



City of Seal Beach

Adopted Budget

for Fiscal Year

2012-2013



**City of Seal Beach
California**

**OPERATING PROGRAM OF SERVICES BUDGET
FOR FISCAL YEARS 2012-13**



CITY COUNCIL

Mike Levitt, Mayor
Gary Miller, Mayor Pro Tem
Ellery Deaton, Council Member
Gordon Shanks, Council Member
David Sloan, Council Member

EXECUTIVE OFFICERS

Jill R. Ingram, City Manager
Quinn M. Barrow, City Attorney

ADMINISTRATIVE PERSONNEL

Sean Crumby, Assistant City Manager/Director of Public Works
Linda Devine, City Clerk
Greg Hastings, Interim Community Development
Shally Lin, Interim Director of Finance/City Treasurer
Joe Bailey, Marine Safety Chief
Robert Luman, Chief of Poice

Prepared by
Department of Finance
Shally Lin
Interim Director of Finance/City Treasurer

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June 11, 2012

To: Honorable Mayor and Members of the City Council
From: Jill R. Ingram, City Manager
Re: 2012-2013 Budget Message

I am pleased to present the proposed annual budget for Fiscal Year 2012-2013 for the City of Seal Beach. The Successor Agency of the Seal Beach Redevelopment Agency's budget will be presented under separate cover as an independent budget due to the AB 1X26 decision.

The City's budget is balanced with General Fund operating revenues exceeding operating expenditures by \$99,815 for Fiscal Year 2012-13.

The revenue budget has been prepared using the projected revenues for Fiscal Year 2011-12 as a base. The base has been adjusted for known one-time events and then projected to increase or decrease based upon known trends.

The personnel services portion of the Fiscal Year 2012-13 expenditure budget has been prepared by projecting wages and salaries by position at current levels and adjusted in consideration of expected labor contracts with a 2% CPI and merit increases for the POA and PMA only. The personnel services expenditures for the Executive/Mid-Management, SBSPA, and OCEA employees does not include a CPI increase due to expiring contracts on June 30, 2012.

The maintenance & operations and capital outlay/improvements portions of the Fiscal Year 2012-13 expenditure budget have been prepared by using historical data to estimate costs, in addition to including estimates for new programs and projects. Fiscal Year 2012-13 expenditures include amounts estimated for the previous year and incorporates known significant changes, such as increases in contract costs, where applicable.

To better illustrate trends and changes, in virtually every section of the budget document, you will see a column indicating 2010-11 actual operating results, followed by both the amended budget and estimated 2011-12 year end amounts. The final column is the 2012-13 projected budget amounts.

The program descriptions in each section of the budget generally include the mission statement, primary activities, and objectives of each respective program. In addition, the program explanations provide detailed information about each of the budget line items to help the reader understand what taxpayers are getting for their money; as well as, to assist City staff in charging items to the appropriate budget line item.

As a result of the very slow progress of the economic trend that communities in California continue to face, one effective strategy is to tap the suggestions of community members to address the current situation. Viewed as an opportunity, some of the decisions made today can help position the City for future savings and continued long-term fiscal health. In this regard, a community input form was developed again this year to solicit community input to enhance discussions during the budget workshops.

It is crucial that the City continue to stay the course and maintain the present package of core services for our residents, businesses, and visitors and protect all essential municipal services that contribute to the high quality of life in Seal Beach. As mentioned, the proposed budget is balanced and provides for the continuation of public services to residents during a weak economy without the reduction or deletion of programs or services. The following is a list of key features provided in the Fiscal Year 2012-13 budget:

- To assist with fiscal management, the proposed budget offers a clear presentation of what is proposed to be funded, including funding sources and amounts.
- To ensure that the “big picture” is understandable, the summary pages provide a snapshot of the City’s finances for general fund revenues of \$27.7 million and expenditures of \$27.6 million, excluding capital projects for FY 2012-13 of \$4.0 million. The General Fund balance is projected to be \$26.7 million at June 30, 2012. This amount includes reserves and assigned fund balances of \$18.3 million, leaving an unassigned fund balance of \$8.4 million.
- To ensure that the “details” are understandable, the budget is organized by operational departments; administrative services, city attorney, city clerk, city manager, city council, community services, community development, fire, marine safety, police, and public works.

General Fund Budget Highlights

The budget presented includes operating expenditures of \$27.6 million and capital project expenditures of \$4.0 million. The capital project expenditures are to be funded out of General Fund reserves with the exception of \$730,000 for five projects: \$300,000 for the Pier Utility Upgrade; \$300,000 for the Pier Re-Decking Final Phase; \$100,000 for the Pier Structural Assessment Implementation; \$10,000 for Underground Storage Tank Remediation; and \$20,000 for the Street Tree Planting Program. The revenues projected for the next year are conservatively estimated to reflect the current state of the economy. Total General Fund revenues are estimated at \$27.7 million for Fiscal Year 2012-13, with a \$.5 million increase from the estimated 2011-12 revenues.

In Fiscal Year 2012-13, the projected revenues increase by approximately \$.5 million, including revenues generated from sales tax of approximately \$100,000, property tax by \$200,000, charges for services by \$150,000, and barrel tax by \$50,000.

General Fund expenditures in the 2012-13 budget are estimated to be \$31.6 million. This amount includes transfers for capital projects in the amount of \$4.0 million for Fiscal Year 2012-13.

The current General Fund Reserves are projected to be approximately \$15.4 million at the end of Fiscal Year 2012-13.

Capital Improvement Plan

The Capital Improvement Plan (CIP) is included as part of the proposed budget. This program identifies specific projects that are planned for construction in the City. Improvements to the water, sewer, buildings, streets and other facilities are discussed in the CIP. During Fiscal Year 2012-13, the Public Works Department is expected to spend approximately \$16.6 million. Of the \$16.6 million, \$10.7 million is being carried over from the 2011-12 budget and will be funded with reserves of fund balance. The CIP being funded out of the General Fund is \$4.0 million, and \$3.5 million is funded out of reserves.

Acknowledgement

The Executive Management Team of the City deserves special recognition for their diligent efforts in developing realistic revenue and expenditure projections that continue to meet the needs of the community. The City extends a special thank you to the staff in the Finance Department for their commitment in completing the budget while simultaneously managing a growing number of significant projects. Their leadership, dedication, long hours, and necessary teamwork required to bring this budget to completion is greatly appreciated.

Conclusion:

In summary, the budget incorporates funding recommendations from the professional City staff that are responsive to the City Council's overriding priority of providing and preserving quality core services to the residents of Seal Beach with a balanced budget that is based upon Federal, State and City Council mandates. In that regard, we have been prudent and conservative in our approach to the budget. We are strongly committed to our community to make every effort to continue to achieve operational efficiencies and cost reductions so that residents can expect to receive the same level of quality services you have enjoyed for the past several years.

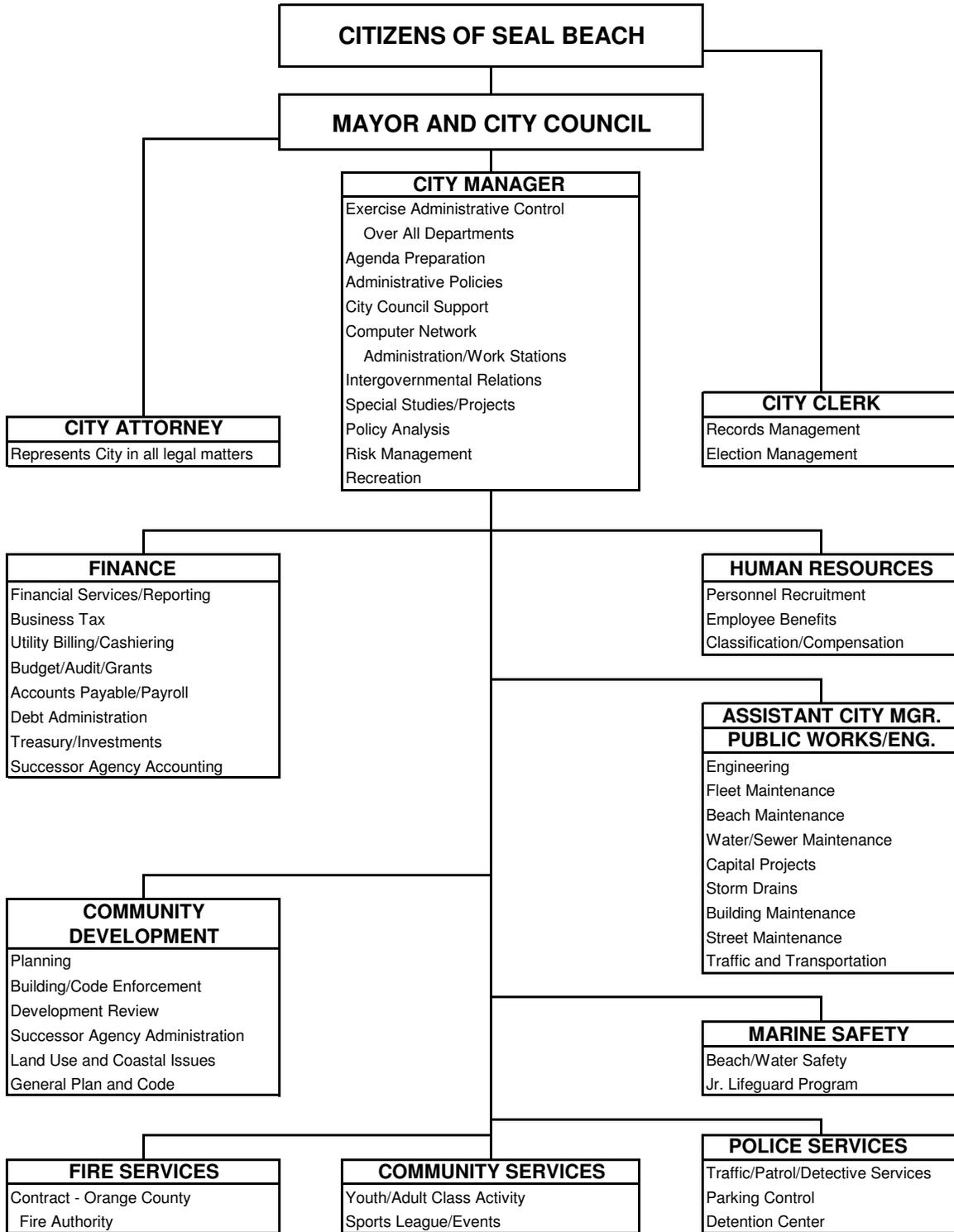
The staff and I welcome comments from both the City Council and the community on the spending plans for Fiscal Year 2012-13.

Respectfully submitted,



Jill R. Ingram
City Manager

City of Seal Beach Organizational Chart

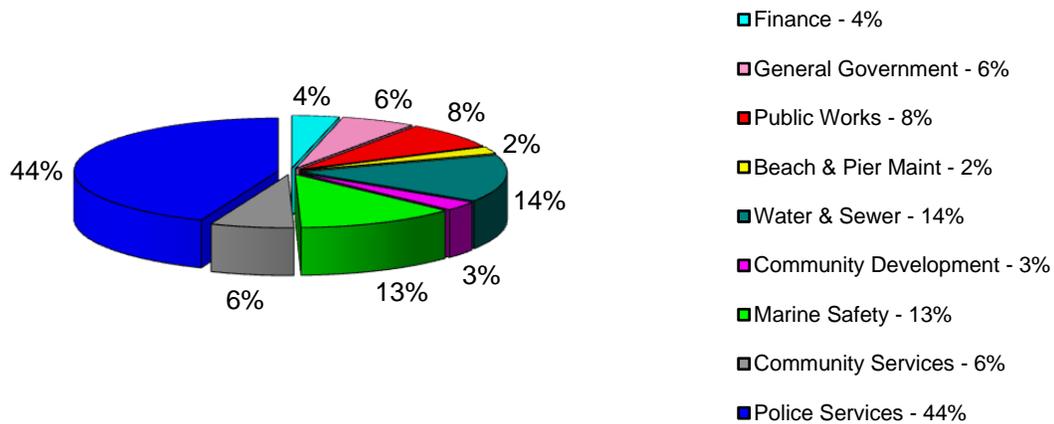


City of Seal Beach Staffing

STAFFING OVERVIEW

A significant percentage of the General Fund, Tidelands Beach Fund and the Water and Sewer Enterprise Funds budgets are appropriated for salaries and benefits to employees who in turn provide services to the Seal Beach community. Salaries and benefits represent 39% of the operating appropriations within the General Fund for fiscal year 2012/2013. The Tidelands Beach Fund's lifeguards and beach maintenance salaries and benefits represent 80% of the fiscal year 2012/2013 budgets. The Water and Sewer Enterprise Funds salaries and budgets represent 37% of the operating budgets for fiscal year 2012/13. The following graph identifies Full-Time Equivalent (FTE) positions by department.

FISCAL YEAR 2012-2013 STAFFING BY PROGRAM



Note: Salaries and benefits include Part-Time staff costs

STAFFING COMPARISON BY DEPARTMENT IN FULL-TIME EQUIVALANTS

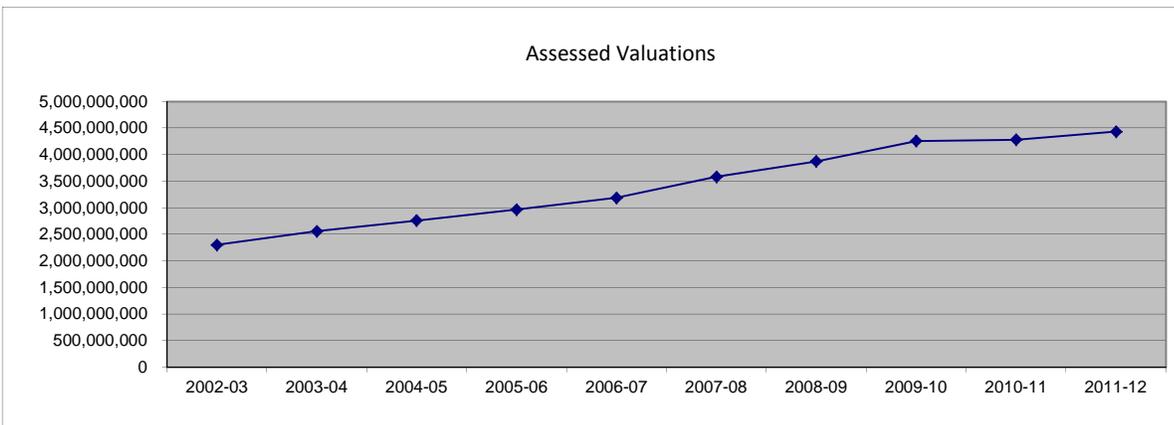
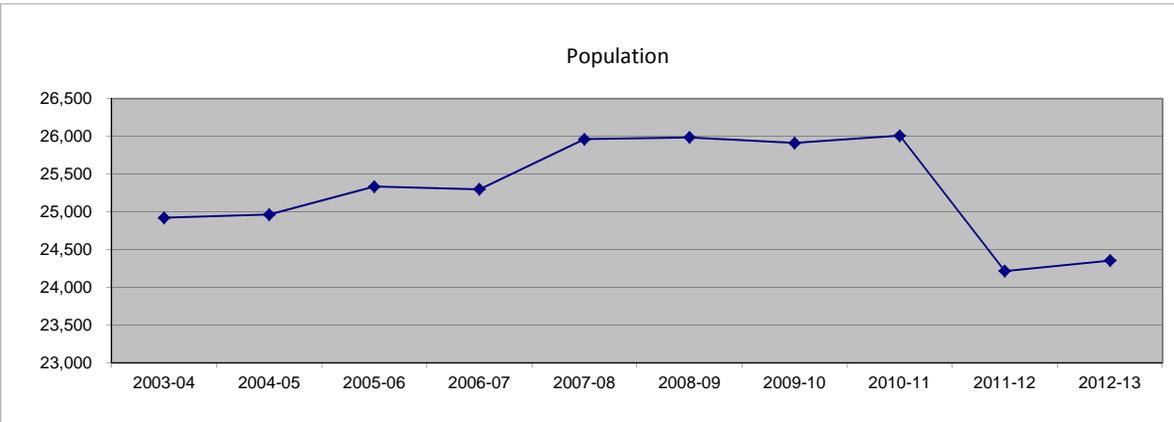
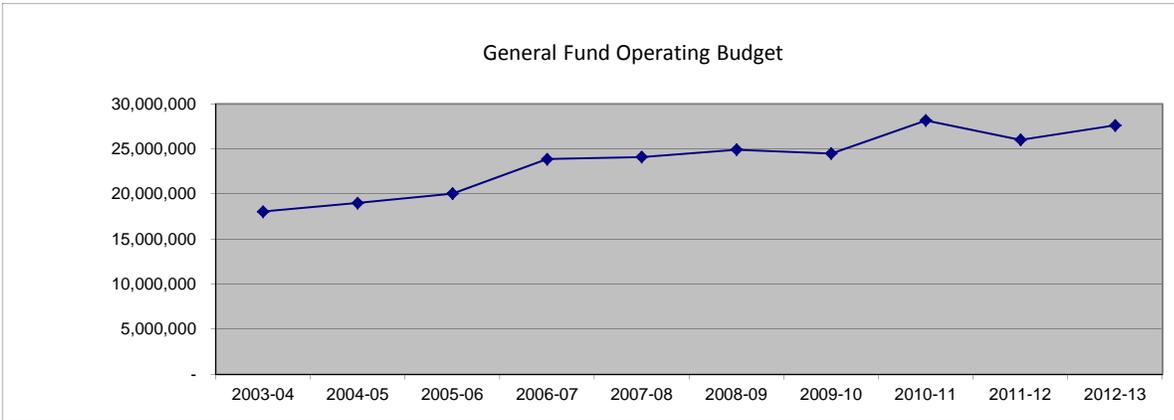
<u>Departments</u>	<u>2010-2011</u> <u>Adopted</u>	<u>2011-2012</u> <u>Adopted</u>	<u>2012-2013</u> <u>Adopted</u>
Finance Department	5.97	4.25	4.25
General Government	8.55	6.87	6.72
Public Works	12.46	8.36	9.12
Beach & Pier Maintenance	3.06	2.71	2.37
Water & Sewer	16.42	16.43	16.24
Community Development	3.37	3.14	3.14
Marine Safety	13.54	13.67	14.26
Community Services	6.81	5.66	7.46
Police Services	52.34	51.10	49.65
Total Full-Time Equivalents	122.52	112.19	113.21

Note: The increase is mainly due to part-time positions added to the tennis center and the full-time Equipment Services Supervisor position added back to the Public Works Department.



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City of Seal Beach
Ten Year Financial Trend Indicators



City of Seal Beach
Ten Year Financial Trend Indicators

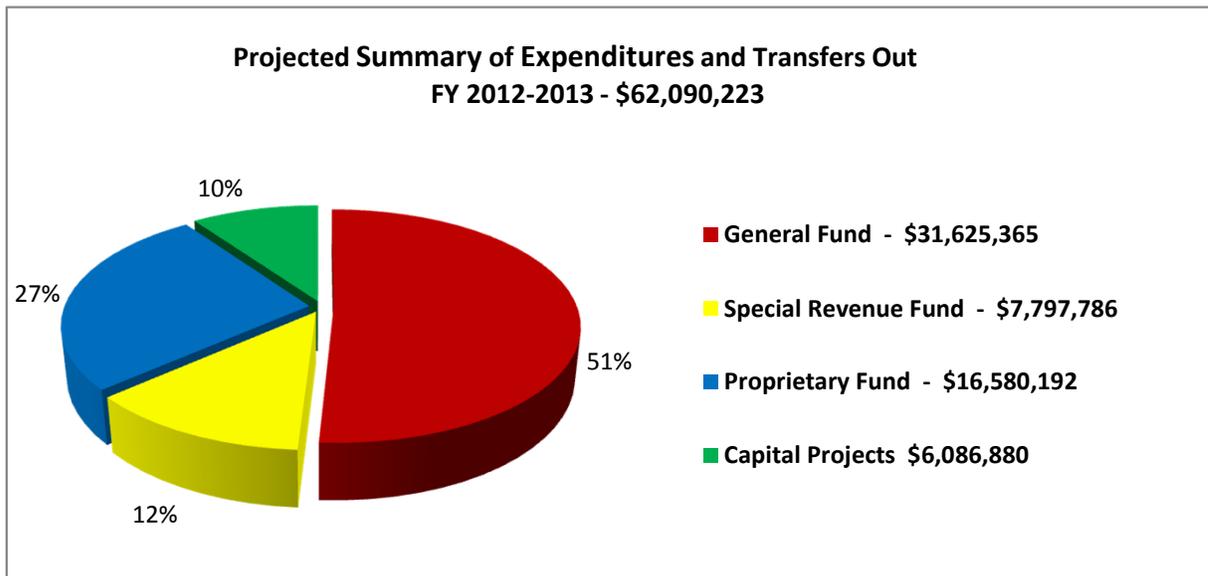
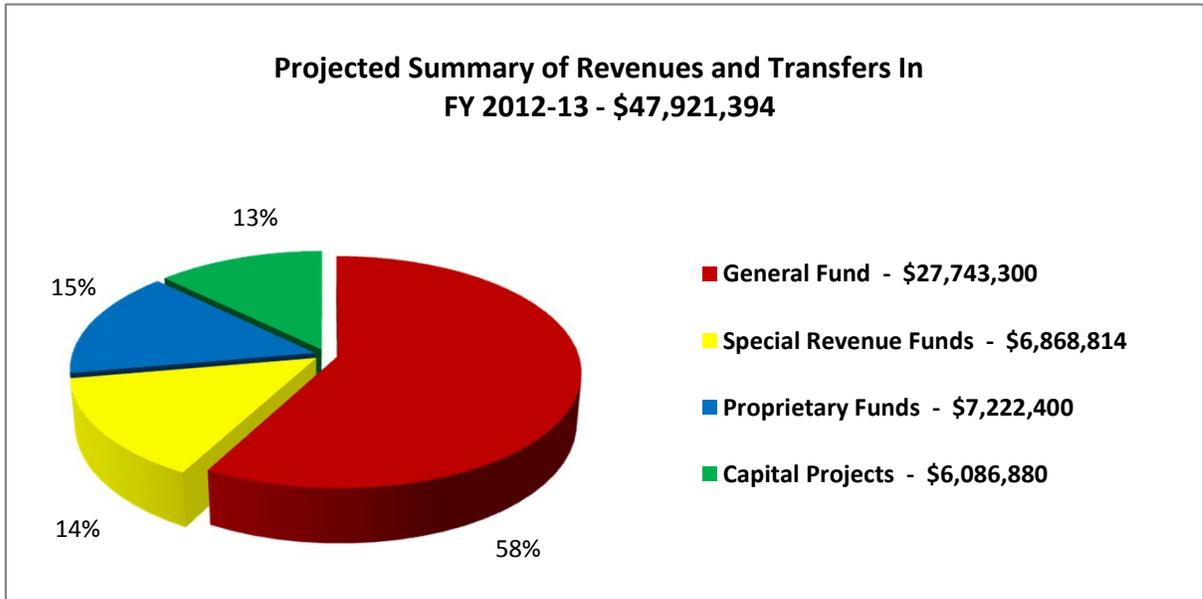
<u>Fiscal Year</u>	<u>Population</u>	<u>General Fund Operating Budget</u>	<u>General Fund Per Capita</u>	<u>*Total City Budget</u>	<u>Total Budget Per Capita</u>
2003-04	24,921	18,069,881	725	32,018,561	1,285
2004-05	24,964	19,015,966	762	41,948,529	1,680
2005-06	25,334	20,067,313	792	45,707,316	1,804
2006-07	25,298	23,890,646	944	58,611,539	2,317
2007-08	25,962	24,121,346	929	73,510,238	2,831
2008-09	25,986	24,932,592	959	50,274,553	1,935
2009-10	25,913	24,503,600	946	85,353,300	3,294
2010-11	26,010	28,187,300	1,084	60,049,440	2,309
2011-12	24,215	26,030,600	1,075	60,662,300	2,505
2012-13	24,354	27,643,485	1,135	62,090,223	2,549

* Includes Adopted Operating Budget, Capital Improvement Budget and Debt Budget for all funds of the City.



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Summary of Revenues and Expenditures All Funds



City of Seal Beach
Summary of Revenues and Transfers In
All Funds

Description	2010-2011 Actual	2010-2011 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Total General Fund	\$ 27,170,682	\$ 27,255,600	\$ 27,256,600	\$ 27,743,300
Special Revenue Funds				
002 Street Lighting Assessment District	\$ 147,199	\$ 201,500	\$ 246,244	\$ 199,500
009 Supplemental Law Enforcement	101,055	100,300	100,500	100,300
010 Detention Facility	13,126	20,000	20,000	16,000
011 Asset Forfeiture - State	41	4,000	20	20
012 Air Quality Improvement	30,561	30,300	30,300	30,200
013 Asset Forfeiture - Federal	-	100	-	-
016 Park Improvement	6,860	5,800	5,800	5,200
027 Pension Obligation Debt Service	1,485,518	1,521,100	1,524,200	1,558,875
028 Fire Station Debt Service	628,474	612,900	613,000	597,346
034 Tidelands Beach	1,344,488	1,508,900	1,493,974	1,435,899
040 State Gas Tax	614,767	684,400	684,600	684,656
041 Measure M	267,063	263,000	264,000	372,623
048 Parking in Lieu	51,800	-	15,100	-
070 Roberti-Z'Berg-Harris Urban Open Space	38,478	-	12,081	-
071 Per Capita Grant	12,510	-	3,811	-
072 Community Development Block Grant	206,092	170,000	170,000	180,000
075 Police Grants	59,993	169,700	142,677	78,975
077 Prop 1B	24	-	-	-
079 Traffic Relief	2,449	2,000	-	-
080 Citywide Grants	53,720	5,175,323	4,687,302	500,000
101 Ad 94-1 Redemption Fund 101	147,618	155,400	155,410	151,610
101 Ad 94-1 Improvement 102 F 101	11	-	10	10
201 CFD 2002-02 SBB/Lampson Landscape	145,752	142,200	142,200	141,700
202 CFD 2002-01 Heron Pointe	141,530	296,700	215,100	214,800
203 CFD Pacific Gateway Bonds	526,212	319,800	500,100	500,100
204 CFD Heron Pointe Admin Exp	25,300	25,100	25,200	25,200
205 CFD No. 2005-01 Pacific Gateway	76,895	76,000	76,000	75,800
Total Special Revenues Funds	\$ 6,127,536	\$ 11,484,523	\$ 11,127,629	\$ 6,868,814
Capital Projects	\$ 5,725,769	\$ 9,162,526	\$ 6,137,551	\$ 6,086,880
Proprietary Funds				
017 Water Operations	\$ 3,051,119	\$ 4,142,800	\$ 3,146,400	\$ 3,321,900
019 Water Capital	1,218,089	1,437,000	1,275,000	1,337,000
021 Vehicle Replacement	-	-	-	310,000
043 Sewer Operations	690,965	853,200	737,500	738,000
044 Sewer Capital	1,557,836	1,504,300	2,211,729	1,515,500
Total Enterprise Funds	\$ 6,518,009	\$ 7,937,300	\$ 7,370,629	\$ 7,222,400
Redevelopment Agency Funds				
061 Riverfront Low/Mod Housing	\$ 453,113	\$ 261,388	\$ 271,400	\$ -
063 Riverfront Project	1,692,321	7,831	7,800	-
065 Debt Service	733,829	718,268	594,520	-
067 Tax Increment	2,234,732	1,294,682	1,294,725	-
Total Redevelopment Agency	\$ 5,113,995	\$ 2,282,169	\$ 2,168,445	\$ -
Total Revenues All Funds	\$ 50,655,991	\$ 58,122,118	\$ 54,060,854	\$ 47,921,394

Summary of Expenditures and Transfers Out All Funds

Description	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
General Fund - 001				
Total General Fund	\$ 31,113,344	\$ 29,470,161	\$ 26,659,769	\$ 31,625,365
Special Expenditure Funds				
002 Street Lighting Assessment District	\$ 198,442	\$ 201,500	\$ 195,400	\$ 199,500
009 Supplemental Law Enforcement Srvc	124,728	200,000	128,000	151,010
010 Detention Facility	14,799	25,000	15,400	25,000
011 Asset Forfeiture (State)	-	7,000	-	4,769
012 Air Quality Improvement	17,959	30,800	30,600	30,800
013 Asset Forfeiture (Federal)	-	100	-	-
016 Park Improvement	-	152,200	151,600	57,000
027 Pension Obligation Bond	1,488,256	1,521,100	1,521,100	1,558,775
028 Fire Station Bond	628,459	612,900	612,900	597,246
034 Tidelands Beach (828)	999,145	1,032,200	1,026,100	1,086,345
034 Beach Maintenance (863)	310,617	504,600	502,600	349,554
040 Gas Tax	586,772	652,000	457,000	952,000
041 Measure M	350,000	335,000	100,000	550,000
048 Parking in Lieu	-	30,000	30,000	198,000
070 Roberti-Z'Berg-Harris	51,168	-	-	-
071 Per Capita Grant	17,052	-	-	-
072 Community Development Block Grant	204,540	170,000	170,000	180,000
075 Police Grants	93,078	169,700	106,500	78,975
077 Prop 1B	6,438	-	-	-
079 Traffic Relief	521,168	-	-	-
080 Citywide Grants	88,699	5,175,323	4,652,323	650,000
101 Ad 94-1 Rdmnt F	146,811	137,000	137,000	136,534
201 CFD Landscape	98,111	83,000	83,000	76,074
202 CFD Heron Pointe	275,420	282,700	282,700	284,509
203 CFD Pacific Gateway	523,420	531,500	531,500	543,795
204 Heron Pointe CFD Admin	18,853	22,400	22,400	22,400
205 CFD Pacific Gateway/Landscape Admin	64,609	70,300	64,500	65,500
Total Special Expenditure Funds	\$ 6,828,544	\$ 11,946,323	\$ 10,820,623	\$ 7,797,786
045 Capital Project Fund	\$ 5,722,694	\$ 9,162,526	\$ 6,137,551	\$ 6,086,880
Proprietary Funds				
017 Water Operations	\$ 3,542,699	\$ 4,157,000	\$ 3,601,400	\$ 3,788,316
019 Water Capital	463,047	521,600	521,600	3,563,158
021 Vehicle Replacement	33,861	322,800	113,800	405,861
043 Sewer Operations	749,526	859,000	714,500	753,008
044 Sewer Capital	662,798	752,800	745,300	8,069,849
Total Proprietary Funds	\$ 5,451,931	\$ 6,613,200	\$ 5,696,600	\$ 16,580,192
Redevelopment Agency Funds				
061 Riverfront Low/Mod Housing	\$ 242,472	\$ 314,107	\$ 3,598,581	\$ -
063 Riverfront Project Area	1,827,177	64,407	3,946,378	-
065 Riverfront Debt Service	733,829	716,476	1,335,289	-
067 Riverfront Tax Increment	1,927,099	976,903	2,032,454	-
Total Redevelopment Funds	\$ 4,730,577	\$ 2,071,893	\$ 10,912,702	\$ -
Total Expenditures All Funds	\$ 53,847,089	\$ 59,264,103	\$ 60,227,245	\$ 62,090,223

OPERATING TRANSFERS

FY 2012-2013

<u>Fund Name</u>	<u>Account Number</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Purpose</u>
Capital Improvement Project Fund	045-000-31500	6,086,880		Capital Projects
General Fund	001-080-47000		3,981,880	Various CIP projects
Park Improvements	016-800-47000		57,000	PR1201 Edison Park
State Gas Tax Fund	040-090-47000		650,000	Various CIP projects
Measure M Fund	041-999-47000		550,000	ST1103 Local Street Resurfacing
Parking-in-Lieu	048-400-47000		198,000	ST1203 Main Street Lighting
Citywide Grants	080-361-47000		650,000	ST1106 College Park Drive Studebaker
	TOTAL:	6,086,880	6,086,880	
General Fund	001-000-31500	349,000		Overhead and Admin Costs
State Gas Tax Fund	040-090-47000		300,000	Overhead for street maintenance
CFD #2002-02	201-450-47000		12,000	Admin costs transfer to GF 001
CFD #2002-01 Heron Pointe	204-460-47000		11,000	Admin costs transfer to GF 001
CFD #2005-01 Pacific Tax A	205-480-47000		11,000	Admin costs transfer to GF 001
CFD #2005-01 Pacific Tax B	205-470-47000		15,000	Admin costs transfer to GF 001
	TOTAL:	349,000	349,000	
General Fund	001-000-31662	324,500		Overhead
Water Fund	017-900-44050		324,500	Overhead transfer to GF 001
	TOTAL:	324,500	324,500	
General Fund	001-000-31660	54,000		Overhead
Sewer Fund	043-925-44050		54,000	Overhead transfer to GF 001
	TOTAL:	54,000	54,000	
General Fund	001-080-47000		7,057,029	
Street Lighting District Fund	002-000-31500	55,629		Street Lighting District
Pension Obligation Bond Fund	027-000-31500	1,558,775		Pension Obligation Bond
Fire Station Bond D/S Fund	028-000-31500	597,246		Fire Station Bond
Tidelands Fund	034-000-31500	863,499		Tidelands
Capital Projects Fund	045-000-31500	3,981,880		Capital Projects
	TOTAL:	7,057,029	7,057,029	
General Fund	001-080-47010	310,000		Vehicle Replacement
Vehicle Replacement	021-000-31500		310,000	General Fund
	TOTAL:	310,000	310,000	

SUMMARY GENERAL FUND TOTAL TRANSFERS:

Transfer In				
	001-000-31500	349,000		Overhead and Admin Costs
	001-000-31660	54,000		Overhead
	001-000-31662	324,500		Overhead
Transfer Out:				
	001-080-47000		3,981,880	Various CIP Projects
	001-080-47000		55,629	Street Lighting District
	001-080-47000		1,558,775	Pension Obligation Bond
	001-080-47000		597,246	Fire Station Bond
	001-080-47000		863,499	Tidelands
	001-080-47010		310,000	Vehicle Replacement
TOTAL GENERAL FUND TRANSFERS		\$ 727,500	\$ 7,367,029	

TOTAL SOURCES & USES

FY 2012-2013

FUND	ESTIMATED BEGINNING BALANCE	REVENUE	TRANSFERS IN	TOTAL SOURCES	OPERATING EXPENDITURE	TRANSFERS OUT	TOTAL USES	ENDING BALANCE
GENERAL FUND								
General Fund	\$ 26,672,890	\$ 27,015,800	\$ 727,500	\$ 54,416,190	\$ 24,258,336	\$ 7,367,029	\$ 31,625,365	\$ 22,790,825
SPECIAL REVENUE FUNDS								
Street Lighting District	-	143,871	55,629	199,500	199,500	-	199,500	-
Supplemental Law Enforcement	96,572	100,300	-	196,872	151,010	-	151,010	45,862
Detention Facility	10,107	16,000	-	26,107	25,000	-	25,000	1,107
Asset Forfeiture	4,749	20	-	4,769	4,769	-	4,769	-
Air Quality Improvement Program	46,663	30,200	-	76,863	30,800	-	30,800	46,063
Federal Asset Forfeiture	24	-	-	24	-	-	-	24
Park Improvement	68,618	5,200	-	73,818	-	57,000	57,000	16,818
Pension Obligation D/S Fund	125,805	100	1,558,775	1,684,680	1,558,775	-	1,558,775	125,905
Fire Station Debt Service Fund	626,495	100	597,246	1,223,841	597,246	-	597,246	626,595
Tidelands	-	572,400	863,499	1,435,899	1,435,899	-	1,435,899	-
Gas Tax	402,533	684,656	-	1,087,189	2,000	950,000	952,000	135,189
Measure M	574,525	372,623	-	947,148	-	550,000	550,000	397,148
Capital Project Fund	87,373	-	6,086,880	6,174,253	6,086,880	-	6,086,880	87,373
Parking in Lieu	198,906	-	-	198,906	-	198,000	198,000	906
CDBG	-	180,000	-	180,000	180,000	-	180,000	-
Police Grants	-	78,975	-	78,975	78,975	-	78,975	-
Citywide Grants	-	500,000	-	500,000	-	650,000	650,000	(150,000)
Ad 94-1 Redemption Fund	261,189	151,610	-	412,799	136,534	-	136,534	276,265
CFD Landscape Maint 2002-01	389,567	141,700	-	531,267	64,074	12,000	76,074	455,193
CFD Heron Pointe 2002-01	468,605	214,800	-	683,405	284,509	11,000	295,509	387,896
CFD Pacific Gtewy Bonds	931,149	500,100	-	1,431,249	543,795	26,000	569,795	861,454
CFD Heron Pointe Admn Exp Fnd	36,887	25,200	-	62,087	11,400	-	11,400	50,687
CFD Pacific Gtewy Landsape/Adm	195,684	75,800	-	271,484	39,500	-	39,500	231,984
PROPRIETARY FUND								
Water Operations	6,877,966	3,321,900	-	10,199,866	3,463,816	324,500	3,788,316	6,411,550
Water Capital	17,408,470	1,337,000	-	18,745,470	3,563,158	-	3,563,158	15,182,312
Vehicle Replacement	2,115,964	-	310,000	2,425,964	405,861	-	405,861	2,020,103
Sewer Operations	1,930,152	738,000	-	2,668,152	699,008	54,000	753,008	1,915,144
Sewer Capital	18,757,942	1,515,500	-	20,273,442	8,069,849	-	8,069,849	12,203,593
REDEVELOPMENT FUND								
Riverfront L/M	-	-	-	-	-	-	-	-
Riverfront Fund	-	-	-	-	-	-	-	-
RDA Debt Service	-	-	-	-	-	-	-	-
RDA Tax Increment	-	-	-	-	-	-	-	-
TOTAL ALL FUNDS	\$ 78,288,835	\$ 37,721,855	\$ 10,199,529	\$ 126,210,219	\$ 51,890,694	\$ 10,199,529	\$ 62,090,223	\$ 64,119,996



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REVENUE SUMMARY BY FUND

FY 2012-2013

Account Number	Revenue Source	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
GENERAL FUND - 001					
Taxes and Assessments:					
Property Tax					
001-000-30001	Property Taxes Secured	\$ 5,469,329	\$ 5,624,500	\$ 5,624,500	\$ 5,776,000
001-000-30002	Property Taxes Unsecured	234,381	234,000	234,000	235,000
001-000-30003	Homeowners Exemption	50,866	50,800	50,800	51,000
001-000-30004	Secured/Unsecured Prior Year	136,012	135,000	135,000	135,000
001-000-30005	Property Tax - Other	117,946	100,000	100,000	100,000
001-000-30006	Supplemental Tax Secure/Unsecure	68,319	36,000	36,000	30,000
001-000-30009	Prop. Tax-In Lieu VLF	2,075,771	2,137,400	2,137,400	2,128,000
001-000-30013	Property Tax Transfers	76,187	45,000	45,000	100,000
Total Property Tax		\$ 8,228,811	\$ 8,362,700	\$ 8,362,700	\$ 8,555,000
Sales Tax					
001-000-30016	Sales/Use Tax	\$ 3,095,840	\$ 3,312,300	\$ 3,312,300	\$ 3,442,000
001-000-30017	Sales Tax "Back-Fill"	861,155	1,300,000	1,300,000	1,310,000
001-000-30023	Public Safety Sales Tax	203,364	196,000	196,000	196,000
Total Sales Tax		\$ 4,160,359	\$ 4,808,300	\$ 4,808,300	\$ 4,948,000
Utility Users Tax					
001-000-30015	Utility Users Tax	\$ 5,310,666	\$ 5,300,000	\$ 5,300,000	\$ 5,300,000
Total Utility Users Tax		\$ 5,310,666	\$ 5,300,000	\$ 5,300,000	\$ 5,300,000
Transient Occupancy Tax					
001-000-30014	Transient Occupancy Tax	\$ 1,221,491	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000
Total Transient Occupancy Tax		\$ 1,221,491	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000
Franchise Fees					
001-000-30100	Electric Franchise Fees	\$ 257,593	\$ 262,900	\$ 262,900	\$ 265,000
001-000-30110	Natural Gas Franchise Fees	50,603	43,700	43,700	42,000
001-000-30120	Pipeline Franchise Fees	134,394	100,000	100,000	100,000
001-000-30130	Cable TV Franchise Fees	401,443	200,000	200,000	200,000
001-000-30140	Refuse Franchise Fees	186,704	178,000	178,000	190,000
Total Franchise Fees		\$ 1,030,737	\$ 784,600	\$ 784,600	\$ 797,000
Other Taxes					
001-000-30011	Excise Tax	\$ 725	\$ 3,300	\$ 3,300	\$ 3,000
001-000-30012	Barrel Tax	227,724	200,000	200,000	250,000
Total Other Taxes		\$ 228,449	\$ 203,300	\$ 203,300	\$ 253,000
Total Taxes and Assessments		\$ 20,180,513	\$ 20,558,900	\$ 20,558,900	\$ 20,953,000
Licenses and Permits:					
001-000-30205	Bicycle Licenses	\$ 6	\$ -	\$ -	\$ -
001-000-30210	Building Permits	242,411	330,000	330,000	330,000
001-000-30215	Business Licenses	586,357	574,800	574,800	500,000
001-000-30220	Contractor Licenses	116,956	100,000	100,000	100,000
001-000-30230	Electrical Permits	37,947	35,000	35,000	35,000
001-000-30240	Oil Production Licenses	15,120	12,000	12,000	12,000
001-000-30245	Parking Permits	125,207	135,000	135,000	135,000
001-000-30250	Other Permits	26,747	32,000	32,000	35,000
001-000-30255	Plumbing Permits	29,008	30,000	30,000	30,000
001-000-30270	Arbor Park Dog License	586	400	400	400
Total Licenses and Permits		\$ 1,180,345	\$ 1,249,200	\$ 1,249,200	\$ 1,177,400

REVENUE SUMMARY BY FUND

FY 2012-2013

Account Number	Revenue Source	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Intergovernmental:					
001-000-30320	Abandoned Vehicles	\$ 14,807	\$ 10,000	\$ 10,000	\$ 10,000
001-000-30500	Motor Vehicle In Lieu	119,022	12,800	12,800	-
001-000-30841	Inmate Fee - Other Agency	79,200	79,200	79,200	85,000
001-000-30950	SB90 Mandates Reimb.	2,237	-	-	-
001-000-30975	Grant Reimbursement	18,137	16,200	16,200	16,200
001-000-30980	Other Agency Reimbursements	45,088	-	1,000	5,900
001-000-30981	POST Reimbursement	36,987	7,500	7,500	7,500
001-000-30990	Senior Bus Program Revenue	82,010	82,000	82,000	82,000
Total Intergovernmental		\$ 397,488	\$ 207,700	\$ 208,700	\$ 206,600
Charges for Services:					
001-000-30425	Off-Street Parking	\$ 225,646	\$ 227,000	\$ 227,000	\$ 227,000
001-000-30430	Parking Meters	86,977	86,900	86,900	100,000
001-000-30600	Recreation Facilities Rent	91,176	100,000	100,000	115,000
001-000-30610	Leisure Program Fees	365,139	300,000	300,000	300,000
001-000-30620	Rec/Lap Swim Passes	40,784	40,000	40,000	40,000
001-000-30630	Swimming Lessons	42,586	40,000	40,000	40,000
001-000-30640	Recreation Service Charges	9,233	8,000	8,000	6,000
001-000-30645	Tennis Center Property Rental	130,500	125,500	125,500	285,100
001-000-30650	Sport Fees	14,410	8,200	8,200	9,000
001-000-30665	Swimming Pool Rentals	8,214	7,100	7,100	7,100
001-000-30670	Recreation Program Insurance	3,955	4,000	4,000	4,000
001-000-30690	Recreation Cleaning Fees	3,100	5,000	5,000	8,000
001-000-30700	Reimb. For Miscellaneous Services	96,127	100,000	100,000	100,000
001-000-30720	Street Sweeping Services	41,919	40,000	40,000	40,000
001-000-30730	Tree Trimming Services	38,048	38,600	38,600	38,600
001-000-30740	Refuse Services	1,109,529	1,100,000	1,100,000	1,100,000
001-000-30800	Alarm Fees	34,445	35,000	35,000	35,000
001-000-30810	Election Fees	200	-	-	-
001-000-30820	Planning Fees	31,259	20,000	20,000	20,000
001-000-30825	Plan Check Fees	78,203	100,000	100,000	100,000
001-000-30835	Film Location Fees	600	1,000	1,000	2,000
001-000-30842	Inmate Self Pay	399,666	441,000	441,000	400,000
001-000-30843	Booking Fees	5,588	10,000	10,000	10,000
001-000-30855	Microfilming Fees	2,122	2,000	2,000	2,000
001-000-30870	Traffic Impact Fees	25,920	2,100	2,100	10,000
001-000-30871	GIS Fees	25,088	28,000	28,000	28,000
001-000-30872	Environmental Fees	2,721	2,700	2,700	2,700
001-000-30873	Engineering Inspection Fees	22,235	30,000	30,000	20,000
001-000-30900	Bus Shelter Advertising	24,600	49,200	49,200	49,200
001-000-30935	Returned Check Fee	465	1,000	1,000	700
001-000-30945	Sale Of Printed Material	18,441	16,000	16,000	18,000
001-000-30946	Sale Printed Material - CIP only	3,330	5,000	5,000	5,000
001-000-30955	Special Events	81	-	-	-
001-000-30961	Admin Fee - Constr/Demo	4,082	5,000	5,000	5,000
001-000-30992	Charging Station Revenues	-	200	200	200
Total Charges for Services		\$ 2,986,389	\$ 2,978,500	\$ 2,978,500	\$ 3,127,600
Fines and Forfeitures:					
001-000-30310	Municipal Code Violations	\$ 1,693	\$ 1,700	\$ 1,700	\$ 1,700
001-000-30315	Parking Citations	769,409	800,000	800,000	800,000
001-000-30325	Vehicle Code Violations	196,377	200,000	200,000	200,000
001-000-30963	Unclaimed Property	1,272	100	100	100
Total Fines and Forfeitures		\$ 968,751	\$ 1,001,800	\$ 1,001,800	\$ 1,001,800

REVENUE SUMMARY BY FUND

FY 2012-2013

Account Number	Revenue Source	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Use of Money and Property:					
001-000-30420	Interest On Investments	\$ 226,539	\$ 170,000	\$ 170,000	\$ 200,000
001-000-30423	Unrealized Gain/Loss on Invest	48,001	-	-	-
001-000-30440	Property Use	7,950	8,000	8,000	8,000
001-000-30455	Rental Of Property	95,263	85,000	85,000	95,000
001-000-30457	Rental Of Telecomm. Property	159,147	151,800	151,800	160,000
Total Use of Money and Property		\$ 536,900	\$ 414,800	\$ 414,800	\$ 463,000
Other Revenues:					
001-000-30300	DUI Cost Recovery	\$ 1,416	\$ 1,400	\$ 1,400	\$ 1,400
001-000-30435	Oil Royalties	118,403	65,000	65,000	35,000
001-000-30910	Cash Over/Short	10	-	-	-
001-000-30940	Sale Of Surplus Property	18,614	10,000	10,000	10,000
001-000-30960	Miscellaneous Revenue	33,533	20,000	20,000	20,000
001-000-30962	Donations	20,770	20,800	20,800	20,000
001-000-31660	Sewer Overhead	54,000	54,000	54,000	54,000
001-000-31662	Water Overhead	324,500	324,500	324,500	324,500
Total Other Revenues:		\$ 571,246	\$ 495,700	\$ 495,700	\$ 464,900
Transfers:					
001-000-31500	Transfers In From Other Funds	\$ 349,050	\$ 349,000	\$ 349,000	\$ 349,000
Total Transfers		\$ 349,050	\$ 349,000	\$ 349,000	\$ 349,000
Total General Fund Revenues		\$ 27,170,682	\$ 27,255,600	\$ 27,256,600	\$ 27,743,300

REVENUE SUMMARY BY FUND

FY 2012-2013

Account Number	Revenue Source	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
SPECIAL REVENUE FUNDS					
Street Lighting Assessment District - 002:					
002-000-30001	Property Taxes Secured	\$ 142,353	\$ 142,400	\$ 142,400	\$ 143,000
002-000-30004	Secured/Unsecured Prior Year	1,041	1,000	1,000	671
002-000-30005	Property Tax Other	235	200	200	200
002-000-30420	Interest On Investments	(30)	-	-	-
002-000-31500	Transfer In	3,600	57,900	102,644	55,629
Total Street Lighting		\$ 147,199	\$ 201,500	\$ 246,244	\$ 199,500
Supplemental Law Enforcement Services - 009:					
009-000-30420	Interest On Investments	\$ 1,039	\$ 300	\$ 500	\$ 300
009-000-39075	Grant Reimbursement	100,016	100,000	100,000	100,000
Total Supplemental Law Enforcement		\$ 101,055	\$ 100,300	\$ 100,500	\$ 100,300
Detention Facility - 010:					
010-000-30400	Commission-Telephone/Vending	13,126	\$ 20,000	\$ 20,000	\$ 16,000
Total Detention Facility		\$ 13,126	\$ 20,000	\$ 20,000	\$ 16,000
Asset Forfeiture Fund (State) - 011:					
011-000-30420	Interest On Investments	\$ 41	\$ -	\$ 20	\$ 20
011-000-30990	Asset Forfeiture	-	4,000	-	-
Total Asset Forfeiture		\$ 41	\$ 4,000	\$ 20	\$ 20
Air Quality Improvement Program - 012:					
012-000-30420	Interest On Investments	\$ 363	\$ 300	\$ 300	\$ 200
012-000-35000	AB2766 Revenues	30,198	30,000	30,000	30,000
Total Air Quality Improvement		\$ 30,561	\$ 30,300	\$ 30,300	\$ 30,200
Asset Forfeiture Fund (Fed) - 013:					
013-000-30420	Interest On Investments	\$ -	\$ -	\$ -	\$ -
013-000-30990	Asset Forfeiture	-	100	-	-
Total Asset Forfeiture		\$ -	\$ 100	\$ -	\$ -
Park Improvement - 016:					
016-000-30420	Interest On Investments	\$ 1,860	\$ 800	\$ 800	\$ 200
016-000-30865	Quimby Act Fees	5,000	5,000	5,000	5,000
Total Park Improvement		\$ 6,860	\$ 5,800	\$ 5,800	\$ 5,200
Pension Obligation D/S - 027:					
027-000-30420	Interest On Investments	\$ 104	\$ -	\$ 100	\$ 100
027-000-31500	Transfer In	1,485,414	1,521,100	1,524,100	1,558,775
Total Pension Obligation		\$ 1,485,518	\$ 1,521,100	\$ 1,524,200	\$ 1,558,875
Fire Station D/S - 028:					
028-000-30420	Interest On Investments	\$ 65	\$ -	\$ 100	\$ 100
028-000-31500	Transfer In	628,409	612,900	612,900	597,246
Total Fire Station		\$ 628,474	\$ 612,900	\$ 613,000	\$ 597,346

REVENUE SUMMARY BY FUND

FY 2012-2013

Account Number	Revenue Source	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Tidelands Beach - 034:					
034-000-30425	Off-Street Parking	\$ 162,092	\$ 158,400	\$ 158,400	\$ 150,000
034-000-30630	Swimming Lessons	-	-	-	14,200
034-000-30700	Reimb Miscellaneous Services	10,921	11,100	11,100	11,000
034-000-30962	Donated Revenue	-	3,600	3,600	3,600
034-000-30980	Other Agency Revenue	126,760	105,100	105,100	105,100
034-000-31500	Transfer In	710,104	940,700	925,774	863,499
034-000-31600	Landing Fees	81,210	80,000	80,000	80,000
034-000-31650	Property Rental	146,719	105,000	105,000	105,000
034-000-31700	Junior Lifeguard Fees	106,682	105,000	105,000	103,500
Total Tidelands Beach		\$ 1,344,488	\$ 1,508,900	\$ 1,493,974	\$ 1,435,899
Gas Tax - 040:					
040-000-30420	Interest On Investments	\$ 353	\$ 1,000	\$ 1,200	\$ 1,300
040-000-32499	Gas Tax 2103	207,979	260,000	260,000	282,329
040-000-32500	Gas Tax 2105	133,786	139,000	139,000	125,718
040-000-32525	Gas Tax 2106	88,069	92,200	92,200	88,886
040-000-32530	Gas Tax 2107	178,580	186,200	186,200	180,423
040-000-32535	Gas Tax 2107.5	6,000	6,000	6,000	6,000
Total Gas Tax		\$ 614,767	\$ 684,400	\$ 684,600	\$ 684,656
Measure M - 041:					
041-000-30420	Interest On Investments	\$ 2,628	\$ 1,000	\$ 2,000	\$ 2,000
041-000-33500	Local Turnback	264,435	262,000	262,000	370,623
Total Measure M		\$ 267,063	\$ 263,000	\$ 264,000	\$ 372,623
Parking-in-Lieu - 048					
048-000-30865	Parking-In-Lieu	\$ 51,800	\$ -	\$ 15,100	\$ -
Total Parking In-Lieu		\$ 51,800	\$ -	\$ 15,100	\$ -
Riverfront Low/Mod Housing - 061:					
061-000-30420	Interest On Investments	\$ 7,436	\$ 2,714	\$ 2,700	\$ -
061-000-30423	Unrealized Gain/Loss On Invest	-	-	-	-
061-000-38555	Low/Mod Housing Set Aside	445,677	258,674	268,700	-
Total Riverfront Low/Mod Housing		\$ 453,113	\$ 261,388	\$ 271,400	\$ -
Riverfront Project Area - 063:					
063-000-30024	Proceeds Of Long-Term Debt	\$ 1,200,000	\$ -	\$ -	\$ -
063-000-30420	Interest On Investments	\$ 24,334	\$ 7,831	\$ 7,800	\$ -
063-000-30423	Unrealized Gain/Loss On Investment	-	-	-	-
063-000-31500	Transfers In	467,987	-	-	-
Total Riverfront Project		\$ 1,692,321	\$ 7,831	\$ 7,800	\$ -
Riverfront Debt Service - 065:					
065-000-30420	Interest On Investments	\$ 80	\$ 39	\$ 20	\$ -
065-000-31500	Transfers In	733,749	718,229	594,500	-
Total Riverfront Debt Service		\$ 733,829	\$ 718,268	\$ 594,520	\$ -

REVENUE SUMMARY BY FUND

FY 2012-2013

Account Number	Revenue Source	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Riverfront Tax Increment - 067:					
067-000-30001	Property Taxes Secured	\$ 2,142,883	\$ 1,229,456	\$ 1,229,500	\$ -
067-000-30002	Property Taxes Unsecured	41,668	40,811	40,800	-
067-000-30003	Homeowners Exemption	15,691	7,556	7,600	-
067-000-30004	Secured/Unsecured Prior Year	7,012	-	-	-
067-000-30005	Property Tax Other	18,475	9,864	9,800	-
067-000-30006	Supplemental Tax Secure/Unsecure	2,654	5,682	5,700	-
067-000-30420	Interest On Investments	2,621	888	900	-
067-000-30423	Unrealized Gain/Loss On Investment	2,758	-	-	-
067-000-31650	Property Rental	970	425	425	-
Total Riverfront Tax Increment		\$ 2,234,732	\$ 1,294,682	\$ 1,294,725	\$ -
Roberti-Z'Berg Urban Open Space - 070:					
070-000-30420	Interest On Investments	\$ (29)	\$ -	\$ -	\$ -
070-000-30975	Grant Reimbursement	38,507	-	12,081	-
Total Roberti-Z'Berg Urban Open Space		\$ 38,478	\$ -	\$ 12,081	\$ -
Per Capita Grant					
071-000-30420	Interest On Investments	\$ (2)	\$ -	\$ -	\$ -
071-000-30975	Grant Reimbursement	12,512	-	3,811	-
Total Per Capita		\$ 12,510	\$ -	\$ 3,811	\$ -
Community Development Block Grant (CDBG)- 072:					
072-000-30988	Other Agency Revenue	\$ 206,092	\$ 170,000	\$ 170,000	\$ 180,000
Total CDBG		\$ 206,092	\$ 170,000	\$ 170,000	\$ 180,000
Police Grants - 075:					
075-000-30975	Grant Reimb - Police Grants	\$ -	\$ -	\$ -	\$ -
075-442-30975	Grant Reimb - BPV	131	5,000	5,400	5,000
075-444-30975	Grant Reimb - OTS - DUI	16,842	-	1,800	-
075-450-30975	Grant Reimb - UASI 2006	-	-	-	-
075-453-30975	Grant Reimb - ABC	1,339	69,900	9,000	46,580
075-455-30975	Grant Reimb - UASI 2008	17,619	-	9,000	-
075-456-30975	Grant Reimb - UASI 2009	1,348	15,000	34,377	7,923
075-457-30975	Grant Reimb - PSIC	-	-	-	-
075-458-30975	Grant Reimb - OTS - DUI	18,416	10,200	15,200	10,145
075-459-30975	Grant Reimb - JAG	1,083	9,600	-	9,327
075-460-30975	Grant Reimb - DUI Checkpoint	3,215	60,000	67,900	-
Total Police Grants		\$ 59,993	\$ 169,700	\$ 142,677	\$ 78,975
Prop 1B					
077-000-30420	Interest On Investments	\$ 24	\$ -	\$ -	\$ -
Total Prop 1B Grant		\$ 24	\$ -	\$ -	\$ -
Traffic Relief - 079:					
079-000-30420	Interest On Investments	\$ 2,449	\$ 2,000	\$ -	\$ -
Total Traffic Relief		\$ 2,449	\$ 2,000	\$ -	\$ -
City Wide Grants 080-300					
080-300-30975	Grant Reimb - River's End	\$ 20,220	\$ 1,823,000	\$ 1,834,979	\$ -
080-333-30975	Grant Reimb - ARRA	-	498,800	498,800	-
080-340-30975	Grant Reimb - CalEMA	-	-	-	-
080-350-30975	Grant Reimb - EECB	-	128,008	128,008	-
080-360-30975	Grant Reimb - GMA	33,500	514,355	514,355	-

REVENUE SUMMARY BY FUND

FY 2012-2013

Account Number	Revenue Source	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
080-361-30975	Grant Reimb - OCTA		1,823,160	1,323,160	500,000
080-362-30975	Grant Reimb - TEG		388,000	388,000	-
Total City Wide Grants		\$ 53,720	\$ 5,175,323	\$ 4,687,302	\$ 500,000
Ad 94-1 Redemption Fund 101:					
101-000-30001	Property Taxes Secured	\$ 142,603	\$ 153,800	\$ 153,800	\$ 150,000
101-000-30004	Secured/Unsecure Prior Year	2,435	1,300	1,300	1,300
101-000-30005	Property Tax Other	2,518	200	300	300
101-000-30420	Interest On Investments	62	100	10	10
Total Ad 94-1 Redemption Fund		\$ 147,618	\$ 155,400	\$ 155,410	\$ 151,610
Ad 94-1 Imprv 102:					
102-000-30420	Interest On Investments	\$ 11	\$ -	\$ 10	\$ 10
Total Ad 94-1 Imprv		\$ 11	\$ -	\$ 10	\$ 10
CFD No. 2002-02 SB Blvd/Lampson Landscape - 201:					
201-000-30001	Property Taxes Secured	\$ 143,212	\$ 140,200	\$ 140,200	\$ 140,200
201-000-30420	Interest On Investments	2,540	2,000	2,000	1,500
Total CFD SB Blvd/Lampson Landscape		\$ 145,752	\$ 142,200	\$ 142,200	\$ 141,700
CFD No 2002-01 Heron Pointe -202					
202-000-30001	Property Taxes Secured	\$ 124,684	\$ 255,500	\$ 200,000	\$ 200,000
202-000-30004	Secured/Unsecure Prior Year	12,440	32,300	12,000	12,000
202-000-30005	Property Tax Other	2,255	7,500	2,200	2,200
202-000-30420	Interest On Investments	2,151	1,400	900	600
Total CFD Heron Pointe		\$ 141,530	\$ 296,700	\$ 215,100	\$ 214,800
CFD Pacific Gateway Bonds - 203					
203-000-30001	Secured Property Tax	\$ 525,856	\$ 318,800	\$ 500,000	\$ 500,000
203-000-30420	Interest On Investments	356	1,000	100	100
Total Pacific Gateway Bonds		\$ 526,212	\$ 319,800	\$ 500,100	\$ 500,100
CFD Heron Pointe Admin Expense - 204:					
204-000-30300	Administrative Expense Reimb.	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
204-000-30420	Interest On Investments	300	100	200	200
Total Heron Pointe Admin Expense		\$ 25,300	\$ 25,100	\$ 25,200	\$ 25,200
CFD No. 2005-01 Pacific Gateway - 205:					
205-470-30001	Secured Property Tax	\$ 50,340	\$ 50,000	\$ 50,000	\$ 50,000
205-470-30420	Interest On Investments	1,555	1,000	1,000	800
205-480-30300	Administrative Expense Reimb.	25,000	25,000	25,000	25,000
Total Pacific Gateway		\$ 76,895	\$ 76,000	\$ 76,000	\$ 75,800

REVENUE SUMMARY BY FUND

FY 2012-2013

Account Number	Revenue Source	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PROPRIETARY FUNDS					
Water Operations - 017:					
017-000-30420	Interest On Investments	\$ 54,466	\$ 50,000	\$ 40,000	\$ 77,300
017-000-30960	Miscellaneous Revenue	2,463	2,000	2,500	2,500
017-000-34000	Water Revenue	1,829,205	2,664,500	1,902,400	1,978,500
017-000-35000	Residential Water	1,002,513	1,268,400	1,042,600	1,084,300
017-000-35020	Commercial Water	50,133	49,500	49,500	64,700
017-000-35500	Water Turn On Fee	6,000	5,000	5,000	6,000
017-000-35510	Late Charge	40,006	40,000	40,000	36,500
017-000-35520	Door Tag Fee	2,340	1,000	1,000	700
017-000-35530	Water Meters	580	900	900	900
017-000-35590	Fire Service	62,663	61,500	61,500	69,500
017-000-35591	Fire Water Flow Test	750	-	1,000	1,000
Total Water Operations		\$ 3,051,119	\$ 4,142,800	\$ 3,146,400	\$ 3,321,900
Water Capital - 019:					
019-000-30420	Interest On Investments	\$ 21,455	\$ 25,000	\$ 15,000	\$ 15,000
019-000-35042	Water Connection Fee	4,400	5,000	10,000	9,500
019-000-37000	Water Capital Charge	1,192,234	1,407,000	1,250,000	1,312,500
Total Water Capital		\$ 1,218,089	\$ 1,437,000	\$ 1,275,000	\$ 1,337,000
Vehicle Replacement - 021					
021-000-31500	Transfer In	\$ -	\$ -	\$ -	\$ 310,000
Total Vehicle Replacement		\$ -	\$ -	\$ -	\$ 310,000
Sewer Operations - 043:					
043-000-30024	Proceeds Of Long-Term Debt	\$ 1,559	\$ -	\$ -	\$ -
043-000-30420	Interest On Investments	\$ 14,915	\$ 13,000	\$ 13,000	\$ 13,000
043-000-30725	F.O.G. Discharge Permit Fee	9,152	15,000	24,500	25,000
043-000-30960	Miscellaneous Revenues	1,444	-	-	-
043-000-36000	Sewer Fees	663,895	825,200	700,000	700,000
Total Sewer Operations		\$ 690,965	\$ 853,200	\$ 737,500	\$ 738,000
Sewer Capital - 044:					
044-000-30024	Proceeds Of Long-Term Debt	\$ -	\$ -	\$ 701,929	\$ -
044-000-30420	Interest On Investments	\$ 18,324	\$ 8,000	\$ 8,000	\$ 8,000
044-000-30940	Refunding Charges	-	-	-	-
044-000-35042	Sewer Connection Fee	7,511	2,000	7,500	7,500
044-000-37150	Sewer Capital Charge	1,532,001	1,494,300	1,494,300	1,500,000
Total Sewer Capital		\$ 1,557,836	\$ 1,504,300	\$ 2,211,729	\$ 1,515,500
Capital Project -045					
045-000-31500	Transfer In	\$ 5,725,769	\$ 9,162,526	\$ 6,137,551	\$ 6,086,880
Total Capital Project		\$ 5,725,769	\$ 9,162,526	\$ 6,137,551	\$ 6,086,880
Total Revenue of All Funds		\$ 50,655,991	\$ 58,122,118	\$ 54,060,854	\$ 47,921,394
General		\$ 27,170,682	\$ 27,255,600	\$ 27,256,600	\$ 27,743,300
Special		6,127,536	11,484,523	11,127,629	6,868,814
Proprietary		6,518,009	7,937,300	7,370,629	7,222,400
RDA		5,113,995	2,282,169	2,168,445	-
Capital		5,725,769	9,162,526	6,137,551	6,086,880
		\$ 50,655,991	\$ 58,122,118	\$ 54,060,854	\$ 47,921,394

Analysis of Major Revenues

As the graph on page 11 reflects, the total estimated revenues and transfers in from other funds for all City Funds for FY 2012/2013 is \$46,866,394. General Fund revenues are not restricted and therefore can be used to fund the operating expenditures of the City such as fire services, police services, public works, recreation and general government administration. The Special Revenue Funds, Capital Project Fund, Enterprise Funds and Redevelopment Agency Funds revenues are restricted and cannot be used for general operating expenditures.

Analysis of Major General Fund Revenues

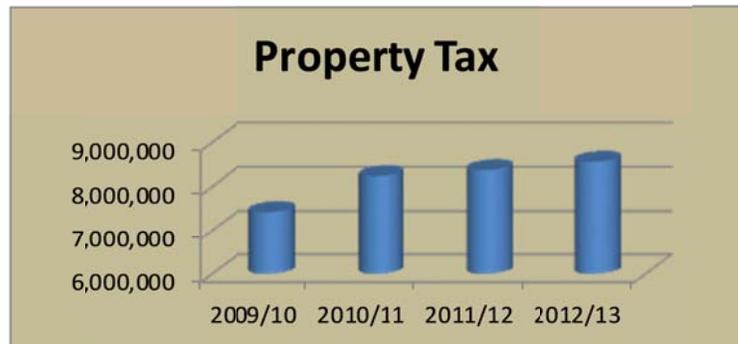
Property Taxes

Property Taxes account for 31% of FY 2012/2013 General Fund revenues. The California voters adopted Proposition 13 in 1978 that changed the definition of taxable value for all real property in the state. Proposition 13 defines the taxable value of real property as factored base year value or market value on lien date (January 1st), whichever is lower. The base year value of property acquired before March 1, 1975 is the 1975 assessed value and the base year value of property acquired on or after March 1, 1975 is usually the market value when the property was transferred and/or purchased. The factored base year value of properties that have not changed ownership since the prior January 1st is calculated by adding the value of any new construction and the Consumer Price Index (CPI) increase but no more than 2% per year.

Included in Property Taxes, other than secured, are unsecured property taxes, supplemental assessments, homeowner's exemption, property tax in-lieu of vehicle license fees and property tax related to penalties and interest.

Property Taxes

	Amount	% change
2009/10	7,421,545	
2010/11	8,228,811	10.9%
2011/12	8,362,700	1.6%
2012/13	8,555,000	2.3%



Budget Assumptions – As the above information illustrates, property taxes continue to be a stable revenue source for the City. The projection for FY 2012/2013 shows a slight incline in anticipation of minimal economic recovery.

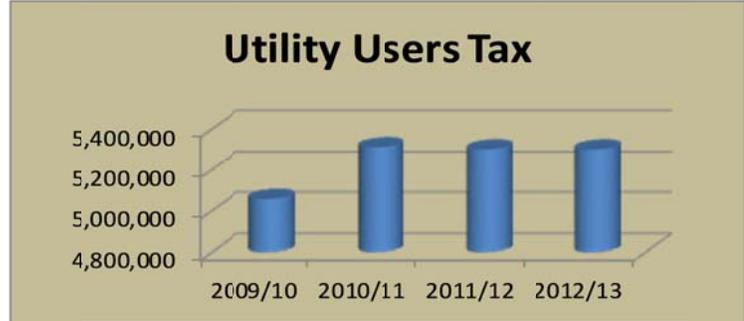
Utility Users Tax

Utility Users Tax (UUT) accounts for 19% of FY 2012/2013 General Fund revenues. The Utility Users Tax rate is charged to customers of electric, natural gas, and telephone companies to raise revenue for general governmental purposes of the City. The Utility Users Tax rate is 11% of the customer's monthly charges. The utility companies collect the tax and remit them to the City.

Analysis of Major Revenues

Utility Users Tax

	Amount	% change
2009/10	5,056,233	
2010/11	5,310,666	5.0%
2011/12	5,300,000	-0.2%
2012/13	5,300,000	0.0%



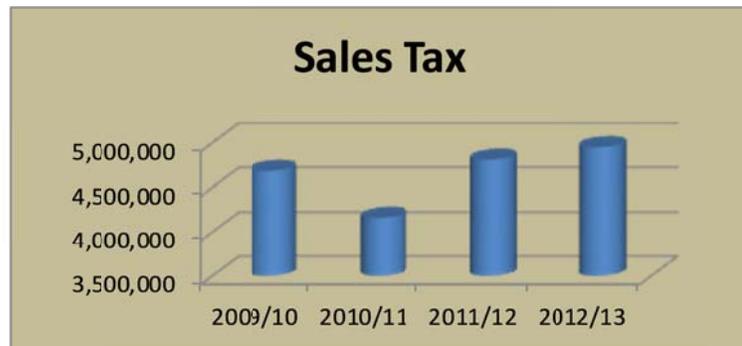
Budget Assumptions – As the above information illustrates, the Utility Users Tax revenues continue to be a relatively stable and predictable revenue source. The City has a senior exemption program for the Utility Users Tax. The income level to qualify for the exemption is based on the California Seniors Property Tax Exemption program and is currently \$44,096.

Sales and Use Tax

Sales and Use Tax account for 18% of FY 2012/2013 General Fund revenues. The sales tax rate is 7.75%. All goods sold within the City are subject to sales tax except non-prepared food and prescription drugs. The City receives 1% of all sales tax collected. Sales tax revenue for the City is projected to increase slightly in FY 2012/2013.

Sales & Use Tax

	Amount	% change
2009/10	4,680,845	
2010/11	4,160,359	-11.1%
2011/12	4,808,300	15.6%
2012/13	4,948,000	2.9%



Budget Assumptions – Estimated revenues for Sales and Use Tax for FY 2011/2012 and projections for FY 2012/2013 were provided by Hinderliter, de Llamas and Associates, a consulting firm that specializes in sales and use tax analysis based on sales tax information provided to them by the State of California Board of Equalization.

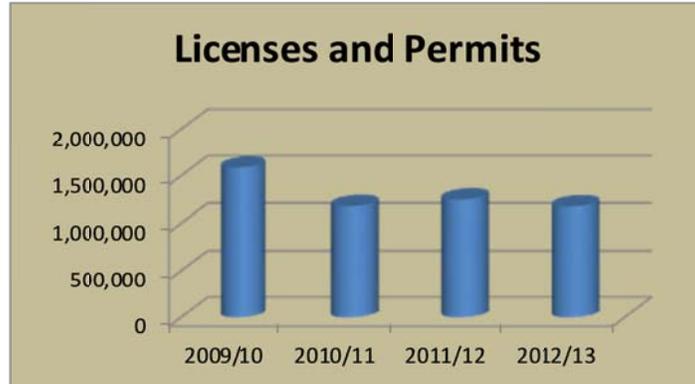
Analysis of Major Revenues

Licenses and Permits

Licenses and Permits account for 4% of FY 2012/13 General Fund revenues. With an enforcement program that began in FY 2004/05, this revenue source has become a significant source of funding to support General Fund activities. A slight decrease is projected in FY 2012/13 due to continued slow economic growth.

Licenses and Permits

	Amount	% change
2009/10	1,586,336	
2010/11	1,180,345	-25.6%
2011/12	1,249,200	5.8%
2012/13	1,177,400	-5.7%



Other Revenues

Franchise Fees are imposed on various public utilities and account for 3% of FY 2012/2013 General Fund revenues. The franchise grants the public utilities the right to use public property for system infrastructure such as lines and pipes. It also grants exclusive rights to provide cable television within the City.

Transient Occupancy Tax (TOT) (i.e. Hotel Occupancy Tax) accounts for 4% of FY 2012/2013 General Fund revenues. The approved rate for Transient Occupancy Tax is 12%.

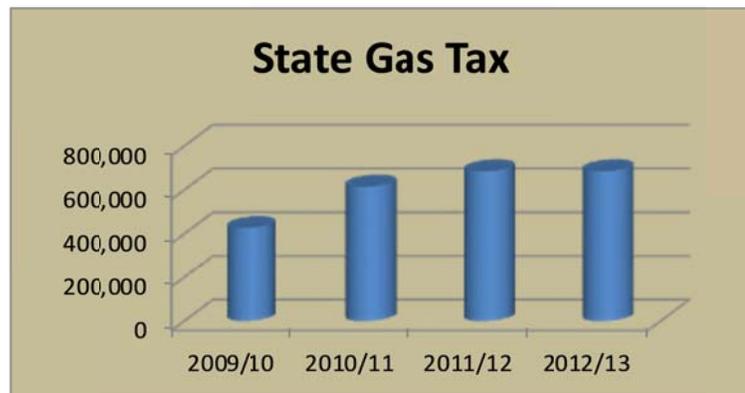
ANALYSIS OF SPECIAL REVENUE FUNDS MAJOR REVENUES

State Gas Tax

The State of California collects 18¢ per gallon for vehicle fuel which is allocated to the State, Counties and Cities. The City allocation is distributed based on population.

State Gas Tax

	Amount	% change
2009/10	425,822	
2010/11	614,767	44.4%
2011/12	684,400	11.3%
2012/13	684,656	0.0%



Since the revenue collected is based on the gallons rather than the price of fuel, this revenue source may continue to remain the same as California residents alter their driving habits due to the high cost of gasoline. Therefore, gas tax is budgeted slightly about the same for next year.

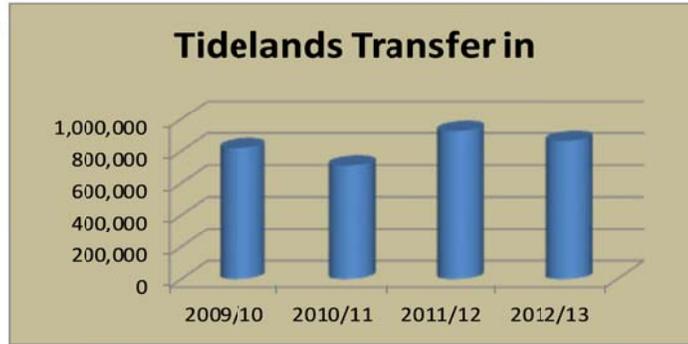
Analysis of Major Revenues

Tidelands Beach Fund – Transfer In – General Fund Subsidy

The Tidelands Beach Fund is required by the State of California and is used to account for all revenues derived from beach and pier operations in the City. Unfortunately the revenues generated at the beach and pier, such as beach parking revenues and property rental, do not exceed expenditures. As a result, the Tidelands Beach Fund is subsidized by the General Fund as illustrated in the following graph.

Tidelands Beach Fund - General Fund Subsidy

	Amount	% change
2009/10	818,706	
2010/11	710,104	-13.3%
2011/12	925,774	30.4%
2012/13	863,499	-6.7%



As the chart reflects, the General Fund Subsidy varies significantly from one year to the next. The decrease of 13.3% from FY 2009/10 is due to revenues increase in property rental and junior lifeguard fees. There is no capital project scheduled in FY 2012/2013.

Measure M – Local Turnback

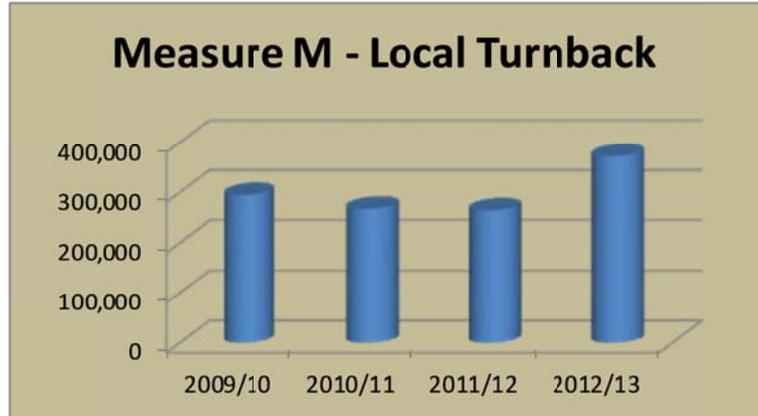
The Measure M “Local Turnback” revenues are part of the ½ percent sales tax increase approved by voters November 6, 1990 which would provide transportation funding through 2011. In November 2006, voters approved the continuation of the ½ cent sales tax through 2041. These funds can only be expended on street and highway improvements. The allocation of the ½ cent sales tax is based on the City’s population and on the City’s “Maintenance of Effort” and or the minimum amount of General Fund funds expended on street and sidewalk maintenance. Each year the City must file a “Maintenance of Effort” report with the Orange County Transportation Authority (OCTA). The report itemizes the estimated expenses the City will spend with General Fund dollars on streets, storm drains and sidewalk repairs that include supplies, salaries and benefits and compares that figure with the County’s benchmark figure of minimum expenditures for street maintenance. The City’s “Maintenance of Effort” benchmark figure is \$505,000. Failure to reach the \$505,000 will affect the amount of Measure M - Local Turnback and Gas Tax revenues the City receives.

The City anticipates receipt of \$370,623 of Measure M – Local Turnback revenues for FY 2012/2013.

Analysis of Major Revenues

Measure M - Local Turnback

	Amount	% change
2009/10	294,864	
2010/11	267,063	-9.4%
2011/12	264,000	-1.1%
2012/13	372,623	41.1%



ANALYSIS OF WATER AND SEWER OPERATIONS MAJOR REVENUE

Water Revenue and Sewer Fees

The City's Water Rate Schedule is tiered and based on consumption and meter size. Revenues are projected to be \$3,321,900 for FY 2012/2013, for the Operations Fund. Water Capital Fund revenues are projected to be \$1,337,000.

The Sewer Capital Fees are also tiered. Revenues are projected to be \$738,000 for operations in the FY 2012/2013. Sewer Capital Fund revenues are projected to be \$1,515,500 for FY 2012/2013.



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General Fund

The General Fund is the general operating fund of the City. All general tax revenues and other receipts not allocated by law or contractual agreement to some other fund are accounted for in this fund. Expenditures of this fund include general operating expenses and capital improvement costs, which are not paid through other funds.

General Fund

Analysis of Unassigned Fund Balance

The City's Budget and Fiscal Policy is to maintain an unassigned fund balance of at least 20% to 25% of operating expenditures in the General Fund. This is considered the "industry standard" in order to maintain the City's ability to withstand operating or capital needs, economic uncertainties, local disasters and other financial hardships.

Unassigned fund balance refers to the portion of the fund balance that is not obligated to assigned funds; therefore, it can be used for the situations previously stated in the prior paragraph. Assigned for encumbrance represent portions of the fund balance that are obligated through legal restrictions or amounts due that the City is legally obligated to such as encumbrances or advances and loans to other funds or organizations. Assigned fund balance is the obligation of funds due to policy implementation.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Actual	2011-2012 Projected	2012-2013 Adopted
Beginning Fund Balance	\$33,444,829	\$36,465,128	\$30,018,851	\$26,076,059	\$26,672,890
General Fund Revenues					
Property Tax Revenue	\$ 8,265,122	\$7,421,545	\$8,228,811	\$8,362,700	\$8,555,000
Sales and Use Tax	3,974,341	4,680,845	4,160,359	4,808,300	4,948,000
Utility Users Tax	5,326,486	5,056,233	5,310,666	5,300,000	5,300,000
Transient Occupancy Tax	1,198,376	1,108,785	1,221,491	1,100,000	1,100,000
Franchise Fees	980,148	941,785	1,030,737	784,600	797,000
Other Taxes	393,570	151,724	228,449	203,300	253,000
Licenses and Permits	1,527,023	1,586,336	1,180,345	1,249,200	1,177,400
Intergovernmental	197,458	740,644	397,488	208,700	206,600
Charges for Services	2,926,969	3,085,643	2,986,389	2,978,500	3,127,600
Fines and Forfeitures	917,609	1,017,944	968,751	1,001,800	1,001,800
Use of Money and Property	973,499	558,922	536,900	414,800	463,000
Other Revenue	6,794,576	657,904	571,246	495,700	464,900
Transfers in from other Funds	347,860	352,982	349,050	349,000	349,000
Total General Fund Revenues	\$33,823,037	\$27,361,292	\$27,170,682	\$27,256,600	\$27,743,300
Expenditures					
General Administration	\$3,655,814	\$3,755,483	\$3,490,186	\$3,337,100	\$3,549,259
Police Department	7,401,491	7,757,094	7,638,609	8,060,800	8,437,155
Detention Facilities	568,657	753,089	634,697	669,600	728,965
Fire Protection Services	3,698,900	3,761,742	3,912,032	4,155,500	4,267,862
Community Development	770,328	952,564	795,110	701,900	884,914
Public Works	2,557,461	2,541,829	2,732,870	2,443,800	2,795,896
Refuse Services	1,000,125	1,062,445	1,105,330	1,100,000	1,100,000
Recreation	908,708	1,036,377	965,221	934,700	1,198,648
Liability/Risk Management	719,893	1,210,513	2,606,271	1,358,600	1,295,637
Transfers Out	9,715,781	10,976,433	7,233,148	3,897,769	7,367,029
Total Expenditures	\$30,997,158	\$33,807,569	\$31,113,474	\$26,659,769	\$31,625,365
Net Revenues (Expenditures)	\$2,825,879	(\$6,446,277)	(\$3,942,792)	\$596,831	(\$3,882,065)
Prior Periods Adjustments to Fund Balance	\$194,420	-	-	-	-
Ending Fund Balance	\$36,465,128	\$30,018,851	\$26,076,059	\$26,672,890	\$22,790,825
Assigned for Encumbrance	\$211,000	\$30,300	\$102,500	\$102,500	\$102,500
Assigned	27,125,242	17,846,605	12,343,979	11,748,060	8,426,155
Assigned for Fiscal Policy	5,985,800	5,985,800	5,341,571	6,481,855	6,910,871
Unassigned Fund Balance	\$3,143,086	\$6,156,146	\$8,288,009	\$8,340,475	\$7,351,299
<i>Unassigned Fund Balance</i>					
<i>Percentage of Total Operating Expenditures</i>	12%	24%	31%	32%	26%

General Fund Analysis of Unassigned Fund Balance

As the previous page of data illustrates, the City was unable to meet the minimum amount required in FY 2008/2009 at 12% but was able to recover in FY 2009/2010 with unassigned fund balance at 24% which is within the amount required by the City's fiscal policy. For FY 2010/2011 and 2011/2012 the City is above the requirements at 31% and 32%. FY 2012/2013 decreased to 26% but still above the maximum required amount.

General Fund Assigned Fund Balance

	2012-2013
Beginning Fund Balance	\$26,672,890
Net Revenues (Expenditures)	(3,882,065)
Ending Fund Balance	\$22,790,825
Assigned for Encumbrances	\$ 102,500
Assigned for Designations	8,426,155
Assigned for Fiscal Policy	6,910,871
Unassigned Fund Balance	7,351,299
Total General Fund Balance	\$ 22,790,825

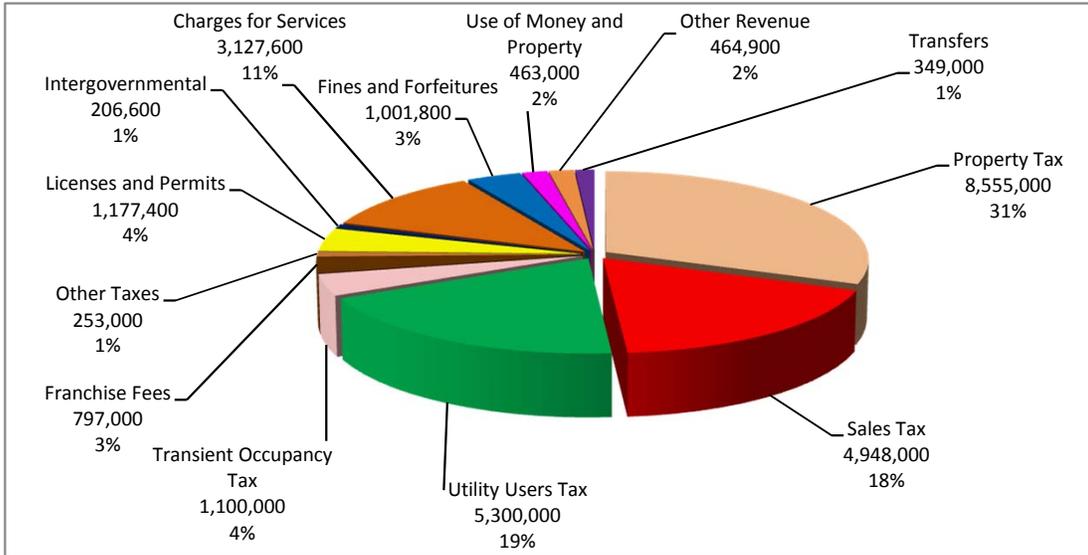
	Estimated Beginning Balance	Proposed Decreases	Estimated Ending Balance
Assigned for Encumbrances	\$ 102,500	\$ -	\$ 102,500
City Clerk	18,000	(18,000)	-
Traffic Impact Fees	682,112	(550,000)	132,112
College Park East	477,000	-	477,000
Swimming Pool	4,850,000	-	4,850,000
Economic Condition	1,750,000	-	1,750,000
Old Town Improvement	490,000	(490,000)	-
Street Improvement	332,833	(332,833)	-
Storm Drain	1,832,708	(1,751,880)	80,828
Buildings	785,913	(395,000)	390,915
Compensated Absences	745,300	-	745,300
Total Assigned	11,963,866	(3,537,713)	8,426,155
Assigned for Fiscal Policy	6,481,855	429,017	6,910,871
Grand Total	\$ 18,548,221	\$ (3,108,696)	\$ 15,439,526



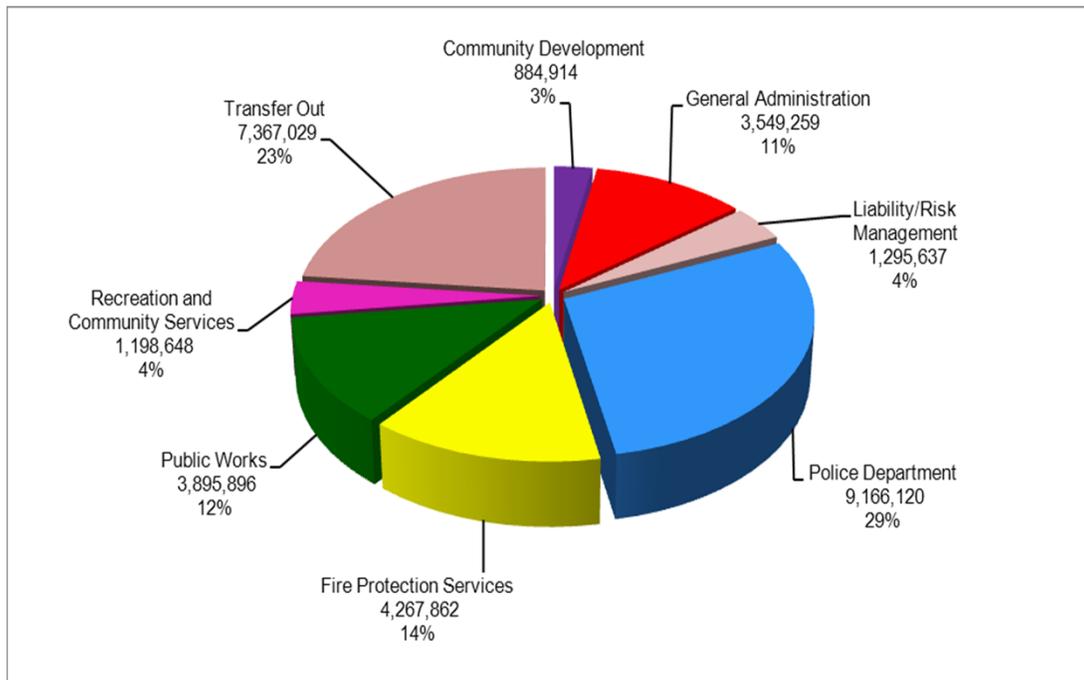
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Summary of Revenues and Expenditures General Fund

Fiscal Year 2012-2013 Projected Revenues - \$27,743,300

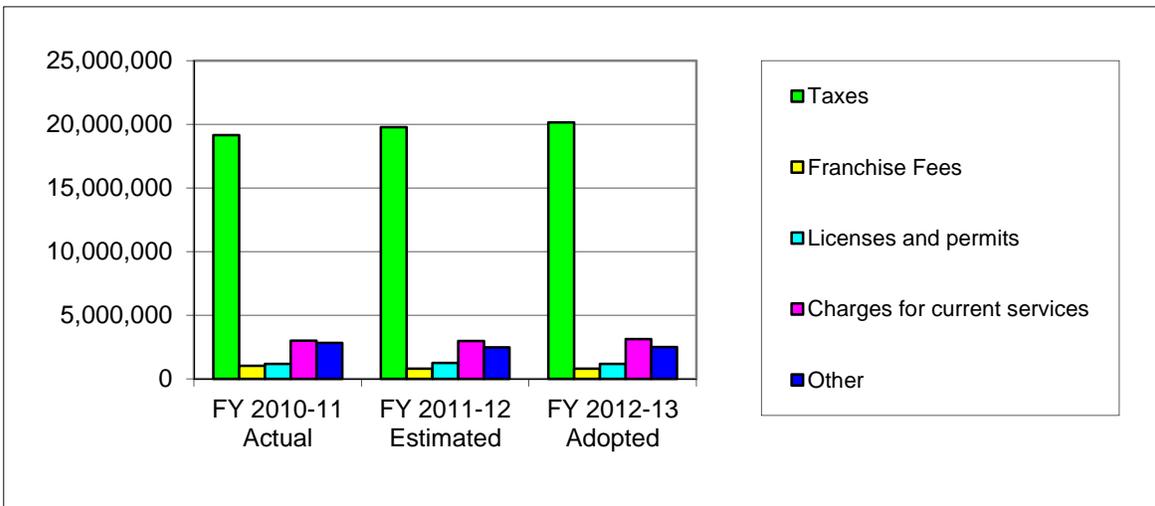


Fiscal Year 2012-2013 Projected Expenditures - \$31,625,365



General Fund Revenue Summary

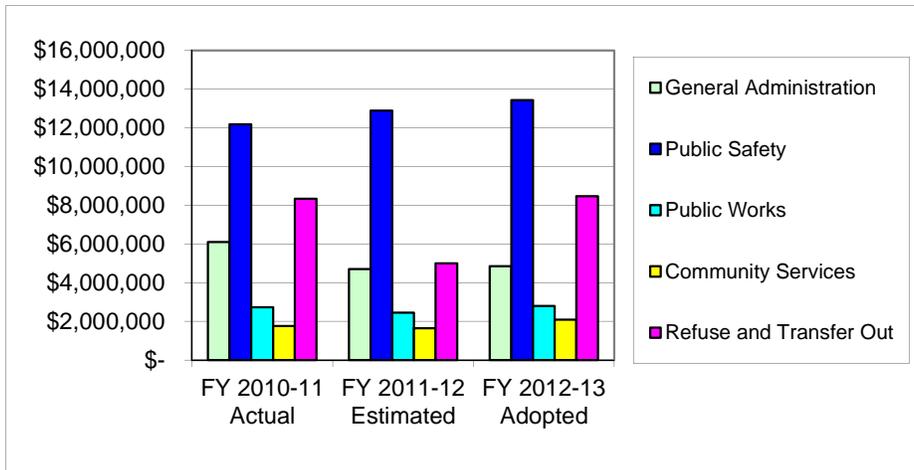
Description	2010-2011 Actual	2011-2012 Estimated	2012-2013 Adopted Budget
Property Tax	\$ 8,228,811	\$ 8,362,700	\$ 8,555,000
Other Taxes	228,449	203,300	253,000
Utility Users Tax	5,310,666	5,300,000	5,300,000
Transient Occupancy Tax	1,221,491	1,100,000	1,100,000
Sales and Use Tax	4,160,359	4,808,300	4,948,000
Franchise Fees	1,030,737	784,600	797,000
Licenses and Permits	1,180,345	1,249,200	1,177,400
Fines and Forfeitures	968,751	1,001,800	1,001,800
Use of Money and Property	536,900	414,800	463,000
Service Charges	2,986,389	2,978,500	3,127,600
Intergovernmental	397,488	208,700	206,600
Other Revenues	571,246	495,700	464,900
Transfer In and Enterprise Overheads	349,050	349,000	349,000
Total Revenue	\$ 27,170,682	\$ 27,256,600	\$ 27,743,300



	FY 2010-11 Actual	FY 2011-12 Estimated	FY 2012-13 Adopted
Taxes	\$ 19,149,776	\$ 19,774,300	\$ 20,156,000
Franchise Fees	1,030,737	784,600	797,000
Licenses and Permits	1,180,345	1,249,200	1,177,400
Charges for Current Services	2,986,389	2,978,500	3,127,600
Other	2,823,435	2,470,000	2,485,300
Grand Total	\$ 27,170,682	\$ 27,256,600	\$ 27,743,300

General Fund Expenditure Summary

Department	2012-2013		
	2010-2011 Actual	2011-2012 Estimated	Adopted Budget
010 City Council	\$ 87,458	\$ 95,200	\$ 99,400
011 City Manager	695,281	735,000	632,790
012 City Clerk	298,894	282,600	348,235
015 City Attorney	469,590	402,700	425,000
017 Finance	613,410	591,200	612,414
018 Risk Management	2,606,271	1,358,600	1,295,637
019 Non-Departmental	835,010	716,200	790,170
020 Information System Technolo	490,540	514,200	641,250
021 Police - EOC	-	130,300	137,776
022 Police - Field Services	5,138,711	5,453,000	5,861,242
023 Police - Support Services	2,499,774	2,477,500	2,438,137
024 Police - Detention Facility	634,697	669,600	728,965
026 Fire Services	3,912,032	4,155,500	4,267,862
030 Planning	412,978	395,400	452,326
031 Building and Safety	382,132	306,500	432,588
042 Engineering	303,164	118,000	151,477
043 Storm Drain	314,980	340,200	352,150
044 Street Maintenance	939,762	904,600	970,841
049 Landscape Maintenance	180,947	183,200	234,697
050 Automobile Maintenance	301,026	304,600	461,421
051 Refuse	1,105,330	1,100,000	1,100,000
052 Building Maintenance	692,993	593,200	625,310
070 Recreation Administration	266,687	268,800	357,562
071 Sports	44,061	34,000	47,768
072 Parks and Recreation	308,839	302,400	364,420
073 Aquatics	147,731	144,500	143,798
074 Tennis Center	197,898	185,000	285,100
080 Transfer Out	7,233,148	3,897,769	7,367,029
Total Expenditures	\$ 31,113,344	\$ 26,659,769	\$ 31,625,365



	FY 2010-11 Actual	FY 2011-12 Estimated	FY 2012-13 Adopted
General Administration	\$ 6,096,454	\$ 4,695,700	\$ 4,844,896
Public Safety	12,185,214	12,885,900	13,433,982
Public Works	2,732,872	2,443,800	2,795,896
Community Services	1,760,326	1,636,600	2,083,562
Refuse and Transfer Out	8,338,478	4,997,769	8,467,029
Grand Total	\$ 31,113,344	\$ 26,659,769	\$ 31,625,365

City of Seal Beach - General Fund Transfer Out

FY 2012-2013

DEPARTMENT: Finance
 FUND: 001 General Fund - Transfer Out

Account Code: 001-080

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Transfer Out	\$ 7,233,148	\$ 6,421,161	\$ 3,897,769	\$ 7,367,029
TOTAL	\$ 7,233,148	\$ 6,421,161	\$ 3,897,769	\$ 7,367,029

ACCOUNT NUMBER EXPLANATION

47000	Transfer Out	Debt Service (Pension and Fire Bond), various capital projects and Tidelands.
47010	Vehicle/Equipment Replacement	Transfer out to Vehicle/Equipment Replacement Fund (021).

City of Seal Beach - General Fund Transfer Out

FY 2012-2013

DEPARTMENT: Finance Account Code: 001-080
 FUND: 001 General Fund - Transfer Out

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
TRANSFER OUT					
Transfer Out	001-080-47000	\$ 7,233,148	\$ 6,421,161	\$ 3,897,769	\$ 7,057,029
Vehicle/Equip. Replacement	001-080-47010	-	-	-	310,000
TOTAL TRANSFER OUT		<u>\$ 7,233,148</u>	<u>\$ 6,421,161</u>	<u>\$ 3,897,769</u>	<u>\$ 7,367,029</u>
TOTAL EXPENDITURES		<u>\$ 7,233,148</u>	<u>\$ 6,421,161</u>	<u>\$ 3,897,769</u>	<u>\$ 7,367,029</u>

Transfers Out Account 001-080-47000:

Street Lighting District Fund 002	\$ 55,629
Pension Obligation D/S Fund 027	1,558,775
Fire Station D/S Fund 028	597,246
Tidelands Fund 034	863,499
Capital Projects Fund Fund 045	3,981,880
Total for 001-080-47000:	<u>\$ 7,057,029</u>



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City of Seal Beach

CITY COUNCIL

Elected Official:

City Council

Mission Statement

The City Council serves as the governing body that addresses the current and future needs of the City. Always mindful of the needs, interests and concerns of the City's constituents, the Council will operate an open and responsive government, establishing City policies and legislation that promote the best interests of its citizens, businesses, community organizations and visitors while keeping quality of life a priority.

Primary Activities

The City Council reviews and decides issues affecting the City; enacts laws and directs actions as required to provide for the general welfare of the community through programs, services and activities; creates sustainable revenue for essential City services; provides policy guidance to City staff; adopts and monitors the annual operating and capital improvement budgets; makes appointments to vacancies on various commissions and committees; serves as the Redevelopment Agency Board of Directors; monitors legislative activity that has a financial impact on City; provides City policy and input on local, state and federal matters affecting Seal Beach.

Objectives

- To provide policy leadership for the community and administration on issues affecting the health, safety and welfare of Seal Beach.
- To ensure that the City maintains a sustainable revenue base to support essential City services.
- To allocate resources in accordance with the needs of the community while understanding that citizen expectations for services will continue to exceed the available funding.

DEPARTMENT: City Manager
 FUND: 001 General Fund - City Council

Account Code: 001-010

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 39,081	\$ 38,500	\$ 37,700	\$ 37,700
Maintenance and Operations	48,377	61,500	57,500	61,700
TOTAL	\$ 87,458	\$ 100,000	\$ 95,200	\$ 99,400

ACCOUNT NUMBER EXPLANATION

40004	Part-time	City Council remuneration.
40017	Medicare Insurance	Funds budgeted in this account is part of employee benefits costs.
40019	FICA	Funds budgeted in this account is part of employee benefits costs.
40013	Pars Retirement	Funds budgeted in this account is part of employee benefits costs.
40100	Office Supplies	Office Supplies specifically related to City Council Department.
40300	Memberships and Dues	Cal Coast, LAFCO, So. CA Assoc. of Govt., Santa Ana River Flood Control, League of California Cities, ACCOC, OCCOG and miscellaneous.
40400	Training and Meetings	Meetings and training include, but not limited to annual training conferences, and general meetings of the City Council.
40800	Special Departmental	State of the City Address/Luncheon, and SB Chamber Summer Concert.
40802	Special Exp.-Comm. Input Proj.	Sponsor concerts and permits.
40900	Promotional	4th July Fireworks JFTB contribution and miscellaneous.

DEPARTMENT: City Manager Account Code: 001-010
 FUND: 001 General Fund - City Council

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Part-time	001-010-40004	\$ 36,600	\$ 36,000	\$ 36,000	\$ 36,000
Pars Retirement	001-010-40013	23	300	300	526
Medicare Insurance	001-010-40017	524	500	500	281
FICA	001-010-40019	1,934	1,700	900	893
TOTAL PERSONNEL SERVICES		<u>\$ 39,081</u>	<u>\$ 38,500</u>	<u>\$ 37,700</u>	<u>\$ 37,700</u>
MAINTENANCE AND OPERATIONS					
Office Supplies	001-010-40100	\$ 1,383	\$ 1,500	\$ 500	\$ 1,500
Memberships and Dues	001-010-40300	25,425	29,000	29,000	25,500
Training and Meetings	001-010-40400	10,470	10,000	10,000	10,000
Special Departmental	001-010-40800	2,349	12,000	10,000	10,700
Special Exp.-Comm. Input Prj	001-010-40802	-	-	-	5,000
Promotional	001-010-40900	8,750	9,000	8,000	9,000
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 48,377</u>	<u>\$ 61,500</u>	<u>\$ 57,500</u>	<u>\$ 61,700</u>
TOTAL EXPENDITURES		<u>\$ 87,458</u>	<u>\$ 100,000</u>	<u>\$ 95,200</u>	<u>\$ 99,400</u>



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City of Seal Beach

CITY MANAGER

Managing Department Head:

City Manager

Mission Statement

Appointed by the City Council, the City Manager serves as the chief administrative officer of the City, responsible for providing effective municipal services in accordance with City Council Policies, the Municipal Code and provisions of the City Charter. The City Manager enforces all municipal laws and regulations for the benefit of the community. The City Manager provides for the overall planning and control of City programs.

Primary Activities

The City Manager's office provides municipal services by effectively directing all city activities, finances and personnel. Contract administration, risk management, legislation and lobbyist activities, public information, personnel services, City Council agenda preparation, website operation, ocean water quality issues, grant applications, franchise agreement management, property management and workers compensation administration are direct functions of this office.

Objectives

- Enforce all laws and ordinances as prescribed in the City Charter and the Municipal Code.
- Promote the efficient administration of all City departments.
- Formulate and submit recommended actions concerning policy issues to City Council.
- Improve service delivery to residents in a cost-effective manner.
- Ensure that the City Budget is balanced, providing for a healthy reserve as prescribed by City Council policy and to identify future sources of revenues for unfunded necessities of the City.
- Ensure that the City's interests are effectively represented in decisions made by other governmental agencies

City of Seal Beach

FY 2012-2013

DEPARTMENT: City Manager
FUND: 001 General Fund - City Manager

Account Code: 001-011

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 598,404	\$ 541,700	\$ 506,100	\$ 530,390
Maintenance and Operations	96,877	232,400	228,900	102,400
TOTAL	\$ 695,281	\$ 774,100	\$ 735,000	\$ 632,790

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	City Manager ACM/Director of Public Works Administrative Manager Management Analyst Executive Assistant	- 0.80 - 0.05 - 1.00 - 1.00 - 1.00
40004	Part-time	Intern (PT)	
40007	Tuition Reimbursement	Funds budgeted in this account are part of employee benefits costs.	
40008	Auto Allowance	Mileage expenses associated with local seminars, meetings and training for the City Manager Department.	
40009	Cell Phone Allowance	Telephone expense related to the City.	
40010	Deferred Compensation-Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.	
40013	Pars Retirement	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.	
40015	AFLAC Insurance-Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.	
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.	
40100	Office Supplies	Office Supplies specifically related to City Manager Department.	
40200	Public/legal Notices	Misc. publications (subscriptions, handbooks, advertising, and personnel notices).	
40300	Memberships and Dues	OCCMA, ICMA, MMASC, ASPA, SHRM, LCW, CalPACS, NNA and miscellaneous.	
40400	Training and Meetings	Monthly OCCMA meetings, AOCC-OC meetings, Annual ICMA conference and various local meetings and conferences.	
40800	Special Departmental	Business cards, plaques and miscellaneous.	
44000	Contract Professional Svcs	Section 125, Employee Assistance Program, Personnel Fingerprinting, Pre-employment Screening, Labor Negotiations Lobbyist, Psych Consultant, Background investigations, miscellaneous emergencies, and Department of Justice and Retirement Fund review.	
44001	Special Expense - Disaster	Disaster related expenses.	

City of Seal Beach

FY 2012-2013

DEPARTMENT: City Manager
 FUND: 001 General Fund - City Manager
 Account Code: 001-011

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full-time Salaries	001-011-40001	\$ 435,653	\$ 385,200	\$ 370,000	\$ 394,826
Part-time	001-011-40004	28,970	-	-	-
Tuition Reimbursement	001-011-40007	3,951	3,200	-	-
Auto Allowance	001-011-40008	7,662	6,000	6,000	6,000
Cell Phone Allowance	001-011-40009	1,939	1,600	1,200	1,200
Deferred Compensation-Cafeteria	001-011-40010	392	100	100	39
Deferred Compensation	001-011-40011	8,901	13,600	13,600	13,917
Pers Retirement	001-011-40012	60,364	65,100	62,900	65,059
Pars Retirement	001-011-40013	669	100	100	-
Medical Insurance	001-011-40014	38,962	46,200	35,200	33,910
AFLAC Insurance - Cafeteria	001-011-40015	111	-	-	-
Medicare Insurance	001-011-40017	7,476	8,500	6,400	6,520
Life and Disability	001-011-40018	3,354	4,500	3,000	2,857
Vacation Buy/Payout	001-011-40027	-	7,600	7,600	6,062
TOTAL PERSONNEL SERVICES		\$ 598,404	\$ 541,700	\$ 506,100	\$ 530,390
MAINTENANCE AND OPERATIONS					
Office Supplies	001-011-40100	\$ 3,343	\$ 5,000	\$ 3,000	\$ 5,000
Public/legal Notices	001-011-40200	3,369	5,000	3,500	5,000
Memberships and Dues	001-011-40300	9,247	11,000	11,000	11,000
Training and Meetings	001-011-40400	7,468	10,000	10,000	10,000
Special Departmental	001-011-40800	1,372	1,500	1,500	1,500
Rental/lease Equip	001-011-42000	336	-	-	-
Cont. Professional Svcs	001-011-44000	71,742	69,900	69,900	69,900
Special Expense - Disaster	001-011-44001	-	130,000	130,000	-
TOTAL MAINTENANCE AND OPERATIONS		\$ 96,877	\$ 232,400	\$ 228,900	\$ 102,400
TOTAL EXPENDITURES		\$ 695,281	\$ 774,100	\$ 735,000	\$ 632,790



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City of Seal Beach

CITY CLERK

Managing Department Head:

City Clerk

Mission Statement

The municipal clerk is a primary representative of local government, serving as liaison between the City Council, the City staff and the public in a helpful, professional manner. The City Charter, City Municipal Code and various Codes of the State of California legally mandate the duties and responsibilities of the Clerk. The City Clerk position in Seal Beach is that of a citywide elected official and serves for a term of four years.

Primary Activities

The City Clerk manages all activities in the clerk's office, attends all meetings of the City Council and other meetings as requested by the City Council, is responsible for recording and maintaining an accurate record of the actions resulting from those meetings; classify, index, file and maintain all meeting minutes, actions, directives, and official documents including ordinances, resolutions, contracts, agreements, deeds, easements, etc.; process amendments to the Municipal Code; certify official and legal documents; administer legal publications; receive/open bids; administer oaths; custodian of official City seal; process conflict of interest filings; conduct municipal elections in accordance with Charter and State law; maintain campaign reports; perform voter registration; receipt of claims and general information to public.

Objective

- The main goal for all decisions made in the City Clerk Department would be that they are all done efficiently and ethically - guidelines used would be the City's code, policies, and regulations.
- Determining the operation of the department would be the federal and state regulations imposed on all local government agencies and City Municipal Code, Charter, and policies and procedures.
- Continue to monitor and evaluate the efficiency and effectiveness of service delivered to the public – Public Records Act. Provide staff assistance to the City Manager and City staff including research on a variety of topics and official documents and continue to encourage and educate staff on the procedures to maintain a citywide records retention program.
- Ensure the program is in accordance with applicable laws and regulations and that there is adequate staffing, training, and funds to support the program.
- Participate in the management meetings to provide input from the City Clerk department. Coordinate with other departments to provide an accurate list of contracts and agreements and alert the appropriate department when they need to review the documents before the expiration date. Continue to work with IT personnel to provide access to public documents/records.

DEPARTMENT: City Clerk Account Code: 001-012
 FUND: 001 General Fund - City Clerk & Election 001-013

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 235,851	\$ 248,800	\$ 249,900	\$ 250,235
Maintenance and Operations	33,395	57,500	31,700	48,000
Election	29,648	1,000	1,000	50,000
TOTAL	\$ 298,894	\$ 307,300	\$ 282,600	\$ 348,235

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	City Clerk	- 1.00
		Deputy City Clerk	- 1.00
40004	Part-time	Office Aide	
40007	Tuition Reimbursement	Funds budgeted in this account are part of employee benefits costs.	
40008	Auto Allowance	Mileage expenses associated with local seminars, meetings and staff training for the City Clerk.	
40009	Cell Phone Allowance	Telephone expense related to the City.	
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.	
40013	Pars Retirement	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.	
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.	
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.	
40100	Office Supplies	Office Supplies specifically related to City Clerk Department.	
40200	Public/legal Notices	Publish City Clerk and Special Event notices in the newspaper.	
40300	Memberships and Dues	Professional memberships and dues for the City Clerk & Deputy City Clerk (Notary).	
40400	Training and Meetings	City Clerks Association monthly meetings and other related training.	
40800	Special Departmental	Records management and records retention.	
44000	Contract Professional Svcs	Conversion of documents to Laserfische, consultant for records management, elections consultant, video streaming, electronic agenda and Municipal Code legal review (\$18K one time).	
001-013-40800	Special Departmental	November 2012 Citywide Election (Charter Amendments)	

City of Seal Beach

FY 2012-2013

DEPARTMENT: City Clerk
 FUND: 001 General Fund - City Clerk & Election
 Account Code: 001-012
 001-013

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full-time Salaries	001-012-40001	\$ 176,752	\$ 182,500	\$ 182,300	\$ 186,768
Part-time	001-012-40004	7,283	-	-	-
Auto Allowance	001-012-40008	4,200	4,200	4,200	-
Cell Phone Allowance	001-012-40009	900	900	900	900
Deferred Comp-Cafeteria	001-012-40010	164	200	200	308
Deferred Compensation	001-012-40011	5,040	5,400	5,400	5,175
Pers Retirement	001-012-40012	26,027	31,300	29,800	30,776
Pars Retirement	001-012-40013	452	100	100	-
Medical Insurance	001-012-40014	10,316	14,800	14,800	18,570
Medicare Insurance	001-012-40017	3,005	3,200	3,000	3,092
Life and Disability	001-012-40018	1,712	2,200	1,800	1,806
Vacation Buy/payout	001-012-40027	-	2,900	2,900	2,840
Unemployment	001-012-40030	-	1,100	4,500	-
TOTAL PERSONNEL SERVICES		\$ 235,851	\$ 248,800	\$ 249,900	\$ 250,235
MAINTENANCE AND OPERATIONS					
Office Supplies	001-012-40100	\$ 845	\$ 2,000	\$ 2,000	\$ 1,500
Public/legal Notices	001-012-40200	1,229	3,500	3,500	3,500
Memberships and Dues	001-012-40300	340	500	500	500
Training and Meetings	001-012-40400	1,230	700	700	1,000
Special Departmental	001-012-40800	13,125	30,800	20,000	3,500
Contract Professional Svcs	001-012-44000	16,626	20,000	5,000	38,000
TOTAL MAINTENANCE AND OPERATIONS		\$ 33,395	\$ 57,500	\$ 31,700	\$ 48,000
ELECTIONS					
Special Departmental	001-013-40800	\$ 29,648	\$ 1,000	\$ 1,000	\$ 50,000
TOTAL ELECTIONS		\$ 29,648	\$ 1,000	\$ 1,000	\$ 50,000
TOTAL EXPENDITURES		\$ 298,894	\$ 307,300	\$ 282,600	\$ 348,235



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City of Seal Beach

CITY ATTORNEY

Managing Department Head:

City Manager

Mission Statement

The City Attorney provides legal counsel and representation to the City Council, the Redevelopment Agency, commissions and staff with the goal of assuring legal compliance and protecting the City's interest in all legal matters. The City contracts its attorney services with Richards, Watson and Gershon, a professional corporation ("Firm"). Pursuant to the contract, the City pays a monthly retainer of \$20,000 covering all general legal services. For additional services the City pays at the Firm's regular hourly rates, with a 15% discount. For special services, the City pays \$300 per hour.

Primary Activities

The City Attorney attends all City Council, Redevelopment Agency and Commission meetings. The City Attorney represents the City in all legal actions against the City and prosecutes if called upon to do so. The City Attorney prepares and/or reviews all contracts, ordinances, resolutions, litigation and other documents and provides Council and staff legal advice in compliance with applicable laws.

Objectives

- Provide effective legal services to all City officers, departments and commissions.
- Effectively represent the City and the Redevelopment Agency in litigation matters.

DEPARTMENT: City Attorney
 FUND: 001 General Fund - City Attorney

Account Code: 001-015

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 469,590	\$ 402,700	\$ 402,700	\$ 425,000
TOTAL	<u>\$ 469,590</u>	<u>\$ 402,700</u>	<u>\$ 402,700</u>	<u>\$ 425,000</u>

ACCOUNT NUMBER EXPLANATION

49700	Monthly Legal Contract	Monthly retainer \$20K per month.
49720	General Prosecution	Expenditure for services beyond that covered by the retainer.
49730	Legal Contract Police	Expenditure for services beyond that covered by the retainer.
49777	Other Attorney Services	Expenditure for services beyond that covered by the retainer.

DEPARTMENT: City Attorney
 FUND: 001 General Fund - City Attorney

Account Code: 001-015

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Monthly Legal Contract	001-015-49700	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000
Litigation Services	001-015-49710	43,244	18,200	18,200	50,000
General Prosecution	001-015-49720	15,547	25,000	25,000	25,000
Legal Contract Police	001-015-49730	22,298	32,000	32,000	20,000
Other Attorney Services	001-015-49777	148,501	87,500	87,500	90,000
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 469,590</u>	<u>\$ 402,700</u>	<u>\$ 402,700</u>	<u>\$ 425,000</u>
TOTAL EXPENDITURES		<u>\$ 469,590</u>	<u>\$ 402,700</u>	<u>\$ 402,700</u>	<u>\$ 425,000</u>



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City of Seal Beach

FINANCE

Managing Department Head:

Director of Finance/City Treasurer

Mission Statement

Finance is a service-oriented department serving the Public, City Council, City Manager, other department heads and employees. The main responsibilities fall into two categories: finance and treasury. The department's priorities are to be prudent in classifying and recording transactions, ensuring that City assets are safeguarded against theft or misuse, preparing financial reports and conducting fiscal planning of the City and Successor Agency of Redevelopment Agency.

Primary Activities

Finance performs the following activities: accounts payable, accounts receivable, cash receipting, payroll, business licensing, utility billing, general ledger maintenance, timely financial reporting in conformity with generally accepted accounting principles, fixed asset recording, budgeting, grant administration, assessment district administration, Successor Agency of Redevelopment Agency, debt administration, cash management, and investments. The department also monitors revenue compliance with Utility Users Tax, Transient Occupancy Tax, Business Licenses, and many others.

Objectives

- To ensure business registration compliance and to expedite the processing of business license applications.
- Provide quality customer service by paying all vendors' invoices accurately and within payment terms.
- To safeguard the City's cash through the timely processing and deposit of all City funds.
- To promote positive customer service relations with the City's water customers.
- To maximize the investment income.
- To implement user fees, the newly adopted fee schedule.

DEPARTMENT: Finance Account Code: 001-017
 FUND: 001 General Fund - Finance

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 533,392	\$ 503,700	\$ 478,300	\$ 492,614
Maintenance and Operations	80,018	119,800	112,900	119,800
TOTAL	\$ 613,410	\$ 623,500	\$ 591,200	\$ 612,414

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Director of Finance/City Treasurer - 0.80 Finance Manager - 0.75 Accountant - 0.90 Account Technician (A/P) - 1.00 Account Technician (Payroll) - 0.80
40003	Over-time	Provides for personnel overtime.
40004	Part-time	Provides for personnel part-time.
40008	Auto Allowance	Mileage expenses associated with local seminars, meetings and trainings for the Director of Administrative Services.
40009	Cell Phone Allowance	Telephone expense related to the City.
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are part of employee benefits costs.
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.
40013	Pars Retirement	Funds budgeted in this account include this program's pro rata share of employee benefits costs.
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.
40100	Office Supplies	Parking permit triplicate forms, W-2 and 1099's, City bank checks, business license paper, envelopes (AP and payroll), office supplies, postage and cash receipt tape.
40200	Public/legal Notices	State Controllers Report and Budget, parking permit advertisement.
40300	Memberships and Dues	AICPA, GFOA, CMRTA, CSMFO, and CA Society of CPA, CMTA, CPFIM and subscriptions (GASB updates and pronouncements), and Costco.
40400	Training and Meetings	GFOA conference, CSMFO conference, PERS conference and training, CSMFO luncheon, CPFIM, Springbrook conference and training, accounting training - GFOA, Government tax seminar - payroll and business license.
40700	Equipment/Materials	Equipment and Materials necessary to the department.
40800	Special Departmental	Bank courier services, Cor-o-van storage, CAFR award application fee, postage, annual budget (printing), CAFR (printing), IRS Determination Letter and miscellaneous expenses.
44000	Contract Professional Svcs	Annual audit, Bartel actuarial services, HDL - sales/property tax and State Controllers report (City Annual/PFA), Cal. Municipal Statistics and Hewlett Packard.

DEPARTMENT: Finance Account Code: 001-017
 FUND: 001 General Fund - Finance

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full-time Salaries	001-017-40001	\$ 413,189	\$ 300,600	\$ 293,400	\$ 379,359
Part-time	001-017-40004	-	62,400	76,800	-
Auto Allowance	001-017-40008	4,200	4,200	1,700	-
Cell Phone Allowance	001-017-40009	900	900	500	900
Deferred Comp - Cafeteria	001-017-40010	1,445	1,200	1,100	810
Deferred Compensation	001-017-40011	12,519	11,800	8,100	11,592
Pers Retirement	001-017-40012	61,473	62,700	45,700	62,511
Pars Retirement	001-017-40013	-	900	1,000	-
Medical Insurance	001-017-40014	28,965	27,800	20,000	26,204
Medicare Insurance	001-017-40017	6,765	6,700	6,900	6,193
Life and Disability	001-017-40018	3,936	4,400	3,000	3,501
Vacation Buy/payout	001-017-40027	-	16,900	16,900	1,544
Sick Payout	001-017-40028	-	3,200	3,200	-
TOTAL PERSONNEL SERVICES		\$ 533,392	\$ 503,700	\$ 478,300	\$ 492,614
MAINTENANCE AND OPERATIONS					
Office Supplies	001-017-40100	\$ 6,878	\$ 10,000	\$ 10,000	\$ 10,000
Public/legal Notices	001-017-40200	3,382	500	500	835
Memberships and Dues	001-017-40300	1,661	2,400	1,500	2,065
Training and Meetings	001-017-40400	6,640	16,000	10,000	16,000
Equipment/materials	001-017-40700	326	-	-	-
Special Departmental	001-017-40800	12,476	19,900	19,900	19,900
Contract Professional Svcs	001-017-44000	48,655	71,000	71,000	71,000
TOTAL MAINTENANCE AND OPERATIONS		\$ 80,018	\$ 119,800	\$ 112,900	\$ 119,800
TOTAL EXPENDITURES		\$ 613,410	\$ 623,500	\$ 591,200	\$ 612,414



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City of Seal Beach

RISK MANAGEMENT

Managing Department Head:

City Manager

Mission Statement

Oversee administration of City's Risk Management Program including public liability insurance and worker's compensation insurance. Public liability covers insurance costs, claims administration and claims settlement for any liability incurred against the City. Worker's compensation insurance reflects cost of insurance premiums, claims administration and claims settlement.

Primary Activities

The City's Risk Management Program includes administration of the City's insurance programs through use of a joint powers insurance authority as well as the coordination of claims processing between the City and the authority. Responsibilities include: administration of comprehensive loss prevention programs that incorporate current practices and philosophies most effective in preventing injuries, liabilities and damage to City equipment, vehicles and materials; identifying and minimizing exposures that could result in financial loss to the City and to provide City representation in claims litigation.

Objectives

- To protect the City's assets through cost-effective risk management services.
- To protect public and employee safety.
- Recommend changes to all departments to remove City from any possible liability.
- To stay current in knowledge of principles, practices and methods of safety and loss prevention, also state and federal laws relating to health and safety, including CAL/OSHA.
- To provide City insurance coverage without interruption and to ensure that all city agreements provide for adequate liability and worker's compensation coverage.

DEPARTMENT: City Manager
 FUND: 001 General Fund - Risk Management

Account Code: 001-018

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 2,606,271	\$ 1,358,600	\$ 1,358,600	\$ 1,295,637
TOTAL	<u>\$ 2,606,271</u>	<u>\$ 1,358,600</u>	<u>\$ 1,358,600</u>	<u>\$ 1,295,637</u>

ACCOUNT NUMBER EXPLANATION

49500	Gen. Liab. Admn Risk Mgmt	Annual Insurance Premium, CIPA Assessment.
49510	Env. Ded. Loss Risk Mgmt	Annual Insurance Premium.
49520	Prop. Ded. Loss Risk	Annual Insurance Premium.
49600	Work Comp Admn Risk Mgmt	Annual Insurance Premium.

City of Seal Beach

FY 2012-2013

DEPARTMENT: City Manager Account Code: 001-018
 FUND: 001 General Fund - Risk Management

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Gen. Liab. Admn.	001-018-49500	\$ 1,785,392	\$ 861,300	\$ 861,300	\$ 829,124
Work Comp Admn.	001-018-49600	820,879	497,300	497,300	466,513
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 2,606,271</u>	<u>\$ 1,358,600</u>	<u>\$ 1,358,600</u>	<u>\$ 1,295,637</u>
TOTAL EXPENDITURES		<u>\$ 2,606,271</u>	<u>\$ 1,358,600</u>	<u>\$ 1,358,600</u>	<u>\$ 1,295,637</u>

DEPARTMENT: Finance
 FUND: 001 General Fund - Non Departmental

Account Code: 001-019

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 585,839	\$ 417,300	\$ 417,300	\$ 506,870
Maintenance and Operations	249,171	304,000	298,900	283,300
TOTAL	\$ 835,010	\$ 721,300	\$ 716,200	\$ 790,170

ACCOUNT NUMBER EXPLANATION

40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs. Retiree health medical, PEMCHA, administrative cost, and OPEB.
40100	Office Supplies	Office Supplies specifically related to City wide expenses; replenish postage machine, parking permits/stickers and arrowhead water.
40800	Special Departmental	AED, Police Department massage fingerprinting, holiday luncheon and miscellaneous.
42000	Rental/lease equip	Ricoh lease/maintenance: police department, city hall and public works; postage machine maintenance; Ricoh lease property tax; Advanced Office Services lease: police department and public works.
43000	Senior Busing	Senior bus program - Western Transit
44000	Contract Professional	SCE License, PARS annual statement fee, POM (parking meter repairs), Priority Mailing System repairs, Cummins - coin counter maintenance and Safe Shred,

DEPARTMENT: Finance Account Code: 001-019
 FUND: 001 General Fund - Non Departmental

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Medical Insurance	001-019-40014	\$ 585,839	\$ 417,300	\$ 417,300	\$ 506,870
TOTAL PERSONNEL SERVICES		<u>\$ 585,839</u>	<u>\$ 417,300</u>	<u>\$ 417,300</u>	<u>\$ 506,870</u>
MAINTENANCE AND OPERATIONS					
Office Supplies	001-019-40100	\$ 28,646	\$ 30,100	\$ 25,000	\$ 33,000
Equipment/materials	001-019-40700	305	-	-	-
Special Departmental	001-019-40800	6,725	6,000	6,000	6,000
Rental/Lease Equip	001-019-42000	83,696	83,000	83,000	66,300
Senior Busing Expenditures	001-019-43000	126,285	138,500	138,500	131,600
Contract Professional	001-019-44000	3,514	46,400	46,400	46,400
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 249,171</u>	<u>\$ 304,000</u>	<u>\$ 298,900</u>	<u>\$ 283,300</u>
TOTAL EXPENDITURES		<u>\$ 835,010</u>	<u>\$ 721,300</u>	<u>\$ 716,200</u>	<u>\$ 790,170</u>

DEPARTMENT: City Manager
 FUND: 001 General Fund - Information Technology

Account Code: 001-020

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 490,540	\$ 555,200	\$ 514,200	\$ 641,250
TOTAL	\$ 490,540	\$ 555,200	\$ 514,200	\$ 641,250

ACCOUNT NUMBER EXPLANATION

40500	Office & Tech Resource	Server, computer, website enhancements, MDC replacements, Misc. IT equipment and peripherals, and Synoptek - Misc.
44000	Contract Professional	Cisco, SPAM, anti-virus, Synoptek, Springbrook maintenance, website hosting and support, PD MDC maintenance, phone warranty, printer support, Verizon Select Services, Time Warner Cable - internet, video streaming, On Target, Intuit, Laserfische Secure Site Solutions (Fob) maint., and PW GIS upgrade.
44002	PD Special Projects	Police Department Video and Interview upgrade and GIS upgrade.

DEPARTMENT: City Manager Account Code: 001-020
 FUND: 001 General Fund - Information Technology

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Office & Technology Resources	001-020-40500	\$ 78,053	\$ 131,000	\$ 90,000	\$ 136,750
Contract Professional Services	001-020-44000	412,487	424,200	424,200	454,500
Police Dept. Special Projects	001-020-44002	-	-	-	50,000
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 490,540</u>	<u>\$ 555,200</u>	<u>\$ 514,200</u>	<u>\$ 641,250</u>
TOTAL EXPENDITURES		<u>\$ 490,540</u>	<u>\$ 555,200</u>	<u>\$ 514,200</u>	<u>\$ 641,250</u>



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City of Seal Beach

EMERGENCY SERVICES BUREAU

Managing Department Head:

Chief of Police

Mission Statement

The Seal Beach Police Department's Emergency Services Bureau strives to prepare the community of Seal Beach for all types of natural and man-made disasters by providing specialized training, support, experience, and equipment to all City departments and the community at large.

Primary Activities

The Emergency Services Bureau directs the community to emergency preparedness and provides administrative support. These services include; but, are not limited to:

- Prepare, update, and maintain the City of Seal Beach Emergency Plan,
- Maintain the City Emergency Operations Center/s (EOC) and emergency communications equipment,
- Train City staff who may be called upon to serve in time of disaster,
- Assist the Chief of Police and City Manager with issues relating to emergency management,
- Steward and conduct emergency exercises in collaboration with county, state, and federal agencies,
- Work with other government agencies to develop and maintain, integrated emergency plans for response to a disaster, and
- Assist individuals and community organizations toward total disaster preparedness.

Objectives

Continuously update, deploy, and implement the City's Emergency Operations Plan (EOP) with basic, intermediate, and advanced disaster preparedness training and programs; including, FEMA Storm Ready and Tsunami Ready, Citizen Emergency Response Team (CERT) training.

Continue training staff, Citywide, to the National Incident Management System (NIMS) and participate in a series of tabletop drill exercises practicing the new system.

Continue to provide outstanding emergency services management to City stake holders, including but not limited to:

1. Continue training volunteer emergency responders to augment professional responders.
2. Continue to upgrade our emergency-information capabilities accessing orbiting satellites for continuity of information.
3. Supplies for the care and feeding of volunteer workers and emergency responders for long term major incidents.

City of Seal Beach

FY 2012-2013

DEPARTMENT: Police
FUND: 001 General Fund - EOC

Account Code: 001-021

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ -	\$ 114,500	\$ 114,300	\$ 114,276
Maintenance and Operations	-	23,300	16,000	23,500
TOTAL	\$ -	\$ 137,800	\$ 130,300	\$ 137,776

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Emergency Services Coordinator	- 1.00
40003	Over-time	Provides for personnel overtime.	
40004	Part-time	Provides for part-time personnel.	
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.	
40013	Pars Retirement	Funds budgeted in this account are part of employee benefits costs.	
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.	
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.	
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.	
40400	Training & Meetings	IAEM, CESA, FEMA Conferences, CSTI, OCEMA training, EOC training and Neighbor for Neighbor training.	
40700	Equipment/Materials	RACES radio equipment, CERT vehicle and trailer expenses, VIPS events expenses, high capacity Honda generator and (3) emergency shelters and Multiplex.	
40800	Special Departmental	Emergency food and supplies, R.A.C.E.S and CERT uniform shirts and rain gear.	
44000	Contract Professional	National Night Out, Neighbor for Neighbor, Emergency Prop Expo.,	

DEPARTMENT: Police Account Code: 001-021
 FUND: 001 General Fund - EOC

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full - Time Salaries	001-021-40001	\$ -	\$ 90,100	\$ 90,100	\$ 90,042
Deferred Comp	001-021-40011	-	3,200	3,200	3,151
Pers Retirement	001-021-40012	-	14,900	14,700	14,837
Medical Insurance	001-021-40014	-	3,600	3,700	3,720
Medicare Insurance	001-021-40017	-	1,600	1,500	1,497
Life and Disability	001-021-40018	-	1,100	1,100	1,029
TOTAL PERSONNEL SERVICES		<u>\$ -</u>	<u>\$ 114,500</u>	<u>\$ 114,300</u>	<u>\$ 114,276</u>
MAINTENANCE AND OPERATIONS					
Training and Meeting	001-021-40400	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
Equipment & Materials	001-021-40700	-	10,000	10,000	10,000
Special Departmental	001-021-40800	-	4,300	1,000	4,500
Contract Professional	001-021-44000	-	5,000	1,000	5,000
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ -</u>	<u>\$ 23,300</u>	<u>\$ 16,000</u>	<u>\$ 23,500</u>
TOTAL EXPENDITURES		<u>\$ -</u>	<u>\$ 137,800</u>	<u>\$ 130,300</u>	<u>\$ 137,776</u>



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City of Seal Beach

POLICE

Managing Department Head:

Chief of Police

Mission Statement

The Seal Beach Police Department dedicates itself to providing outstanding police service to the citizens of Seal Beach with the primary objective of protecting lives and property. Its Mission Statement reads, "The Seal Beach Police Department's Mission is to Professionally Provide Public Safety through Ethical Leadership and Community Partnerships."

Primary Activities

The Department's primary duties include: responding to calls for service; conducting preventive, direct foot and vehicular patrols; and providing traffic enforcement in areas where traffic accidents are occurring and in residential areas as a response to traffic complaints. It also provides neighborhood policing services to geographically defined locations to reduce crime and crime related issues and to partner with the community to maintain its high quality of life standards; follow-through on patrol arrests, cases with workable leads, and file criminal cases with the District Attorney's office; and provide front-counter services to the police during business hours; all within the framework a community-policing environment.

Objectives

- After weathering a hiring freeze which ended in 2005, the Department initially achieved a 95% level of staffing. Since that time and due to several long-term injuries, service and disability retirements, and other issues, the Department has been short-staffed by as much as 36%. It continues to work aggressively to attract qualified personnel, hire and train them.
- The previous implementation of a Comp Stat personal and professional accountability management system, coupled with a geo-based policing strategy has resulted in the following: a 14% reduction in Part-1 Crimes; an average Priority-1 Call Response of 3.5 minutes or less; individual officer patrol time exceeding 65%; and dramatic increases in self-initiated activity by the individual officers and the teams they comprise.
- Parking Control efforts throughout the community have leveled off as the result of a 3-year-old fleet of left-hand drive fleet vehicles not designed or engineered for the parking control mission.
- Service delivery continues to be remarkably timely and efficient. Citywide emergency and disaster preparedness continues to grow. The implementation of the West Orange County Community Emergency Response Team began in Seal Beach and now involves five neighboring cities with 500 trained disaster service volunteers.
- The City Emergency Response Plan is updated annually. City Staff and community members participate in ongoing disaster preparedness and continuity of government training. The Department provided all of these services at or under budget.
- The FY12-13 budget cycle will experience a continuation of these efforts and in the event of an infusion of greater resources, the development of crime prevention and elder ombudsman programs.

City of Seal Beach

FY 2012-2013

DEPARTMENT: Police
FUND: 001 General Fund - Field Services

Account Code: 001-022

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 5,096,477	\$ 5,395,500	\$ 5,423,500	\$ 5,821,742
Maintenance and Operations	42,234	29,500	29,500	39,500
TOTAL	\$ 5,138,711	\$ 5,425,000	\$ 5,453,000	\$ 5,861,242

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Police Chief Police Captain Police Lieutenant Police Sergeant Police Corporal Police Officer	- 1.00 - 1.00 - 1.00 - 6.00 - 3.33 - 18.00
40002	Temporary Special Pay	Provides for personnel temporary special pay.	
40003	Over-time	Provides for personnel overtime.	
40004	Part-time	Provides for part-time personnel.	
40005	Holiday Pay	Funds budgeted in this account are part of employee benefits costs.	
40007	Tuition Reimbursement	Funds budgeted in this account are part of employee benefits costs.	
40009	Cell Phone Allowance	Telephone expense related to the City.	
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.	
40013	Pars Retirement	Funds budgeted in this account are part of employee benefits costs.	
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.	
40015	AFLAC Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.	
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.	
40020	Uniform Allowance	Funds budgeted in this account are part of employee benefits costs.	
40021	Annual Education	Funds budgeted in this account are part of employee benefits costs.	
40022	Flexible Spending Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40030	Unemployment	Funds budgeted in this account are part of post employment costs.	
40400	Training & meeting	FBI-NAA training, Non-Post reimbursement training, conferences, mileage, reserve training, FBI-NAA conference, Post training and peer support team training, CSTI, CPOA, UC Regents, CNOA OCSD classes, Motor Training, Command College, Traffic, Narcotics training, Hostage Roll of Chief, Armorer course, Juvenile Justice, Crisis communications, Basic updated skills for Sworn Officers and Team Building Workshop.	
44000	Contract Professional	Wells Fargo - Trustee Fee for Pension Obligation Bond.	

City of Seal Beach

FY 2012-2013

DEPARTMENT: Police
FUND: 001 General Fund - Field Services

Account Code: 001-022

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full Time Salaries	001-022-40001	\$ 3,032,567	\$ 2,938,300	\$ 2,938,300	\$ 3,239,187
Temporary Special Pay	001-022-40002	12,139	16,000	16,000	16,000
Overtime	001-022-40003	323,996	244,400	244,400	282,400
Part-Time	001-022-40004	14,082	211,700	211,700	19,200
Holiday Pay	001-022-40005	159,604	156,800	184,500	216,279
Tuition Reimbursement	001-022-40007	14,285	20,000	20,000	37,440
Cell Phone Allowance	001-022-40009	10,559	10,800	10,800	10,800
Deferred Comp - Cafeteria	001-022-40010	5,324	14,500	14,500	27,466
Deferred Comp	001-022-40011	6,395	2,000	-	6,743
Pers Retirement	001-022-40012	950,335	1,165,500	1,177,600	1,267,746
Pars Retirement	001-022-40013	309	2,900	2,900	274
Medical Insurance	001-022-40014	348,065	364,100	361,600	439,822
AFLAC Cafeteria	001-022-40015	603	1,900	1,900	2,329
Medicare Insurance	001-022-40017	56,693	60,400	61,000	61,826
Life and Disability	001-022-40018	29,210	36,700	28,800	30,206
Uniform Allowance	001-022-40020	22,853	23,900	23,900	23,945
Annual Education	001-022-40021	106,443	104,400	104,400	104,385
Flexible Spending - Cafeteria	001-022-40022	119	-	-	-
Comptime Buy/Payout	001-022-40026	-	4,600	4,600	7,908
Vacation Buy/Payout	001-022-40027	-	15,500	15,500	24,886
Unemployment	001-022-40030	2,896	1,100	1,100	2,900
TOTAL PERSONNEL SERVICES		\$ 5,096,477	\$ 5,395,500	\$ 5,423,500	\$ 5,821,742
MAINTENANCE AND OPERATIONS					
Training & Meetings	001-022-40400	\$ 37,234	\$ 27,000	\$ 27,000	\$ 37,000
Contract Professional	001-022-44000	5,000	2,500	2,500	2,500
TOTAL MAINTENANCE AND OPERATIONS		\$ 42,234	\$ 29,500	\$ 29,500	\$ 39,500
TOTAL EXPENDITURES		\$ 5,138,711	\$ 5,425,000	\$ 5,453,000	\$ 5,861,242

City of Seal Beach

FY 2012-2013

DEPARTMENT: Police
FUND: 001 General Fund - Support Services

Account Code: 001-023

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 1,041,595	\$ 994,300	\$ 938,500	\$ 960,534
Maintenance and Operations	1,338,144	1,423,600	1,415,500	1,432,603
Capital Outlay	-	-	-	45,000
Debt Service	120,035	123,500	123,500	-
TOTAL	\$ 2,499,774	\$ 2,541,400	\$ 2,477,500	\$ 2,438,137

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Executive Assistant Account Technician Senior CSO CSO Record Supervisor Lead CSO	- 1.00 - 1.00 - 6.00 - 1.00 - 1.00 - 1.00
40003	Over-time	Provides for personnel overtime	
40004	Part-time	Provides for personnel part-time	
40007	Tuition Reimbursement	Funds budgeted in this account are part of employee benefits costs.	
40009	Cell Phone Allowance	Telephone expense related to the City.	
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.	
40013	Pars Retirement	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.	
40015	AFLAC Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.	
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.	
40020	Uniform Allowance	Funds budgeted in this account are part of employee benefits costs.	
40022	Flexible Spending - Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40100	Office Supplies	Office Supplies specifically related to Police Support Services Dept.	
40300	Memberships and Dues	CPOA, CPCA, NTOA, OCTMA, IOMGIA, SCESA, IAFCI, CCJWSA CSAA, CNOA, OCFCIA, CSAIA, IACP, CCUG, FBI-NAA, IACP-Net, FBI-LEEDA, and CLETS. Subscription to job related publications: CPOA newsletters, CPOA Regional Directory, Resource Directories US ID manual, Narcotics Newsletter, Lexipol Policy Manual, etc.	
40400	Training and Meetings	Non-POST reimbursed training, conferences and POST reimbursable training.	
40600	Automotive Expense	Car washes, detailing, and miscellaneous vehicle expense.	

40700	Equipment/materials	Photo processing, batteries, flares, audio/video tapes, non-office supplies, radar maintenance & repairs, audio recorders, body armor fingerprint supplies, small computer peripherals, disaster kits, supplies and field consumables.
40800	Special Departmental	Citations (moving/parking), uniforms, badges, property supplies, range supplies & ammunition, special order items, Volunteer program drug testing kits and equipment repairs.
41000	Telephone	T-1 line connections to West Covina and OC Elite, ILJAOC and ILJAOC connection.
41010	Gas	Building gas costs
41020	Electricity	Building electricity costs
42000	Rental/lease Equip	Auto-track link analysis systems, OC Gang System, Entersect for online access of criminal activity, postal permits, intoxilyzer system, livescan, copier leases and postage meter.
44000	Contract Professional	False alarm, DOJ fingerprinting, sexual assault examinations, turbo data employment physicals, background investigations, DUI blood and breath tests, transcription services, polygraph testing first aid supplies, Orange County 800 MHz contract and MDC's maintenance.
45000	Intergovernmental	West Covina Systems Group, County Prosecution Assessment fees, radio and MDC repairs, Range fees, Long Beach Animal Control, mobile command post vehicle, County of Orange citation processing.
46000	West Comp JPA	West Comm JPA
47888	Debt Service	Principal payment for the 800MHz
47999	Interest Payments	Bond interest payment for the 800MHz
48010	Furniture and Fixtures	Incremental Furniture and OSHA Compliant



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DEPARTMENT: Police
 FUND: 001 General Fund - Support Services

Account Code: 001-023

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full - Time Salaries	001-023-40001	\$ 712,172	\$ 666,300	\$ 626,500	\$ 628,430
Overtime	001-023-40003	10,901	8,000	8,000	8,000
Part -Time	001-023-40004	89,233	84,400	84,400	84,400
Tuition Reimbursement	001-023-40007	3,540	-	-	18,720
Cell Phone Allowance	001-023-40009	900	900	900	900
Deferred Comp- Cafeteria	001-023-40010	2,087	1,100	1,000	1,165
Deferred Compensation	001-023-40011	9,764	7,300	6,700	6,708
Pers Retirement	001-023-40012	105,618	112,400	103,200	104,518
Pars Retirement	001-023-40013	2,003	1,500	1,500	1,234
Medical Insurance	001-023-40014	78,085	82,000	79,800	78,439
AFLAC Cafeteria	001-023-40015	934	600	500	396
Medicare Insurance	001-023-40017	11,723	12,200	11,300	11,355
Life and Disability	001-023-40018	8,625	9,800	7,700	7,663
Uniform Pay	001-023-40020	6,010	6,600	5,900	5,860
Flexible Spending - Cafeteria	001-023-40022	-	200	100	215
Vacation Buy/Payout	001-023-40027	-	-	-	1,531
Unemployment	001-023-40030	-	1,000	1,000	1,000
TOTAL PERSONNEL SERVICES		\$ 1,041,595	\$ 994,300	\$ 938,500	\$ 960,534
MAINTENANCE AND OPERATIONS					
Office Supplies	001-023-40100	\$ 16,465	\$ 16,000	\$ 16,000	\$ 16,000
Memberships and Dues	001-023-40300	4,699	2,500	2,500	2,700
Training & Meetings	001-023-40400	7,734	5,000	5,000	9,000
Automotive Expense	001-023-40600	4,909	4,100	4,100	4,100
Equipment/Materials	001-023-40700	40,991	18,300	18,300	18,000
Special Departmental	001-023-40800	15,297	30,200	30,200	34,700
Telephone	001-023-41000	49,303	65,000	56,900	56,900
Gas	001-023-41010	2,964	3,000	3,000	3,600
Electricity	001-023-41020	48,679	58,000	58,000	58,000
Rental/lease Equip	001-023-42000	4,928	5,100	5,100	5,500
Contract Professional	001-023-44000	138,629	144,600	144,600	150,600
Intergovernmental	001-023-45000	357,748	452,300	452,300	452,300
West Com JPA	001-023-46000	645,798	619,500	619,500	621,203
TOTAL MAINTENANCE AND OPERATIONS		\$ 1,338,144	\$ 1,423,600	\$ 1,415,500	\$ 1,432,603
CAPITAL OUTLAY					
Furniture and Fixtures	001-023-48010	\$ -	\$ -	\$ -	\$ 45,000
TOTAL CAPITAL OUTLAY		\$ -	\$ -	\$ -	\$ 45,000
DEBT SERVICE					
Debt Service	001-023-47888	\$ 110,000	\$ 120,000	\$ 120,000	\$ -
Interest Payments	001-023-47999	10,035	3,500	3,500	-
TOTAL DEBT SERVICE		\$ 120,035	\$ 123,500	\$ 123,500	\$ -
TOTAL EXPENDITURES		\$ 2,499,774	\$ 2,541,400	\$ 2,477,500	\$ 2,438,137



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City of Seal Beach

DETENTION FACILITY

Managing Department Head:

Chief of Police

Mission Statement

The Seal Beach Detention Center is dedicated to the humane processing and housing of prisoners arrested by the Seal Beach Police Department and allied agencies, along with pay-to-stay prisoners serving adjudicated, local court sentences; all with an emphasis on courteous treatment with respect for individual rights and liberties within a confinement environment.

Primary Activities

The Detention Center's primary function is to process, book, and transport arrestees brought in by Seal Beach Police Officers on charges stemming from Seal Beach cases. Additionally, the Detention Center provides custody and care for contract City, County, State, and Federal prisoners serving sentences or awaiting relocation, in a manner that complies with all applicable County, State, and Federal mandates.

Objectives

- The Seal Beach Detention Center came under the control of the Police Department in 2007 when the previously contracted vendor was dismissed.
- The Police Department now has an additional staff of 6 2/3 employees who provide jail intake processing and screening, security, booking, and transportation services for Seal Beach arrestees and those of other governmental agencies with contracts for service by the Department.
- Additionally, the Detention Center provides bed space to local and regional, criminals serving jail sentences, for which they pay a fee to the City in an effort to achieve a cost-neutral operation.

City of Seal Beach

FY 2012-2013

DEPARTMENT: Police **Account Code:** 001-024
FUND: 001 General Fund - Detention Facility

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 557,777	\$ 595,500	\$ 596,100	\$ 624,165
Maintenance and Operations	76,920	93,600	73,500	104,800
TOTAL	\$ 634,697	\$ 689,100	\$ 669,600	\$ 728,965

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Senior CSO	- 6.00
		Police Corporal	- 0.67
40003	Over-time	Provides for personnel overtime	
40004	Part-Time	Provides for part-time personnel	
40005	Holiday Pay	Funds budgeted in this account are part of employee benefits costs.	
40010	Deferred Comp - Cafeteria	Funds budgeted in this account is part of employee benefits costs.	
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.	
40013	Pars Retirement	Funds budgeted in this account are part of employee benefits costs.	
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.	
40015	AFLAC Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.	
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.	
40020	Uniform Allowance	Funds budgeted in this account are part of employee benefits costs.	
40021	Annual Education	Funds budgeted in this account are part of employee benefits costs.	
40022	Flexible Spending - Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40100	Office Supplies	Office Supplies specifically related to Detention Facility.	
40200	Public/Legal Notices	Recruitment advertisements.	
40300	Memberships and Dues	Newport Harbor Bar Assoc., CA Jail Programs Assoc. & American Correctional Assoc., LA County Bar Assoc. and Riverside County Bar Association.	
40400	Training and Meetings	STC training, Federal training and meetings and other required training.	
40700	Equipment/Materials	Plumbing, fixtures, lighting, replacement cameras, cleaning materials, jail mattresses, bedding, uniforms, vacuum, miscellaneous operating and equipment supplies and new floor polisher.	
40800	Special Departmental	Uniforms, CSO badges and STC Core course uniform/materials.	
41000	Telephone	Telephone services	
42000	Rental/Lease Equip	Miscellaneous rental needs (fans, blowers, and storage).	
44000	Contract Professional	Contract physician, nurse, and meal vendor; general maintenance contractual services; contract GPS work furlough inmate services.	

DEPARTMENT:
FUND:

Police
001 General Fund - Detention Facility

Account Code: 001-024

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full Time Salaries	001-024-40001	\$ 368,524	\$ 394,400	\$ 394,400	\$ 415,493
Temporary Special Pay	001-024-40002	-	200	200	-
Overtime	001-024-40003	39,393	30,000	30,000	30,000
Part-Time	001-024-40004	7,483	-	-	-
Holiday Police - Jail	001-024-40005	4,324	2,400	3,500	4,692
Deferred Comp- Cafeteria	001-024-40010	5,436	2,300	4,000	3,720
Deferred Compensation	001-024-40011	3,105	3,500	3,500	3,495
PERS Retirement	001-024-40012	65,261	81,700	81,700	84,644
PARS Retirement	001-024-40013	5	-	-	-
Medical Insurance	001-024-40014	48,122	61,000	59,000	61,860
Medicare Insurance	001-024-40017	6,607	7,100	6,900	7,215
Life and Disability	001-024-40018	3,984	4,900	4,900	4,815
Uniform Pay	001-024-40020	5,533	5,300	5,300	5,216
Annual Education	001-024-40021	-	2,700	2,700	3,015
TOTAL PERSONNEL SERVICES		\$ 557,777	\$ 595,500	\$ 596,100	\$ 624,165
MAINTENANCE AND OPERATIONS					
Office Supplies	001-024-40100	\$ 280	\$ 800	\$ 800	\$ 800
Public/Legal Notices	001-024-40200	500	500	500	500
Memberships & Dues	001-024-40300	1,500	1,500	1,500	1,500
Training & Meeting	001-024-40400	1,220	2,000	2,000	7,500
Equipment/Materials	001-024-40700	9,328	6,300	6,300	10,000
Special/Departmental	001-024-40800	664	1,400	1,400	3,200
Telephone	001-024-41000	97	600	500	800
Rental/Lease Equip	001-024-42000	973	500	500	500
Contract Prof Svcs	001-024-44000	62,358	80,000	60,000	80,000
TOTAL MAINTENANCE AND OPERATIONS		\$ 76,920	\$ 93,600	\$ 73,500	\$ 104,800
TOTAL EXPENDITURES		\$ 634,697	\$ 689,100	\$ 669,600	\$ 728,965



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City of Seal Beach

FIRE SERVICES

Managing Department Head:

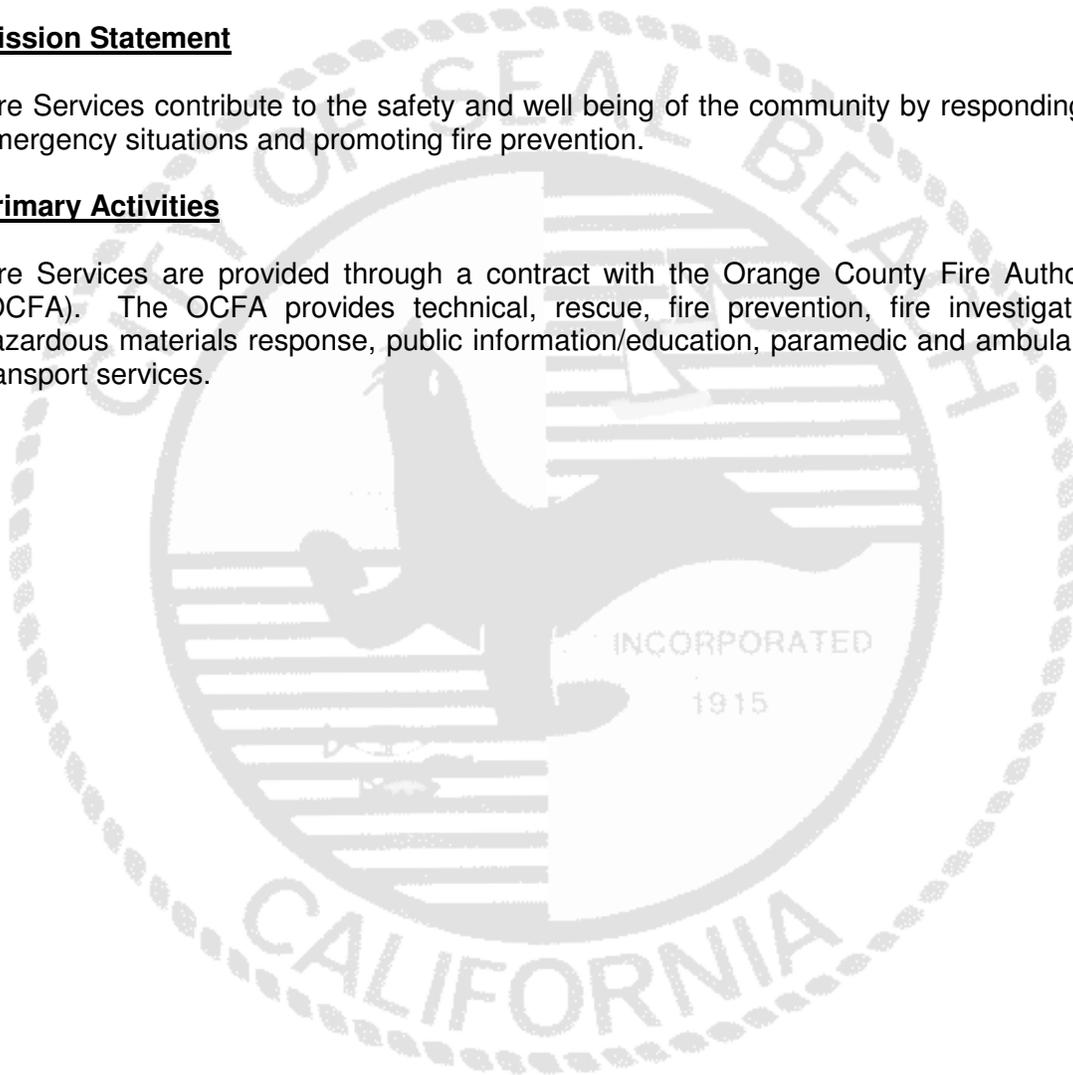
Assistant City Manager

Mission Statement

Fire Services contribute to the safety and well being of the community by responding to emergency situations and promoting fire prevention.

Primary Activities

Fire Services are provided through a contract with the Orange County Fire Authority (OCFA). The OCFA provides technical, rescue, fire prevention, fire investigation, hazardous materials response, public information/education, paramedic and ambulance transport services.



DEPARTMENT: City Manager
 FUND: 001 General Fund - Fire Services

Account Code: 001-026

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 11,004	\$ 57,800	\$ 57,800	\$ 61,464
Maintenance and Operations	3,901,028	4,150,000	4,097,700	4,206,398
TOTAL	\$ 3,912,032	\$ 4,207,800	\$ 4,155,500	\$ 4,267,862

ACCOUNT NUMBER EXPLANATION

40012	Pers Retirement	Funds budgeted in this account are part of former employee benefits costs.
44000	Contract Professional Svcs	OCFA Contract (Fire and Emergency Medical Services), Wells Fargo Trustee Fee for Pension Bond
47888	Debt Service Payment	Pension Obligation Bond moved to Fund 027. Fire Station Bond moved to Fund 028.
47999	Interest Expense	Pension Obligation Bond moved to Fund 027. Fire Station Bond moved to Fund 028.

DEPARTMENT: City Manager Account Code: 001-026
 FUND: 001 General Fund - Fire Services

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
PERS Retirement	001-026-40012	\$ 11,004	\$ 57,800	\$ 57,800	\$ 61,464
TOTAL PERSONNEL SERVICES		\$ 11,004	\$ 57,800	\$ 57,800	\$ 61,464
MAINTENANCE AND OPERATIONS					
Contract Professional Services	001-026-44000	\$ 3,901,028	\$ 4,150,000	\$ 4,097,700	\$ 4,206,398
TOTAL MAINTENANCE AND OPERATIONS		\$ 3,901,028	\$ 4,150,000	\$ 4,097,700	\$ 4,206,398
TOTAL EXPENDITURES		\$ 3,912,032	\$ 4,207,800	\$ 4,155,500	\$ 4,267,862



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City of Seal Beach

POLICE - SLESF

Managing Department Head:

Chief of Police

Mission Statement

The Supplemental Law Enforcement Services Fund (SLESF) Grant (Proposition 172, circa 1992) is restricted funding received from the State under the State Citizens Option for Public Safety Program. Certain implementation procedures are required prior to the use of these funds, and the funds must not be used to supplant existing funding for law enforcement.

Primary Activities

The State awards this on-going grant contribution, annually, to local law enforcement agencies in the amount of approximately \$100,000 a year to provide funding for new program personnel, overtime, equipment, and/or other uses within the police department. Expenditures must link to front-line police services.

Objectives

- The Police Department's SLESF will provide funds for personnel and equipment supporting the Department's community policing efforts and front-line support.
- For the FY2012-2013 budget cycle, the City will expend existing funds for personnel and equipment supporting the department's front-line, community policing efforts and for other permissible law enforcement uses.

DEPARTMENT: Police
 FUND: 009 Supplemental Law Enforcement

Account Code: 009-600

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 88,608	\$ 91,900	\$ 91,900	\$ 111,010
Maintenance and Operations	36,120	108,100	36,100	40,000
TOTAL	\$ 124,728	\$ 200,000	\$ 128,000	\$ 151,010

ACCOUNT NUMBER EXPLANATION

40003	Over-time	Special events.
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.
40022	Flexible Spending - Cafeteria	Funds budgeted in this account are part of employee benefits costs.
40400	Training and Meetings	Rifle training, SWAT, special program training.
40700	Equipment/materials	SWAT, community policing equipment, frontline and training.
40800	Special Departmental SLEF Grant	Reimbursements for SLEF eligible purchases.
48075	Vehicles	Funds Budgeted for SLEF eligible vehicle purchases and outfitting.

City of Seal Beach

FY 2012-2013

DEPARTMENT: Police
FUND: 009 Supplemental Law Enforcement

Account Code: 009-600

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Overtime - SLESF Grant	009-600-40003	\$ 87,324	\$ 90,300	\$ 90,300	\$ 110,000
Medicare Insurance	009-600-40017	1,284	1,600	1,600	1,010
TOTAL PERSONNEL SERVICES		\$ 88,608	\$ 91,900	\$ 91,900	\$ 111,010
MAINTENANCE AND OPERATIONS					
Training & Meetings SLESF Grant	009-600-40400	\$ 2,095	\$ 10,000	\$ 2,100	\$ 5,000
Equipment/Materials	009-600-40700	33,936	98,100	34,000	35,000
Special Departmental SLESF Grant	009-600-40800	89	-	-	-
TOTAL MAINTENANCE AND OPERATIONS		\$ 36,120	\$ 108,100	\$ 36,100	\$ 40,000
TOTAL EXPENDITURES		\$ 124,728	\$ 200,000	\$ 128,000	\$ 151,010

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 147,745	\$ 124,072	\$ 124,072	\$ 96,572
Revenues	101,055	100,300	100,500	100,300
Expenditures	(124,728)	(200,000)	(128,000)	(151,010)
Ending Fund Balance	<u>\$ 124,072</u>	<u>\$ 24,372</u>	<u>\$ 96,572</u>	<u>\$ 45,862</u>



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City of Seal Beach

POLICE - INMATE WELFARE

Managing Department Head:

Chief of Police

Mission Statement

The Seal Beach Detention Center serves as a lock-up facility capable of holding 18 arrestees or pay-to-stay inmates. The high security facility holds male prisoners of varying degrees of security risks. Female prisoners brought to the facility for booking purposes are processed out of the facility as soon as practicable. Prisoners housed in the facility are allowed the opportunity to purchase commissary items to better their time served. Those monies spent by the prisoners cover costs of the commissary items purchased and also other items for the good of all prisoners within the facility.

Primary Activities

The Inmate Welfare Fund was initially funded by monies seeded from the previous jail services vendor and carried over for the benefit of prisoners housed in the facility. Additional monies feeding the fund are generated through sales of commissary items to the prisoners, for their benefit. Any and all proceeds from these sales are rolled back to the prisoners in the form of supplies and equipment to better their lot while confined.

Objectives

- The Detention Center's objectives include but are not limited to providing safe, responsible, courteous, and dignified custodial services to local arrestees and resident inmates serving court ordered sentences for a variety of crimes.

DEPARTMENT: Police
 FUND: 010 Inmate Welfare Fund

Account Code: 010-024

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 14,799	\$ 25,000	\$ 15,400	\$ 25,000
TOTAL	<u>\$ 14,799</u>	<u>\$ 25,000</u>	<u>\$ 15,400</u>	<u>\$ 25,000</u>

ACCOUNT NUMBER EXPLANATION

40700	Equipment/materials	Equipment/materials to benefit inmates.
40800	Special Departmental	Miscellaneous commissary items to benefit inmates.

DEPARTMENT:

Police

Account Code:

010-024

FUND:

010 Inmate Welfare Fund

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Equipment/Materials	010-024-40700	\$ 2,411	\$ 5,000	\$ 2,400	\$ 5,000
Special Departmental	010-024-40800	12,388	20,000	13,000	20,000
TOTAL MAINTENANCE AND OPERATIONS		\$ 14,799	\$ 25,000	\$ 15,400	\$ 25,000
TOTAL EXPENDITURES		\$ 14,799	\$ 25,000	\$ 15,400	\$ 25,000

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 7,180	\$ 5,507	\$ 5,507	\$ 10,107
Revenues	13,126	20,000	20,000	16,000
Expenditures	(14,799)	(25,000)	(15,400)	(25,000)
Ending Fund Balance	\$ 5,507	\$ 507	\$ 10,107	\$ 1,107



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City of Seal Beach

STATE ASSET FORFEITURE

Managing Department Head:

Chief of Police

Mission Statement

The State Asset Forfeiture Fund accounts for revenues derived from monies and property seized in drug-related incidents. Those labeled State or Federal indicate the jurisdictional authority over the assets seized and converted to City use. The primary purpose of the Asset Forfeiture Program is to deter drug-related crimes by depriving criminals of the profits and proceeds from trafficking illegal drugs. Another purpose of the program is to enhance cooperation among federal, state, and local law enforcement agencies through the equitable sharing of asset forfeiture proceeds. These funds cannot be used to supplant on-going operations, for the payment of salaries for existing positions, or for non-law enforcement purposes.

Primary Activities

The Asset Forfeiture Fund will provide funds for equipment to upgrade new police vehicles to operational status; modernize older police vehicles; and, to purchase new equipment for other law enforcement uses.

Objectives

- During the FY2012-2013 budget cycle, the City may expend existing funds for equipment to upgrade new police vehicles to operational status; modernize older police vehicles; and, to purchase new equipment for other law enforcement uses.

DEPARTMENT: Police
 FUND: 011 Asset Forfeiture Fund (State)

Account Code: 011-555
 011-555

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ -	\$ 7,000	\$ -	\$ 4,769
TOTAL	<u>\$ -</u>	<u>\$ 7,000</u>	<u>\$ -</u>	<u>\$ 4,769</u>

ACCOUNT NUMBER EXPLANATION

40700	Equipment/materials	Frontline equipment including drug enforcement and policing equipment.
40800	Special Departmental	Travel and extradition expenses.

City of Seal Beach

FY 2012-2013

DEPARTMENT:

Police

Account Code:

011-555

FUND:

011 Asset Forfeiture Fund (State)

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Equipment and Materials	011-555-40700	\$ -	\$ 5,000	\$ -	\$ 2,769
Special Departmental	011-555-40800	-	2,000	-	2,000
TOTAL MAINTENANCE AND OPERATIONS		\$ -	\$ 7,000	\$ -	\$ 4,769
TOTAL EXPENDITURES		\$ -	\$ 7,000	\$ -	\$ 4,769

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 4,688	\$ 4,729	\$ 4,729	\$ 4,749
Revenues	41	4,000	20	20
Expenditures	-	(7,000)	-	(4,769)
Ending Fund Balance	\$ 4,729	\$ 1,729	\$ 4,749	\$ -



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City of Seal Beach

FEDERAL ASSET FORFEITURE

Managing Department Head:

Chief of Police

Mission Statement

The Federal Asset Forfeiture Fund accounts for revenues derived from monies and property seized in drug-related incidents. Those labeled State or Federal indicate the jurisdictional authority over the assets seized and converted to City use. The primary purpose of the Asset Forfeiture Program is to deter drug-related crimes by depriving criminals of the profits and proceeds from trafficking illegal drugs. Another purpose of the program is to enhance cooperation among federal, state, and local law enforcement agencies through the equitable sharing of asset forfeiture proceeds. These funds cannot be used to supplant on-going operations, for the payment of salaries for existing positions, or for non-law enforcement purposes.

Primary Activities

The Asset Forfeiture Fund will provide funds for equipment to upgrade new police vehicles to operational status; modernize older police vehicles; and, to purchase new equipment for other law enforcement uses.

Objectives

- During the FY 2012-2013 budget cycle, the City may expend existing funds for equipment to upgrade new police vehicles to operational status; modernize older police vehicles; and, to purchase new equipment for other law enforcement uses.

DEPARTMENT: Police
 FUND: 013 Asset Forfeiture (Federal)

Account Code: 013-111

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ -	\$ 100	\$ -	\$ -
TOTAL	<u>\$ -</u>	<u>\$ 100</u>	<u>\$ -</u>	<u>\$ -</u>

ACCOUNT NUMBER EXPLANATION

40700 Equipment/materials Frontline equipment including drug enforcement and policing equipment.

DEPARTMENT:

Police

Account Code:

013-111

FUND:

013 Asset Forfeiture (Federal)

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Equipment and Materials	013-111-40700	\$ -	\$ 100	\$ -	\$ -
TOTAL MAINTENANCE AND OPERATIONS		\$ -	\$ 100	\$ -	\$ -
TOTAL EXPENDITURES		\$ -	\$ 100	\$ -	\$ -

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 24	\$ 24	\$ 24	\$ 24
Revenues	-	100	-	-
Expenditures	-	(100)	-	-
Ending Fund Balance	\$ 24	\$ 24	\$ 24	\$ 24

DEPARTMENT: Finance
 FUND: 027 Pension Obligation D/S Fund

Account Code: 027-022
 027-026

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Debt Service	\$ 1,488,256	\$ 1,521,100	\$ 1,521,100	\$ 1,558,775
TOTAL	<u>\$ 1,488,256</u>	<u>\$ 1,521,100</u>	<u>\$ 1,521,100</u>	<u>\$ 1,558,775</u>

ACCOUNT NUMBER EXPLANATION

47888	Debt Service	Debt service principal
47999	Interest Expense	Debt service interest

DEPARTMENT: Finance Account Code: 027-022
 FUND: 027 Pension Obligation D/S Fund 027-026

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
DEBT SERVICE					
D/S Pmt Safety - Principal	027-022-47888	\$ 555,000	\$ 622,000	\$ 622,000	\$ 696,000
Interest Payment - Safety	027-022-47999	433,971	400,800	400,800	363,736
D/S Pmt Fire - Principal	027-026-47888	441,000	462,000	462,000	486,000
Interest Payment - Fire	027-026-47999	58,285	36,300	36,300	13,039
TOTAL DEBT SERVICE		<u>\$ 1,488,256</u>	<u>\$ 1,521,100</u>	<u>\$ 1,521,100</u>	<u>\$ 1,558,775</u>
TOTAL EXPENDITURES		<u>\$ 1,488,256</u>	<u>\$ 1,521,100</u>	<u>\$ 1,521,100</u>	<u>\$ 1,558,775</u>

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 125,443	\$ 122,705	\$ 122,705	\$ 125,805
Revenues	1,485,518	1,521,100	1,524,200	1,558,875
Expenditures	(1,488,256)	(1,521,100)	(1,521,100)	(1,558,775)
Ending Fund Balance	<u>\$ 122,705</u>	<u>\$ 122,705</u>	<u>\$ 125,805</u>	<u>\$ 125,905</u>

DEPARTMENT: Finance
 FUND: 028 Fire Station Debt Service Fund

Account Code: 028-026

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 50	\$ -	\$ -	\$ -
Debt Service	628,409	612,900	612,900	597,246
TOTAL	\$ 628,459	\$ 612,900	\$ 612,900	\$ 597,246

ACCOUNT NUMBER EXPLANATION

47000	Transfer Out	Capitalize Interest Expense
47888	Debt Service	Debt service principal
47999	Interest Expense	Debt service interest

DEPARTMENT:

Finance

Account Code:

028-026

FUND:

028 Fire Station Debt Service Fund

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Transfer Out	028-026-47000	\$ 50	\$ -	\$ -	\$ -
TOTAL MAINTENANCE AND OPERATIONS		\$ 50	\$ -	\$ -	\$ -
DEBT SERVICE					
Debt Service Pmt - Principal	028-026-47888	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000
Interest Payment	028-026-47999	208,409	192,900	192,900	177,246
TOTAL DEBT SERVICE		\$ 628,409	\$ 612,900	\$ 612,900	\$ 597,246
TOTAL EXPENDITURES		\$ 628,459	\$ 612,900	\$ 612,900	\$ 597,246

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 626,380	\$ 626,395	\$ 626,395	\$ 626,495
Revenues	628,474	612,900	613,000	597,346
Expenditures	(628,459)	(612,900)	(612,900)	(597,246)
Ending Fund Balance	<u>\$ 626,395</u>	<u>\$ 626,395</u>	<u>\$ 626,495</u>	<u>\$ 626,595</u>



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City of Seal Beach

POLICE - GRANTS

Managing Department Head:

Chief of Police

Mission Statement

The City and its Police Department intend to use law enforcement grant monies, whenever possible to provide specialized funding for the purposes of law enforcement within the City of Seal Beach.

Primary Activities

Use Urban Area Security Initiative (UASI) grant funds to pay for training and equipment which enhance the overall capabilities of the Seal Beach Police Department to respond to community public safety and law enforcement needs. Previous purchases included: police headquarters building target hardening; a fully equipped CERT equipment trailer and tow vehicle; a fully equipped Mobile Command Post vehicle; RACES radio equipment; portable radios; specialized training and backfill pay; etc.

Objectives

- UASI Grant: The Federal homeland Security Appropriations Act provides funding to address the needs of high-risk urban areas through planning, equipment, training, and exercises throughout the Urban Area Security Initiative (UASI).
- The City of Seal Beach is located in the North Orange County Urban Area, and is eligible to receive financial assistance in the form of funds and/or equipment through UASI sub-grants.
- The Orange County Operational Area, under the California Office of Emergency Services (OES), has chosen the City of Anaheim as the core UASI agency for the North Orange County Urban Area (NOCUA).
- The intent of these grant funds is to reimburse City funds expended in advance, pursuant agreements between the NOCUA and the City. Anaheim will distribute these monies to the participating agencies UASI Grant:
- The Federal Homeland Security Appropriations Act provides funding to address the needs of high-risk urban areas through planning, equipment, training, and exercises through the Urban Area Security Initiative (UASI).

DEPARTMENT: Police
 FUND: 075 Police Grants Fund

Account Code: 075

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 87,444	\$ 146,700	\$ 83,500	\$ 60,475
Maintenance and Operations	5,634	23,000	23,000	18,500
TOTAL	\$ 93,078	\$ 169,700	\$ 106,500	\$ 78,975

ACCOUNT NUMBER EXPLANATION

40003	Over-time	Provides for personnel overtime.
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefit costs.
40400	Training and meeting	Training for Homeland Security.
40700	Equipment/materials	Half of cost of body armor. Supplemented by matching funds limited and restricted by "The Bureau of Justice Assistance" (BJA)
45500	Pass Through Recipient	Grant expense reimbursed from an other agency.

DEPARTMENT: Police Account Code: 075
 FUND: 075 Police Grants Fund

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Overtime	075-444-40003	\$ 16,413	\$ -	\$ -	\$ -
Medicare	075-444-40017	236	-	-	-
Overtime	075-446-40003	(3,953)	-	-	-
Medicare	075-446-40017	(32)	-	-	-
Overtime	075-453-40003	61	60,000	-	40,000
Medicare	075-453-40017	90	900	-	580
Overtime	075-455-40003	26,233	-	-	-
Medicare	075-455-40017	395	-	-	-
Overtime	075-456-40003	17,530	13,300	13,300	7,809
Medicare	075-456-40017	236	200	200	114
Overtime	075-458-40003	24,149	10,000	10,000	10,000
Medicare	075-458-40017	366	200	-	145
Overtime	075-459-40003	-	2,000	-	1,800
Medicare	075-459-40017	-	100	-	27
Overtime	075-460-40003	5,635	59,000	59,000	-
Medicare	075-460-40017	85	1,000	1,000	-
TOTAL PERSONNEL SERVICES		\$ 87,444	\$ 146,700	\$ 83,500	\$ 60,475
MAINTENANCE AND OPERATIONS					
Equipment / Materials	075-442-40700	\$ 700	\$ 5,000	\$ 5,000	\$ 5,000
Pass - Thru Sub recipient Pymts	075-444-45500	2,114	-	-	-
Training & Meetings	075-453-40400	-	4,000	4,000	2,000
Equipment/Materials	075-453-40700	-	5,000	5,000	4,000
Intergovernmental	075-453-45000	1,737	-	-	-
Training & Meetings	075-456-40400	-	1,500	1,500	-
Training & Meetings	075-459-40400	1,083	4,000	4,000	5,000
Equipment / Materials	075-459-40700	-	3,500	3,500	2,500
TOTAL MAINTENANCE AND OPERATIONS		\$ 5,634	\$ 23,000	\$ 23,000	\$ 18,500
TOTAL EXPENDITURES		\$ 93,078	\$ 169,700	\$ 106,500	\$ 78,975

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ (3,092)	\$ (36,177)	\$ (36,177)	\$ -
Revenues	59,993	169,700	142,677	78,975
Expenditures	(93,078)	(169,700)	(106,500)	(78,975)
Ending Fund Balance	<u>\$ (36,177)</u>	<u>\$ (36,177)</u>	<u>\$ -</u>	<u>\$ -</u>



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City of Seal Beach

PLANNING

Managing Department Head:

Director of Community Development

Mission Statement

The mission of the Planning Department is to promote sound economic and environmentally sustainable use of land, consistent with the goals and values of the community and to enhance the quality of life for citizens, businesses, and visitors to the community. It is the department's goal to provide residents, merchants, elected officials, and City boards and commissions with accurate, detailed, and timely information in a professional and courteous manner that sustains the public trust.

Primary Functions

- Provide professional planning and land use advice to the City Council, City Planning Commission and City Manager.
- Primary staff to the General Plan/Local Coastal Plan Citizens Advisory Committee, Environmental Quality Control Board, Archaeological Advisory Committee and DWP CAC.
- Promote positive community and economic development within the City.
- Review and make recommendations on land use applications including general plan and zoning amendments, tentative maps, conditional use permits and variances.
- Review ministerial projects including room additions, tenant improvements, sign applications and home occupancy permits for zoning compliance.
- Conduct environmental assessments in compliance with the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) for all private and public projects completed within the City.
- Review plans and answer questions at the public counter regarding zoning and land use matters.

Summary Activity Report

Fiscal Year	Number of Planning Commission Land Use Cases	Number of Customers Served at the Planning Counter
2008 – 2009	41 cases	Not Available
2009 – 2010	44 cases	710 customers

Objectives

- Complete the Local Coastal Program and obtain approval from the State Coastal Commission.
- Obtain approval of the housing element recently approved by the City Council from the State Department of Housing and Community Development.
- Remain current on changes within the planning field and maintain certifications.
- Update Main Street specific plan.
- Revise provisions for vacation rental properties.

City of Seal Beach

FY 2012-2013

DEPARTMENT: Community Development
FUND: 001 General Fund - Planning

Account Code: 001-030

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 374,691	\$ 346,100	\$ 358,000	\$ 413,126
Maintenance and Operations	38,287	37,800	37,400	39,200
TOTAL	\$ 412,978	\$ 383,900	\$ 395,400	\$ 452,326

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Community Development Director	- 0.85
		Senior Planner	- 1.00
		Assistant Planner	- 1.00
40004	Part-time	Provides for personnel part-time.	
40008	Auto Allowance	Mileage expenses associated with local seminars, meetings and training.	
40009	Cell Phone Allowance	Telephone expense related to the City.	
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.	
40013	Pars Retirement	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.	
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.	
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.	
40019	FICA	Funds budgeted in this account are part of employee benefits costs.	
40100	Office Supplies	Office Supplies specifically related to Planning Division.	
40200	Public/Legal Notices	Public hearing notices (mailing and publication costs).	
40300	Memberships and Dues	American Planning Association, American Institute of Certified Planners	
40400	Training and Meetings	American Planning Association, League of CA Cities Conference	
44000	Contract Professional Svcs	Housing Element Consultant	

DEPARTMENT: Community Development Account Code: 001-030
 FUND: 001 General Fund - Planning

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full Time Salaries	001-030-40001	\$ 281,152	\$ 248,900	\$ 208,500	\$ 314,678
Part - Time	001-030-40004	4,440	3,200	47,400	5,760
Auto Allowance	001-030-40008	4,200	4,200	3,100	-
Cell Phone Allowance	001-030-40009	900	900	700	900
Deferred Comp - Cafeteria	001-030-40010	2,185	2,200	2,200	2,135
Deferred Comp	001-030-40011	8,657	8,900	7,500	11,014
Pers Retirement	001-030-40012	41,967	43,100	36,200	51,853
Pars Retirement	001-030-40013	104	100	700	85
Medical Insurance	001-030-40014	23,717	20,700	20,700	18,699
Medicare Insurance	001-030-40017	4,618	4,500	4,500	5,086
Life and Disability	001-030-40018	2,528	2,200	2,100	2,916
FICA	001-030-40019	223	200	200	-
Vacation Buy/Payout	001-030-40027	-	7,000	21,000	-
Sick Payout	001-030-40028	-	-	3,200	-
		-	-	-	-
TOTAL PERSONNEL SERVICES		\$ 374,691	\$ 346,100	\$ 358,000	\$ 413,126
MAINTENANCE AND OPERATIONS					
Office Supplies	001-030-40100	\$ 1,177	\$ 1,600	\$ 1,200	\$ 3,000
Public/legal Notices	001-030-40200	3,436	3,400	3,400	3,400
Memberships and Dues	001-030-40300	1,755	1,500	1,500	1,500
Training & Meetings	001-030-40400	2,094	1,300	1,300	1,300
Equipment/Materials	001-030-40700	136	-	-	-
Special Departmental	001-030-40800	24	-	-	-
Contract Professional	001-030-44000	29,665	30,000	30,000	30,000
TOTAL MAINTENANCE AND OPERATIONS		\$ 38,287	\$ 37,800	\$ 37,400	\$ 39,200
TOTAL EXPENDITURES		\$ 412,978	\$ 383,900	\$ 395,400	\$ 452,326



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City of Seal Beach

BUILDING AND SAFETY

Managing Department Head:

Director of Community Development

Mission Statement

The mission of the Building Division is to promote the safety and wellbeing of residents and visitors by ensuring compliance with all applicable local, state, and federal laws related to building safety and accessibility. The Building Division accomplishes this through the courteous, prompt, and professional review of plans and inspections to verify that all construction within the City results in safe and habitable structures.

Primary Functions

- Provide professional expertise and assistance to residents, contractors and design professionals regarding building code issues.
- Review construction plans and documents.
- Issue permits for construction and alteration of buildings and structures.
- Perform inspections on buildings and structures and enforce compliance with the provisions of the Code of the City of Seal Beach and the California Building Codes.
- Compile monthly permit data reports; maintain project coordination with internal divisions, as well as state and local agencies.
- Review, amend, and adopt required codes and policies.

Summary Activity Report

Fiscal Year	Number of Plan Checks Completed	Number of Inspections	Number of Customers Served at the Building Counter
2008 - 2009	204	4346	Not Available
2009 - 2010	211	4335	2401
2010 - 2011	191	4499	2448

Objectives

- Work with the Chamber of Commerce and community groups to disseminate information on building and construction.
- Continue to streamline permitting and inspection processes.
- Promote "Building Safety Month" in May of each year.
- Remain current on changes within the industry and maintain required certifications and licenses.
- Update website to allow for on-line permitting and inspection requests (2012 - 2013).

DEPARTMENT: Community Development Account Code: 001-031
 FUND: 001 General Fund - Building and Safety

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 26,843	\$ 30,500	\$ 22,000	\$ 30,738
Maintenance and Operations	355,289	284,500	284,500	401,850
TOTAL	\$ 382,132	\$ 315,000	\$ 306,500	\$ 432,588

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Community Development Director	- 0.15
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.	
40013	Pars Retirement	Funds budgeted in this account include this benefit's pro rata share of employee benefits costs.	
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.	
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.	
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.	
40100	Office Supplies	Office Supplies specifically related to Community Development Dept.	
40200	Public/legal Notices	Abatement notices.	
44000	Contract Professional Svcs	Charles Abbott Associates	
45000	Intergovernmental	Seismic/BSA fees	

DEPARTMENT: Community Development
 FUND: 001 General Fund - Building and Safety

Account Code: 001-031

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full-time Salaries	001-031-40001	\$ 20,469	\$ 22,200	\$ 15,100	\$ 23,252
Deferred Comp-Cafeteria	001-031-40010	-	100	100	-
Deferred Compensation	001-031-40011	711	900	600	814
Pers Retirement	001-031-40012	3,055	3,800	2,700	3,831
Medical Insurance	001-031-40014	2,136	2,300	2,300	2,314
Medicare Insurance	001-031-40017	320	400	400	373
Life and Disability	001-031-40018	152	200	200	154
Vacation Buy/Payout	001-031-40027	-	600	600	-
TOTAL PERSONNEL SERVICES		\$ 26,843	\$ 30,500	\$ 22,000	\$ 30,738
MAINTENANCE AND OPERATIONS					
Office Supplies	001-031-40100	\$ 843	\$ 800	\$ 800	\$ 800
Public/legal Notices	001-031-40200	-	200	200	200
Equipment/Materials	001-031-40700	838	-	-	-
Contract Professional Svcs	001-031-44000	353,608	279,500	279,500	396,850
Intergovernmental	001-031-45000	-	4,000	4,000	4,000
TOTAL MAINTENANCE AND OPERATIONS		\$ 355,289	\$ 284,500	\$ 284,500	\$ 401,850
TOTAL EXPENDITURES		\$ 382,132	\$ 315,000	\$ 306,500	\$ 432,588



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City of Seal Beach

COMMUNITY DEVELOPMENT BLOCK GRANT

Managing Department Head:

Director of Community Development

Mission Statement

To continue to effectively utilize federal Community Development Block Grant (CDBG) funds as awarded by the County of Orange Housing and Community Development Department.

Primary Activities

- Complete restroom rehabilitation projects within Leisure World.
- Look for additional grant funding opportunities through OC Housing and Community Development Department

Objectives

- Complete 85 restroom rehabilitation projects within Leisure World.



DEPARTMENT: Community Development
 FUND: 072 CDBG Fund

Account Code: 072-030

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 204,540	\$ 170,000	\$ 170,000	\$ 180,000
TOTAL	<u>\$ 204,540</u>	<u>\$ 170,000</u>	<u>\$ 170,000</u>	<u>\$ 180,000</u>

ACCOUNT NUMBER EXPLANATION

44000 Contract Professional Svcs Leisure World restroom rehabilitation program.

DEPARTMENT: Community Development
 FUND: 072 CDBG Fund

Account Code: 072-030

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Contract Professional	072-030-44000	\$ 204,540	\$ 170,000	\$ 170,000	\$ 180,000
TOTAL MAINTENANCE AND OPERATIONS		\$ 204,540	\$ 170,000	\$ 170,000	\$ 180,000
TOTAL EXPENDITURES		\$ 204,540	\$ 170,000	\$ 170,000	\$ 180,000

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ (1,552)	\$ -	\$ -	\$ -
Revenues	206,092	170,000	170,000	180,000
Expenditures	(204,540)	(170,000)	(170,000)	(180,000)
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -



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City of Seal Beach

ADMINISTRATIVE ENGINEERING

Managing Department Head:

Director of Public Works

Mission Statement

To administer planning, programming, budgeting, construction and maintenance of the infrastructure in a cost-effective way that meets the overall needs of the community.

Primary Activities

Capital Improvement Program (CIP) - determine projects; seek and secure grant funds; coordinate and manage design consultants; prepare project budgets, estimates, designs and specifications; review plans; coordinate with other departments and agencies; conduct community meetings and prepare presentations and press releases; prepare and present agenda reports to council, respond to public inquiries; adhere to multi-agency funding and environmental requirements.

Regular Activities - development plan check: tract maps, lot line adjustments, utility plans, grading, implement best management practices; issue permits for grading and special events; respond to public, council and other agencies requests for information on plans, permits, surveys, flood zones, CIP, and standard plans; track all service requests; prepare maps and blue prints; manage and update the geographic information system , and manage and file over 7000 record drawings; apply for all available grant funding sources; manage various sources of funding; and provide support for other public works divisions.

Construction Management/Inspection - Inspection of grading and special event permits and projects, respond to citizen requests concerning construction activities, enforce City and agency regulations, and ensure quality assurance and conformance to plans, specifications and standards.

Outside Agency Coordination and/or Compliance with Regulations - National Pollution Discharge Elimination System permit; Regional Water Quality Control Board; California Department of Transportation, Los Angeles County Flood Control, Los Angeles County Public Works, Orange County Public Works Department, City of Long Beach, City of Huntington Beach, California Department of Health, Air Quality Management District, California Coastal Commission, Los Angeles Department of Water and Power, Southern California Edison, Southern California Gas, Time-Warner Cable, Verizon, Department Industrial Relations, Naval Weapons Station, California Coastal Conservancy, California Fish and Game, California Fish and Wildlife, Orange County Transportation Authority, Army Corp of Engineers, California Department of Water Resources, OSHA, Environmental Protection Agency, Metropolitan Water District, Orange County Water District, Municipal Water District of Orange County, West Orange County Water District, Orange County Sanitation District.

Objectives

To provide professional, technical and administrative assistance to the public and City Council.

DEPARTMENT: Public Works Account Code: 001-042
 FUND: 001 General Fund - Administration & Engineering

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 58,534	\$ 58,800	\$ 57,400	\$ 57,577
Maintenance and Operations	244,630	62,700	60,600	93,900
TOTAL	\$ 303,164	\$ 121,500	\$ 118,000	\$ 151,477

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	ACM/Director of Public Works	- 0.05
		City Engineer	- 0.05
		Assistant Engineer	- 0.10
		Executive Assistant	- 0.20
40003	Overtime	Provides for personnel overtime	
40007	Tuition Reimbursement	Funds budgeted in this account are part of employee benefits costs.	
40008	Auto Allowance	Mileage expenses associated with local seminars, meetings and training for the Director of Public Works.	
40009	Cell Phone Allowance	Telephone expense related to the City.	
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40012	PERS Retirement	Funds budgeted in this account are a component of employee benefit costs.	
40013	PARS Retirement	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.	
40015	Aflac Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.	
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.	
40100	Office Supplies	Office supplies, CIP books, laminating and standard plans.	
40300	Memberships and Dues	APWA, ASCE, CA PE License, ITE, NWOCPWD, CEADOC	
40400	Training and Meetings	League of Cities, Traffic Engineering Course, report writing, map act, inspection courses, EIT training, water certification, professional engineering license.	
40802	Special Exp. - Comm. Input Proj	Entry monument, and helicopter and noise study	
44000	Contract Professional Svcs	Miscellaneous Professional Engineering, Development Engineering Support, AutoCAD software subscription, Grant submission support and Development deposits.	

DEPARTMENT: Public Works Account Code: 001-042
 FUND: 001 General Fund - Administration & Engineering

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full-Time Salaries	001-042-40001	\$ 34,983	\$ 36,700	\$ 35,400	\$ 35,735
Part-Time	001-042-40004	4,207	3,000	3,000	3,000
Tuition Reimbursement	001-042-40007	1,827	-	-	-
Auto Allowance	001-042-40008	4,200	4,200	4,200	4,200
Cell Phone Allowance	001-042-40009	2,700	2,700	2,700	2,700
Deferred Comp- Cafeteria	001-042-40010	76	100	100	63
Deferred Comp	001-042-40011	828	900	900	809
PERS Retirement	001-042-40012	5,242	6,100	5,800	5,888
PARS Retirement	001-042-40013	116	100	100	100
Medical Insurance	001-042-40014	3,771	3,900	3,900	3,859
Medicare Insurance	001-042-40017	240	700	700	714
Life and Disability	001-042-40018	344	400	400	336
Vacation Buy/Payout	001-042-40027	-	-	200	173
TOTAL PERSONNEL SERVICES		\$ 58,534	\$ 58,800	\$ 57,400	\$ 57,577
MAINTENANCE AND OPERATIONS					
Office Supplies	001-042-40100	\$ 1,565	\$ 2,800	\$ 2,800	\$ 2,800
Memberships and Dues	001-042-40300	683	1,000	1,000	2,600
Training & Meetings	001-042-40400	1,360	3,500	1,400	3,500
Special Departmental	001-042-40800	-	400	400	-
Special Exp.-Comm. Input Prj	001-042-40802	-	-	-	30,000
Contract Professional	001-042-44000	241,022	55,000	55,000	55,000
TOTAL MAINTENANCE AND OPERATIONS		\$ 244,630	\$ 62,700	\$ 60,600	\$ 93,900
TOTAL EXPENDITURES		\$ 303,164	\$ 121,500	\$ 118,000	\$ 151,477



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City of Seal Beach

STORM DRAINS

Managing Department Head:

Director of Public Works

Mission Statement

To ensure proper conveyance of storm water for flood protection while maintaining mandated levels of ocean water quality.

Primary Activities

Maintenance - inspecting, cleaning, maintaining, and tracking catch basins, catch basin filters, catch basin screens, storm drains, culverts, and other storm water conveyances, maintaining and operating a storm water pumping station, testing of debris trapped in catch basins. Engineering - compliance and enforcement of Federal, State, and local regulations for the protection of water quality, implementation of the city's NPDES Local Implementation Plan (LIP) and the Drainage Area Master Plan (DAMP), compiling annual Program Effectiveness Reports, plan checking and site checking storm drains, and implementation of Best Management Practices, attend mandated storm water meetings, issuance of Notice of Violations and public education for water quality protection.

Capital Improvement Program - Identify projects; seek and secure project funds; coordinate and manage design consultants; prepare project budgets, estimates, designs and specifications; review plans; coordinate with other departments and agencies; conduct community meetings and prepare presentations and press releases; prepare council reports for advertisement, award, and completion of each project; administer construction management; inspection and quality assurance; respond to the public inquiries; adhere to multi-agency funding and environmental requirements; negotiate change order, claims, and disputes; prepare progress reports and payments; and prepare record drawings and project closeouts.

Objectives

- Maintains the existing storm drain infrastructure of over 200 catch basins, several thousand linear feet of storm drains, and the West End Pump Station.
- Performs inspection and maintenance of storm drain filters and screens. Each catch basin is inspected and cleaned at least twice per year. In addition, the Division has started installing catch basin screens which will require installation every spring and removal every fall.
- The Santa Ana Regional Water Quality Control Board is in the process of issuing a new NPDES permit for the County of Orange and its' co-permittees. Compliance with the new permit may require expenditures not contemplated in this budget.

DEPARTMENT: Public Works
 FUND: 001 General Fund - Storm Drains

Account Code: 001-043

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 177,515	\$ 191,100	\$ 187,100	\$ 189,550
Maintenance and Operations	137,465	149,100	153,100	162,600
TOTAL	\$ 314,980	\$ 340,200	\$ 340,200	\$ 352,150

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	ACM/Director of Public Works City Engineer Associate Engineer Assistant Engineer Maintenance Service Manager Executive Assistant Electrician Maintenance Service Supervisor Sr. Maintenance Worker Maintenance Worker Water Services Supervisor	- 0.05 - 0.10 - 0.25 - 0.20 - 0.05 - 0.10 - 0.05 - 0.10 - 0.20 - 0.60 - 0.05
40003	Over-time	Provides for personnel overtime	
40004	Part-time	Provides for personnel part-time	
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are a component of employee benefit costs.	
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40012	Pers Retirement	Funds budgeted in this account are a component of employee benefit costs.	
40013	Pars Retirement	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40014	Medical Insurance	Funds budgeted in this account are component of employee benefit costs.	
40015	AFLAC Cafeteria	Funds budgeted in this account are a component of employee benefit costs.	
40017	Medicare Insurance	Funds budgeted in this account are a component of employee benefit costs.	
40018	Life and Disability	Funds budgeted in this account are a component of employee benefit costs.	
40700	Equipment/materials	Materials for West End Pump Station.	
41020	Electricity	Electricity for West End Pump Station.	
44000	Contract Professional Svcs	NPDES program, catch basin cleaning, NPDES advertising, catch basin testing, storm drain video inspection, catch basin filter replacement, professional engineering services, winter storm pump rental and storm preparation flyers.	
45000	Intergovernmental	State Water Resource Control Board, NPDES Permit County Orange, AQMD permit fee and LA County property tax.	

DEPARTMENT: Public Works Account Code: 001-043
 FUND: 001 General Fund - Storm Drains

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full-Time Salaries	001-043-40001	\$ 131,805	\$ 138,000	\$ 136,800	\$ 139,154
Overtime	001-043-40003	183	200	200	-
Part-Time	001-043-40004	4,436	5,400	4,500	4,500
Deferred Comp - Cafeteria	001-043-40010	528	500	500	418
Deferred Compensation	001-043-40011	2,740	3,000	3,000	2,825
Pers Retirement	001-043-40012	19,694	23,500	22,300	22,930
Pars Retirement	001-043-40013	108	200	200	200
Medical Insurance	001-043-40014	14,859	15,700	15,400	15,494
Medicare Insurance	001-043-40017	1,768	2,300	2,200	2,277
Life and Disability	001-043-40018	1,394	1,800	1,500	1,434
Vacation Buy/Payout	001-043-40027	-	500	500	318
TOTAL PERSONNEL SERVICES		\$ 177,515	\$ 191,100	\$ 187,100	\$ 189,550
MAINTENANCE AND OPERATIONS					
Equipment/Materials	001-043-40700	\$ 827	\$ 2,800	\$ 1,900	\$ 3,000
Electricity	001-043-41020	13,174	9,400	14,300	15,000
Contract Professional	001-043-44000	87,774	95,600	95,600	95,600
Intergovernmental	001-043-45000	35,690	41,300	41,300	49,000
TOTAL MAINTENANCE AND OPERATIONS		\$ 137,465	\$ 149,100	\$ 153,100	\$ 162,600
TOTAL EXPENDITURES		\$ 314,980	\$ 340,200	\$ 340,200	\$ 352,150



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City of Seal Beach

STREET MAINTENANCE

Managing Department Head:

Director of Public Works

Mission Statement

To maintain infrastructure and provide clean and safe roadways, signals, sidewalk, medians, and traffic signage and striping within the public right of way and to promote efficient flow of traffic by providing safe, reliable, cost effective signalization of our roadways.

Primary Activities

Regular activities - Maintenance - sidewalk and gutter patching, pothole repair, road maintenance, traffic markings and signage, paver installation, street litter, Underground Service Alert marking. Engineering - Capital Improvement program (CIP), development review, plan checks, reports, coordinate, budget, permit all activities for street facilities including bridges, overcrossings, streets, sidewalks, curbs, gutters, patching, striping, medians, traffic signal construction, maintenance and repairs, street lighting, street sweeping, street tree trimming and installation; Contract Administration: street patching, striping, sweeping, traffic signals, median and parkway maintenance and senior bus program; Development plan check - utility plans, streets, storm water pollution prevention plans, best management practices; Permits - street excavation, dumpsters/street obstruction, tree planting and removal, cranes, monitoring wells, and traffic control; Routine - respond to public, council and other agency requests for information on plans, permits, CIP, and standard plans; track all street related service requests; prepare maps and blue prints; manage and update the geographic information system, and manage and file over 7000 record drawings; administer the pavement management system; apply for all available grant funding sources; manage various funding sources; and provide support for other public works divisions. This budget includes increases in service for street tree trimming and for Main Street sidewalk cleaning. The cost of City support for community events such as the car show and 10k run are now included in this cost center.

Objectives

- The Public Works Department oversees contract services such as street sweeping, street tree trimming, median and parkway landscape maintenance, traffic signal maintenance, street patching and striping, and the operation of the senior bus. These contracts are managed under the direction of the Maintenance Services Manager.
- The maintenance crews of the department will continue with routine maintenance such as patching of sidewalks, gutters, potholes, and signs. In-house crews have replaced damaged sidewalk with pavers around mature ficus trees at a rate of one location per month and will continue to work at other high pedestrian locations.
- The City Engineer is continuing to manage the city's aggressive CIP program. The division is moving forward to rehabilitate the City's street infrastructure, meet ocean and water quality goals, adhere to new regulatory mandates, provide enhanced information and services to the public on the internet, apply for available grant funding and to continue to update the Geographical Information System (GIS) as a tool for staff and the public. Street paving has become an issue with the community and much progress has been made in the past few years.
- A large portion of the costs for the CIP is allocated to the following projects: local residential street paving projects, signal improvement, trees, and arterial rehabilitation projects.

DEPARTMENT: Public Works Account Code: 001-044
 FUND: 001 General Fund - Street Maintenance

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 524,142	\$ 560,400	\$ 557,500	\$ 565,309
Maintenance and Operations	415,620	314,500	347,100	405,532
TOTAL	\$ 939,762	\$ 874,900	\$ 904,600	\$ 970,841

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	ACM/Director of Public Works	- 0.25
		City Engineer	- 0.25
		Associate Engineer	- 0.25
		Assistant Engineer	- 0.30
		Executive Assistant	- 0.50
		Maintenance Service Manager	- 0.25
		Maintenance Service Supervisor	- 0.75
		Electrician	- 0.10
		Senior Maintenance Worker	- 0.45
		Maintenance Worker	- 1.70
40003	Over-time	Provides for personnel overtime	
40004	Part-time	Provides for personnel part time	
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.	
40013	Pars Retirement	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.	
40015	AFLAC Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.	
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.	
40022	Flexible Spending - Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40700	Equipment/materials	Asphalt hot/cold mix, traffic signs, graffiti abatement, pavers, sand bags, equipment, materials, and tools.	
40800	Special Departmental	Trimming of parkway and median trees.	
40801	Street Sweeping	Provides street sweeping.	
40802	Special Exp. - Comm Input Proj	Paver's in Parkway at Girlscout house.	
41020	Electricity	Electricity costs.	
44000	Contract Professional Svcs	Engineering services, trash/steam clean Main St., pavement mgmt concrete rehabilitation, landscape medians and parkways, employee uniforms, pothole repair, citywide striping improvements, traffic control - 10K, traffic signal maintenance, citywide traffic counts, and Dekra-lite (include holiday lighting).	

City of Seal Beach

FY 2012-2013

DEPARTMENT: Public Works Account Code: 001-044
 FUND: 001 General Fund - Street Maintenance

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full - Time Salaries	001-044-40001	\$ 389,582	\$ 410,300	\$ 410,300	\$ 417,826
Overtime	001-044-40003	1,239	1,200	1,200	-
Part - Time	001-044-40004	10,047	8,000	8,000	8,000
Deferred Comp - Cafeteria	001-044-40010	1,619	1,300	1,300	1,106
Deferred Compensation	001-044-40011	7,531	8,300	8,300	7,956
Pers Retirement	001-044-40012	58,161	70,400	67,128	68,849
Pars Retirement	001-044-40013	213	200	200	200
Medical Insurance	001-044-40014	46,416	48,000	48,000	48,513
AFLAC Cafeteria	001-044-40015	55	-	-	-
Medicare Insurance	001-044-40017	4,909	6,300	6,672	6,751
Life and Disability	001-044-40018	4,173	4,300	4,300	4,300
Flexible Spending - Cafeteria	001-044-40022	197	-	-	-
Vacation Buy/Payout	001-044-40027	-	2,100	2,100	1,808
TOTAL PERSONNEL SERVICES		\$ 524,142	\$ 560,400	\$ 557,500	\$ 565,309
MAINTENANCE AND OPERATIONS					
Equipment/Materials	001-044-40700	\$ 35,833	\$ 36,000	\$ 36,000	\$ 36,000
Special Departmental	001-044-40800	68,094	60,000	60,000	70,000
Street Sweeping	001-044-40801	50,253	37,500	37,500	50,132
Special Exp.-Comm Input Prj	001-044-40802	-	-	-	3,500
Electricity	001-044-41020	15,241	16,000	16,000	16,000
Contract Professional	001-044-44000	246,199	165,000	197,600	229,900
TOTAL MAINTENANCE AND OPERATIONS		\$ 415,620	\$ 314,500	\$ 347,100	\$ 405,532
TOTAL EXPENDITURES		\$ 939,762	\$ 874,900	\$ 904,600	\$ 970,841



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City of Seal Beach

LANDSCAPE MAINTENANCE

Managing Department Head:

Director of Public Works

Mission Statement

To maintain the city's parks, entryways, and other city owned lands in a clean, safe, and cost effective manner.

Primary Activities

Contract activities include trimming & planting park trees; mowing grass, fixing irrigation lines, playground equipment inspection and maintenance, pesticide application, weed abatement, remove trash in parks and tract entries, and maintenance of portable restrooms.

Capital Improvement Program - Parks and Playgrounds - identify projects; seek and secure project funding; coordinate and manage design consultants; prepare project budgets, estimates, designs and specifications; review plans; conduct community meetings and prepare presentations and press releases; prepare council reports for advertisement, award, and completion of each project; administer construction management; inspection and quality assurance; respond to the public inquiries; adhere to multi-agency funding and environmental requirements; negotiate change orders, claims, and disputes; prepare record progress reports and payments; and prepare record drawings and project closeouts.

Accomplishments from 2009-10

During the past year over 200 trees were planted throughout the City. Also grant funds were secured to construct landscaped medians on Seal Beach Boulevard and Lampson Avenue. The proposed budget reflects the increased maintenance necessary to care for the added facilities.

Objectives

- The majority of this division is contracted out and managed by the Public Works Department employees.
- The landscaping maintenance contract has been bid to obtain the lowest prices available through formal competition.

DEPARTMENT: Public Works Account Code: 001-049
 FUND: 001 General Fund - Landscape Maintenance

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 32,890	\$ 34,700	\$ 33,600	\$ 33,497
Maintenance and Operations	148,057	200,400	149,600	201,200
TOTAL	\$ 180,947	\$ 235,100	\$ 183,200	\$ 234,697

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	ACM/Director of Public Works - 0.05 Maintenance Service Supervisor - 0.10 City Engineer - 0.05 Electrician - 0.05
40003	Over-time	Provides for personnel overtime
40004	Part-time	Provides for personnel part-time
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are part of employee benefits costs.
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.
40013	Pars Retirement	Funds budgeted in this account include this benefit's pro rata share of employee benefits costs.
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.
40022	Flexible Spending - Cafeteria	Funds budgeted in this account are part of employee benefits costs.
40700	Equipment/materials	Arbor Park support (doggie bags and fencing), Gumgrove Park support (doggie bags and etc), misc playground equipment (Beach Tot Lot), Heather Park, Almond Park, and Marina Center.
41020	Electricity	Electricity at Parks.
44000	Contract Professional Svcs	Park landscape maintenance/repairs, park fence repairs, playground safety repairs/maintenance, portable restrooms, pest control, lighting repairs, tree trimming, irrigation repairs, Zoeter Field maint. Edison community garden improvements and tennis court repairs.

DEPARTMENT: Public Works Account Code: 001-049
 FUND: 001 General Fund - Landscape Maintenance

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full Time Salaries	001-049-40001	\$ 25,220	\$ 26,500	\$ 25,600	\$ 25,713
Overtime	001-049-40003	566	-	-	-
Deferred Comp - Cafeteria	001-049-40010	60	100	100	40
Deferred Comp	001-049-40011	654	700	700	637
Pers Retirement	001-049-40012	3,783	4,400	4,200	4,237
Medical Insurance	001-049-40014	1,983	2,100	2,100	2,065
Medicare Insurance	001-049-40017	347	400	400	411
Life and Disability	001-049-40018	228	300	300	221
Flexible Spending - Cafeteria	001-049-40022	49	-	-	-
Vacation Buy/Payout	001-049-40027	-	200	200	173
TOTAL PERSONNEL SERVICES		\$ 32,890	\$ 34,700	\$ 33,600	\$ 33,497
MAINTENANCE AND OPERATIONS					
Equipment/Materials	001-049-40700	\$ 4,629	\$ 3,900	\$ 3,900	\$ 4,700
Electricity	001-049-41020	15,208	16,700	16,700	13,000
Contract Professional	001-049-44000	128,220	179,800	129,000	183,500
TOTAL MAINTENANCE AND OPERATIONS		\$ 148,057	\$ 200,400	\$ 149,600	\$ 201,200
TOTAL EXPENDITURES		\$ 180,947	\$ 235,100	\$ 183,200	\$ 234,697



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City of Seal Beach

FLEET MAINTENANCE

Managing Department Head:

Director of Public Works

Mission Statement

To ensure that City Vehicles and Equipment are available, dependable, safe to operate, cost effective, and energy efficient.

Primary Activities

Routine Activities - primary activities include tune-ups, brake work, fuel system service, electrical system service, mount, balance, and repair tires, transmission service, smog service, diesel and gasoline engine overhauls, welding and fabrication, safety inspection, interior or exterior repair, procurement of parts and materials, bid specifications, suspension service, vehicle modifications and the purchase of fuel.

Objectives

- The City has introduced a vehicle/equipment replacement enterprise fund. The various departments and divisions will pay into the fund each year to recognize the annual cost of operating the vehicles needed to carry out their mission and also to have funds available to replace vehicles and equipment when necessary.
- Maintenance is completed using one full time mechanic. Part time mechanics are contracted as workload increases during peak periods. The Department has successfully recruited and trained a replacement of the City's Mechanic who has retired after 27 years with the City.
- The cost of fuel has fluctuated wildly during the previous budget year. Gasoline expense estimates are based on a per gallon cost of \$3.00. Funding for this Division is 100% General Fund.
- Over the past year the City has added two backup power sources at facilities that require maintenance and fueling.

DEPARTMENT: Public Works Account Code: 001-050
 FUND: 001 General Fund - Fleet Maintenance

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 88,307	\$ 28,600	\$ 26,300	\$ 95,921
Maintenance and Operations	212,719	222,900	278,300	365,500
TOTAL	\$ 301,026	\$ 251,500	\$ 304,600	\$ 461,421

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	ACM/Director of Public Works	- 0.05
		Executive Assistant	- 0.10
		Maintenance Services Manager	- 0.05
		Equipment Supervisor	- 0.80
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.	
40013	Pars Retirement	Funds budgeted in this account are part of employee benefits costs.	
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.	
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.	
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.	
40700	Equipment/materials	Auto parts and materials to maintain approx 100 vehicles and equipment.	
40800	Special Departmental	Fuel for fleet vehicles, diesel, natural gas for police, lifeguard/admin, emergency generators and fuel polishing contract for the generator.	
44000	Contract Professional Svcs	Vehicle/Motorcycle maintenance, waste oil disposal, uniforms, contract mechanics and contract auto maintenance.	

DEPARTMENT: Public Works Account Code: 001-050
 FUND: 001 General Fund - Fleet Maintenance

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full-time Salaries	001-050-40001	\$ 56,622	\$ 21,000	\$ 19,400	\$ 77,290
Part Time	001-050-40004	16,662	-	-	-
Deferred Comp-Cafeteria	001-050-40010	573	100	100	32
Deferred Compensation	001-050-40011	1,037	600	600	1,389
Pers Retirement	001-050-40012	7,670	3,400	3,200	12,736
Pars Retirement	001-050-40013	217	500	100	-
Medical Insurance	001-050-40014	4,542	2,000	2,000	1,947
Medicare Insurance	001-050-40017	466	400	300	1,224
Life and Disability	001-050-40018	518	200	200	985
Vacation Buy/Payout	001-050-40027	-	400	400	318
TOTAL PERSONNEL SERVICES		<u>\$ 88,307</u>	<u>\$ 28,600</u>	<u>\$ 26,300</u>	<u>\$ 95,921</u>
MAINTENANCE AND OPERATIONS					
Equipment/materials	001-050-40700	\$ 24,844	\$ 30,300	\$ 25,000	\$ 30,600
Special Departmental	001-050-40800	161,085	127,000	163,000	248,400
Contract Professional Svcs	001-050-44000	26,790	65,600	90,300	86,500
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 212,719</u>	<u>\$ 222,900</u>	<u>\$ 278,300</u>	<u>\$ 365,500</u>
TOTAL EXPENDITURES		<u>\$ 301,026</u>	<u>\$ 251,500</u>	<u>\$ 304,600</u>	<u>\$ 461,421</u>



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City of Seal Beach

REFUSE SERVICES

Managing Department Head:

Director of Public Works

Mission Statement

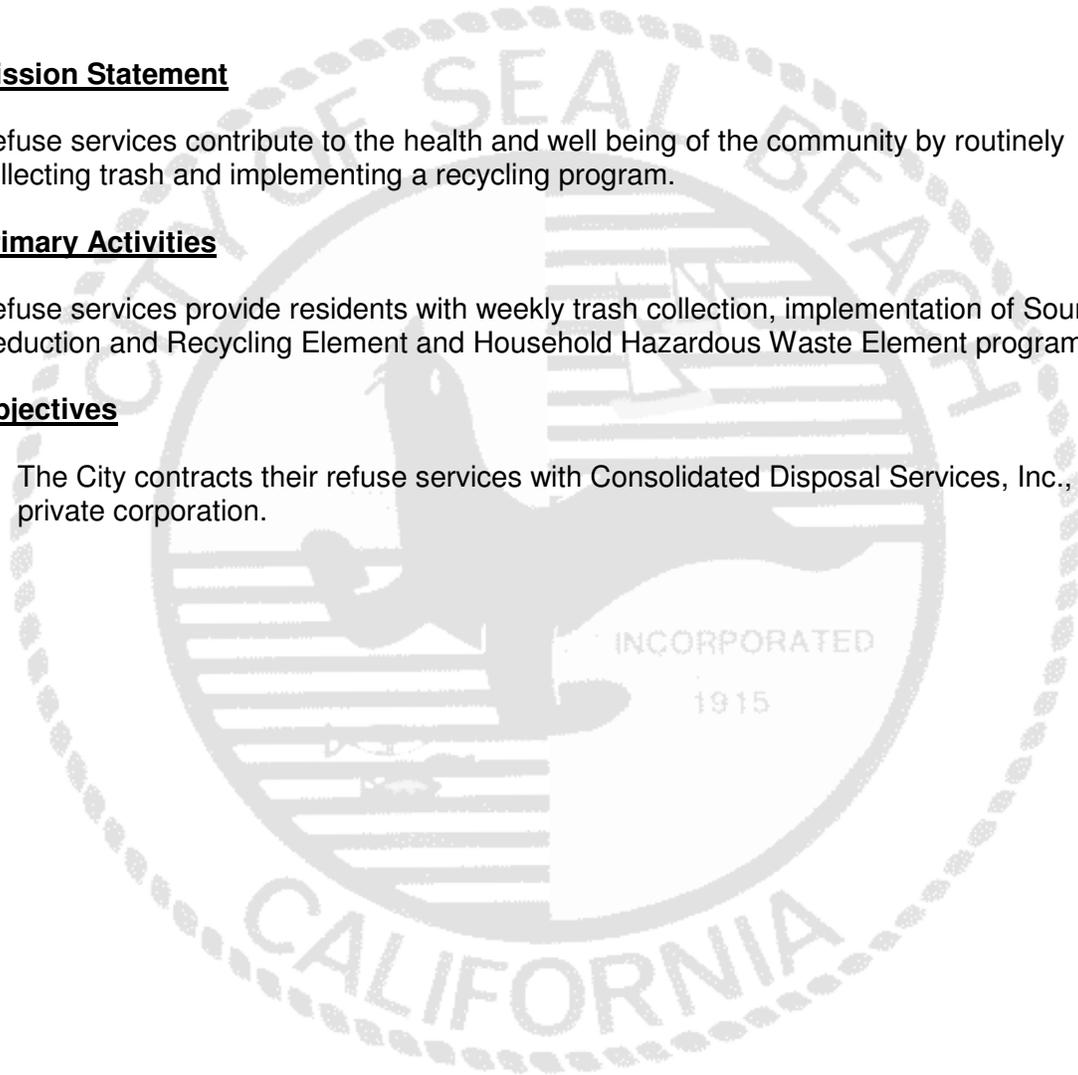
Refuse services contribute to the health and well being of the community by routinely collecting trash and implementing a recycling program.

Primary Activities

Refuse services provide residents with weekly trash collection, implementation of Source Reduction and Recycling Element and Household Hazardous Waste Element programs.

Objectives

- The City contracts their refuse services with Consolidated Disposal Services, Inc., a private corporation.



DEPARTMENT: Public Works Account Code: 001-051
FUND: 001- General Fund - Refuse

	<u>2010-2011 Actual</u>	<u>2011-2012 Amended Budget</u>	<u>2011-2012 Estimated</u>	<u>2012-2013 Adopted Budget</u>
Maintenance and Operations	\$ 1,105,330	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000
TOTAL	<u>\$ 1,105,330</u>	<u>\$ 1,100,000</u>	<u>\$ 1,100,000</u>	<u>\$ 1,100,000</u>

ACCOUNT NUMBER EXPLANATION

44000 Contract Professional Svcs Consolidated Disposal Services, Inc.

DEPARTMENT: Public Works Account Code: 001-051
 FUND: 001- General Fund - Refuse

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Contract Professional Refuse	001-051-44000	\$ 1,105,330	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 1,105,330</u>	<u>\$ 1,100,000</u>	<u>\$ 1,100,000</u>	<u>\$ 1,100,000</u>
TOTAL EXPENDITURES		<u>\$ 1,105,330</u>	<u>\$ 1,100,000</u>	<u>\$ 1,100,000</u>	<u>\$ 1,100,000</u>



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City of Seal Beach

BUILDING AND FACILITIES MAINTENANCE

Managing Department Head:

Director of Public Works

Mission Statement

Maintain clean and safe government facilities in a cost effective manner for citizens, visitors and City Staff.

Primary Activities

Regular activities - activities include janitorial, elevators, roofing, heating, air conditioning, water, electrical, plumbing, light fixtures, windows, carpeting, doors, locks, cabinets and furniture, phone system, interior and exterior walls, pest control, termites, fumigation, pool maintenance, landscaping maintenance at buildings/facilities and overall aesthetics.

Capital Improvement Program: Buildings and Grounds - Determine projects; seek and secure grant funds; coordinate and manage design consultants; prepare project budgets, estimates, designs and specifications; review plans; conduct community meetings and prepare presentations and press releases; prepare council reports for advertisements, award, and completion of each project; administer construction management; inspection and quality assurance; respond to the public inquiries; adhere to multi-agency funding and environmental requirements; negotiate change orders, claims, and disputes; prepare progress reports and payments; and prepare record drawings and project closeouts.

Objectives

- On June 14, 2010 the City council authorized a Facility Condition Assessment of all city owned facilities. The assessment is used to identify repairs and upgrades, determine estimated repair costs, determine required Americans with Disabilities Act (ADA) upgrades and create both a master maintenance and capital improvement plan. Projects and repairs include roofs, architectural, civil, structural, mechanical, and electrical components of each city facility. Staff continues efforts to address issues identified in this assessment.
- Funding for the work to be done in-house or by small contract is included in this budget. Other work was proposed in the Capital Improvement section.
- The objective is to maintain clean, safe government facilities for the public, visitors and City Staff. Funding for this Division is 100% General Fund.

DEPARTMENT: Public Works Account Code: 001-052
 FUND: 001 General Fund - Building Maintenance

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 97,765	\$ 104,300	\$ 102,700	\$ 105,203
Maintenance and Operations	486,304	405,300	377,700	403,400
Debt Service	108,924	112,800	112,800	116,707
TOTAL	\$ 692,993	\$ 622,400	\$ 593,200	\$ 625,310

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	ACM/Director of Public Works - 0.05 City Engineer - 0.05 Executive Assistant - 0.10 Electrician - 0.10 Maintenance Workers II - 0.05 Maintenance Services Manager - 0.05 Maintenance Services Supervisor - 0.10 Senior Maintenance Worker - 0.05
40003	Over-time	Provides for personnel overtime
40004	Part-Time	Provides for personnel part-time
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are part of employee benefits costs.
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.
40013	Pars Retirement	Funds budgeted in this account are part of employee benefits costs.
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.
40022	Flexible Spending - Cafeteria	Funds budgeted in this account are part of employee benefits costs.
40700	Equipment/materials	Building materials/supplies for electrical, plumbing, painting, roofing, and wall repair.
41000	Telephone	Telephone expense related to the City.
41010	Gas	Gas expense related to the City.
41020	Electricity	Electricity expense related to the City and charging station.
44000	Contract Professional Svcs	Landscape maint at City facilities HVAC maint, pest control, Irrigation repairs, elevator maint (PD & CH), Janitorial contract, Rec facilities janitorial, termite control, fire extinguisher McGaugh Pool maintenance, electrical repairs, bldg roof repairs, tree trimming, AQMD permit fee, Automatic Defibrillator batteries and maintenance, locksmith, pond maintenance, window, doors and drain cleaning; property tax.
47444	Lease Payments	Debt service lease payments - City National Bank.
47999	Interest Payments	Debt service interest payments - City National Bank.

DEPARTMENT: Public Works
 FUND: 001 General Fund - Building Maintenance

Account Code: 001-052

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full-time Salaries	001-052-40001	\$ 75,672	\$ 78,800	\$ 78,000	\$ 80,330
Deferred Comp - Cafeteria	001-052-40010	141	200	200	74
Deferred Compensation	001-052-40011	1,483	1,600	1,600	1,475
Pers Retirement	001-052-40012	11,303	13,400	12,800	13,237
Medical Insurance	001-052-40014	7,204	7,600	7,600	7,677
Medicare Insurance	001-052-40017	908	1,300	1,200	1,273
Life and Disability	001-052-40018	808	1,000	900	819
Flex Spending - Cafeteria	001-052-40022	246	-	-	-
Vacation Buy/Payout	001-052-40027	-	400	400	318
TOTAL PERSONNEL SERVICES		<u>\$ 97,765</u>	<u>\$ 104,300</u>	<u>\$ 102,700</u>	<u>\$ 105,203</u>
MAINTENANCE AND OPERATIONS					
Equipment/materials	001-052-40700	\$ 19,935	\$ 10,000	\$ 10,000	\$ 10,000
Telephone	001-052-41000	38,179	37,000	37,000	37,000
Gas	001-052-41010	5,266	6,800	5,300	6,800
Electricity	001-052-41020	49,379	63,000	49,400	53,000
Contract Professional Svcs	001-052-44000	373,545	288,500	276,000	296,600
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 486,304</u>	<u>\$ 405,300</u>	<u>\$ 377,700</u>	<u>\$ 403,400</u>
DEBT SERVICE PAYMENT					
Lease Payments	001-052-47444	\$ 91,610	\$ 100,500	\$ 100,500	\$ 109,930
Interest Payments	001-052-47999	17,314	12,300	12,300	6,777
TOTAL DEBT SERVICE PAYMENT		<u>\$ 108,924</u>	<u>\$ 112,800</u>	<u>\$ 112,800</u>	<u>\$ 116,707</u>
TOTAL EXPENDITURES		<u>\$ 692,993</u>	<u>\$ 622,400</u>	<u>\$ 593,200</u>	<u>\$ 625,310</u>



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City of Seal Beach

AIR QUALITY IMPROVEMENT

Managing Department Head:

Director of Public Works

Mission Statement

The Air Quality Improvement Program Fund accounts for supplemental vehicle license fee revenue distributed to Cities by the South Coast Air Quality Management District pursuant to Assembly Bill 2766. Expenditures are limited to programs, which will reduce air pollution by reducing, directly or indirectly, mobile source emission pollutants (i.e. trip reduction, transit and traffic flow improvements, alternative fuel vehicles).

Primary Activities

This program funds the transportation of seniors through the Orange County Senior Transportation Program. This program funds the transportation & mobility of seniors citywide to reduce emissions, vehicle trips and improving air quality.

Objectives

- The objective of this program is to ensure the highest activity for seniors having a low financial impact to the City.
- Monitor and review the contract agreement and determine if a new provider is needed based on increases in recent fuel prices.

City of Seal Beach

FY 2012-2013

DEPARTMENT: Public Works
 FUND: 012 AQMD Fund - AB2766

Account Code: 012-000
 012-700

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Electricity	012-700-41020	\$ -	\$ 200	\$ -	\$ 200
Contract Prof Svcs	012-700-44000	17,959	30,600	30,600	30,600
TOTAL MAINTENANCE AND OPERATIONS		\$ 17,959	\$ 30,800	\$ 30,600	\$ 30,800
TOTAL EXPENDITURES		\$ 17,959	\$ 30,800	\$ 30,600	\$ 30,800

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 34,361	\$ 46,963	\$ 46,963	\$ 46,663
Revenues	30,561	30,300	30,300	30,200
Expenditures	(17,959)	(30,800)	(30,600)	(30,800)
Ending Fund Balance	\$ 46,963	\$ 46,463	\$ 46,663	\$ 46,063

City of Seal Beach

FY 2012-2013

DEPARTMENT: Public Works
FUND: 016 Park Improvement

Account Code: 016-800

	<u>2010-2011 Actual</u>	<u>2011-2012 Amended Budget</u>	<u>2011-2012 Estimated</u>	<u>2012-2013 Adopted Budget</u>
Maintenance and Operations	\$ -	\$ 152,200	\$ 151,600	\$ 57,000
TOTAL	<u>\$ -</u>	<u>\$ 152,200</u>	<u>\$ 151,600</u>	<u>\$ 57,000</u>

ACCOUNT NUMBER EXPLANATION

47000	Transfer Out	Transfer to Capital Fund for Project:	<u>Amount</u>
		PR1201 - Edison Prk	10,000
		PR1202 - Heather Park Lighting Improv./Tennis Center Resurface.	22,000
		PR1203 - Tennis Center Improvements	25,000
			<u>57,000</u>

DEPARTMENT:

Public Works

Account Code:

016-800

FUND:

016 Park Improvement

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Transfer Out	016-800-47000	\$ -	\$ 152,200	\$ 151,600	\$ 57,000
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ -</u>	<u>\$ 152,200</u>	<u>\$ 151,600</u>	<u>\$ 57,000</u>
TOTAL EXPENDITURES		<u>\$ -</u>	<u>\$ 152,200</u>	<u>\$ 151,600</u>	<u>\$ 57,000</u>

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 207,558	\$ 214,418	\$ 214,418	\$ 68,618
Revenues	6,860	5,800	5,800	5,200
Expenditures	-	(152,200)	(151,600)	(57,000)
Ending Fund Balance	<u>\$ 214,418</u>	<u>\$ 68,018</u>	<u>\$ 68,618</u>	<u>\$ 16,818</u>

DEPARTMENT: Public Works
 FUND: 040 Gas Tax Fund

Account Code: 040-090

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	\$ 586,772	\$ 652,000	\$ 457,000	\$ 952,000
TOTAL	<u>\$ 586,772</u>	<u>\$ 652,000</u>	<u>\$ 457,000</u>	<u>\$ 952,000</u>

ACCOUNT NUMBER EXPLANATION

44000 Contract Professional Svcs State Controller - Annual Street Report.
 47000 Transfer Out Transfer to GF for overhead street maintenance \$300,000 and Capital Fund
 for project:

	<u>Amount</u>
ST1101 - Annual Slurry	100,000
ST1102 - Arterial Street Resurfacing Program	200,000
ST1201 - Annual Slurry	100,000
ST1202 - Arterial Street Resurfacing Program	200,000
ST1204 - Annual Concrete Repair Program	50,000
Total CIP Projects	<u>650,000</u>

DEPARTMENT: Public Works
 FUND: 040 Gas Tax Fund

Account Code: 040-090

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Contract Professional	040-090-44000	\$ 1,148	\$ 2,000	\$ 2,000	\$ 2,000
Transfers Out	040-090-47000	585,624	650,000	455,000	950,000
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 586,772</u>	<u>\$ 652,000</u>	<u>\$ 457,000</u>	<u>\$ 952,000</u>
TOTAL EXPENDITURES		<u>\$ 586,772</u>	<u>\$ 652,000</u>	<u>\$ 457,000</u>	<u>\$ 952,000</u>

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 146,938	\$ 174,933	\$ 174,933	\$ 402,533
Revenues	614,767	684,400	684,600	684,656
Expenditures	(586,772)	(652,000)	(457,000)	(952,000)
Ending Fund Balance	<u>\$ 174,933</u>	<u>\$ 207,333</u>	<u>\$ 402,533</u>	<u>\$ 135,189</u>



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City of Seal Beach

MEASURE M

Managing Department Head:

Director of Public Works

Primary Activities

The Measure “M” fund accounts for “Local Turn back” monies established as part of the one-half cent sales tax increase approved November 6, 1990, by voter passage of the Revised Traffic Improvement and Growth Management Ordinance, popularly known as Measure “M”. In November 2006, voters approved an extension of the program through 2041. The Measure M Fund helps fund various capital improvement projects that vary from concrete, slurry, paving, and street and traffic improvements. Due to the economic conditions and reduced taxable sales, revenue from Measure M is expected to be reduced from previous allocations.

Objectives

- The objective for Measure M Funds will be to deliver local preventative maintenance (slurry seal), local paving projects and arterial paving projects.

DEPARTMENT: Public Works Account Code: 041-099
 FUND: 041 Measure M Fund

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 350,000	\$ 335,000	\$ 100,000	\$ 550,000
TOTAL	<u>\$ 350,000</u>	<u>\$ 335,000</u>	<u>\$ 100,000</u>	<u>\$ 550,000</u>

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional Svcs	Traffic Signal maintenance	
47000	Transfer Out	Transfer to Capital Fund for Project:	Amount
		ST1103 Local Street Resurfacing Program	275,000
		ST1203 Local Street Resurfacing Program	275,000
		Total CIP Projects	550,000

DEPARTMENT: Public Works
 FUND: 041 Measure M Fund

Account Code: 041-099

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Contract Professional	041-099-44000	\$ -	\$ 60,000	\$ -	\$ -
Transfers Out	041-099-47000	350,000	275,000	100,000	550,000
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 350,000</u>	<u>\$ 335,000</u>	<u>\$ 100,000</u>	<u>\$ 550,000</u>
TOTAL EXPENDITURES		<u>\$ 350,000</u>	<u>\$ 335,000</u>	<u>\$ 100,000</u>	<u>\$ 550,000</u>

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 493,462	\$ 410,525	\$ 410,525	\$ 574,525
Revenues	267,063	263,000	264,000	372,623
Expenditures	(350,000)	(335,000)	(100,000)	(550,000)
Ending Fund Balance	<u>\$ 410,525</u>	<u>\$ 338,525</u>	<u>\$ 574,525</u>	<u>\$ 397,148</u>

DEPARTMENT: Public Works
 FUND: 048 Parking In-Lieu

Account Code: 048-400

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ -	\$ 30,000	\$ 30,000	\$ 198,000
TOTAL	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 198,000</u>

ACCOUNT NUMBER EXPLANATION

47000	Transfer Out	Transfer to Capital Fund for Project:	<u>Amount</u>
		ST1203 Main Street Lighting Improvement	198,000

DEPARTMENT: Public Works
 FUND: 048 Parking In-Lieu

Account Code: 048-400

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Transfers Out	048-400-47000	\$ -	\$ 30,000	\$ 30,000	\$ 198,000
TOTAL MAINTENANCE AND OPERATIONS		\$ -	\$ 30,000	\$ 30,000	\$ 198,000
TOTAL EXPENDITURES		\$ -	\$ 30,000	\$ 30,000	\$ 198,000

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 162,006	\$ 213,806	\$ 213,806	\$ 198,906
Revenues	51,800	-	15,100	-
Expenditures	-	(30,000)	(30,000)	(198,000)
Ending Fund Balance	\$ 213,806	\$ 183,806	\$ 198,906	\$ 906

DEPARTMENT: Public Works
FUND: 070 Roberti-z'Berg-Harris Fund

Account Code: 070-888

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 51,168	\$ -	\$ -	\$ -
TOTAL	\$ 51,168	\$ -	\$ -	\$ -

ACCOUNT NUMBER EXPLANATION

47000 Transfer Out Transfer to Capital Fund project.

DEPARTMENT: Public Works Account Code: 070-888
 FUND: 070 Roberti-z'Berg-Harris Fund

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Transfers Out	070-888-47000	\$ 51,168	\$ -	\$ -	\$ -
TOTAL MAINTENANCE AND OPERATIONS		\$ 51,168	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 51,168	\$ -	\$ -	\$ -

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 609	\$ (12,081)	\$ (12,081)	\$ -
Revenues	38,478	-	12,081	-
Expenditures	(51,168)	-	-	-
Ending Fund Balance	\$ (12,081)	\$ (12,081)	\$ -	\$ -

DEPARTMENT: Public Works
 FUND: 071 Per Capita Grant

Account Code: 071-888

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 17,052	\$ -	\$ -	\$ -
TOTAL	<u>\$ 17,052</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

ACCOUNT NUMBER EXPLANATION

47000 Transfer Out Transfer to Capital Fund for Project.

DEPARTMENT: Public Works
 FUND: 071 Per Capita Grant

Account Code: 071-888

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Transfers Out	071-888-47000	\$ 17,052	\$ -	\$ -	\$ -
TOTAL MAINTENANCE AND OPERATIONS		\$ 17,052	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 17,052	\$ -	\$ -	\$ -

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 731	\$ (3,811)	\$ (3,811)	\$ -
Revenues	12,510	-	3,811	-
Expenditures	(17,052)	-	-	-
Ending Fund Balance	\$ (3,811)	\$ (3,811)	\$ -	\$ -

DEPARTMENT: Public Works
FUND: 077 Prop 1B Fund

Account Code: 077-888

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 6,438	\$ -	\$ -	\$ -
TOTAL	\$ 6,438	\$ -	\$ -	\$ -

ACCOUNT NUMBER EXPLANATION

47000 Transfer Out Transfer to Capital Project Fund .

DEPARTMENT: Public Works
 FUND: 077 Prop 1B Fund

Account Code: 077-888

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Transfers Out	077-888-47000	\$ 6,438	\$ -	\$ -	\$ -
TOTAL MAINTENANCE AND OPERATIONS		\$ 6,438	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 6,438	\$ -	\$ -	\$ -

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 6,414	\$ -	\$ -	\$ -
Revenues	24	-	-	-
Expenditures	(6,438)	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -

DEPARTMENT: Public Works
FUND: 079 Traffic Relief Fund

Account Code: 079-888

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 521,168	\$ -	\$ -	\$ -
TOTAL	\$ 521,168	\$ -	\$ -	\$ -

ACCOUNT NUMBER EXPLANATION

47000 Transfer Out Transfer to Capital Fund for Project:

DEPARTMENT: Public Works
 FUND: 079 Traffic Relief Fund

Account Code: 079-888

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Transfers Out	079-888-47000	\$ 521,168	\$ -	\$ -	\$ -
TOTAL MAINTENANCE AND OPERATIONS		\$ 521,168	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 521,168	\$ -	\$ -	\$ -

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 518,719	\$ -	\$ -	\$ -
Revenues	2,449	2,000	-	-
Expenditures	(521,168)	-	-	-
Ending Fund Balance	\$ -	\$ 2,000	\$ -	\$ -

DEPARTMENT: Public Works Account Code: 080
FUND: 080 City Wide Grants

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 88,699	\$ 5,175,323	\$ 4,652,323	\$ 650,000
TOTAL	<u>\$ 88,699</u>	<u>\$ 5,175,323</u>	<u>\$ 4,652,323</u>	<u>\$ 650,000</u>

ACCOUNT NUMBER EXPLANATION

47000	Transfer Out	Transfer to Capital Fund for Project: ST1106 College Park Drive Studebaker	<u>Amount</u> 650,000
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DEPARTMENT:

Public Works

Account Code:

080

FUND:

080 City Wide Grants

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Transfers Out - Rivers End RMC	080-300-47000	\$ 53,934	\$ 1,823,000	\$ 1,800,000	\$ -
Transfers Out - Federal ARRA GT	080-330-47000	1,265	498,800	498,800	-
Transfers Out - EECB	080-350-47000	-	128,008	128,008	-
Transfers Out - GMA	080-360-47000	33,500	514,355	514,355	-
Transfers Out - OCTA	080-361-47000	-	1,823,160	1,323,160	650,000
Transfers Out - TEG	080-362-47000	-	388,000	388,000	-
TOTAL MAINTENANCE AND OPERATIONS		\$ 88,699	\$ 5,175,323	\$ 4,652,323	\$ 650,000
TOTAL EXPENDITURES		\$ 88,699	\$ 5,175,323	\$ 4,652,323	\$ 650,000

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ -	\$ (34,979)	\$ (34,979)	\$ -
Revenues	53,720	5,175,323	4,687,302	500,000
Expenditures	(88,699)	(5,175,323)	(4,652,323)	(650,000)
Ending Fund Balance	\$ (34,979)	\$ (34,979)	\$ -	\$ (150,000)



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City of Seal Beach

COMMUNITY SERVICES

Managing Department Head:

City Manager

Mission Statement

The Recreation and Community Services Department is dedicated to supporting the community through people, parks and programs. The department provides a multi-faceted recreational and community service program that promotes educational and healthy lifestyle in the community.

Primary Activities

Department programming encompasses a year-round recreation class program, day care, youth and educational camps, aquatic and sports league programs, youth and adult activities, facility rentals, and community and special events. The department also offers senior services and senior programs including senior meals-on-wheels, transportation and flu clinics. The department provides staff and/or oversight to recreational and park activities at fifteen facility sites throughout the city. Provide support to Parks and Recreation Commission.

Objectives

- To provide the highest quality of community, social and recreational programs for the community.
- Provide program and service opportunities that allow youth of all ages to share, grow, learn and play together.
- Provide opportunities to keep older adults actively involved in the community.
- Promote cultural awareness through recreation and special event activities.
- Provide training of full and part-time personnel in basic lifeguard, first aid and defibrillator to fully support year around pool aquatic program.
- Provide quality cultural, developmental and recreation programming for Seal Beach residents of all ages and abilities.
- Monitor community needs and changes to ensure provision of effective social services programs, assist non-profit social service agencies or providers in aiding Seal Beach residents and provide information and referral services to the community.
- Evaluate the future facility and programming needs of the community and to identify future funding resources to support recreational and community service growth in the city.

DEPARTMENT: Community Services
 FUND: 001 General Fund - Recreation Admin

Account Code: 001-070

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 196,757	\$ 196,700	\$ 201,400	\$ 202,912
Maintenance and Operations	69,930	68,300	67,400	154,650
TOTAL	\$ 266,687	\$ 265,000	\$ 268,800	\$ 357,562

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Recreation Manager - 1.00 Community Services Coordinator - 1.00
40003	Over-time	Provides for personnel overtime
40004	Part-time	Provides for personnel part-time
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are part of employee benefits costs.
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.
40013	Pars Retirement	Funds budgeted in this account include this program's pro rata share of employee benefits costs.
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.
40100	Office Supplies	Office supplies and Bay Hardware.
40300	Memberships and Dues	CPRS dues, NRPA, SCPPOA, and SCMAF.
40400	Training and Meetings	CPRS convention, brochure exchange, SCPPOA monthly and miscellaneous training.
40700	Equipment/Materials	Necessary equipment and materials for the department
40800	Special Departmental	Direct TV-NSBC, community gardens, senior health fair, breakfast with Santa, building supplies, credit card fees, tree lighting, and BMI music license.
44000	Contract Professional Svcs	Park Master Plan.
45000	Intergovernmental	Senior meals and parking.

DEPARTMENT: Community Services
 FUND: 001 General Fund - Recreation Admin

Account Code: 001-070

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full - Time Salaries	001-070-40001	\$ 125,812	\$ 135,200	\$ 133,200	\$ 147,266
Part - Time	001-070-40004	32,368	10,000	10,000	10,000
Deferred Comp - Cafeteria	001-070-40010	963	400	400	178
Deferred Compensation	001-070-40011	1,560	1,700	1,700	3,674
Pers Retirement	001-070-40012	18,835	22,800	21,800	24,266
Pars Retirement	001-070-40013	822	200	200	200
Medical Insurance	001-070-40014	12,404	13,300	13,200	13,370
Medicare Insurance	001-070-40017	2,455	2,400	2,300	2,341
Life and Disability	001-070-40018	1,538	2,000	1,600	1,617
Unemployment	001-070-40030	-	8,700	17,000	-
TOTAL PERSONNEL SERVICES		\$ 196,757	\$ 196,700	\$ 201,400	\$ 202,912
MAINTENANCE AND OPERATIONS					
Office Supplies	001-070-40100	\$ 854	\$ 1,500	\$ 900	\$ 1,500
Memberships and Dues	001-070-40300	390	700	400	700
Training & Meetings	001-070-40400	1,205	700	700	700
Equipment/materials	001-070-40700	16,958	17,000	17,000	-
Special Departmental	001-070-40800	10,561	9,400	9,400	12,700
Contract Professional	001-070-44000	-	-	-	100,000
Intergovernmental	001-070-45000	39,962	39,000	39,000	39,050
TOTAL MAINTENANCE AND OPERATIONS		\$ 69,930	\$ 68,300	\$ 67,400	\$ 154,650
TOTAL EXPENDITURES		\$ 266,687	\$ 265,000	\$ 268,800	\$ 357,562

DEPARTMENT: Community Services
 FUND: 001 General Fund - Sports

Account Code: 001-071

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 34,822	\$ 26,100	\$ 26,000	\$ 37,268
Maintenance and Operations	9,239	8,000	8,000	10,500
TOTAL	\$ 44,061	\$ 34,100	\$ 34,000	\$ 47,768

ACCOUNT NUMBER EXPLANATION

40004	Part-time	Provides for personnel part-time.
40013	Pars Retirement	Funds budgeted in this account include this program's pro rata share of employee benefits costs.
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.
40700	Equipment/materials	Field equipment, gym equipment, Softball and Basketball league equipment and various supplies.
41020	Electricity	Gym electricity.
44000	Contract Professional	Laser level Zoeter Field

DEPARTMENT: Community Services Account Code: 001-071
 FUND: 001 General Fund - Sports

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Part-Time	001-071-40004	\$ 33,580	\$ 25,000	\$ 25,000	\$ 35,940
Pars Retirement	001-071-40013	752	700	600	800
Medicare Insurance	001-071-40017	490	400	400	528
TOTAL PERSONNEL SERVICES		<u>\$ 34,822</u>	<u>\$ 26,100</u>	<u>\$ 26,000</u>	<u>\$ 37,268</u>
MAINTENANCE AND OPERATIONS					
Equipment/Materials	001-071-40700	\$ 8,729	\$ 8,000	\$ 8,000	\$ 7,000
Electricity	001-071-41020	510	-	-	-
Contract Professional	001-071-44000	-	-	-	3,500
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 9,239</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ 10,500</u>
TOTAL EXPENDITURES		<u>\$ 44,061</u>	<u>\$ 34,100</u>	<u>\$ 34,000</u>	<u>\$ 47,768</u>

City of Seal Beach

FY 2012-2013

DEPARTMENT: Community Services
FUND: 001 General Fund - Park & Recreation

Account Code: 001-072

	<u>2010-2011 Actual</u>	<u>2011-2012 Amended Budget</u>	<u>2011-2012 Estimated</u>	<u>2012-2013 Adopted Budget</u>
Personnel Services	\$ 27,060	\$ 34,700	\$ 34,200	\$ 26,720
Maintenance and Operations	281,779	273,400	268,200	337,700
TOTAL	<u>\$ 308,839</u>	<u>\$ 308,100</u>	<u>\$ 302,400</u>	<u>\$ 364,420</u>

ACCOUNT NUMBER EXPLANATION

40003	Over-time	Provides for personnel overtime
40004	Part-time	Provides for personnel part-time.
40013	Pars Retirement	Funds budgeted in this account include this program's pro rata share of employee benefits costs.
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.
40100	Office Supplies	Office supplies
40200	Public/legal Notices	Recreation brochure design, print and mail.
40700	Equipment/materials	Building supplies and miscellaneous.
40800	Special Departmental	Vermont Systems, RecTrac online paymentsd, special event insurance, remote access and credit card service fees.
41000	Telephone	Telephone (NSBC)
41020	Electricity	Building electricity
44000	Contract Professional Svcs	Contract instructor payment.

DEPARTMENT: Community Services
 FUND: 001 General Fund - Park & Recreation

Account Code: 001-072

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Part - Time Leisure Classes	001-072-40004	\$ 26,038	\$ 32,400	\$ 32,400	\$ 26,000
Pars Retirement	001-072-40013	625	900	400	338
Medicare Insurance	001-072-40017	397	500	500	382
Unemployment	001-072-40030	-	900	900	-
TOTAL PERSONNEL SERVICES		<u>\$ 27,060</u>	<u>\$ 34,700</u>	<u>\$ 34,200</u>	<u>\$ 26,720</u>
MAINTENANCE AND OPERATIONS					
Office Supplies	001-072-40100	\$ 178	\$ 500	\$ 500	\$ 500
Public/Legal Notices	001-072-40200	45,565	48,600	45,600	50,000
Equipment/Materials	001-072-40700	2,619	2,200	2,200	2,200
Special Departmental	001-072-40800	8,764	8,100	8,100	11,000
Telephone	001-072-41000	1,215	1,500	1,500	2,000
Electricity	001-072-41020	10,265	12,500	10,300	12,000
Contract Professional	001-072-44000	213,173	200,000	200,000	260,000
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 281,779</u>	<u>\$ 273,400</u>	<u>\$ 268,200</u>	<u>\$ 337,700</u>
TOTAL EXPENDITURES		<u>\$ 308,839</u>	<u>\$ 308,100</u>	<u>\$ 302,400</u>	<u>\$ 364,420</u>

DEPARTMENT: Community Services
 FUND: 001 General Fund - Aquatics Programs

Account Code: 001-073

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 94,192	\$ 89,200	\$ 90,400	\$ 90,498
Maintenance and Operations	53,539	64,800	54,100	56,300
TOTAL	\$ 147,731	\$ 154,000	\$ 144,500	\$ 146,798

ACCOUNT NUMBER EXPLANATION

40004	Part-time	Part-time personnel for aquatics program.
40013	Pars Retirement	Funds budgeted in this account include this program's pro rata share of employee benefits costs.
40017	Medicare Insurance	Funds budgeted in this account is part of employee benefits costs.
40030	Unemployment	Funds budgeted in this account is part of post employment costs.
40700	Equipment/materials	Pool supplies, staff uniforms, instructional aids and miscellaneous.
41000	Telephone	Office telephone and fax (pool office).
41010	Gas	Gas Bill (Los Alamitos Unified School District)
41020	Electricity	Electricity Bill (Los Alamitos Unified School District)

DEPARTMENT: Community Services Account Code: 001-073
 FUND: 001 General Fund - Aquatics Programs

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Part-time	001-073-40004	\$ 90,686	\$ 85,000	\$ 85,000	\$ 85,000
Pars Retirement	001-073-40013	2,268	2,500	1,100	1,249
Medicare Insurance	001-073-40017	1,238	1,300	1,300	1,249
Unemployment	001-073-40030	-	400	3,000	3,000
TOTAL PERSONNEL SERVICES		<u>\$ 94,192</u>	<u>\$ 89,200</u>	<u>\$ 90,400</u>	<u>\$ 90,498</u>
MAINTENANCE AND OPERATIONS					
Equipment/materials	001-073-40700	\$ 5,987	\$ 8,700	\$ 6,900	\$ 8,700
Special Departmental	001-073-40800	173	-	-	-
Telephone	001-073-41000	1,902	1,600	1,600	1,600
Gas	001-073-41010	25,138	26,500	25,200	25,000
Electricity	001-073-41020	20,339	28,000	20,400	21,000
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 53,539</u>	<u>\$ 64,800</u>	<u>\$ 54,100</u>	<u>\$ 56,300</u>
TOTAL EXPENDITURES		<u>\$ 147,731</u>	<u>\$ 154,000</u>	<u>\$ 144,500</u>	<u>\$ 146,798</u>

DEPARTMENT: Community Services Account Code: 001-074
 FUND: 001 General Fund - Tennis Center

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ -	\$ -	\$ -	\$ 72,600
Maintenance and Operations	\$ 197,898	\$ 199,500	\$ 185,000	\$ 212,500
TOTAL	\$ 197,898	\$ 199,500	\$ 185,000	\$ 285,100

ACCOUNT NUMBER EXPLANATION

40004	Part-time	Provides for personnel part-time.
40013	Pars Retirement	Funds budgeted in this account include this program's pro rata share of employee benefits costs.
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.
40550	Bldg/material/supplies	Building supplies (lumber and other materials).
40800	Special Departmental	Concessions and cable television.
40950	Bldg/ground materials	Landscape maintenance.
41000	Telephone	Telephone expense related to the tennis center.
41010	Gas	Gas expense related to the tennis center.
41020	Electricity	Electricity expense related to the tennis center.
44000	Contract Professional Svcs	Lighting replacement, pest control, security, managers draw, property tax, and miscellaneous.

DEPARTMENT: Community Services Account Code: 001-074
 FUND: 001 General Fund - Tennis Center

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Part-Time	001-074-40004	\$ -	\$ -	\$ -	\$ 70,000
Pars Retirement	001-074-40013	-	-	-	1,500
Medicare Insurance	001-074-40017	-	-	-	1,100
TOTAL PERSONNEL SERVICES		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 72,600</u>
MAINTENANCE AND OPERATIONS					
Bldg/Material/Supplies	001-074-40550	\$ 6,061	\$ 6,000	\$ 6,000	\$ 6,000
Special Departmental	001-074-40800	-	-	-	11,000
Bldg/Ground Materials	001-074-40950	54,372	41,200	41,200	53,200
Telephone	001-074-41000	-	-	-	3,500
Gas	001-074-41010	1,198	2,300	1,200	2,000
Electricity	001-074-41020	36,469	36,800	36,800	36,800
Contract Professional Services	001-074-44000	99,798	113,200	99,800	100,000
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 197,898</u>	<u>\$ 199,500</u>	<u>\$ 185,000</u>	<u>\$ 212,500</u>
TOTAL EXPENDITURES		<u>\$ 197,898</u>	<u>\$ 199,500</u>	<u>\$ 185,000</u>	<u>\$ 285,100</u>



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City of Seal Beach

MARINE SAFETY

Managing Department Head:

Marine Safety Chief

Mission Statement

Marine Safety is responsible for the protection of life, limb and property of the beach and ocean going public. Prevention of aquatic accidents can best be accomplished by the recognition of dangerous situations and advising the public to stay clear. It is not always possible to keep hazards and the public separated, so Marine Safety personnel are also responsible for the rescue of persons in distress or difficulty. Additionally, marine safety personnel must provide prompt and efficient first aid, monitor beach regulations, and provide educational information to beach patrons on beach related subjects.

Primary Activities

The lifeguard's primary activities involve marine safety protection. Ocean Lifeguards protect an assigned area of beach from a station, or in some instances, patrol a section of beach in a mobile unit, warn of hazardous conditions, rescue people in distress or in danger of drowning, answer questions and give information pertaining to the beach and ocean environment, apply first aid to those in need, remove hazardous obstacles from sand and water, take charge of lost children, advise the public regarding local beach and ocean related ordinances, regulations, safety and conduct, perform other related work as required and maintain a professional and courteous relationship with the public. Additional primary activities include, but are not limited to: continual training of recurrent and year-round staff to meet United States Lifesaving Association "Advanced Agency" Standards; attendance and participation in the California Surf Lifesaving Association and the United States Lifesaving Association, California Boating Safety Officer's Association, Southern California Training Officer's Association, and the national Safe Boating Council. The Lifeguard Department also administers a Junior Lifeguard Program serving 225 children ages 9-17. Junior Lifeguards are taught ocean and beach safety, lifesaving techniques including CPR and First-Aid, as well as lifesaving competition skills. This program begins in the end of June and ends in mid-August. The Lifeguard Department works with the community to spread the message of beach safety through such programs as Project Wipeout, introduced over 25 years ago to prevent spinal cord injuries in Orange County. Through Project Wipeout, Seal Beach Lifeguards participate in the Orange County Fair, the Orange County Youth Expo, and the Project Wipeout Lifeguard Seminar. In addition to this program, Lifeguards actively educate visiting schools, Boy and Girl Scouts and various other groups with material provided by the State of California Department of Boating and Waterways.

DEPARTMENT: Marine Safety
 FUND: 034 Tidelands

Account Code: 034-828

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 893,041	\$ 928,900	\$ 922,800	\$ 956,605
Maintenance and Operations	106,104	103,300	103,300	129,740
TOTAL	\$ 999,145	\$ 1,032,200	\$ 1,026,100	\$ 1,086,345

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Marine Safety Chief - 1.00 Marine Safety Lieutenant - 1.00 Marine Safety Officer - 1.00
40003	Overtime	Provides for personnel Overtime
40004	Part-time	Provides for personnel part-time.
40006	Junior Lifeguard Sal	Provides for personnel part-time.
40009	Cell Phone Allowance	Telephone expense related to the City.
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are part of employee benefits costs.
40011	Deferred Compensation	Funds budgeted in this account include this benefit's pro rata share of employee benefits costs.
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.
40013	Pars Retirement	Funds budgeted in this account include this benefit's pro rata share of employee benefits costs.
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.
40030	Unemployment	Funds budgeted in this account are part of post employment costs.
40100	Office Supplies	Office Supplies specifically related to Lifeguard Department.
40300	Memberships and Dues	CBSOA and SBLA
40400	Training and Meetings	CSLSA meeting, EMT training, ARC Training, Certification fees, meeting, CA Dept. of Boating and Waterways class, USCG Skipper class.
40600	Marine Maint/Fuel Lifeguard	Fuel, communications, boat maintenance, PWC maintenance ATV maintenance.
40700	Equipment/materials	Rescue equipment, fist aid supplies, uniforms, tower and headquarters maintenance, oxygen maintenance, EZ ups, and binoculars.
40701	Materials & Supplies-Jr. Lifeguard	Uniforms, equipment, office supplies, storage container, canopy and rescue boards.
40800	Special Departmental	Fitness and training equipment, CPR manequins, Scuba maintenance, Back-up generator and equipment maintenance.
40806	Special Dept.-Jr. Lifeguard	USLA, buses for field trips, Wild Rivers tickets, Catalina day trip, Catalina overnight, surf trip entry fee, banquet supplies, Sundiver. boat rental and camping supplies.
41000	Telephone	Telephone expense related to the Marine Safety Department.
41020	Electricity	Electricity expense related to the Marine Safety Department.
44000	Contract Professional	Repair of (2) Lifeguard Towers
45000	Intergovernmental	Rescue boat slip fees.
47010	Vehicle/Equipment Replacement	Transfer out to Vehicle/Equipment Replacement fund 021.

DEPARTMENT: Marine Safety Account Code: 034-828
 FUND: 034 Tidelands

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full - time Salaries	034-828-40001	\$ 284,742	\$ 287,200	\$ 287,200	\$ 287,505
Overtime	034-828-40003	5,101	5,500	5,500	10,000
Part - Time	034-828-40004	366,067	373,000	373,000	389,325
Junior Lifeguard Sal	034-828-40006	81,498	71,000	71,000	78,900
Tuition Reimbursement	034-828-40007	823	-	-	1,000
Cell Phone Allowance	034-828-40009	1,800	1,800	1,800	1,800
Deferred Comp - Cafeteria	034-828-40010	1,874	1,200	1,200	1,060
Deferred Comp	034-828-40011	8,405	8,900	8,900	8,385
Pers Retirement	034-828-40012	83,052	105,200	100,000	101,823
Pars Retirement	034-828-40013	9,371	7,700	7,700	10,000
Medical Insurance	034-828-40014	28,315	32,500	32,500	33,245
Medicare Insurance	034-828-40017	11,124	12,200	11,400	11,699
Life and Disability	034-828-40018	2,804	3,100	3,000	2,952
Comptime Buy/Payout	034-828-40026	-	600	600	-
Vacation Buy/Payout	034-828-40027	-	7,000	7,000	6,911
Unemployment	034-828-40030	8,065	12,000	12,000	12,000
TOTAL PERSONNEL SERVICES		\$ 893,041	\$ 928,900	\$ 922,800	\$ 956,605
MAINTENANCE AND OPERATIONS					
Office Supplies	034-828-40100	\$ 2,614	\$ 3,200	\$ 3,200	\$ 3,500
Membership & Dues	034-828-40300	185	500	500	480
Training & Meeting	034-828-40400	7,283	4,800	4,800	6,600
Marine Maint/Fuel Lifeguard	034-828-40600	8,633	8,100	8,100	9,950
Equipment/Materials	034-828-40700	19,438	16,600	16,600	16,250
Materials & Supplies Jr. Lifeguard	034-828-40701	14,005	15,800	15,800	14,750
Special Departmental	034-828-40800	14,084	10,500	10,500	10,900
Special Dept. - Junior Lifeguard	034-828-40806	25,657	28,100	28,100	27,610
Telephone	034-828-41000	2,763	3,000	3,000	3,000
Electricity	034-828-41020	8,411	9,000	9,000	9,000
Contract Professional	034-828-44000	-	-	-	24,000
Intergovernmental	034-828-45000	3,031	3,700	3,700	3,700
TOTAL MAINTENANCE AND OPERATIONS		\$ 106,104	\$ 103,300	\$ 103,300	\$ 129,740
TOTAL EXPENDITURES		\$ 999,145	\$ 1,032,200	\$ 1,026,100	\$ 1,086,345



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City of Seal Beach

BEACH AND PIER MAINTENANCE

Managing Department Head:

Director of Public Works

Mission Statement

To maintain a clean and safe beach and pier environment free from debris and waste for the overall public's enjoyment and provide resident protection from tidal events.

Primary Activities

Regular Activities - primary activities include cleaning the beach with the surf rake for large debris and sanitizers for small debris such as cans and glass, removing wind blown fine grained sand from parking lots and adjacent residences, emptying trash cans on the pier and along the beach, hand picking trash in the beach parking lots and tot lot, removing graffiti, constructing and removing seasonal berms, and cleaning up after storm events. In addition, the city pays the Surfside Colony \$24,000 per year for maintenance of Surfside Beach.

Capital Improvement Program - Capital projects include annual sand management program, pier and groin repairs. Under this program, the department will determine and recommend projects; seek and secure project funding; coordinate and manage design consultants; prepare project budgets, estimates, designs and specifications; review plans; conduct community meetings and prepare presentations and press releases; prepare council reports for advertisement, award, and completion of each project; administer construction management; inspection to ensure quality assurance; respond to public inquiries; adhere to multi-agency funding and environmental requirements; negotiate change orders, claims, and disputes; prepare progress reports; and prepare record drawings and project closeouts.

Objectives

- The Department is actively working to maintain the beach with its limited staff. Typically approximately 30,000 cubic yards of sand is moved from the west side of the beach to the east side of the beach every two years. In April 2009, the City participated in an Army Corps of Engineers sand nourishment program and brought 60,000 cubic yards of sand to East Beach for beach nourishment. Nourishment from external sources is typically done every 5-7 years.
- This is a constant maintenance requirement because the angles of the naval jettys cause wave refraction and movement of the sand from east to west.
- This Division is funded approximately 10% by Tidelands revenues and subsidized 90% by General Fund.

DEPARTMENT: Public Works
 FUND: 034 Tidelands - Beach Maintenance

Account Code: 034-863

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 189,710	\$ 201,300	\$ 199,300	\$ 197,254
Maintenance and Operations	120,907	303,300	303,300	152,300
TOTAL	\$ 310,617	\$ 504,600	\$ 502,600	\$ 349,554

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	ACM/Director of Public Works	- 0.05
		City Engineer	- 0.10
		Maintenance Service Manager	- 0.10
		Executive Assistant	- 0.10
		Maintenance Service Supervisor	- 0.10
		Electrician	- 0.05
		Maintenance Worker	- 0.30
		Senior Maintenance Worker	- 0.70
40003	Over-time	Provides for personnel overtime	
40004	Part-time	Provides for personnel part-time	
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.	
40013	Pars Retirement	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.	
40015	AFLAC Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.	
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.	
40030	Unemployment	Funds budgeted in this account are part of post employment costs.	
40700	Equipment/materials	Sandbags, beach tools, pier plumbing (showers & restrooms), beach graffiti abatement, pier railing, signage & utility maintenance.	
41020	Electricity	Electricity for beach, parking lots, and pier.	
44000	Contract Professional Svcs	Surfside beach cleaning, landscape maintenance (Eisenhower & Windsurf park), pier parking lot (slurry seal & striping) winter sand berm construction, removal & inspection, coastal and pier engineering, tree trimming (1st Street, Eisenhower park and beach tree rings) emergency pump rental for winter storms.	
47010	Vehicle/Equipment Replacement	Transfer out to Vehicle/equipment replacement fund 021.	
47020	Acquisitions	Costs associated with right of way land acquisition	

City of Seal Beach

FY 2012-2013

DEPARTMENT: Public Works Account Code: 034-863
 FUND: 034 Tidelands - Beach Maintenance

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full - time Salaries	034-863-40001	\$ 114,916	\$ 119,000	\$ 119,000	\$ 119,851
Overtime	034-863-40003	-	100	100	-
Part - Time	034-863-40004	34,327	39,100	38,400	36,345
Deferred Comp - Cafeteria	034-863-40010	528	300	300	207
Deferred Comp	034-863-40011	1,984	2,300	2,300	2,093
Pers Retirement	034-863-40012	17,171	20,500	19,400	19,749
Pars Retirement	034-863-40013	1,048	700	700	510
Medical Insurance	034-863-40014	12,695	13,300	13,200	13,312
AFLAC Cafeteria	034-863-40015	22	-	-	-
Medicare Insurance	034-863-40017	1,904	2,400	2,500	2,434
Life and Disability	034-863-40018	1,227	1,500	1,300	1,246
Vacation Buy/Payout	034-863-40027	-	1,100	1,100	507
Unemployment	034-863-40030	3,888	1,000	1,000	1,000
TOTAL PERSONNEL SERVICES		\$ 189,710	\$ 201,300	\$ 199,300	\$ 197,254
MAINTENANCE AND OPERATIONS					
Membership & Dues	034-863-40300	\$ 825	\$ -	\$ -	\$ -
Equipment/materials	034-863-40700	9,087	9,700	9,700	9,700
Electricity	034-863-41020	2,230	2,600	2,600	2,600
Contract Prof. Svcs	034-863-44000	108,765	291,000	291,000	140,000
TOTAL MAINTENANCE AND OPERATIONS		\$ 120,907	\$ 303,300	\$ 303,300	\$ 152,300
TOTAL EXPENDITURES		\$ 310,617	\$ 504,600	\$ 502,600	\$ 349,554

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ -	\$ 34,726	\$ 34,726	\$ -
Revenues	1,344,488	1,508,900	1,493,974	1,435,899
Expenditures	(1,309,762)	(1,536,800)	(1,528,700)	(1,435,899)
Ending Fund Balance	<u>\$ 34,726</u>	<u>\$ 6,826</u>	<u>\$ -</u>	<u>\$ -</u>



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City of Seal Beach

SPECIAL ASSESSMENT DISTRICTS

Special Assessment Districts are established to account for resources legally restricted to specified purposes. The City of Seal Beach currently manages the following special assessment districts:

- 002 - Street Lighting Assessment District
- 101 - Ad94-1 Redemption Fund
- 201 - Community Facilities District 2002-02 (SB Blvd/Lampson Ave Landscape Maintenance)
- 202 - Community Facilities District Heron Pointe
- 203 - Community Facilities District Pacific Gateway Bonds
- 204 - Community Facilities District 2002-01 (Heron Pointe Administrative Expense Fund)
- 205 - Community Facilities District 2005-01 (Pacific Gateway Business Center)



DEPARTMENT: Public Works Account Code: 002-500
 FUND: 002-Street Lighting

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 198,442	\$ 201,500	\$ 195,400	\$ 199,500
TOTAL	<u>\$ 198,442</u>	<u>\$ 201,500</u>	<u>\$ 195,400</u>	<u>\$ 199,500</u>

ACCOUNT NUMBER EXPLANATION

41020	Electricity	Electricity related to the City
44000	Contract Professional Svcs	Willdan Financial Services and legal fees.
49777	Legal Fees	Legal expenses related to Street Lighting District.

The Seal Beach Street Lighting Assessment District was formed under the Street Lighting Act of 1919 to finance the maintenance of streetlights and to finance the electricity used by the streetlights by special assessments. Revenue is derived from the District's share of the basic property tax levy and the special district augmentation allocations.

DEPARTMENT: Public Works
 FUND: 002-Street Lighting

Account Code: 002-500

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Electricity - Street lighting	002-500-41020	\$ 188,936	\$ 186,500	\$ 180,400	\$ 184,500
Contract Professional	002-500-44000	9,506	10,000	10,000	10,000
Legal Fees	002-500-49777	-	5,000	5,000	5,000
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 198,442</u>	<u>\$ 201,500</u>	<u>\$ 195,400</u>	<u>\$ 199,500</u>
TOTAL EXPENDITURES		<u>\$ 198,442</u>	<u>\$ 201,500</u>	<u>\$ 195,400</u>	<u>\$ 199,500</u>

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 399	\$ (50,844)	\$ (50,844)	\$ -
Revenues	147,199	201,500	246,244	199,500
Expenditures	(198,442)	(201,500)	(195,400)	(199,500)
Ending Fund Balance	<u>\$ (50,844)</u>	<u>\$ (50,844)</u>	<u>\$ -</u>	<u>\$ -</u>

DEPARTMENT: Finance
 FUND: 101 Ad94-1 Redemption Fund

Account Code: 101-333

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 9,176	\$ 9,500	\$ 9,500	\$ 9,354
Debt Service	137,635	127,500	127,500	127,180
TOTAL	\$ 146,811	\$ 137,000	\$ 137,000	\$ 136,534

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional Svc	Willdan Financial Services and Bank of New York
47888	Debt Service Pmt Principal	Debt service principal
47999	Interest Expense	Debt service interest

DEPARTMENT: Finance Account Code: 101-333
 FUND: 101 Ad94-1 Redemption Fund

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Contract Prof Svc	101-333-44000	\$ 9,176	\$ 9,500	\$ 9,500	\$ 9,354
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 9,176</u>	<u>\$ 9,500</u>	<u>\$ 9,500</u>	<u>\$ 9,354</u>
DEBT SERVICE					
Debt Service Pmt Principal	101-333-47888	\$ 105,000	\$ 100,000	\$ 100,000	\$ 105,000
Interest Expense	101-333-47999	32,635	27,500	27,500	22,180
TOTAL DEBT SERVICE		<u>\$ 137,635</u>	<u>\$ 127,500</u>	<u>\$ 127,500</u>	<u>\$ 127,180</u>
TOTAL EXPENDITURES		<u>\$ 146,811</u>	<u>\$ 137,000</u>	<u>\$ 137,000</u>	<u>\$ 136,534</u>

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 241,972	\$ 242,779	\$ 242,779	\$ 261,189
Revenues	147,618	155,400	155,410	151,610
Expenditures	(146,811)	(137,000)	(137,000)	(136,534)
Ending Fund Balance	<u>\$ 242,779</u>	<u>\$ 261,179</u>	<u>\$ 261,189</u>	<u>\$ 276,265</u>

DEPARTMENT: Finance
 FUND: 201 CFD Landscape Maint 2002-02 Fund

Account Code: 201-450

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 98,111	\$ 83,000	\$ 83,000	\$ 76,074
TOTAL	\$ 98,111	\$ 83,000	\$ 83,000	\$ 76,074

ACCOUNT NUMBER EXPLANATION

43750	Water Services	Water service expense.
44000	Contract Professional Svcs	Spectrum Care Landscape Services and Willdan.
47000	Transfer Out	Transfer out to General Fund for Admin Costs.

The Seal Beach Community Facilities District No. 2002-02 (Seal Beach Boulevard/Lampson Avenue Landscape Maintenance District) was formed under the Mello-Roos Community Facilities Act of 1982 to provide financing for the City's maintenance of landscaping facilities installed within the public right-of-way as part of the Bixby Old Ranch Town Center and Country Club developments. The subject landscaping facilities were installed by the Bixby Ranch Co. in the center median and the easterly parkway on Seal Beach Boulevard from Old Ranch Parkway to Plymouth Drive/Rossmoor Center Way, and in the center median, and southerly parkway on Lampson Avenue from Seal Beach Boulevard to approximately 1600 feet easterly, and in the City owned property along the northerly side of the I-405 north bound off ramp at Seal Beach Boulevard. Revenue is derived from the District's share of the basic property tax levy and the special district augmentation allocations.

DEPARTMENT: Finance
 FUND: 201 CFD Landscape Maint 2002-02 Fund

Account Code: 201-450

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Water services	201-450-43750	\$ 35,078	\$ 20,000	\$ 20,000	\$ 13,000
Contract Professional	201-450-44000	51,033	51,000	51,000	51,074
Transfers Out	201-450-47000	12,000	12,000	12,000	12,000
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 98,111</u>	<u>\$ 83,000</u>	<u>\$ 83,000</u>	<u>\$ 76,074</u>
TOTAL EXPENDITURES		<u>\$ 98,111</u>	<u>\$ 83,000</u>	<u>\$ 83,000</u>	<u>\$ 76,074</u>

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 282,726	\$ 330,367	\$ 330,367	\$ 389,567
Revenues	145,752	142,200	142,200	141,700
Expenditures	(98,111)	(83,000)	(83,000)	(76,074)
Ending Fund Balance	<u>\$ 330,367</u>	<u>\$ 389,567</u>	<u>\$ 389,567</u>	<u>\$ 455,193</u>

DEPARTMENT: Finance
 FUND: 202 CFD Heron Pointe No. 2002-01 Fund

Account Code: 202-460

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Debt Service	\$ 275,420	\$ 282,700	\$ 282,700	\$ 284,509
TOTAL	<u>\$ 275,420</u>	<u>\$ 282,700</u>	<u>\$ 282,700</u>	<u>\$ 284,509</u>

ACCOUNT NUMBER EXPLANATION

47100	Special Tax Transfer	Transfer to Fund 204 to cover admin cost
47888	Debt Service Pmt Principal	Debt service principal
47999	Interest Expense	Debt service interest

DEPARTMENT:

Finance

Account Code:

202-460

FUND:

202 CFD Heron Pointe No. 2002-01 Fund

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
DEBT SERVICE					
Special Tax Transfer	202-460-47100	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Debt Service Pmt Principal	202-460-47888	65,000	75,000	75,000	80,000
Interest Expense	202-460-47999	185,420	182,700	182,700	179,509
TOTAL DEBT SERVICE		<u>\$ 275,420</u>	<u>\$ 282,700</u>	<u>\$ 282,700</u>	<u>\$ 284,509</u>
TOTAL EXPENDITURES		<u>\$ 275,420</u>	<u>\$ 282,700</u>	<u>\$ 282,700</u>	<u>\$ 284,509</u>

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 670,095	\$ 536,205	\$ 536,205	\$ 468,605
Revenues	141,530	296,700	215,100	214,800
Expenditures	(275,420)	(282,700)	(282,700)	(284,509)
Ending Fund Balance	<u>\$ 536,205</u>	<u>\$ 550,205</u>	<u>\$ 468,605</u>	<u>\$ 398,896</u>

DEPARTMENT: Finance Account Code: 203-470
 FUND: 203 CFD Pacific Gateway Bonds Fund

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Debt Service	\$ 523,420	\$ 531,500	\$ 531,500	\$ 543,795
TOTAL	<u>\$ 523,420</u>	<u>\$ 531,500</u>	<u>\$ 531,500</u>	<u>\$ 543,795</u>

ACCOUNT NUMBER EXPLANATION

47100	Special Tax Transfer	Transfer to Fund 205 to cover admin cost
47888	Debt Service Pmt Principal	Debt service principal
47999	Interest Expense	Debt service interest

DEPARTMENT:

Finance

Account Code:

203-470

FUND:

203 CFD Pacific Gateway Bonds Fund

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
DEBT SERVICE					
Special Tax Transfer	203-470-47100	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Debt Service Pmt Principal	203-470-47888	40,000	50,000	50,000	65,000
Interest Expense	203-470-47999	458,420	456,500	456,500	453,795
TOTAL DEBT SERVICE		<u>\$ 523,420</u>	<u>\$ 531,500</u>	<u>\$ 531,500</u>	<u>\$ 543,795</u>
TOTAL EXPENDITURES		<u>\$ 523,420</u>	<u>\$ 531,500</u>	<u>\$ 531,500</u>	<u>\$ 543,795</u>

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 959,757	\$ 962,549	\$ 962,549	\$ 931,149
Revenues	526,212	319,800	500,100	500,100
Expenditures	(523,420)	(531,500)	(531,500)	(543,795)
Ending Fund Balance	<u>\$ 962,549</u>	<u>\$ 750,849</u>	<u>\$ 931,149</u>	<u>\$ 887,454</u>

DEPARTMENT: Finance Account Code: 204-460
 FUND: 204 CFD Heron Pointe 2002-01 Admin Exp Fund

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 18,853	\$ 22,400	\$ 22,400	\$ 22,400
TOTAL	\$ 18,853	\$ 22,400	\$ 22,400	\$ 22,400

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional Svcs	Bank of New York and Willdan.
47000	Transfer Out	Transfer to General Fund for Admin Costs

The Seal Beach Community Facilities District No. 2002-01 (Heron Point) was formed under the Mello-Roos Community Facilities Act of 1982, as amended, to provide financing for the construction and acquisition of certain public street improvements, water and sanitary sewer improvements, dry utility improvements, park and landscaping improvements which will serve the new construction in the Community Facility District. This special revenue fund will account for the activity of the Administrative Expense Fund created by the Fiscal Agent Agreement. Revenue is derived from the proceeds of the annual levy and collection of Special Tax against property within the Community Facility District and used to fund all costs directly related to the administration of the CFD.

DEPARTMENT: Finance Account Code: 204-460
 FUND: 204 CFD Heron Pointe 2002-01 Admin Exp Fund

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Contract Professional	204-460-44000	\$ 7,853	\$ 11,400	\$ 11,400	\$ 11,400
Transfers Out	204-460-47000	11,000	11,000	11,000	11,000
TOTAL MAINTENANCE AND OPERATIONS		\$ 18,853	\$ 22,400	\$ 22,400	\$ 22,400
TOTAL EXPENDITURES		\$ 18,853	\$ 22,400	\$ 22,400	\$ 22,400

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 27,640	\$ 34,087	\$ 34,087	\$ 36,887
Revenues	25,300	25,100	25,200	25,200
Expenditures	(18,853)	(22,400)	(22,400)	(22,400)
Ending Fund Balance	\$ 34,087	\$ 36,787	\$ 36,887	\$ 39,687

DEPARTMENT: Finance Account Code: 205-470 & 480
 FUND: 205 CFD Pacific Gateway
 Landscape/Adm No. 2005-01 Fund

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 64,609	\$ 70,300	\$ 64,500	\$ 65,500
TOTAL	<u>\$ 64,609</u>	<u>\$ 70,300</u>	<u>\$ 64,500</u>	<u>\$ 65,500</u>

ACCOUNT NUMBER EXPLANATION

43750	Water Services	Water service expense.
44000	Contract Professional Svcs	Spectrum Landscape Services, Willdan Financial Services, and Bank of New York.
47000	Transfer out	Transfers to General Fund for Admin Costs Tax (A & B).

The Seal Beach Community Facilities District No. 2005-01 (Pacific Gateway Business Center) was formed under the Mello-Roos Community Facilities Act of 1982, as amended. Special Tax B will satisfy costs related to the maintenance of parks parkways and open space within the District (Landscaping Maintenance). Revenue is derived from the proceeds of the annual levy and collection of the Special Tax against property within the Community Facility District.

DEPARTMENT: Finance Account Code: 205-470 & 480
 FUND: 205 CFD Pacific Gateway
 Landscape/Adm No. 2005-01 Fund

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Water Services	205-470-43750	\$ 3,577	\$ 10,000	\$ 5,000	\$ 5,000
Contract Professional Services	205-470-44000	27,338	25,800	25,800	26,800
Transfer Out	205-470-47000	15,000	15,000	15,000	15,000
Contract Professional Services	205-480-44000	7,694	8,500	7,700	7,700
Transfers Out	205-480-47000	11,000	11,000	11,000	11,000
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 64,609</u>	<u>\$ 70,300</u>	<u>\$ 64,500</u>	<u>\$ 65,500</u>
TOTAL EXPENDITURES		<u>\$ 64,609</u>	<u>\$ 70,300</u>	<u>\$ 64,500</u>	<u>\$ 65,500</u>

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 171,898	\$ 184,184	\$ 184,184	\$ 195,684
Revenues	76,895	76,000	76,000	75,800
Expenditures	(64,609)	(70,300)	(64,500)	(65,500)
Ending Fund Balance	<u>\$ 184,184</u>	<u>\$ 189,884</u>	<u>\$ 195,684</u>	<u>\$ 205,984</u>



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City of Seal Beach

WATER OPERATIONS AND CIP

Managing Department Head:

Director of Public Works

Mission Statement

To ensure clean, reliable and safe water is delivered to the citizens at an economical rate and to provide adequate water for fire protection.

Primary Activities

Regular activities - Primary activities include producing and disinfecting water, pipe installation and maintenance, station maintenance, water quality sampling and testing, flushing hydrants, exercising valves, changing meters, reading meters, repairing leaks and main line breaks, customer service requests, water turn off's and on's, cross connection program, fire flow tests, instrumentation and control and public relations. In January 2009, the cost of water purchased from MWDOC increased 14.2%. In January of 2010 the cost increased another 20%. In April of 2010 the City updated it's rate structure.

Capital Improvement Program: pipelines, storage, disinfections, and booster stations - determine projects; seek and secure project funding; coordinate and manage design consultants; prepare project budgets, estimates, designs and specifications; plan check drawings; conduct community meetings and prepare presentations and press releases; prepare council reports for advertisement, award, and completion of each project; administer construction management; inspection and quality assurance; respond to public inquiries; adhere to multi-agency funding and environmental requirements; negotiate change orders, claims, and disputes; prepare progress reports and payments; and prepare record drawings and project closeouts. Outside Agency Coordination and/or compliance with Regulations - National Pollution Discharge Elimination System permit; Regional Water Quality Control Board; City of Long Beach, City of Los Alamitos, City of Huntington Beach, California Dept. of Health, Air Quality Management District, Dept. of Water Resources, OSHA, Environmental Protection Agency, Metropolitan Water District, Orange County Water District, Municipal Water District of Orange county, West Orange County Water District and Southern Calif. Water Company.

Objectives

- Much of the system is over 40-45 years old. In order to maintain the system, additional labor resources were re-allocated to the water department. These additions have ensured increased station maintenance; compliance with regulations, exercised valves yearly, flushes hydrants semi-annually. The current draft engineering and hydraulic model has identified numerous deficiencies and corrections in the system.
- The last Water Master Plan was adopted in 2004. The City Council will be asked to consider adoption of an update to this Water Master Plan. This update will incorporate items such as the Capital Improvements completed since 2004, new requirements for operation of the water system, updated construction costs, etc.

City of Seal Beach

FY 2012-2013

DEPARTMENT: Public Works
 FUND: 017 Water Fund - Operations

Account Code: 017-900

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 1,146,998	\$ 1,188,100	\$ 1,155,300	\$ 1,213,279
Maintenance and Operations	2,395,701	2,968,900	2,446,100	2,575,037
TOTAL	\$ 3,542,699	\$ 4,157,000	\$ 3,601,400	\$ 3,788,316

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	City Manager	- 0.10
		Director of Finance/City Treasurer	- 0.10
		ACM/Director of Public Works	- 0.30
		Finance Manager	- 0.25
		Account Technician	- 1.20
		Senior Account Technician	- 1.00
		City Engineer	- 0.20
		Associate Engineer	- 0.30
		Assistant Engineer	- 0.20
		Executive Assistant	- 0.60
		Maintenance Service Manager	- 0.25
		Electrician	- 0.35
		Equipment Services Supervisor	- 0.10
		Water Services Supervisor	- 0.90
		Sr. Water Operator	- 1.90
		Sr. Maint. Worker	- 1.90
		Water Operator	- 1.90
40003	Over-time	Provides for personnel overtime	
40004	Part-time	Provides for personnel part-time	
40007	Tuition Reimbursement	Funds budgeted in this account are part of employee benefits costs.	
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.	
40013	Pars Retirement	Funds budgeted in this account include this program's pro rata share of employee benefits costs.	
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.	
40015	AFLAC Cafeteria	Funds budgeted in this account are part of employee benefits costs.	
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.	
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.	
40100	Office Supplies	Postage for water bills, water billing forms, office supplies, publications.	
40300	Memberships and Dues	State Water Distrib. & Treatment licenses, AWWA, OC Backflow, USC Cross Connection Control.	
40400	Training and Meetings	Finance Billing training, Water Dept State required training.	
40700	Equipment/materials	Replacement parts for Fire Hydrants, valves, fittings, parts for wells and booster stations, water meters, chlorination supplies and tools for water department.	
40800	Special Departmental	Datamatic hand held and annual maintenance, Springbrook annual maintenance, and credit card charges (B of A & Payment Resource).	

40900	Depreciation	Fixed asset annual deprecation.
41000	Telephone	Telephone lines for station alarms, emergency cell phone on-call.
41010	Gas	Natural gas for water wells and booster station.
41020	Electricity	Electricity for water stations and adding new Lampson Well which will run on electric .
44000	Contract Professional	Water quality laboratory testing, landscape maintenance-Beverly Manor uniforms, pump maintenance, backup power maintenance, annual water quality report, underground service alert, professional engineering services regulatory required testing, water break repairs.
44050	Overhead	Administrative expenses calculated for department
45000	Intergovernmental	MWD imported water, OCWD replenishment charge, OC hazmat facility charge, AQMD permits, WOCWB feeder line and MWD connection fees.
47010	Vehicle/Equipment Replacement	Transfer out to Vehicle/Equipment Replacement Fund 021.
47999	Interest Payments	Economic Development Administrative Loan - Department of Commerce.
49710	Legal Services	Expenditure for services beyond that covered by the retainer



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City of Seal Beach

FY 2012-2013

DEPARTMENT: Public Works **Account Code:** 017-900
FUND: 017 Water Fund - Operations

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full - time Salaries	017-900-40001	\$ 823,122	\$ 832,400	\$ 808,200	\$ 869,185
Overtime	017-900-40003	39,890	31,000	31,000	31,000
Part - time	017-900-40004	29,076	45,200	42,800	28,823
Tuition Reimbursement	017-900-40007	3,345	4,000	4,000	-
Deferred Comp -Cafeteria	017-900-40010	2,288	1,500	1,400	1,162
Deferred Compensation	017-900-40011	13,994	14,700	14,500	15,463
Pers Retirement	017-900-40012	121,145	138,300	131,900	143,224
Pars Retirement	017-900-40013	753	1,000	900	423
Medical Insurance	017-900-40014	93,873	94,400	93,000	96,802
Medicare	017-900-40017	10,399	14,400	13,900	14,717
Life & Disability	017-900-40018	9,113	11,200	8,900	9,211
Vacation Buy/Payout	017-900-40027	-	-	4,400	3,269
Sick Payout	017-900-40028	-	-	400	-
TOTAL PERSONNEL SERVICES		\$ 1,146,998	\$ 1,188,100	\$ 1,155,300	\$ 1,213,279
MAINTENANCE AND OPERATIONS					
Office Supplies	017-900-40100	\$ 29,042	\$ 25,800	\$ 23,000	\$ 29,000
Membership & Dues	017-900-40300	1,723	1,600	1,600	1,600
Training & Meetings	017-900-40400	735	4,700	2,500	4,700
Equipment/Materials	017-900-40700	70,328	100,000	70,400	100,000
Special Departmental	017-900-40800	21,414	32,900	32,900	33,000
Depreciation	017-900-40900	59,649	57,500	57,500	41,435
Telephone	017-900-41000	8,835	9,500	8,900	8,900
Gas	017-900-41010	27,620	100,000	27,700	35,000
Electricity	017-900-41020	139,283	162,800	141,000	160,000
Contract Prof. Svcs	017-900-44000	68,460	194,000	112,000	194,000
Overhead	017-900-44050	324,500	324,500	324,500	324,500
Intergovernmental	017-900-45000	1,638,532	1,950,000	1,638,500	1,638,500
Interest Payment	017-900-47999	5,580	5,600	5,600	4,402
TOTAL MAINTENANCE AND OPERATIONS		\$ 2,395,701	\$ 2,968,900	\$ 2,446,100	\$ 2,575,037
TOTAL EXPENDITURES		\$ 3,542,699	\$ 4,157,000	\$ 3,601,400	\$ 3,788,316

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 7,824,546	\$ 7,332,966	\$ 7,332,966	\$ 6,877,966
Revenues	3,051,119	4,142,800	3,146,400	3,321,900
Expenditures	(3,542,699)	(4,157,000)	(3,601,400)	(3,788,316)
Ending Fund Balance	<u>\$ 7,332,966</u>	<u>\$ 7,318,766</u>	<u>\$ 6,877,966</u>	<u>\$ 6,411,550</u>

DEPARTMENT: Public Works Account Code: 019-950
 FUND: 019 Water Capital Improvement Fund 019-950

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 463,047	\$ 521,600	\$ 521,600	\$ 3,563,158
TOTAL	<u>\$ 463,047</u>	<u>\$ 521,600</u>	<u>\$ 521,600</u>	<u>\$ 3,563,158</u>

ACCOUNT NUMBER EXPLANATION

40900 Depreciation Fixed asset annual depreciation.

DEPARTMENT: Public Works
 FUND: 019 Water Capital Improvement Fund

Account Code: 019-950

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Depreciation	019-950-40900	\$ 463,047	\$ 521,600	\$ 521,600	\$ 510,818
Construction - Capital Projects	019-950-49605	\$ -	\$ -	\$ -	\$ 3,052,340
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 463,047</u>	<u>\$ 521,600</u>	<u>\$ 521,600</u>	<u>\$ 3,563,158</u>
TOTAL EXPENDITURES		<u>\$ 463,047</u>	<u>\$ 521,600</u>	<u>\$ 521,600</u>	<u>\$ 3,563,158</u>

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 15,900,028	\$ 16,655,070	\$ 16,655,070	\$ 17,408,470
Revenues	1,218,089	1,437,000	1,275,000	1,337,000
Expenditures	(463,047)	(521,600)	(521,600)	(3,563,158)
Ending Fund Balance	<u>\$ 16,655,070</u>	<u>\$ 17,570,470</u>	<u>\$ 17,408,470</u>	<u>\$ 15,182,312</u>

DEPARTMENT: Public Works Account Code: 021-980
 FUND: 021 Vehicle Replacement Fund

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ -	\$ 27,000	\$ -	\$ -
Capital Outlay	33,861	295,800	113,800	405,861
TOTAL	\$ 33,861	\$ 322,800	\$ 113,800	\$ 405,861

ACCOUNT NUMBER EXPLANATION

40900	Depreciation	Annual depreciation expense.
44000	Contract Professional	Lifeguard boat repair.
49605	Capital Projects	Project BG1207 - Fleet Equipment Upgrade.
48075	Vehicles	Vehicle Replacement.

2011-2012 Replacement				
Department	Model Year	Make	Model Type	Cost
Police	2000	Ford	Taurus	\$ 32,500
Pw -Engineering Admin	1997	Ford	Bus	13,500
Pw -Engineering Admin	1997	Ford	Bus	13,500
Pw -Engineering Admin	2002	Toyota	Prius	24,000
PW - Streets	1999	Mixer	Concrete Mixer	5,500
PW - Sewer	1986	Ford	F-350	55,000
PW - Sewer	1990	Ford	F-250	25,500
PW - Sewer	1999	Hyster	S50XM Forklift	20,500
Police			Right Hand Vehicle (2)	72,000
				\$ 262,000

City of Seal Beach

FY 2012-2013

DEPARTMENT: Public Works Account Code: 021-980
 FUND: 021 Vehicle Replacement Fund

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Contract Professional	021-980-44000	\$ -	\$ 27,000	\$ -	\$ -
TOTAL MAINTENANCE AND OPERATIONS		\$ -	\$ 27,000	\$ -	\$ -
CAPITAL OUTLAY					
Depreciation	021-980-40900	\$ 33,861	\$ 33,800	\$ 33,800	\$ 43,861
Capital Projects	021-980-49605	-	-	-	100,000
Vehicles	021-980-48075	-	262,000	80,000	262,000
TOTAL CAPITAL OUTLAY		\$ 33,861	\$ 295,800	\$ 113,800	\$ 405,861
TOTAL EXPENDITURES		\$ 33,861	\$ 322,800	\$ 113,800	\$ 405,861

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 2,263,625	\$ 2,229,764	\$ 2,229,764	\$ 2,115,964
Revenues	-	-	-	310,000
Expenditures**	(33,861)	(322,800)	(113,800)	(405,861)
Ending Fund Balance	\$ 2,229,764	\$ 1,906,964	\$ 2,115,964	\$ 2,020,103

** In Fiscal year 2009-2010, the City purchased and capitalized vehicles in the amount of \$270,144.



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City of Seal Beach

SEWER OPERATIONS AND CIP

Managing Department Head:

Director of Public Works

Mission Statement

Public Works will maintain the City's sewer/wastewater collection system in a safe and cost effective manner.

Primary Activities

Regular Activities - Primary activities include daily station rounds and maintenance, sewer line cleaning, routinely inspecting the system for physical damage of system, response to public inquiries and operation of the system to prevent public health hazards.

Capital Improvement Program - pipelines and pump stations - determine projects; seek and secure project funding; coordinate and manage design consultants; prepare project budgets, estimates, designs and specifications; plan check drawings; conduct community meetings and prepare presentations and press releases; prepare council reports for advertisement, award, and completion of each project; administer construction management; inspection and quality assurance; respond to the public inquiries; adhere to multi-agency funding and environmental requirements; negotiate change orders, claims, and disputes; prepare progress reports and payments; and prepare record drawings and project closeouts.

Objectives

- The Public Works Department has made significant progress in its undertaking of a large capital improvement program to replace the majority of the infrastructure. Due to its age, much of the system is at the end of its useful life. The City's sewer system has been video-taped which provides detailed information for the Capital Improvement Program. The Video's were taken in 2006 and will need to be updated in the next few years.
- The Department has reconstructed two sewer lift stations; rehabilitated 2 stations, eliminated 2 pump stations, replaced 10 blocks of sewer mainline and replaced the force main on Seal Beach Blvd. The Department will continue its aggressive capital improvement program and on-going maintenance.
- In addition, the City Council approved a 2005 update to the Sewer Master Plan with a \$15 million dollar Capital Improvement program supported by increased user rates. New requirements from EPA and the Regional Quality Water Board will focus more energy in the maintenance and operation of the system. In response to these requirements, the Department has also prepared a Preventative Maintenance Plan, an Emergency Response Plan, sewer grease ordinance and a Fats Oils and Grease Program.
- Staff is pursuing project funding through the State Revolving Loan Program.

City of Seal Beach

FY 2012-2013

DEPARTMENT: Public Works
FUND: 043 Sewer Fund - Operations

Account Code: 043-925

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 407,443	\$ 433,600	\$ 418,500	\$ 454,569
Maintenance and Operations	342,083	425,400	296,000	298,439
TOTAL	\$ 749,526	\$ 859,000	\$ 714,500	\$ 753,008

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	City Manager - 0.10 Director of Finance - 0.10 ACM/Director of Public Works - 0.15 City Engineer - 0.20 Associate Engineer - 0.20 Assistant Engineer - 0.20 Executive Assistant - 0.30 Maintenance Service Manager - 0.25 Maintenance Service Supervisor - 0.40 Electrician - 0.30 Equip Services Supervisor - 0.10 Senior Maintenance Worker - 0.70 Maintenance Worker - 0.70 Water Services Supervisor - 0.05 Sr. Water Operator - 0.10 Water Operator - 0.10
40003	Over-time	Provides for personnel overtime
40004	Part-time	Provides for personnel part-time.
40010	Deferred Comp - Cafeteria	Funds budgeted in this account are part of employee benefits costs.
40011	Deferred Compensation	Funds budgeted in this account include this program's pro rata share of employee benefits costs.
40012	Pers Retirement	Funds budgeted in this account are part of employee benefits costs.
40013	Pars Retirement	Funds budgeted in this account include this program's pro rata share of employee benefits costs.
40014	Medical Insurance	Funds budgeted in this account are part of employee benefits costs.
40015	AFLAC Cafeteria	Funds budgeted in this account are part of employee benefits costs.
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.
40018	Life and Disability	Funds budgeted in this account are part of employee benefits costs.
40100	Office Supplies	Office supplies
40300	Memberships and Dues	California Water Environment Association; certification dues.
40400	Training and Meetings	Training and education.
40700	Equipment/materials	Electrical supplies, valves, pumps, chemicals, tools & equipment.
40900	Depreciation	Annual depreciation of sewer fixed assets.
41000	Telephone	Telephone lines to sewer stations, emergency phones, pagers.
41010	Gas	Natural gas for sewer station engines and emergency generators.
41020	Electricity	Electricity at sewer pump stations.
44000	Contract Professional Svcs	Pump station maintenance and emergency call outs, sewer cleaning, video taping, FOG program, landscape maintenance, uniforms, professional services and emergency spot repairs.
44050	Overhead	Administrative expenses calculated for department
45000	Intergovernmental	State permits and fees, AQMD, OC Health Care, OC tax, City of Huntington Beach for Sunset Aquatic Park.
47010	Vehicle/Equipment Replacement	Transfer out to Vehicle/Equipment Replacement fund 021.
49777	Legal Fees	Expenditures for services beyond that covered by the retainer.

City of Seal Beach

FY 2012-2013

DEPARTMENT: Public Works Account Code: 043-925
 FUND: 043 Sewer Fund - Operations

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
PERSONNEL SERVICES					
Full time Salaries	043-925-40001	\$ 302,251	\$ 311,900	\$ 301,800	\$ 341,604
Overtime	043-925-40003	11,540	10,000	10,000	-
Part - Time	043-925-40004	3,478	10,200	6,400	2,144
Deferred Comp - Cafeteria	043-925-40010	1,157	700	700	653
Deferred Comp	043-925-40011	5,896	6,400	6,200	7,261
Pers Retirement	043-925-40012	44,568	51,300	49,300	56,290
Pars Retirement	043-925-40013	129	200	200	31
Medical Insurance	043-925-40014	31,989	33,300	32,100	35,706
AFLAC Cafeteria	043-925-40015	33	-	-	-
Medicare	043-925-40017	3,279	5,300	5,100	5,445
Life and Disability	043-925-40018	3,123	3,900	3,100	3,329
Vacation Buy/Payout	043-925-40027	-	-	3,200	2,106
Sick Payout	043-925-40028	-	400	400	-
TOTAL PERSONNEL SERVICES		\$ 407,443	\$ 433,600	\$ 418,500	\$ 454,569
MAINTENANCE AND OPERATIONS					
Office Supplies	043-925-40100	\$ 315	\$ 1,000	\$ 600	\$ 1,000
Membership & Dues	043-925-40300	203	800	800	800
Training & Meetings	043-925-40400	1,228	1,500	1,200	1,500
Equipment & Materials	043-925-40700	9,059	10,000	10,000	10,000
Depreciation	043-925-40900	8,913	8,900	8,900	8,439
Telephone	043-925-41000	6,965	7,100	7,100	7,100
Gas	043-925-41010	485	1,000	500	500
Electricity	043-925-41020	26,033	33,900	28,800	28,800
Contract Prof. Svcs	043-925-44000	197,617	158,100	158,100	161,300
Overhead	043-925-44050	54,000	54,000	54,000	54,000
Intergovernmental	043-925-45000	13,015	25,000	25,000	25,000
Legal Fees	043-925-49777	24,250	124,100	1,000	-
TOTAL MAINTENANCE AND OPERATIONS		\$ 342,083	\$ 425,400	\$ 296,000	\$ 298,439
TOTAL EXPENDITURES		\$ 749,526	\$ 859,000	\$ 714,500	\$ 753,008

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 1,965,713	\$ 1,907,152	\$ 1,907,152	\$ 1,930,152
Revenues	690,965	853,200	737,500	738,000
Expenditures	(749,526)	(859,000)	(714,500)	(753,008)
Ending Fund Balance	<u>\$ 1,907,152</u>	<u>\$ 1,901,352</u>	<u>\$ 1,930,152</u>	<u>\$ 1,915,144</u>

DEPARTMENT: Public Works
 FUND: 044 Sewer Capital Fund

Account Code: 044-975

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 662,798	\$ 752,800	\$ 745,300	\$ 8,069,849
TOTAL	\$ 662,798	\$ 752,800	\$ 745,300	\$ 8,069,849

Account Number Explanation

40900	Depreciation	Annual depreciation expense.
44000	Contract Professional	Consulting services related to capital improvement. Specialized sanitary sewer consultant.
47600	Amortization	2000 Sewer System Certificates of Participation
47999	Interest Expense	2000 Sewer System Certificates of Participation
49605	Construction-Capital Projects	Various Contractors for capital projects.

DEPARTMENT: Public Works
 FUND: 044 Sewer Capital Fund

Account Code: 044-975

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Depreciation	044-975-40900	\$ 525,659	548,300	\$ 548,300	\$ 561,235
Contract Prof Svcs	044-975-44000	2,035	10,000	2,500	10,000
Amortization	044-975-47600	-	7,800	7,800	4,474
Interest Expense	044-975-47999	135,104	186,700	186,700	146,640
Construction - Capital Projects	044-975-49605	-	-	-	7,347,500
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 662,798</u>	<u>\$ 752,800</u>	<u>\$ 745,300</u>	<u>\$ 8,069,849</u>
TOTAL EXPENDITURES		<u>\$ 662,798</u>	<u>\$ 752,800</u>	<u>\$ 745,300</u>	<u>\$ 8,069,849</u>

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 16,396,475	\$ 17,291,513	\$ 17,291,513	\$ 18,757,942
Revenues	1,557,836	1,504,300	2,211,729	1,515,500
Expenditures	(662,798)	(752,800)	(745,300)	(8,069,849)
Ending Fund Balance	<u>\$ 17,291,513</u>	<u>\$ 18,043,013</u>	<u>\$ 18,757,942</u>	<u>\$ 12,203,593</u>



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DEPARTMENT: Public Works - Capital Improvement Projects
FUND: Various Funding Source

		Approved Carry over 2011-12 Budget	2012-2013 Adopted Budget	2012-2013 Total
Fund 001	General Fund	\$ 2,216,880	\$ 1,765,000	\$ 3,981,880
Fund 016	Park Improvements	-	57,000	57,000
Fund 019	Water Capital Fund	702,340	2,350,000	3,052,340
Fund 021	Vehicle Replacement	-	100,000	100,000
Fund 040	State Gas Tax	300,000	350,000	650,000
Fund 041	Measure M	275,000	275,000	550,000
Fund 044	Sewer Capital Fund	6,587,500	760,000	7,347,500
Fund 048	Parking in-Lieu	-	198,000	198,000
Fund 080	Citywide Grants	650,000	-	650,000
TOTAL		<u>\$ 10,731,720</u>	<u>\$ 5,855,000</u>	<u>\$ 16,586,720</u>

Capital Project (Fund 045)	\$ 6,086,880
Water Capital Project (Fund 019)	3,052,340
Vehicle Replacement (Fund 021)	100,000
Sewer Capital Project (Fund 044)	7,347,500
Total Capital Project - All Funds	<u>\$ 16,586,720</u>

The Capital Projects fund accounts for major capital projects excluding water and sewer capital projects. The projects are financed through transfers of revenues from special revenue funds, the general fund, the Successor Agency to the Redevelopment Agency or through outside sources such as grants or matching fund programs.

Major CIP projects for fiscal year 2012-13 include Streets, Parks, Storm Drains, City Facilities, Beach and Pier Improvements. Some of the highlighted projects are the pier deck rehabilitation, Old Town and the Hill sewer improvements, Ocean Avenue Alley Rehabilitation, Marina Ave storm drain improvements, Lampson Avenue medians and Golden Rain intersection improvements.

As the Budgeted Capital Projects and Funding Sources spreadsheet illustrates, of the \$6,086,880 appropriated for capital projects in fiscal year 2012-13 (excluding water and sewer improvements) only \$3,981,880 is funded by the General Fund. All other projects are funded through grants, local Measure M turn-back fees and gas tax. Detailed descriptions of all capital projects listed, including water and sewer enterprise funds, are presented in the Five-Year Capital Improvement Program budget document.

CAPITAL IMPROVEMENT PROJECTS

FY 2012-2013

DEPARTMENT: Public Works - Capital Improvement Projects
 FUND: Various Funding Source

Capital Fund: 045, 019, & 044

Project Number	Description	Approved Carry over 2011-12 Budget	2012-2013 Adopted Budget	2012-2013 Total
Fund 001 General Fund				
BP1002	Pier Utility Upgrade Project	\$ -	\$ 300,000	\$ 300,000
BP1004	Pier Re-Decking Final Phase	-	300,000	300,000
BP1102	Local Coastal Plan Preparation and Processing	40,000	-	40,000
BP1103	Pier Structural Assessment Implementation	-	100,000	100,000
BG1203	Underground Storage Tank Remediation	-	10,000	10,000
ST1206	Street Tree Planting Program - Annual	-	20,000	20,000
ST1110	Main Street Tree Planting	25,000	-	25,000
Subtotal for General Fund		65,000	730,000	795,000
001 - 29013 Buildings Assigned Fund Balance				
BG1201	Marine Safety Building Improvements	-	25,000	25,000
BG1202	Structural Assessment of Police Department	-	50,000	50,000
BG1204	City Hall Remodel	-	200,000	200,000
BG1205	Structural Improvements to Mary Wilson Library	-	20,000	20,000
BG1206	ADA - Pool Improvement	-	100,000	100,000
Subtotal for Building Assigned Fund Balance		-	395,000	395,000
001 - 29013 Main Street Assigned Fund Balance				
ST1203	Main Street Lighting Improvement	-	490,000	490,000
Subtotal for Storm Drain Assigned Fund Balance		-	490,000	490,000
001 - 29012 Storm Drain Assigned Fund Balance				
SD1201	Storm Drain Master Plan Improvements	1,569,480	-	1,569,480
SD1202	Navy Drainage Easement Improvements	182,400	-	182,400
Subtotal for Storm Drain Assigned Fund Balance		1,751,880	-	1,751,880
001 - 29007 AB1600 Impact Fee Assigned Fund Balance				
ST1107	Seal Beach Blvd. Golden Rain Road Int. Improv.	400,000	-	400,000
ST1205	Seal Beach Comprehensive Parking Management Plan	-	150,000	150,000
Subtotal for Developer/Traffic Impact Fee Assigned Fund Balance		400,000	150,000	550,000
Total General Fund Requests:		2,216,880	1,765,000	3,981,880
Fund 016 Park Improvements				
PR1201	Edison Park - Community Gardens Expansion	-	10,000	10,000
PR1202	Heather Park Lighting Improvements/Tennis Center Resurfacing	-	22,000	22,000
PR1203	Tennis Center Improvements	-	25,000	25,000
Total Park Improvement Fund Requests:		-	57,000	57,000

CAPITAL IMPROVEMENT PROJECTS

FY 2012-2013

DEPARTMENT: Public Works - Capital Improvement Projects
 FUND: Various Funding Source

Capital Fund: 045, 019, & 044

Project Number	Description	Approved Carry over 2011-12 Budget	2012-2013 Adopted Budget	2012-2013 Total
Fund 019 Water Capital Fund				
BP1002	Pier Utility Upgrade Project	-	350,000	350,000
BP1102	Local Coastal Plan Preparation	40,000	-	40,000
WT0904	Water Station Rehab. - Beverly Manor		1,200,000	1,200,000
WT1101	Water System Infrastructure Repair	50,000	400,000	450,000
WT1102	Lampson Water Well - Backup Generator	340,840	-	340,840
WT1103	Lampson Well Water Connection Improvement	234,000	-	234,000
WT1104	Graphic Integration System	37,500	-	37,500
WT1201	Ocean Ave. Alley (First St. to Main)		400,000	400,000
Total Water Fund Requests:		702,340	2,350,000	3,052,340
Fund 021 Vehicle/Equipment Replacement				
BG1207	Fleet Equipment Upgrade	-	100,000	100,000
Total Vehicle/Equipment Replacement Fund Requests:		-	100,000	100,000
Fund 040 State Gas Tax				
ST1101	Annual Slurry Seal Project	100,000	-	100,000
ST1102	Arterial Street Resurfacing Program	200,000	-	200,000
ST1201	Annual Slurry Seal Project	-	100,000	100,000
ST1202	Arterial Street Resurfacing Program	-	200,000	200,000
ST1204	Annual Concrete Repair Program	-	50,000	50,000
Total Gas Tax Fund Requests:		300,000	350,000	650,000
Fund 041 Measure M				
ST1103	Local Street Resurfacing Program	275,000	-	275,000
ST1203	Local Street Resurfacing Program	-	275,000	275,000
Total Measure m Fund Requests:		275,000	275,000	550,000
Fund 044 Sewer Capital Fund				
BP1002	Pier Utility Upgrade Project	-	350,000	350,000
BP1102	Local Coastal Plan Preparation	40,000	-	40,000
SS0901	10 Year Sewer Imp. Master Plan	6,500,000	-	6,500,000
SS1201	Manhole Rehabilitation	10,000	10,000	20,000
WT1104	Graphic Integration System	37,500	-	37,500
WT1201	Ocean Ave. Alley (First St. to Main)	-	400,000	400,000
Total Sewer Fund Requests:		6,587,500	760,000	7,347,500
Fund 048 Parking in-Lieu				
ST1203	Main Street Lighting Improvements	-	198,000	198,000
Total Parking-in-Lieu Fund Requests:		-	198,000	198,000
Fund 080 Citywide Grants				
<i>080-361 Grant Reimb. OCTA</i>				
ST1106	College Park Drive-Studebaker 22 Exit Improvements	650,000	-	650,000
Total Citywide Grant Fund Requests:		650,000	-	650,000
TOTAL EXPENDITURES		\$ 10,731,720	\$ 5,755,000	\$ 16,586,720

DEPARTMENT: Public Works
 FUND: 045 Capital Project Fund

Account Code: 045-333

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 5,722,694	\$ 9,162,526	\$ 6,137,551	\$ 6,086,880
TOTAL	<u>\$ 5,722,694</u>	<u>\$ 9,162,526</u>	<u>\$ 6,137,551</u>	<u>\$ 6,086,880</u>

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional Svcs	Various Contractors for capital projects.
40800	Special Departmental	Adjustment to Countywide Revenue Bond reserve requirement.

DEPARTMENT: Public Works
 FUND: 045 Capital Project Fund

Account Code: 045-333

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Special Departments	045-333-40800	\$ (632)	\$ -	\$ -	\$ -
Contract Professional Svcs	045-333-44000	5,723,326	9,162,526	6,137,551	6,086,880
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 5,722,694</u>	<u>\$ 9,162,526</u>	<u>\$ 6,137,551</u>	<u>\$ 6,086,880</u>
TOTAL EXPENDITURES		<u>\$ 5,722,694</u>	<u>\$ 9,162,526</u>	<u>\$ 6,137,551</u>	<u>\$ 6,086,880</u>

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 84,298	\$ 87,373	\$ 87,373	\$ 87,373
Revenues	5,725,769	9,162,526	6,137,551	6,086,880
Expenditures	(5,722,694)	(9,162,526)	(6,137,551)	(6,086,880)
Ending Fund Balance	<u>\$ 87,373</u>	<u>\$ 87,373</u>	<u>\$ 87,373</u>	<u>\$ 87,373</u>



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DEPARTMENT: Community Development
 FUND: 61 RDA - Riverfront Low/Mod Fund

Account Code: 061-081

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 242,472	\$ 314,107	\$ 3,598,581	\$ -
TOTAL	<u>\$ 242,472</u>	<u>\$ 314,107</u>	<u>\$ 3,598,581</u>	<u>\$ -</u>

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional Svcs	Civic Stone, CDBG/LM Programs
45050	Low/Mod Housing Exp	Seal Beach Shores rental assistance, Seal Beach Shores loan repayment and Low/Mod Grants and Loans.
47000	Transfer Out	RDA dissolution, transfer to Fund 301
49800	Legal Services	Legal Fees

DEPARTMENT: Community Development
 FUND: 61 RDA - Riverfront Low/Mod Fund

Account Code: 061-081

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Contract Prof. Svcs	061-081-44000	\$ 107,762	\$ 60,748	\$ 52,200	\$ -
Low/Mod Housing Exp	061-081-45050	82,597	234,031	54,100	-
Transfer Out	061-081-47000	-	-	3,472,881	-
Legal Services	061-081-49800	52,113	19,328	19,400	-
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 242,472</u>	<u>\$ 314,107</u>	<u>\$ 3,598,581</u>	<u>\$ -</u>
TOTAL EXPENDITURES		<u>\$ 242,472</u>	<u>\$ 314,107</u>	<u>\$ 3,598,581</u>	<u>\$ -</u>

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 3,116,540	\$ 3,327,181	\$ 3,327,181	\$ -
Revenues	453,113	261,388	271,400	-
Expenditures	(242,472)	(314,107)	(3,598,581)	-
Ending Fund Balance	<u>\$ 3,327,181</u>	<u>\$ 3,274,462</u>	<u>\$ -</u>	<u>\$ -</u>

DEPARTMENT: Community Development
 FUND: 063 RDA - Riverfront Fund

Account Code: 063-081

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Personnel Services	\$ 2,297	\$ 1,104	\$ 1,200	\$ -
Maintenance and Operations	902,571	46,086	3,927,878	-
Capital Outlay/Debt Service	922,309	17,217	17,300	-
TOTAL	\$ 1,827,177	\$ 64,407	\$ 3,946,378	\$ -

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional Svcs	Agency audit expenses.
47444	Lease Payments RDA	RDA debt service lease payments and loan from Sewer
47000	Transfer Out	RDA dissolution, transfer to Fund 300
47999	Interest Expense	RDA debt service interest payments and loan from Sewer
49800	Legal Services	Agency legal expenses.

DEPARTMENT: Community Development Account Code: 063-081
 FUND: 063 RDA - Riverfront Fund

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Membership & Dues	063-081-40300	\$ 2,170	\$ -	\$ -	\$ -
Training & Meetings	063-081-40400	-	580	600	-
Contract Prof. Svcs	063-081-44000	177,590	28,773	28,800	-
Transfer Out	063-081-47000	-	-	3,881,678	-
Legal Services	063-081-49800	722,811	16,733	16,800	-
TOTAL MAINTENANCE AND OPERATIONS		\$ 902,571	\$ 46,086	\$ 3,927,878	\$ -
CAPITAL OUTLAY/DEBT SERVICE					
Lease Payments - RDA	063-081-47444	18,763	15,228	15,300	-
Interest Expense	063-081-47999	3,546	1,989	2,000	-
TOTAL DEBT SERVICE		\$ 922,309	\$ 17,217	\$ 17,300	\$ -
TOTAL EXPENDITURES		\$ 1,827,177	\$ 64,407	\$ 3,946,378	\$ -

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 4,073,434	\$ 3,938,578	\$ 3,938,578	\$ -
Revenues	1,692,321	7,831	7,800	-
Expenditures	(1,827,177)	(64,407)	(3,946,378)	-
Ending Fund Balance	\$ 3,938,578	\$ 3,882,002	\$ -	\$ -

DEPARTMENT: Community Development
 FUND: 065 RDA - Debt Service Fund

Account Code: 065-081

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 7,646	\$ 2,073	\$ 742,789	\$ -
Debt Service	726,183	714,403	592,500	-
TOTAL	\$ 733,829	\$ 716,476	\$ 1,335,289	\$ -

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional Svcs	Bank of New York admin expense.
47000	Transfer Out	RDA dissolution, transfer to Fund 302
47888	Debt Service	Debt service principal - Tax Allocation Bonds A & B
47999	Interest Expense	Debt service interest - Tax Allocation Bonds A & B
49777	Legal Fees	Expenditure for services beyond that covered by the retainer

City of Seal Beach

FY 2012-2013

DEPARTMENT: Community Development Account Code: 065-081
 FUND: 065 RDA - Debt Service Fund

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Contract Prof Svcs.	065-081-44000	\$ 7,646	\$ 2,073	\$ 2,100	\$ -
Transfer Out	065-081-47000	-	-	740,689	-
TOTAL MAINTENANCE AND OPERATIONS		<u>\$ 7,646</u>	<u>\$ 2,073</u>	<u>\$ 742,789</u>	<u>\$ -</u>
DEBT SERVICE					
Debt Service-RDA Debt Svc	065-081-47888	\$ 430,000	\$ 450,000	\$ 450,000	
Interest Expense	065-081-47999	296,183	264,403	142,500	
TOTAL DEBT SERVICE		<u>\$ 726,183</u>	<u>\$ 714,403</u>	<u>\$ 592,500</u>	<u>\$ -</u>
TOTAL EXPENDITURES		<u>\$ 733,829</u>	<u>\$ 716,476</u>	<u>\$ 1,335,289</u>	<u>\$ -</u>

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 740,769	\$ 740,769	\$ 740,769	\$ -
Revenues	733,829	718,268	594,520	-
Expenditures	(733,829)	(716,476)	(1,335,289)	-
Ending Fund Balance	<u>\$ 740,769</u>	<u>\$ 742,561</u>	<u>\$ -</u>	<u>\$ -</u>

DEPARTMENT: Community Development
 FUND: 067 RDA - Tax Increment Fund

Account Code: 067-081

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Maintenance and Operations	\$ 1,927,099	\$ 976,903	\$ 2,032,454	\$ -
TOTAL	<u>\$ 1,927,099</u>	<u>\$ 976,903</u>	<u>\$ 2,032,454</u>	<u>\$ -</u>

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional Svcs	Agency audit expenses.
44002	Property Maintenance Fee	Property rental maintenance fee through Bancap.
44005	Property Tax Admin Fee	Orange County Administrative Fee.
44500	ERAF/SERAF Contribution	SERAF payment.
45050	Low/Mod Housing set aside	20% set aside for Low/Mod Housing .
47000	Transfer Out	Debt service transfer to Fund 065, year-end transfer to Riverfront Fund 063, and RDA dissolution tranfer to Fund 302
49800	Legal Services	Agency legal fees.

DEPARTMENT: Community Development
 FUND: 067 RDA - Tax Increment Fund

Account Code: 067-081

Description	Account Number	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
MAINTENANCE AND OPERATIONS					
Contract Prof. Svcs	067-081-44000	\$ 4,460	\$ -	\$ -	\$ -
Property Maintenance Fee	067-081-44002	-	-	-	-
Property Tax Admin Fee	067-081-44005	21,714	-	-	-
ERAF/SERAF Contribution	067-081-44500	253,512	-	-	-
Low/Mod Housing 20% set aside	067-081-45050	445,677	258,674	258,700	-
Transfer Out	067-081-47000	1,201,736	718,229	1,773,754	-
TOTAL MAINTENANCE AND OPERATIONS		\$ 1,927,099	\$ 976,903	\$ 2,032,454	\$ -
TOTAL EXPENDITURES		\$ 1,927,099	\$ 976,903	\$ 2,032,454	\$ -

FUND BALANCE ANALYSIS

	2010-2011 Actual	2011-2012 Amended Budget	2011-2012 Estimated	2012-2013 Adopted Budget
Beginning Fund Balance	\$ 430,096	\$ 737,729	\$ 737,729	\$ -
Revenues	2,234,732	1,294,682	1,294,725	-
Expenditures	(1,927,099)	(976,903)	(2,032,454)	-
Ending Fund Balance	\$ 737,729	\$ 1,055,508	\$ -	\$ -

Long-Term Debt

The City of Seal Beach is not obligated in any manner for general obligation or special assessment bonded indebtedness. Pursuant to California Government Code Section 43605, total general obligation bonds outstanding cannot exceed 15 percent of total assessed valuation. At June 30, 2011, the City did not have any debt subject to the State Debt Limit.

Current General Fund debt obligations include capital leases for air conditioning and lighting for City buildings.

The Seal Beach Redevelopment Agency's long-term debt includes 2000A and 2000B Tax Allocation Bonds and a capital equipment lease. The bonds refinanced the 1991 and 1985 Tax Allocation Bonds and the bond proceeds were used to replace the West End Pump Station. The capital property lease was for the replacement of air conditioning and lighting in buildings located within the agency's boundaries.

Enterprise Funds' debt obligations consist of the Water Operations Fund economic development loan from the Economic Development Administration for drought relief and the 2011 Installment Sales Agreement which was a refinancing loan that replaced the previous Sewer Capital Fund Certificates of Participation for the financing of improvements to the sewer infrastructure.

On June 20, 2008, the City issued Taxable Pension Obligation Bonds for the purpose of refunding the City's obligations to the California Public Employees' Retirement System for pension benefits accruing for its members.

The City issued \$6.3 million of bond proceeds in January of 2009. The bond proceeds were used to construct a new state-of-the-art 12,000 square foot fire station located at 3131 North Gate Road.

The following schedule outlines the City's total outstanding debt for the fiscal year 2012/13. It reports the original amounts of debt issued, the funding source to pay the debt, issue date, final payment date, and the interest rate.

Long-Term Debt

City of Seal Beach Outstanding Debt Schedule

Name of Bond, Loan or Capital Lease	Original Amount of Issue	Beginning Outstanding Balance 7/1/2012	Requirements for Fiscal Year Ending June 30, 2013			Ending Outstanding Balance 6/30/2013
			Interest Payable	Principal Payment	Total	
<u>General Fund</u>						
<i>Capital Leases</i>						
Air Conditioning/Lighting						
Capital Property Lease (83%)	889,882	168,142	6,777	109,930	116,707	58,212
Total General Fund	889,882	168,142	6,777	109,930	116,707	58,212
<u>Redevelopment Agency</u>						
<i>Bonds</i>						
2000 Tax Allocation Bonds Series A	8,520,000	4,775,000	212,875	430,000	642,875	4,345,000
2000 Tax Allocation Bonds Series B	685,000	350,000	18,975	40,000	58,975	310,000
<i>Capital Leases</i>						
Air Conditioning/Lighting						
Capital Property Lease (17%)	182,265	34,439	1,388	22,516	23,904	11,923
Total Redevelopment Agency Funds	9,387,265	5,159,439	233,238	492,516	725,754	4,666,923
<u>Water and Sewer Enterprise</u>						
Water Economic Development Loan	288,000	87,452	4,402	12,672	17,074	74,780
2011 Installment Sales Agreement	3,310,000	3,200,000	152,280	115,000	267,280	3,085,000
Total Water and Sewer Enterprise Funds	3,598,000	3,287,452	156,682	127,672	284,354	3,159,780
<u>Pension Obligation</u>						
<i>Bond</i>						
Fire Plan 2008A-1	2,170,000	486,000	13,039	486,000	499,039	-
Police Plan 2008A-2	8,775,000	6,741,000	363,735	696,000	1,059,735	6,045,000
Total Pension Obligation Fund	10,945,000	7,227,000	376,774	1,182,000	1,558,774	6,045,000
<u>Lease Revenue 2009 Bond</u>						
<i>Bond</i>						
Fire Station Project	6,300,000	4,935,000	177,245	420,000	597,245	4,515,000
Total Lease Revenue Fund	6,300,000	4,935,000	177,245	420,000	597,245	4,515,000
Total All City Funds Outstanding Debt	31,120,147	20,777,033	950,716	2,332,118	3,282,834	18,444,915



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Appropriations Limits

The voters of California approved Article XIII-B of the California State constitution also known as Proposition 4, or the "Gann Initiative". The proposition restricts the total amount of appropriations allowed in any given fiscal year from the "proceeds of taxes". In 1980, the State Legislature added a section of the Government Code that required the governing body of each local jurisdiction to establish, by resolution, an appropriations limit for the following year. The appropriations limit for any fiscal year was equal to the previous year's limit, adjusted for population changes and the change in the U.S. Consumer Price Index or California per Capita Personal Income if smaller.

In June 1990, the voters modified the original Proposition 4 with the passage of Proposition 111 and its implementing legislation. Beginning with the 1990-91 Appropriations Limit, a City may choose annual adjustment factors. The adjustment factors include the growth in the California Per Capita Income or the growth in the non-residential assessed valuation due to construction within the City, and the population growth within the County or the City. Under Proposition 4, if a city ends the fiscal year having more proceeds of taxes than the Limit allows, it must return the excess to the taxpayers within two years.

**City of Seal Beach
Schedule B
Calculation of Appropriations Subject to Propositions XIII B Limit
For Fiscal Year Ended June 30, 2013**

Limit for FY 11/12	\$	22,973,593
2012/2013 per Capita Personal Income		1.0377
Product		23,839,697
2011/2012 Population Change (County)		1.0089
Appropriations Limit FY 12/13	\$	24,051,871
Appropriations Limit FY 12/13		24,051,871
Total FY 12/13 General Fund revenues subject to Appropriations Limit (Schedule A)		15,870,874
Unused Appropriations Limit	\$	8,180,997

Description of Funds

The City's financial structure is organized like other governments with the use of funds. Funds represent the control structure that ensures that public moneys are spent only for those purposes authorized and within the amounts authorized. Funds are established to account for the different types of activities and legal restrictions that are associated with a particular government function. The use of funds and the budgeting, accounting, and auditing that are associated with this fund structure are governed by the City Charter and/or Municipal Code, the State of California statutes and Generally Accepted Accounting Principles, as determined by the Governmental Accounting Standards Board.

The City uses the following funds to control its financial activities: General Fund, Special Revenue Funds, Enterprise Funds, Redevelopment Agency Funds and Capital Projects Funds.

General Fund: The General Fund is used to account for most of the day-to-day operations of the City, which are financed from property taxes, utility users tax, sales tax and other general revenues. Activities financed by the General Fund include police services, fire services, general administration, engineering and planning.

Special Revenue Funds: Special Revenue Funds are used to account for revenues derived from specific taxes or other earmarked revenue sources which, by law, are designated to finance particular functions or activities of government and therefore cannot be diverted to other uses. The City has the following special revenue funds:

Street Lighting Assessment District 002: The Seal Beach Street Lighting Assessment District was formed under the Street Lighting Act of 1919 to finance the maintenance of streetlights and to finance the electricity used by the streetlights by special assessments.

Asset Forfeiture Fund 011 & 013: The Asset Forfeiture Fund accounts for revenues derived from monies and property seized in drug-related incidents.

Supplemental Law Enforcement Grant 009: The Supplemental Law Enforcement Grant are funds received from the State under the State Citizens Option for Public Safety Program. Certain procedures are required to be implemented prior to the use of the funds, and the funds cannot be used to supplant existing funding for law enforcement.

Pension Obligation Bond 027: The Pension Obligation Bond Fund was established to account for the principal and interest payments made to pay off this long-term debt. The General Fund is the source of the payments of principal and interest.

Fire Station Bond 028: The Fire Station Bond Fund was established to account for the principal and interest payments made to pay off this long-term debt. The General Fund is the source of the payments of principal and interest.

Police Grants 075: Various grants include the *Urban Area Security Initiative (UASI)*, the *Office of Traffic Safety (OTS)* DUI grant reimburses funds advanced by the City for DUI enforcement, the *Bullet Proof Vest Protection (BVP)* grant which provides matching funds for the purchase of bullet-resistant vests, the *Alcoholic Beverage Control (ABC)* grant and the *Justice Assistance Grant (JAG)*.

Park Improvement Fund 016: The Park Improvement Fund was established to account for the *Quimby Act Fees* received by developers. The fees collected are only to be used to improve parks and recreation facilities.

Description of Funds

Air Quality Improvement Program Fund 012: The Air Quality Improvement Program Fund accounts for supplemental vehicle license fee revenue distributed to Cities by the South Coast Air Quality Management District pursuant to Assembly Bill 2766. Expenditures are limited to programs that will reduce air pollution by reducing, directly or indirectly, mobile source emission pollutants.

Tidelands Beach Fund 034: The Tidelands Beach fund is required by the State of California and is used to account for all revenues derived from beach and pier operations in the City. Expenditures are limited to lifeguard, pier, and beach operations.

State Gas Tax Fund 040: The Gas Tax Fund accounts for State collected, locally shared gas tax monies. Expenditures are limited to repair, construction, maintenance and right-of-way acquisitions relating to streets and highways.

Measure M Fund 041: The Measure "M" Fund accounts for "Local Turnback" funds established as part of the one-half cent sales tax increase initially approved November 6, 1990 and extended through 2041 by the voters of Orange County in November 2006. Measure "M" "Local Turnback" revenues can only be expended on street and highway improvements.

Roberti-Z'Berg-Harris Urban Open Space Fund 070: The Roberti-Z'Berg-Harris Open Space Fund's revenues can only be used to improve open space areas such as parks.

Per Capita Fund 071:

This fund consists of the Per Capita grant that is allocated to cities, counties, and eligible districts on a population-based formula. Funds may be used for the acquisition, development, improvement, rehabilitation, restoration, enhancement, and the development of interpretive facilities for local parks and recreational lands and facilities

The CLEEP Grant Fund 076: The CLEEP Grant Fund accounts for funds received from the State under the California Law Enforcement Equipment Program. The funds received are to be expended on high technology law enforcement equipment.

Traffic Relief Fund 079: The State established the Traffic Congestion Improvement Act funded by the passage of Prop 42 which mandated that revenues resulting from the state sales and use taxes on the sale of motor vehicle fuel be used for transportation purposes. In November 2006, the voters approved the sale of General Obligation Bonds by the State to fund state and local transportation projects to relieve congestion, improve movement of goods, improve air quality and enhance safety and security of the transportation system.

Community Development Block Grant (CDBG 072): The CDBG program provides communities with resources for a wide variety of unique community development needs. The City has received a \$200,000 grant from federal CDBG funds for Leisure World Housing Rehabilitation on interiors. The intent is to modify bathrooms in the senior community to provide better and safer accessibility for elderly residents.

Citywide Grants Fund 080:

This fund accounts for various Federal and State grants that are restricted to expenditures for specific projects or purposes.

Description of Funds

Community Facilities District No. 2002-01 202 & 204: The Community Facilities District No. 2002-01 (Heron Pointe) was formed under the Mello-Roos Community Facilities Act of 1982, as amended, to provide financing for the construction and acquisition of certain public street improvements, water and sanitary sewer improvements, dry utility improvements, park and landscaping improvements which will serve the new construction in the Community Facility District.

Community Facilities District No. 2002-02 201: The Community Facilities District No. 2002-02 was formed under the Mello-Roos Community Facilities Act of 1982 to provide financing for the City's Maintenance of landscaping facilities installed within the public right-of-way as part of the Bixby Old Ranch Town Center and country Club developments.

Community Facilities District No. 2005-01 205: The Community Facilities District No. 2005-01 (Pacific Gateway Business Center) was formed under the Mello-Roos Community Facilities Act of 1982, as amended. Special Tax B will satisfy costs related to the maintenance of parks, parkways and open space within the District ("Landscape Maintenance).

Redevelopment Agency Funds: The City of Seal Beach Redevelopment Agency operates as a separate legal entity from the City of Seal Beach and the budget and annual work program are established by the City Council acting as the Agency Board of Directors. The Agency maintains four separate funds.

Riverfront Project Area 063: The Riverfront Project Area Fund accounts for staff, operating costs and capital projects within the Riverfront Project Area.

Tax Increment Fund 067: The Tax Increment Fund accounts for the collection of property tax revenues and rental income from property within the Redevelopment Project Area. The 20% Low and Moderate Housing set-aside is transferred from this fund into the Riverfront Project Area Low and Moderate Housing Set-Aside Fund. Revenues accounted for in this fund are also transferred into the Debt Service fund for payment of long-term debt.

Debt Service Fund 065: The Debt Service Fund accounts for the payments of long-term debt.

Low and Moderate Income Housing Funds 061: The Riverfront Low and Moderate Income Housing Funds account for preserving and expanding the City's affordable housing stock.

Proprietary Funds: Of the eleven fund types established by the GAAP, two are classified as proprietary funds. These are enterprise funds and internal service funds. Enterprise funds are used to account for a government's business-type activities (activities that receive a significant portion of their funding through user fees). The City's enterprise funds are Water and Sewer. The City's internal service fund is vehicle replacement fund.

Water Enterprise Funds 017 & 019: The Water Enterprise Funds account for water operations that are financed and operated in a manner similar to private business enterprises where the intent of the government is that the costs of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges. The water usage rates are tiered and charged by the cubic feet consumed. The fees collected cover the water operations maintenance and operation expenses.

The Water Capital Enterprise Fund was established to pay for the costs of replacing aging water related infrastructure and equipment as needed, and the construction of new or enhanced water services necessitated by new development and existing infrastructural deficiencies. Fees collected are based on meter size and used for capital improvements and meter replacements.

Description of Funds

Sewer Enterprise Funds 043 & 044: The Sewer Enterprise Funds account for sewer operations and maintenance and the upkeep and replacement of the sewer infrastructure and equipment in a manner similar to private business enterprises where the cost of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges.

Primarily sewer fees used to finance the Sewer Operations Funds are charged to customers based on water usage. The fees collected cover sewer maintenance and operation expenses.

The Sewer Capital Enterprise Fund was established July 1, 2000 to pay for the costs of replacing and maintaining the City's aging sewer infrastructure and equipment. Fees collected are based on meter size and are used for long-term debt payments and capital improvements.

Vehicle Replacement Funds 021: The revenues received by this fund are transferred from the departments that have vehicles and equipment. Departmental transfers represent a pro rata share of all costs of vehicles and equipment. All replacement vehicles are purchased from this fund.

Fiduciary Funds

Fiduciary Funds are used when a government holds or manages financial resources in an agent or fiduciary capacity. The City has a trust fund that is not appropriated. This trust fund receives funds from entities and or individuals. Those funds are treated as deposits and expended at the direction of the entity and or individual who made the deposit (e.g. CATV).

Glossary of Terms

Accounting System – The total set of records and procedures that are used to record, classify, and report information on the financial status and operations of an entity.

Accrual Basis of Accounting- The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

Actual Prior Year – Actual amounts for the fiscal year preceding the current fiscal year that precedes the budget fiscal year.

Appropriation – An authorization made by the legislative body of a government that permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Appropriation Resolution – The official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

Assessed Value – The value placed on real and other property as a basis for levying taxes.

Assets – Property owned by a government that has monetary value.

Bond – A long-term IOU or promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

Budget – A plan of financial activity for a specified period of time (fiscal year) indicating all planned revenues and expenses for the budget period.

Budget Calendar – The schedule of key dates that a government follows in the preparation and adoption of the budget.

Budget Deficit – Amount by which the government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.

Budget Document – The official written statement detailing the proposed budget as submitted by the City Manager and supporting staff to the legislative body.

Budget Message – A general discussion of the proposed budget presented in writing as a part of or supplemental to the budget document. The budget message explains principal budget issues against the background of financial trends, and presents recommendations made by the city manager.

Capital Budget – A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget that includes both operation and capital outlays.

Debt Service – Payment of interest and repayment of principal to holders of a government's debt instruments.

Depreciation – (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset that is charged as an expense during a particular period.

Glossary of Terms

Enterprise Fund Accounting – Accounting used for government operations that are financed and operated in a manner similar to business enterprises and for which preparation of an income statement is desirable. Enterprise Funds use the accrual basis of accounting.

Expenditure – The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service or settling a loss. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays intergovernmental grant entitlement and shared revenues.

Expense – Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

Fiscal Policy – A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal Policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year – The City of Seal Beach operates on a fiscal year from July 1 through June 30.

Franchise Fee – A fee paid by public service utilities for use of public property in providing their services to the citizens of a community, including refuse and cable television

Full Time Equivalent (FTE) – Number of employee positions calculated on the basis that one FTE equates to a 40-hour workweek for twelve months. For example, two part-time positions working 20 hours for twelve months also equal one FTE.

Fund – An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities that are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance – The excess of an entity's assets over its liabilities. A negative fund balance is sometimes called a deficit.

General Fund – General operating fund of the City. It is used to account for all financial resources except those included in Special Revenue, Enterprise and/or Agency Funds.

Goal – A statement of broad direction, purpose or intent based on the needs of the community.

Grant – A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

Licenses, Permits and Fees – Revenues collected by a governmental unit from individuals or business concerns for various rights or privileges granted by the government.

Maintenance – All materials or contract expenditures covering repair and upkeep of City buildings, machinery and equipment, systems, and land.

Material and Supplies – Expendable materials and operating supplies necessary to conduct department activity.

Modified Accrual Basis – The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues, which should be accrued to reflect properly the taxes levied and revenue earned.

Glossary of Terms

Operating Budget – The annual budget and process that provides a financial plan for the operation of government and the provision of core services for the year. Excluded from the operating budget are capital projects, which are determined by a separate, but interrelated process.

Operating Transfer – A transfer of revenues from one fund to another fund.

Primary Activities – A summary of what each department accomplishes during the fiscal year.

Program Purpose – The responsibilities of each department.

Public Hearing – The portions of open meetings held to present evidence that provides information on both sides of an issue.

Reserve – An account used to indicate that a portion of fund balance is legally restricted for a specific purpose, or is otherwise not available for appropriation and subsequent spending.

Resolution – An order of a legislative body requiring less formality than an ordinance or statute.

Revenue – The term designates an increase to a fund's assets which: (1) does not increase a liability (e.g., proceeds from a loan); (2) does not represent a repayment of an expenditure already made; (3) does not represent a cancellation of certain liabilities; and (4) does not represent an increase in contributed capital.

Revenue Estimate – A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

User Fees – The payment of a charge or fee for direct receipt of a service by the party benefiting from the service.



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