Maintain the annual registration of 41 EMT's and 21 licensed paramedics with the Los Angeles Department of Health Services and EMS Division.
- Provide management oversight to the Department's Medical Director and Nurse Educator.
- Attend monthly Area G Disaster Preparedness meetings to continually update the City's Emergency Operation Center response protocols.
- Provide ongoing training to 60 suppression personnel in communicable disease control methods as required by Cal-OSHA mandates.
- Provide continuing education training to the department heads for the Emergency Operations Center (EOC).
- Conduct quarterly meetings for the Emergency Preparedness Committee at City Hall.

### *Harbor Patrol*

- Respond to all fire, medical, and marine related emergencies within the designated Harbor area.
- Respond to approximately 9 requests for mutual aid assistance with the Coast Guard and neighboring harbors.
- Conduct annual inspections on approximately 1,400 vessel slips and adjacent docks, documenting violations and notifying leaseholders.
- Conduct 2 extended marina patrols daily totaling 1,500 hours.
- Attend all Harbor Commission meetings as required.

## FIRE

### Key Projects and Assignments

**Adopted FY 2015-16 (16%) Total Staff Hours: 21,632**

**Proposed FY 2016-17 (16%) Total Staff Hours: 21,102**

	<b>Hours</b>
• Upon approval by City Council, initiate a fire prevention annual inspection fee program by December 2016.	250
• Administer a Beach Cities Health District \$48,000 grant for medical equipment upgrades and personnel medical training by June 2017.	1,100
• Conduct 2 Fire Department sponsored CERT programs by June 2017.	300
• Coordinate with City staff the 2016 Fourth of July Fireworks Event by July 2016.	1,050
• Coordinate with City staff the implementation of the new filming permit enhancements reducing the impact on staff by August 2016.	200
• Complete the recruitment and training of 10 new firefighters and paramedics for fire suppression and emergency medical response in the City by December 2016.	7,132
• Obtain approval from City Council and move forward in the RFP process to acquire EMS transport rights through the County of Los Angeles. Once awarded, implement the program by January 2017.	5,000
• Complete the specification, acquisition, outfitting and rendering operational of 1 new fire engine by July 2017.	1,500
• Create and administer promotional exam for Fire Captain by August 2016.	500
• Coordinate with Building Department and City Attorney's office to amend the 2016 California Fire Code by December 2016.	800
• Continue implementation of Standing Field Treatment Protocol by June 2017.	900
• Create and administer promotional exams for Boat Captain and Engineer by July 2017.	750
• Review site disaster plans with the school district by June 2017.	400
• Implement, install, and train firefighters in Mobil Mapping MDC program by October 2016.	300
• Develop and implement new brush hose pack by August 2016.	120
• Develop and implement new rescue swimmer program by November 2016.	750
• Complete staff work to assist with the update of the City's webpage by December 2016.	50

### Customer Service and Referrals

**Adopted FY 2015-16 (10%) Total Staff Hours: 13,520**

**Proposed FY 2016-17 (10%) Total Staff Hours: 13,400**

- Assist with approximately 300 citizen service requests involving fire code and hazardous materials violations.
- Assist with approximately 45 citizen service requests involving vessel and marina related code and local ordinance violations.

## FIRE

### Selected Performance Measures

<b>Administration</b>	<b>Actual FY 2014-15</b>	<b>Estimated FY 2015-16</b>	<b>Proposed FY 2016-17</b>
Prepare and present 10 administrative Staff reports to City Council	10	7	10
Apply and administer Federal, State and local grants	3	3	3
Complete departmental Strategic Plan objectives	1	3	3
Quarterly meetings with Fire Association to review pending issues	4	4	4

<b>Operations</b>	<b>Actual FY 2014-15</b>	<b>Estimated FY 2015-16</b>	<b>Proposed FY 2016-17</b>
Respond to 9-1-1 incidents			
Medical Incidents	3,957	4,200	4,300
Active Fires	111	110	110
Non-fire & marine incidents	326	330	330
Conduct annual docks inspections	1,400	1,400	1,400
Administer Transient Vessel Mooring Field permits	40	92	120
Administer mandated OSHA training in respiratory protection	60	60	60
Respond to 90% of all calls within 5 minutes/average dispatch time	61	64	70

<b>Prevention</b>	<b>Actual FY 2014-15</b>	<b>Estimated FY 2015-16</b>	<b>Proposed FY 2016-17</b>
Conduct annual occupancy inspections	3,848	4,000	5,000
Conduct Household Hazardous Waste City Wide roundups	2	2	2
Conduct special event and filming inspections	27	30	30
Conduct fire sprinkler and fire alarm inspections	241	250	250

**FIRE**

<b>Special Services</b>	<b>Actual FY 2014-15</b>	<b>Estimated FY 2015-16</b>	<b>Proposed FY 2016-17</b>
Maintain annual registration of EMT's and PM's with LA Department. of Health / Employment	62	62	62
Attend monthly South Bay Training Officers meetings	12	12	12
Attend monthly Area G Disaster preparation meetings	3	12	1
Attend quarterly Los Angeles County EMS meetings	3	6	6
Attend monthly Emergency. Preparedness meetings with City personnel	5	12	1

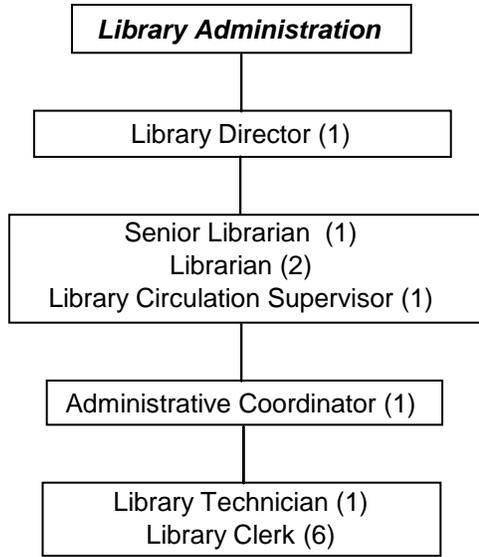


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## PUBLIC LIBRARY

***Mission Statement:*** *The Redondo Beach Public Library provides services and materials to persons of all ages in a friendly atmosphere for the purpose of meeting the informational, educational, recreational, and cultural needs of Redondo Beach residents.*

**PUBLIC LIBRARY**  
Proposed Budget - FY 2016-17



**SUMMARY OF PERSONNEL**  
**Proposed Budget - FY 2016-17**

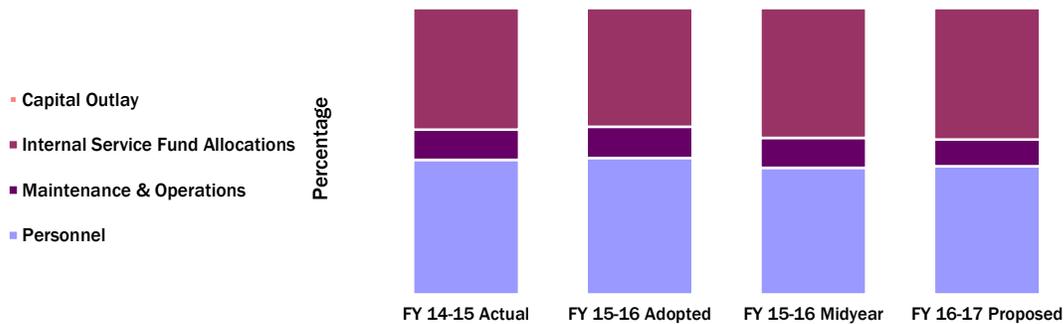
**PUBLIC LIBRARY**

1.00	Library Director
1.00	Senior Librarian
2.00	Librarian
1.00	Library Circulation Supervisor
1.00	Administrative Coordinator
1.00	Library Technician
<u>6.00</u>	Library Clerk
13.00	

**TOTAL PERSONNEL: 13.00**

## PUBLIC LIBRARY

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	1,878,557	1,954,068	1,981,068	1,986,498	5,430	0%
Maintenance & Operations	424,104	443,926	471,834	413,926	(57,908)	(12%)
Internal Service Fund Allocations	1,694,591	1,694,591	2,027,986	2,027,986	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>3,997,252</b>	<b>4,092,585</b>	<b>4,480,888</b>	<b>4,428,410</b>	<b>(52,478)</b>	<b>(1%)</b>



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	3,997,252	4,092,585	4,480,888	4,428,410	(52,478)	(1%)
<b>TOTAL</b>	<b>3,997,252</b>	<b>4,092,585</b>	<b>4,480,888</b>	<b>4,428,410</b>	<b>(52,478)</b>	<b>(1%)</b>

## PUBLIC LIBRARY

### Core Service Activities

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(94%)</b>	<b>Total Staff Hours:</b>	<b>25,537</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(94%)</b>	<b>Total Staff Hours:</b>	<b>25,358</b>

- Operate the Main Library with 56 weekly public open hours Monday -Thursday 10:00 A.M. to 8:00 P.M., Friday 10:00 A.M. to 6:00 P.M., Saturday 9:00 A.M. to 5:00 P.M; the North Branch Library with 40 weekly public open hours Monday - Thursday 12:00 P.M. - 8:00 P.M. and Saturday 9:00 A.M. to 5:00 P.M.; closed Sundays and 12 holidays with part-time staffing of approximately 24,550 hours.
- Maintain and work to continually increase the patron database which currently stands at 63,805 cardholders.
- Answer approximately 70,500 reference and information questions. Provide internet access for 60,000 user sessions.
- Maintain the Library's web page with timely information and remote access to the Library catalog and 13 databases, 24 hours a day.
- With continued funding from the Friends of the Library, provide online tutoring for students via tutor.com in order to support the Redondo Beach Unified School District.
- Provide and maintain a collection of physical materials with an annual circulation of 562,511 items and provide digital media services with an annual circulation of 30,000 eBooks, eAudiobooks, eMagazines, and streaming music and movies.
- Conduct programs for children, teens, and adults with a monthly average of 30 programs for children, 2 for teens, and 8 for adult.

### Key Projects and Assignments

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(4%)</b>	<b>Total Staff Hours:</b>	<b>950</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(4%)</b>	<b>Total Staff Hours:</b>	<b>1,100</b>

	<b>Hours</b>
• Evaluate space needs and shift areas of the collection in order to repurpose the adult print reference shelves and provide additional seating adjacent to outlets by May 2017.	130
• Conduct children, teen, and adult summer reading programs for approximately 2,100 participants by September 2016.	440
• Provide a minimum of 8 STEM (science, technology, engineering, mathematics) programs for children and teens by June 2017.	110
• Develop and facilitate a community-wide reading program by June 2017.	160
• Using the mobile circulation devices, inventory and weed the adult business section by May 2017.	140
• Implement and evaluate outsourcing of processing and cataloging of Library materials by May 2017.	120

## PUBLIC LIBRARY

### Customer Service and Referrals

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(2%)</b>	<b>Total Staff Hours:</b>	<b>553</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(2%)</b>	<b>Total Staff Hours:</b>	<b>582</b>

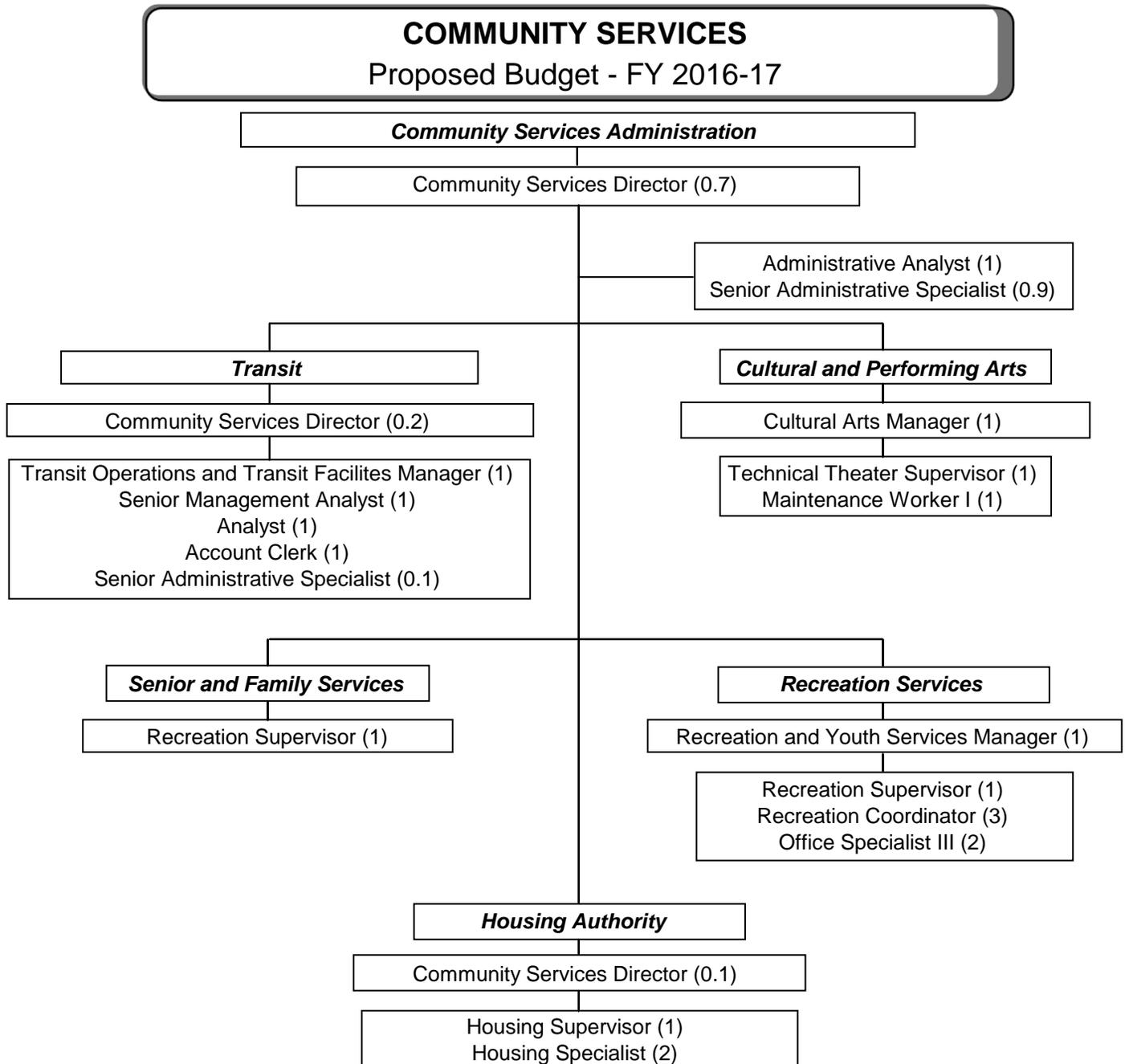
- Achieve a customer satisfaction rating exceeding 92% on the annual user survey.  
Respond to customer phone calls and emails within 24 business hours.
- Hold daily morning staff meetings with a focus on customer service.

### Selected Performance Measures

<i>Library</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Open libraries to the public	4,770	4,826	4,826
Circulate digital materials	24,800	30,000	35,000
Provide adult, teen, and children's programming	400	400	480
Respond to reference questions	70,000	70,500	70,500

## COMMUNITY SERVICES

**Mission Statement:** *The Community Services Department is committed to enhancing the quality of life for Redondo Beach residents and visitors through high-quality, customer-oriented programs in the areas of recreation and cultural affairs, senior and family services, housing assistance and public transportation.*



**SUMMARY OF PERSONNEL**  
**Proposed Budget - FY 2016-17**

**COMMUNITY SERVICES**

**Administration**

0.70 Community Services Director  
1.00 Administrative Analyst  
0.90 Senior Administrative Specialist  
2.60

**Housing Authority**

0.10 Community Services Director  
1.00 Housing Supervisor  
2.00 Housing Specialist  
3.10

**Cultural and Performing Arts**

1.00 Cultural Arts Manager  
1.00 Technical Theater Supervisor  
1.00 Maintenance Worker I  
3.00

**Transit**

0.20 Community Services Director  
1.00 Transit Operations and Transit Facilities Manager  
1.00 Senior Management Analyst  
1.00 Analyst  
1.00 Account Clerk  
0.10 Senior Administrative Specialist  
4.30

**Recreation Services**

1.00 Recreation and Youth Services Manager  
1.00 Recreation Supervisor  
3.00 Recreation Coordinator  
2.00 Office Specialist III  
7.00

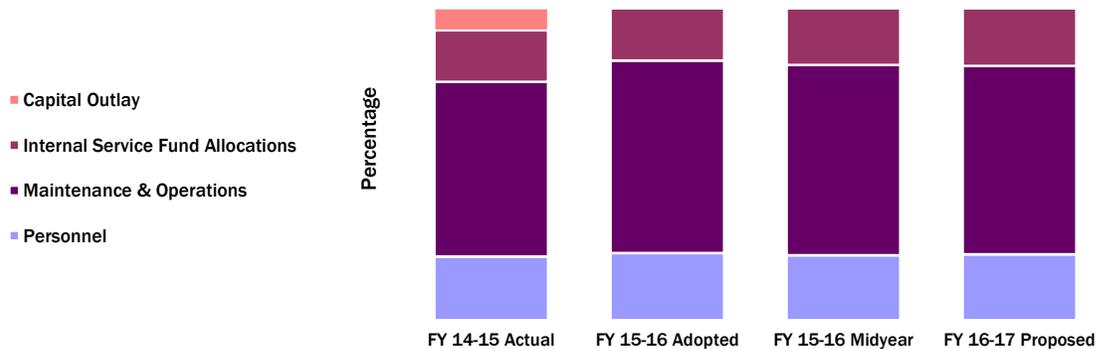
**Senior and Family Services**

1.00 Recreation Supervisor  
1.00

**TOTAL PERSONNEL: 21.00**

## COMMUNITY SERVICES

<i>Operating Expenses</i>	FY 14-15	FY 15-16	FY 15-16	FY 16-17	Increase/ Decrease	
	Actual	Adopted	Midyear	Proposed		
Personnel	3,320,032	3,493,585	3,493,585	3,494,544	959	0%
Maintenance & Operations	9,132,375	9,986,725	10,253,752	10,016,725	(237,027)	(2%)
Internal Service Fund Allocations	2,708,587	2,708,587	3,050,406	3,050,406	-	0%
Capital Outlay	1,135,039	-	-	-	-	0%
<b>TOTAL</b>	<b>16,296,033</b>	<b>16,188,897</b>	<b>16,797,743</b>	<b>16,561,675</b>	<b>(236,068)</b>	<b>(1%)</b>



<i>Funding Sources</i>	FY 14-15	FY 15-16	FY 15-16	FY 16-17	Increase/ Decrease	
	Actual	Adopted	Midyear	Proposed		
General Fund	5,556,588	5,689,330	6,120,174	6,024,561	(95,613)	(2%)
Proposition C	607	607	442	442	-	0%
Air Quality Improvement	63,613	71,861	71,366	71,172	(194)	0%
Intergovernmental Grants	1,175,545	-	22,000	-	(22,000)	(100%)
Community Develop Block Grant	121,395	133,163	200,256	133,163	(67,093)	(34%)
Housing Authority	5,543,807	5,769,013	5,773,080	5,774,767	1,687	0%
Harbor Tidelands	467,944	488,099	547,460	490,250	(57,210)	(10%)
Transit	3,366,534	4,036,824	4,062,965	4,067,320	4,355	0%
<b>TOTAL</b>	<b>16,296,033</b>	<b>16,188,897</b>	<b>16,797,743</b>	<b>16,561,675</b>	<b>(236,068)</b>	<b>(1%)</b>

## COMMUNITY SERVICES ADMINISTRATION

**Purpose:** To provide leadership and accountable direction to the Department's Recreation Services, Senior and Family Services, Cultural and Performing Arts, Transit, Housing, and Community Development Block Grant Divisions cumulatively comprised of 21 full-time positions, approximately 140 part-time positions, volunteers and numerous contract employees providing high quality, cost effective programs and service to enhance the quality of life of Redondo Beach residents and visitors.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	370,537	386,572	386,572	367,623	(18,949)	(5%)
Maintenance & Operations	32,059	61,402	92,752	54,472	(38,280)	(41%)
Internal Service Fund Allocations	43,610	43,610	46,111	46,111	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>446,206</b>	<b>491,584</b>	<b>525,435</b>	<b>468,206</b>	<b>(57,229)</b>	<b>(11%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	446,206	491,584	525,435	468,206	(57,229)	(11%)
<b>TOTAL</b>	<b>446,206</b>	<b>491,584</b>	<b>525,435</b>	<b>468,206</b>	<b>(57,229)</b>	<b>(11%)</b>

## COMMUNITY SERVICES RECREATION SERVICES

**Purpose:** To manage the operation of the Alta Vista Tennis Complex; Aviation Park Gymnasium; Track and Field; Wilderness Park; Artesia Center; Senior Centers; Veterans Park Community Center; Teen Center; Seaside Lagoon; the After-School and Summer Camp Playground programs; Breakwater Camp and adult sports leagues, provide liaison services to the Recreation and Parks Commission, and provide a variety of quality and innovative user-pay programs, classes, venues and activities for Redondo Beach residents to improve the livability of the City's neighborhoods, provide positive activities for the youth of the community and promote the community's health and quality of life.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	1,376,903	1,403,085	1,403,085	1,416,928	13,843	1%
Maintenance & Operations	831,867	890,823	1,039,436	927,453	(111,983)	(11%)
Internal Service Fund Allocations	1,430,040	1,430,040	1,513,611	1,513,611	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>3,638,810</b>	<b>3,723,948</b>	<b>3,956,132</b>	<b>3,857,992</b>	<b>(98,140)</b>	<b>(2%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	3,148,366	3,235,849	3,386,672	3,367,742	(18,930)	(1%)
Intergovernmental Grants	22,500	-	22,000	-	(22,000)	(100%)
Harbor Tidelands	467,944	488,099	547,460	490,250	(57,210)	(10%)
<b>TOTAL</b>	<b>3,638,810</b>	<b>3,723,948</b>	<b>3,956,132</b>	<b>3,857,992</b>	<b>(98,140)</b>	<b>(2%)</b>

- Included in the FY 16-17 Proposed amounts is an additional appropriation for the 1.8% contractual rent increase for the facility at 1922 Artesia Boulevard.

## COMMUNITY SERVICES CULTURAL AND PERFORMING ARTS

**Purpose:** To operate and manage rentals at the City's 1,453 seat Performing Arts Center, manage rentals at Heritage Court, manage inventory, tours and public viewing hours at the Historical Museum, provide the Outdoor Family Classic Film Series, manage the City's Public Art Program, manage the City's Street Banners Program, coordinate the Memorial Day and Veterans Day ceremonies, provide liaison services to the Public Art Commission and the Historical Commission and administer the City's annual City Coin Program. Provide representation at various culturally oriented community groups such as the Redondo Beach Chamber Visitors' Bureau, Redondo Beach Art Group, Friends of Redondo Beach Arts and Hands on Art. Increase, enhance and support the variety and quality of the community's cultural events and activities to improve the livability of the City's neighborhoods.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	674,997	550,582	550,582	562,421	11,839	2%
Maintenance & Operations	93,270	141,502	170,492	141,802	(28,690)	(17%)
Internal Service Fund Allocations	615,074	615,074	784,479	784,479	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>1,383,341</b>	<b>1,307,158</b>	<b>1,505,553</b>	<b>1,488,702</b>	<b>(16,851)</b>	<b>(1%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	1,383,341	1,307,158	1,505,553	1,488,702	(16,851)	(1%)
<b>TOTAL</b>	<b>1,383,341</b>	<b>1,307,158</b>	<b>1,505,553</b>	<b>1,488,702</b>	<b>(16,851)</b>	<b>(1%)</b>

## COMMUNITY SERVICES SENIOR AND FAMILY SERVICES

**Purpose:** To provide programs, services, information, referrals, and recreational activities for the community's expanding senior and adult disabled population that promote physical and mental health and enhance the livability of Redondo Beach neighborhoods. In addition, manage the City's weekly Farmer's Market.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	175,510	223,806	223,806	227,900	4,094	2%
Maintenance & Operations	66,097	66,372	72,062	66,372	(5,690)	(8%)
Internal Service Fund Allocations	219,837	219,837	261,026	261,026	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>461,444</b>	<b>510,015</b>	<b>556,894</b>	<b>555,298</b>	<b>(1,596)</b>	<b>0%</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	461,444	510,015	556,894	555,298	(1,596)	0%
<b>TOTAL</b>	<b>461,444</b>	<b>510,015</b>	<b>556,894</b>	<b>555,298</b>	<b>(1,596)</b>	<b>0%</b>

## COMMUNITY SERVICES HOUSING AUTHORITY

**Purpose:** To provide rent subsidies to low income individuals and families so they may reside in affordable, decent, safe and sanitary housing, and to direct interested members of the public to the City's contracted fair housing agency so that the City's renters and property managers may receive information and assistance pertaining to landlord/tenant laws, ultimately improving the City's attractiveness and livability of neighborhoods.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	285,996	342,732	342,732	344,419	1,687	0%
Maintenance & Operations	5,145,567	5,314,037	5,314,037	5,314,037	-	0%
Internal Service Fund Allocations	112,244	112,244	116,311	116,311	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>5,543,807</b>	<b>5,769,013</b>	<b>5,773,080</b>	<b>5,774,767</b>	<b>1,687</b>	<b>0%</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Housing Authority	5,543,807	5,769,013	5,773,080	5,774,767	1,687	0%
<b>TOTAL</b>	<b>5,543,807</b>	<b>5,769,013</b>	<b>5,773,080</b>	<b>5,774,767</b>	<b>1,687</b>	<b>0%</b>

**COMMUNITY SERVICES**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

**Purpose:** To provide services to low income, disabled and senior residents via the Mobility Access/Emergency Repair Program and the Public Service Agency Funding Program, and to provide funding for CDBG-eligible capital improvement projects.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
Personnel	-	-	-	-	- 0%
Maintenance & Operations	121,395	133,163	200,256	133,163	(67,093) (34%)
Internal Service Fund Allocations	108,662	108,662	110,686	110,686	- 0%
Capital Outlay	-	-	-	-	- 0%
<b>TOTAL</b>	<b>230,057</b>	<b>241,825</b>	<b>310,942</b>	<b>243,849</b>	<b>(67,093) (22%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
General Fund	108,662	108,662	110,686	110,686	- 0%
Community Develop Block Grant	121,395	133,163	200,256	133,163	(67,093) (34%)
<b>TOTAL</b>	<b>230,057</b>	<b>241,825</b>	<b>310,942</b>	<b>243,849</b>	<b>(67,093) (22%)</b>

## COMMUNITY SERVICES TRANSIT

**Purpose:** To provide safe, efficient and cost effective transportation programs to Redondo Beach residents and visitors, and to promote environmentally-friendly, congestion-mitigating transportation alternatives to enhance the quality of life in the region. To plan, organize and administer the City's Taxi Franchise, Beach Cities Transit and WAVE Dial-A-Ride services, Air Quality Management District improvement programs, Bus Pass Subsidy Program and the Employee Rideshare Program.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	436,089	586,808	586,808	575,253	(11,555)	(2%)
Maintenance & Operations	2,842,120	3,379,426	3,364,717	3,379,426	14,709	0%
Internal Service Fund Allocations	179,120	179,120	218,182	218,182	-	0%
Capital Outlay	1,135,039	-	-	-	-	0%
<b>TOTAL</b>	<b>4,592,368</b>	<b>4,145,354</b>	<b>4,169,707</b>	<b>4,172,861</b>	<b>3,154</b>	<b>0%</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	8,569	36,062	34,934	33,927	(1,007)	(3%)
Proposition C	607	607	442	442	-	0%
Transit	3,366,534	4,036,824	4,062,965	4,067,320	4,355	0%
Air Quality Improvement	63,613	71,861	71,366	71,172	(194)	0%
Intergovernmental Grants	1,153,045	-	-	-	-	0%
<b>TOTAL</b>	<b>4,592,368</b>	<b>4,145,354</b>	<b>4,169,707</b>	<b>4,172,861</b>	<b>3,154</b>	<b>0%</b>

## COMMUNITY SERVICES

### Core Service Activities

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(89%)</b>	<b>Total Staff Hours:</b>	<b>38,940</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(89%)</b>	<b>Total Staff Hours:</b>	<b>38,580</b>

#### *General*

- Provide staff liaisons to the Redondo Beach Housing Authority and the Recreation and Parks, Historical, Youth, and Public Art commissions.
- Implement Vitality City principles and practices throughout the department's services and program offerings.
- Coordinate review of signature events (Super Bowl 10K Run/Walk, Lobster Festival, Spring Fest Carnival, Riviera Village Summer Festival, Riviera Village Holiday Stroll, the Fourth of July Fireworks) and evaluate/review other special event applications on a case by case basis throughout the year.
- Produce quarterly online City newsletters/program brochures that are high quality and informative.
- Produce a monthly E-Zine highlighting the Community Services department's upcoming events and activities and send it to our established resident database.
- Oversee concessionaire's use of the Veterans Park Community Center in compliance with the existing multi-year lease agreement.

#### *Recreation Services*

- Operate 17 community recreation and cultural facilities.
- Provide recreation programs, camps, and classes to 12,000 registered youth and adult participants.
- Operate an after school program that serves 550 students per year.
- Serve as liaison to 8 local youth sports organizations and assist in the annual coordination of field space and other City support needs.
- Schedule and manage the Seaside Lagoon's summer swim program and the 95 special events that occur at the facility throughout the year.

#### *Senior and Family Services*

- Provide seniors and families with assistance and referrals for 16,000 community service information requests.
- Plan, organize and coordinate programs and services to serve 41,000 senior and family participants.
- Coordinate and manage 5 day a week Senior Lunch Program involving both North and South Redondo Beach Senior Centers to serve 7,400 lunches in conjunction with Community Partners, Torrance YMCA and Beach Cities Health District (BCHD).
- Coordinate programs with Community Partners and Volunteers for seniors and adults with special needs such as transportation, low vision, hard of hearing and Adaptive Mobility.

## COMMUNITY SERVICES

- Train, manage, evaluate and coordinate 140 volunteers and Senior and Family Services staff to oversee special events and activities.
- Manage the thursday Farmers Market and coordinate 30-40 vendors per week.
- Evaluate and coordinate 48 existing programs at the three senior centers and various community facilities with staff and volunteers.
- Provide annual Fall Health Fair with health screenings and flu vaccines to 750 participants with partnerships from BCHD, local medical centers and the Los Angeles County Health Department.
- Expand senior and adult excursion offerings to maximize recreational transit opportunities.
- Implement and coordinate evidence based Fall Prevention Program with Community Partners at the three senior centers.
- Administer and manage the rental reservation process for the 2 senior center facilities to maximize facility rental revenue.

### *Cultural and Performing Arts*

- Manage the Redondo Beach Performing Arts Center and serve 70 annual clients who lease the facility for 280 days each year and who provide 190 performances, presentations, and private events hosting 525,000 clients and patrons per year.
- Host periodic visual art exhibitions within the events schedule of the Redondo Beach Performing Arts Center.
- Continue to evaluate potential corporate and individual sponsorship agreements for the Performing Arts Center.
- Coordinate the design, selection and production of the annual City coin.
- Serve as liaison to a variety of community based cultural arts organizations.
- Provide 4-5 outdoor Family Classic Film Festival Series showings.
- Manage the City's Street Banner Program.
- Manage the City's Public Art Program.
- Manage the inventory and operation of the Historical Museum.
- Manage rentals at Heritage Court in Dominguez Park.
- Manage the City's Path of History Program.
- Coordinate the annual Memorial Day and Veterans Day Ceremonies with community based organizations.

### *Housing Authority*

- Administer the City's Section 8 Housing program and provide rental assistance to approximately 540 households each month within Federal funding levels.
- Ensure compliance with Federal regulations and provide monthly reports to the U.S. Department of Housing and Urban Development (HUD).
- Direct members of the public to the City's contracted fair housing agency for issues involving landlord/tenant housing rights.

## COMMUNITY SERVICES

### *Community Development Block Grant (CDBG)*

- Manage consultant contract for CDBG mobility access and emergency repair projects for low-income homeowners within the Federal funding constraints.
- Coordinate the annual Public Service Agency Funding Program.
- Prepare the annual CDBG Action Plan.

### *Transit*

- Issue approximately 3,000 Metro and Beach Cities Transit (BCT) bus passes and Transit Access Pass (TAP) Stored Value sales. Expand TAP product sales options. Issue and process 300 BCT/WAVE applications to students, disabled, seniors and the general public.
- Manage vendor contract with Transportation Concepts for the operation of Beach City Transit and WAVE services, serving approximately 400,000 public transportation customers.
- Manage BCT fares collected on Metro TAP system.
- Manage the City's taxi franchise with 4 operators and 160 cabs.
- Manage and monitor Transit funding sources, amounting to over \$3 million in annual revenue.
- Manage and implement programs related to Federal Transit Administration regulations.
- Coordinate transit activities with Metro, Council of Governments, Federal, State, County and local agencies, and professional affiliations, including participation in a minimum of 70 meetings annually.
- Maintain and update BCT web pages, brochures and public information and periodically include articles in the quarterly City newsletter providing public transit information.
- Market and promote transportation programs and services.
- Manage and implement BCT service information on Google Transit Maps.
- Conduct random maintenance inspections of all bus stop amenities to verify they are maintained in clean and safe condition.
- Manage 6 professional services contracts for Transit support and administrative services.
- Manage qualification process for City's Rideshare program (30 participants) and Bike-to-Work Day event.
- Coordinate BCT presence and participation at the 3-day RUHS Back to School event.

## COMMUNITY SERVICES

### Key Projects and Assignments

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(9%)</b>	<b>Total Staff Hours:</b>	<b>3,860</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(9%)</b>	<b>Total Staff Hours:</b>	<b>4,220</b>

	<b>Hours</b>
• Evaluate options for a web-based registration and reservation system for recreation classes and facility rentals in preparation for implementation in FY 2016-17 by April 2017.	140
• Maintain staff representation to assist the IT Department in updating the City website/Community Services pages.	100
• Create and distribute promotional materials to Redondo Beach property managers in support of the Section 8 Voucher program.	40
• Evaluate, in coordination with the City Attorney, options for restructuring the Redondo Beach Sister City committee as a separate 501 c3 or official City committee or commission by August 2016.	50
• Continue to update the Recreation User Pay and Senior Services programs to align offerings with contemporary participant interests, especially special needs patrons, by June 2017.	100
• Implement a U.S. Passport service center at the Community Services offices by August 2016.	350
• Continue to work with Beach Cities Health District for continued implementation of the Blue Zones Vitality Cities Program by June 2017.	50
• Implement, manage and report on the social media pilot program for Twitter and Facebook accounts for the Transit and Cultural Divisions.	80
• Assist with coordination and implementation of a public art donation working with the Redondo Beach Chamber of Commerce and Leadership Redondo class of 2015 by September 2016.	180
• Coordinate with Transit, Engineering and Public Works for the installation of the "Gate Wave" public artwork at the new Transit Center by July 2017.	220
• Complete a public art section of the City's website promoting the City's public art inventory by December 2016.	100
• Prepare and issue Request for Proposals for a vehicle bus tracking system to improve BCT transit rider information.	480
• Install and implement a vehicle bus tracking system and internet presence for BCT transit services and develop policies and procedures to monitor systems.	300
• Collaborate with Public Works to initiate Transit-related capital improvement projects and complete within specified project duration through June 2017.	480
• Coordinate and perform project and financial management of Transit Center construction through June 2017.	300
• Prepare and issue Transit Center security services Request for Proposals by December 2017 and implement new services upon completion of the Transit Center project.	300

## COMMUNITY SERVICES

- Oversee and assist with the completion of annual AQMD ridership reports by October 2016 and annual AQMD AB2766 fund reports by February 2017. 200
- Coordinate and implement local marketing and promotion activities for BCT and WAVE transportation services with beach cities and business groups for public information, brochures and maps, by June 2017. 350
- Add Beach Cities Transit Bus Pass program to the Metro TAP product line by June 2017. 200
- Perform taxi driver permitting, vehicle permitting and annual taxi inspections for taxi franchise operations by June 2017. 100
- Coordinate with the Police Department for the performance of enforcement activities of Taxi operations by June 2017. 100

### Customer Service and Referrals

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(2%)</b>	<b>Total Staff Hours:</b>	<b>880</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(2%)</b>	<b>Total Staff Hours:</b>	<b>880</b>

- Respond within a 24 hour period to the RBPAC's more than 1,000 non-client phone queries each year.
- Conduct customer service surveys and achieve a 90% satisfaction rating or better for all recreation and cultural services programs.
- Respond within 2 to 3 business days to all inquiries sent through the Comcate "Customer Service Center" system.
- Provide at least 30 hours of relevant training to Transit staff, including customer service skills, and BCT scheduling and webpage mapping systems.
- Respond within 24 hours to transportation-related customer service inquiries; verify contractors' responses to inquiries, as applicable.
- Process and return BCT and WAVE applications from the public within 20 business days.

## COMMUNITY SERVICES

### Selected Performance Measures

<b>Administration</b>	<b>Actual FY 2014-15</b>	<b>Estimated FY 2015-16</b>	<b>Proposed FY 2016-17</b>
Coordinate review of the City's six Signature Events and evaluate/review other special event applications on a case by case basis throughout the year.	6 Signature & 22 special events	6 Signature & 17 special events	6 Signature & 16 special events
Provide monthly E-Zine highlighting the Community Services Department's upcoming events	Issued 12 E-Zines	Issued 12 E-Zines	Issue 12 E-Zines
Produce quarterly online City newsletters/program brochures that are high quality and informative.	2 print, 2 electronic editions	4 quarterly electronic editions	4 quarterly electronic editions

<b>Recreation Services</b>	<b>Actual FY 2014-15</b>	<b>Estimated FY 2015-16</b>	<b>Proposed FY 2016-17</b>
Operate an after school program that serves students per year.	590	700	700
Manage the Seaside Lagoon's Special Events.	66	70	72
Provide recreation programs, camps, and classes to registered youth and adults	12,250	12,150	12,200

<b>Senior and Family Services</b>	<b>Actual FY 2014-15</b>	<b>Estimated FY 2015-16</b>	<b>Proposed FY 2016-17</b>
Coordinate excursions	15	24	27
Coordinate special events	6	9	12
Offer classes / programs	48	55	60

<b>Cultural and Performing Arts</b>	<b>Actual FY 2014-15</b>	<b>Estimated FY 2015-16</b>	<b>Proposed FY 2016-17</b>
Rent RBPAC (number of days)	267	278	270
Collect revenue from RBPAC rentals	\$1,006,155	\$1,000,000	\$823,979
Outreach to and retain rental clients	98% of all rental inquiries within 24 hours	98% of all rental inquiries within 24 hours	99% of all rental inquiries within 24 hours

## COMMUNITY SERVICES

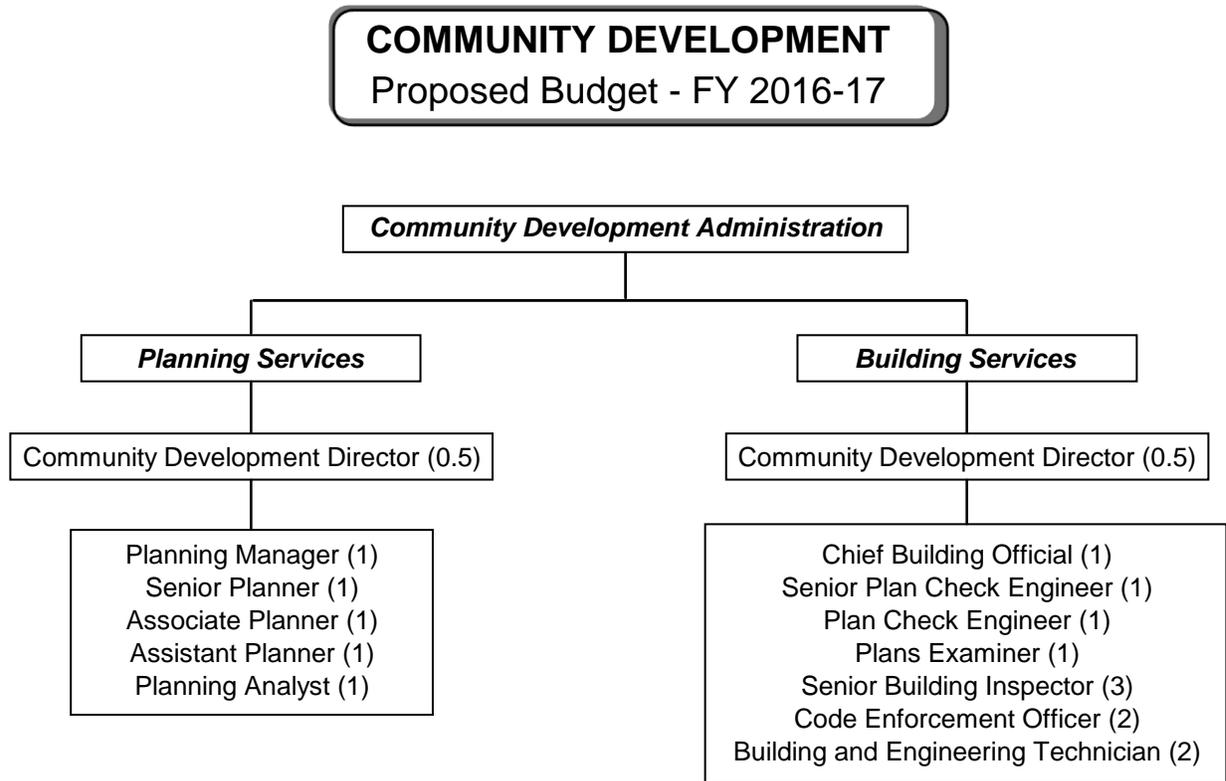
<b>Housing Authority</b>	<b>Actual FY 2014-15</b>	<b>Estimated FY 2015-16</b>	<b>Proposed FY 2016-17</b>
Lease units	502	501	525
Collect housing assistance revenue	\$4,933,031	\$5,247,254	\$5,343,298
Collect housing administrative fee	\$511,287	\$548,432	\$557,037

<b>CDBG</b>	<b>Actual FY 2014-15</b>	<b>Estimated FY 2015-16</b>	<b>Proposed FY 2016-17</b>
Assist households with Mobility Access/Emergency Repair Program	11	19	15
Fund public service agencies	12	12	10
Conduct fair housing workshops	2	2	2

<b>Transit</b>	<b>Actual FY 2014-15</b>	<b>Estimated FY 2015-16</b>	<b>Proposed FY 2016-17</b>
Provide fixed route Transit service hours	33,995	33,995	33,995
Provide fixed route passenger trips	398,028	400,000	402,000
Provide Dial-A-Ride service hours	6,772	6,800	6,800
Provide Dial-A-Ride passenger trips	17,231	17,500	17,500
Distribute BCT brochures	17,728	16,500	16,500
Sell BCT bus passes	3,164	3,200	3,200
Sell Metro bus passes	367	375	400
Process taxi vehicle permits	160	150	150
Process taxi driver permits	212	200	200
Post BCT service information on Twitter	N/A	1 daily posting minimum	1 daily posting minimum
Manage BCT service information on Google Transit	N/A	By June 2016	1 daily update minimum

## COMMUNITY DEVELOPMENT

**Mission Statement:** *The Community Development Department is committed to enhancing the quality of life of the City's residents, businesses and visitors, and to promote a safe, well-designed, physically integrated, livable and prosperous community.*



**SUMMARY OF PERSONNEL**  
**Proposed Budget - FY 2016-17**

**COMMUNITY DEVELOPMENT**

Planning Services

0.50	Community Development Director
1.00	Planning Manager
1.00	Senior Planner
1.00	Associate Planner
1.00	Assistant Planner
1.00	Planning Analyst
<u>5.50</u>	

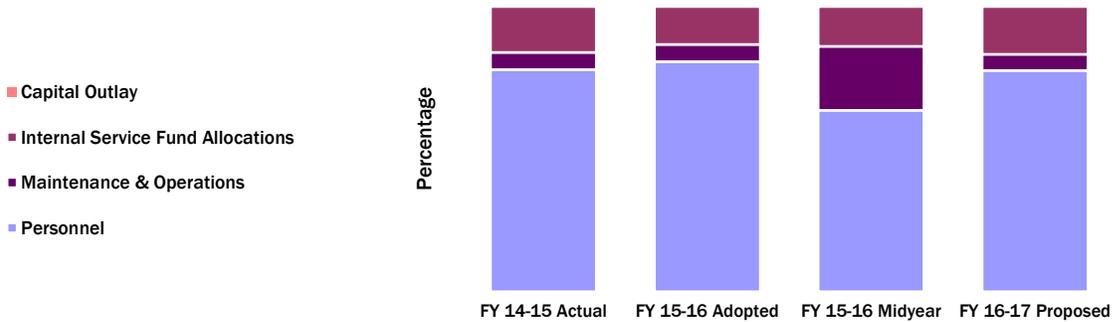
Building Services

0.50	Community Development Director
1.00	Chief Building Official
1.00	Senior Plan Check Engineer
1.00	Plan Check Engineer
1.00	Plans Examiner
3.00	Senior Building Inspector
2.00	Code Enforcement Officer
2.00	Building and Engineering Technician
<u>11.50</u>	

**TOTAL PERSONNEL: 17.00**

## COMMUNITY DEVELOPMENT

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	2,007,584	2,505,841	2,505,841	2,556,487	50,646	2%
Maintenance & Operations	154,938	188,532	881,438	188,532	(692,906)	(79%)
Internal Service Fund Allocations	414,946	414,946	552,886	552,886	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>2,577,468</b>	<b>3,109,319</b>	<b>3,940,165</b>	<b>3,297,905</b>	<b>(642,260)</b>	<b>(16%)</b>



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	2,577,468	3,109,319	3,940,165	3,297,905	(642,260)	(16%)
<b>TOTAL</b>	<b>2,577,468</b>	<b>3,109,319</b>	<b>3,940,165</b>	<b>3,297,905</b>	<b>(642,260)</b>	<b>(16%)</b>

## COMMUNITY DEVELOPMENT PLANNING SERVICES

**Purpose:** The Planning Services Division administers the City's long-range and current planning programs, as guided by the City's adopted General Plan and Zoning Ordinance to provide for the types and mix of land uses necessary to serve the needs of existing and future residents, to ensure that projects are developed to achieve a high level of quality, to improve the livability of neighborhoods, and to enhance the economic health of the community. Specific programs of the division include:

- Development review to permit property owners to make improvements to property in conformance with the General Plan and Zoning Ordinance;
- Updating the General Plan and Zoning Ordinance to meet the changing land use and development needs of the community; and
- Administration of the City's Historic Preservation Program to assist property owners who submit applications to designate their own properties as historic landmarks and/or historic districts, and to safeguard the City's heritage, identity, and visual character.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	699,134	890,455	890,455	908,266	17,811	2%
Maintenance & Operations	77,418	47,378	560,553	47,378	(513,175)	(92%)
Internal Service Fund Allocations	126,135	126,135	150,835	150,835	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>902,687</b>	<b>1,063,968</b>	<b>1,601,843</b>	<b>1,106,479</b>	<b>(495,364)</b>	<b>(31%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	902,687	1,063,968	1,601,843	1,106,479	(495,364)	(31%)
<b>TOTAL</b>	<b>902,687</b>	<b>1,063,968</b>	<b>1,601,843</b>	<b>1,106,479</b>	<b>(495,364)</b>	<b>(31%)</b>

## COMMUNITY DEVELOPMENT BUILDING SERVICES

**Purpose:** The Building Services Division of the Community Development Department is charged with the plan checking, permitting, and inspection of all private construction within the City. The Building Services Division is also in charge of code enforcement of the City's Municipal Code. These tasks are accomplished using both active and interactive methods, with the goal of constantly improving the safety and livability of our neighborhoods. The tide of construction activity in the City rises and falls in an ongoing cycle. The Building Services Division staff is committed to the mission of providing efficient, cost-conscious service to all areas of operation. The Building Services Division is dedicated to supporting the City's mission, core values, and strategic plan goals.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	1,308,450	1,615,386	1,615,386	1,648,221	32,835	2%
Maintenance & Operations	77,520	141,154	320,885	141,154	(179,731)	(56%)
Internal Service Fund Allocations	288,811	288,811	402,051	402,051	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>1,674,781</b>	<b>2,045,351</b>	<b>2,338,322</b>	<b>2,191,426</b>	<b>(146,896)</b>	<b>(6%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	1,674,781	2,045,351	2,338,322	2,191,426	(146,896)	(6%)
<b>TOTAL</b>	<b>1,674,781</b>	<b>2,045,351</b>	<b>2,338,322</b>	<b>2,191,426</b>	<b>(146,896)</b>	<b>(6%)</b>

## COMMUNITY DEVELOPMENT

### Core Service Activities

**Adopted FY 2015-16 (65%) Total Staff Hours: 22,984**

**Proposed FY 2016-17 (75%) Total Staff Hours: 22,984**

#### *Planning Services*

- Respond to approximately 4,500 public counter information inquiries and 6,000 phone calls about zoning, the General Plan, projects and planning applications.
- Issue 45 administrative decisions on 2-3 unit residential applications, with 100% completed within 45 days.
- Render an administrative decision for 12 modifications (administrative variances) within 21 days of submittal of an application.
- Complete the processing of 25 applications requiring approval of the Planning Commission, Harbor Commission, Preservation Commission, and City Council.
- Complete 2 zoning amendments.
- Conduct 85 final inspections for development projects within 48 hours of the request for inspection.
- Perform 375 reviews of development plans submitted for plan check, 300 (80%) completed within 4 weeks and 75 (20%) completed within 6 weeks.
- Complete processing of 2 new entertainment permits and renewals of 21 permits.
- Complete 25 massage business renewals and registrations.

#### *Building Services*

- Complete an average of 70 counter requests daily for a total of 16,380.
- Perform 8,000 annual Building Services Division inspections within 48 hours.
- Issue 3,000 building permits.
- Complete 2,000 Building Services Division plan checks.
- Provide 1,000 Residential Building Reports within 3 business days.
- Issue 50 Stop Work Orders for construction being performed without a permit.
- Perform 225 business license investigations related to businesses with expired business licenses and businesses operating without a license.
- Resolve 20 administrative issues.

## COMMUNITY DEVELOPMENT

### Key Projects and Assignments

Adopted FY 2015-16 (20%) Total Staff Hours: 7,072  
 Proposed FY 2016-17 (20%) Total Staff Hours: 7,072

<i>Planning Services</i>	<b>Hours</b>
• Continue to coordinate and actively participate in all aspects of the Waterfront Revitalization including land use, permitting, environmental review, design review, and Coastal Commission coordination through June 2017.	1,500
• Coordinate and process the Galleria Redevelopment Project including environmental review and public hearings through December 2016.	1,200
• Provide assistance and actively participate in all land use and urban design aspects of Riviera Village and Artesia Boulevard Corridor revitalization through June 2017.	172
• Complete zoning amendments required by the adopted Housing Element of the General Plan by March 2017.	750
• Hire a consultant and launch on a community assessment and engagement process for updating the City's General Plan through December 2016.	1,000
• Provide staff support for the work of a Citizen's AES Task Force through December 2016.	200
• Present to the City Council for consideration options for further modification of parking requirements Citywide to help encourage economic development through December 2016.	300
• <i>Building Services</i>	
• Coordinate and participate in design review and permitting of Waterfront Revitalization through June 2017.	500
• Coordinate with the City Attorney's office to implement procedures for criminal prosecution of code enforcement cases through December 2016.	250
• Continue construction and permit assistance for construction of a third Marine Avenue hotel, the Shade Hotel, and South Bay Galleria through June 2017.	500
• Implement an action plan for the regulation and enforcement of short term rentals through December 2016.	500
• Implement measures to enable Code Enforcement officers to issue citations for violations of the Municipal Code by August 2016.	200

## COMMUNITY DEVELOPMENT

### Customer Service and Referrals

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(15%)</b>	<b>Total Staff Hours:</b>	<b>5,304</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(15%)</b>	<b>Total Staff Hours:</b>	<b>5,304</b>

#### *Planning Services*

- Continue expediting plan check for projects involving additions of 500 square feet or less by implementing a policy for a 3-day turnaround for such projects.
- Respond to a minimum of 90 City Council referrals annually.
- Monitor and track resident requests, complaints, and feedback (averaging approximately 400+ per year) through internal files and via the online Comcate "Customer Service Center" software system.
- Schedule and conduct annual departmental review and discussion of telephone and counter protocol and procedures, as well as customer service standards and expectations.

#### *Building Services*

- Respond to a minimum of 90 City Council referrals.
- Monitor and track resident requests, complaints, and feedback (averaging approximately 400+ per year) through internal files and via the online Comcate "Customer Service Center" software system.
- Maintain and update departmental procedure manuals.
- Provide staff access to continuing education seminars and certifications at a minimum of 2 classes or certifications per employee.
- Schedule and conduct an annual departmental review and discussion of telephone and counter protocol and procedures, as well as customer service standards and expectations.
- Respond to approximately 250 inquiries at the counter regarding Code Enforcement operations and ordinances.
- Respond to approximately 2,500 phone inquiries about Code Enforcement related issues.

## COMMUNITY DEVELOPMENT

### Selected Performance Measures

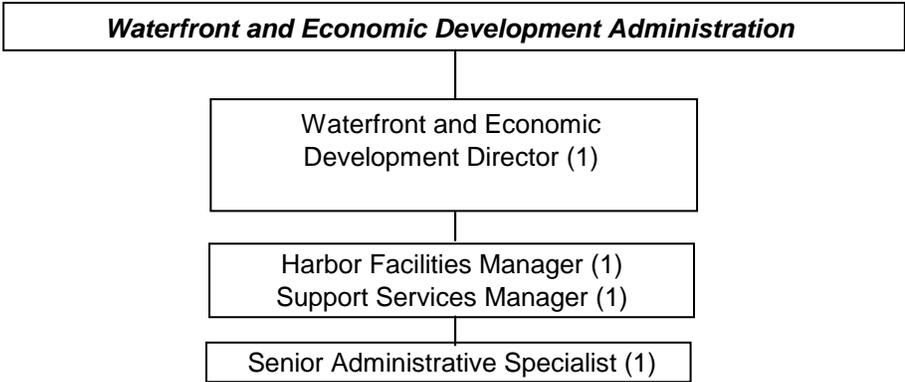
<b><i>Planning Services</i></b>	<b><i>Actual FY 2014-15</i></b>	<b><i>Estimated FY 2015-16</i></b>	<b><i>Proposed FY 2016-17</i></b>
Process major development projects requiring land use approvals and environmental review	3	5	3
Render administrative decisions for 2-3 unit condominiums, Modifications, Temporary Use Permits, and Administrative Use Permits	90	100	105
Perform plan check review	350	360	375
Provide over-the-counter consultation to residents regarding zoning and land use	3,000	3,100	4,500

<b><i>Building Services</i></b>	<b><i>Actual FY 2014-15</i></b>	<b><i>Estimated FY 2015-16</i></b>	<b><i>Proposed FY 2016-17</i></b>
Issue building permits	2,500	2,600	3,000
Conduct building inspections	6,700	6,800	8,000
Perform plan check review	1,000	1,100	1,300
Respond to and investigate reported code violations	500	525	550

## **WATERFRONT AND ECONOMIC DEVELOPMENT**

***Mission Statement:** To improve the quality of life for residents, businesses and visitors of Redondo Beach by facilitating business development opportunities, and efficiently managing the City's Waterfront and other properties and resources.*

**WATERFRONT AND ECONOMIC DEVELOPMENT**  
Proposed Budget - FY 2016-17



**SUMMARY OF PERSONNEL**  
**Proposed Budget - FY 2016-17**

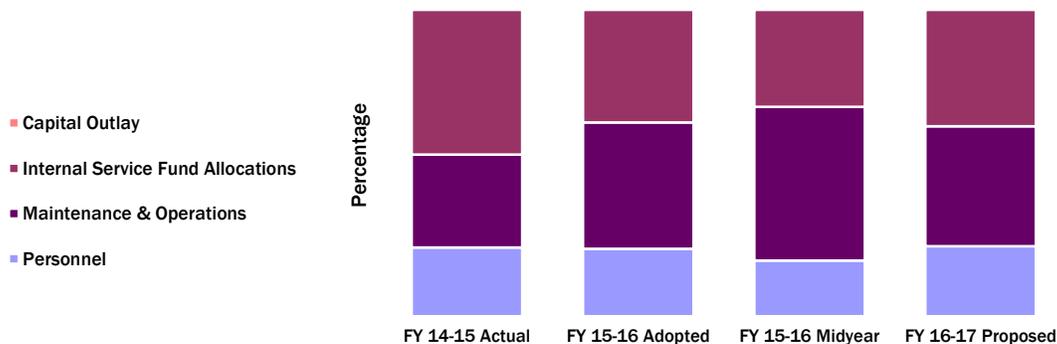
**WATERFRONT AND ECONOMIC DEVELOPMENT**

1.00	Waterfront and Economic Development Director
1.00	Support Services Manager
1.00	Harbor Facilities Manager
<u>1.00</u>	Senior Administrative Specialist
4.00	

**TOTAL PERSONNEL: 4.00**

## WATERFRONT AND ECONOMIC DEVELOPMENT

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	474,769	609,621	630,041	658,738	28,697	5%
Maintenance & Operations	640,964	1,140,409	1,734,331	1,130,409	(603,922)	(35%)
Internal Service Fund Allocations	1,000,858	1,018,275	1,094,784	1,094,784	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>2,116,591</b>	<b>2,768,305</b>	<b>3,459,156</b>	<b>2,883,931</b>	<b>(575,225)</b>	<b>(17%)</b>



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	343,532	427,548	445,694	437,118	(8,576)	(2%)
Harbor Tidelands	734,070	1,247,249	1,595,320	1,289,169	(306,151)	(19%)
Harbor Uplands	1,038,989	1,055,496	1,371,959	1,111,461	(260,498)	(19%)
Community Financing Authority	-	38,012	46,183	46,183	-	0%
<b>TOTAL</b>	<b>2,116,591</b>	<b>2,768,305</b>	<b>3,459,156</b>	<b>2,883,931</b>	<b>(575,225)</b>	<b>(17%)</b>

## WATERFRONT AND ECONOMIC DEVELOPMENT WATERFRONT

**Purpose:** The Waterfront Division represents the City as landlord in the administration of thirteen long-term ground leases with the private sector for the development of Harbor lands. The division helps coordinate activities in the Harbor for Public Works, Fire (Harbor Patrol), Recreation (Seaside Lagoon), and Police. The overall program goal is to manage the Waterfront Enterprise efficiently so that it remains financially self-sufficient and provides recreational, business, and employment opportunities for the area's residents and visitors.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	474,769	561,134	561,134	598,407	37,273	7%
Maintenance & Operations	597,612	1,040,933	1,634,855	1,030,933	(603,922)	(37%)
Internal Service Fund Allocations	700,678	700,678	771,290	771,290	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>1,773,059</b>	<b>2,302,745</b>	<b>2,967,279</b>	<b>2,400,630</b>	<b>(566,649)</b>	<b>(19%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Harbor Tidelands	734,070	1,247,249	1,595,320	1,289,169	(306,151)	(19%)
Harbor Uplands	1,038,989	1,055,496	1,371,959	1,111,461	(260,498)	(19%)
<b>TOTAL</b>	<b>1,773,059</b>	<b>2,302,745</b>	<b>2,967,279</b>	<b>2,400,630</b>	<b>(566,649)</b>	<b>(19%)</b>

## WATERFRONT AND ECONOMIC DEVELOPMENT ECONOMIC DEVELOPMENT

**Purpose:** The Economic Development program works with the business community to foster a positive atmosphere for businesses in Redondo Beach. Department personnel are involved with the business associations in the City to keep abreast of each area's needs. The department endeavors to retain and attract businesses that will offer quality employment to local residents.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	-	48,487	68,907	60,331	(8,576)	(12%)
Maintenance & Operations	43,352	99,476	99,476	99,476	-	0%
Internal Service Fund Allocations	300,180	317,597	323,494	323,494	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>343,532</b>	<b>465,560</b>	<b>491,877</b>	<b>483,301</b>	<b>(8,576)</b>	<b>(2%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	343,532	427,548	445,694	437,118	(8,576)	(2%)
Community Financing Authority	-	38,012	46,183	46,183	-	0%
<b>TOTAL</b>	<b>343,532</b>	<b>465,560</b>	<b>491,877</b>	<b>483,301</b>	<b>(8,576)</b>	<b>(2%)</b>

## WATERFRONT AND ECONOMIC DEVELOPMENT

### Core Service Activities

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(48%)</b>	<b>Total Staff Hours:</b>	<b>3,972</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(45%)</b>	<b>Total Staff Hours:</b>	<b>3,732</b>

#### *Waterfront*

- Manage Waterfront revitalization, including leasehold acquisitions, structuring of developer ground lease and financial agreements, and CEQA process oversight.
- Monitor City operations within King Harbor: 1,400 slips and approximately 60 retail businesses.
- Manage and provide problem-solving assistance to 13 privately-operated master ground lessees.
- Manage the terms and conditions of direct leases between the City and private businesses.
- Monitor and coordinate efforts between Police, Fire, and Community Services, as well as Public Works for services funded by Harbor Tidelands and Harbor Uplands Funds (50+ employees).
- Assist with planning and oversight of 3 - 5 Capital Improvement Projects.
- Assist with the processing of film application requests.
- Oversee administration and distribution of boat hoist coupon books.
- Process approximately 10 subleases or amendments and 1 master lease or master lease assignment or amendment for consideration by Council.
- Evaluate and negotiate approximately 10 lease and sublease extension proposals.
- Monitor use of 20 storage spaces at the Pier.
- Coordinate and attend 12 Harbor Commission meetings and department-related items before other commissions.
- Research and assist with grant application packages for Waterfront improvements.
- Maintain and update City web pages.
- Perform 6 Pier area property inspections and address findings with tenants. Follow up on repairs noted on the inspections.
- Oversee Waterfront property management operations, including billing, collection, reporting of rents, storage fees, and sanitation district fees as well as maintenance for Waterfront leaseholds.
- Compile and transmit base data for dues calculations to the lessee associations in the Harbor Enterprise (Pier Association and King Harbor Association).
- As a member of the Pier Association and King Harbor Association, take a leadership role in meetings and promotional events.
- Verify and process all vendor invoices through the MUNIS financial system.
- Monitor Harbor Tidelands and Harbor Uplands Funds monthly and verify expenditures are consistent with the City's Tidelands Trust Agreement.
- Attend 12 monthly Pier merchant meetings.
- Process approximately 15 Pier Entertainer Permits.

## WATERFRONT AND ECONOMIC DEVELOPMENT

### *Economic Development*

- Maintain and update Economic Development Division web pages.
- Provide support and assistance to multiple city business organizations.
- Manage Riviera Village Business Improvement District annual renewal, and coordinate joint activities and new design efforts.
- Verify and process all vendor invoices through the MUNIS financial system.
- Attend 12 monthly Riviera Village Business Improvement District meetings.
- Provide administrative assistance to support Asset Management Program activities.
- Utilize web-based and social media applications as tools for emergency communications with the public and to inform the public about events and emerging activities.

### *Successor Agency*

- Oversee regular payments and refunds into and out of the Successor Agency accounts related to Waterfront real estate finance and property management activities.

### *Community Financing Authority*

- Oversee regular payments on the loan for the Kincaid's building.

## Key Projects and Assignments

**Adopted FY 2015-16 (42%) Total Staff Hours: 3,500**

**Proposed FY 2016-17 (45%) Total Staff Hours: 3,740**

- |  | <b>Hours</b> |
|--|--------------|
| • Oversee Waterfront revitalization project including coordination of planning, financing, and entitlement of up to \$350 million in new commercial investment through June 2017.        | 1,200        |
| • Oversee the management of City Waterfront properties by property manager, seeking increased revenues and efficiency through June 2017.   | 1,040        |
| • Manage audits of 2 leaseholds by June 2017.  | 300          |
| • Collaborate with Public Works to initiate capital Improvement projects by June 2017 and complete within specified project duration.  | 200          |
| • Collaborate in the development of plans and specifications for a Boat Launch Facility within King Harbor and secure necessary approvals from regional and state agencies by June 2017. | 300          |
| • Continue implementation of comprehensive marketing program for the Waterfront through June 2017.   | 100          |
| • Oversee tenant and master lessee improvements associated with new and existing tenants at the Pier through June 2017.  | 100          |

## WATERFRONT AND ECONOMIC DEVELOPMENT

- Oversee administration of Riviera Village Business Improvement District (BID) contract and funding through June 2017. 150
- Complete Staff work to assist with the update of the City’s webpage by December, 2016. 100  
250
- Research opportunity to integrate property management\leasing software in the Waterfront operation by June 2017.

### Customer Service and Referrals

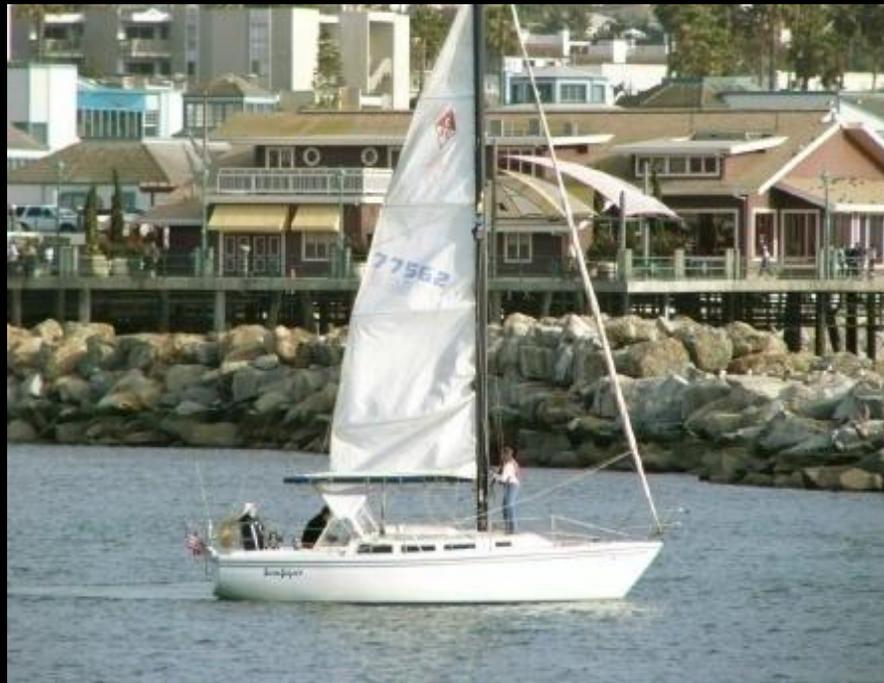
**Adopted FY 2015-16 (10%) Total Staff Hours: 848**

**Proposed FY 2016-17 (10%) Total Staff Hours: 848**

- Respond within 2 to 3 business days to all inquiries sent through the Comcate “Customer Service Center” system.
- Provide at least 10 hours of relevant training to department staff, including customer service skills.
- Respond within 2 business days to public inquiries and/or complaints related to Pier/Harbor activities.
- Respond to approximately 30 phone calls each month for information concerning the Pier, Boardwalk or Harbor areas.
- Respond to approximately 15 visitors at public counters each month for information concerning Pier entertainer permits, film permits and Boat Hoist Coupon books.

### Selected Performance Measures

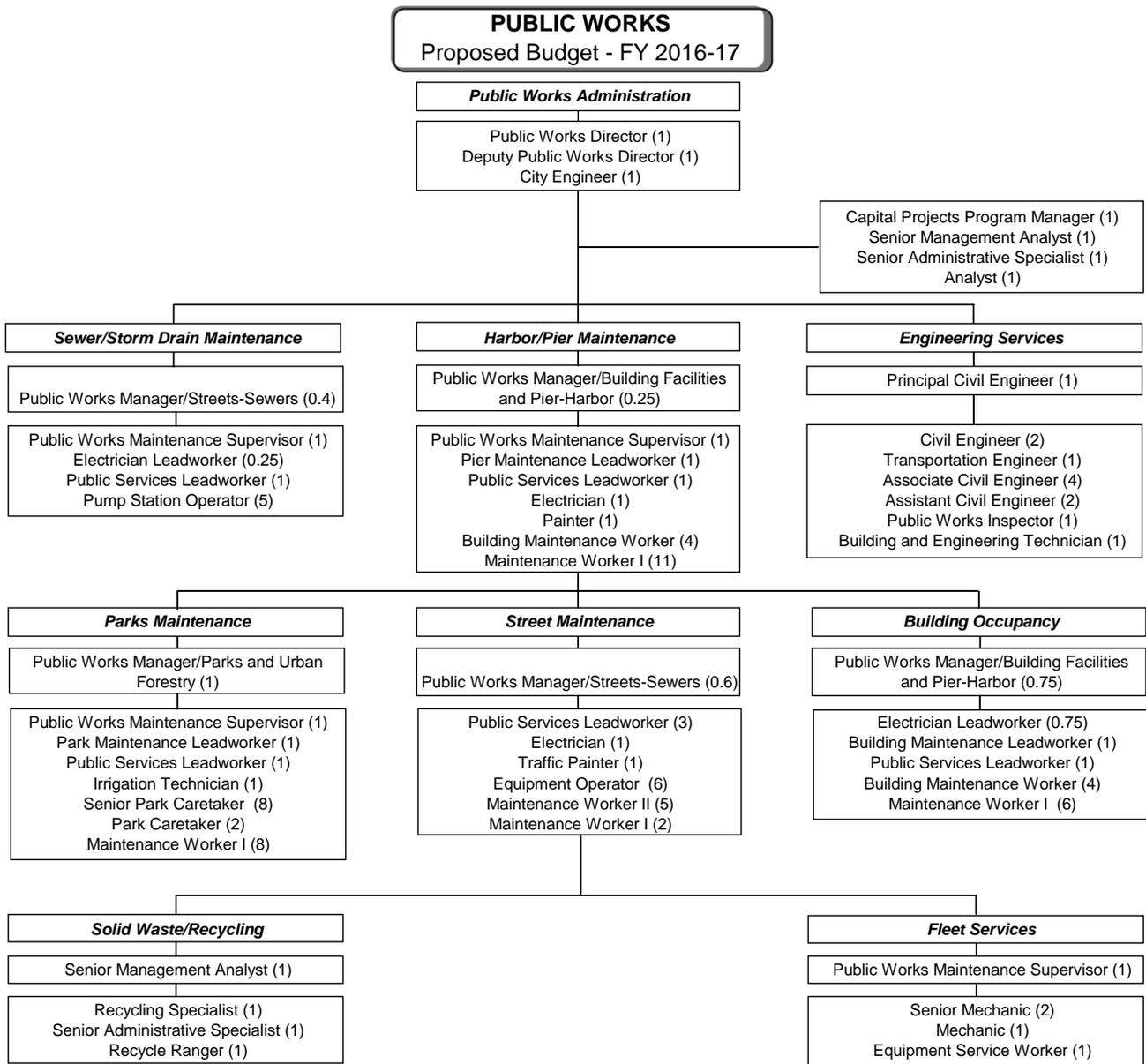
<i>Waterfront &amp; Economic Development</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Audit Leaseholders / Tenants	3	0	2
Sell pier entertainment permits to the public	7	18	18
Sell boat hoist coupon books to the public	3	20	20
Submit to City Council for consideration lease items (new leases, lease renewals, assignments, estoppels)	20	22	25



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## PUBLIC WORKS

***Mission Statement:*** *The Public Works Department is committed to providing the highest quality maintenance, construction, and operations of the public facilities, projects, and programs under its care in the most cost-efficient manner to ensure the satisfaction of the community and maintain a high quality of life in the neighborhoods.*



**SUMMARY OF PERSONNEL**  
**Proposed Budget - FY 2016-17**

**PUBLIC WORKS**

**Administration**

1.00	Public Works Director
1.00	Deputy Public Works Director
1.00	City Engineer
1.00	Capital Projects Program Manager
1.00	Senior Management Analyst
1.00	Senior Administrative Specialist
1.00	Analyst
<u>7.00</u>	

**Building Occupancy**

0.75	Public Works Manager/Building Facilities and Pier-Harbor
0.75	Electrician Leadworker
1.00	Building Maintenance Leadworker
1.00	Public Services Leadworker
4.00	Building Maintenance Worker
<u>6.00</u>	Maintenance Worker I
13.50	

**Street Maintenance**

0.60	Public Works Manager/Streets-Sewers
1.00	Electrician
3.00	Public Services Leadworker
1.00	Traffic Painter
6.00	Equipment Operator
5.00	Maintenance Worker II
<u>2.00</u>	Maintenance Worker I
18.60	

**Harbor / Pier Maintenance**

0.25	Public Works Manager/Building Facilities and Pier-Harbor
1.00	Public Works Maintenance Supervisor
1.00	Pier Maintenance Leadworker
1.00	Public Services Leadworker
1.00	Electrician
1.00	Painter
4.00	Building Maintenance Worker
<u>11.00</u>	Maintenance Worker I
20.25	

**Fleet Services**

1.00	Public Works Maintenance Supervisor
2.00	Senior Mechanic
1.00	Mechanic
<u>1.00</u>	Equipment Service Worker
5.00	

**Parks Maintenance**

1.00	Public Works Manager/Parks and Urban Forestry
1.00	Public Works Maintenance Supervisor
1.00	Park Maintenance Leadworker
1.00	Public Services Leadworker
1.00	Irrigation Technician
8.00	Senior Park Caretaker
2.00	Park Caretaker
<u>8.00</u>	Maintenance Worker I
23.00	

**Sewer / Storm Drain Maintenance**

0.40	Public Works Manager/Streets-Sewers
1.00	Public Works Maintenance Supervisor
0.25	Electrician Leadworker
1.00	Public Services Leadworker
<u>5.00</u>	Pump Station Operator
7.65	

**Engineering Services**

1.00	Principal Civil Engineer
2.00	Civil Engineer
1.00	Transportation Engineer
4.00	Associate Civil Engineer
2.00	Assistant Civil Engineer
1.00	Public Works Inspector
<u>1.00</u>	Building and Engineering Technician
12.00	

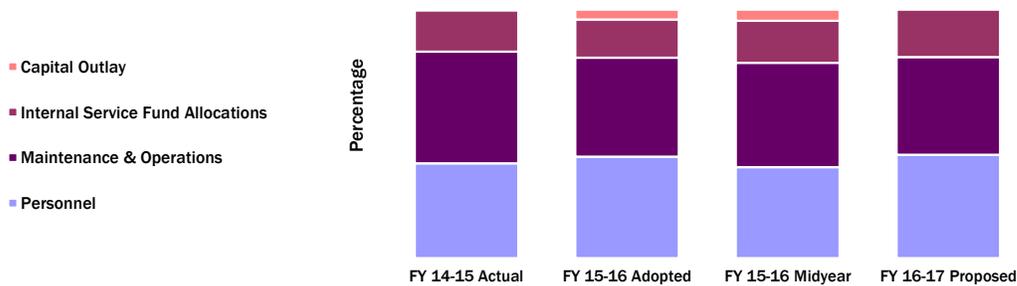
**Solid Waste / Recycling**

1.00	Senior Management Analyst
1.00	Recycling Specialist
1.00	Senior Administrative Specialist
<u>1.00</u>	Recycle Ranger
4.00	

**TOTAL PERSONNEL: 111.00**

## PUBLIC WORKS

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	9,528,880	10,893,887	10,893,887	10,908,627	14,740	0%
Maintenance & Operations	11,206,877	10,584,822	12,495,749	10,283,382	(2,212,367)	(18%)
Internal Service Fund Allocations	4,118,778	4,118,778	5,002,135	5,002,135	-	0%
Capital Outlay	77,807	1,045,000	1,347,442	-	(1,347,442)	(100%)
<b>TOTAL</b>	<b>24,932,342</b>	<b>26,642,487</b>	<b>29,739,213</b>	<b>26,194,144</b>	<b>(3,545,069)</b>	<b>(12%)</b>



<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	6,168,189	6,104,434	7,175,802	6,528,374	(647,428)	(9%)
State Gas Tax	1,382,190	1,589,921	1,751,347	1,309,725	(441,622)	(25%)
Street Landscaping & Lighting	2,523,916	2,658,140	2,901,517	2,572,209	(329,308)	(11%)
Proposition C	19,647	1,490	3,405	1,755	(1,650)	(48%)
Measure R	42,363	-	3,851	-	(3,851)	(100%)
Intergovernmental Grants	80,444	79,649	79,649	62,785	(16,864)	(21%)
Capital Projects	109,267	159,400	159,400	164,127	4,727	3%
Harbor Tidelands	1,947,042	2,008,200	2,162,610	2,071,867	(90,743)	(4%)
Harbor Uplands	1,661,252	1,549,355	1,662,608	1,661,980	(628)	0%
Solid Waste	3,295,857	3,822,511	3,863,607	3,837,821	(25,786)	(1%)
Wastewater	2,013,191	2,882,223	3,431,036	3,060,900	(370,136)	(11%)
Vehicle Replacement	2,462,558	2,859,719	3,218,155	1,811,892	(1,406,263)	(44%)
Building Occupancy	3,226,426	2,927,445	3,326,226	3,110,709	(215,517)	(6%)
<b>TOTAL</b>	<b>24,932,342</b>	<b>26,642,487</b>	<b>29,739,213</b>	<b>26,194,144</b>	<b>(3,545,069)</b>	<b>(12%)</b>

## PUBLIC WORKS PUBLIC WORKS ADMINISTRATION

**Purpose:** The Public Works Administration Division provides high quality customer service to both internal customers (City departments) and external customers (the public), and ensures that department-wide efficiencies and strategic goals, such as maintaining and improving public facilities, infrastructure and open spaces and improving the attractiveness and livability of the City's neighborhoods, are achieved. To accomplish this, the Administration Division manages a \$26 million Public Works budget that includes three internal service funds, Major Facilities Repair, Building Occupancy and Vehicle Replacement, as well as a Solid Waste Enterprise Fund, the Wastewater Enterprise Fund, and a portion of Harbor Uplands and Harbor Tidelands Funds. The division also oversees approximately 111 employees distributed throughout the department's nine divisions and operations including Administration, Engineering, Harbor/Pier Maintenance, Street Maintenance, Park Maintenance, Solid Waste/Recycling, Sewer/Storm Drain, Building Occupancy and Fleet Services.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	1,074,069	1,079,974	1,079,974	1,094,080	14,106	1%
Maintenance & Operations	210,121	31,198	31,198	31,198	-	0%
Internal Service Fund Allocations	166,822	166,822	174,591	174,591	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>1,451,012</b>	<b>1,277,994</b>	<b>1,285,763</b>	<b>1,299,869</b>	<b>14,106</b>	<b>1%</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	890,125	818,137	825,152	774,836	(50,316)	(6%)
Street Landscaping & Lighting	48,416	65,412	66,578	58,696	(7,882)	(12%)
Capital Projects	119,938	159,400	159,400	164,127	4,727	3%
Solid Waste	93,287	114,216	115,060	111,781	(3,279)	(3%)
Wastewater	299,246	120,829	119,573	153,737	34,164	29%
Harbor Tidelands	-	-	-	36,692	36,692	n/a
<b>TOTAL</b>	<b>1,451,012</b>	<b>1,277,994</b>	<b>1,285,763</b>	<b>1,299,869</b>	<b>14,106</b>	<b>1%</b>

- Included in the FY 16-17 Proposed amounts are employee reallocations to more accurately reflect their actual workloads.

## PUBLIC WORKS BUILDING OCCUPANCY

**Purpose:** The Building Occupancy Division, consisting of building maintenance and custodial services, maintains and repairs all City facilities. Building maintenance consists of carpentry and painting and maintains 441,335 square feet of 67 City-owned building and facilities. Building Occupancy ensures adequate maintenance and replacement of durable capital goods and supplies, and provides internal service maintenance support to other departments and facilities. This helps to assure maintenance and improvement of public facilities.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	1,116,615	1,218,811	1,218,811	1,267,240	48,429	4%
Maintenance & Operations	1,745,324	1,344,147	1,608,093	1,344,147	(263,946)	(16%)
Internal Service Fund Allocations	364,487	364,487	499,322	499,322	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>3,226,426</b>	<b>2,927,445</b>	<b>3,326,226</b>	<b>3,110,709</b>	<b>(215,517)</b>	<b>(6%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Building Occupancy	3,226,426	2,927,445	3,326,226	3,110,709	(215,517)	(6%)
<b>TOTAL</b>	<b>3,226,426</b>	<b>2,927,445</b>	<b>3,326,226</b>	<b>3,110,709</b>	<b>(215,517)</b>	<b>(6%)</b>

- Included in the FY 16-17 Proposed amounts are employee reallocations to more accurately reflect their actual workloads.

**PUBLIC WORKS  
FLEET SERVICES**

**Purpose:** Fleet Services provides efficient, economical vehicle and equipment maintenance for all City equipment by performing preventive maintenance service, repair, and replacement of the City's 206-unit fleet and maintains an equipment inventory with a current market value of approximately \$8,000,000.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	515,977	519,545	519,545	529,712	10,167	2%
Maintenance & Operations	1,665,655	1,092,055	1,121,043	1,052,055	(68,988)	(6%)
Internal Service Fund Allocations	203,119	203,119	230,125	230,125	-	0%
Capital Outlay	77,807	1,045,000	1,347,442	-	(1,347,442)	(100%)
<b>TOTAL</b>	<b>2,462,558</b>	<b>2,859,719</b>	<b>3,218,155</b>	<b>1,811,892</b>	<b>(1,406,263)</b>	<b>(44%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Vehicle Replacement	2,462,558	2,859,719	3,218,155	1,811,892	(1,406,263)	(44%)
<b>TOTAL</b>	<b>2,462,558</b>	<b>2,859,719</b>	<b>3,218,155</b>	<b>1,811,892</b>	<b>(1,406,263)</b>	<b>(44%)</b>

## PUBLIC WORKS HARBOR / PIER MAINTENANCE

**Purpose:** The Harbor/Pier Maintenance Division ensures that the Pier and Harbor areas are clean, litter free, safe, properly maintained and aesthetically pleasing for the residents and visitors. Also, this division ensures that the Seaside Lagoon is maintained in accordance with the Los Angeles County Health Department and Los Angeles Regional Water Quality Control Board standards. Services are provided to maintain and improve public facilities, infrastructure and open spaces.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	1,271,375	1,831,179	1,831,179	1,894,682	63,503	3%
Maintenance & Operations	1,716,267	1,103,967	1,285,838	1,103,967	(181,871)	(14%)
Internal Service Fund Allocations	609,417	609,417	686,824	686,824	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>3,597,059</b>	<b>3,544,563</b>	<b>3,803,841</b>	<b>3,685,473</b>	<b>(118,368)</b>	<b>(3%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Harbor Tidelands	1,941,076	2,001,355	2,146,802	2,029,062	(117,740)	(5%)
Harbor Uplands	1,655,983	1,543,208	1,657,039	1,656,411	(628)	0%
<b>TOTAL</b>	<b>3,597,059</b>	<b>3,544,563</b>	<b>3,803,841</b>	<b>3,685,473</b>	<b>(118,368)</b>	<b>(3%)</b>

- Included in the FY 16-17 Proposed amounts are employee reallocations to more accurately reflect their actual workloads.

## PUBLIC WORKS SEWER / STORM DRAIN MAINTENANCE

**Purpose:** The Sewer/Storm Drain Maintenance Division is responsible for the cleaning and maintenance of the City's 113 miles of sewer collection system and storm drains. The sewer activity is supported with 15 pump stations and 9 back-up generators. Storm drain maintenance includes 185,756 feet of drains and 467 catch basins. Line maintenance is an ongoing process for preventive maintenance measures. Sewage collection lines are cleaned 1 to 4 times per year while certain chronic areas require greater frequency. These services are to maintain and improve the City's infrastructure.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	627,514	813,900	813,900	904,150	<b>90,250</b>	<b>11%</b>
Maintenance & Operations	311,183	788,665	1,335,493	788,665	<b>(546,828)</b>	<b>(41%)</b>
Internal Service Fund Allocations	326,834	326,834	331,481	331,481	-	<b>0%</b>
Capital Outlay	-	-	-	-	-	<b>0%</b>
<b>TOTAL</b>	<b>1,265,531</b>	<b>1,929,399</b>	<b>2,480,874</b>	<b>2,024,296</b>	<b>(456,578)</b>	<b>(18%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
General Fund	211,640	254,163	270,218	257,156	<b>(13,062)</b>	<b>(5%)</b>
Wastewater	1,053,891	1,675,236	2,210,656	1,767,140	<b>(443,516)</b>	<b>(20%)</b>
<b>TOTAL</b>	<b>1,265,531</b>	<b>1,929,399</b>	<b>2,480,874</b>	<b>2,024,296</b>	<b>(456,578)</b>	<b>(18%)</b>

- Included in the FY 16-17 Proposed amounts are employee reallocations to more accurately reflect their actual workloads.

## PUBLIC WORKS SOLID WASTE / RECYCLING

**Purpose:** The Solid Waste/Recycling Division is responsible for managing the City's solid waste and recycling collection services and the City's Household Hazardous Waste Collection Program. In addition, it provides ongoing environmental and recycling education programs for the residents, school district, businesses and City departments. The division also manages the City's solid waste handling services agreement and monitors the solid waste hauling contractor that is responsible for the collection of refuse, green waste, recyclables, household hazardous waste and bulky items. The division oversees and responds to complaints and service requests. These services improve the attractiveness and livability of neighborhoods.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Personnel	275,037	389,573	389,573	401,302	11,729	3%
Maintenance & Operations	2,606,507	2,881,123	2,890,906	2,881,123	(9,783)	0%
Internal Service Fund Allocations	202,203	202,203	230,395	230,395	-	0%
Capital Outlay	-	-	-	-	-	0%
<b>TOTAL</b>	<b>3,083,747</b>	<b>3,472,899</b>	<b>3,510,874</b>	<b>3,512,820</b>	<b>1,946</b>	<b>0%</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease	
Solid Waste	3,083,747	3,472,899	3,510,874	3,512,820	1,946	0%
<b>TOTAL</b>	<b>3,083,747</b>	<b>3,472,899</b>	<b>3,510,874</b>	<b>3,512,820</b>	<b>1,946</b>	<b>0%</b>

## PUBLIC WORKS STREET MAINTENANCE

**Purpose:** The Street Maintenance Division is responsible for maintaining concrete and asphalt improvements within the City's street and alley right-of-ways, street sweeping, street signs, street lights (1,894 City owned), and 54 signalized intersections. The maintenance tasks include street paving, curb, gutter and sidewalk, street sweeping, graffiti removal, traffic painting, parking lots, catch basins and disaster-preparedness related to street maintenance. These services are to maintain and improve infrastructure.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
Personnel	1,463,054	1,843,094	1,843,094	1,654,583	<b>(188,511) (10%)</b>
Maintenance & Operations	1,158,521	1,268,768	1,682,416	1,198,768	<b>(483,648) (29%)</b>
Internal Service Fund Allocations	1,122,976	1,122,976	1,544,472	1,544,472	- 0%
Capital Outlay	-	-	-	-	- 0%
<b>TOTAL</b>	<b>3,744,551</b>	<b>4,234,838</b>	<b>5,069,982</b>	<b>4,397,823</b>	<b>(672,159) (13%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
General Fund	1,133,350	1,189,873	1,821,485	1,718,370	<b>(103,115) (6%)</b>
State Gas Tax	1,382,190	1,589,921	1,751,347	1,309,725	<b>(441,622) (25%)</b>
Street Landscaping & Lighting	1,229,011	1,455,044	1,497,150	1,325,363	<b>(171,787) (11%)</b>
Solid Waste	-	-	-	44,365	<b>44,365 n/a</b>
<b>TOTAL</b>	<b>3,744,551</b>	<b>4,234,838</b>	<b>5,069,982</b>	<b>4,397,823</b>	<b>(672,159) (13%)</b>

- Included in the FY 16-17 Proposed amounts are employee reallocations to more accurately reflect their actual workloads.
- Eliminated from the FY 16-17 Proposed amounts is funding for contracted street striping which will be included as a capital improvement project in applicable years.

## PUBLIC WORKS PARKS MAINTENANCE

**Purpose:** The Parks Division maintains 181 acres of parklands throughout the City and the City's open spaces to provide aesthetically pleasing surroundings every day of the year. Maintenance includes 14 parks and 19 parkettes, Edison Right of Way greenbelts, the school district sports fields, as well as the visible median strips and parkways along the main streets throughout the City. The division also administers the tree pruning program for approximately 12,000 trees.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
Personnel	2,130,807	2,078,491	2,078,491	1,947,397	(131,094) (6%)
Maintenance & Operations	884,411	948,893	1,161,893	818,893	(343,000) (30%)
Internal Service Fund Allocations	665,561	665,561	779,357	779,357	- 0%
Capital Outlay	-	-	-	-	- 0%
<b>TOTAL</b>	<b>3,680,779</b>	<b>3,692,945</b>	<b>4,019,741</b>	<b>3,545,647</b>	<b>(474,094) (12%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
General Fund	2,291,640	2,321,232	2,444,537	2,201,502	(243,035) (10%)
Street Landscaping & Lighting	1,189,872	1,056,668	1,257,882	1,112,505	(145,377) (12%)
Intergovernmental Grants	80,444	79,649	79,649	62,785	(16,864) (21%)
Solid Waste	118,823	235,396	237,673	168,855	(68,818) (29%)
<b>TOTAL</b>	<b>3,680,779</b>	<b>3,692,945</b>	<b>4,019,741</b>	<b>3,545,647</b>	<b>(474,094) (12%)</b>

## PUBLIC WORKS ENGINEERING SERVICES

**Purpose:** The Engineering Services Division of the Public Works Department is charged with the tasks of maintaining compliance with environmental regulations, CIP construction management, public right-of-way management, and infrastructure management. These tasks are accomplished using both active and interactive methods, with the goal of constantly improving the attractiveness and livability of our neighborhoods. Our experienced and dedicated staff is committed to being efficient and cost-conscious in all areas of our operations. The Engineering Services Division is dedicated to supporting the City's mission, core values, and strategic plan goals.

<i>Operating Expenses</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
Personnel	1,054,432	1,119,320	1,119,320	1,215,481	96,161 9%
Maintenance & Operations	908,888	1,126,006	1,378,869	1,064,566	(314,303) (23%)
Internal Service Fund Allocations	457,359	457,359	525,568	525,568	- 0%
Capital Outlay	-	-	-	-	- 0%
<b>TOTAL</b>	<b>2,420,679</b>	<b>2,702,685</b>	<b>3,023,757</b>	<b>2,805,615</b>	<b>(218,142) (7%)</b>

<i>Funding Sources</i>	FY 14-15 Actual	FY 15-16 Adopted	FY 15-16 Midyear	FY 16-17 Proposed	Increase/ Decrease
General Fund	1,641,434	1,521,029	1,814,410	1,576,510	(237,900) (13%)
Street Landscaping & Lighting	56,617	81,016	79,907	75,645	(4,262) (5%)
Proposition C	19,647	1,490	3,405	1,755	(1,650) (48%)
Capital Projects	(10,671)	-	-	-	- 0%
Harbor Tidelands	5,966	6,845	15,808	6,113	(9,695) (61%)
Harbor Uplands	5,269	6,147	5,569	5,569	- 0%
Wastewater	660,054	1,086,158	1,100,807	1,140,023	39,216 4%
Measure R	42,363	-	3,851	-	(3,851) (100%)
<b>TOTAL</b>	<b>2,420,679</b>	<b>2,702,685</b>	<b>3,023,757</b>	<b>2,805,615</b>	<b>(218,142) (7%)</b>

- Included in the FY 16-17 Proposed amounts are employee reallocations to more accurately reflect their actual workloads.

## PUBLIC WORKS

### Core Service Activities

<b>Adopted</b>	<b>FY 2015-16</b>	<b>(84%)</b>	<b>Total Staff Hours: 193,630</b>
<b>Proposed</b>	<b>FY 2016-17</b>	<b>(83%)</b>	<b>Total Staff Hours: 193,135</b>

- Maintain 127 miles of streets.
- Maintain 6.7 million square feet of sidewalk and 8.63 miles of bike path.
- Maintain 1,894 City-owned street lights, 54 signalized intersections, 44 beacons, 13 speed cushion sets and 55 solar bike path lights.
- Perform street sweeping for 27,440 miles of residential and commercial area property annually.
- Maintain approximately 11,600 traffic control, parking, street name, park, and regulatory signs.
- Repair an average of 2,300 potholes annually.
- Respond to roughly 80 street lighting and traffic signal emergency calls each year.
- Maintain 35 miles of storm drains, 467 catch basins, four controlled debris collection systems units (CDS), three storm water pump stations and two storm water diversion system units.
- Maintain 15 sewer pump stations, 113 miles of sewer collection lines and 47 smart manhole devices.
- Maintain 63 City-owned buildings totaling 433,366 square feet.
- Oversee the maintenance, fueling and replacement of 206 City vehicles and large equipment items, three Harbor Patrol vessels and operate and maintain the City's gasoline and compressed natural gas fueling station.
- Maintain 22 emergency standby generators.
- Oversee the solid waste handling services agreement for the collection, disposal and recycling of approximately 55,300 tons of waste from 30,000 residential and commercial customers.
- Maintain 33 parks and parkettes totaling 113 acres, 22 playgrounds, approximately 33 acres of landscaped parkways, medians and other public facility open spaces and 14 acres of Southern California Edison Right of Way.
- Trim 3,200 street and parkway trees each year and monitor the health of approximately 12,000 City-owned trees.
- Perform 3,500 annual engineering right of way inspections
- Complete 1,030 annual engineering plan checks and land management transactions.
- Maintain the City's GIS system and produce 285 project and City asset and infrastructure inventory maps each year.
- Facilitate planning and oversee the construction of approximately 20 capital improvement projects each year.

## PUBLIC WORKS

- Manage the Street Landscaping and Lighting Assessment District and the collection of all annual trash, sewer and landscaping and lighting assessment fees.
- Conduct 80 annual critical pollution source inspections and 550 annual fats, oil, and grease interceptor inspections each year.
- Manage the City's annual NPDES Permit compliance for storm water operations and the water influent and effluent at the Seaside Lagoon.

### Key Projects and Assignments

**Adopted FY 2015-16 (2%) Total Staff Hours: 5,410**

**Proposed FY 2016-17 (3%) Total Staff Hours: 5,905**

	<b>Hours</b>
• Perform inspection and sounding of pier parking structures by December 2016.	150
• Continue retrofit of lighting fixtures in City buildings to reduce energy usage and costs by June 2017.	750
• Assist with 3rd phase of carpeting replacement in City Hall by June 2017.	450
• Renovate Civic Center exterior landscaping by June 2017.	400
• Implement the Coordinated Integrated Monitoring Program (CIMP) by working with agencies within the Beach Cities Watershed Group to commence water quality monitoring for all Total Daily Maximum Loads (TMDLs) and other regulatory requirements for the Santa Monica Bay and the Dominguez Channel as well as non-storm water outfall screening by October 2016.	900
• Complete Phase II of the Bicycle Transportation Plan including the installation of bike lanes on Torrance Boulevard by June 2017.	500
• Initiate construction of the new Transit Center on Kingsdale Avenue after final regulatory approvals.	725
• Complete construction of the Esplanade Resurfacing Project from Knob Hill to Catalina Avenue by December 2016.	450
• Complete construction of the Residential Street Resurfacing Phase 12 Project by December 2016.	725
• Complete construction of the Ensenada Parkette Project by December 2016.	550
• Replace two natural gas compressors and three fuel dispensers at the City's fueling station by June 2017.	80
• Complete staff work to assist with update of City's webpage by December 2016.	120
• Complete project to revise the City Hall door lettering system and signage by September 2016.	75
• Revise Fleet Services Guide to include purchase of zero-emission vehicles by September 2016.	30

## PUBLIC WORKS

### Customer Service and Referrals

**Adopted FY 2015-16 (14%) Total Staff Hours: 31,840**

**Proposed FY 2016-17 (14%) Total Staff Hours: 31,840**

- Process over 6,000 work order requests through the OPRA system each year.
- Process and document over 11,500 annual public inquiries and requests for service within 24 hours.
- Respond to all work orders within 48 hours and provide a follow-up work schedule and completion date.
- Monitor and track approximately 230 resident service requests and complaints through the online Comcate “Customer Service Center” software system each year.

### Selected Performance Measures

<i>Public Works Administration</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Conduct all-hands staff meetings	4	4	4
Conduct safety training workshops	8	10	12
Process public inquiries and requests	13,000	13,500	13,500

<i>Building Occupancy</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Perform setups for special events	40	40	50
Respond to plumbing problems in City buildings	110	110	110
Process work orders	1,500	1,550	1,550

<i>Fleet Services</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Procure and prep for service new vehicles	35	25	23
Dispense gasoline gallon equivalents of compressed natural gas through fuel station	15,400	16,000	16,000
Process work orders	1,600	1,650	1,650

## PUBLIC WORKS

<i>Harbor Maintenance/ Pier</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Perform pier deck scrubbing	150	150	150
Perform play area safety inspections at Seaside Lagoon	120	120	120
Process work orders	500	525	525

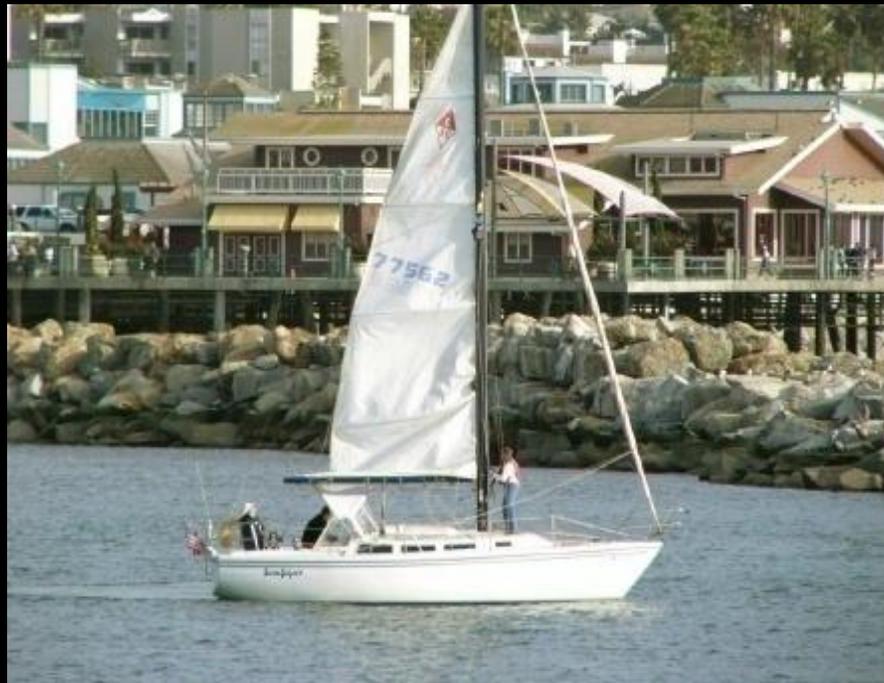
<i>Sewer / Storm Drain</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Clean lineal feet of sewer lines	125,000	125,000	175,000
Clean lineal feet of storm drain lines	20,000	20,000	20,000
Process work orders	700	725	710

<i>Solid Waste / Recycling</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Remove tons of compostable materials from the pier waste stream	2,500	2,500	2,500
Conduct compost giveaway and household hazardous waste events	4	4	4
Conduct waste management plans for property demolitions	70	80	80

<i>Street Maintenance</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Resurface tons of asphalt to be used for street	2,100	2,100	2,300
Repair cubic yards of concrete to be used for sidewalk and curb and gutter	570	570	570
Process work orders	1,100	1,150	1,100

<i>Parks Maintenance</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Gallons of water used to irrigate medians	17.8 million	3.6 million	3.6 million
Number of medians irrigated	94	23	23
Conduct park and playground safety inspections	110	110	110
Process work orders	1,025	1,025	1,025

<i>Engineering Services</i>	<i>Actual FY 2014-15</i>	<i>Estimated FY 2015-16</i>	<i>Proposed FY 2016-17</i>
Inspect fats, oils, and grease interceptors	540	554	554
Issue permits	463	500	525
Complete CIP projects	14	15	18



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