



# **CITY OF SEAL BEACH**

**ADOPTED BUDGET  
FOR FISCAL YEAR  
2011-2012**

**City of Seal Beach  
California**

**OPERATING PROGRAM OF SERVICES BUDGET  
FOR FISCAL YEARS 2011-12**



**CITY COUNCIL**

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

**EXECUTIVE OFFICERS**

Quinn Barrow, City Attorney  
Jill Ingram, City Manager

**ADMINISTRATIVE PERSONNEL**

Joe Bailey, Marine Safety Chief  
Robbeyn Bird, Director of Administrative Services  
Linda Devine, City Clerk  
Vacant, Assistant City Manager  
Jeff Kirkpatrick, Police Chief  
Sean Crumby, Director of Public Works  
Mark Persico, Director of Development Services

Prepared by  
Department of Administrative Services  
Robbeyn Bird  
Director of Administrative Services/City Treasurer

*Cover photo courtesy of Seal Beach resident Al Moro, P.E.*



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**FY 2011-2012**

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June 13<sup>th</sup>, 2011

To: Honorable Mayor and Members of the City Council  
From: Jill R. Ingram, City Manager  
Re: 2011-2012 Budget Message

I am pleased to present the proposed annual budget for fiscal year 2011-2012 for the City of Seal Beach and the Seal Beach Redevelopment Agency. The City's budget is balanced with General Fund operating revenues exceeding operating expenditures by \$207,100 for fiscal year 2011-12.

The revenue budget has been prepared using the projected revenues for Fiscal Year 2010/11 as a base for Fiscal Year 2011/12. The base has been adjusted for known one-time events and then projected to increase and/or decrease based on known trends. Those same trends and one-time adjustments have also been used to derive the proposed Fiscal Year 2011/12 revenues.

The personnel services portion of the Fiscal Year 2011-12 expenditure budget has been prepared by projecting wages and salaries by position at current levels and adjusted in consideration of expected labor contract and merit increases.

The maintenance and operations and capital outlay/improvements portions of the Fiscal Year 2011/12 expenditure budget have been prepared by using historical data to estimate costs in addition to including estimates for new programs and projects. Fiscal Year 2011/12 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 2009/10 actual operating results, followed by both the amended budget and estimated year end amounts. The final column is the 2011-12 budgeted amounts.

The program descriptions in each section of the budget generally include the mission statement, primary activities, and objectives of the 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 recording items charged to the appropriate budget line item.

As a result of the staggering economic times that the community now faces, 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 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 2011-12 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 \$26.2 million and expenditures of \$26.0 million, excluding capital projects for FY 2011/12 of \$3.3 million. The General Fund Balance is projected to be \$22.9 million at June 30, 2011. This amount includes reserves and designations of \$18.0 million, leaving an undesignated fund balance of \$4.9 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, development services, fire, marine safety, police, and public works.

### **General Fund Budget Highlights**

The budget presented includes operating expenditures of \$26.0 million and capital project expenditures of \$3.3 million. The capital project expenditures are to be funded out of General Fund reserves with the exception of \$60,000 for three projects: \$40,000 for the Local Coastal Plan; \$10,000 for the Underground Storage Remediation; and \$10,000 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 \$26.2 million for Fiscal Year 2011/12, with a \$.5 million increase from the estimated 2010-11 revenues.

Sales tax reflects a projected increase of approximately \$.3 million in Fiscal Year 2011/12. This is due in part to new businesses located in the Rossmoor Center, and the remaining is in contemplation of slight economic recovery.

General Fund expenditures in the 2011-12 budget are estimated to be \$29.3 million. This amount includes transfers for capital projects in the amount of \$3.3 million for Fiscal Year 2011/12.

The current General Fund Reserves are projected to be approximately \$14.3 million at the end of Fiscal Year 2011/12.

### **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 2011/12, the Public Works Department is expected to spend approximately \$21.9 million. Of the \$21.9 million, \$10.6 million is being carried over from the 2010/11 budget and will be funded with reserves of fund balance. The CIP being funded out of the General Fund is \$3.3 million, and is funded out of reserves.

### **Acknowledgement**

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

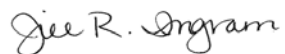
### **Conclusion:**

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.

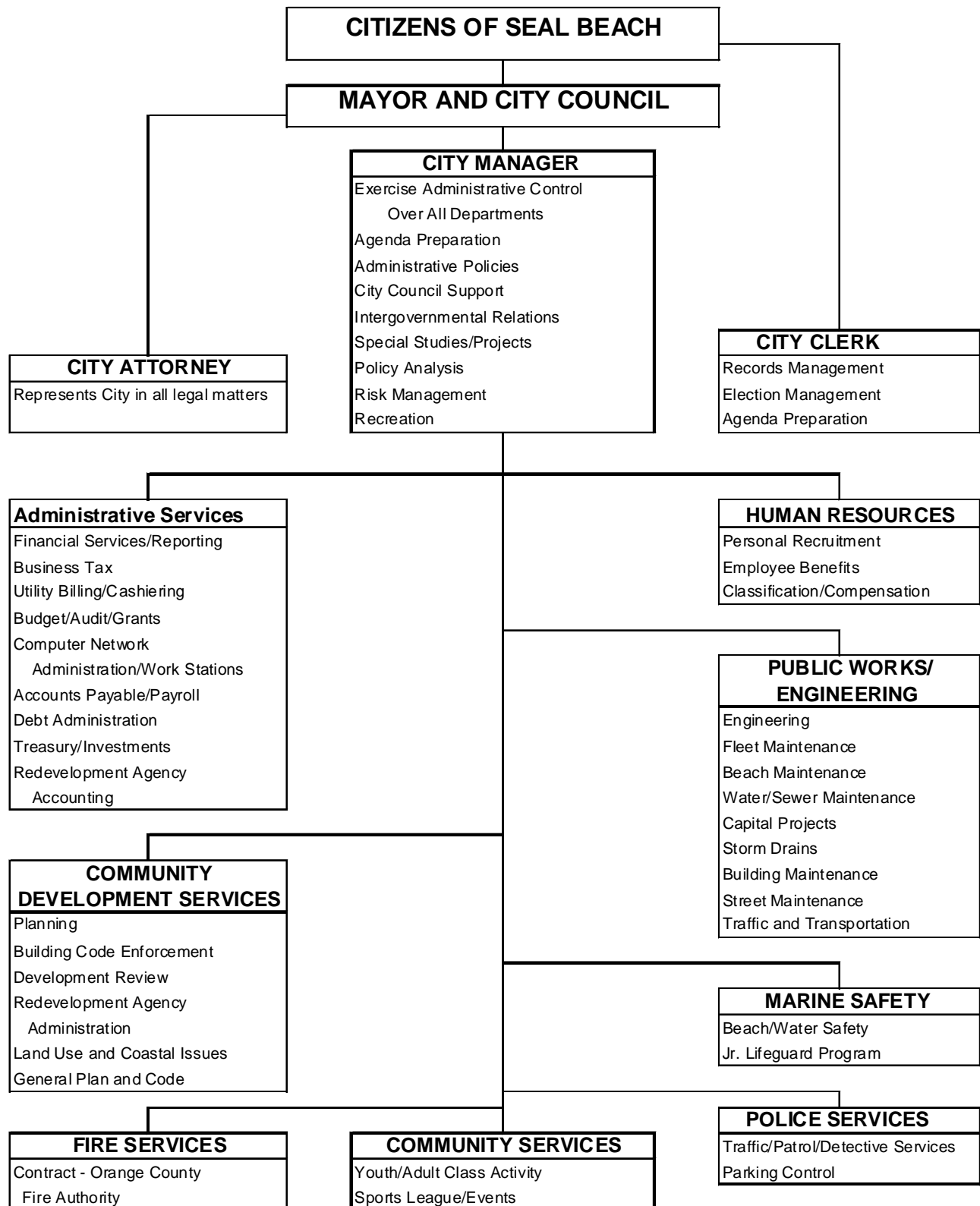
The staff and I welcome comments from both the City Council and the community on the spending plans for Fiscal Year 2011/12.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jill R. Ingram".

Jill R. Ingram  
City Manager

# City of Seal Beach Organizational Chart

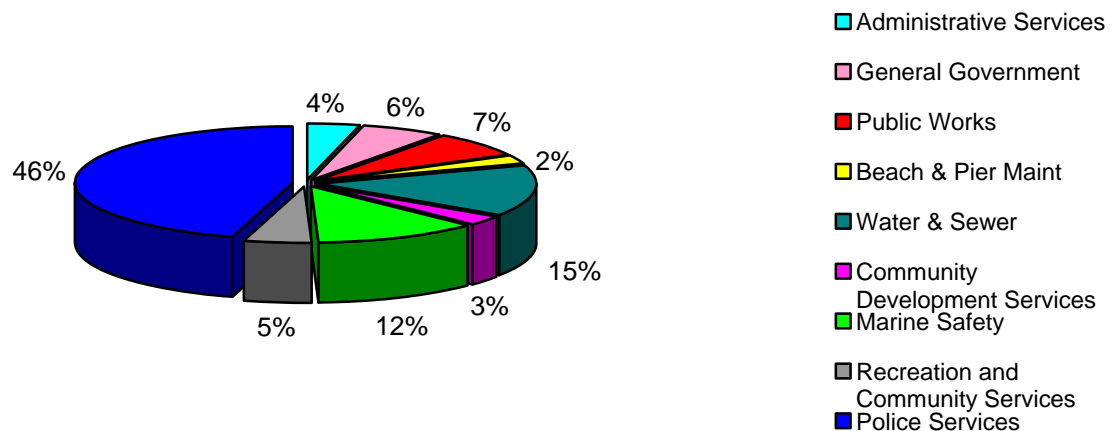


# City of Seal Beach Staffing

## 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 35% of the operating appropriations within the General Fund for fiscal year 2011/12. The Tidelands Beach Fund's lifeguards and beach maintenance salaries and benefits represent 73% of the 2011/12 fiscal year's budgets. The Water and Sewer Enterprise Funds salaries and budgets represent 32% of the operating budgets for fiscal year 2011/12. The following graph identifies full-time equivalent (FTE) positions by department.

## FY 2011-2012 STAFFING BY PROGRAM



Note: Salaries and benefits include Part-Time staff costs

## STAFFING COMPARISON BY DEPARTMENT IN FULL-TIME EQUIVALENTS

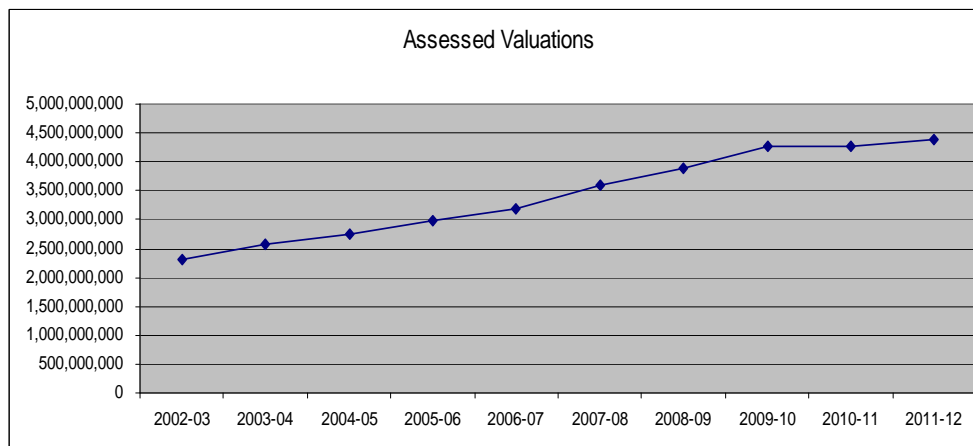
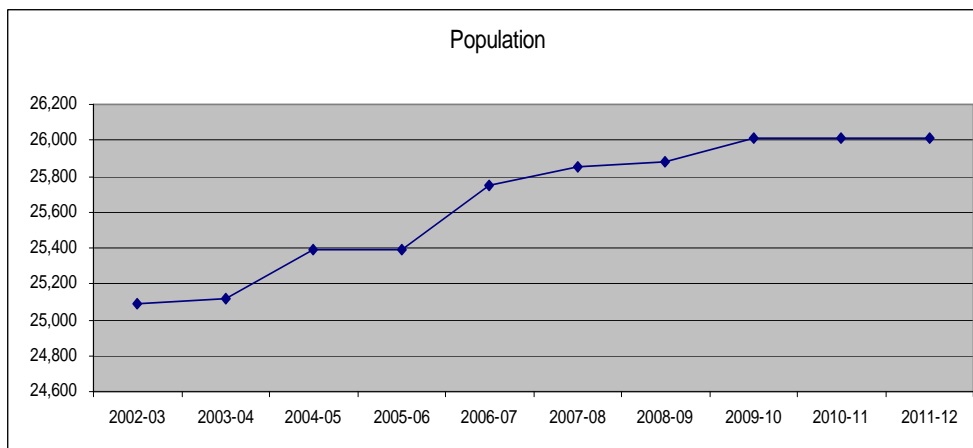
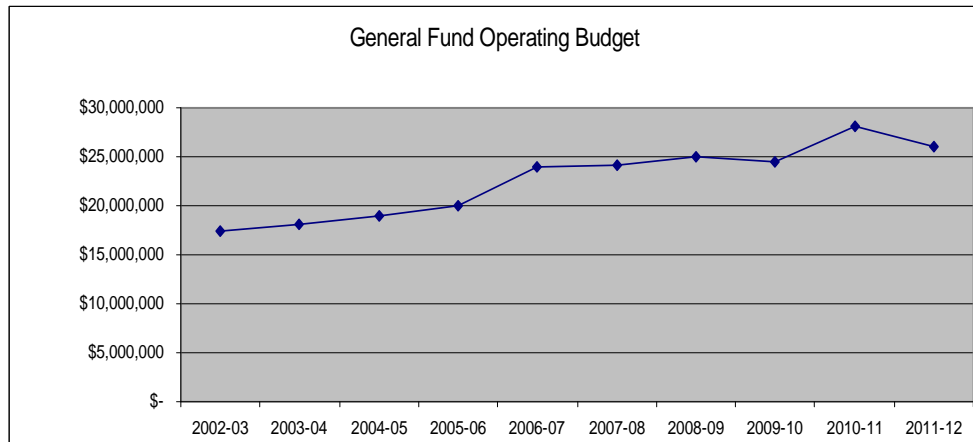
<u>Departments</u>	<u>2009-2010 Adopted</u>	<u>2010-2011 Adopted</u>	<u>2011-2012 Adopted</u>
Administrative Services	5.97	5.97	4.25
General Government	8.55	8.55	6.87
Public Works	12.46	12.46	8.36
Beach & Pier Maintenance	2.94	3.06	2.71
Water & Sewer	16.42	16.42	16.43
Community Development Services	3.37	3.37	3.14
Marine Safety	13.54	13.54	13.67
Community Services	6.81	6.81	5.66
Police Services	52.34	52.34	51.10
Total Full-Time Equivalents	122.40	122.52	112.20

Note: The decrease is mainly due to vacancies of part-time positions held open in various departments; an Accounting Technician position in Administrative Services was transferred to Police Support Services, one Executive Assistant is budgeted for only 3 months due to an upcoming retirement, the Equipment Services Supervisor is budgeted as a part-time position at 30 hours per week and a reduction of a Senior CSO position in the Detention Facility.



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## City of Seal Beach Ten Year Financial Trend Indicators



Fiscal Year 2011/12 assessed valuations are not currently available; therefore, amounts presented are estimates.



**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>
2002-03	25,093	\$ 17,482,927	\$ 697	\$ 54,012,179	\$ 2,152
2003-04	25,117	18,069,881	719	32,018,561	1,275
2004-05	25,387	19,015,966	749	41,948,529	1,652
2005-06	25,388	20,067,313	790	45,707,316	1,800
2006-07	25,752	23,890,646	928	58,611,539	2,276
2007-08	25,851	24,121,346	933	73,510,238	2,844
2008-09	25,881	24,932,592	963	50,274,553	1,943
2009-10	26,010	24,503,600	942	85,353,300	3,282
2010-11	26,010 **	28,187,300 ***	1,084	60,049,440	2,309
2011-12	26,010 **	26,030,600	1,001	60,662,300	2,332

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

\*\* Population figures for FY 2010-11 & 2011-12 were not available and; therefore were based on estimates.

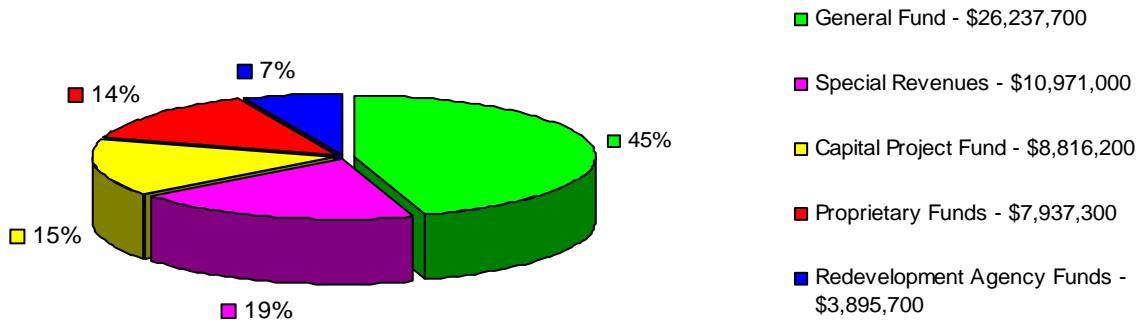
\*\*\* Increase in 2010-11 budget due to payment of \$1,216,144 to JPIA liability and workers compenstion incentive program.



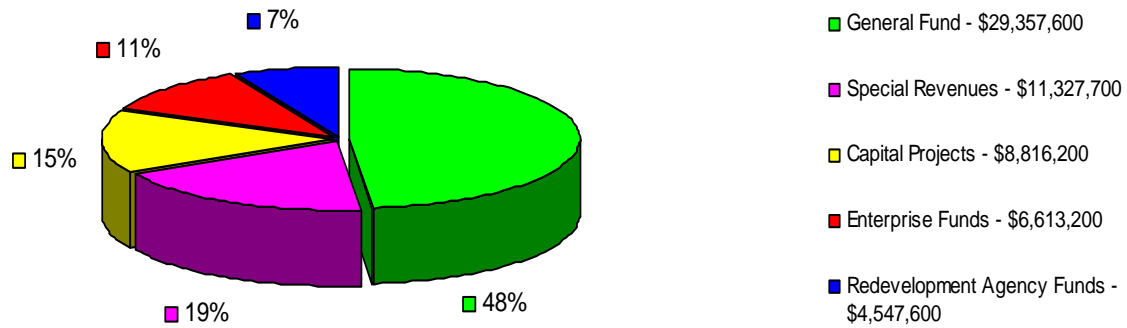
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# Summary of Revenues and Expenditures All Funds

**Projected Summary of Revenues and Transfers In  
FY 2011/12 - \$57,857,900**



**Projected Summary of Expenditures and Transfers Out  
FY 2011/12 - \$60,662,300**



# Summary of Revenues and Transfers In All Funds

Description	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>General Fund</b>	<b>\$ 27,361,292</b>	<b>\$ 27,306,000</b>	<b>\$ 25,695,800</b>	<b>\$ 26,237,700</b>
<b>Special Revenue Funds</b>				
002 Street Lighting Assessment District	\$ 143,788	\$ 154,300	\$ 201,500	\$ 201,500
009 Supplemental Law Enforcement	124,945	102,500	100,354	300
010 Detention Facility	15,082	1,100	18,800	20,000
011 Asset Forfeiture - State	8,558	22,000	-	4,000
012 Air Quality Improvement	29,833	31,000	30,200	30,300
013 Asset Forfeiture - Federal	24	18,000	-	100
016 Park Improvement	1,458	9,000	5,800	5,800
027 Pension Obligation D/S	1,456,462	-	1,488,300	1,521,100
028 Fire Station D/S	644,156	-	628,600	612,900
034 Tidelands Beach	1,456,740	1,474,500	1,311,000	1,511,500
040 State Gas Tax	425,822	428,200	496,700	424,400
041 Measure M	266,687	374,000	263,000	263,000
046 Trust & Agency	(10)	-	-	-
048 Parking in Lieu	16,590	-	51,800	-
070 Roberti-ZBerg-Harris Urban Open Space	14,952	-	52,100	-
071 Per Capita Grant	2,879	-	17,100	-
072 Community Development Block Grant	192,847	160,000	201,600	170,000
073 Grants	(4)	-	-	-
075 Police Grants	122,957	91,000	123,300	169,700
076 Cleep Grant	-	1,000	-	-
077 Prop 1B	2,328	-	100	-
079 Traffic Relief	384,350	261,600	261,400	262,000
080 City Wide Grants	138,301	2,183,060	923,600	4,759,200
101 Ad 94-1 Rdmtn F 101	155,228	143,000	156,200	155,400
101 Ad 94-1 Imprv 102 F 101	56	-	-	-
201 CFD No. 2002-02 SB Blvd/Lampson Landscape	141,968	143,000	141,300	142,200
202 CFD 2002-01 Heron Pointe	296,818	279,600	290,200	296,700
203 CFD Pacific Gateway Bonds	319,946	521,400	319,800	319,800
204 CFD Heron Pointe Admin Exp	25,098	25,900	25,100	25,100
205 CFD No. 2005-01 Pacific Gateway	76,331	112,500	76,000	76,000
<b>Total Special Revenues Funds</b>	<b>\$ 6,464,190</b>	<b>\$ 6,536,660</b>	<b>\$ 7,183,854</b>	<b>\$ 10,971,000</b>
<b>Capital Projects</b>	<b>\$ 9,305,722</b>	<b>\$ 2,643,000</b>	<b>\$ 7,381,820</b>	<b>\$ 8,816,200</b>
<b>Proprietary Funds</b>				
017 Water Operations	\$ 4,116,257	\$ 4,371,900	\$ 4,049,400	\$ 4,142,800
019 Water Capital	1,625,323	1,366,400	1,366,400	1,437,000
021 Vehicle Replacement	263,625	162,300	-	-
043 Sewer Operations	862,665	912,600	847,600	853,200
044 Sewer Capital	1,340,379	1,510,000	1,344,200	1,504,300
<b>Total Enterprise Funds</b>	<b>\$ 8,208,249</b>	<b>\$ 8,323,200</b>	<b>\$ 7,607,600</b>	<b>\$ 7,937,300</b>
<b>Redevelopment Agency Funds</b>				
061 Riverfront Low/Mod Housing	\$ 456,419	\$ 563,200	\$ 450,500	\$ 451,800
063 Riverfront Project	29,027	948,600	473,200	473,200
065 Debt Service	728,997	768,200	726,300	731,100
067 Tax Increment	2,246,542	2,458,000	2,232,700	2,239,600
<b>Total Redevelopment Agency Funds</b>	<b>\$ 3,460,985</b>	<b>\$ 4,738,000</b>	<b>\$ 3,882,700</b>	<b>\$ 3,895,700</b>
<b>Total Revenues All Funds</b>	<b>\$ 54,800,438</b>	<b>\$ 49,546,860</b>	<b>\$ 51,751,774</b>	<b>\$ 57,857,900</b>

# Summary of Expenditures and Transfers Out All Funds

Description	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>Total General Funds</b>	<b>\$ 33,807,578</b>	<b>\$ 33,720,000</b>	<b>\$ 32,818,500</b>	<b>\$ 29,357,600</b>
<b>Special Revenue Funds</b>				
002 Street Lighting Assessment District	\$ 197,140	\$ 174,000	\$ 201,500	\$ 201,500
009 Supplemental Law Enforcement Svc	74,750	119,700	148,400	100,000
010 Detention Facility	18,678	5,000	18,800	25,000
011 Asset Forfeiture (State)	3,557	22,000	-	7,000
012 Air Quality Improvement	27,764	31,000	25,000	30,800
013 Asset Forfeiture (Federal)	9,282	18,000	-	100
016 Park Improvement	-	-	-	75,000
027 Pension Obligation Bond	1,454,744	1,489,400	1,488,300	1,521,100
028 Fire Station Bond	648,973	628,900	628,600	612,900
034 Tidelands Beach (828)	1,034,065	1,043,300	983,900	1,000,200
034 Beach Maintenance (863)	422,679	431,200	327,100	511,300
040 Gas Tax	487,535	611,100	611,100	402,000
041 Measure M	330,000	350,000	350,000	335,000
048 Parking in Lieu	-	-	-	30,000
070 Robert Z-Berg Harris	15,732	51,168	52,000	-
071 Per Capita Grant	2,148	17,052	17,100	-
072 Community Development Block Grant	192,847	160,000	200,000	170,000
075 Police Grants	121,478	91,000	119,800	169,700
076 Cleep Grant	81	-	-	-
077 Prop 1B	386,000	-	6,514	-
079 Traffic Relief	87,100	260,000	260,000	250,000
080 City Wide Grants	138,301	2,652,200	923,600	4,759,200
101 Ad 94-1 Rdmtn F	146,959	138,100	152,600	137,000
201 CFD Landscape	89,533	145,000	102,900	83,000
202 CFD Heron Pointe	272,766	250,400	275,400	282,700
203 CFD Pacific Gateway	514,938	498,400	523,400	531,500
204 Heron Pointe CFD Admin	19,355	25,000	22,400	22,400
205 CFD Pacific Gateway/Landscape Admin	66,729	110,000	70,300	70,300
<b>Total Special Revenue Funds</b>	<b>\$ 6,763,134</b>	<b>\$ 9,321,920</b>	<b>\$ 7,508,714</b>	<b>\$ 11,327,700</b>
<b>045 Capital Project Fund</b>	<b>\$ 9,413,832</b>	<b>\$ 9,168,520</b>	<b>\$ 7,381,800</b>	<b>\$ 8,816,200</b>
<b>Proprietary Funds</b>				
017 Water Operations	\$ 3,687,715	\$ 4,160,600	\$ 4,000,700	\$ 4,157,000
019 Water Capital	423,480	-	463,100	521,600
021 Vehicle Replacement	-	410,600	33,800	322,800
043 Sewer Operations	741,563	720,000	1,098,000	859,000
044 Sewer Capital	723,859	208,800	1,638,600	752,800
<b>Total Proprietary Funds</b>	<b>\$ 5,576,617</b>	<b>\$ 5,500,000</b>	<b>\$ 7,234,200</b>	<b>\$ 6,613,200</b>
<b>Redevelopment Agency Funds</b>				
061 Riverfront Low/Mod Housing	\$ 822,796	\$ 796,500	\$ 404,200	\$ 880,000
063 Riverfront Project Area	70,292	146,300	585,800	1,269,400
065 Riverfront Debt Service	728,965	732,700	737,700	731,000
067 Riverfront Tax Increment	2,429,513	663,500	1,533,600	1,667,200
<b>Total Redevelopment Funds</b>	<b>\$ 4,051,566</b>	<b>\$ 2,339,000</b>	<b>\$ 3,261,300</b>	<b>\$ 4,547,600</b>
<b>Total Expenditures All Funds</b>	<b>\$ 59,612,726</b>	<b>\$ 60,049,440</b>	<b>\$ 58,204,514</b>	<b>\$ 60,662,300</b>

# OPERATING TRANSFERS

FY 2011-2012

Fund Name	Account Number	Transfer In	Transfer Out	Purpose
Capital Improvement Project Fund	045-000-31500	8,816,200		Capital Projects
General Fund	001-080-47000		3,327,000	Various projects
Park Improvement Fund	016-800-47000		75,000	Arbor Pk Entr. Resurf PR1102
State Gas Tax Fund	040-090-47000		100,000	Annual Slurry ST1101
Measure M Fund	041-999-47000		275,000	Local Street Resurfacing ST1103
Parking-in-Lieu Fund	048-400-47000		30,000	Main Street Lighting Improv. ST1109
Traffic Relief Fund	079-888-47000		250,000	Various projects. ST1102 & ST1104
Citywide Grants Fund	080-000-47000		4,759,200	Various projects
		<u>8,816,200</u>	<u>8,816,200</u>	
General Fund	001-000-31500	349,000		
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
		<u>349,000</u>	<u>349,000</u>	
General Fund	001-000-31662	324,500		Overhead
Water Fund	017-900-44050		324,500	Overhead transfer to GF 001
		<u>324,500</u>	<u>324,500</u>	
General Fund	001-000-31660	54,000		Overhead
Sewer Fund	043-925-44050		54,000	Overhead transfer to GF 001
		<u>54,000</u>	<u>54,000</u>	
CFD Heron Point	202-460-47100		25,000	Cover admin cost in fund 204
Heron Point Admin Exp	204-000-30300	25,000		Cover admin cost from fund 202
		<u>25,000</u>	<u>25,000</u>	
Pacific Gateway	203-470-47100		25,000	Cover admin cost in fund 205
Pacific Gateway Admin Exp	205-480-30300	25,000		Cover admin cost from fund 203
		<u>25,000</u>	<u>25,000</u>	
General Fund	001-080-47000		6,459,600	
Capital Project Fund	045-000-31500	3,327,000		Various Capital Projects
Street Lighting District Fund	002-000-31500	57,900		Street Lighting district
Pension Obligation Bond D/S Fund	027-000-31500	1,521,100		Pension Obligation Bond
Fire Station Bond D/S Fund	028-000-31500	612,900		Fire Station Bond
Tidelands	034-000-31500	940,700		Tidelands
		<u>6,459,600</u>	<u>6,459,600</u>	
Tax Increment - RDA	067-081-47000		1,188,200	Year-end transfer to 063 & D/S 065
Riverfront	063-000-31500	457,200		Year-end transfer from fund 067
Debt Service	065-000-31500	731,000		Debt Service transfer from fund 067
		<u>\$ 1,188,200</u>	<u>\$ 1,188,200</u>	

## 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	3,327,000	Various projects include carryover
001-080-47000	57,900	Street Lighting District
001-080-47000	1,521,100	Pension Obligation Bond
001-080-47000	612,900	Fire Station Bond
001-080-47000	940,700	Tidelands - transfer to Fund 034

### TOTAL GENERAL FUND TRANSFERS

\$ 727,500      \$ 6,459,600

# TOTAL SOURCES & USES

FY 2011-2012

FUND	ESTIMATED BEGINNING BALANCE	REVENUE	TRANSFERS IN	TOTAL SOURCES	OPERATING EXPENDITURE	TRANSFERS OUT	TOTAL USES	ENDING BALANCE
<b>GENERAL FUND</b>								
General Fund	\$ 22,896,150	\$ 25,510,200	\$ 727,500	\$ 49,133,850	\$ 22,898,000	\$ 6,459,600	\$ 29,357,600	\$ 19,776,250
<b>SPECIAL REVENUE FUNDS</b>								
Street Lighting District	400	143,600	57,900	201,900	201,500	-	201,500	400
Supplemental Law Enforcement	99,700	300	-	100,000	100,000	-	100,000	-
Detention Facility	7,180	20,000	-	27,180	25,000	-	25,000	2,180
Asset Forfeiture	4,689	4,000	-	8,689	7,000	-	7,000	1,689
Air Quality Improvement Program	39,561	30,300	-	69,861	30,800	-	30,800	39,061
Fed Asset Forfeiture	24	100	-	124	100	-	100	24
Park Improvement	213,358	5,800	-	219,158	-	75,000	75,000	144,158
Pension Obligation D/S Fund	125,443	-	1,521,100	1,646,543	1,521,100	-	1,521,100	125,443
Fire Station Debt Service Fund	626,380	-	612,900	1,239,280	612,900	-	612,900	626,380
Tidelands	-	570,800	940,700	1,511,500	1,511,500	-	1,511,500	-
Gas Tax	32,537	424,400	-	456,937	2,000	400,000	402,000	54,937
Measure M	406,462	263,000	-	669,462	60,000	275,000	335,000	334,462
Capital Project Fund	84,319	-	8,816,200	8,900,519	8,816,200	-	8,816,200	84,319
Parking in Lieu	213,806	-	-	213,806	-	30,000	30,000	183,806
Rbtri-z-harris	709	-	-	709	-	-	-	709
Per Capital Grant	731	-	-	731	-	-	-	731
CDBG	48	170,000	-	170,048	170,000	-	170,000	48
Grants	56,158	-	-	56,158	-	-	-	56,158
Police Grants	409	169,700	-	170,109	169,700	-	169,700	409
CLEEP Grant	-	-	-	-	-	-	-	-
Prop 1B	-	-	-	-	-	-	-	-
Traffic Relief	520,119	262,000	-	782,119	-	250,000	250,000	532,119
City Wide Grants	-	4,759,200	-	4,759,200	-	4,759,200	4,759,200	-
Ad 94-1 Rdmtn F	245,572	155,400	-	400,972	137,000	-	137,000	263,972
CFD Landscape Maint 2002-01	321,125	142,200	-	463,325	71,000	12,000	83,000	380,325
CFD Heron Pointe 2002-01	684,895	296,700	-	981,595	257,700	25,000	282,700	698,895
CFD Pacific Gtewy Bonds	756,156	319,800	-	1,075,956	506,500	25,000	531,500	544,456
CFD Heron Pointe Admn Exp Fnd	30,340	100	25,000	55,440	11,400	11,000	22,400	33,040
CFD Pacific Gtewy Landscpe/Adm	177,598	51,000	25,000	253,598	44,300	26,000	70,300	183,298
<b>PROPRIETARY FUND</b>								
Water Operations	7,873,246	4,142,800	-	12,016,046	3,832,500	324,500	4,157,000	7,859,046
Water Capital	16,803,328	1,437,000	-	18,240,328	521,600	-	521,600	17,718,728
Vehicle Replacement	2,229,825	-	-	2,229,825	322,800	-	322,800	1,907,025
Sewer Operations	1,715,315	853,200	-	2,568,515	805,000	54,000	859,000	1,709,515
Sewer Capital	16,102,075	1,504,300	-	17,606,375	752,800	-	752,800	16,853,575
<b>REDEVELOPMENT FUND</b>								
Riverfront L/M	3,162,840	451,800	-	3,614,640	880,000	-	880,000	2,734,640
Riverfront Fund	3,960,834	16,000	457,200	4,434,034	1,269,400	-	1,269,400	3,164,634
RDA Debt Service	729,370	100	731,000	1,460,470	731,000	-	731,000	729,470
RDA Tax Increment	1,129,196	2,239,600	-	3,368,796	479,000	1,188,200	1,667,200	1,701,596
<b>TOTAL ALL FUNDS</b>	<b>\$ 81,249,898</b>	<b>\$ 43,943,400</b>	<b>\$ 13,914,500</b>	<b>\$ 139,107,798</b>	<b>\$ 46,747,800</b>	<b>\$ 13,914,500</b>	<b>\$ 60,662,300</b>	<b>\$ 78,445,498</b>





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# REVENUE SUMMARY BY FUND

FY 2011-2012

Account Number	Revenue Source	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>GENERAL FUND - 001</b>					
<b>Taxes and Assessments:</b>					
<b>Property Tax</b>					
001-000-30001	Property Taxes Secured	\$ 4,604,369	\$ 5,104,000	\$ 5,146,000	\$ 5,324,500
001-000-30002	Property Taxes Unsecured	232,902	228,000	228,000	250,000
001-000-30003	Homeowners Exemption	50,425	52,000	50,800	50,800
001-000-30004	Secured/Unsecured Prior Yr	180,139	165,000	150,000	150,000
001-000-30005	Property Tax Other	127,264	124,000	100,000	100,000
001-000-30006	Supplemental Tax Sec/Un	68,934	114,000	68,000	68,000
001-000-30009	Prop. Tax-In Lieu VLF	2,056,680	2,120,000	2,066,000	2,037,400
001-000-30013	Property Tax Transfers	100,832	130,000	100,800	100,800
<b>Total Property Tax</b>		<b>\$ 7,421,545</b>	<b>\$ 8,037,000</b>	<b>\$ 7,909,600</b>	<b>\$ 8,081,500</b>
<b>Sales Tax</b>					
001-000-30016	Sales/Use Tax	\$ 3,128,874	\$ 2,792,300	\$ 2,792,300	\$ 2,792,300
001-000-30017	Sales Tax "Back-Fill"	1,355,925	930,700	935,000	1,200,000
001-000-30023	Public Safety Sales Tax	196,046	230,000	196,000	196,000
<b>Total Sales Tax</b>		<b>\$ 4,680,845</b>	<b>\$ 3,953,000</b>	<b>\$ 3,923,300</b>	<b>\$ 4,188,300</b>
<b>Utility Users Tax</b>					
001-000-30015	Utility Users Tax	\$ 5,056,233	\$ 6,056,000	\$ 5,050,000	\$ 5,100,000
<b>Total Utility Users Tax</b>		<b>\$ 5,056,233</b>	<b>\$ 6,056,000</b>	<b>\$ 5,050,000</b>	<b>\$ 5,100,000</b>
<b>Transient Occupancy Tax</b>					
001-000-30014	Transient Occupancy Tax	\$ 1,108,785	\$ 1,229,000	\$ 1,100,000	\$ 1,100,000
<b>Total Transient Occupancy Tax</b>		<b>\$ 1,108,785</b>	<b>\$ 1,229,000</b>	<b>\$ 1,100,000</b>	<b>\$ 1,100,000</b>
<b>Franchise Fees</b>					
001-000-30100	Electric Franchise Fees	\$ 262,876	\$ 264,000	\$ 262,900	\$ 262,900
001-000-30110	Natural Gas Franchise Fees	43,662	67,000	43,700	43,700
001-000-30120	Pipeline Franchise Fees	51,167	119,000	51,200	51,200
001-000-30130	Cable TV Franchise Fees	378,969	300,000	300,000	300,000
001-000-30140	Refuse Franchise Fees	205,111	178,000	178,000	178,000
<b>Total Franchise Fees</b>		<b>\$ 941,785</b>	<b>\$ 928,000</b>	<b>\$ 835,800</b>	<b>\$ 835,800</b>
<b>Other Taxes</b>					
001-000-30011	Excise Tax	\$ 340	\$ 3,000	\$ 500	\$ 500
001-000-30012	Barrel Tax	151,384	245,000	151,400	151,400
<b>Total Other Taxes</b>		<b>\$ 151,724</b>	<b>\$ 248,000</b>	<b>\$ 151,900</b>	<b>\$ 151,900</b>
<b>Total Taxes and Assessments</b>		<b>\$ 19,360,917</b>	<b>\$ 20,451,000</b>	<b>\$ 18,970,600</b>	<b>\$ 19,457,500</b>
<b>Licenses and Permits:</b>					
001-000-30205	Bicycle Licenses	\$ 63	\$ -	\$ -	\$ -
001-000-30210	Building Permits	283,216	250,000	250,000	200,000
001-000-30215	Business Licenses	924,341	600,000	824,000	824,000
001-000-30220	Contractor Licenses	117,806	110,000	110,000	100,000
001-000-30230	Electrical Permits	33,463	40,000	33,500	35,000
001-000-30235	Film Location Permit	300	500	-	-
001-000-30240	Oil Production Licenses	10,980	12,000	12,000	11,000
001-000-30245	Parking Permits	122,592	90,000	90,000	90,000
001-000-30250	Other Permits	62,207	42,000	40,000	40,000
001-000-30255	Plumbing Permits	31,368	30,000	20,000	20,000
<b>Total Licenses and Permits</b>		<b>\$ 1,586,336</b>	<b>\$ 1,174,500</b>	<b>\$ 1,379,500</b>	<b>\$ 1,320,000</b>

# REVENUE SUMMARY BY FUND

FY 2011-2012

Account Number	Revenue Source	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>Intergovernmental:</b>					
001-000-30320	Abandoned Vehicles	\$ 11,565	\$ 6,000	\$ 10,000	\$ 10,000
001-000-30500	Motor Veh. In Lieu	76,234	54,000	63,700	75,000
001-000-30841	Inmate Fee from other agency	113,025	-	60,000	60,000
001-000-30950	SB90 Mandates Reimb.	-	-	2,300	-
001-000-30975	Grant Reimbursement	43,886	-	8,000	-
001-000-30980	Other Agency Reimbursements	409,168	-	300	-
001-000-30981	POST Reimbursement	10,850	10,000	7,500	7,500
001-000-30990	Senior Bus Program Rev	75,916	70,000	82,000	82,000
<b>Total Intergovernmental</b>		<b>\$ 740,644</b>	<b>\$ 140,000</b>	<b>\$ 233,800</b>	<b>\$ 234,500</b>
<b>Charges for Services:</b>					
001-000-30425	Off-street Parking	\$ 220,478	\$ 227,000	\$ 227,000	\$ 227,000
001-000-30430	Parking Meters	86,380	69,000	69,000	75,000
001-000-30600	Recreation Facilities Rent	101,562	85,000	100,000	100,000
001-000-30610	Leisure Program Fees	304,368	230,000	230,000	300,000
001-000-30620	Rec/lap swim passes	40,215	36,000	36,000	40,000
001-000-30630	Swimming Lessons	40,673	40,000	40,000	40,000
001-000-30640	Recreation Svc Charges	8,108	11,000	7,700	8,000
001-000-30645	Tennis Center Prop Rental	125,638	260,000	125,500	125,500
001-000-30650	Sport Fees	8,245	17,000	8,200	8,200
001-000-30660	Skate Park Fees	428	-	-	-
001-000-30665	Swimming Pool Rentals	7,160	10,000	7,100	7,100
001-000-30670	Recreation Prog. Insurance	5,468	1,500	2,700	1,500
001-000-30690	Recreation Cleaning Fees	3,765	3,000	3,000	3,000
001-000-30700	Reimb. For Misc. Services	116,214	114,000	62,200	100,000
001-000-30720	Street Sweeping Svcs	42,691	45,000	34,000	40,000
001-000-30730	Tree Trimming Svcs	38,614	41,000	38,600	38,600
001-000-30740	Refuse Services	1,002,057	1,131,000	1,100,000	1,100,000
001-000-30800	Alarm Fees	54,360	25,000	35,600	35,000
001-000-30810	Election Fees	-	-	200	-
001-000-30820	Planning Fees	34,650	22,500	22,500	20,000
001-000-30825	Plan Check Fees	129,796	150,000	101,600	100,000
001-000-30835	Film Location Fees	4,100	1,000	-	1,000
001-000-30840	Jail Fees	1,817	6,000	-	-
001-000-30842	Inmate Self Pay	526,759	100,000	400,000	400,000
001-000-30843	Booking Fees	-	-	2,500	4,000
001-000-30855	Microfilming Fees	2,206	2,000	2,000	2,000
001-000-30870	Traffic Impact Fees	-	-	25,900	-
001-000-30871	GIS Fees	46,683	5,000	20,000	28,000
001-000-30872	Environmental Fees	1,467	-	1,200	2,000
001-000-30873	Engineering Inspection Fees	26,328	-	30,000	30,000
001-000-30900	Bus Shelter Advertising	73,800	51,000	49,200	49,200
001-000-30935	Returned Check Fee	315	500	500	300
001-000-30945	Sale Of Printed Material	16,225	16,000	16,000	16,000
001-000-30946	Sale Printed Material - CIP only	11,453	-	1,000	1,000
001-000-30955	Special Events	-	4,500	-	-
001-000-30961	Admin Fee - Constr/Demo	3,620	5,000	3,600	3,600
<b>Total Charges for Services</b>		<b>\$ 3,085,643</b>	<b>\$ 2,709,000</b>	<b>\$ 2,802,800</b>	<b>\$ 2,906,000</b>
<b>Fines and Forfeitures:</b>					
001-000-30310	Muni Code Violations	\$ 1,964	\$ 3,000	\$ 1,000	\$ 1,000
001-000-30315	Parking Citations	784,378	700,000	800,000	800,000
001-000-30325	Vehicle Code Violations	213,392	200,000	200,000	200,000
001-000-30963	Unclaimed Property	18,210	1,500	1,000	1,500
<b>Total Fines and Forfeitures</b>		<b>\$ 1,017,944</b>	<b>\$ 904,500</b>	<b>\$ 1,002,000</b>	<b>\$ 1,002,500</b>

# REVENUE SUMMARY BY FUND

FY 2011-2012

Account Number	Revenue Source	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>Use of Money and Property:</b>					
001-000-30420	Interest On Investments	\$ 217,356	\$ 812,000	\$ 214,000	\$ 220,100
001-000-30423	Unrealized Gain/Loss on Invest	75,218	-	-	-
001-000-30440	Property Use	14,572	15,000	14,000	14,500
001-000-30455	Rental Of Property	99,972	100,000	99,900	99,900
001-000-30457	Rental of Telecomm. Prop	151,804	142,000	142,000	151,800
<b>Total Use of Money and Property</b>		<b>\$ 558,922</b>	<b>\$ 1,069,000</b>	<b>\$ 469,900</b>	<b>\$ 486,300</b>
<b>Other Revenues:</b>					
001-000-30300	DUI Cost Recovery	\$ -	\$ -	\$ 1,400	\$ 1,400
001-000-30400	Commissions	48	-	-	-
001-000-30435	Oil Royalties	65,440	87,000	65,000	65,000
001-000-30910	Cash over/short	42	-	-	-
001-000-30930	Insurance Refunds	-	4,000	-	-
001-000-30940	Sale Of Surplus Property	18,987	2,000	18,300	10,000
001-000-30960	Misc. Revenue	176,020	11,000	6,000	11,000
001-000-30962	Donations	18,867	27,500	20,000	16,000
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
<b>Total Other Revenues:</b>		<b>\$ 657,904</b>	<b>\$ 510,000</b>	<b>\$ 489,200</b>	<b>\$ 481,900</b>
<b>Transfers:</b>					
001-000-31500	Transfers In From Other Funds	\$ 352,982	\$ 348,000	\$ 348,000	\$ 349,000
<b>Total Transfers</b>		<b>\$ 352,982</b>	<b>\$ 348,000</b>	<b>\$ 348,000</b>	<b>\$ 349,000</b>
<b>Total General Fund Revenues</b>		<b>\$ 27,361,292</b>	<b>\$ 27,306,000</b>	<b>\$ 25,695,800</b>	<b>\$ 26,237,700</b>



# REVENUE SUMMARY BY FUND

FY 2011-2012

Account Number	Revenue Source	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>SPECIAL REVENUE FUNDS</b>					
<b>Street Lighting Assessment District - 002:</b>					
002-000-30001	Property Taxes Secured	\$ 142,330	\$ 145,300	\$ 145,300	\$ 142,400
002-000-30002	Property Taxes Unsecured	4	-	-	-
002-000-30004	Secured/Unsecured Prior Year	1,023	1,200	1,200	1,000
002-000-30005	Property Tax Other	231	200	200	200
002-000-30006	Supplemental Tax/Sec/Unsec.	1	-	-	-
002-000-30420	Interest on Investments	208	4,000	200	-
002-000-30423	Unrealized Gain/Loss on Invest	(9)	-	-	-
002-000-31500	Transfer In	-	3,600	54,600	57,900
<b>Total Street Lighting</b>		<b>\$ 143,788</b>	<b>\$ 154,300</b>	<b>\$ 201,500</b>	<b>\$ 201,500</b>
<b>Supplemental Law Enforcement Services - 009:</b>					
009-000-30420	Interest on Investments	\$ 701	\$ 2,500	\$ 354	\$ 300
009-000-30423	Unrealized Gain/Loss on Invest	(10)	-	-	-
009-000-39075	Grant Reimb.	124,254	100,000	100,000	-
<b>Total Supplemental Law Enforcement</b>		<b>\$ 124,945</b>	<b>\$ 102,500</b>	<b>\$ 100,354</b>	<b>\$ 300</b>
<b>Detention Facility - 010:</b>					
010-000-30400	Commission - Telephone/Vending	\$ 15,083	\$ 1,000	\$ 18,800	\$ 20,000
010-000-30420	Interest on Investments	-	100	-	-
010-000-30423	Unrealized Gain/Loss on Invest	(1)	-	-	-
<b>Total Detention Facility</b>		<b>\$ 15,082</b>	<b>\$ 1,100</b>	<b>\$ 18,800</b>	<b>\$ 20,000</b>
<b>Asset Forfeiture Fund (State) - 011:</b>					
011-000-30420	Interest on Investments	\$ 37	\$ -	\$ -	\$ -
011-000-30990	Asset Forfeiture	8,521	22,000	-	4,000
<b>Total Asset Forfeiture</b>		<b>\$ 8,558</b>	<b>\$ 22,000</b>	<b>\$ -</b>	<b>\$ 4,000</b>
<b>Air Quality Improvement Program - 012:</b>					
012-000-30420	Interest on Investments	\$ 250	\$ 1,000	\$ 200	\$ 300
012-000-30423	Unrealized Gain/Loss on Invest	(2)	-	-	-
012-000-35000	AB2766 Revenues	29,585	30,000	30,000	30,000
<b>Total Air Quality Improvement</b>		<b>\$ 29,833</b>	<b>\$ 31,000</b>	<b>\$ 30,200</b>	<b>\$ 30,300</b>
<b>Asset Forfeiture Fund (Fed) - 013:</b>					
013-000-30420	Interest on Investments	\$ 24	\$ 1,000	\$ -	\$ -
013-000-30990	Asset Forfeiture	-	17,000	-	100
<b>Total Asset Forfeiture</b>		<b>\$ 24</b>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>\$ 100</b>
<b>Park Improvement - 016:</b>					
016-000-30420	Interest on Investments	\$ 1,473	\$ 4,000	\$ 800	\$ 800
016-000-30423	Unrealized Gain/Loss on Invest	(15)	-	-	-
016-000-30865	Quimby Act Fees	-	5,000	5,000	5,000
<b>Total Park Improvement</b>		<b>\$ 1,458</b>	<b>\$ 9,000</b>	<b>\$ 5,800</b>	<b>\$ 5,800</b>
<b>Pension Obligation D/S - 027:</b>					
027-000-30420	Interest on Investments	\$ 299	\$ -	\$ -	\$ -
027-000-31500	Transfer In	1,456,163	-	1,488,300	1,521,100
<b>Total Pension Obligation</b>		<b>\$ 1,456,462</b>	<b>\$ -</b>	<b>\$ 1,488,300</b>	<b>\$ 1,521,100</b>
<b>Fire Station D/S - 028:</b>					
028-000-30420	Interest on Investments	\$ 210	\$ -	\$ -	\$ -
028-000-31500	Transfer In	643,946	-	628,600	612,900
<b>Total Fire Station</b>		<b>\$ 644,156</b>	<b>\$ -</b>	<b>\$ 628,600</b>	<b>\$ 612,900</b>

# REVENUE SUMMARY BY FUND

FY 2011-2012

Account Number	Revenue Source	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>Tidelands Beach - 034:</b>					
034-000-30423	Unrealized Gain/Loss on Invest	\$ 3	\$ -	\$ -	\$ -
034-000-30425	Off-street Parking	158,479	147,800	147,800	158,400
034-000-30700	Reimb Misc Svcs	12,361	-	12,000	12,300
034-000-30962	Donated Revenue	-	3,100	-	-
034-000-30980	Other Agency Revenue	168,703	105,100	-	105,100
034-000-31500	Transfer In	818,706	946,700	856,200	940,700
034-000-31600	Landing Fees	79,802	55,400	70,000	70,000
034-000-31650	Property Rental	126,848	106,300	125,000	125,000
034-000-31700	Junior Lifeguard Fees	91,841	110,100	100,000	100,000
<b>Total Tidelands Beach</b>		<b>\$ 1,456,740</b>	<b>\$ 1,474,500</b>	<b>\$ 1,311,000</b>	<b>\$ 1,511,500</b>
<b>Gas Tax - 040:</b>					
040-000-30420	Interest on Investments	\$ 1,472	\$ 2,200	\$ 2,200	\$ 1,000
040-000-30423	Unrealized Gain/Loss on Invest	(6)	-	-	-
040-000-32499	Gas Tax 2103	-	-	68,500	-
040-000-32500	Gas Tax 2105	139,933	139,000	139,000	139,000
040-000-32525	Gas Tax 2106	92,201	95,000	95,000	92,200
040-000-32530	Gas Tax 2107	186,222	186,000	186,000	186,200
040-000-32535	Gas Tax 2107.5	6,000	6,000	6,000	6,000
<b>Total Gas Tax</b>		<b>\$ 425,822</b>	<b>\$ 428,200</b>	<b>\$ 496,700</b>	<b>\$ 424,400</b>
<b>Measure M - 041:</b>					
041-000-30420	Interest on Investments	\$ 4,519	\$ 24,000	\$ 1,000	\$ 1,000
041-000-30423	Unrealized Gain/Loss on Invest	(77)	-	-	-
041-000-33500	Local Turnback	262,245	350,000	262,000	262,000
<b>Total Measure M</b>		<b>\$ 266,687</b>	<b>\$ 374,000</b>	<b>\$ 263,000</b>	<b>\$ 263,000</b>
<b>Trust &amp; Agency - 046</b>					
046-000-30423	Unrealized Gain/Loss on Invest	\$ (10)	\$ -	\$ -	\$ -
<b>Total Trust &amp; Agency</b>		<b>\$ (10)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Parking-in-Lieu -048</b>					
048-000-30423	Unrealized Gain/Loss on Invest	\$ (10)	\$ -	\$ -	\$ -
048-000-30865	Parking-in-Lieu	16,600	-	51,800	-
<b>Total Parking in lieu</b>		<b>\$ 16,590</b>	<b>\$ -</b>	<b>\$ 51,800</b>	<b>\$ -</b>
<b>Riverfront Low/Mod Housing - 061:</b>					
061-000-30420	Interest on Investments	\$ 9,667	\$ 80,000	\$ 5,000	\$ 5,000
061-000-30423	Unrealized Gain/Loss on Invest	(126)	-	-	-
061-000-38555	Low/Mod Hsg Set Aside	446,878	483,200	445,500	446,800
<b>Total Riverfront Low/Mod Housing</b>		<b>\$ 456,419</b>	<b>\$ 563,200</b>	<b>\$ 450,500</b>	<b>\$ 451,800</b>
<b>Riverfront Project Area - 063:</b>					
063-000-30420	Interest on Investments	\$ 29,257	\$ 83,000	\$ 16,000	\$ 16,000
063-000-30423	Unrealized Gain/Loss on Invest	(230)	-	-	-
063-000-31500	Transfers In	-	865,600	457,200	457,200
<b>Total Riverfront Project</b>		<b>\$ 29,027</b>	<b>\$ 948,600</b>	<b>\$ 473,200</b>	<b>\$ 473,200</b>
<b>Riverfront Debt Service - 065:</b>					
065-000-30420	Interest on Investments	\$ 98	\$ 42,000	\$ 100	\$ 100
065-000-31500	Transfers In	728,899	726,200	726,200	731,000
<b>Total Riverfront Debt Service</b>		<b>\$ 728,997</b>	<b>\$ 768,200</b>	<b>\$ 726,300</b>	<b>\$ 731,100</b>

# REVENUE SUMMARY BY FUND

FY 2011-2012

Account Number	Revenue Source	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>Riverfront Tax Increment - 067:</b>					
067-000-30001	Property Taxes Secured	\$ 2,118,245	\$ 2,278,000	\$ 2,118,200	\$ 2,118,200
067-000-30002	Property Taxes Unsec.	57,139	70,000	57,100	57,100
067-000-30003	Homeowners exemption	15,764	16,000	15,700	15,700
067-000-30004	Secured/Unsec. Pr. Year	6,943	8,000	6,900	6,900
067-000-30005	Property Tax Other	19,721	22,000	18,600	19,700
067-000-30006	Supplemental Tax Sec/unsec.	16,580	22,000	11,000	16,600
067-000-30420	Interest on Investments	4,429	42,000	4,400	4,500
067-000-30423	Unrealized Gain/Loss on Invest	6,846	-	-	-
067-000-31650	Property Rental	875	-	800	900
<b>Total Riverfront Tax Increment</b>		<b>\$ 2,246,542</b>	<b>\$ 2,458,000</b>	<b>\$ 2,232,700</b>	<b>\$ 2,239,600</b>
<b>Roberti-Z'Berg Urban Open Space - 070:</b>					
070-000-30420	Interest on Investments	\$ (48)	\$ -	\$ 100	\$ -
070-000-30975	Grant Reimbursement	15,000	-	52,000	-
<b>Total Roberti-Z'Berg Urban Open Space</b>		<b>\$ 14,952</b>	<b>\$ -</b>	<b>\$ 52,100</b>	<b>\$ -</b>
<b>Per Capita Grant</b>					
071-000-30420	Interest on Investments	\$ (1)	\$ -	\$ -	\$ -
071-000-30975	Grant Reimbursement	2,880	-	17,100	-
<b>Total Per Capita</b>		<b>\$ 2,879</b>	<b>\$ -</b>	<b>\$ 17,100</b>	<b>\$ -</b>
<b>Community Development Block Grant (CDBG)- 072:</b>					
072-000-30988	Other Agency Revenue	\$ 192,847	\$ 160,000	\$ 201,600	\$ 170,000
<b>Total CDBG</b>		<b>\$ 192,847</b>	<b>\$ 160,000</b>	<b>\$ 201,600</b>	<b>\$ 170,000</b>
<b>Grants -073</b>					
073-000-30423	Unrealized Gain/Loss on Invest	\$ (4)	\$ -	\$ -	\$ -
<b>Total Grants</b>		<b>\$ (4)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Police Grants - 075:</b>					
075-000-30975	Grant Reimb. - Police Grants	\$ -	\$ 91,000	\$ 123,300	\$ -
075-442-30975	Grant Reimb - BPV	8,831	-	-	5,000
075-444-30975	Grant Reimb - OTS - DUI	22,100	-	-	-
075-450-30975	Grant Reimb - UASI 2006	1,484	-	-	-
075-453-30975	Grant Reimb - ABC	46,486	-	-	69,900
075-455-30975	Grant Reimb - UASI 2008	5,141	-	-	-
075-456-30975	Grant Reimb - UASI 2009	-	-	-	15,000
075-457-30975	Grant Reimb - PSIC	33,672	-	-	-
075-458-30975	Grant Reimb - OTS - DUI	-	-	-	10,200
075-459-30975	Grant Reimb - JAG	5,243	-	-	9,600
075-460-30975	Grant Reimb - DUI Checkpoint	-	-	-	60,000
<b>Total Police Grants</b>		<b>\$ 122,957</b>	<b>\$ 91,000</b>	<b>\$ 123,300</b>	<b>\$ 169,700</b>
<b>CLEEP Grant - 076:</b>					
076-000-30420	Interest on Investments	\$ -	\$ 1,000	\$ -	\$ -
<b>Total CLEEP Grant</b>		<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Prop 1B</b>					
077-000-30420	Interest on Investments	\$ 2,328	\$ -	\$ 100	\$ -
<b>Total Prop 1B Grant</b>		<b>\$ 2,328</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ -</b>
<b>Traffic Relief - 079:</b>					
079-000-30420	Interest on Investments	\$ 2,002	\$ 1,600	\$ 1,400	\$ 2,000
079-000-37033	Agency Revenue	382,348	260,000	260,000	260,000
<b>Total Traffic Relief</b>		<b>\$ 384,350</b>	<b>\$ 261,600</b>	<b>\$ 261,400</b>	<b>\$ 262,000</b>



# REVENUE SUMMARY BY FUND

FY 2011-2012

Account Number	Revenue Source	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>City Wide Grants 080-300</b>					
080-300-30975	Grant Reimb. Riversend	\$ 138,301	\$ -	\$ 38,700	\$ 1,823,000
080-333-30975	Grant Reimb. ARRA	-	500,000	1,200	498,800
080-340-30975	Grant Reimb. CalEMA		125,000		125,000
080-350-30975	Grant Reimb. EECB		131,800	50,000	81,800
080-360-30975	Grant Reimb. GMA		33,700	33,700	-
080-361-30975	Grant Reimb. OCTA		1,392,560	800,000	1,342,600
080-362-30975	Grant Reimb. TEG			-	888,000
<b>Total City Wide Grants</b>		<b>\$ 138,301</b>	<b>\$ 2,183,060</b>	<b>\$ 923,600</b>	<b>\$ 4,759,200</b>
<b>Ad 94-1 Redemption Fund 101:</b>					
101-000-30001	Property Taxes Secured	\$ 153,829	\$ 138,000	\$ 153,800	\$ 153,800
101-000-30004	Secured/Unsec. Pr. Year	1,288	3,600	2,100	1,300
101-000-30005	Property Tax Other	208	600	400	200
101-000-30420	Interest on Investments	(95)	800	(100)	100
101-000-30423	Unrealized Gain/Loss on Invest	(2)	-	-	-
<b>Total Ad 94-1 Redemption Fund</b>		<b>\$ 155,228</b>	<b>\$ 143,000</b>	<b>\$ 156,200</b>	<b>\$ 155,400</b>
<b>Ad 94-1 Imprv 102:</b>					
102-000-30420	Interest on Investments	\$ 56	\$ -	\$ -	\$ -
102-000-30423	Unrealized Gain/Loss on Invest	(1)	-	-	-
<b>Total Ad 94-1 Imprv</b>		<b>\$ 55</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CFD No. 2002-02 SB Blvd/Lampson Landscape - 201:</b>					
201-000-30001	Property Taxes Secured	\$ 140,258	\$ 138,000	\$ 140,200	\$ 140,200
201-000-30420	Interest on Investments	1,725	5,000	1,100	2,000
201-000-30423	Unrealized Gain/Loss on Invest	(15)	-	-	-
<b>Total CFD SB Blvd/Lampson Landscape</b>		<b>\$ 141,968</b>	<b>\$ 143,000</b>	<b>\$ 141,300</b>	<b>\$ 142,200</b>
<b>CFD No 2002-01 Heron Pointe -202</b>					
202-000-30001	Property Taxes Secured	\$ 255,507	\$ 270,000	\$ 255,500	\$ 255,500
202-000-30004	Secured/Unsec. Pr. Year	32,352	5,000	32,300	32,300
202-000-30005	Property Tax Other	7,517	600	1,000	7,500
202-000-30420	Interest on Investments	1,457	4,000	1,400	1,400
202-000-30423	Unrealized Gain/Loss on Invest.	(15)	-	-	-
<b>Total CFD Heron Pointe</b>		<b>\$ 296,818</b>	<b>\$ 279,600</b>	<b>\$ 290,200</b>	<b>\$ 296,700</b>
<b>CFD Pacific Gateway Bonds - 203</b>					
203-000-30001	Secured Property Tax	\$ 318,860	\$ 514,100	\$ 318,800	\$ 318,800
203-000-30420	Interest on investment	1,111	7,300	1,000	1,000
203-000-30423	Unrealized Gain/Loss on Invest.	(25)	-	-	-
<b>Total Pacific Gateway Bonds</b>		<b>\$ 319,946</b>	<b>\$ 521,400</b>	<b>\$ 319,800</b>	<b>\$ 319,800</b>
<b>CFD Heron Pointe Admin Exp - 204:</b>					
204-000-30300	Administrative Expense Reimb.	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
204-000-30420	Interest on investment	101	900	100	100
204-000-30423	Unrealized Gain/Loss on Invest.	(3)			
<b>Total Heron Pointe Admin Exp</b>		<b>\$ 25,098</b>	<b>\$ 25,900</b>	<b>\$ 25,100</b>	<b>\$ 25,100</b>
<b>CFD No. 2005-01 Pacific Gateway - 205:</b>					
205-470-30001	Secured Property Tax	\$ 50,115	\$ 85,000	\$ 50,000	\$ 50,000
205-470-30004	Sec/Unsec Taxes PY	155	-	-	-
205-470-30420	Interest on Investments	1,072	2,500	1,000	1,000
205-470-30423	Unrealized Gain/Loss on Invest.	(11)	-	-	-
205-480-30300	Administrative Expense Reimb.	25,000	25,000	25,000	25,000
<b>Total Pacific Gateway</b>		<b>\$ 76,331</b>	<b>\$ 112,500</b>	<b>\$ 76,000</b>	<b>\$ 76,000</b>

# REVENUE SUMMARY BY FUND

FY 2011-2012

Account Number	Revenue Source	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PROPRIETARY FUNDS</b>					
<b>Water Operations - 017:</b>					
017-000-30420	Interest On Investments	\$ 49,185	\$ 77,300	\$ 27,700	\$ 50,000
017-000-30423	Unrealized Gain/Loss on Invest	(466)	-	-	-
017-000-30960	Miscellaneous Revenue	12,644	-	2,100	2,000
017-000-34000	Water Revenue	2,664,574	2,822,200	2,664,500	2,664,500
017-000-35000	Residential Water	1,192,035	1,294,100	1,200,000	1,268,400
017-000-35020	Commercial Water	58,296	64,700	47,000	49,500
017-000-35500	Water Turn On Fee	5,358	6,000	5,400	5,000
017-000-35510	Late Charge	45,993	36,500	40,000	40,000
017-000-35520	Door Tag Fee	1,230	700	1,300	1,000
017-000-35530	Water Meters	994	900	900	900
017-000-35590	Fire Service	61,414	69,500	60,000	61,500
017-000-35591	Fire Water Flow Test	25,000	-	500	-
<b>Total Water Operations</b>		<b>\$ 4,116,257</b>	<b>\$ 4,371,900</b>	<b>\$ 4,049,400</b>	<b>\$ 4,142,800</b>
<b>Water Capital - 019:</b>					
019-000-30420	Interest on Investments	\$ 25,094	\$ 21,400	\$ 21,400	\$ 25,000
019-000-30423	Unrealized Gain/Loss on Invest	(310)	-	-	-
019-000-35042	Water Connection Fee	91,301	5,000	5,000	5,000
019-000-37000	Water Capital Charge	1,509,238	1,340,000	1,340,000	1,407,000
<b>Total Water Capital</b>		<b>\$ 1,625,323</b>	<b>\$ 1,366,400</b>	<b>\$ 1,366,400</b>	<b>\$ 1,437,000</b>
<b>Vehicle Replacement - 021</b>					
021-000-31500	Transfer In	\$ 263,625	\$ 162,300	\$ -	\$ -
<b>Total Vehicle Replacement</b>		<b>\$ 263,625</b>	<b>\$ 162,300</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Sewer Operations - 043:</b>					
043-000-30420	Interest On Investments	\$ 13,011	\$ 15,000	\$ 7,400	\$ 13,000
043-000-30423	Unrealized Gain/Loss on Invest	(109)	-	-	-
043-000-30725	F.O.G. Discharge perm fee	24,527	19,000	15,000	15,000
043-000-36000	Sewer Fees	825,236	878,600	825,200	825,200
<b>Total Sewer Operations</b>		<b>\$ 862,665</b>	<b>\$ 912,600</b>	<b>\$ 847,600</b>	<b>\$ 853,200</b>
<b>Sewer Capital - 044:</b>					
044-000-30420	Interest on Investments	\$ 5,955	\$ 15,000	\$ 8,000	\$ 8,000
044-000-30423	Unrealized Gain/Loss on Invest	(100)	-	-	-
044-000-35042	Sewer Connection Fee	338	-	2,000	2,000
044-000-37150	Sewer Capital Charge	1,334,186	1,495,000	1,334,200	1,494,300
<b>Total Sewer Capital</b>		<b>\$ 1,340,379</b>	<b>\$ 1,510,000</b>	<b>\$ 1,344,200</b>	<b>\$ 1,504,300</b>
<b>Capital Project -045</b>					
045-000-30423	Unrealized Gain/Loss on Invest	\$ (30)	\$ -	\$ -	\$ -
045-000-31500	Transfer In	9,305,752	2,643,000	7,381,820	8,816,200
<b>Total Capital Project</b>		<b>\$ 9,305,722</b>	<b>\$ 2,643,000</b>	<b>\$ 7,381,820</b>	<b>\$ 8,816,200</b>
<b>Total Revenue of All Funds</b>		<b>\$ 54,800,437</b>	<b>\$ 49,546,860</b>	<b>\$ 51,751,774</b>	<b>\$ 57,857,900</b>
General		\$ 27,361,292	\$ 27,306,000	\$ 25,695,800	\$ 26,237,700
Special		6,464,189	6,536,660	7,183,854	10,971,000
Proprietary		8,208,249	8,323,200	7,607,600	7,937,300
RDA		3,460,985	4,738,000	3,882,700	3,895,700
Capital		9,305,722	2,643,000	7,381,820	8,816,200
		<b>\$ 54,800,437</b>	<b>\$ 49,546,860</b>	<b>\$ 51,751,774</b>	<b>\$ 57,857,900</b>

# 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 2011/12 is \$57,857,900. 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.

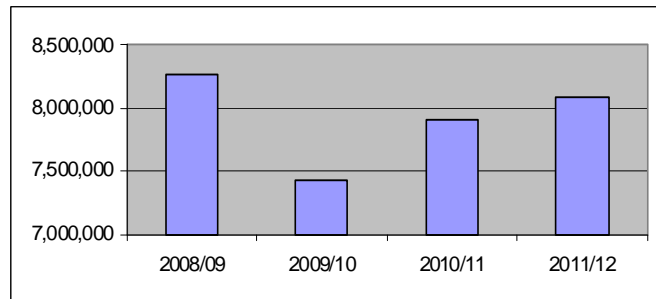
## Analysis of Major General Fund Revenues

### Property Taxes

Property Taxes account for 31% of FY 2011/12 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 1<sup>st</sup>), 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 1 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.

	Amount	% change
2008/09	8,265,122	
2009/10	7,421,545	-10.2%
2010/11	7,909,600	6.6%
2011/12	8,081,500	2.2%



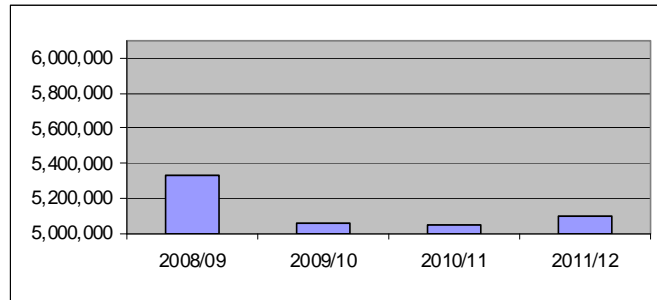
Budget Assumptions – As the above information illustrates, property taxes continue to be a stable revenue source for the City. The projection for FY 2011/12 shows a slight incline in anticipation of minimal economic recovery.

### Utility Users Tax

Utility Users Tax accounts for 19% of FY 2011/12 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

	Amount	% change
2008/09	5,326,486	
2009/10	5,056,233	-5.1%
2010/11	5,050,000	-0.1%
2011/12	5,100,000	1.0%

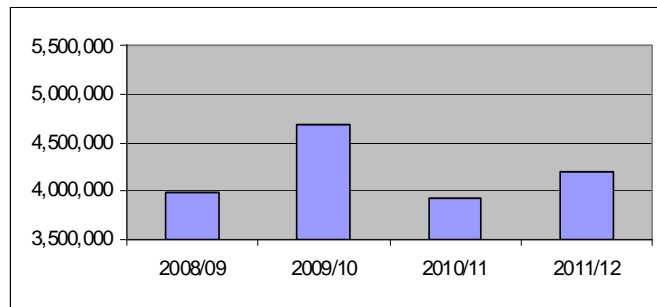


**Budget Assumptions** – As the above information illustrates, the Utility Users Tax revenues continue to be a relatively stable and predictable revenue source. The City has a senior exemption program for the utility user's tax. The income level to qualify for the exemption is based on the California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

## **Sales and Use Tax**

Sales and Use Tax account for 16% of FY 2011/12 General Fund revenues. The sales tax rate is 8.75%. 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 2011/12.

	Amount	% change
2008/09	3,974,341	
2009/10	4,680,845	17.8%
2010/11	3,923,300	-16.2%
2011/12	4,188,300	6.8%



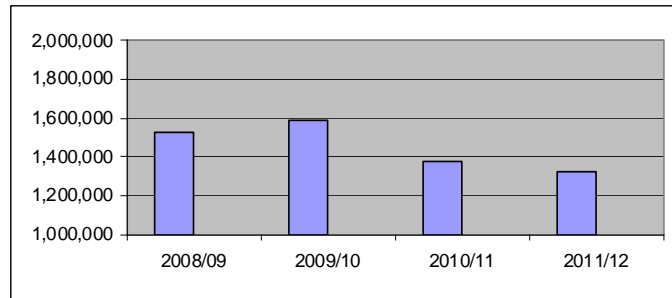
**Budget Assumptions** – Estimated revenues for Sales and Use Tax for FY 2010/11 and projections for FY 2011/12 were provided by Hinderliter, de Llamas and Associates, a consulting firm that specializes in sales and use tax analysis based on sales tax information provided to them by the State of California Board of Equalization.

## **Licenses and Permits**

Licenses and permits account for 5% of FY 2011/12 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 2011/12 due to continued slow economic growth.

# Analysis of Major Revenues

	Amount	% change
2008/09	1,527,024	
2009/10	1,586,336	3.9%
2010/11	1,379,500	-13.0%
2011/12	1,320,000	-4.3%



## Other Revenues

Franchise Fees are imposed on various public utilities and account for 3% of FY 2011/12 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.

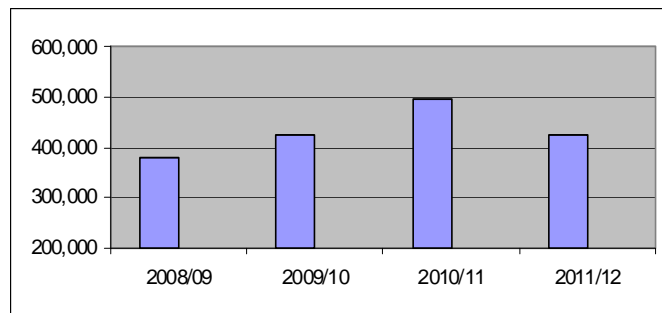
Transient Occupancy Tax (i.e. Hotel Occupancy tax) accounts for 4% of FY 2011/12 General Fund revenues. The approved rate for Transient Occupancy Tax is 12%.

## 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.

	Amount	% change
2008/09	381,466	
2009/10	425,822	11.6%
2010/11	496,700	16.6%
2011/12	424,400	-14.6%



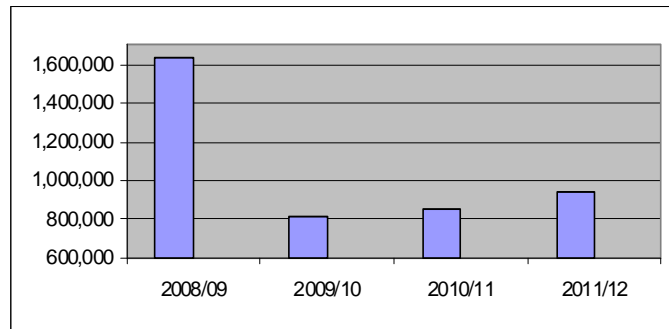
Since the revenue collected is based on the gallons rather than the price of fuel, this revenue source may continue to decline as California residents alter their driving habits due to the high cost of gasoline. Therefore, gas tax is budgeted slightly less than fiscal year 2010-2011 for next year.

### 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.

# Analysis of Major Revenues

	<u>Amount</u>	<u>% change</u>
2008/09	1,640,999	
2009/10	818,706	-50.1%
2010/11	856,200	4.6%
2011/12	940,700	9.9%



As the chart reflects, the General Fund Subsidy varies significantly from one year to the next. The decrease of 50% from FY 2008/09 is due to several capital projects in FY 2008/09. There is no capital project scheduled in FY 2011/12.

## **Measure M – Local Turnback**

The Measure M “Local Turnback” revenues are part of the one-half 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 one-half cent sales tax through 2041. These funds can only be expended on street and highway improvements. The allocation of the one-half 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 Local Turnback and Gas Tax revenues the City receives.

The City anticipates receipt of \$262,000 of Measure M revenues for FY 2011/12.

## **ANALYSIS OF REDEVELOPMENT AGENCY MAJOR REVENUE**

### **Property Taxes**

The City of Seal Beach Redevelopment Agency’s primary source of revenue is property taxes. Property taxes allocated to the Agency are computed in the following manner:

- The assessed valuation of all property within the project area is determined on the date of adoption of the Redevelopment Plan.
- Property taxes related to the incremental increase in assessed values after the adoption of the Redevelopment Plan are allocated to the Agency. The “frozen” assessed valuations of the properties are allocated to the City and other districts.

Revenue estimates are based on historical trends and projected increases in assessed valuation provided by the Orange County Assessor.

# **Analysis of Major Revenues**

## **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 \$4,142,800 for fiscal years 2011/12, for the Operations Fund. Water Capital Fund revenues are projected to be \$1,437,000.

The sewer capital fees are also tiered. Revenues are projected to be \$853,200 for operations in the fiscal year 2011/12. Sewer Capital Fund revenues are projected to be \$1,504,300 for FY 2011/12.





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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 Undesignated Fund Balance

The City's Budget and Fiscal Policy is to maintain an undesignated 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.

Undesignated fund balance refers to the portion of the fund balance that is not obligated to designations or reserves; therefore, it can be used for the situations previously stated in the prior paragraph. Reserves 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. Designation of the fund balance is the obligation of funds due to policy implementation.

### General Fund

#### Analysis of Undesignated Fund Balance

	2007-2008 Actual	2008-2009 Actual	2009-2010 Actual	2010-2011 Projected	2011-2012 Projected
Beginning Fund Balance	\$ 25,531,863	\$ 33,444,829	\$ 36,465,127	\$ 30,018,850	\$ 22,896,150
<b>General Fund Revenues</b>					
Property Tax Revenue	\$ 7,607,460	\$ 8,265,122	\$ 7,421,545	\$ 7,909,600	\$ 8,081,500
Sales and Use Tax	5,127,969	3,974,341	4,680,845	3,923,300	4,188,300
Utility Users Tax	5,599,065	5,326,486	5,056,233	5,050,000	5,100,000
Transient Occupancy Tax	1,065,996	1,198,376	1,108,785	1,100,000	1,100,000
Franchise Fees	1,053,908	980,148	941,785	835,800	835,800
Other Taxes	244,479	393,570	151,724	151,900	151,900
Licenses and Permits	1,903,258	1,527,023	1,586,336	1,379,500	1,320,000
Intergovernmental	246,936	197,458	740,644	233,800	234,500
Charges for Services	2,415,500	2,926,969	3,085,643	2,802,800	2,906,000
Fines and Forfeitures	906,377	917,609	1,017,944	1,002,000	1,002,500
Use of Money and Property	1,491,091	973,499	558,922	469,900	486,300
Other Revenue	11,774,391	6,794,576	657,904	489,200	481,900
Transfers in from other Funds	347,000	347,860	352,982	348,000	349,000
<b>Total General Fund Revenues</b>	<b>\$39,783,430</b>	<b>\$ 33,823,037</b>	<b>\$ 27,361,292</b>	<b>\$ 25,695,800</b>	<b>\$ 26,237,700</b>
<b>Expenditures</b>					
General Administration	\$3,780,568	\$3,655,814	\$3,755,483	\$3,511,900	\$3,402,800
Police Department	16,906,632	7,401,491	7,757,094	7,954,200	8,169,300
Detention Facilities	417,110	568,657	753,089	642,600	689,100
Fire Protection Services	6,174,484	3,698,900	3,761,742	4,011,500	4,207,800
Community Development	957,240	770,328	952,564	823,200	687,700
Public Works	2,458,195	2,557,461	2,541,829	2,696,600	2,446,800
Refuse Services	973,056	1,000,125	1,062,445	1,026,600	1,100,000
Recreation	960,480	908,708	1,036,377	966,500	935,000
Liability/Risk Management	1,013,938	719,893	1,210,513	2,685,400	1,259,500
Transfers Out	2,260,854	9,715,781	10,976,433	8,500,000	6,459,600
<b>Total Expenditures</b>	<b>\$ 35,902,557</b>	<b>\$ 30,997,158</b>	<b>\$ 33,807,569</b>	<b>\$ 32,818,500</b>	<b>\$ 29,357,600</b>
<b>Net Revenues (Expenditures)</b>	<b>\$ 3,880,873</b>	<b>\$ 2,825,879</b>	<b>\$ (6,446,277)</b>	<b>\$ (7,122,700)</b>	<b>\$ (3,119,900)</b>
Prior Periods Adjustments to Fund Balance	\$ 4,032,093	\$ 194,420			
<b>Ending Fund Balance</b>	<b>\$ 33,444,829</b>	<b>\$ 36,465,127</b>	<b>\$ 30,018,850</b>	<b>\$ 22,896,150</b>	<b>\$ 19,776,250</b>
<b>Reservations</b>	<b>\$ 182,500</b>	<b>\$ 211,000</b>	<b>\$ 30,300</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
Designations	5,939,642	27,125,242	17,846,605	12,481,069	9,094,365
Designated for Fiscal Policy	6,244,000	5,985,800	5,985,800	5,457,080	5,206,120
<b>Ending Undesignated Fund Balance</b>	<b>\$ 21,078,687</b>	<b>\$ 3,143,085</b>	<b>\$ 6,156,145</b>	<b>\$ 4,908,001</b>	<b>\$ 5,425,765</b>
<i>Undesignated Fund Balance</i>					
<i>Percentage of Total Operating Expenditures</i>	59%	12%	24%	15%	21%

## General Fund Analysis of Undesignated Fund Balance

As the previous page of data illustrates, the City has been able to maintain the General Fund's undesignated fund balance for FY 2007/08 well above the 20% - 25% as required by the Budget and Fiscal Policy. FY 2009/10 was maintained at 24% which is within the amount required by the City's fiscal policy. FY's 2008/09 and 2010/11 are below the required amount and do not meet the minimum required by the City's fiscal policy. FY 2011/12 meets the minimum amount required by the City's fiscal policy.

<b>General Fund</b> <b>Designations of Fund Balance</b>
--

	<b>2011-2012</b>
Beginning Fund Balance	\$22,896,150
Net Revenues (Expenditures)	(3,119,900)
Ending Fund Balance	<u>\$19,776,250</u>
Designated Balance	\$14,350,485
Undesignated Balance	<u><b>5,425,765</b></u>
Total General Fund Balance	<u><b>\$19,776,250</b></u>

	Estimated Beginning Balance	Proposed Decreases	Estimated Ending Balance
City Clerk	\$ 26,741	\$ 26,741	\$ -
Traffic Impact Fees	938,458	650,000	288,458
College Park East	477,000	-	477,000
Swimming Pool	4,862,424	-	4,862,424
Economic Condition	1,750,000	-	1,750,000
Street Improvement	629,963	629,963	-
Storm Drain	2,080,024	2,000,000	80,024
Buildings	1,000,559	80,000	920,559
Compensated Absences	715,900	-	715,900
Fiscal Policy	5,457,080	250,960	5,206,120
Encumbrances	50,000	-	50,000
<b>Total</b>	<u><b>\$17,988,149</b></u>	<u><b>\$3,637,664</b></u>	<u><b>\$14,350,485</b></u>

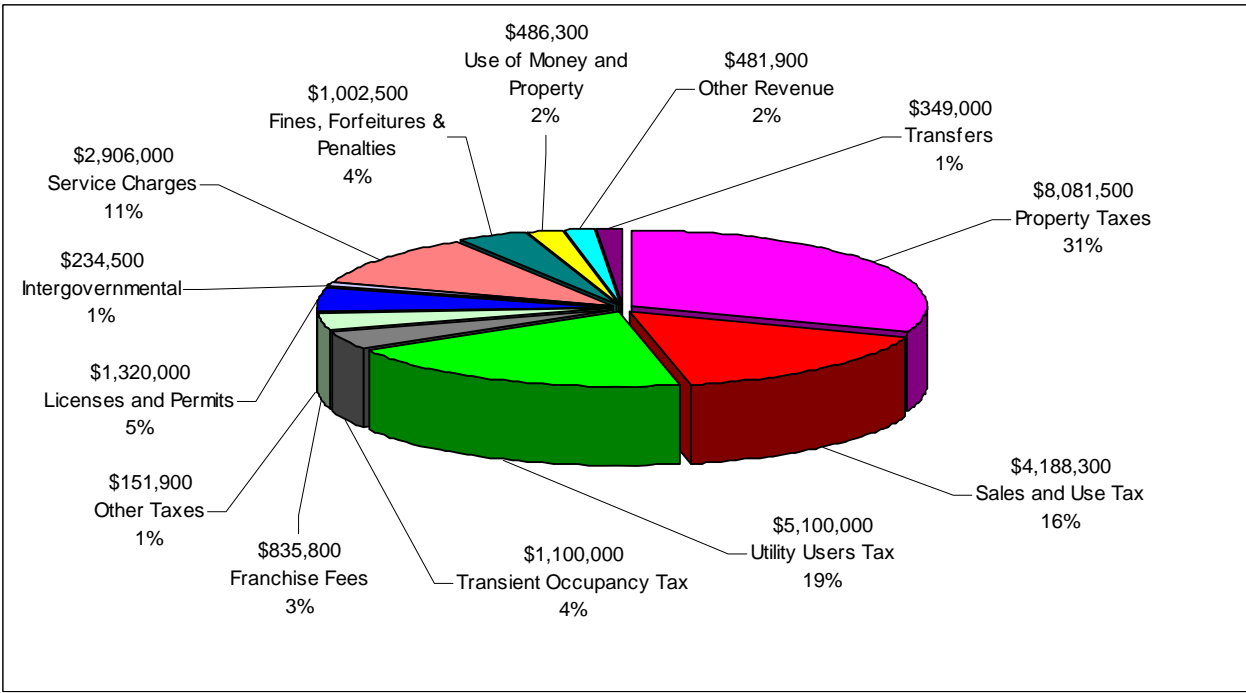


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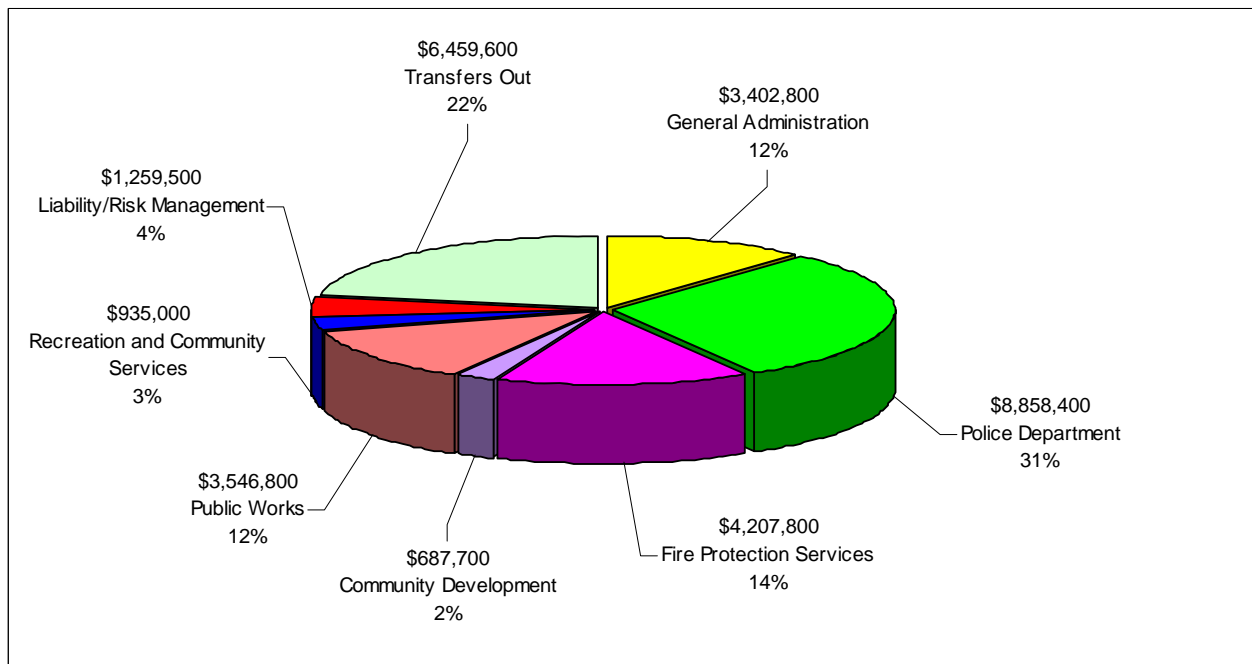
# Summary of Revenues and Expenditures

## General Fund

### Fiscal Year 2011-12 Projected Revenues - \$26,237,700

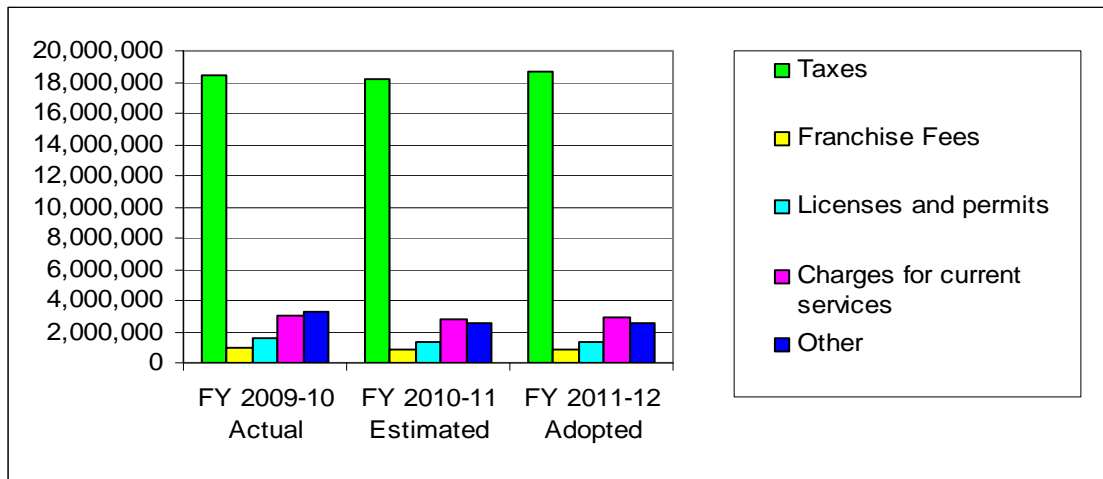


### Fiscal Year 2011-12 Projected Expenditures - \$29,357,600



# General Fund Revenue Summary

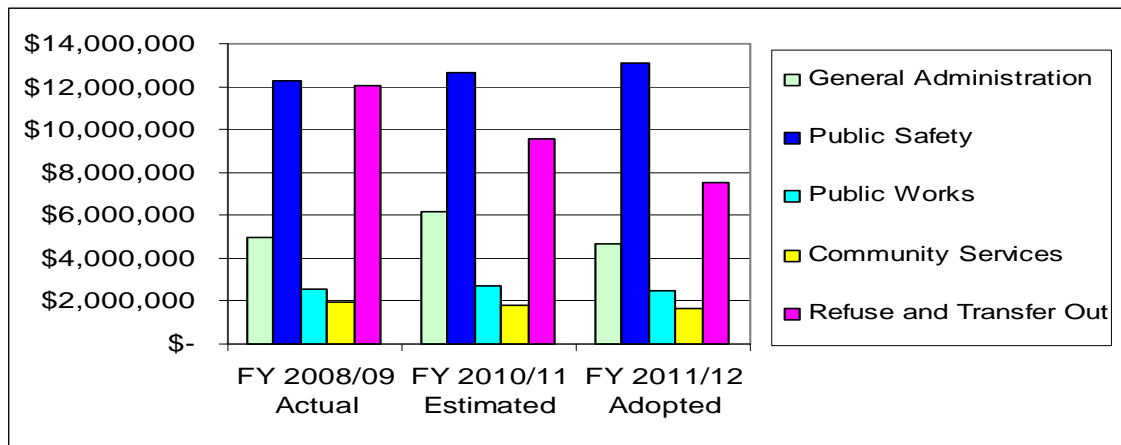
Description	2011-2012		
	2009-2010 Actual	2010-2011 Estimated	Adopted Budget
Property Tax	\$ 7,421,545	\$ 7,909,600	\$ 8,081,500
Other Taxes	151,724	151,900	151,900
Utility Users Tax	5,056,233	5,050,000	5,100,000
Transient Occupancy Tax	1,108,785	1,100,000	1,100,000
Sales and Use Tax	4,680,845	3,923,300	4,188,300
Franchise Fees	941,785	835,800	835,800
Licenses and Permits	1,586,336	1,379,500	1,320,000
Fines and Forfeitures	1,017,944	1,002,000	1,002,500
Use of Money and Property	558,922	469,900	486,300
Service Charges	3,085,643	2,802,800	2,906,000
Intergovernmental	740,644	233,800	234,500
Other Revenues	657,904	489,200	481,900
Transfer In and Enterprise Overheads	352,982	348,000	349,000
<b>Total Revenue</b>	<b>\$ 27,361,292</b>	<b>\$ 25,695,800</b>	<b>\$ 26,237,700</b>



	FY 2009-10 Actual	FY 2010-11 Estimated	FY 2011-12 Adopted
Taxes	\$ 18,419,132	\$ 18,134,800	\$ 18,621,700
Franchise Fees	941,785	835,800	835,800
Licenses and permits	1,586,336	1,379,500	1,320,000
Charges for current services	3,085,643	2,802,800	2,906,000
Other	3,328,396	2,542,900	2,554,200
<b>Grand Total</b>	<b>\$ 27,361,292</b>	<b>\$ 25,695,800</b>	<b>\$ 26,237,700</b>

# General Fund Expenditure Summary

Department	2009-2010 Actual	2010-2011 Estimated	2011-2012 Adopted Budget
010 City Council	\$ 92,262	\$ 91,400	\$ 100,000
011 City Manager	716,460	709,300	785,400
012 City Clerk	300,025	287,500	301,800
015 City Attorney	513,008	494,200	365,000
017 Administrative Services	637,233	655,900	623,500
018 Risk Management	1,210,516	2,685,400	1,259,500
019 Non-Departmental	969,735	793,600	671,900
020 Information System Technol	526,760	480,000	555,200
021 Police EOC	36,303	-	137,800
022 Police	5,169,658	5,294,200	5,490,100
023 Police Support Services	2,551,133	2,660,000	2,541,400
024 Police Detention Facility	753,089	642,600	689,100
026 Fire	3,761,742	4,011,500	4,207,800
030 Planning	556,819	427,600	376,900
031 Building and Safety	395,745	395,600	310,800
042 Engineering	239,797	234,100	122,700
043 Storm Drain	308,631	329,600	347,900
044 Street Maintenance	851,378	936,200	867,200
049 Landscape Maintenance	245,856	212,200	235,100
050 Automobile Maintenance	292,115	287,700	251,500
051 Refuse	1,062,448	1,026,600	1,100,000
052 Building Maintenance	604,052	696,800	622,400
070 Recreation Administration	295,884	274,000	239,300
071 Sports	66,646	42,000	34,100
072 Parks and Recreation	305,948	300,700	308,100
073 Aquatics	169,496	147,600	154,000
074 Tennis Center	198,403	202,200	199,500
Transfer Out	10,976,436	8,500,000	6,459,600
<b>Total Expenditures</b>	<b>\$ 33,807,578</b>	<b>\$ 32,818,500</b>	<b>\$ 29,357,600</b>



	FY 2008/09 Actual	FY 2010/11 Estimated	FY 2011/12 Adopted
General Administration	\$ 4,965,999	\$ 6,197,300	\$ 4,662,300
Public Safety	12,271,925	12,608,300	13,066,200
Public Works	2,541,829	2,696,600	2,446,800
Community Services	1,988,941	1,789,700	1,622,700
Refuse and Transfer Out	12,038,884	9,526,600	7,559,600
<b>Grand Total</b>	<b>\$ 33,807,578</b>	<b>\$ 32,818,500</b>	<b>\$ 29,357,600</b>



## City of Seal Beach - General Fund Transfer Out

FY 2011-2012

DEPARTMENT: Administrative Services  
FUND: 001 General Fund - Transfer Out

	<b>2009-2010 Actual</b>	<b>2010-2011 Amended Budget</b>	<b>2010-2011 Estimated</b>	<b>2011-2012 Adopted Budget</b>
Transfer Out	\$ 10,976,436	\$ 8,759,000	\$ 8,500,000	\$ 6,459,600
<b>TOTAL</b>	<b>\$ 10,976,436</b>	<b>\$ 8,759,000</b>	<b>\$ 8,500,000</b>	<b>\$ 6,459,600</b>

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 2011-2012

DEPARTMENT: Administrative Services  
 FUND: 001 General Fund - Transfer Out

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>TRANSFER OUT</b>					
Transfer Out	001-080-47000	\$ 10,854,711	\$ 8,596,700	\$ 8,500,000	\$ 6,459,600
Vehicle Replacement - Police	001-022-47010	85,425	113,900	-	-
Vehicle Replacement - PW Admin	001-042-47010	2,625	3,500	-	-
Vehicle Replacement - Storm Drain	001-043-47010	75	100	-	-
Vehicle Replacement - Street	001-044-47010	27,150	36,200	-	-
Vehicle Replacement - Landscape	001-049-47010	2,250	3,000	-	-
Vehicle Replacement - Fleet	001-050-47010	1,500	2,000	-	-
Vehicle Replacement - Building	001-052-47010	2,700	3,600	-	-
<b>TOTAL TRANSFER OUT</b>		<u>\$ 10,976,436</u>	<u>\$ 8,759,000</u>	<u>\$ 8,500,000</u>	<u>\$ 6,459,600</u>
<b>TOTAL EXPENDITURES</b>		<u><b>\$ 10,976,436</b></u>	<u><b>\$ 8,759,000</b></u>	<u><b>\$ 8,500,000</b></u>	<u><b>\$ 6,459,600</b></u>

**Transfers Out Account 001-080-47000:**

Street Lighting District Fund 002	\$ 57,900
Pension Obligation D/S Fund 027	1,521,100
Fire Station D/S Fund 028	612,900
Tidelands Fund 034	940,700
Capital Projects Fund Fund 045	3,327,000
Total for 001-080-47000:	<u><b>\$ 6,459,600</b></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 to the needs of the community while understanding that citizen expectations for services will continue to exceed the available funding.

# City of Seal Beach

## FY 2011-2012

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

**Account Code:** 001-010

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 35,754	\$ 38,800	\$ 39,400	\$ 38,500
Maintenance and Operations	56,508	85,200	52,000	61,500
<b>TOTAL</b>	<b>\$ 92,262</b>	<b>\$ 124,000</b>	<b>\$ 91,400</b>	<b>\$ 100,000</b>

### ACCOUNT NUMBER EXPLANATION

40004	Part-time	City Council remuneration and Development committee stipend.
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	League of CA Cities, Cal Coast, LAFCO, So. CA Assoc. of Govt., Santa Ana River Flood Control, Assoc. of CA Cities-OC, 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, SB Chamber Summer Concert, DekraLite - Lighted Christmas Tree.
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	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Part-time	001-010-40004	\$ 33,000	\$ 36,000	\$ 36,600	\$ 36,000
Medicare Insurance	001-010-40017	522	500	500	500
FICA	001-010-40019	2,232	2,300	2,200	1,900
Pars Retirement	001-010-40013	-	-	100	100
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 35,754</u>	<u>\$ 38,800</u>	<u>\$ 39,400</u>	<u>\$ 38,500</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-010-40100	\$ 613	\$ 1,500	\$ 1,500	\$ 1,500
Memberships and Dues	001-010-40300	23,585	55,700	26,000	26,000
Training and Meetings	001-010-40400	8,812	14,000	10,500	10,000
Special Departmental	001-010-40800	13,281	5,000	5,000	15,000
Promotional	001-010-40900	10,217	9,000	9,000	9,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 56,508</u>	<u>\$ 85,200</u>	<u>\$ 52,000</u>	<u>\$ 61,500</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ 92,262</u></u>	<u><u>\$ 124,000</u></u>	<u><u>\$ 91,400</u></u>	<u><u>\$ 100,000</u></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 2011-2012

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

Account Code: 001-011

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 632,729	\$ 725,300	\$ 622,200	\$ 702,900
Maintenance and Operations	83,731	153,500	87,100	82,500
<b>TOTAL</b>	<b>\$ 716,460</b>	<b>\$ 878,800</b>	<b>\$ 709,300</b>	<b>\$ 785,400</b>

### ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	City Manager	- 1.00
		Assistant City Manager	- 1.00
		Management Analyst	- 1.00
		Executive Assistant	- 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 (Lexis Nexis, subscriptions, handbooks advertising, and personnel notices).	
40300	Memberships and Dues	OCCMA, ICMA, MMASC, ASPA, SHRM, LCW, CalPACS, OCCOG, 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.	

# City of Seal Beach

## FY 2011-2012

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

Account Code: 001-011

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-011-40001	\$ 469,482	\$ 512,100	\$ 452,900	\$ 521,000
Part-time	001-011-40004	13,725	40,000	29,000	-
Tuition Reimbursement	001-011-40007	6,658	-	6,400	3,200
Auto Allowance	001-011-40008	10,200	10,200	7,900	10,200
Cell Phone Allowance	001-011-40009	2,700	2,700	2,300	2,700
Deferred Compensation-Cafeteria	001-011-40010	-	-	400	-
Deferred Compensation	001-011-40011	8,243	15,800	9,400	17,200
Pers Retirement	001-011-40012	68,692	74,100	61,900	85,000
Pars Retirement	001-011-40013	337	700	700	-
Medical Insurance	001-011-40014	38,584	53,700	39,000	50,600
AFLAC Insurance - Cafeteria	001-011-40015	222	-	200	-
Medicare Insurance	001-011-40017	7,701	9,000	7,900	8,500
Life and Disability	001-011-40018	6,185	7,000	4,200	4,500
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 632,729</b>	<b>\$ 725,300</b>	<b>\$ 622,200</b>	<b>\$ 702,900</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-011-40100	\$ 3,904	\$ 5,000	\$ 3,500	\$ 5,000
Public/legal Notices	001-011-40200	4,784	4,000	3,800	5,000
Memberships and Dues	001-011-40300	10,546	9,000	10,000	11,000
Training and Meetings	001-011-40400	8,241	10,000	8,300	10,000
Special Departmental	001-011-40800	1,088	1,500	1,500	1,500
Cont. Professional Svcs	001-011-44000	55,168	124,000	60,000	50,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 83,731</b>	<b>\$ 153,500</b>	<b>\$ 87,100</b>	<b>\$ 82,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 716,460</b>	<b>\$ 878,800</b>	<b>\$ 709,300</b>	<b>\$ 785,400</b>



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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 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 Redevelopment Agency, 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.

# City of Seal Beach

## FY 2011-2012

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

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 237,725	\$ 268,900	\$ 233,500	\$ 243,300
Maintenance and Operations	61,651	30,500	24,000	57,500
Election	649	50,000	30,000	1,000
<b>TOTAL</b>	<b>\$ 300,025</b>	<b>\$ 349,400</b>	<b>\$ 287,500</b>	<b>\$ 301,800</b>

### 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 and electronic agenda.	
001-013-40800	Special Departmental	Off year - for incidental expenses.	

# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** City Clerk  
**FUND:** 001 General Fund - City Clerk & Election

**Account Code:** 001-012  
 001-013

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-012-40001	\$ 169,869	\$ 184,500	\$ 174,300	\$ 186,800
Part-time	001-012-40004	11,826	30,000	7,300	-
Tuition Reimbursement	001-012-40007	6,207	-	-	-
Auto Allowance	001-012-40008	4,200	4,200	4,200	4,200
Cell Phone Allowance	001-012-40009	900	900	900	900
Deferred Comp-Cafeteria	001-012-40010	356	500	200	-
Deferred Compensation	001-012-40011	4,968	5,200	5,100	5,200
Pers Retirement	001-012-40012	24,549	26,700	25,800	30,500
Pars Retirement	001-012-40013	637	800	600	-
Medical Insurance	001-012-40014	8,897	10,100	10,300	10,400
Medicare Insurance	001-012-40017	2,977	3,400	3,000	3,100
Life and Disability	001-012-40018	2,339	2,600	1,800	2,200
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 237,725</b>	<b>\$ 268,900</b>	<b>\$ 233,500</b>	<b>\$ 243,300</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-012-40100	\$ 2,385	\$ 2,000	\$ 2,000	\$ 2,000
Public/legal Notices	001-012-40200	3,985	3,500	2,000	3,500
Memberships and Dues	001-012-40300	415	500	500	500
Training and Meetings	001-012-40400	310	1,000	1,500	500
Special Departmental	001-012-40800	38,088	3,500	14,000	31,000
Contract Professional Svcs	001-012-44000	16,468	20,000	4,000	20,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 61,651</b>	<b>\$ 30,500</b>	<b>\$ 24,000</b>	<b>\$ 57,500</b>
<b>ELECTIONS</b>					
Special Departmental	001-013-40800	\$ 649	\$ 50,000	\$ 30,000	\$ 1,000
<b>TOTAL ELECTIONS</b>		<b>\$ 649</b>	<b>\$ 50,000</b>	<b>\$ 30,000</b>	<b>\$ 1,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 300,025</b>	<b>\$ 349,400</b>	<b>\$ 287,500</b>	<b>\$ 301,800</b>



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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 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.



# City of Seal Beach

**FY 2011-2012**

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

**Account Code:** 001-015

	<b>2009-2010 Actual</b>	<b>2010-2011 Amended Budget</b>	<b>2010-2011 Estimated</b>	<b>2011-2012 Adopted Budget</b>
Maintenance and Operations	\$ 513,008	\$ 365,000	\$ 494,200	\$ 365,000
<b>TOTAL</b>	<u>\$ 513,008</u>	<u>\$ 365,000</u>	<u>\$ 494,200</u>	<u>\$ 365,000</u>

## ACCOUNT NUMBER EXPLANATION

49700	Monthly Legal Contract	Monthly retainer \$20K per month
49710	Litigation Services	Expenditure for services beyond that covered by the retainer
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

# City of Seal Beach

**FY 2011-2012**

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

**Account Code:** 001-015

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Monthly Legal Contract	001-015-49700	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000
Litigation Services	001-015-49710	39,699	50,000	50,000	50,000
General Prosecution	001-015-49720	20,435	5,000	21,000	5,000
Legal Contract Police	001-015-49730	-	20,000	28,200	20,000
Other Attorney Services	001-015-49777	212,874	50,000	155,000	50,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 513,008</b>	<b>\$ 365,000</b>	<b>\$ 494,200</b>	<b>\$ 365,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 513,008</b>	<b>\$ 365,000</b>	<b>\$ 494,200</b>	<b>\$ 365,000</b>



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# City of Seal Beach

## ADMINISTRATIVE SERVICES

### **Managing Department Head:**

Director of Administrative Services/City Treasurer

### **Mission Statement**

Administrative Services is a service-oriented department serving the Public, City Council, City Manager, other department heads and employees. The main responsibilities fall into three categories: finance, treasury and information technology. 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 Redevelopment Agency.

### **Primary Activities**

Administrative Services 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, Redevelopment Agency low/moderate compliance, debt administration, cash management, and information technology administration. The department also monitors revenue compliance with Utility Users Tax, Hotel 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 ensure the timely and cost-effective replacement of workstations and servers and maintain a cooperative computer system and network with the Police Department.

DEPARTMENT: Administrative Services  
 FUND: 001 General Fund - Administrative Services

Account Code: 001-017

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 542,617	\$ 602,900	\$ 535,700	\$ 503,700
Maintenance and Operations	94,616	167,300	120,200	119,800
<b>TOTAL</b>	<b>\$ 637,233</b>	<b>\$ 770,200</b>	<b>\$ 655,900</b>	<b>\$ 623,500</b>

ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Director of Admin. Services/City Treasurer - 0.80 Senior Accountant - 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	Intern (PT)
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 and postage.
40200	Public/legal Notices	Sun Newspaper
40300	Memberships and Dues	AICPA, GFOA, CMRTA, CSMFO, and CA Society of CPA, CMTA, CPFIM and subscriptions (GASB updates and pronouncements).
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), and miscellaneous expenses.
44000	Contract Professional Svcs	Annual audit, Bartel actuarial services, HDL - sales/property tax and State Controllers report.

# City of Seal Beach

## FY 2011-2012

DEPARTMENT: Administrative Services  
FUND: 001 General Fund - Administrative Services

Account Code: 001-017

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-017-40001	\$ 418,355	\$ 436,100	\$ 414,100	\$ 384,400
Over-time	001-017-40003	-	2,000	-	-
Part-time	001-017-40004	2,857	30,000	-	-
Auto Allowance	001-017-40008	4,200	4,200	4,200	4,200
Cell Phone Allowance	001-017-40009	900	900	900	900
Deferred Comp - Cafeteria	001-017-40010	2,303	2,600	1,500	1,200
Deferred Compensation	001-017-40011	12,884	11,200	13,000	11,800
Pers Retirement	001-017-40012	61,224	63,100	61,200	62,700
Pars Retirement	001-017-40013	430	400	200	-
Medical Insurance	001-017-40014	26,500	38,700	29,800	27,800
Medicare Insurance	001-017-40017	6,843	7,400	6,700	6,300
Life and Disability	001-017-40018	6,121	6,300	4,100	4,400
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 542,617</b>	<b>\$ 602,900</b>	<b>\$ 535,700</b>	<b>\$ 503,700</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-017-40100	\$ 8,684	\$ 6,000	\$ 10,000	\$ 10,000
Public/legal Notices	001-017-40200	4,059	5,000	500	500
Memberships and Dues	001-017-40300	1,680	2,400	2,400	2,400
Training and Meetings	001-017-40400	16,255	35,000	16,000	16,000
Equipment/materials	001-017-40700	540	2,300	400	-
Special Departmental	001-017-40800	8,510	31,000	19,900	19,900
Contract Professional Svcs	001-017-44000	54,888	85,600	71,000	71,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 94,616</b>	<b>\$ 167,300</b>	<b>\$ 120,200</b>	<b>\$ 119,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 637,233</b>	<b>\$ 770,200</b>	<b>\$ 655,900</b>	<b>\$ 623,500</b>



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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.



# City of Seal Beach

## FY 2011-2012

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

Account Code: 001-018

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 1,210,516	\$ 2,279,900	\$ 2,685,400	\$ 1,259,500
<b>TOTAL</b>	<b>\$ 1,210,516</b>	<b>\$ 2,279,900</b>	<b>\$ 2,685,400</b>	<b>\$ 1,259,500</b>

### 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 2011-2012

DEPARTMENT:

City Manager

Account Code:

001-018

FUND:

001 General Fund - Risk Management

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Gen. Liab. Admn.	001-018-49500	\$ 759,283	\$ 1,681,500	\$ 1,785,400	\$ 809,500
Env. Ded. Loss	001-018-49510	-	50,000	-	-
Prop. Ded. Loss	001-018-49520	-	5,000	-	-
Work Comp Admn.	001-018-49600	451,233	543,400	900,000	450,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 1,210,516</u>	<u>\$ 2,279,900</u>	<u>\$ 2,685,400</u>	<u>\$ 1,259,500</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 1,210,516</u>	<u>\$ 2,279,900</u>	<u>\$ 2,685,400</u>	<u>\$ 1,259,500</u>

# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Administrative Services  
**FUND:** 001 General Fund - Non Departmental

**Account Code:** 001-019

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 759,123	\$ 600,000	\$ 543,000	\$ 321,400
Maintenance and Operations	210,612	242,900	250,600	350,500
<b>TOTAL</b>	<b>\$ 969,735</b>	<b>\$ 842,900</b>	<b>\$ 793,600</b>	<b>\$ 671,900</b>

### 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.
40400	Training and Meetings	City wide software and hardware training.
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, holiday decorations and Advanced Office Services lease police department and public works.
43000	Senior Busing	Senior bus program - Western Transit
44000	Contract Professional	Plant maintenance, SCE License, PARS annual statement fee, POM (parking meter repairs), Priority Mailing System repairs, Cummins - coin counter maintenance, Safe shred, and fee study and cost allocation plan.

# City of Seal Beach

## FY 2011-2012

DEPARTMENT: Administrative Services  
FUND: 001 General Fund - Non Departmental

Account Code: 001-019

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Medical Insurance	001-019-40014	\$ 759,123	\$ 600,000	\$ 543,000	\$ 321,400
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 759,123</u>	<u>\$ 600,000</u>	<u>\$ 543,000</u>	<u>\$ 321,400</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-019-40100	\$ 33,724	\$ 40,000	\$ 30,000	\$ 33,000
Training & Meeting	001-019-40400	13,918	-	-	-
Special Departmental	001-019-40800	5,990	-	10,000	6,000
Rental/Lease Equip	001-019-42000	61,384	61,000	80,100	80,100
Senior Busing Expenditures	001-019-43000	85,441	138,700	127,300	185,000
Contract Professional	001-019-44000	10,155	3,200	3,200	46,400
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 210,612</u>	<u>\$ 242,900</u>	<u>\$ 250,600</u>	<u>\$ 350,500</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 969,735</u>	<u>\$ 842,900</u>	<u>\$ 793,600</u>	<u>\$ 671,900</u>

# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Administrative Services  
**FUND:** 001 General Fund - IT

**Account Code:** 001-020

	<b>2009-2010 Actual</b>	<b>2010-2011 Amended Budget</b>	<b>2010-2011 Estimated</b>	<b>2011-2012 Adopted Budget</b>
Maintenance and Operations	\$ 526,760	\$ 597,200	\$ 480,000	\$ 555,200
<b>TOTAL</b>	<b>\$ 526,760</b>	<b>\$ 597,200</b>	<b>\$ 480,000</b>	<b>\$ 555,200</b>

### ACCOUNT NUMBER EXPLANATION

40500	Office & Tech Resource	Laptops (2), workstation refresh, backup equipment and software upgrades, misc. IT equipment and peripherals, server replacement, and Synoptek - Misc.
44000	Contract Professional	Cisco, SPAM, anti-virus, Synoptek, Springbrook maintenance, website hosting and support, MDC maintenance and support, server warranty -HP/Dell, Barracuda maintenance and support Verizon Select Services, Time Warner Cable - internet, Print Intelligent, On Target, Intuit, Laserfische and Secure Site Solutions (Fob) maint.

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Administrative Services  
**FUND:** 001 General Fund - IT

**Account Code:** 001-020

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Office & Technology Resources	001-020-40500	\$ 44,760	\$ 184,500	\$ 60,000	\$ 131,000
Contract Professional Services	001-020-44000	482,000	412,700	420,000	424,200
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 526,760</u>	<u>\$ 597,200</u>	<u>\$ 480,000</u>	<u>\$ 555,200</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 526,760</u>	<u>\$ 597,200</u>	<u>\$ 480,000</u>	<u>\$ 555,200</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 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,
- Assist individuals and community organizations toward total disaster preparedness.

### **Objectives**

Continuously update, deploy, and implement the City's Emergency Operations Plan 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 (NIMMS) 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. Update and improve emergency communication capabilities by implementing a robust repeater system for the RACES program,
2. Establish the Amateur Television system for live-video feeds to the Emergency Operations Center from the field,
3. Continue training volunteer emergency responders to augment professional responders,
4. Continue to upgrade our emergency-information capabilities accessing orbiting satellites for continuity of information.



# City of Seal Beach

## FY 2011-2012

DEPARTMENT: Police  
FUND: 001 General Fund - EOC

Account Code: 001-021

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 633	\$ -	\$ -	\$ 114,300
Maintenance and Operations	35,670	-	-	23,500
<b>TOTAL</b>	<b>\$ 36,303</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 137,800</b>

### 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	Conferences and training.	
40700	Equipment/Materials	RACES radio equipment, CERT vehicle and trailer expenses, VIPS events expenses, high capacity Honda generator and (3) emergency shelters.	
40800	Special Departmental	EOC supplies, uniforms and clothing gear.	
44000	Contract Professional	Community events and public outreach.	

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Police  
**FUND:** 001 General Fund - EOC

**Account Code:** 001-021

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full - Time Salaries	001-021-40001	\$ -	\$ -	\$ -	\$ 90,000
Over-Time	001-021-40003	555	-	-	-
Part-Time	001-021-40004	68	-	-	-
Deferred Comp - Cafeteria	001-021-40010	1	-	-	-
Deferred Comp	001-021-40011	-	-	-	3,200
Pers Retirement	001-021-40012	-	-	-	14,700
Pars Retirement	001-021-40013	1	-	-	-
Medical Insurance	001-021-40014	-	-	-	3,700
Medicare Insurance	001-021-40017	8	-	-	1,500
Life and Disability	001-021-40018	-	-	-	1,200
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 633</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 114,300</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Training and Meeting	001-021-40400	\$ -	\$ -	\$ -	\$ 4,000
Equipment & Materials	001-021-40700	676	-	-	10,000
Special Departmental	001-021-40800	924	-	-	4,500
Contract Professional	001-021-44000	34,070	-	-	5,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 35,670</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 23,500</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ 36,303</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 137,800</u></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 of 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 FY11-12 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 2011-2012

**DEPARTMENT:** Police  
**FUND:** 001 General Fund - Field Services

**Account Code:** 001-022

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 5,138,497	\$ 5,275,000	\$ 5,254,700	\$ 5,460,600
Maintenance and Operations	31,161	37,000	39,500	29,500
<b>TOTAL</b>	<b>\$ 5,169,658</b>	<b>\$ 5,312,000</b>	<b>\$ 5,294,200</b>	<b>\$ 5,490,100</b>

### ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Police Chief - 1.00 Police Captain - 1.00 Police Lieutenant - 1.00 Police Sergeant - 6.00 Police Corporal - 3.33 Police Officer - 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.
44000	Contract Professional	Wells Fargo - Trustee Fee for Pension Obligation Bond.
47888	Debt Service Payment	Principal payment on Pension Obligation Bond - moved to Fund 027.
47999	Interest Expense	Interest payment on Pension Obligation Bond - moved to Fund 027.

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Police  
**FUND:** 001 General Fund - Field Services

**Account Code:** 001-022

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full Time Salaries	001-022-40001	\$ 2,968,531	\$ 3,297,200	\$ 3,078,500	\$ 3,114,700
Temporary Special Pay	001-022-40002	15,347	8,900	12,800	8,900
Overtime	001-022-40003	438,968	292,300	357,100	244,400
Part-Time	001-022-40004	13,800	24,000	11,800	14,000
Holiday Pay	001-022-40005	178,476	-	203,800	206,200
Tuition Reimbursement	001-022-40007	24,607	-	15,000	44,800
Cell Phone Allowance	001-022-40009	10,663	9,900	9,900	10,800
Deferred Comp - Cafeteria	001-022-40010	1,533	1,200	5,300	8,500
Deferred Comp	001-022-40011	6,280	6,800	6,400	6,600
Pers Retirement	001-022-40012	931,981	1,010,900	981,700	1,196,700
Pars Retirement	001-022-40013	180	300	200	200
Medical Insurance	001-022-40014	322,196	380,900	348,200	392,200
AFLAC Cafeteria	001-022-40015	419	800	700	800
Medicare Insurance	001-022-40017	55,550	58,700	58,100	59,100
Life and Disability	001-022-40018	38,559	44,000	29,400	36,700
Uniform Allowance	001-022-40020	23,721	24,100	22,900	23,700
Annual Education	001-022-40021	107,354	115,000	106,500	92,300
Flexible Spending - Cafeteria	001-022-40022	332	-	200	-
Unemployment	001-022-40030	-	-	6,200	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 5,138,497</b>	<b>\$ 5,275,000</b>	<b>\$ 5,254,700</b>	<b>\$ 5,460,600</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Training & Meetings	001-022-40400	\$ 28,661	\$ 37,000	\$ 37,000	\$ 27,000
Contract Professional	001-022-44000	2,500	-	2,500	2,500
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 31,161</b>	<b>\$ 37,000</b>	<b>\$ 39,500</b>	<b>\$ 29,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 5,169,658</b>	<b>\$ 5,312,000</b>	<b>\$ 5,294,200</b>	<b>\$ 5,490,100</b>

# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Police  
**FUND:** 001 General Fund - Support Services

**Account Code:** 001-023

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 1,061,290	\$ 1,039,400	\$ 1,045,700	\$ 994,300
Maintenance and Operations	1,368,733	1,431,500	1,494,200	1,423,600
Capital Outlay	-	280,000	-	-
Debt Service	121,110	120,100	120,100	123,500
<b>TOTAL</b>	<b>\$ 2,551,133</b>	<b>\$ 2,871,000</b>	<b>\$ 2,660,000</b>	<b>\$ 2,541,400</b>

### ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Executive Assistant	- 1.00
		Account Technician	- 1.00
		Senior CSO	- 6.00
		CSO	- 1.00
		Record Supervisor	- 1.00
		Lead CSO	- 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	Police Department renovation furniture and fixtures.





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# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Police  
**FUND:** 001 General Fund - Support Services

**Account Code:** 001-023

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full - Time Salaries	001-023-40001	\$ 694,533	\$ 717,400	\$ 717,400	\$ 682,200
Overtime	001-023-40003	13,316	15,600	11,000	8,000
Part -Time	001-023-40004	111,169	73,500	89,900	73,500
Tuition Reimbursement	001-023-40007	-	-	1,500	-
Cell Phone Allowance	001-023-40009	900	900	900	900
Deferred Comp- Cafeteria	001-023-40010	3,002	7,000	2,200	1,100
Deferred Compensation	001-023-40011	9,547	10,000	10,000	7,300
Pers Retirement	001-023-40012	102,012	105,400	108,800	112,400
Pars Retirement	001-023-40013	2,301	1,600	2,000	1,000
Medical Insurance	001-023-40014	95,859	81,500	73,600	78,500
AFLAC Cafeteria	001-023-40015	982	-	1,000	600
Medicare Insurance	001-023-40017	11,959	11,800	12,900	12,200
Life and Disability	001-023-40018	9,850	10,700	8,600	9,800
Uniform Pay	001-023-40020	5,860	4,000	5,900	6,600
Flexible Spending - Cafeteria	001-023-40022	-	-	-	200
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 1,061,290</b>	<b>\$ 1,039,400</b>	<b>\$ 1,045,700</b>	<b>\$ 994,300</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-023-40100	\$ 15,856	\$ 16,800	\$ 16,700	\$ 16,000
Memberships and Dues	001-023-40300	3,980	3,500	3,800	2,500
Training & Meetings	001-023-40400	3,837	15,000	9,600	5,000
Automotive Expense	001-023-40600	5,710	4,100	4,100	4,100
Equipment/Materials	001-023-40700	31,903	66,800	50,000	13,000
Special Departmental	001-023-40800	32,479	32,500	22,700	35,500
Telephone	001-023-41000	65,051	48,000	65,000	65,000
Gas	001-023-41010	2,985	3,600	3,600	3,600
Electricity	001-023-41020	57,418	58,000	52,000	58,000
Rental/lease Equip	001-023-42000	4,066	7,200	7,200	4,500
Contract Professional	001-023-44000	142,281	247,500	200,000	144,600
Intergovernmental	001-023-45000	376,821	229,000	360,000	452,300
West Com JPA	001-023-46000	626,346	699,500	699,500	619,500
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 1,368,733</b>	<b>\$ 1,431,500</b>	<b>\$ 1,494,200</b>	<b>\$ 1,423,600</b>
<b>CAPITAL OUTLAY</b>					
Furniture and Fixtures	001-023-48010	\$ -	\$ 280,000	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ -</b>	<b>\$ 280,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>DEBT SERVICE</b>					
Debt Service	001-023-47888	\$ 105,000	\$ 110,000	\$ 110,000	\$ 120,000
Interest Payments	001-023-47999	16,110	10,100	10,100	3,500
<b>TOTAL DEBT SERVICE</b>		<b>\$ 121,110</b>	<b>\$ 120,100</b>	<b>\$ 120,100</b>	<b>\$ 123,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,551,133</b>	<b>\$ 2,871,000</b>	<b>\$ 2,660,000</b>	<b>\$ 2,541,400</b>



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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 nine 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, low-grade 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 2011-2012

**DEPARTMENT:** Police  
**FUND:** 001 General Fund - Detention Facility

**Account Code:** 001-024

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 656,042	\$ 768,700	\$ 563,400	\$ 595,300
Maintenance and Operations	97,047	58,500	79,200	93,800
<b>TOTAL</b>	<b>\$ 753,089</b>	<b>\$ 827,200</b>	<b>\$ 642,600</b>	<b>\$ 689,100</b>

### 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.	

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:**

**Police**

**Account Code: 001-024**

**FUND:**

**001 General Fund - Detention Facility**

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full Time Salaries	001-024-40001	\$ 435,043	\$ 535,600	\$ 366,800	\$ 394,500
Overtime	001-024-40003	50,873	45,400	42,500	30,000
Part-Time	001-024-40004	15,734	-	7,500	-
Holiday Police - Jail	001-024-40005	-	-	4,400	4,400
Deferred Comp- Cafeteria	001-024-40010	9,183	9,600	5,500	4,200
Deferred Compensation	001-024-40011	3,624	5,400	3,200	3,300
PERS Retirement	001-024-40012	75,238	79,500	70,000	79,000
PARS Retirement	001-024-40013	-	-	100	-
Medical Insurance	001-024-40014	46,893	71,400	48,100	59,800
AFLAC Cafeteria	001-024-40015	-	500	-	-
Medicare Insurance	001-024-40017	7,788	8,900	6,700	6,900
Life and Disability	001-024-40018	5,648	8,200	4,000	5,800
Uniform Pay	001-024-40020	5,790	4,200	4,600	5,200
Annual Education	001-024-40021	-	-	-	2,200
Flexible Spending - Cafeteria	001-024-40022	228	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 656,042</b>	<b>\$ 768,700</b>	<b>\$ 563,400</b>	<b>\$ 595,300</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-024-40100	\$ 807	\$ 1,200	\$ 800	\$ 800
Public/Legal Notices	001-024-40200	-	500	500	500
Memberships & Dues	001-024-40300	500	1,500	1,500	1,500
Training & Meeting	001-024-40400	556	6,000	3,000	2,000
Equipment/Materials	001-024-40700	13,565	9,700	9,700	6,300
Special/Departmental	001-024-40800	1,067	2,400	2,000	1,400
Telephone	001-024-41000	691	1,200	-	800
Rental/Lease Equip	001-024-42000	-	1,000	-	500
Contract Prof Svcs	001-024-44000	79,861	35,000	61,700	80,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 97,047</b>	<b>\$ 58,500</b>	<b>\$ 79,200</b>	<b>\$ 93,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 753,089</b>	<b>\$ 827,200</b>	<b>\$ 642,600</b>	<b>\$ 689,100</b>



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## City of Seal Beach

# FIRE SERVICES

### **Managing Department Head:**

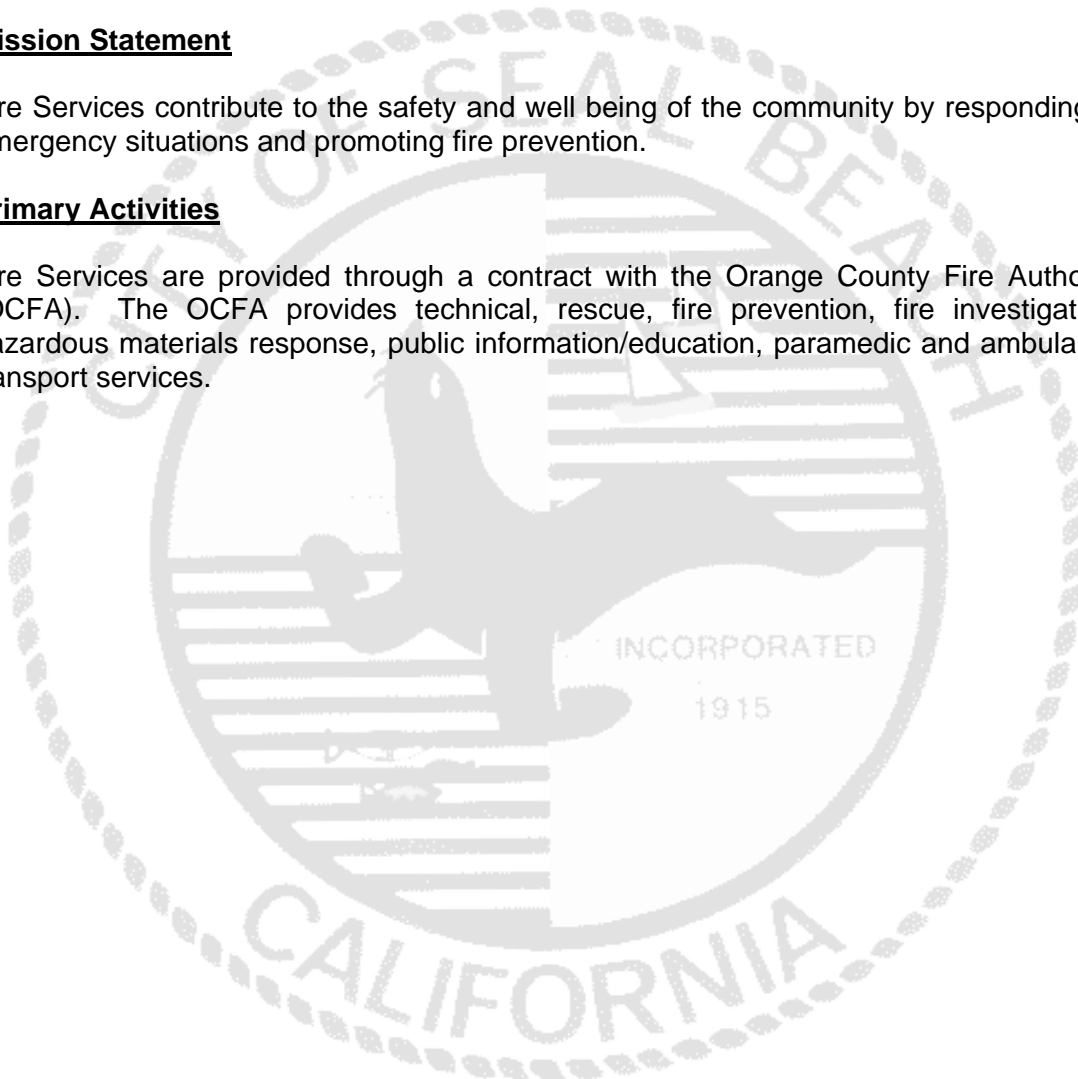
Assistant City Manager

### **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.





# City of Seal Beach

## FY 2011-2012

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

Account Code: 001-026

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 5,869	\$ -	\$ 11,000	\$ 57,800
Maintenance and Operations	3,755,873	4,000,500	4,000,500	4,150,000
<b>TOTAL</b>	<b>\$ 3,761,742</b>	<b>\$ 4,000,500</b>	<b>\$ 4,011,500</b>	<b>\$ 4,207,800</b>

### ACCOUNT NUMBER EXPLANATION

40012	Pers Retirement	Funds budgeted in this account are part of former employee benefits costs.
44000	Contract Professional Svcs	JPA Agreement (Contract Fire and Emergency Medical Services).
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.

# City of Seal Beach

**FY 2011-2012**

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

**Account Code:** 001-026

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
PERS Retirement	001-026-40012	\$ 5,869	\$ -	\$ 11,000	\$ 57,800
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 5,869</u>	<u>\$ -</u>	<u>\$ 11,000</u>	<u>\$ 57,800</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional Services	001-026-44000	\$ 3,755,873	\$ 4,000,500	\$ 4,000,500	\$ 4,150,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 3,755,873</u>	<u>\$ 4,000,500</u>	<u>\$ 4,000,500</u>	<u>\$ 4,150,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 3,761,742</u>	<u>\$ 4,000,500</u>	<u>\$ 4,011,500</u>	<u>\$ 4,207,800</u>



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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 FY2011-2012 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.

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Police  
**FUND:** 009 Supplemental Law Enforcement

**Account Code:** 009-600

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 45,143	\$ 50,700	\$ 114,800	\$ 31,000
Maintenance and Operations	29,325	69,000	33,600	69,000
Capital Outlay	282	-	-	-
<b>TOTAL</b>	<b>\$ 74,750</b>	<b>\$ 119,700</b>	<b>\$ 148,400</b>	<b>\$ 100,000</b>

## 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 2011-2012

DEPARTMENT: Police  
FUND: 009 Supplemental Law Enforcement

Account Code: 009-600

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Overtime - SLESF Grant	009-600-40003	\$ 44,494	\$ 50,000	\$ 113,100	\$ 30,300
Medicare Insurance	009-600-40017	655	700	1,700	700
Flexible Spending - Cafateria	009-600-40022	(6)	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 45,143</u>	<u>\$ 50,700</u>	<u>\$ 114,800</u>	<u>\$ 31,000</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Training & Meetings SLESF Grant	009-600-40400	\$ 80	\$ 10,000	\$ 5,000	\$ 10,000
Equipment/Materials	009-600-40700	29,245	59,000	28,400	59,000
Special Departmental SLESF Grant	009-600-40800	-	-	200	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 29,325</u>	<u>\$ 69,000</u>	<u>\$ 33,600</u>	<u>\$ 69,000</u>
<b>CAPITAL OUTLAY</b>					
Vehicles - SLEF Grant	009-600-48075	\$ 282	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>		<u>\$ 282</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 74,750</u>	<u>\$ 119,700</u>	<u>\$ 148,400</u>	<u>\$ 100,000</u>

### FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 97,552	\$ 147,746	\$ 147,746	\$ 99,700
Revenues	124,944	102,500	100,354	300
Expenditures	(74,750)	(119,700)	(148,400)	(100,000)
Ending Fund Balance	<u>\$ 147,746</u>	<u>\$ 130,546</u>	<u>\$ 99,700</u>	<u>\$ -</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 low to medium security male prisoners. 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

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 18,678	\$ 5,000	\$ 18,800	\$ 25,000
<b>TOTAL</b>	<u>\$ 18,678</u>	<u>\$ 5,000</u>	<u>\$ 18,800</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.

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Police  
**FUND:** 010 Inmate Welfare Fund

**Account Code:** 010-024

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment/Materials	010-024-40700	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Special Departmental	010-024-40800	18,678	-	13,800	20,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 18,678</b>	<b>\$ 5,000</b>	<b>\$ 18,800</b>	<b>\$ 25,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 18,678</b>	<b>\$ 5,000</b>	<b>\$ 18,800</b>	<b>\$ 25,000</b>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 10,776	\$ 7,180	\$ 7,180	\$ 7,180
Revenues	15,082	1,100	18,800	20,000
Expenditures	(18,678)	(5,000)	(18,800)	(25,000)
Ending Fund Balance	<b>\$ 7,180</b>	<b>\$ 3,280</b>	<b>\$ 7,180</b>	<b>\$ 2,180</b>



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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 FY2011-2012 budget cycle, the City will 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.

# City of Seal Beach

## FY 2011-2012

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

**Account Code:** 011-111  
 011-555

	<b>2009-2010 Actual</b>	<b>2010-2011 Amended Budget</b>	<b>2010-2011 Estimated</b>	<b>2011-2012 Adopted Budget</b>
Maintenance and Operations	\$ 3,557	\$ 22,000	\$ -	\$ 7,000
<b>TOTAL</b>	<u>\$ 3,557</u>	<u>\$ 22,000</u>	<u>\$ -</u>	<u>\$ 7,000</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 2011-2012

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

Account Code: 011-111  
011-555

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment and Materials	011-111-40700	\$ 579	\$ -	\$ -	\$ -
Equipment and Materials	011-555-40700	2,978	20,000	-	5,000
Special Departmental	011-555-40800	-	2,000	-	2,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 3,557</u>	<u>\$ 22,000</u>	<u>\$ -</u>	<u>\$ 7,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 3,557</u>	<u>\$ 22,000</u>	<u>\$ -</u>	<u>\$ 7,000</u>

### FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ (312)	\$ 4,689	\$ 4,689	\$ 4,689
Revenues	8,558	22,000	-	4,000
Expenditures	(3,557)	(22,000)	-	(7,000)
Ending Fund Balance	<u>\$ 4,689</u>	<u>\$ 4,689</u>	<u>\$ 4,689</u>	<u>\$ 1,689</u>



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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 FY2011-2012 budget cycle, the City will 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.



# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Police  
**FUND:** 013 Asset Forfeiture (Federal)

**Account Code:** 013-111

	<b>2009-2010 Actual</b>	<b>2010-2011 Amended Budget</b>	<b>2010-2011 Estimated</b>	<b>2011-2012 Adopted Budget</b>
Maintenance and Operations	\$ 9,282	\$ 18,000	\$ -	\$ 100
<b>TOTAL</b>	<u>\$ 9,282</u>	<u>\$ 18,000</u>	<u>\$ -</u>	<u>\$ 100</u>

## ACCOUNT NUMBER EXPLANATION

40700	Equipment/materials	Frontline equipment including drug enforcement and policing equipment.
40800	Special Departmental	Travel and extradition expenses; equipment repairs and misc. supplies needed for community policing drug enforcement.

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Police  
**FUND:** 013 Asset Forfeiture (Federal)

**Account Code:** 013-111

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment and Materials	013-111-40700	\$ 9,282	\$ 15,000	\$ -	\$ 100
Special Departmental	013-111-40800	-	3,000	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 9,282</u>	<u>\$ 18,000</u>	<u>\$ -</u>	<u>\$ 100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 9,282</u>	<u>\$ 18,000</u>	<u>\$ -</u>	<u>\$ 100</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 9,282	\$ 24	\$ 24	\$ 24
Revenues	24	18,000	-	100
Expenditures	(9,282)	(18,000)	-	(100)
Ending Fund Balance	<u>\$ 24</u>	<u>\$ 24</u>	<u>\$ 24</u>	<u>\$ 24</u>

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Administrative Services  
**FUND:** 027 Pension Obligation D/S Fund

**Account Code:** 027-022  
 027-026

	<b>2009-2010 Actual</b>	<b>2010-2011 Amended Budget</b>	<b>2010-2011 Estimated</b>	<b>2011-2012 Adopted Budget</b>
Debt Service	\$ 1,454,744	\$ 1,489,400	\$ 1,488,300	\$ 1,521,100
<b>TOTAL</b>	<b>\$ 1,454,744</b>	<b>\$ 1,489,400</b>	<b>\$ 1,488,300</b>	<b>\$ 1,521,100</b>

## ACCOUNT NUMBER EXPLANATION

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

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Administrative Services  
**FUND:** 027 Pension Obligation D/S Fund

**Account Code:** 027-022  
027-026

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>DEBT SERVICE</b>					
D/S Pmt Safety - Principal	027-022-47888	\$ 492,000	\$ 558,000	\$ 555,000	\$ 622,000
Interest Payment - Safety	027-022-47999	463,417	431,400	434,000	400,800
D/S Pmt Fire - Principal	027-026-47888	420,000	442,000	441,000	462,000
Interest Payment - Fire	027-026-47999	79,327	58,000	58,300	36,300
<b>TOTAL DEBT SERVICE</b>		<u>\$ 1,454,744</u>	<u>\$ 1,489,400</u>	<u>\$ 1,488,300</u>	<u>\$ 1,521,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 1,454,744</u>	<u>\$ 1,489,400</u>	<u>\$ 1,488,300</u>	<u>\$ 1,521,100</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 123,725	\$ 125,443	\$ 125,443	\$ 125,443
Revenues	1,456,462	-	1,488,300	1,521,100
Expenditures	<u>(1,454,744)</u>	<u>(1,489,400)</u>	<u>(1,488,300)</u>	<u>(1,521,100)</u>
Ending Fund Balance	<u>\$ 125,443</u>	<u>\$ (1,363,957)</u>	<u>\$ 125,443</u>	<u>\$ 125,443</u>

# City of Seal Beach

## FY 2011-2012

DEPARTMENT: Administrative Services  
FUND: 028 Fire Station Debt Service Fund

Account Code: 028-026

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 228,973	\$ -	\$ 100	\$ -
Debt Service	420,000	628,900	628,500	612,900
<b>TOTAL</b>	<b>\$ 648,973</b>	<b>\$ 628,900</b>	<b>\$ 628,600</b>	<b>\$ 612,900</b>

### ACCOUNT NUMBER EXPLANATION

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

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Administrative Services  
**FUND:** 028 Fire Station Debt Service Fund

**Account Code:** 028-026

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfer Out	028-026-47000	\$ 228,973	\$ -	\$ 100	\$ -
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 228,973</u>	<u>\$ -</u>	<u>\$ 100</u>	<u>\$ -</u>
<b>DEBT SERVICE</b>					
Debt Service Pmt - Principal	028-026-47888	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000
Interest Payment	028-026-47999	-	208,900	208,500	192,900
<b>TOTAL DEBT SERVICE</b>		<u>\$ 420,000</u>	<u>\$ 628,900</u>	<u>\$ 628,500</u>	<u>\$ 612,900</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 648,973</u>	<u>\$ 628,900</u>	<u>\$ 628,600</u>	<u>\$ 612,900</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 631,197	\$ 626,380	\$ 626,380	\$ 626,380
Revenues	644,156	-	628,600	612,900
Expenditures	(648,973)	(628,900)	(628,600)	(612,900)
Ending Fund Balance	<u>\$ 626,380</u>	<u>\$ (2,520)</u>	<u>\$ 626,380</u>	<u>\$ 626,380</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 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 HQ 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

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 57,704	\$ 78,000	\$ 109,500	\$ 146,700
Maintenance and Operations	63,774	13,000	10,300	23,000
<b>TOTAL</b>	<b>\$ 121,478</b>	<b>\$ 91,000</b>	<b>\$ 119,800</b>	<b>\$ 169,700</b>

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	Surveillance equipment and body armor.
45500	Pass Through Recipient	Grant expense reimbursed from an other agency.

DEPARTMENT:  
FUND:Police  
075 Police Grants Fund

Account Code: 075

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Overtime	075-444-40003	\$ 21,379	\$ 19,700	\$ 19,700	\$ -
Medicare	075-444-40017	288	300	300	-
Overtime	075-446-40003	-	4,900	4,900	-
Medicare	075-446-40017	-	100	100	-
Medicare	075-451-40017	6	-	-	-
Overtime	075-453-40003	33,491	25,600	25,600	60,000
Medicare	075-453-40017	429	400	400	900
Overtime	075-455-40003	1,065	13,300	13,300	-
Medicare	075-455-40017	16	200	200	-
Overtime	075-456-40003	-	13,300	13,300	13,300
Medicare	075-456-40017	-	200	200	200
Overtime	075-458-40003	-	-	25,000	10,000
Medicare	075-458-40017	-	-	400	200
Overtime	075-459-40003	1,014	-	-	2,000
Medicare	075-459-40017	16	-	-	100
Overtime	075-460-40003	-	-	6,000	59,000
Medicare	075-460-40017	-	-	100	1,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 57,704</b>	<b>\$ 78,000</b>	<b>\$ 109,500</b>	<b>\$ 146,700</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment / Materials	075-442-40700	\$ 8,831	\$ 5,000	\$ 2,000	\$ 5,000
Pass - Thru Sub recipient Pymts	075-444-45500	432	-	-	-
Training & Meetings	075-453-40400	-	3,000	3,000	4,000
Equipment/Materials	075-453-40700	2,602	2,000	-	5,000
Intergovernmental	075-453-45000	9,964	-	3,500	-
Training & Meetings	075-455-40400	4,060	1,500	-	-
Training & Meetings	075-456-40400	-	1,500	-	1,500
Equipment / Materials	075-457-40700	33,672	-	-	-
Training & Meetings	075-459-40400	4,213	-	1,800	4,000
Equipment / Materials	075-459-40700	-	-	-	3,500
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 63,774</b>	<b>\$ 13,000</b>	<b>\$ 10,300</b>	<b>\$ 23,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 121,478</b>	<b>\$ 91,000</b>	<b>\$ 119,800</b>	<b>\$ 169,700</b>

**FUND BALANCE ANALYSIS**

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ (4,570)	\$ (3,091)	\$ (3,091)	\$ 409
Revenues	122,957	91,000	123,300	169,700
Expenditures	(121,478)	(91,000)	(119,800)	(169,700)
Ending Fund Balance	<u>\$ (3,091)</u>	<u>\$ (3,091)</u>	<u>\$ 409</u>	<u>\$ 409</u>

DEPARTMENT: Police  
FUND: 076 Cleep Grant Fund

Account Code: 076-777

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 81	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 81</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

ACCOUNT NUMBER EXPLANATION

40800 Special Departmental Emergency Operations Center equipment.

**THIS GRANT IS CLOSED**

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Police  
**FUND:** 076 Cleep Grant Fund

**Account Code:** 076-777

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Special Departmental	076-777-40800	\$ 81	\$ -	\$ -	\$ -
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		\$ 81	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>		\$ 81	\$ -	\$ -	\$ -



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# City of Seal Beach

# PLANNING

## **Managing Department Head:**

Director of Development Services

## **Mission Statement**

The mission of the Planning Division is to improve the built environment and the quality of life for current and future residents, businesses and visitors of Seal Beach. We accomplish that mission through the creation and implementation of long-range planning policies and programs – including the General Plan – related to urban form, land use, housing, transportation, open space and economic development.

## **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, and Archaeological Advisory Committee.
- 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.
- Complete the Housing Element and obtain approval from the State Department of Housing and Community Development.
- Remain current on changes within the planning field and maintain certifications.

# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Development Services  
**FUND:** 001 General Fund - Planning

**Account Code:** 001-030

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 398,490	\$ 401,000	\$ 375,800	\$ 339,100
Maintenance and Operations	158,329	54,900	51,800	37,800
<b>TOTAL</b>	<b>\$ 556,819</b>	<b>\$ 455,900</b>	<b>\$ 427,600</b>	<b>\$ 376,900</b>

### ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Director of Development Services	- 0.85
		Executive Assistant	- 1.00
		Sr. 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 Department.	
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	
40700	Equipment/Materials	Office Furniture	
40800	Special Departmental	GIS Upgrades	
44000	Contract Professional Svcs	Housing Element Consultant	

# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Development Services  
**FUND:** 001 General Fund - Planning

**Account Code:** 001-030

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full Time Salaries	001-030-40001	\$ 290,671	\$ 295,900	\$ 281,000	\$ 248,400
Part - Time	001-030-40004	29,405	15,200	5,000	6,000
Auto Allowance	001-030-40008	3,715	4,200	4,200	4,200
Cell Phone Allowance	001-030-40009	796	900	900	900
Deferred Comp - Cafeteria	001-030-40010	2,193	2,300	2,200	2,000
Deferred Comp	001-030-40011	7,643	9,300	8,700	8,400
Pers Retirement	001-030-40012	37,205	42,800	42,300	40,500
Pars Retirement	001-030-40013	403	200	100	100
Medical Insurance	001-030-40014	17,971	20,500	23,800	21,700
Medicare Insurance	001-030-40017	5,119	5,000	4,700	4,200
Life and Disability	001-030-40018	3,105	4,100	2,600	2,500
FICA	001-030-40019	264	600	300	200
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 398,490</b>	<b>\$ 401,000</b>	<b>\$ 375,800</b>	<b>\$ 339,100</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-030-40100	\$ 4,645	\$ 4,000	\$ 3,000	\$ 3,000
Public/legal Notices	001-030-40200	3,637	2,700	2,700	2,000
Memberships and Dues	001-030-40300	990	2,000	2,000	1,500
Training & Meetings	001-030-40400	1,771	3,500	3,500	1,300
Equipment/Materials	001-030-40700	555	1,200	500	-
Special Departmental	001-030-40800	42	1,500	100	-
Contract Professional	001-030-44000	146,689	40,000	40,000	30,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 158,329</b>	<b>\$ 54,900</b>	<b>\$ 51,800</b>	<b>\$ 37,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 556,819</b>	<b>\$ 455,900</b>	<b>\$ 427,600</b>	<b>\$ 376,900</b>





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# City of Seal Beach

## BUILDING AND SAFETY

### **Managing Department Head:**

Director of Development Services

### **Mission Statement**

The mission of the Building Division is to ensure the health, safety and well being of Seal Beach residents and visitors through implementation of local, state, and federal laws and codes related to building safety and accessibility.

### **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

### **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 (2011 – 2012).

# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Development Services  
**FUND:** 001 General Fund - Building and Safety

**Account Code:** 001-031

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 35,653	\$ 30,500	\$ 27,100	\$ 29,300
Maintenance and Operations	360,092	395,100	368,500	281,500
<b>TOTAL</b>	<b>\$ 395,745</b>	<b>\$ 425,600</b>	<b>\$ 395,600</b>	<b>\$ 310,800</b>

### ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Director of Development Services	- 0.15
40004	Part-time	Intern (PT)	
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.	
40300	Memberships and Dues	ICC, BOCA, CACEO	
40400	Training and Meetings	ICC, BOCA, CACEO training and conferences	
40700	Equipment/materials	Equipment materials and office furniture	
44000	Contract Professional Svcs	Charles Abbott Associates	
45000	Intergovernmental	Seismic/BSA fees	

# City of Seal Beach

## FY 2011-2012

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

Account Code: 001-031

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-031-40001	\$ 24,262	\$ 24,100	\$ 20,500	\$ 22,100
Part-Time	001-031-40004	3,483	-	-	-
Deferred Compensation	001-031-40011	596	800	700	800
Pers Retirement	001-031-40012	2,589	3,300	3,100	3,600
Pars Retirement	001-031-40013	45	-	-	-
Medical Insurance	001-031-40014	3,731	1,600	2,200	2,200
Medicare Insurance	001-031-40017	423	400	400	400
Life and Disability	001-031-40018	524	300	200	200
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 35,653</b>	<b>\$ 30,500</b>	<b>\$ 27,100</b>	<b>\$ 29,300</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-031-40100	\$ 868	\$ 800	\$ 900	\$ 800
Public/legal Notices	001-031-40200	276	1,000	500	200
Memberships and Dues	001-031-40300	-	1,000	-	-
Training and Meetings	001-031-40400	-	1,000	-	-
Equipment/Materials	001-031-40700	-	1,500	500	-
Contract Professional Svcs	001-031-44000	358,948	384,800	361,600	276,500
Intergovernmental	001-031-45000	-	5,000	5,000	4,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 360,092</b>	<b>\$ 395,100</b>	<b>\$ 368,500</b>	<b>\$ 281,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 395,745</b>	<b>\$ 425,600</b>	<b>\$ 395,600</b>	<b>\$ 310,800</b>



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# City of Seal Beach

## COMMUNITY DEVELOPMENT BLOCK GRANT

### **Managing Department Head:**

Director of Development Services

### **Mission Statement**

Continue to effectively utilize federal Community Development Block Grant 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: Development Services  
FUND: 072 CDBG Fund

Account Code: 072-030

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 192,847	\$ 160,000	\$ 200,000	\$ 170,000
<b>TOTAL</b>	<u>\$ 192,847</u>	<u>\$ 160,000</u>	<u>\$ 200,000</u>	<u>\$ 170,000</u>

ACCOUNT NUMBER EXPLANATION

44000 Contract Professional Svcs Leisure World restroom rehabilitation program.

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Development Services  
**FUND:** 072 CDBG Fund

**Account Code:** 072-030

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	072-030-44000	\$ 192,847	\$ 160,000	\$ 200,000	\$ 170,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 192,847</u>	<u>\$ 160,000</u>	<u>\$ 200,000</u>	<u>\$ 170,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 192,847</u>	<u>\$ 160,000</u>	<u>\$ 200,000</u>	<u>\$ 170,000</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ (1,552)	\$ (1,552)	\$ (1,552)	\$ 48
Revenues	192,847	160,000	201,600	170,000
Expenditures	(192,847)	(160,000)	(200,000)	(170,000)
Ending Fund Balance	<u>\$ (1,552)</u>	<u>\$ (1,552)</u>	<u>\$ 48</u>	<u>\$ 48</u>





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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.

# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Public Works  
**FUND:** 001 General Fund - Administration & Engineering

**Account Code:** 001-042

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 64,080	\$ 58,300	\$ 67,800	\$ 58,800
Maintenance and Operations	175,717	170,900	166,300	63,900
<b>TOTAL</b>	<b>\$ 239,797</b>	<b>\$ 229,200</b>	<b>\$ 234,100</b>	<b>\$ 122,700</b>

### ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Director of Public Works	- 0.05
		City Engineer	- 0.05
		Assistant Engineer	- 0.10
		Executive Assistant	- 0.20
40003	Overtime	Provides for personnel overtime	
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 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.	
41000	Telephone	Telephone expense related to the City.	
44000	Contract Professional Svcs	Temporary assistance and inspection and special project engineering.	

# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Public Works  
**FUND:** 001 General Fund - Administration & Engineering

**Account Code:** 001-042

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-Time Salaries	001-042-40001	\$ 33,123	\$ 36,700	\$ 35,000	\$ 36,700
Overtime	001-042-40003	13	-	-	-
Part-Time	001-042-40004	11,012	3,000	10,800	3,000
Tuition Reimbursement	001-042-40007	4,147	-	3,600	-
Auto Allowance	001-042-40008	3,231	4,200	4,200	4,200
Cell Phone Allowance	001-042-40009	2,493	2,700	2,700	2,700
Deferred Comp- Cafeteria	001-042-40010	35	100	100	100
Deferred Comp	001-042-40011	736	900	900	900
PERS Retirement	001-042-40012	4,641	5,300	5,300	6,000
PARS Retirement	001-042-40013	259	100	200	100
Medical Insurance	001-042-40014	3,411	4,000	3,800	3,900
AFLAC Cafeteria	001-042-40015	1	-	-	-
Medicare Insurance	001-042-40017	561	800	800	800
Life and Disability	001-042-40018	417	500	400	400
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 64,080</b>	<b>\$ 58,300</b>	<b>\$ 67,800</b>	<b>\$ 58,800</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-042-40100	\$ 2,746	\$ 2,900	\$ 1,500	\$ 2,800
Memberships and Dues	001-042-40300	566	2,600	1,500	2,600
Training & Meetings	001-042-40400	620	4,100	2,000	3,500
Telephone	001-042-41000	71	-	-	-
Contract Professional	001-042-44000	171,714	161,300	161,300	55,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 175,717</b>	<b>\$ 170,900</b>	<b>\$ 166,300</b>	<b>\$ 63,900</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 239,797</b>	<b>\$ 229,200</b>	<b>\$ 234,100</b>	<b>\$ 122,700</b>



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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.

# City of Seal Beach

## FY 2011-2012

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

**Account Code:** 001-043

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 175,991	\$ 176,300	\$ 178,800	\$ 191,100
Maintenance and Operations	132,640	153,900	150,800	156,800
<b>TOTAL</b>	<b>\$ 308,631</b>	<b>\$ 330,200</b>	<b>\$ 329,600</b>	<b>\$ 347,900</b>

### ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Director of Public Works	- 0.05
		City Engineer	- 0.10
		Associate Engineer	- 0.25
		Assistant Engineer	- 0.20
		Maintenance Service Manager	- 0.05
		Executive Assistant	- 0.10
		Electrician	- 0.05
		Maintenance Service Supervisor	- 0.10
		Sr. Maintenance Worker	- 0.20
		Maintenance Worker	- 0.60
		Water Services Supervisor	- 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.	
41010	Gas	Natural gas for West End Emergency generator installed in 2008.	
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.	

# City of Seal Beach

## FY 2011-2012

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

Account Code: 001-043

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-Time Salaries	001-043-40001	\$ 124,937	\$ 127,800	\$ 131,800	\$ 139,200
Overtime	001-043-40003	1,696	1,000	400	-
Part-Time	001-043-40004	5,894	8,000	4,800	5,900
Deferred Comp - Cafeteria	001-043-40010	804	900	600	500
Deferred Compensation	001-043-40011	2,586	2,800	2,800	2,900
Pers Retirement	001-043-40012	18,091	18,500	19,800	22,700
Pars Retirement	001-043-40013	177	100	100	100
Medical Insurance	001-043-40014	18,307	13,100	14,900	15,700
AFLAC Cafeteria	001-043-40015	31	100	-	-
Medicare Insurance	001-043-40017	1,740	2,200	2,200	2,300
Life and Disability	001-043-40018	1,728	1,800	1,400	1,800
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 175,991</b>	<b>\$ 176,300</b>	<b>\$ 178,800</b>	<b>\$ 191,100</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment/Materials	001-043-40700	\$ 1,903	\$ 4,000	\$ 2,800	\$ 2,800
Gas	001-043-41010	-	500	-	-
Electricity	001-043-41020	8,443	10,400	13,000	9,400
Contract Professional	001-043-44000	94,611	102,000	95,000	95,600
Intergovernmental	001-043-45000	27,683	37,000	40,000	49,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 132,640</b>	<b>\$ 153,900</b>	<b>\$ 150,800</b>	<b>\$ 156,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 308,631</b>	<b>\$ 330,200</b>	<b>\$ 329,600</b>	<b>\$ 347,900</b>





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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.

# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Public Works  
**FUND:** 001 General Fund - Street Maintenance

**Account Code:** 001-044

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 498,911	\$ 512,700	\$ 528,500	\$ 553,200
Maintenance and Operations	352,467	363,200	407,700	314,000
<b>TOTAL</b>	<b>\$ 851,378</b>	<b>\$ 875,900</b>	<b>\$ 936,200</b>	<b>\$ 867,200</b>

### ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	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, signal supplies, pavers, banner poles, equipment, materials, and tools hardware.	
40800	Special Departmental	Trimming of parkway and median trees.	
40801	Street Sweeping	Provides street sweeping.	
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, and citywide traffic counts.	

# City of Seal Beach

## FY 2011-2012

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

Account Code: 001-044

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full - Time Salaries	001-044-40001	\$ 364,952	\$ 379,300	\$ 389,100	\$ 408,600
Overtime	001-044-40003	4,483	6,000	2,500	-
Part - Time	001-044-40004	19,000	8,000	11,800	8,000
Deferred Comp - Cafeteria	001-044-40010	2,352	2,700	1,700	1,300
Deferred Compensation	001-044-40011	6,817	7,600	7,600	7,900
Pers Retirement	001-044-40012	51,854	54,900	58,300	66,700
Pars Retirement	001-044-40013	332	200	200	100
Medical Insurance	001-044-40014	39,390	42,000	46,400	48,800
AFLAC Cafeteria	001-044-40015	150	200	100	-
Medicare Insurance	001-044-40017	4,552	6,300	6,400	6,600
Life and Disability	001-044-40018	4,905	5,500	4,200	5,200
Flexible Spending - Cafeteria	001-044-40022	124	-	200	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 498,911</b>	<b>\$ 512,700</b>	<b>\$ 528,500</b>	<b>\$ 553,200</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment/Materials	001-044-40700	\$ 36,006	\$ 40,000	\$ 36,000	\$ 36,000
Special Departmental	001-044-40800	59,901	-	72,800	60,000
Street Sweeping	001-044-40801	37,544	48,000	45,300	37,500
Electricity	001-044-41020	15,443	18,400	17,300	15,500
Contract Professional	001-044-44000	203,573	256,800	236,300	165,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 352,467</b>	<b>\$ 363,200</b>	<b>\$ 407,700</b>	<b>\$ 314,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 851,378</b>	<b>\$ 875,900</b>	<b>\$ 936,200</b>	<b>\$ 867,200</b>



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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.

# City of Seal Beach

## FY 2011-2012

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

Account Code: 001-049

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 30,020	\$ 35,300	\$ 33,500	\$ 34,700
Maintenance and Operations	215,836	224,800	178,700	200,400
<b>TOTAL</b>	<b>\$ 245,856</b>	<b>\$ 260,100</b>	<b>\$ 212,200</b>	<b>\$ 235,100</b>

### ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	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 18 tree wells (24"box)..

# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Public Works  
**FUND:** 001 General Fund - Landscape Maintenance

**Account Code:** 001-049

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full Time Salaries	001-049-40001	\$ 22,384	\$ 27,500	\$ 25,300	\$ 26,700
Overtime	001-049-40003	85	-	800	-
Part - Time	001-049-40004	1,951	-	-	-
Deferred Comp - Cafeteria	001-049-40010	65	200	100	100
Deferred Comp	001-049-40011	529	700	700	700
Pers Retirement	001-049-40012	2,986	4,000	3,800	4,400
Pars Retirement	001-049-40013	25	-	-	-
Medical Insurance	001-049-40014	1,434	2,100	2,000	2,100
Medicare Insurance	001-049-40017	282	400	400	400
Life and Disability	001-049-40018	248	400	300	300
Flexible Spending - Cafeteria	001-049-40022	31	-	100	-
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 30,020</u>	<u>\$ 35,300</u>	<u>\$ 33,500</u>	<u>\$ 34,700</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment/Materials	001-049-40700	\$ 3,926	\$ 4,700	\$ 4,700	\$ 3,900
Electricity	001-049-41020	13,129	13,000	14,000	13,000
Contract Professional	001-049-44000	198,781	207,100	160,000	183,500
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 215,836</u>	<u>\$ 224,800</u>	<u>\$ 178,700</u>	<u>\$ 200,400</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 245,856</u>	<u>\$ 260,100</u>	<u>\$ 212,200</u>	<u>\$ 235,100</u>





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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.

# City of Seal Beach

## FY 2011-2012

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

Account Code: 001-050

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 103,278	\$ 104,000	\$ 92,800	\$ 62,700
Maintenance and Operations	188,837	193,100	194,900	188,800
<b>TOTAL</b>	<b>\$ 292,115</b>	<b>\$ 297,100</b>	<b>\$ 287,700</b>	<b>\$ 251,500</b>

### ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Director of Public Works	- 0.05
		Executive Assistant	- 0.10
		Maintenance Services Manager	- 0.05
40004	Part-time	Equipment Supervisor	
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.	

# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Public Works  
**FUND:** 001 General Fund - Fleet Maintenance

**Account Code:** 001-050

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full-time Salaries	001-050-40001	\$ 81,099	\$ 80,600	\$ 56,700	\$ 21,000
Part Time	001-050-40004	1,625	-	20,700	34,100
Deferred Comp-Cafeteria	001-050-40010	949	1,000	600	100
Deferred Compensation	001-050-40011	1,339	1,500	1,100	600
Pers Retirement	001-050-40012	11,138	11,600	7,700	3,400
Pars Retirement	001-050-40013	21	-	300	500
Medical Insurance	001-050-40014	5,877	6,800	4,600	2,000
Medicare Insurance	001-050-40017	222	1,300	500	800
Life and Disability	001-050-40018	1,008	1,200	600	200
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 103,278</b>	<b>\$ 104,000</b>	<b>\$ 92,800</b>	<b>\$ 62,700</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment/materials	001-050-40700	\$ 20,058	\$ 30,600	\$ 30,600	\$ 30,300
Special Departmental	001-050-40800	133,147	131,000	136,300	127,000
Contract Professional Svcs	001-050-44000	35,632	31,500	28,000	31,500
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 188,837</b>	<b>\$ 193,100</b>	<b>\$ 194,900</b>	<b>\$ 188,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 292,115</b>	<b>\$ 297,100</b>	<b>\$ 287,700</b>	<b>\$ 251,500</b>



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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.

# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Public Works  
**FUND:** 001 General Fund - Refuse

**Account Code:** 001-051

	<b>2009-2010 Actual</b>	<b>2010-2011 Amended Budget</b>	<b>2010-2011 Estimated</b>	<b>2011-2012 Adopted Budget</b>
Maintenance and Operations	\$ 1,062,448	\$ 982,500	\$ 1,026,600	\$ 1,100,000
<b>TOTAL</b>	<u>\$ 1,062,448</u>	<u>\$ 982,500</u>	<u>\$ 1,026,600</u>	<u>\$ 1,100,000</u>

### ACCOUNT NUMBER EXPLANATION

44000 Contract Professional Svcs Consolidated Disposal Services, Inc.

## City of Seal Beach

FY 2011-2012

DEPARTMENT:  
FUND:Public Works  
001 General Fund - Refuse

Account Code: 001-051

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional Refuse	001-051-44000	\$ 1,062,448	\$ 982,500	\$ 1,026,600	\$ 1,100,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 1,062,448</u>	<u>\$ 982,500</u>	<u>\$ 1,026,600</u>	<u>\$ 1,100,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 1,062,448</u>	<u>\$ 982,500</u>	<u>\$ 1,026,600</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.

# City of Seal Beach

## FY 2011-2012

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

**Account Code:** 001-052

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 88,185	\$ 109,000	\$ 97,900	\$ 104,300
Maintenance and Operations	410,578	542,400	489,800	405,300
Debt Service	105,289	109,100	109,100	112,800
<b>TOTAL</b>	<b>\$ 604,052</b>	<b>\$ 760,500</b>	<b>\$ 696,800</b>	<b>\$ 622,400</b>

### ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	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.	
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	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full -time Salaries	001-052-40001	\$ 68,603	\$ 84,200	\$ 75,700	\$ 79,800
Overtime	001-052-40003	669	1,000	-	-
Part-time	001-052-40004	1,657	-	-	-
Deferred Comp - Cafeteria	001-052-40010	224	600	200	100
Deferred Compensation	001-052-40011	1,223	1,500	1,500	1,500
Pers Retirement	001-052-40012	8,933	11,800	11,300	13,000
Pars Retirement	001-052-40013	22	-	-	-
Medical Insurance	001-052-40014	5,301	7,400	7,200	7,600
Medicare Insurance	001-052-40017	620	1,300	900	1,300
Life and Disability	001-052-40018	780	1,200	800	1,000
Flex Spending - Cafeteria	001-052-40022	153	-	300	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 88,185</b>	<b>\$ 109,000</b>	<b>\$ 97,900</b>	<b>\$ 104,300</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment/materials	001-052-40700	\$ 16,820	\$ 20,400	\$ 20,400	\$ 10,000
Telephone	001-052-41000	36,820	32,200	37,900	37,000
Gas	001-052-41010	6,746	6,500	6,500	6,800
Electricity	001-052-41020	52,944	54,000	45,000	63,000
Contract Professional Svcs	001-052-44000	297,248	429,300	380,000	288,500
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 410,578</b>	<b>\$ 542,400</b>	<b>\$ 489,800</b>	<b>\$ 405,300</b>
<b>DEBT SERVICE PAYMENT</b>					
Lease Payments	001-052-47444	\$ 83,395	\$ 91,700	\$ 91,700	\$ 100,500
Interest Payments	001-052-47999	21,894	17,400	17,400	12,300
<b>TOTAL DEBT SERVICE PAYMENT</b>		<b>\$ 105,289</b>	<b>\$ 109,100</b>	<b>\$ 109,100</b>	<b>\$ 112,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 604,052</b>	<b>\$ 760,500</b>	<b>\$ 696,800</b>	<b>\$ 622,400</b>



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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 2011-2012

**DEPARTMENT:** Public Works  
**FUND:** 012 AQMD Fund - AB2766

**Account Code:** 012-000  
 012-700

	<b>2009-2010 Actual</b>	<b>2010-2011 Amended Budget</b>	<b>2010-2011 Estimated</b>	<b>2011-2012 Adopted Budget</b>
Maintenance and Operations	\$ 27,164	\$ 31,000	\$ 25,000	\$ 30,800
<b>TOTAL</b>	<u>\$ 27,764</u>	<u>\$ 31,000</u>	<u>\$ 25,000</u>	<u>\$ 30,800</u>

### ACCOUNT NUMBER EXPLANATION

41020	Electricity	Electricity expense related to the City.
44000	Contract Professional Svcs	Senior transportation program.
47010	Vehicle/Equipment Replacement	Transfer out to Vehicle/Equipment Replacement Fund 021.

# City of Seal Beach

## FY 2011-2012

DEPARTMENT: Public Works  
FUND: 012 AQMD Fund - AB2766

Account Code: 012-000  
012-700

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Electricity	012-700-41020	\$ 50	\$ 500	\$ -	\$ 200
Contract Prof Svcs	012-700-44000	27,114	30,500	25,000	30,600
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 27,164</b>	<b>\$ 31,000</b>	<b>\$ 25,000</b>	<b>\$ 30,800</b>
<b>CAPITAL OUTLAY</b>					
Vehicle/Equipment Replacement	012-000-47010	\$ 600	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 27,764</b>	<b>\$ 31,000</b>	<b>\$ 25,000</b>	<b>\$ 30,800</b>

### FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 32,292	\$ 34,361	\$ 34,361	\$ 39,561
Revenues	29,833	31,000	30,200	30,300
Expenditures	(27,764)	(31,000)	(25,000)	(30,800)
Ending Fund Balance	<b>\$ 34,361</b>	<b>\$ 34,361</b>	<b>\$ 39,561</b>	<b>\$ 39,061</b>



# City of Seal Beach

## FY 2011-2012

DEPARTMENT: Public Works  
FUND: 016 Park Improvement

Account Code: 016-800

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ -	\$ -	\$ -	\$ 75,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>

### ACCOUNT NUMBER EXPLANATION

47000	Transfer Out	Transfer to Capital Fund for Project:		<b>Amount</b>
			PR1102	75,000

# City of Seal Beach

## FY 2011-2012

DEPARTMENT: Public Works  
FUND: 016 Park Improvement

Account Code: 016-800

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfer Out	016-800-47000	\$ -	\$ -	\$ -	\$ 75,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 75,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 75,000</u>

### FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 206,100	\$ 207,558	\$ 207,558	\$ 213,358
Revenues	1,458	9,000	5,800	5,800
Expenditures	-	-	-	(75,000)
Ending Fund Balance	<u>\$ 207,558</u>	<u>\$ 216,558</u>	<u>\$ 213,358</u>	<u>\$ 144,158</u>

DEPARTMENT: Public Works  
FUND: 040 Gas Tax Fund

Account Code: 040-090

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 487,535	\$ 611,100	\$ 611,100	\$ 402,000
<b>TOTAL</b>	<u>\$ 487,535</u>	<u>\$ 611,100</u>	<u>\$ 611,100</u>	<u>\$ 402,000</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	100,000

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Public Works  
**FUND:** 040 Gas Tax Fund

**Account Code:** 040-090

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	040-090-44000	\$ 950	\$ 1,100	\$ 1,100	\$ 2,000
Transfers Out	040-090-47000	486,585	610,000	610,000	400,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 487,535</b>	<b>\$ 611,100</b>	<b>\$ 611,100</b>	<b>\$ 402,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 487,535</b>	<b>\$ 611,100</b>	<b>\$ 611,100</b>	<b>\$ 402,000</b>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 208,650	\$ 146,937	\$ 146,937	\$ 32,537
Revenues	425,822	428,200	496,700	424,400
Expenditures	(487,535)	(611,100)	(611,100)	(402,000)
Ending Fund Balance	<u>\$ 146,937</u>	<u>\$ (35,963)</u>	<u>\$ 32,537</u>	<u>\$ 54,937</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  
 FUND: 041 Measure M Fund

Account Code: 041-099

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 330,000	\$ 350,000	\$ 350,000	\$ 335,000
<b>TOTAL</b>	<u>\$ 330,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 335,000</u>

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional Svcs	Traffic Signal maintenance	
47000	Transfer Out	Transfer to Capital Fund for Project:	
		ST1103	<u>Amount</u> 275,000

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Public Works  
**FUND:** 041 Measure M Fund

**Account Code:** 041-099

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	041-099-44000	\$ -	\$ -	\$ -	\$ 60,000
Transfers Out	041-099-47000	330,000	350,000	350,000	275,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 330,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 335,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 330,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 335,000</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 556,775	\$ 493,462	\$ 493,462	\$ 406,462
Revenues	266,687	374,000	263,000	263,000
Expenditures	(330,000)	(350,000)	(350,000)	(335,000)
Ending Fund Balance	<u>\$ 493,462</u>	<u>\$ 517,462</u>	<u>\$ 406,462</u>	<u>\$ 334,462</u>



# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Parking in Lieu  
**FUND:** 048 Parking in Lieu

**Account Code:** 048-400

	<b>2007-2008 Actual</b>	<b>2010-2011 Amended Budget</b>	<b>2010-2011 Estimated</b>	<b>2011-2012 Adopted Budget</b>
Maintenance and Operations	\$ -	\$ -	\$ -	\$ 30,000
<b>TOTAL</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>

## ACCOUNT NUMBER EXPLANATION

47000	Transfer Out	Transfer to Capital Fund for Project:		<b>Amount</b>
			ST1109	<u>30,000</u>

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Parking in Lieu  
**FUND:** 048 Parking in Lieu

**Account Code:** 048-400

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfers Out	048-400-47000	\$ -	\$ -	\$ -	\$ 30,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 145,416	\$ 162,006	\$ 162,006	\$ 213,806
Revenues	16,590	-	51,800	-
Expenditures	-	-	-	(30,000)
Ending Fund Balance	<u>\$ 162,006</u>	<u>\$ 162,006</u>	<u>\$ 213,806</u>	<u>\$ 183,806</u>

DEPARTMENT: Public Works  
FUND: 070 Rbrti-z'berg-harris Fund

Account Code: 070-888

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 15,732	\$ 51,168	\$ 52,000	\$ -
<b>TOTAL</b>	<u>\$ 15,732</u>	<u>\$ 51,168</u>	<u>\$ 52,000</u>	<u>\$ -</u>

ACCOUNT NUMBER EXPLANATION

47000      Transfer Out      Transfer to Capital Fund project.

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Public Works  
**FUND:** 070 Rbri-t-z'berg-harris Fund

**Account Code:** 070-888

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfers Out	070-888-47000	\$ 15,732	\$ 51,168	\$ 52,000	\$ -
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 15,732</u>	<u>\$ 51,168</u>	<u>\$ 52,000</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 15,732</u>	<u>\$ 51,168</u>	<u>\$ 52,000</u>	<u>\$ -</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 1,389	\$ 609	\$ 609	\$ 709
Revenues	14,952	-	52,100	-
Expenditures	(15,732)	(51,168)	(52,000)	-
Ending Fund Balance	<u>\$ 609</u>	<u>\$ (50,559)</u>	<u>\$ 709</u>	<u>\$ 709</u>

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Public Works  
**FUND:** 071 Per Capita Grant

**Account Code:** 071-888

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 2,148	\$ 17,052	\$ 17,100	\$ -
<b>TOTAL</b>	<u>\$ 2,148</u>	<u>\$ 17,052</u>	<u>\$ 17,100</u>	<u>\$ -</u>

## ACCOUNT NUMBER EXPLANATION

47000      Transfer Out      Transfer to Capital Fund for Project.

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Public Works  
**FUND:** 071 Per Capita Grant

**Account Code:** 071-888

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfers Out	071-888-47000	\$ 2,148	\$ 17,052	\$ 17,100	\$ -
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 2,148</u>	<u>\$ 17,052</u>	<u>\$ 17,100</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 2,148</u>	<u>\$ 17,052</u>	<u>\$ 17,100</u>	<u>\$ -</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ -	\$ 731	\$ 731	\$ 731
Revenues	2,879	-	17,100	-
Expenditures	(2,148)	(17,052)	(17,100)	-
Ending Fund Balance	<u>\$ 731</u>	<u>\$ (16,321)</u>	<u>\$ 731</u>	<u>\$ 731</u>

DEPARTMENT: Public Works  
FUND: 077 Prop 1B Fund

Account Code: 077-888

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 386,000	\$ -	\$ 6,514	\$ -
<b>TOTAL</b>	<u>\$ 386,000</u>	<u>\$ -</u>	<u>\$ 6,514</u>	<u>\$ -</u>

ACCOUNT NUMBER EXPLANATION

47000      Transfer Out      Transfer to Capital Project Fund .

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Public Works  
**FUND:** 077 Prop 1B Fund

**Account Code:** 077-888

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfers Out	077-888-47000	\$ 386,000	\$ -	\$ 6,514	\$ -
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 386,000</u>	<u>\$ -</u>	<u>\$ 6,514</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 386,000</u>	<u>\$ -</u>	<u>\$ 6,514</u>	<u>\$ -</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 390,086	\$ 6,414	\$ 6,414	\$ -
Revenues	2,328	-	100	-
Expenditures	(386,000)	-	(6,514)	-
Ending Fund Balance	<u>\$ 6,414</u>	<u>\$ 6,414</u>	<u>\$ -</u>	<u>\$ -</u>



DEPARTMENT: Public Works  
FUND: 079 Traffic Relief Fund

Account Code: 079-888

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 87,100	\$ 260,000	\$ 260,000	\$ 250,000
<b>TOTAL</b>	<u>\$ 87,100</u>	<u>\$ 260,000</u>	<u>\$ 260,000</u>	<u>\$ 250,000</u>

ACCOUNT NUMBER EXPLANATION

47000	Transfer Out	Transfer to Capital Fund for Project:		<u>Amount</u>
			ST1102	200,000
			ST1104	50,000

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Public Works  
**FUND:** 079 Traffic Relief Fund

**Account Code:** 079-888

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfers Out	079-888-47000	\$ 87,100	\$ 260,000	\$ 260,000	\$ 250,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 87,100</u>	<u>\$ 260,000</u>	<u>\$ 260,000</u>	<u>\$ 250,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 87,100</u>	<u>\$ 260,000</u>	<u>\$ 260,000</u>	<u>\$ 250,000</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 221,469	\$ 518,719	\$ 518,719	\$ 520,119
Revenues	384,350	261,600	261,400	262,000
Expenditures	(87,100)	(260,000)	(260,000)	(250,000)
Ending Fund Balance	<u>\$ 518,719</u>	<u>\$ 520,319</u>	<u>\$ 520,119</u>	<u>\$ 532,119</u>

DEPARTMENT: Public Works  
 FUND: 080 City Wide Grants

Account Code: 080

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 138,301	\$ 2,652,200	\$ 923,600	\$ 4,759,200
<b>TOTAL</b>	<b>\$ 138,301</b>	<b>\$ 2,652,200</b>	<b>\$ 923,600</b>	<b>\$ 4,759,200</b>

ACCOUNT NUMBER EXPLANATION

47000	Transfer Out	Transfer to Capital Fund for Project:	Amount
		49750	592,600
		BP0901	1,823,000
		ST1105	498,800
		ST1109	500,000
		PR1101	125,000
		BG1103	81,800
		ST1001	388,000

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Public Works  
**FUND:** 080 City Wide Grants

**Account Code:** 080

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Transfers Out - Rivers End RMC	080-300-47000	\$ 138,301	\$ 1,861,700	\$ 38,700	\$ 1,823,000
Transfers Out - Federal ARRA GT	080-330-47000	-	500,000	1,200	498,800
Transfers Out - CalEMA	080-340-47000	-	125,000		125,000
Transfers Out - EECB	080-350-47000	-	131,800	50,000	81,800
Transfers Out - GMA	080-360-47000	-	33,700	33,700	-
Transfers Out - OCTA	080-361-47000	-	-	800,000	1,342,600
Transfers Out - TEG	080-362-47000	-	-	-	888,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 138,301</u>	<u>\$ 2,652,200</u>	<u>\$ 923,600</u>	<u>\$ 4,759,200</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 138,301</u>	<u>\$ 2,652,200</u>	<u>\$ 923,600</u>	<u>\$ 4,759,200</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -
Revenues	138,301	2,183,060	923,600	4,759,200
Expenditures	(138,301)	(2,652,200)	(923,600)	(4,759,200)
Ending Fund Balance	<u>\$ -</u>	<u>\$ (469,140)</u>	<u>\$ -</u>	<u>\$ -</u>



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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.

# City of Seal Beach

## FY 2011-2012

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

**Account Code:** 001-070

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 208,852	\$ 240,200	\$ 204,900	\$ 188,000
Maintenance and Operations	87,032	113,400	69,100	51,300
<b>TOTAL</b>	<b>\$ 295,884</b>	<b>\$ 353,600</b>	<b>\$ 274,000</b>	<b>\$ 239,300</b>

### ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Community Services Supervisor - 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 and credit card fee charges.
44000	Contract Professional Svcs	Park Master Plan.
45000	Intergovernmental	Senior meals and parking.

# City of Seal Beach

## FY 2011-2012

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

Account Code: 001-070

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full - Time Salaries	001-070-40001	\$ 118,067	\$ 144,000	\$ 125,800	\$ 136,000
Overtime	001-070-40003	5,848	4,000	-	-
Part - Time	001-070-40004	47,639	50,000	40,100	10,000
Deferred Comp - Cafeteria	001-070-40010	1,636	2,000	1,000	400
Deferred Compensation	001-070-40011	1,527	1,700	1,600	1,600
Pers Retirement	001-070-40012	17,309	20,800	18,900	22,200
Pars Retirement	001-070-40013	1,005	900	900	200
Medical Insurance	001-070-40014	11,417	11,800	12,400	13,300
Medicare Insurance	001-070-40017	2,680	2,900	2,600	2,300
Life and Disability	001-070-40018	1,724	2,100	1,600	2,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 208,852</b>	<b>\$ 240,200</b>	<b>\$ 204,900</b>	<b>\$ 188,000</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-070-40100	\$ 1,478	\$ 1,500	\$ 1,500	\$ 1,500
Memberships and Dues	001-070-40300	550	1,000	600	700
Training & Meetings	001-070-40400	329	2,000	1,500	700
Equipment/materials	001-070-40700	10,232	16,900	16,900	-
Special Departmental	001-070-40800	9,754	9,400	9,400	9,400
Contract Professional	001-070-44000	24,960	45,600	-	-
Intergovernmental	001-070-45000	39,729	37,000	39,200	39,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 87,032</b>	<b>\$ 113,400</b>	<b>\$ 69,100</b>	<b>\$ 51,300</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 295,884</b>	<b>\$ 353,600</b>	<b>\$ 274,000</b>	<b>\$ 239,300</b>



# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Community Services  
**FUND:** 001 General Fund - Sports

**Account Code:** 001-071

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 31,316	\$ 26,100	\$ 33,500	\$ 26,100
Maintenance and Operations	35,330	17,000	8,500	8,000
<b>TOTAL</b>	<b>\$ 66,646</b>	<b>\$ 43,100</b>	<b>\$ 42,000</b>	<b>\$ 34,100</b>

### 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 and various supplies.
41020	Electricity	Gym electricity.
45000	Intergovernmental	Maintenance at McGaugh Pool

## City of Seal Beach

FY 2011-2012

DEPARTMENT: Community Services  
 FUND: 001 General Fund - Sports

Account Code: 001-071

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Part-Time	001-071-40004	\$ 30,098	\$ 25,000	\$ 32,200	\$ 25,000
Pars Retirement	001-071-40013	791	700	800	700
Medicare Insurance	001-071-40017	427	400	500	400
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 31,316</u>	<u>\$ 26,100</u>	<u>\$ 33,500</u>	<u>\$ 26,100</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment/Materials	001-071-40700	\$ 10,330	\$ 12,000	\$ 8,000	\$ 8,000
Electricity	001-071-41020	-	5,000	500	-
Intergovernmental	001-071-45000	25,000	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 35,330</u>	<u>\$ 17,000</u>	<u>\$ 8,500</u>	<u>\$ 8,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 66,646</u>	<u>\$ 43,100</u>	<u>\$ 42,000</u>	<u>\$ 34,100</u>

# City of Seal Beach

## FY 2011-2012

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

**Account Code:** 001-072

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 33,813	\$ 41,500	\$ 28,600	\$ 33,300
Maintenance and Operations	272,135	283,400	272,100	274,800
<b>TOTAL</b>	<b>\$ 305,948</b>	<b>\$ 324,900</b>	<b>\$ 300,700</b>	<b>\$ 308,100</b>

### 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, special event insurance and remote access.
41000	Telephone	Telephone (NSBC)
41020	Electricity	Building electricity
44000	Contract Professional Svcs	Contract instructor payment.

# City of Seal Beach

## FY 2011-2012

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

Account Code: 001-072

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Overtime	001-072-40003	\$ 68	\$ -	\$ -	\$ -
Part - Time Leisure Classes	001-072-40004	32,400	40,000	27,600	32,400
Pars Retirement	001-072-40013	901	500	600	400
Medicare Insurance	001-072-40017	444	1,000	400	500
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 33,813</b>	<b>\$ 41,500</b>	<b>\$ 28,600</b>	<b>\$ 33,300</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	001-072-40100	\$ 356	\$ 500	\$ 500	\$ 500
Public/Legal Notices	001-072-40200	48,433	45,400	45,600	50,000
Equipment/Materials	001-072-40700	2,199	7,500	3,000	2,200
Special Departmental	001-072-40800	8,056	12,000	9,000	8,100
Telephone	001-072-41000	1,456	2,000	1,500	1,500
Electricity	001-072-41020	12,499	16,000	12,500	12,500
Contract Professional	001-072-44000	199,136	200,000	200,000	200,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 272,135</b>	<b>\$ 283,400</b>	<b>\$ 272,100</b>	<b>\$ 274,800</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 305,948</b>	<b>\$ 324,900</b>	<b>\$ 300,700</b>	<b>\$ 308,100</b>

# City of Seal Beach

## FY 2011-2012

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

**Account Code:** 001-073

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 93,250	\$ 87,800	\$ 88,300	\$ 88,800
Maintenance and Operations	76,246	61,500	59,300	65,200
<b>TOTAL</b>	<b>\$ 169,496</b>	<b>\$ 149,300</b>	<b>\$ 147,600</b>	<b>\$ 154,000</b>

### 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 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)

# City of Seal Beach

**FY 2011-2012**

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

**Account Code:** 001-073

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Part-time	001-073-40004	\$ 89,785	\$ 85,000	\$ 84,800	\$ 85,000
Pars Retirement	001-073-40013	2,129	1,600	2,200	2,500
Medicare Insurance	001-073-40017	1,292	1,200	1,300	1,300
Unemployment	001-073-40030	44	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<u>\$ 93,250</u>	<u>\$ 87,800</u>	<u>\$ 88,300</u>	<u>\$ 88,800</u>
<b>MAINTENANCE AND OPERATIONS</b>					
Equipment/materials	001-073-40700	\$ 9,082	\$ 8,000	\$ 3,000	\$ 9,100
Special Departmental	001-073-40800	-	-	200	-
Telephone	001-073-41000	1,580	1,500	1,900	1,600
Gas	001-073-41010	26,514	24,000	24,000	26,500
Electricity	001-073-41020	39,070	28,000	30,200	28,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 76,246</u>	<u>\$ 61,500</u>	<u>\$ 59,300</u>	<u>\$ 65,200</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ 169,496</u></u>	<u><u>\$ 149,300</u></u>	<u><u>\$ 147,600</u></u>	<u><u>\$ 154,000</u></u>

# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Community Services  
**FUND:** 001 General Fund - Tennis Center

**Account Code:** 001-074

	<b>2009-2010 Actual</b>	<b>2010-2011 Amended Budget</b>	<b>2010-2011 Estimated</b>	<b>2011-2012 Adopted Budget</b>
Maintenance and Operations	\$ 198,403	\$ 255,000	\$ 202,200	\$ 199,500
<b>TOTAL</b>	<b>\$ 198,403</b>	<b>\$ 255,000</b>	<b>\$ 202,200</b>	<b>\$ 199,500</b>

### ACCOUNT NUMBER EXPLANATION

40550	Bldg/material/supplies	Building supplies (lumber and other materials).
40950	Bldg/ground materials	Landscape maintenance.
41010	Gas	Gas expense related to the tennis center.
41020	Electricity	Electricity expense related to the tennis center.
44000	Contract Professional Svcs	Janitorial, pest control, security and managers draw.
45000	Intergovernmental	OC Health Care Agency

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Community Services  
**FUND:** 001 General Fund - Tennis Center

**Account Code:** 001-074

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Bldg/Material/Supplies	001-074-40550	\$ 4,043	\$ 20,000	\$ 7,700	\$ 6,000
Bldg/Ground Materials	001-074-40950	41,241	65,000	52,700	41,200
Gas	001-074-41010	2,321	5,000	1,600	2,300
Electricity	001-074-41020	31,526	40,000	34,200	31,500
Contract Professional Services	001-074-44000	118,509	125,000	106,000	118,500
Intergovernmental	001-074-45000	763	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 198,403</u>	<u>\$ 255,000</u>	<u>\$ 202,200</u>	<u>\$ 199,500</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 198,403</u>	<u>\$ 255,000</u>	<u>\$ 202,200</u>	<u>\$ 199,500</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

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 882,869	\$ 877,000	\$ 875,200	\$ 900,500
Maintenance and Operations	116,021	119,400	108,700	99,700
Capital Outlay	35,175	46,900	-	-
<b>TOTAL</b>	<b>\$ 1,034,065</b>	<b>\$ 1,043,300</b>	<b>\$ 983,900</b>	<b>\$ 1,000,200</b>

#### 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	CSLSA/USLA, CBSOA, SBLA, OCTOA, OCCA
40400	Training and Meetings	CSLSA meeting, EMT training, Swiftwater class, JG coordinator 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 maintenance and headquarters.
40701	Materials & Supplies-Jr. Lifeguard	Uniforms, equipment, office supplies, storage container, canopy and rescue boards.
40800	Special Departmental	Fitness and training equipment, Class A uniforms, badges, training A/V equipment, training equipment maintenance.
40806	Special Dept.-Jr. Lifeguard	USLA, buses for field trips, Wild Rivers tickets, Catalina day trip, Catalina overnight, surf trip entry fee and banquet.
41000	Telephone	Telephone expense related to the Marine Safety Department.
41020	Electricity	Electricity expense related to the Marine Safety Department.
45000	Intergovernmental	Rescue boat slip fees.
47010	Vehicle/Equipment Replacement	Transfer out to Vehicle/Equipment Replacement fund 021.

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Marine Safety  
**FUND:** 034 Tidelands

**Account Code:** 034-828

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full - time Salaries	034-828-40001	\$ 275,633	\$ 284,100	\$ 284,600	\$ 287,500
Overtime	034-828-40003	8,225	10,000	5,400	5,000
Part - Time	034-828-40004	380,244	340,000	350,500	368,000
Junior Lifeguard Sal	034-828-40006	80,521	98,300	79,800	76,000
Tuition Reimbursement	034-828-40007	-	-	400	-
Cell Phone Allowance	034-828-40009	1,800	1,800	1,800	1,800
Deferred Comp - Cafeteria	034-828-40010	1,906	1,800	1,900	1,000
Deferred Comp	034-828-40011	8,259	8,300	8,400	8,400
Pers Retirement	034-828-40012	79,559	84,300	83,400	100,100
Pars Retirement	034-828-40013	8,787	7,700	9,300	8,800
Medical Insurance	034-828-40014	22,901	25,800	28,300	29,000
Medicare Insurance	034-828-40017	11,294	10,900	10,900	11,300
Life and Disability	034-828-40018	3,740	4,000	2,800	3,600
Unemployment	034-828-40030	-	-	7,700	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 882,869</b>	<b>\$ 877,000</b>	<b>\$ 875,200</b>	<b>\$ 900,500</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	034-828-40100	\$ 2,684	\$ 2,600	\$ 2,600	\$ 3,200
Membership & Dues	034-828-40300	208	900	200	500
Training & Meeting	034-828-40400	8,510	7,700	7,200	4,800
Marine Maint/Fuel Lifeguard	034-828-40600	7,844	8,200	8,200	8,100
Equipment/Materials	034-828-40700	28,763	20,700	20,700	16,600
Materials & Supplies Jr. Lifeguard	034-828-40701	9,339	16,400	9,200	12,200
Special Departmental	034-828-40800	11,783	15,000	15,000	10,500
Special Dept. - Junior Lifeguard	034-828-40806	31,213	36,400	30,000	28,100
Telephone	034-828-41000	2,948	-	2,800	3,000
Electricity	034-828-41020	9,004	7,000	9,000	9,000
Intergovernmental	034-828-45000	3,725	4,500	3,800	3,700
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 116,021</b>	<b>\$ 119,400</b>	<b>\$ 108,700</b>	<b>\$ 99,700</b>
<b>CAPITAL OUTLAY</b>					
Vehicle/Equipment Replacement	034-828-47010	\$ 35,175	\$ 46,900	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 35,175</b>	<b>\$ 46,900</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,034,065</b>	<b>\$ 1,043,300</b>	<b>\$ 983,900</b>	<b>\$ 1,000,200</b>



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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's 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 of the angles of the naval jetty's 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.

# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Public Works  
**FUND:** 034 Tidelands - Beach Maintenance

**Account Code:** 034-863

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 207,486	\$ 214,700	\$ 185,700	\$ 208,000
Maintenance and Operations	145,243	155,500	141,400	303,300
Capital Outlay	69,950	61,000	-	-
<b>TOTAL</b>	<b>\$ 422,679</b>	<b>\$ 431,200</b>	<b>\$ 327,100</b>	<b>\$ 511,300</b>

### ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	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.	
40300	Memberships and Dues	California Marine Affairs and Navigation membership.	
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, sand backpass bi-annual coastal and pier engineering, tree trimming (1st Street, Eisenhower park and beach tree rings), emergency pump rental and berm (\$9K).	
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 2011-2012**

**DEPARTMENT:** Public Works  
**FUND:** 034 Tidelands - Beach Maintenance

**Account Code:** 034-863

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full - time Salaries	034-863-40001	\$ 110,072	\$ 111,700	\$ 114,800	\$ 118,100
Overtime	034-863-40003	2,991	800	-	-
Part - Time	034-863-40004	50,264	65,000	31,900	50,300
Deferred Comp - Cafeteria	034-863-40010	758	800	600	100
Deferred Comp	034-863-40011	1,861	2,000	2,000	2,100
Pers Retirement	034-863-40012	15,940	16,200	17,200	19,300
Pars Retirement	034-863-40013	1,231	1,300	900	700
Medical Insurance	034-863-40014	11,657	12,500	12,700	13,300
AFLAC Cafeteria	034-863-40015	48	100	100	-
Medicare Insurance	034-863-40017	2,121	2,700	2,300	2,600
Life and Disability	034-863-40018	1,503	1,600	1,300	1,500
Unemployment	034-863-40030	9,040	-	1,900	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 207,486</b>	<b>\$ 214,700</b>	<b>\$ 185,700</b>	<b>\$ 208,000</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Membership & Dues	034-863-40300	\$ 825	\$ 900	\$ 900	\$ -
Equipment/materials	034-863-40700	9,697	15,000	11,500	9,700
Electricity	034-863-41020	2,628	2,900	2,600	2,600
Contract Prof. Svcs	034-863-44000	132,093	136,700	126,400	291,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 145,243</b>	<b>\$ 155,500</b>	<b>\$ 141,400</b>	<b>\$ 303,300</b>
<b>CAPITAL OUTLAY</b>					
Vehicle/Equipment Replacement	034-863-47010	\$ 45,750	\$ 61,000	\$ -	\$ -
Acquisitions	034-863-47020	24,200	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 69,950</b>	<b>\$ 61,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 422,679</b>	<b>\$ 431,200</b>	<b>\$ 327,100</b>	<b>\$ 511,300</b>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -
Revenues	1,456,743	1,474,500	1,304,800	1,511,500
Expenditures	(1,456,743)	(1,474,500)	(1,304,800)	(1,511,500)
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</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  
FUND: 002-Street Lighting

Account Code: 002-500

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 197,140	\$ 174,000	\$ 201,500	\$ 201,500
<b>TOTAL</b>	<b>\$ 197,140</b>	<b>\$ 174,000</b>	<b>\$ 201,500</b>	<b>\$ 201,500</b>

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.

# City of Seal Beach

## FY 2011-2012

DEPARTMENT: Public Works  
FUND: 002-Street Lighting

Account Code: 002-500

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Electricity - Street lighting	002-500-41020	\$ 186,369	\$ 159,000	\$ 186,500	\$ 186,500
Contract Professional	002-500-44000	10,771	15,000	15,000	10,000
Legal Fees	002-500-49777	-	-	-	5,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 197,140</u>	<u>\$ 174,000</u>	<u>\$ 201,500</u>	<u>\$ 201,500</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 197,140</u>	<u>\$ 174,000</u>	<u>\$ 201,500</u>	<u>\$ 201,500</u>

### FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 53,752	\$ 400	\$ 400	\$ 400
Revenues	143,788	154,300	201,500	201,500
Expenditures	(197,140)	(174,000)	(201,500)	(201,500)
Ending Fund Balance	<u>\$ 400</u>	<u>\$ (19,300)</u>	<u>\$ 400</u>	<u>\$ 400</u>

DEPARTMENT: Administrative Services  
FUND: 101 Ad94-1 Redemption Fund

Account Code: 101-333

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 9,199	\$ -	\$ 9,500	\$ 9,500
Debt Service	137,760	138,100	143,100	127,500
<b>TOTAL</b>	<b>\$ 146,959</b>	<b>\$ 138,100</b>	<b>\$ 152,600</b>	<b>\$ 137,000</b>

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

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Administrative Services  
**FUND:** 101 Ad94-1 Redemption Fund

**Account Code:** 101-333

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Prof Svc	101-333-44000	\$ 9,199	\$ -	\$ 9,500	\$ 9,500
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 9,199</u>	<u>\$ -</u>	<u>\$ 9,500</u>	<u>\$ 9,500</u>
<b>DEBT SERVICE</b>					
Debt Service Pmt Principal	101-333-47888	\$ 100,000	\$ 100,000	\$ 105,000	\$ 100,000
Interest Expense	101-333-47999	37,760	38,100	38,100	27,500
<b>TOTAL DEBT SERVICE</b>		<u>\$ 137,760</u>	<u>\$ 138,100</u>	<u>\$ 143,100</u>	<u>\$ 127,500</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 146,959</u>	<u>\$ 138,100</u>	<u>\$ 152,600</u>	<u>\$ 137,000</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 233,703	\$ 241,972	\$ 241,972	\$ 245,572
Revenues	155,228	143,000	156,200	155,400
Expenditures	(146,959)	(138,100)	(152,600)	(137,000)
Ending Fund Balance	<u>\$ 241,972</u>	<u>\$ 246,872</u>	<u>\$ 245,572</u>	<u>\$ 263,972</u>

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Administrative Services  
**FUND:** 201 CFD Landscape Maint 2002-01 Fund

**Account Code:** 201-450

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 89,533	\$ 145,000	\$ 102,900	\$ 83,000
<b>TOTAL</b>	<u>\$ 89,533</u>	<u>\$ 145,000</u>	<u>\$ 102,900</u>	<u>\$ 83,000</u>

## 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.

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Administrative Services  
**FUND:** 201 CFD Landscape Maint 2002-01 Fund

**Account Code:** 201-450

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Water services	201-450-43750	\$ 18,452	\$ 20,000	\$ 36,000	\$ 20,000
Contract Professional	201-450-44000	60,081	113,000	54,900	51,000
Transfers Out	201-450-47000	11,000	12,000	12,000	12,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 89,533</u>	<u>\$ 145,000</u>	<u>\$ 102,900</u>	<u>\$ 83,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 89,533</u>	<u>\$ 145,000</u>	<u>\$ 102,900</u>	<u>\$ 83,000</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 230,290	\$ 282,725	\$ 282,725	\$ 321,125
Revenues	141,968	143,000	141,300	142,200
Expenditures	(89,533)	(145,000)	(102,900)	(83,000)
Ending Fund Balance	<u>\$ 282,725</u>	<u>\$ 280,725</u>	<u>\$ 321,125</u>	<u>\$ 380,325</u>



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

Account Code: 202-460

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Debt Service	\$ 272,766	\$ 250,400	\$ 275,400	\$ 282,700
<b>TOTAL</b>	<u>\$ 272,766</u>	<u>\$ 250,400</u>	<u>\$ 275,400</u>	<u>\$ 282,700</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: Administrative Services  
 FUND: 202 CFD Heron Pointe No. 2002-01 Fund

Account Code: 202-460

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>DEBT SERVICE</b>					
Special Tax Transfer	202-460-47100	\$ 25,000	\$ -	\$ 25,000	\$ 25,000
Debt Service Pmt Principal	202-460-47888	60,000	65,000	65,000	75,000
Interest Expense	202-460-47999	187,766	185,400	185,400	182,700
<b>TOTAL DEBT SERVICE</b>		<u>\$ 272,766</u>	<u>\$ 250,400</u>	<u>\$ 275,400</u>	<u>\$ 282,700</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 272,766</u>	<u>\$ 250,400</u>	<u>\$ 275,400</u>	<u>\$ 282,700</u>

**FUND BALANCE ANALYSIS**

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 646,043	\$ 670,095	\$ 670,095	\$ 684,895
Revenues	296,818	279,600	290,200	296,700
Expenditures	(272,766)	(250,400)	(275,400)	(282,700)
Ending Fund Balance	<u>\$ 670,095</u>	<u>\$ 699,295</u>	<u>\$ 684,895</u>	<u>\$ 698,895</u>

DEPARTMENT: Administrative Services  
FUND: 203 CFD Pacific Gateway Bonds Fund

Account Code: 203-470

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Debt Service	\$ 514,938	\$ 498,400	\$ 523,400	\$ 531,500
<b>TOTAL</b>	<u>\$ 514,938</u>	<u>\$ 498,400</u>	<u>\$ 523,400</u>	<u>\$ 531,500</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

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Administrative Services  
**FUND:** 203 CFD Pacific Gateway Bonds Fund

**Account Code:** 203-470

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>DEBT SERVICE</b>					
Special Tax Transfer	203-470-47100	\$ 25,000	\$ -	\$ 25,000	\$ 25,000
Debt Service Pmt Principal	203-470-47888	30,000	40,000	40,000	50,000
Interest Expense	203-470-47999	459,938	458,400	458,400	456,500
<b>TOTAL DEBT SERVICE</b>		<u>\$ 514,938</u>	<u>\$ 498,400</u>	<u>\$ 523,400</u>	<u>\$ 531,500</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 514,938</u>	<u>\$ 498,400</u>	<u>\$ 523,400</u>	<u>\$ 531,500</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 1,154,748	\$ 959,756	\$ 959,756	\$ 756,156
Revenues	319,946	521,400	319,800	319,800
Expenditures	(514,938)	(498,400)	(523,400)	(531,500)
Ending Fund Balance	<u>\$ 959,756</u>	<u>\$ 982,756</u>	<u>\$ 756,156</u>	<u>\$ 544,456</u>

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Administrative Services  
**FUND:** 204 CFD Heron Pointe 2002-01 Admin Exp Fund

**Account Code:** 204-460

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 19,355	\$ 25,000	\$ 22,400	\$ 22,400
<b>TOTAL</b>	<u>\$ 19,355</u>	<u>\$ 25,000</u>	<u>\$ 22,400</u>	<u>\$ 22,400</u>

## 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.

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Administrative Services  
**FUND:** 204 CFD Heron Pointe 2002-01 Admin Exp Fund

**Account Code:** 204-460

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	204-460-44000	\$ 8,355	\$ 14,000	\$ 11,400	\$ 11,400
Transfers Out	204-460-47000	11,000	11,000	11,000	11,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 19,355</b>	<b>\$ 25,000</b>	<b>\$ 22,400</b>	<b>\$ 22,400</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 19,355</b>	<b>\$ 25,000</b>	<b>\$ 22,400</b>	<b>\$ 22,400</b>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 21,897	\$ 27,640	\$ 27,640	\$ 30,340
Revenues	25,098	25,900	25,100	25,100
Expenditures	(19,355)	(25,000)	(22,400)	(22,400)
Ending Fund Balance	<b>\$ 27,640</b>	<b>\$ 28,540</b>	<b>\$ 30,340</b>	<b>\$ 33,040</b>

**DEPARTMENT:** Administrative Services  
**FUND:** 205 CFD Pacific Gateway  
 Landscape/Adm No. 2005-01 Fund

**Account Code:** 205-470 & 480

	<b>2009-2010 Actual</b>	<b>2010-2011 Amended Budget</b>	<b>2010-2011 Estimated</b>	<b>2011-2012 Adopted Budget</b>
Maintenance and Operations	\$ 66,729	\$ 110,000	\$ 70,300	\$ 70,300
<b>TOTAL</b>	<u>\$ 66,729</u>	<u>\$ 110,000</u>	<u>\$ 70,300</u>	<u>\$ 70,300</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.

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Administrative Services  
**FUND:** 205 CFD Pacific Gateway  
 Landscape/Adm No. 2005-01 Fund

**Account Code:** 205-470 & 480

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Water Services	205-470-43750	\$ 8,498	\$ 20,000	\$ 10,000	\$ 10,000
Contract Professional Services	205-470-44000	27,462	50,000	25,800	25,800
Transfer Out	205-470-47000	15,000	15,000	15,000	15,000
Contract Professional Services	205-480-44000	4,769	14,000	8,500	8,500
Transfers Out	205-480-47000	11,000	11,000	11,000	11,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 66,729</u>	<u>\$ 110,000</u>	<u>\$ 70,300</u>	<u>\$ 70,300</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 66,729</u>	<u>\$ 110,000</u>	<u>\$ 70,300</u>	<u>\$ 70,300</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 162,296	\$ 171,898	\$ 171,898	\$ 177,598
Revenues	76,331	112,500	76,000	76,000
Expenditures	(66,729)	(110,000)	(70,300)	(70,300)
Ending Fund Balance	<u>\$ 171,898</u>	<u>\$ 174,398</u>	<u>\$ 177,598</u>	<u>\$ 183,298</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 2011-2012

DEPARTMENT: Public Works  
FUND: 017 Water Fund - Operations

Account Code: 017-900

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 1,075,481	\$ 1,161,300	\$ 1,130,500	\$ 1,188,100
Maintenance and Operations	2,564,534	2,935,700	2,870,200	2,968,900
Capital Outlay	47,700	63,600	-	-
<b>TOTAL</b>	<b>\$ 3,687,715</b>	<b>\$ 4,160,600</b>	<b>\$ 4,000,700</b>	<b>\$ 4,157,000</b>

### ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Director of Admin. Services/City Treasurer - 0.10 Director of Public Works - 0.30 Senior Accountant - 0.25 Senior Account Technician - 1.00 Account Technician - 1.20 City Engineer - 0.20 Associate Engineer - 0.30 Assistant Engineer - 0.20 Executive Assistant - 0.60 Maintenance Service Manager - 0.25 Electrician - 0.35 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 2011-2012**

**DEPARTMENT:** Public Works  
**FUND:** 017 Water Fund - Operations

**Account Code:** 017-900

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full - time Salaries	017-900-40001	\$ 752,927	\$ 827,100	\$ 808,900	\$ 838,000
Overtime	017-900-40003	45,227	31,000	38,800	31,000
Part - time	017-900-40004	40,081	43,800	28,800	45,200
Tuition Reimbursement	017-900-40007	1,669	-	500	-
Deferred Comp -Cafeteria	017-900-40010	3,468	6,500	2,300	1,500
Deferred Compensation	017-900-40011	12,918	14,300	14,000	14,700
Pers Retirement	017-900-40012	112,507	119,600	121,100	136,700
Pars Retirement	017-900-40013	942	900	700	1,000
Medical Insurance	017-900-40014	85,463	91,400	92,400	94,400
AFLAC Cafeteria	017-900-40015	37	100	-	-
Medicare	017-900-40017	9,896	14,300	13,800	14,400
Life & Disability	017-900-40018	10,346	12,300	9,200	11,200
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 1,075,481</b>	<b>\$ 1,161,300</b>	<b>\$ 1,130,500</b>	<b>\$ 1,188,100</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	017-900-40100	\$ 22,661	\$ 28,600	\$ 26,300	\$ 28,600
Membership & Dues	017-900-40300	925	1,600	1,700	1,600
Training & Meetings	017-900-40400	847	4,700	1,000	4,700
Equipment/Materials	017-900-40700	45,355	102,000	80,000	100,000
Special Departmental	017-900-40800	44,605	1,500	25,000	32,900
Depreciation	017-900-40900	61,715	-	59,700	57,500
Telephone	017-900-41000	7,700	9,500	9,500	9,500
Gas	017-900-41010	26,148	100,000	29,500	100,000
Electricity	017-900-41020	134,074	160,000	133,700	160,000
Contract Prof. Svcs	017-900-44000	112,069	247,700	223,700	194,000
Overhead	017-900-44050	324,500	324,500	324,500	324,500
Intergovernmental	017-900-45000	1,654,726	1,950,000	1,950,000	1,950,000
Interest Payment	017-900-47999	6,127	5,600	5,600	5,600
Legal Services	017-900-49710	123,082	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 2,564,534</b>	<b>\$ 2,935,700</b>	<b>\$ 2,870,200</b>	<b>\$ 2,968,900</b>
<b>CAPITAL OUTLAY</b>					
Vehicles	017-900-47010	\$ 47,700	\$ 63,600	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 47,700</b>	<b>\$ 63,600</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 3,687,715</b>	<b>\$ 4,160,600</b>	<b>\$ 4,000,700</b>	<b>\$ 4,157,000</b>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 7,396,004	\$ 7,824,546	\$ 7,824,546	\$ 7,873,246
Revenues	4,116,257	4,371,900	4,049,400	4,142,800
Expenditures	(3,687,715)	(4,160,600)	(4,000,700)	(4,157,000)
Ending Fund Balance	<u>\$ 7,824,546</u>	<u>\$ 8,035,846</u>	<u>\$ 7,873,246</u>	<u>\$ 7,859,046</u>

# City of Seal Beach

## FY 2011-2012

DEPARTMENT: Public Works Account Code: 019-925  
 FUND: 019 Water Capital Improvement Fund 019-950

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 423,480	\$ -	\$ 463,100	\$ 521,600
<b>TOTAL</b>	<u>\$ 423,480</u>	<u>\$ -</u>	<u>\$ 463,100</u>	<u>\$ 521,600</u>

### ACCOUNT NUMBER EXPLANATION

40900 Depreciation Fixed asset annual depreciation.

# City of Seal Beach

## FY 2011-2012

DEPARTMENT: Public Works  
FUND: 019 Water Capital Improvement Fund

Account Code: 019-925  
019-950

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Depreciation	019-950-40900	\$ 423,480	\$ -	\$ 463,100	\$ 521,600
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 423,480</u>	<u>\$ -</u>	<u>\$ 463,100</u>	<u>\$ 521,600</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 423,480</u>	<u>\$ -</u>	<u>\$ 463,100</u>	<u>\$ 521,600</u>

### FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 14,698,185	\$ 15,900,028	\$ 15,900,028	\$ 16,803,328
Revenues	1,625,323	1,366,400	1,366,400	1,437,000
Expenditures	(423,480)	-	(463,100)	(521,600)
Ending Fund Balance	<u>\$ 15,900,028</u>	<u>\$ 17,266,428</u>	<u>\$ 16,803,328</u>	<u>\$ 17,718,728</u>



DEPARTMENT:

Public Works

Account Code:

021-980

FUND:

021 Vehicle Replacement Fund

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ -	\$ -	\$ -	\$ 27,000
Capital Outlay	-	410,600	33,800	295,800
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 410,600</b>	<b>\$ 33,800</b>	<b>\$ 322,800</b>

ACCOUNT NUMBER EXPLANATION

40900	Depreciation	Annual depreciation expense.
44000	Contract Professional	Lifeguard boat repair.
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
				<b>\$ 262,000</b>

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Public Works  
**FUND:** 021 Vehicle Replacement Fund

**Account Code:** 021-980

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Professional	021-980-44000	\$ -	\$ -	\$ -	\$ 27,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		\$ -	\$ -	\$ -	\$ 27,000
<b>CAPITAL OUTLAY</b>					
Depreciation	021-980-40900	\$ -	\$ -	\$ 33,800	\$ 33,800
Vehicles	021-980-48075	-	410,600	-	262,000
<b>TOTAL CAPITAL OUTLAY</b>		\$ -	\$ 410,600	\$ 33,800	\$ 295,800
<b>TOTAL EXPENDITURES</b>		\$ -	\$ 410,600	\$ 33,800	\$ 322,800

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 2,000,000	\$ 2,263,625	\$ 2,263,625	\$ 2,229,825
Revenues	263,625	162,300	-	-
Expenditures**	-	(410,600)	(33,800)	(322,800)
Ending Fund Balance	\$ 2,263,625	\$ 2,015,325	\$ 2,229,825	\$ 1,907,025

\*\* 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 2011-2012

**DEPARTMENT:** Public Works  
**FUND:** 043 Sewer Fund - Operations

**Account Code:** 043-925

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 380,646	\$ 416,400	\$ 407,700	\$ 433,600
Maintenance and Operations	348,242	286,700	690,300	425,400
Capital Outlay	12,675	16,900	-	-
<b>TOTAL</b>	<b>\$ 741,563</b>	<b>\$ 720,000</b>	<b>\$ 1,098,000</b>	<b>\$ 859,000</b>

### ACCOUNT NUMBER EXPLANATION

40001	Full-time Salaries	Director of Administrative Services - 0.10 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 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, emergency spot repairs, and manhole rehabilitations.
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 2011-2012**

**DEPARTMENT:** Public Works  
**FUND:** 043 Sewer Fund - Operations

**Account Code:** 043-925

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Full time Salaries	043-925-40001	\$ 278,528	\$ 308,400	\$ 300,300	\$ 312,900
Overtime	043-925-40003	13,347	10,000	12,700	10,000
Part - Time	043-925-40004	6,366	5,000	1,000	10,200
Deferred Comp - Cafeteria	043-925-40010	1,784	2,100	1,200	400
Deferred Comp	043-925-40011	5,283	6,400	5,900	6,400
Pers Retirement	043-925-40012	40,477	44,600	46,400	51,000
Pars Retirement	043-925-40013	134	200	100	200
Medical Insurance	043-925-40014	27,995	30,000	31,900	33,300
AFLAC Cafeteria	043-925-40015	96	100	100	-
Medicare	043-925-40017	2,866	5,100	5,000	5,300
Life and Disability	043-925-40018	3,770	4,500	3,100	3,900
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 380,646</b>	<b>\$ 416,400</b>	<b>\$ 407,700</b>	<b>\$ 433,600</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Office Supplies	043-925-40100	\$ 608	\$ 1,000	\$ 600	\$ 1,000
Membership & Dues	043-925-40300	201	400	400	800
Training & Meetings	043-925-40400	405	1,000	1,500	1,500
Equipment & Materials	043-925-40700	8,176	10,200	10,200	10,000
Depreciation	043-925-40900	8,913	-	8,900	8,900
Telephone	043-925-41000	5,828	5,000	6,800	5,000
Gas	043-925-41010	380	1,000	500	1,000
Electricity	043-925-41020	27,690	36,000	29,300	36,000
Contract Prof. Svcs	043-925-44000	100,424	158,100	158,100	158,100
Overhead	043-925-44050	54,000	54,000	54,000	54,000
Intergovernmental	043-925-45000	17,491	20,000	20,000	25,000
Legal Fees	043-925-49777	124,126	-	400,000	124,100
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 348,242</b>	<b>\$ 286,700</b>	<b>\$ 690,300</b>	<b>\$ 425,400</b>
<b>CAPITAL OUTLAY</b>					
Vehicles	043-925-47010	\$ 12,675	\$ 16,900	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 12,675</b>	<b>\$ 16,900</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 741,563</b>	<b>\$ 720,000</b>	<b>\$ 1,098,000</b>	<b>\$ 859,000</b>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 1,844,613	\$ 1,965,715	\$ 1,965,715	\$ 1,715,315
Revenues	862,665	912,600	847,600	853,200
Expenditures	(741,563)	(720,000)	(1,098,000)	(859,000)
Ending Fund Balance	<u>\$ 1,965,715</u>	<u>\$ 2,158,315</u>	<u>\$ 1,715,315</u>	<u>\$ 1,709,515</u>

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Public Works  
**FUND:** 044 Sewer Capital Fund

**Account Code:** 044-975

	<b>2009-2010 Actual</b>	<b>2010-2011 Amended Budget</b>	<b>2010-2011 Estimated</b>	<b>2011-2012 Adopted Budget</b>
Maintenance and Operations	\$ 723,859	\$ 208,800	\$ 1,638,600	\$ 752,800
<b>TOTAL</b>	<u>\$ 723,859</u>	<u>\$ 208,800</u>	<u>\$ 1,638,600</u>	<u>\$ 752,800</u>

## 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

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Public Works  
**FUND:** 044 Sewer Capital Fund

**Account Code:** 044-975

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Depreciation	044-975-40900	\$ 519,789	-	\$ 525,700	\$ 548,300
Contract Prof Svcs	044-975-44000	-	-	904,100	10,000
Amortization	044-975-47600	7,669	7,800	7,800	7,800
Interest Expense	044-975-47999	196,401	201,000	201,000	186,700
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 723,859</u>	<u>\$ 208,800</u>	<u>\$ 1,638,600</u>	<u>\$ 752,800</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 723,859</u>	<u>\$ 208,800</u>	<u>\$ 1,638,600</u>	<u>\$ 752,800</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 15,779,955	\$ 16,396,475	\$ 16,396,475	\$ 16,102,075
Revenues	1,340,379	1,510,000	1,344,200	1,504,300
Expenditures	(723,859)	(208,800)	(1,638,600)	(752,800)
Ending Fund Balance	<u>\$ 16,396,475</u>	<u>\$ 17,697,675</u>	<u>\$ 16,102,075</u>	<u>\$ 16,853,575</u>





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DEPARTMENT: Public Works - Capital Improvement Projects

FUND: Various Funding Source

	2011-2012 Adopted Budget
General Fund (Fund 001)	\$ 3,327,000
Parking Improvement (Fund 016)	75,000
Water Fund (Fund 019)	2,315,000
State Gas Tax (Fund 040)	100,000
Measure M (Fund 041)	275,000
Sewer Fund (Fund 044)	10,775,000
Parking-In-Lieu (Fund 048)	30,000
Traffic Relief (Fund 079)	250,000
Citywide Grants (Fund 080)	4,759,200
<b>TOTAL</b>	<b>\$ 21,906,200</b>

Capital Project (Fund 045)	\$ 8,816,200
Water Capital Project (Fund 019)	2,315,000
Sewer Capital Project (Fund 044)	10,775,000
<b>Total Capital Project - All Funds</b>	<b>\$ 21,906,200</b>

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 Redevelopment Agency or through outside sources such as grants or matching fund programs.

The fund also accounts for the restricted cash accounts from the 1996 County-wide Revenue bond proceeds.

Major projects for fiscal year 2011-12 are proposed in a balanced infrastructure approach and include Streets, Parks, Storm Drains, Facilities, and Beach and Pier Improvements. Some of the highlighted projects include Phase 3 Storm Drain Improvements, the River's End project, Lampson Avenue medians, Pier Deck rehabilitation, Sewer Master Plan Improvements, and Ocean Avenue Alley Rehabilitation.

As the Budgeted Capital Projects and Funding Sources spreadsheet illustrates, of the \$8,816,200 appropriated for capital projects in fiscal year 2011-12 (excluding water and sewer improvements) only \$3,327,000 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 2011-12

DEPARTMENT: Public Works - Capital Improvement Projects Capital Fund: 045, 019, 044  
FUND: Various Funding Source

Project Number and Name	General Fund	Park Improv.	Gas Tax	Measure M	Parking-in-Lieu	Traffic Relief	Citywide Grants	Water	Sewer	2011-2012 Proposed Budget
<b>Beach and Pier</b>										
BP1102 Local Coastal Plan Preparation	40,000							40,000		120,000
BP0901 River's End RMC Project							1,823,000			1,823,000
<b>Buildings and Facilities</b>										
BG1203 Underground Storage Tank Remediation	10,000									10,000
BG0803 Fire Station - Canopy	80,000									80,000
BG1103 Energy Efficiency Project							81,800			81,800
<b>Park Improvements</b>										
PR1102 Arbor Park Entrance Resurfacing		75,000								75,000
PR1101 Heron Pointe Slope Repair							125,000			125,000
<b>Sewer System</b>										
SS0901 10 Year Sewer Imp. Master Plan										-
SS1201 Manhole Rehabilitation								10,000,000	10,000	10,000,000
<b>Storm Drain System</b>										
SD1201 10 Year Storm Drain Imp. Master Plan	1,800,000									1,800,000
SD1202 Navy Drainage Easement Improvements	200,000									200,000
<b>Streets and Transportation</b>										
ST1105 Street Tree Planting Program	10,000									10,000
ST1101 Annual Slurry Seal Project			100,000							100,000
ST1102 Arterial Street Resurfacing Program						200,000				200,000
ST1103 Local Street Resurfacing Program				275,000		50,000				275,000
ST1104 Annual Concrete Repair Program										50,000
ST1005 Seal Beach Blvd. Resurfacing							498,800			498,800
ST1001 Seal Beach Blvd. Medians	80,000						388,000			468,000
ST1106 College Park West - Studebaker 22 Exit	150,000						750,000			900,000
ST1107 Seal Bch Blvd - Golden Rain Rd. Int. Improv.	500,000									500,000
ST1108 Lampson Medians	357,000						500,000			857,000
ST1109 Main Street Lighting Improvements					30,000					30,000
ST1110 Main Street Tree Planting	100,000									100,000
49750 Seal Beach Blvd. 405 Overcrossing							592,600			592,600
<b>Water System</b>										
WT1101 Water System Infrastructure Repairs								400,000		400,000
WT0901 New 12" Water Line on OC Flood Control								500,000		500,000
WT1102 Lampson Water Well - Backup Sewer								350,000		350,000
WT1103 Lampson Water Well Connection Improv.								300,000		300,000
WT1104 Graphic Integration System								75,000	75,000	150,000
WT1105 Ocean Ave. Alley (Main to 14th Street)								650,000	650,000	1,300,000
<b>TOTAL</b>	<b>\$3,327,000</b>	<b>\$ 75,000</b>	<b>\$ 100,000</b>	<b>\$ 275,000</b>	<b>\$ 30,000</b>	<b>\$ 250,000</b>	<b>\$4,759,200</b>	<b>\$2,315,000</b>	<b>\$10,775,000</b>	<b>\$ 21,906,200</b>



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DEPARTMENT: Public Works  
FUND: 045 Capital Project Fund

Account Code: 045-333

	2007-2008 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 9,413,832	\$ 9,168,520	\$ 7,381,800	\$ 8,816,200
<b>TOTAL</b>	<u>\$ 9,413,832</u>	<u>\$ 9,168,520</u>	<u>\$ 7,381,800</u>	<u>\$ 8,816,200</u>

ACCOUNT NUMBER EXPLANATION

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

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Public Works  
**FUND:** 045 Capital Project Fund

**Account Code:** 045-333

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Special Departments	045-333-40800	\$ 1,547	\$ -	\$ -	\$ -
Construction in Progress	045-333-44000	9,412,285	9,168,520	7,381,800	8,816,200
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 9,413,832</u>	<u>\$ 9,168,520</u>	<u>\$ 7,381,800</u>	<u>\$ 8,816,200</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 9,413,832</u>	<u>\$ 9,168,520</u>	<u>\$ 7,381,800</u>	<u>\$ 8,816,200</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 192,409	\$ 84,299	\$ 84,299	\$ 84,319
Revenues	9,305,722	2,643,000	7,381,820	8,816,200
Expenditures	(9,413,832)	(9,168,520)	(7,381,800)	(8,816,200)
Ending Fund Balance	<u>\$ 84,299</u>	<u>\$ (6,441,221)</u>	<u>\$ 84,319</u>	<u>\$ 84,319</u>



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# City of Seal Beach

## REDEVELOPMENT AGENCY

### **Managing Department Head:**

Director of Development Services

### **Mission Statement**

The mission of the Seal Beach Redevelopment Agency is to remove blight and improve the quality of life for residents and visitors. This is accomplished by preserving and increasing the City's supply of low and moderate income housing units; and promoting commercial and industrial development that assure a solid tax base and employment opportunities.

### **Primary Activities**

- Direct and coordinate the planning, prioritization, and implementation of the Riverfront Redevelopment Plan goals, objectives, and work programs.
- Oversee the Low and Moderate Income Housing Grant and Loan Program to upgrade and expand the City's affordable housing stock.
- The Redevelopment Project Program allocates tax increment or debt issuance proceeds to improve existing or construct new public and/or private capital projects.
- The Debt Service Program functions as a holding or pass-through fund for revenues, which are used to retire Agency debt or construct future capital projects.

### **Objectives**

- Complete renovation of 10 single family homes and/or mobile homes.
- Complete capital improvement projects within, or that directly benefit, the Riverfront Redevelopment Project Area.
- Continue to monitor changes in redevelopment law which impacts the Agency.



DEPARTMENT: Development Services  
FUND: 061 RDA - Riverfront Low/Mod Fund

Account Code: 061-081

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 822,796	\$ 796,500	\$ 404,200	\$ 880,000
<b>TOTAL</b>	<b>\$ 822,796</b>	<b>\$ 796,500</b>	<b>\$ 404,200</b>	<b>\$ 880,000</b>

ACCOUNT NUMBER EXPLANATION

40400	Training and Meetings	California Redevelopment Association
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.
49800	Legal Services	Legal Fees

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Development Services  
**FUND:** 061 RDA - Riverfront Low/Mod Fund

**Account Code:** 061-081

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Trainings & Meetings	061-081-40400	\$ -	\$ 1,500	\$ 1,500	\$ -
Contract Prof. Svcs	061-081-44000	128,637	150,000	161,000	150,000
Low/Mod Housing Exp	061-081-45050	694,159	625,000	150,000	710,000
Legal Services	061-081-49800	-	20,000	91,700	20,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 822,796</u>	<u>\$ 796,500</u>	<u>\$ 404,200</u>	<u>\$ 880,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 822,796</u>	<u>\$ 796,500</u>	<u>\$ 404,200</u>	<u>\$ 880,000</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 3,482,917	\$ 3,116,540	\$ 3,116,540	\$ 3,162,840
Revenues	456,419	563,200	450,500	451,800
Expenditures	(822,796)	(796,500)	(404,200)	(880,000)
Ending Fund Balance	<u>\$ 3,116,540</u>	<u>\$ 2,883,240</u>	<u>\$ 3,162,840</u>	<u>\$ 2,734,640</u>

# City of Seal Beach

## FY 2011-2012

**DEPARTMENT:** Development Services  
**FUND:** 063 RDA - Riverfront Fund

**Account Code:** 063-081

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Personnel Services	\$ 646	\$ 2,000	\$ 2,300	\$ 2,000
Maintenance and Operations	48,081	122,000	561,200	144,200
Capital Outlay/Debt Service	21,565	22,300	22,300	1,123,200
<b>TOTAL</b>	<b>\$ 70,292</b>	<b>\$ 146,300</b>	<b>\$ 585,800</b>	<b>\$ 1,269,400</b>

### ACCOUNT NUMBER EXPLANATION

40004	Part-time	Commissioners
40017	Medicare Insurance	Funds budgeted in this account are part of employee benefits costs.
40019	FICA expense	Funds budgeted in this account are part of employee benefits costs.
40300	Memberships and Dues	California Redevelopment Association.
40400	Training and Meetings	Training and meeting through California Redevelopment Association. RDA Accounting and Financial Reporting.
44000	Contract Professional Svcs	Agency audit expenses.
47020	Acquisitions	Land acquisitions.
47444	Lease Payments RDA	RDA debt service lease payments.
47999	Interest Expense	RDA debt service interest payments.
49800	Legal Services	Agency legal expenses.

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Development Services  
**FUND:** 063 RDA - Riverfront Fund

**Account Code:** 063-081

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>PERSONNEL SERVICES</b>					
Part - time	063-081-40004	\$ 600	\$ 1,800	\$ 1,800	\$ 1,800
Pars Retirement	063-081-40013			\$ 100	
Medicare	063-081-40017	9	100	100	100
FICA Expense	063-081-40019	37	100	300	100
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 646</b>	<b>\$ 2,000</b>	<b>\$ 2,300</b>	<b>\$ 2,000</b>
<b>MAINTENANCE AND OPERATIONS</b>					
Membership & Dues	063-081-40300	\$ 2,170	\$ 3,000	\$ 2,200	\$ 2,200
Training & Meetings	063-081-40400	-	2,000	2,000	2,000
Contract Prof. Svcs	063-081-44000	-	107,000	107,000	35,000
Legal Services	063-081-49800	45,911	10,000	450,000	105,000
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 48,081</b>	<b>\$ 122,000</b>	<b>\$ 561,200</b>	<b>\$ 144,200</b>
<b>CAPITAL OUTLAY/DEBT SERVICE</b>					
Acquisitions	063-081-47020	\$ -	\$ -	\$ -	\$ 1,100,000
Lease Payments - RDA	063-081-47444	17,081	18,800	18,800	20,600
Interest Expense	063-081-47999	4,484	3,500	3,500	2,600
<b>TOTAL DEBT SERVICE</b>		<b>\$ 21,565</b>	<b>\$ 22,300</b>	<b>\$ 22,300</b>	<b>\$ 1,123,200</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 70,292</b>	<b>\$ 146,300</b>	<b>\$ 585,800</b>	<b>\$ 1,269,400</b>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 4,114,699	\$ 4,073,434	\$ 4,073,434	\$ 3,960,834
Revenues	29,027	948,600	473,200	473,200
Expenditures	(70,292)	(146,300)	(585,800)	(1,269,400)
Ending Fund Balance	<u>\$ 4,073,434</u>	<u>\$ 4,875,734</u>	<u>\$ 3,960,834</u>	<u>\$ 3,164,634</u>

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

Account Code: 065-081

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 5,911	\$ 6,500	\$ 11,500	\$ 6,500
Debt Service	723,054	726,200	726,200	724,500
<b>TOTAL</b>	<b>\$ 728,965</b>	<b>\$ 732,700</b>	<b>\$ 737,700</b>	<b>\$ 731,000</b>

ACCOUNT NUMBER EXPLANATION

44000	Contract Professional Svcs	Bank of New York admin expense.
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 2011-2012

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

Account Code: 065-081

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Prof Svcs.	065-081-44000	\$ 5,911	\$ 6,500	\$ 10,000	\$ 6,500
Legal Fees	065-081-49777	-	-	1,500	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<b>\$ 5,911</b>	<b>\$ 6,500</b>	<b>\$ 11,500</b>	<b>\$ 6,500</b>
<b>DEBT SERVICE</b>					
Debt Service-RDA Debt Svc	065-081-47888	\$ 405,000	\$ 430,000	\$ 430,000	\$ 450,000
Interest Expense	065-081-47999	318,054	296,200	296,200	274,500
<b>TOTAL DEBT SERVICE</b>		<b>\$ 723,054</b>	<b>\$ 726,200</b>	<b>\$ 726,200</b>	<b>\$ 724,500</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 728,965</b>	<b>\$ 732,700</b>	<b>\$ 737,700</b>	<b>\$ 731,000</b>

### FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 740,738	\$ 740,770	\$ 740,770	\$ 729,370
Revenues	728,997	768,200	726,300	731,100
Expenditures	(728,965)	(732,700)	(737,700)	(731,000)
Ending Fund Balance	<b>\$ 740,770</b>	<b>\$ 776,270</b>	<b>\$ 729,370</b>	<b>\$ 729,470</b>

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

Account Code: 067-081

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Maintenance and Operations	\$ 2,429,513	\$ 663,500	\$ 1,533,600	\$ 1,667,200
<b>TOTAL</b>	<b>\$ 2,429,513</b>	<b>\$ 663,500</b>	<b>\$ 1,533,600</b>	<b>\$ 1,667,200</b>

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 and year-end transfer to Riverfront Fund 063.
49800	Legal Services	Agency legal fees.

# City of Seal Beach

**FY 2011-2012**

**DEPARTMENT:** Development Services  
**FUND:** 067 RDA - Tax Increment Fund

**Account Code:** 067-081

Description	Account Number	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
<b>MAINTENANCE AND OPERATIONS</b>					
Contract Prof. Svcs	067-081-44000	\$ -	\$ 6,000	\$ 6,000	\$ 6,000
Property Maintenance Fee	067-081-44002	-	4,000	2,000	2,000
Property Tax Admin Fee	067-081-44005	18,881	-	22,000	25,000
ERAF/SERAF Contribution	067-081-44500	1,231,342	253,500	253,600	-
Low/Mod Housing 20% set aside	067-081-45050	449,480	400,000	450,000	446,000
Transfer Out	067-081-47000	728,899	-	800,000	1,188,200
Legal Services	067-081-49800	911	-	-	-
<b>TOTAL MAINTENANCE AND OPERATIONS</b>		<u>\$ 2,429,513</u>	<u>\$ 663,500</u>	<u>\$ 1,533,600</u>	<u>\$ 1,667,200</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 2,429,513</u>	<u>\$ 663,500</u>	<u>\$ 1,533,600</u>	<u>\$ 1,667,200</u>

## FUND BALANCE ANALYSIS

	2009-2010 Actual	2010-2011 Amended Budget	2010-2011 Estimated	2011-2012 Adopted Budget
Beginning Fund Balance	\$ 613,067	\$ 430,096	\$ 430,096	\$ 1,129,196
Revenues	2,246,542	2,458,000	2,232,700	2,239,600
Expenditures	(2,429,513)	(663,500)	(1,533,600)	(1,667,200)
Ending Fund Balance	<u>\$ 430,096</u>	<u>\$ 2,224,596</u>	<u>\$ 1,129,196</u>	<u>\$ 1,701,596</u>





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## 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, 2010, the City did not have any debt subject to the State Debt Limit.

Current General Fund debt obligations include the 1996 Countywide Financing Authority Revenue Bonds for the purchase of the 800 MHz radio project for the police department, public works departments and the lifeguards, 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 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 2011/12. 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	Funding Source	Issue Date	Final Payment Date	Interest Rate	Beginning Outstanding Balance 7/1/2011	Requirements for Fiscal Year Ending June 30, 2012			Ending Outstanding Balance 6/30/2012
							Interest Payable	Principal Payment	Total	
<b><u>General Fund</u></b>										
<b><u>Bond</u></b>										
1996 Countywide Public Financing Authority Revenue Bonds	1,265,000	General Fund Rev	July 1996	Aug 2011	4.1% - 5.75%	120,000	3,450	120,000	123,450	-
<b><u>Capital Leases</u></b>										
Air Conditioning/Lighting Capital Property Lease (83%)	889,882	General Fund Rev	Oct 2001	Oct 2013	5.30%	268,583	12,286	100,441	112,727	168,142
<b>Total General Fund</b>	<b>2,154,882</b>					<b>388,583</b>	<b>15,736</b>	<b>220,441</b>	<b>236,177</b>	<b>168,142</b>
<b><u>Redevelopment Agency</u></b>										
<b><u>Bonds</u></b>										
2000 Tax Allocation Bonds Series A	8,520,000	Tax Increment	Dec 2000	Sept 2023	4% - 5.55%	5,185,000	253,315	410,000	663,315	4,775,000
2000 Tax Allocation Bonds Series B	685,000	Tax Increment	Dec 2000	Oct 2018	4.5% - 4.7%	390,000	21,150	40,000	61,150	350,000
<b><u>Capital Leases</u></b>										
Air Conditioning/Lighting Capital Property Lease (17%)	182,265	Tax Increment	Oct 2001	Oct 2013	5.30%	55,011	2,516	20,572	23,088	34,439
<b>Total Redevelopment Agency Funds</b>	<b>9,387,265</b>					<b>5,630,011</b>	<b>276,981</b>	<b>470,572</b>	<b>747,553</b>	<b>5,159,439</b>
<b><u>Water and Sewer Enterprise</u></b>										
Water Economic Development Loan	288,000	Water usage fees	Sept 1977	July 2017	5%	99,521	5,005	12,069	17,074	87,452
Sewer Certificates of Participation	4,230,000	Sewer capital fees	June 2000	June 2030	5.62% - 5.73%	3,360,000	186,651	105,000	291,651	3,255,000
<b>Total Water and Sewer Enterprise Funds</b>	<b>4,518,000</b>					<b>3,459,521</b>	<b>191,656</b>	<b>117,069</b>	<b>308,725</b>	<b>3,342,452</b>
<b><u>Pension Obligation</u></b>										
<b><u>Bond</u></b>										
Fire Plan 2008A-1	2,170,000	General Fund Rev	June 2008	June 2013	4.90%	948,000	36,215	462,000	498,215	486,000
Police Plan 2008A-2	8,775,000	General Fund Rev	June 2008	June 2019	5.66%	7,363,000	400,827	622,000	1,022,827	6,741,000
<b>Total Pension Obligation Fund</b>	<b>10,945,000</b>					<b>8,311,000</b>	<b>437,042</b>	<b>1,084,000</b>	<b>1,521,042</b>	<b>7,227,000</b>
<b><u>Lease Revenue 2009 Bond</u></b>										
<b><u>Bond</u></b>										
Fire Station Project	6,300,000	General Fund Rev	Jan 2009	Jan 2024	3.71%	5,355,000	192,827	420,000	612,827	4,935,000
<b>Total Lease Revenue Fund</b>	<b>6,300,000</b>					<b>5,355,000</b>	<b>192,827</b>	<b>420,000</b>	<b>612,827</b>	<b>4,935,000</b>
<b>Total All City Funds Outstanding Debt</b>	<b>33,305,147</b>					<b>23,144,115</b>	<b>1,114,242</b>	<b>2,312,082</b>	<b>3,426,324</b>	<b>20,832,033</b>



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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, 2012

<b>Limit for FY 10/11</b>	\$ 22,255,288
2011/2012 per capita personal income	1.0251
Product	22,813,896
2010/2011 population change (County)	1.007
<b>Appropriations Limit FY 11/12</b>	<b><u>22,973,593</u></b>
<b>Appropriations Limit FY 11/12</b>	22,973,593
<b>Total FY 11/12 General Fund revenues subject to Appropriations Limit (Schedule A)</b>	<b><u>15,681,300</u></b>
<b>Unused appropriations limit</b>	<b><u>\$ 7,292,293</u></b>

# 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

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**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

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**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

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**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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