

CITY OF BEVERLY HILLS, CA



VOLUME 1

**FY 2015/16 ADOPTED
OPERATING BUDGET**

PROFILE OF BEVERLY HILLS, CA

Julian A. Gold, M.D.

Mayor

John A. Mirisch

Vice Mayor

William W. Brien, M.D.

Councilmember

Lili Bosse

Councilmember

Nancy Krasne

Councilmember

Eliot Finkel

City Treasurer

Mahdi M. Aluzri

Interim City Manager

Don Rhoads

Director of Administrative
Services/CFO

The City of Beverly Hills, a long-established residential city and commercial center is located within Los Angeles County in Southern California. The City, incorporated in 1914, had a population of 34,833 as of January 1, 2015, per the California Department of Finance. From the beginning, when it was planned as a subdivision in 1906, Beverly Hills was designed as a special place. In subsequent years, much has changed, but not the desire to keep it special. As a result, the City of Beverly Hills has established a tradition of providing residents, businesses, and visitors with a superior level of public safety services, premium life enrichment opportunities, and a renowned physical environment. From rolling hillside estate homes, to charming family bungalows and apartments, to a world renowned business community, Beverly Hills provides its residents, visitors, and business partners a community often sought but rarely found in modern urban centers.

Beverly Hills is blessed by a healthy business community. Revenues generated from the business sector represent about 65-80% of total General Fund revenues. This allows the City to provide residents with the finest of residential living environments: clearly the City Council's first objective. Over the last few years, Beverly Hills has become the home of many entertainment industry headquarters, especially in the music recording field. The City has also attracted the most prestigious art galleries in the country, and some of the major talent agencies. In the retail field, Beverly Hills has enjoyed remarkable reinvestment in all geographical and market areas.

City of Beverly Hills



Adopted, June 2015

Don Rhoads, Director of Administrative Services/CFO
Noel Marquis, Assistant Director of Administrative Services, Finance
Don Harrison, Budget and Revenue Officer
William Castrillon, Senior Budget and Financial Analyst
Lucy Gonzalez, Budget and Financial Analyst
Carolyn Johnson, Budget and Financial Analyst

City of Beverly Hills
455 North Rexford Drive
Beverly Hills, California 90210



Table of Contents

BUDGET MESSAGE	11
CITYWIDE ORGANIZATION CHART	17
BUDGET INTRODUCTION	19
BUDGET SUMMARIES	27
Source and Use of Funds.....	29
Fund Balance – FY2014/15	31
Fund Balance – FY 2015/16	32
FY 2015/16 Operating and CIP Budget.....	33
FY 2015/16 Revenue and Expenditure Summary by Categories.....	34
General Fund Five Year Historical Trend.....	35
Five-Year Revenue Summary.....	36
Revenue Summary by Category	37
Five-Year Expenditure Summary.....	42
Expenditure Summary by Category.....	43
Gann Appropriations Limit.....	49
FY 2015/16 Inter-Fund Transfers	53
Position Summary by Department	54
Tourism Promotion	55
Community Funding.....	56
FIVE YEAR FORECAST	57
Five-Year Historical General Fund Revenue and Expenditures	59
Five Year Historical General Fund Revenues and Expenditures by Category	60
Five Year General Fund Forecast	61
General Fund Forecast Parameters.....	62

POLICY AND MANAGEMENT	63
Department Summary	65
001-City Council and Administrative Support	67
011-Economic Sustainability	72
041-Emergency Management	75
083-Communications and Marketing.....	79
099-Equipment Replacement	83
 CITY ATTORNEY	 85
Department Summary	87
005-Legal Services	89
099-Equipment Replacement	92
 CITY CLERK	 93
Department Summary	95
1401-Administration	97
9101-Municipal Elections	100
9201-Public Meetings and Hearings.....	102
9301-Records Management	105
9401-Public Records Requests	107
099-Equipment Replacement	109
 ADMINISTRATIVE SERVICES	 111
Department Summary	113
003-ASD Administration	115
004-Human Resources	118
006-Risk Management	123
008-Office of Management, Budget, and Revenue	127
016-General Accounting	132
017-Purchasing	135
099-Equipment Replacement	138

POLICE DEPARTMENT	139
Department Summary	141
021-Police Administration	143
022-Police Community Relations	146
023-Patrol Bureau	148
024-Police Support Services	150
025-Investigations	154
026-Traffic Bureau	157
027-Emergency Services Bureau	160
029-Police Personnel and Training	162
030-Law Enforcement Grants and Special Revenue	165
099-Equipment Replacement	167
FIRE DEPARTMENT	169
Department Summary	171
031-Fire Administration	173
032-Fire Prevention	176
033-Emergency Response Services	180
034-Emergency Medical Services (EMS)	184
035-Fire Community Programs	187
099-Equipment Replacement	189
COMMUNITY DEVELOPMENT	191
Department Summary	193
036-CD Administration	196
037-Planning	200
046-Development Services.....	205
075-Transportation Planning and Traffic Engineering	211
146-Community Preservation Services	215
099-Equipment Replacement	219

INFORMATION TECHNOLOGY	221
Department Summary	223
009-Cable Television	226
015-Information Technology	230
071-Reprographics/Graphics	237
099-Equipment Replacement	241
PUBLIC WORKS SERVICES	243
Department Summary	245
050-PW Administration	247
052-Solid Waste	251
054-Wastewater Disposal Services	255
055-Stormwater Utility	259
059-Facilities Services	264
060-Water Supply and Distribution	268
072-Off-Street Parking Operations	275
073-Parking Enforcement	280
074-Parking Meters	283
076-Street Maintenance	286
085-Fleet Services	290
095-Customer Service	294
100-Central Stores	297
099-Equipment Replacement	300
CAPITAL ASSETS DEPARTMENT	301
Department Summary	303
010-Capital Assets Administration.....	305
018-Real Estate and Property Management	308
028-Project Administration	311
051-Civil Engineering	314
099-Equipment Replacement	318
COMMUNITY SERVICES	319
Department Summary	321
040-Community Filming and Event Permits	324
056-Urban Forest – Tree Maintenance	327

COMMUNITY SERVICES (CONTINUED)

067-Recreation..... 330
068-Park Rangers 338
069-Park Operations 342
077-Library 346
079-Community Services Administrative Support 351
088-Human Services 357
099-Equipment Replacement 362

NON-DEPARTMENTAL 363

PARKING AUTHORITY..... 367

BUDGET MODIFICATIONS 371

BUDGET RESOLUTIONS 379

SUPPLEMENTAL INFORMATION 393

City Profile..... 394
Map of the City 395
2010 US Census Population and Housing Data..... 396
Beverly Hills Unified School District Data 397
Los Angeles County Assessor, 2014 Annual Report..... 397
City Council FY 2015/16 Priorities..... 398
Comprehensive Financial Policies 399
 Financial Reporting Entities 399
 Financial Reporting Policies 401
 Operating Management Policies..... 402
 Capital Management Policies 405
 Debt Management Policies 407
 Reserve Policies..... 408
 Audit Policies..... 410
 Debt Administration..... 411
 Revenue Bonds 411
 Note Payable 413
Employee Benefits 414

SUPPLEMENTAL INFORMATION (CONTINUED)

Budget Calendar 416
Budget Timeline 421
Budget Appropriations..... 421
Budgetary Control..... 421
Budget Amendments 422

GLOSSARY AND ACRONYMS 423



Mahdi Aluzri, Interim City Manager

Honorable Mayor, City Council Members, and Citizens of Beverly Hills:

It is a pleasure to present the FY 2015/16 Adopted Budget to the City Council and community. The City continues to enjoy excellent microeconomics and a prosperous business sector. This budget provides for the continuation of current levels of City services in addition to recommendations for increasing service in targeted areas. Targeted increases in service include: handling storm water discharge permit requirements; increased capacity for handling development permitting and monitoring; maintaining facilities infrastructure and implementation of the Water Enterprise Plan and conservation.

Fiscal Year 2014/15 Accomplishments

During FY 2014/15, with the support of the Council, the City had many accomplishments; the following are especially notable:

- Completed renovation of Roxbury Park playground and sports fields
- Implemented street tree replacement and sidewalk improvements in the southeast
- Completed recommendations for final design of the Santa Monica Boulevard reconstruction Project
- Initiated public participation for renovation of La Cienega Park and Community Center
- Expanded social media program to include more platforms and greater involvement from City departments
- Successfully implemented new payroll and electronic time card system
- Designated six new city landmarks for a total of 29 landmarks on the local register of historic places
- Concluded centennial celebration year
- Developed a business and strategic marketing plan for the future of Greystone
- Completed irrigation upgrades at City reservoirs utilizing best water conservation practices (e.g. drip irrigation)
- Completed drafting and began implementation of the new 5-year strategic technology plan
- Updated Housing element
- Repaved 9 miles of city streets

- Completed Electric Fountain design and began construction
- Greystone Mansion was named third in USA Today's list of Top L.A. Park Attractions
- Awarded contract for two city gateways (Olympic at BHHS and Wilshire at San Vicente)
- Completed sidewalk repairs at approximately 9,000 locations citywide to eliminate trip hazards
- Los Angeles Magazine Named La Cienega Tennis Center as "Best Public Tennis Courts in "Best of Los Angeles" Edition
- Implemented Trousdale Estates transportation mitigation measures
- Park Rangers completed formal police-assisted training to refine ranger conflict resolution skills and learn best methods for mobilizing staff
- Maintained lowest Part I crime rate in the Westside region, based on latest FBI report
- Maintained less than three-minute average response time for emergency calls
- Created a new commercial enforcement program to enforce tour bus regulations and commercial vehicle laws in the Trousdale Estates
- Completed waterproofing at nine city parking garages including new deck coating and concrete repairs
- Issued permits for the Waldorf Astoria Hotel
- Revised in lieu parking ordinance

Economic Outlook

The City has enjoyed excellent economic growth over the last four years. Even when the national economy continues its slow steady growth, Beverly Hills economy has taken off with strong growth. This growth is driven by tourism, retail shopping attraction, strong commercial leasing and low vacancies, and home value appreciation. While these revenues continue to increase, the rate of that increase in sales and use tax, and transient occupancy tax has slowed and we are now expecting flatter growth in the future. Risks and uncertainties that could cause our local economy or at least our revenue base to contract remain a concern. Among these are:

- Traffic impacts from various public and private construction projects which could impact visits and retail sales in the City
- A slowing housing market
- The Federal Reserve Board's raising its discount rate
- The effect of a strong dollar on tourism attraction and retail spending in the City
- Geopolitical and economic events which might impact tourism or spending
- Global growth slowdown or contraction as we are seeing in Greece and China

Construction volume in the City remains high which bodes well for future economic activity in the City. This activity has also stretched our Community Development staffing, which resulted in City Council approval of several budget enhancement requests to address that level of needed resources.

City Council Priorities

On December 9, 2014, the City Council met to establish its priorities for FY 2015/16 which guided the preparation of the Proposed Budget for next fiscal year. A substantial portion of the budget enhancement requests each year are presented to address City Council priorities: either new priorities or full implementation of programs established in prior years. A complete list of the City Council priorities for FY 2015/16 is included in the Supplemental Information Section of this budget. Below are City Council “A” priorities for FY 2015/16:

- Support for Beverly Gardens Park Restoration Project
- Technology
- Santa Monica Blvd. Reconstruction and Traffic Mitigation Plan
- Small Business Task Force
- Southeast Task Force Implementation
- Community Visioning and Strategic Planning
- Unfunded Liabilities
- Public Safety
- Open Space
- Subway Coordination
- Advance Capital Investment in the Community
- Dog Park
- La Cienega Park and Community Center Master Plan
- Property Acquisition
- Water Enterprise Master Plan
- City Sustainability Plan
- Moreno Traffic Mitigation

Revenues

As previously noted, the City’s economy continues to be strong and revenues are well structured to benefit from that. Overall, we are seeing improvement in all major funds except the Storm Water Fund. Water conservation is imposing burdens on the Water Enterprise Fund which may adversely affect the funds fiscal status. This will be closely monitored and may result in the need to consider rate increases in the near future.

For FY 2015/16 General Fund revenues are budgeted at \$213.3 million, which amounts to an increase of about 7.7% over the Adopted FY 2014/15 budget. This is largely the result of increases over the FY 2014/15 budget of 5.9% in property tax, 10.9% in transient occupancy tax (hotel tax), 11% in business tax and 11.8% in sales tax. Below we address how each revenue is forecast to perform for FY 2015/16.

The following table shows the growth projection for each General Fund revenue source in FY 2015/16.

Major General Fund Revenues

Revenue Source	Projected Revenue for FY 2015/16	% Change from FY 2014/15 Adopted
Property Tax	\$ 49,610,000	5.9%
Sales and Use Tax	32,500,000	9.9%
Transient Occupancy Tax	39,140,000	10.3%
Business Tax	44,000,000	9.2%
Other Revenue	48,061,442	4.8%
Total Operating Revenue	213,311,442	7.6%
Transfers In	106,000	-48.5% *
Total Inflows	\$ 213,417,442	7.6%

* Transfers In from the Parks & Recreation Fund for tree maintenance are being phased out to preserve funds for Parks facilities.

Expenditures

At the close of fiscal year 2014/15, General Fund expenditures are expected to total \$171.7 million. This is approximately \$2.5 million, or 1.4%, below the funds appropriated in the budget adopted by the City Council last June. The FY 2014/15 operating expenditures for all funds are projected to be about \$364.1 million, which represents a savings of \$3.9 million, or 1.1%, when compared to appropriations. Much of the expenditure savings is the result of position vacancies, which generates salary and benefits savings.

The Adopted General Fund budget for FY 2015/16 provides for expenditures of \$184.8 million, which amounts to an increase of \$10.6 million, or 6.1%, over the FY 2014/15 budget. The operating budget for all funds includes expenditures of \$384.2 million, which represents an increase of \$16.1 million, or 4.4%, compared to the adopted FY 2014/15 budget. Capital improvement expenditures for all funds total \$55.5 million, an increase of \$3.4 million over FY 2014/15 and transfers out for all funds total \$12.5 million.

InterFund Transfers

Interfund transfers increased by about \$3.1 million primarily because of the increased subsidy of to Storm Water Fund. This increased subsidy was necessitated by the significant increase in capital improvement expenditures starting next fiscal year to meet the National Pollutant Discharge Elimination System (NPDES) Permit requirements. Overall, the General Fund will provide net transfers of about \$12.2 million to fund: the payment of \$1.7 million for infrastructure fund debt service, \$5 million for Capital Improvement Program, and a \$5.5 million subsidy for the Storm Water fund.

Transfers into the General Fund include \$100,000 from Fund 160 (Parks and Recreation Fund) for tree maintenance and \$6,000 from Fund 120 (Gas Tax) for City administrative expenses.

Budget Enhancements

This year departments submitted 111 requests for budget enhancements. The amount requested was \$11.4 million. After reviewing the requests I recommended 96 of them, plus 3 additional only if the Water Enterprise plan is approved. The total cost of recommended enhancements was \$8.3 million. The three enhancements contingent upon approval of the Water Enterprise Plan had a total of \$931,107.

After reviewing the budget enhancements recommended for approval, the City Council found each worthy, but wished to reduce the amount requested in the enhancements. The City Council adopted the budget with a requirement that the total cost be reduced \$1 million and authorized the City Manager to identify the necessary changes in the enhancements to arrive at that reduction in cost.

Storm Water Fund

The Storm Water Fund continues to be a troubled enterprise fund for the City. For FY 2015/16, the Storm Water fund will require a General Fund subsidy of \$5.5 million. This is a nearly \$3 million increase from last year and is the result of capital improvements required to treat storm water runoff as part of the Ballona Creek watershed. It is currently anticipated that the capital improvement cost for this fund will be somewhat level over the next several years, but the operations deficit is expected to increase annually. The General Fund will continue to subsidize the Storm Water fund at ever increasing levels for the foreseeable future. State legislative changes are required to allow the Storm Water enterprise to be operated as a utility with rates set by the City Council. Under current State law, any increases in revenue for this fund would be considered a “special tax” and would require approval by the voters in an election to become effective.

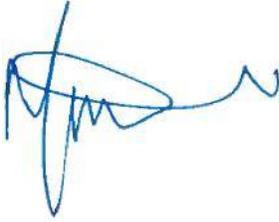
Capital Improvement Plan (CIP)

The Capital Improvement Plan is part of the City’s budget and designated as Volume 2. The CIP has been separated into a second volume of the Budget, as it has been for the past several years, so that the project descriptions, budgets, and timelines can be easily referenced throughout the year. Recognizing the need to continue to provide for maintenance and repairs to prolong the lives of City facilities and infrastructure, the City continues its spending program for CIP. The adopted budget includes \$10 million combined contributions of \$5 million each to the Infrastructure (Fund 600) and Capital Assets (Fund 405) from the General Fund and from ISF charges for facilities replacement. The City Council adopted Capital Improvement investments this year totaling over \$59.5 million, versus \$51.4 million in FY 2014/15. Capital initiatives for the coming year include reconstruction of Santa Monica Boulevard, facilities improvements for energy efficiency, LED street light replacement, ground water development and storage as contained in the Water Enterprise Plan, and Storm Water treatment facilities.

Conclusion

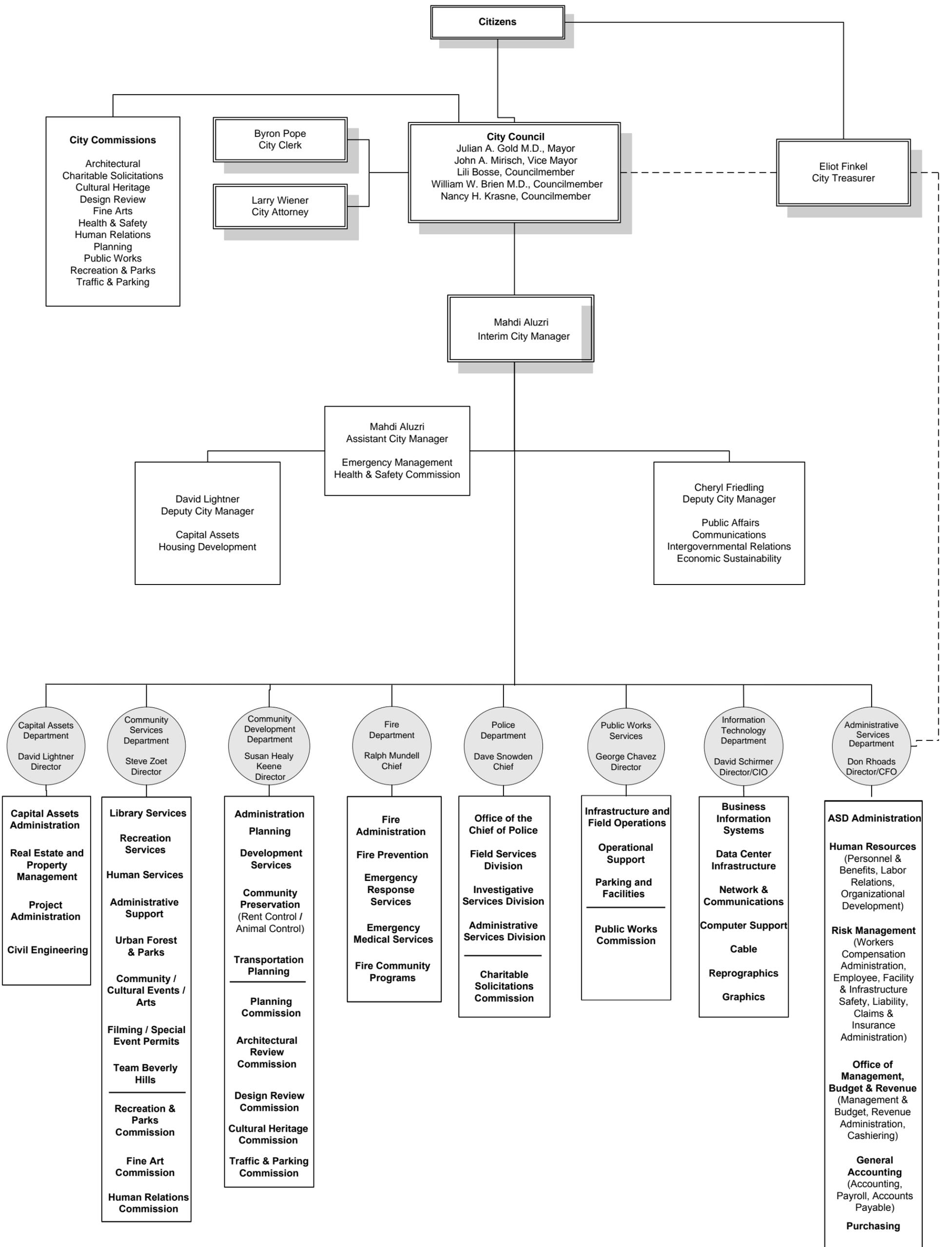
In conclusion, I am pleased to provide this adopted budget document to the City Council and the community. This budget provides for the continuation of services, improvement of specific service levels, and funding of critical capital improvements which will benefit the City and improve its environment and fiscal position.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Mahdi Aluzri', with a stylized flourish at the end.

Mahdi Aluzri
Interim City Manager

City of Beverly Hills Organization Chart





Budget Introduction



Adopted Budget

Summary of the Budget and Accounting Structure

The City of Beverly Hills uses the same basis for budgeting as for accounting. Governmental fund financial statements are budgeted and reported using a modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Property taxes and taxpayer-assessed tax revenues (e.g., franchise taxes, sales taxes, motor vehicle fees, etc.), net of estimated refunds and uncollectible amounts, and interest associated with the current fiscal period are all considered susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered measurable and available only when cash is received by the City. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, are recorded only when payment is due.

To budget and record financial transactions, the City of Beverly Hills uses several different types of funds: governmental, capital proprietary, internal service, and special revenue funds. This practice is also referred to as "fund accounting".

The City budgets for the following major governmental funds:

- **General Fund (001)** – The General Fund is the City's primary operating fund. These are unrestricted funds generated from Business, Sales, Property, and Transient Occupancy taxes and other general revenues available for discretionary spending. The General Fund is used to record only current revenues and current expenses; it does not recognize either long-term assets or liabilities. It is the fund that provides traditional governmental services such as public safety, library, and recreational services. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- **Infrastructure Funds (096, 600, 560)** – Primarily a subset of the General Fund used to recognize and fund long-term public capital improvement projects or property expenditures including, but not limited to, replacement of the City's roadways and street improvements, street lighting system, and other infrastructure projects for assets which belong to the General Fund. For presentation purposes, the three funds involved, General Fixed Assets (Fund 096), Debt Service (Fund 560), and Infrastructure Projects (Fund 600) are presented as a single operation.

Additionally, the City budgets for special revenue and internal service funds:

- **Special Revenue Funds (002-330)** – These are restricted funds with dedicated funding sources, such as: Park & Recreation Tax Fund, which receives fees from new development that may only be used for park related expenses; Propositions A & C Transportation Funds derived from sales tax entitlements and administered by the Los Angeles County Metropolitan Transportation Authority (MTA) may be used only for transportation or transportation related programs and expenses; and Fine Art Fund, which receives fees from new development that may only used only to provide public art and art exhibitions.

Below is a listing of all special revenue funds in use by the City:

- Fund 002 - Housing Fund
 - Fund 004 - Community Development Technology Fund
 - Fund 100 - HCDA Grant Fund
 - Fund 120 - State Gas Tax Fund
 - Fund 130 - In-Lieu Parking District Fund
 - Fund 160 - Parks and Recreation Facilities Fund
 - Fund 170 - Inmate Welfare Fund
 - Fund 180 - Fine Arts Fund
 - Fund 190 - Law Enforcement Grant Fund
 - Fund 240 - Air Quality Improvement Fund
 - Fund 260 - State Mandated Building Fees Fund
 - Fund 270 - SB 1186 – Disabled Accessibility
 - Fund 300 - Prop A Transit Local Fund
 - Fund 310 - Prop C Local Transit Fund
 - Fund 320 - Seized/Forfeited Property Fund
 - Fund 330 - MTA Grant Fund
- **Internal Service Funds (400 - 490)** – Internal Service Funds account for a variety of services provided to other departments or agencies of the City on a cost reimbursement basis. These services include equipment replacement, information technology, capital assets (governmental capital assets excluding infrastructure assets and the City’s fine art collection) and related maintenance and financing, reprographics, cable television, liability insurance, workers’ compensation insurance, unemployment insurance and employee benefits, policy, legal and administrative services, and vehicle maintenance and replacement. Rentals to user departments and divisions for internal service capital assets are based on 1) capital replacement, 2) repairs and maintenance costs and 3) fuel usage. The capital replacement charge, based on the estimated net replacement cost of the asset allocated over the asset’s estimated useful life, is used by the City to reduce budgetary swings in user departments for periodic capital replacement.

Below is a listing of all internal service funds in use by the City:

- Fund 400 - Equipment Replacement Fund
- Fund 405 - Capital Assets / Facilities Maintenance Fund
- Fund 410 - Information Technology Fund
- Fund 420 - Cable Television Fund
- Fund 430 - Reprographics/Graphics Fund
- Fund 440 - Employee Benefits Fund
- Fund 450 - Liability Claims Reserve Fund
- Fund 460 - Workers Compensation Fund
- Fund 470 - Unemployment Insurance Fund
- Fund 480 - Policy, Administration and Legal Fund
- Fund 490 - Vehicle Fund

The City budgets for the following major enterprise funds:

- **Water Enterprise Fund (800)** – This fund accounts for all financial aspects of the City’s water operations. The City obtains its water from the Metropolitan Water District of Southern California and distributes it throughout the City and portions of the City of West Hollywood. The City has completed construction of a water treatment facility through a lease-purchase-operate-finance arrangement to treat local well water that is anticipated to meet approximately 20% of its water needs. The acquisition and construction of water system facilities have primarily been financed through the issuance of general obligation and revenue bonds supported by water service charges established by City Council action.
- **Parking Enterprise Fund (810)** – This fund accounts for the City’s parking operations. The City provides parking operations as a contractor to the Parking Authority. Most of the City’s parking facilities, including parking meters, were transferred to the Parking Authority in FY 2011/12. The City retains the Civic Center parking facility and the parking facility at 9333 W. Third Street.
- **Solid Waste Enterprise Fund (830)** – This fund accounts for the collection and disposal of solid waste generated by commercial and residential users in the City. Solid waste operations are primarily financed through user charges established by City Council action.
- **Wastewater Enterprise Fund (840)** – This fund accounts for the collection and disposal of wastewater generated within the City. The acquisition and construction of wastewater facilities and capacity rights in the City of Los Angeles Hyperion Treatment Plant have primarily been financed through the issuance of revenue bonds supported by user charges established by City Council action.

- **Storm Water Utility Fund (850)** – This fund accounts for the certain standards for street sweeping, storm drain maintenance and other environmental quality programs mandated under the Federal “Clean Up the Bay” program. Storm water clean-up operations are financed through user charges established by City Council action.

Private-sector standards of accounting, reporting and budgeting issued prior to December 1, 1989, generally are followed by the City to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board (GASB). The City also has the option of following subsequent private-sector guidance for its business-type activities and enterprise funds, subject to the same limitation. The City has elected not to follow subsequent private-sector guidance.

As a general rule, the effect of inter-fund activity has been eliminated from the City's government-wide budgeting practices and financial statements. Exceptions to this general rule are internal service fund charges and charges for billing, legislative assistance and similar services to business-type activities, as well as various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Description of Revenue Sources

The four major sources of General Fund revenue, which generate about 77% of General Fund total income, include Property Tax, Sales Tax, Transient Occupancy Tax and Business Tax.

Property Tax

Property taxes fund schools, cities, counties, and special districts. Real Estate Property Taxes, taxes on land and the buildings on it, are the biggest source of revenue for many local governments. The state's role is to specify the maximum rate on the market value of the property, or a percentage of it, as the legal standard for the local assessor to follow. The local assessor determines the value to be taxed. In 1978 California voters approved Proposition 13, which established a ceiling of 1% of assessed value for local property tax rates and limited the increase in assessed valuation to 2% per year, unless the property is sold. As a result of the limitation of 2% on annual increases in assessed valuation, many properties are assessed at less than market value and the “effective property tax rate” for some properties is well below 1%.

Sales Tax

The City imposes a tax for the privilege of selling tangible personal property at retail upon every retailer in the city at the rate of one percent (1%) of the gross receipts and a use tax of one percent (1%) of the purchase price upon the storage, use or other consumption of tangible

personal property purchased from a retailer for storage, use or consumption in the City. City of Beverly Hills - Municipal Code 3-1-103

The adopted sales and use tax law complies with the requirements and limitations contained in part 1.5 of Division 2 of the State Revenue and Taxation Code, and can be administered and collected by the State Board of Equalization.

Transient Occupancy Tax

For the privilege of occupancy in any hotel within city limits, each transient is subject to and shall pay a tax in the amount of fourteen percent (14%) of the rent charged by the operator. Such tax shall constitute a debt owed by the transient to the city, which debt shall be extinguished only by payment to the operator or to the city. The transient shall pay the tax to the operator of the hotel at the time the rent is paid. City of Beverly Hills – Municipal Code 3-1-303.

The full amount of tax collected shall be remitted to the city by the operator on or before the last day of the month immediately following the close of the prior month. City of Beverly Hills – Municipal Code 3-1-307.

Business Tax

Every person who engages in any business within the city must register with the Administrative Services Department and pay a separate business tax for:

- 1) Each establishment or location within the city at which registrant conducts business; and
- 2) Each type of business in which a registrant conducts at every primary and branch establishment within the city.

Where business is engaged in from one or more locations outside the city, only one registration for each classification of business is required for engaging in that business in the city from all such outside locations. City of Beverly Hills – Municipal Code 3-1-208.

Computation of Business Tax

The business tax is computed by multiplying the measures of business activity, such as gross receipts, gross payroll, gross operating expenses, number of vehicles, machines, devices or articles of equipment used, or the number of persons employed, by the tax rate for the classification of the business being registered. City of Beverly Hills – Municipal Code 3-1-210.

Other General Fund revenue sources include:**Other Taxes**

Property Transfer Tax
 Dwelling Unit Tax
 Construction Tax
 Condominium Tax

Subventions and Grants

Motor Vehicle License Fees
 State Highway Maint. Reimb.
 State Library Reimbursement
 Other Intergovernmental Revenues

Licenses and Permits

Regulatory Permits
 Conditional Use Permits
 Development Permits
 Plan Check and Permitting
 Building Permits and Inspections
 Other Development Fees

Charges for Current Services

Special Events Fees
 Jail Cell Fees
 Vehicle Release Fees

Charges for Current Services (cont.)

Fingerprinting Fees
 Ambulance Fees
 City Sponsored Events Fees
 Misc. Fire Department Fees

Use of Money and Property

Farmers' Market Concessions
 Interest Earned
 Franchise Electric
 Oil Royalties
 City Owned Property Lease Income
 City Facilities Rental Income

Fines and Penalties

Ordinance Violations
 Motor Vehicle Code Violations
 Other Fines and Penalties

Miscellaneous Revenues

Recoverable Expenditures
 State Mandated Costs
 City Property Damage
 Sale of Property

Basis of Future Revenue and Expenditure Estimates

The City of Beverly Hills four major revenue estimates which are Property Tax, Sales Tax, Transient Occupancy Tax (TOT), and Business Tax are developed by the Budget and Revenue Office based on a combined study of the following factors:

- Historical trends
- Current year actual revenues collected
- Forecasts of the state and regional economic activity
- Impact of major and medium size incidents at the local, national and worldwide level that may have consequences in the City's economic trends

Other revenue categories are estimated based on:

- Consumer Price Index (CPI) fluctuations
- Current fees, charges and rates approved by City Council
- Current and projected investments return rates
- Forecasts of the state and regional economic activity
- Impact of major and medium size incidents at the local, national and worldwide level that may have consequences in the City's economic trends

Expenditure estimates are directly dependent on projected revenues the City expects to receive.

Typical expenditure increase drivers are:

- Memoranda of Understanding for Bargaining Units
- Consumer Price Index (CPI) fluctuations
- State and Federal mandates
- New projects and responsibilities departments acquire either through management decisions or City Council directives
- Forecasts of economic growth, personal income growth, and projections of future inflation

Projections are also based upon information gathered from various professional finance organizations, by the Federal Government Bureau of Labor Statistics, information from economic publications such as the Wall Street Journal, information from selected taxpayers and the UCLA Anderson School "Forecast" publication.

Budget Summaries



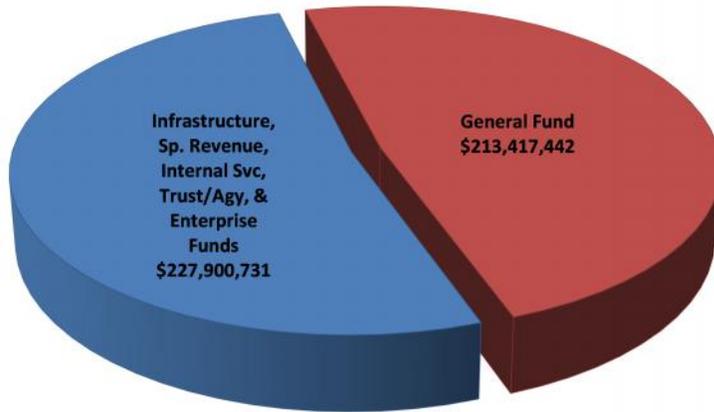
Adopted Budget



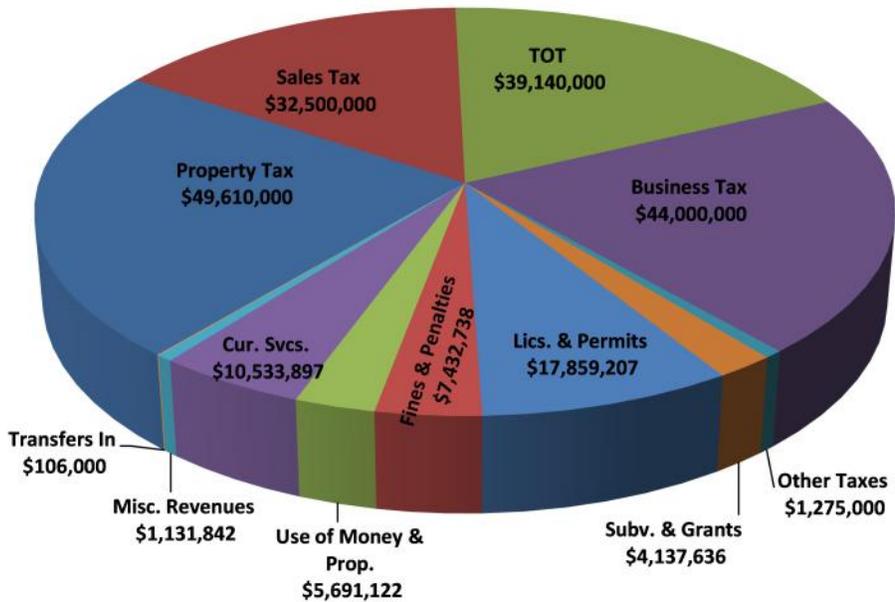
Source and Use of Funds

Source of Funds – FY 2015/16

Total City Resources \$441,318,173



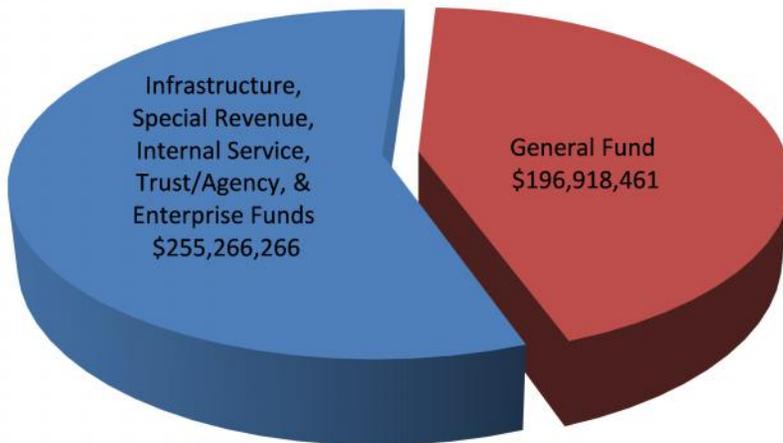
General Fund Resources \$213,417,442



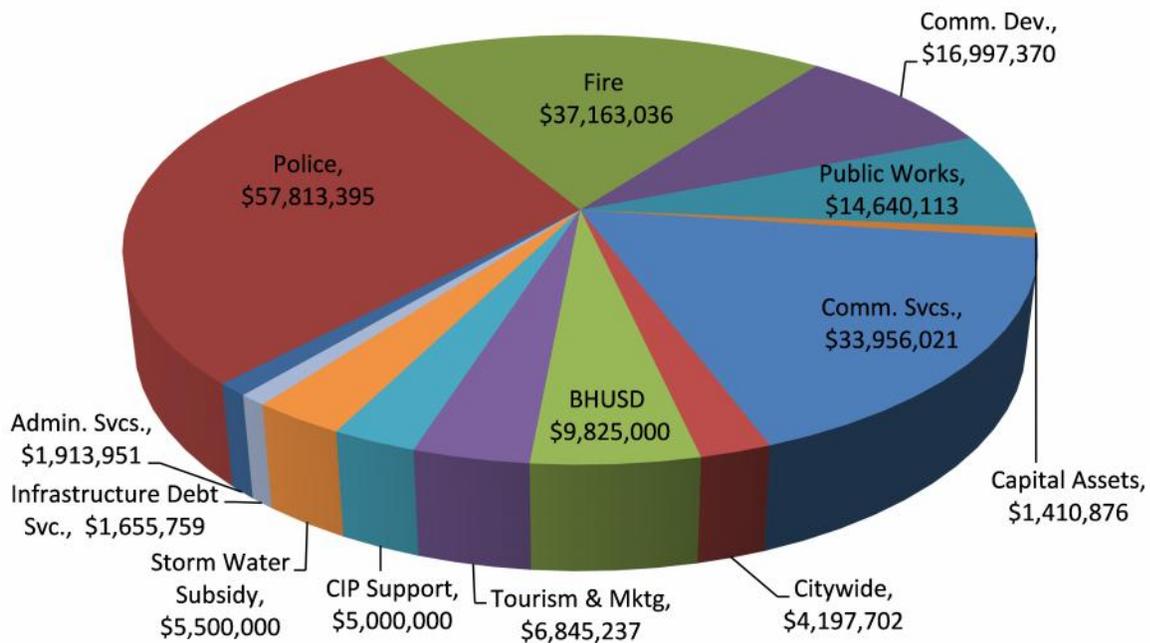
Source and Use of Funds

Use of Funds – FY 2015/16

Total City Appropriations \$ 452,184,727



General Fund Appropriations \$ 196,918,461



Fund Balance – FY 2014/15

Fund	Description	07/01/14	Projected			06/30/15	
		Beginning Fund Balance /Net Assets	Year-End Revenues	Year-End Trans In	Year-End Trans Out	Projected Year-End Expenditure	Projected Ending Fund Balance /Net Assets
001	General Fund	125,391,576	210,496,139	206,000	9,009,542	171,704,309	155,379,865
004	Comm. Dev. Tech. Fund	2,603,573	500,000	-	-	216,500	2,887,073
100	HCDA Grant Fund	(171,763)	168,579	-	-	168,579	(171,763)
120	State Gas Tax Fund	1,737,484	952,284	-	6,000	844,304	1,839,464
130	In-Lieu Parking District Fund	5,460,864	1,450,000	-	-	-	6,910,864
160	Parks & Rec Facilities Fund	6,584,623	3,000,000	-	200,000	4,025,345	5,359,278
170	Inmate Welfare Fund	31,309	4,500	-	-	-	35,809
180	Fine Arts Fund	2,160,730	359,000	-	-	39,255	2,480,475
190	Law Enforcement Grant Fund	78,554	250,000	-	-	96,234	232,320
240	Air Quality Improvement Fd	404,127	46,500	-	-	165,000	285,627
260	State Mandated Bldg Fees	346,610	106,531	-	-	34,000	419,141
300	Prop A Local Transit Fund	1,501,369	832,394	-	-	746,144	1,587,619
310	Prop C Local Transit Fund	3,026,870	526,606	-	-	1,289,061	2,264,415
326	Seized/Forfeited Prop Fund	4,510,367	2,597,218	-	-	1,208,650	5,898,935
330	MTA Grant Fund	1,601,885	311,626	-	-	900,000	1,013,511
400	Equipment Replacement Fund	11,452,478	1,553,687	-	-	1,680,683	11,325,482
405	Capital Assets Fund	23,600,932	30,538,507	-	-	37,412,399	16,727,040
410	Information Technology Fund	15,225,849	11,888,373	4,327	-	15,904,011	11,214,538
420	Cable Television Fund	4,168,649	1,782,938	-	-	1,576,696	4,374,891
430	Reprographics/Graphics Fund	2,063,466	2,533,467	-	-	2,465,232	2,131,701
440	Employee Benefits Fund	21,073,351	9,898,967	-	-	2,341,750	28,630,568
450	Liability Claims Res Fund	8,083,024	6,156,710	-	200,000	6,077,143	7,962,591
460	Workers' Compensation Fund	5,430,177	2,991,572	-	-	3,019,717	5,402,032
470	Unemployment Insurance Fd	183,047	334,960	-	-	167,479	350,528
480	Policy/Admin/Legal (PAL) Fd	12,416,224	33,217,027	-	-	33,846,881	11,786,370
490	Vehicle Fund	14,665,789	8,124,123	-	-	10,546,247	12,243,665
560	1998 Lease Rev Bonds Fund	3,630,287	-	1,369,142	-	1,370,348	3,629,081
600	Infrastructure Fund	20,648,181	220,000	5,200,000	-	12,297,766	13,770,415
800	Water Enterprise Fund	30,334,236	37,082,173	-	-	42,741,366	24,675,043
810	Parking Operations Fund	27,159,005	28,346,971	-	-	28,863,374	26,642,602
830	Solid Waste Enterprise Fund	16,843,962	15,071,545	-	60,000	15,382,662	16,472,845
840	Wastewater Enterprise Fund	29,837,258	12,814,340	-	-	14,329,947	28,321,651
850	Stormwater Enterprise Fund	3,832,084	1,826,472	2,700,400	-	4,047,670	4,311,286
Total		405,916,177	425,983,209	9,479,869	9,475,542	415,508,752	416,394,961

Summary by Fund Type

General Fund	125,391,576	210,496,139	206,000	9,009,542	171,704,309	155,379,865
Infrastructure Funds	24,278,468	220,000	6,569,142	-	13,668,114	17,399,496
Special Revenue Funds	29,876,602	11,105,238	-	206,000	9,733,072	31,042,768
Internal Service Funds	118,362,986	109,020,331	4,327	200,000	115,038,238	112,149,406
Enterprise Funds	108,006,545	95,141,501	2,700,400	60,000	105,365,020	100,423,426
Total	405,916,177	425,983,209	9,479,869	9,475,542	415,508,752	416,394,961

Fund Balance – FY 2015/16

Fund Description	07/01/15 Projected Beginning Balance	Projected Year-End Revenues	Year-End Trans In	Year-End Trans Out	Projected Year-End Expenditure	06/30/16 Projected Ending Balance
001 General Fund	155,379,865	213,311,442	106,000	12,155,759	184,762,702	171,878,845
004 Community Dev Tech Fund	2,887,073	570,835	-	-	380,813	3,077,095
100 HCDA Grant Fund	(171,763)	218,359	-	-	218,359	(171,763)
120 State Gas Tax Fund	1,839,464	796,480	-	6,000	953,120	1,676,824
130 In-Lieu Parking District Fund	6,910,864	170,000	-	-	-	7,080,864
160 Parks & Rec Facilities Fund	5,359,278	3,723,457	-	100,000	8,824,614	158,121
170 Inmate Welfare Fund	35,809	5,000	-	-	-	40,809
180 Fine Arts Fund	2,480,475	309,000	-	-	49,255	2,740,220
190 Law Enforcement Grant Fund	232,320	100,000	-	-	102,001	230,319
240 Air Quality Improvement Fund	285,627	45,000	-	-	65,000	265,627
260 St. Mandated Bldg Fees Fd	419,141	89,306	-	-	34,000	474,447
270 SB 1186	-	8,800	-	-	-	8,800
300 Prop A Local Transit Fund	1,587,619	781,052	-	-	724,000	1,644,671
310 Prop C Local Transit Fund	2,264,415	541,022	-	-	1,085,000	1,720,437
320 Seized/Forfeited Prop Fund	5,898,935	-	-	-	1,567,000	4,331,935
330 MTA Grant Fund	1,013,511	394,522	-	-	460,000	948,033
400 Equipment Replacement Fund	11,325,482	1,264,617	-	-	1,545,281	11,044,818
405 Capital Assets Fund	16,727,040	33,219,907	-	-	39,727,333	10,219,614
410 Information Technology Fund	11,214,538	12,681,694	-	-	16,636,737	7,259,496
420 Cable Television Fund	4,374,891	1,849,923	-	-	1,769,094	4,455,720
430 Reprographics/Graphics Fd	2,131,701	2,553,566	-	-	2,556,620	2,128,647
440 Employee Benefits Fund	28,630,568	8,969,448	-	-	2,338,457	35,261,559
450 Liability Claims Res Fund	7,962,591	6,331,098	-	200,000	6,262,744	7,830,945
460 Workers' Compensation Fund	5,402,032	3,153,040	-	-	3,025,494	5,529,578
470 Unemployment Insurance Fd	350,528	186,505	-	-	93,252	443,781
480 Policy/Admin/Legal (PAL) Fd	11,786,370	35,446,917	-	-	35,071,684	12,161,603
490 Vehicle Replacement Fund	12,243,665	8,928,476	-	-	9,405,046	11,767,095
560 1998 Lease Rev Bonds Fund	3,629,081	-	1,655,759	-	1,656,966	3,627,874
600 Infrastructure Fund	13,770,415	220,000	5,200,000	-	14,271,290	4,919,125
800 Water Enterprise Fund	24,675,043	38,791,641	-	-	40,500,085	22,966,598
810 Parking Operations Fund	26,642,602	24,648,982	-	-	24,456,683	26,834,901
830 Solid Waste Enterprise Fund	16,472,845	14,850,033	-	60,000	15,958,020	15,304,858
840 Wastewater Enterprise Fund	28,321,651	12,809,820	-	-	17,336,395	23,795,076
850 Stormwater Enterprise Fund	4,311,286	1,826,472	5,560,000	-	7,825,923	3,871,835
Total	416,394,961	428,796,414	12,521,759	12,521,759	439,662,968	405,528,407

Summary by Fund Type

General Fund	155,379,865	213,311,442	106,000	12,155,759	184,762,702	171,878,845
Infrastructure Fund	17,399,496	220,000	6,855,759	-	15,928,256	8,546,999
Special Revenue Funds	31,042,768	7,752,833	-	106,000	14,463,162	24,226,439
Internal Service Funds	112,149,406	114,585,192	-	200,000	118,431,742	108,102,856
Enterprise Funds	100,423,426	92,926,948	5,560,000	60,000	106,077,106	92,773,268
Total	416,394,961	428,796,414	12,521,759	12,521,759	439,662,968	405,528,407

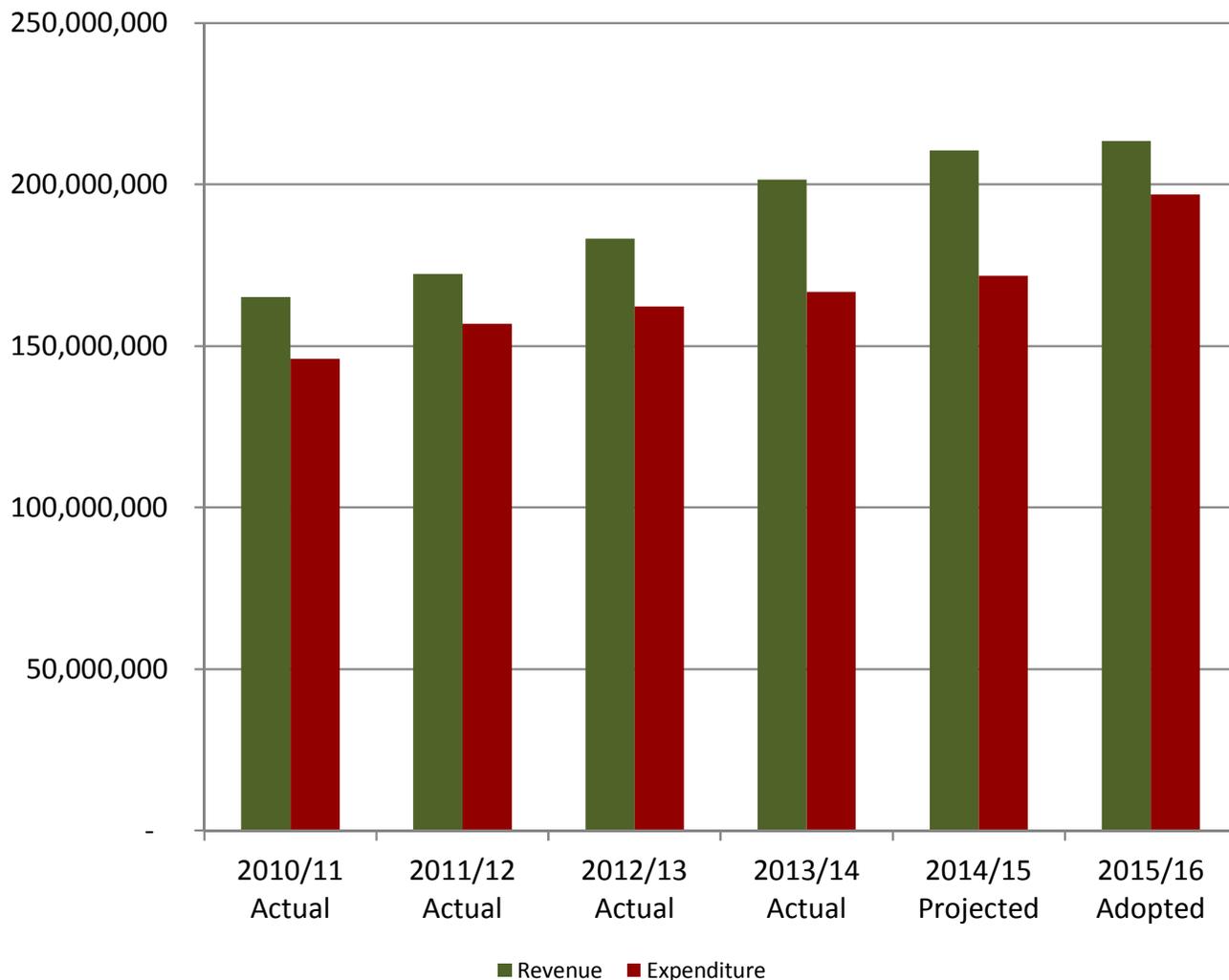
FY 2015/16 Operating and CIP Budget

Fund	Title	Operating Budget	Capital Program	Fund Total
001	General Fund	196,918,461		196,918,461
002	Housing Fund	-	-	-
004	Comm Dev Technology Fund	380,813	-	380,813
096	Investments in GFA Fund	5,045,344		5,045,344
097	General Long Term Debt	(31,818)		(31,818)
100	HCDCA Grant Fund	218,359		218,359
120	State Gas Tax Fund	6,000	953,120	959,120
130	In-Lieu Parking District Fund	-		-
160	Parks & Rec Facilities Fund	100,000	8,824,614	8,924,614
170	Inmate Welfare Fund	-		-
180	Fine Art Fund	49,255	-	49,255
190	Law Enforcement Fund	102,001	-	102,001
240	Air Quality Improvement Fund	65,000	-	65,000
260	Code Enf Education Fund	34,000		34,000
300	Prop A Local Transit Fund	724,000		724,000
310	Prop C Local Transit Fund	435,000	650,000	1,085,000
326	Seized/Forf. Prop Fund	567,000	1,000,000	1,567,000
330	MTA Grant Fund	100,000	360,000	460,000
400	Equipment Replacement Fund	1,545,281		1,545,281
405	Capital Assets Fund	29,758,174	9,969,159	39,727,333
410	Information Technology Fund	12,836,737	3,800,000	16,636,737
420	Cable Television Fund	1,669,094	100,000	1,769,094
430	Reprographics/Graphics Fund	2,556,620		2,556,620
440	Employee Benefits Fund	2,338,457		2,338,457
450	Liability Claims Res Fund	6,462,744	-	6,462,744
460	Workers' Compensation Fund	3,025,494		3,025,494
470	Unemployment Insurance Fund	93,252		93,252
480	Policy, Admin, Legal (PAL) Fund	35,071,684		35,071,684
490	Vehicle Fund	7,514,307	1,890,739	9,405,046
560	1998 Lease Rev Bonds Fund	1,656,966		1,656,966
600	Infrastructure Fund	-	9,257,764	9,257,764
800	Water Enterprise Fund	36,922,629	3,577,456	40,500,085
810	Parking Operations Fund	20,712,656	3,744,027	24,456,683
830	Solid Waste Fund	15,338,340	679,680	16,018,020
840	Wastewater Enterprise Fund	10,536,293	6,800,102	17,336,395
850	Stormwater Enterprise Fund	3,941,063	3,884,860	7,825,923
Total		396,693,206	55,491,521	452,184,727

FY 2015/16 Revenue and Expenditure Summary by Category – All Funds

Category	2012/13 Year-End Actual	2013/14 Year-End Actual	2014/15 Adopted Budget	2014/15 Year-End Projection	2015/16 Adopted Budget
Revenues					
Property Tax	43,120,046	46,302,975	46,865,000	48,400,000	49,610,000
Sales Tax	26,820,826	29,874,256	29,580,000	31,000,000	32,500,000
Transient Occupancy Tax (TOT)	31,085,808	35,397,159	35,500,000	37,100,000	39,140,000
Business Tax	37,773,711	40,563,116	40,300,000	43,000,000	44,000,000
Other Taxes	4,078,216	7,646,869	3,895,000	4,070,000	4,820,000
Subventions and Grants	10,045,546	9,693,189	7,472,186	10,209,404	7,584,300
Licenses and Permits	15,271,322	17,422,924	16,756,244	18,527,440	17,906,647
Fines and Penalties	7,512,243	7,379,590	7,420,500	7,603,000	7,435,952
Use of Money and Property	9,396,977	16,513,347	13,977,053	16,303,965	14,745,093
Current Services	97,973,176	104,282,250	98,411,750	99,130,888	100,957,999
Internal Service Charges	100,649,548	104,446,660	102,385,371	102,385,371	108,747,462
Miscellaneous Revenues	2,858,322	6,665,274	1,220,321	8,261,941	1,348,961
Transfers In	18,794,279	21,780,042	9,475,542	9,479,869	12,521,759
ALL FUNDS	405,380,020	447,967,651	413,258,967	435,471,878	441,318,173
Expenditures					
Salaries and Benefits	117,661,904	122,722,885	125,957,466	125,002,906	133,887,080
Supplies	15,385,684	16,652,598	17,579,995	17,579,995	17,845,865
Services	48,246,471	51,067,705	59,140,107	56,190,114	61,500,304
Capital Outlay	1,506,805	679,674	3,568,185	3,533,038	2,971,830
Internal Service Charges	97,718,158	99,830,499	95,755,719	95,755,719	101,030,903
Other Expenses	71,069,237	67,263,826	66,070,342	66,070,342	66,935,465
Capital Projects	33,847,717	52,047,032	52,126,638	51,376,638	55,491,521
Transfers Out	23,251,398	26,056,297	9,475,542	9,475,542	12,521,759
ALL FUNDS	408,687,374	436,320,516	429,673,994	424,984,294	452,184,727

General Fund Five Year Historical Trends



Five Year Revenue Summary

FUND	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 PROJECTED	FY 2015/16 ADOPTED
001 General Fund	\$ 174,637,345	\$ 183,706,445	\$ 201,849,679	\$ 198,324,679	\$ 213,417,442
003 Public Benefit Fund	\$ -	\$ -	\$ 6,656	\$ -	\$ -
004 Community Dev Tech Fund	\$ 487,300	\$ 591,161	\$ 699,549	\$ 378,000	\$ 570,835
100 HCDA Grant Fund	\$ 288,800	\$ 115,248	\$ 168,618	\$ 168,579	\$ 218,359
120 State Gas Tax Fund	\$ 1,240,900	\$ 640,196	\$ 1,176,907	\$ 952,284	\$ 796,480
130 In-Lieu Parking District Fund	\$ 318,200	\$ 651,884	\$ 2,225,482	\$ 897,000	\$ 170,000
160 Parks & Rec Facilities Fund	\$ 2,335,100	\$ 2,609,569	\$ 5,541,948	\$ 2,961,873	\$ 3,723,457
170 Inmate Welfare Fund	\$ 1,800	\$ 5,297	\$ 9,001	\$ 4,000	\$ 5,000
180 Fine Arts Fund	\$ 210,900	\$ 411,499	\$ 1,472,261	\$ 294,000	\$ 309,000
190 Law Enforcement Grant Fund	\$ 1,382,400	\$ 252,429	\$ 226,636	\$ 100,000	\$ 100,000
240 Air Quality Improvement Fund	\$ 146,900	\$ 39,359	\$ 49,073	\$ 46,500	\$ 45,000
260 State Mandated Bldg Fees Fund	\$ 118,600	\$ 92,782	\$ 143,267	\$ 106,531	\$ 89,306
270 SB 1186	\$ -	\$ 8,741	\$ 9,792	\$ 8,800	\$ 8,800
300 Prop A Local Transit Fund	\$ 554,700	\$ 750,760	\$ 659,574	\$ 814,394	\$ 781,052
310 Prop C Local Transit Fund	\$ 476,500	\$ 905,365	\$ 534,358	\$ 526,606	\$ 541,022
326 Seized/Forfeited Prop Fund	\$ 2,385,200	\$ 1,938,349	\$ 1,007,455	\$ -	\$ -
330 MTA Grant Fund	\$ 304,100	\$ 374,899	\$ 383,508	\$ 311,626	\$ 394,522
400 Equipment Replacement Fund	\$ 1,615,600	\$ 2,021,104	\$ 2,110,776	\$ 1,553,687	\$ 1,264,617
405 Capital Assets Fund	\$ 40,768,600	\$ 31,463,122	\$ 38,662,322	\$ 30,533,507	\$ 33,219,907
410 Information Technology Fund	\$ 5,728,800	\$ 6,484,399	\$ 11,751,533	\$ 11,885,873	\$ 12,681,694
420 Cable Television Fund	\$ 1,353,100	\$ 1,579,672	\$ 1,654,721	\$ 1,782,938	\$ 1,849,923
430 Reprographics/Graphics Fund	\$ 2,434,700	\$ 2,526,679	\$ 2,618,383	\$ 2,508,467	\$ 2,553,566
440 Employee Benefits Fund	\$ 7,843,400	\$ 8,865,169	\$ 10,783,273	\$ 9,148,967	\$ 8,969,448
450 Liability Claims Res Fund	\$ 6,187,900	\$ 6,445,396	\$ 6,225,134	\$ 6,156,710	\$ 6,331,098
460 Workers' Compensation Fund	\$ 3,083,100	\$ 2,805,905	\$ 3,232,065	\$ 2,991,572	\$ 3,153,040
470 Unemployment Insurance Fund	\$ 102,000	\$ 63,047	\$ 93,480	\$ 334,960	\$ 186,505
480 Policy, Admin, Legal (PAL) Fund	\$ 37,483,600	\$ 37,330,196	\$ 34,785,357	\$ 33,137,027	\$ 35,446,917
490 Vehicle Replacement Fund	\$ 7,633,100	\$ 7,991,020	\$ 8,538,689	\$ 8,004,123	\$ 8,928,476
560 1998 Lease Rev Bonds Fund	\$ 34,667,100	\$ 1,160,111	\$ 1,396,326	\$ 1,369,142	\$ 1,655,759
600 Infrastructure Fund	\$ 5,422,000	\$ 5,114,040	\$ 8,965,023	\$ 5,420,000	\$ 5,420,000
800 Water Enterprise Fund	\$ 43,015,600	\$ 34,819,210	\$ 39,197,507	\$ 36,995,730	\$ 38,791,641
810 Parking Operations Fund	\$ 27,559,300	\$ 29,882,585	\$ 25,145,913	\$ 23,725,147	\$ 24,648,982
830 Solid Waste Enterprise Fund	\$ 14,903,400	\$ 15,443,608	\$ 15,582,529	\$ 14,850,033	\$ 14,850,033
840 Wastewater Enterprise Fund	\$ 14,525,400	\$ 14,611,919	\$ 14,792,821	\$ 12,439,340	\$ 12,809,820
850 Stormwater Enterprise Fund	\$ 1,845,300	\$ 3,678,855	\$ 6,268,035	\$ 4,526,872	\$ 7,386,472
TOTAL	\$ 441,060,745	\$ 405,380,020	\$ 447,967,651	\$ 413,258,967	\$ 441,318,173

Revenue Summary by Category

Category	2012/13	2013/14	2014/15	2014/15	2015/16
	Year-End	Year-End	Adopted	Year-End	Adopted
	Actual	Actual	Budget	Projection	Budget
Property Tax	43,120,046	46,302,975	46,865,000	48,400,000	49,610,000
Sales Tax	26,820,826	29,874,256	29,580,000	31,000,000	32,500,000
Transient Occupancy Tax (TOT)	31,085,808	35,397,159	35,500,000	37,100,000	39,140,000
Business Tax	37,773,711	40,563,116	40,300,000	43,000,000	44,000,000
Other Taxes	1,298,079	1,448,576	1,140,000	1,250,000	1,275,000
Subventions and Grants	4,418,053	5,145,707	3,999,000	4,104,000	4,137,636
Licenses and Permits	15,218,056	17,347,602	16,708,804	18,475,000	17,859,207
Fines and Penalties	7,508,395	7,379,490	7,417,500	7,600,000	7,432,738
Use of Money and Property	4,483,372	6,140,843	5,552,636	6,000,000	5,691,122
Current Services	10,048,487	10,112,493	10,049,139	10,167,139	10,533,897
Internal Service Charges	421,469	169,591	-	-	-
Miscellaneous Revenues	998,857	1,656,871	1,006,600	3,400,000	1,131,842
Transfers In	511,286	311,000	206,000	206,000	106,000
001-General Fund	183,706,445	201,849,679	198,324,679	210,702,139	213,417,442
Use of Money and Property	-	6,656	-	-	-
003-Public Benefit Fd	-	6,656	-	-	-
Current Services	591,161	699,549	378,000	500,000	570,835
004-Comm. Developmt Tech. Fd	591,161	699,549	378,000	500,000	570,835
Subventions and Grants	115,248	168,618	168,579	168,579	218,359
100-HCDA Grant Fund	115,248	168,618	168,579	168,579	218,359
Subventions and Grants	651,203	1,091,634	927,284	927,284	771,480
Use of Money and Property	(11,007)	33,576	25,000	25,000	25,000
Transfers In	-	51,697	-	-	-
120-State Gas Tax Fund	640,196	1,176,907	952,284	952,284	796,480
Current Services	665,240	2,163,750	837,000	1,300,000	110,000
Subventions and Grants	-	-	-	-	-
Transfers In	-	-	-	-	-
Use of Money and Property	(13,356)	61,732	60,000	150,000	60,000
130-In Lieu Parking District Fund	651,884	2,225,482	897,000	1,450,000	170,000
Other Taxes	2,360,981	4,841,902	2,470,000	2,470,000	3,245,000
Use of Money and Property	243,588	448,171	491,873	530,000	478,457
Miscellaneous Revenues	5,000	1,875	-	-	-
Transfers In	-	250,000	-	-	-
160-Parks & Rec Facilities Fund	2,609,569	5,541,948	2,961,873	3,000,000	3,723,457
Use of Money and Property	5,297	9,001	4,000	4,500	5,000
170-Inmate Welfare Fund	5,297	9,001	4,000	4,500	5,000

Revenue Summary by Category

Category	2012/13 Year-End Actual	2013/14 Year-End Actual	2014/15 Adopted Budget	2014/15 Year-End Projection	2015/16 Adopted Budget
Other Taxes	419,156	1,356,391	285,000	350,000	300,000
Use of Money and Property	(7,657)	40,870	9,000	9,000	9,000
Miscellaneous Revenues		75,000	-	-	-
180-Fine Arts Fund	411,499	1,472,261	294,000	359,000	309,000
Subventions and Grants	244,936	226,214	100,000	250,000	100,000
Use of Money and Property	(3,007)	422			
Transfers In	10,500				
190-Law Enforcement Grant Fund	252,429	226,636	100,000	250,000	100,000
Subventions and Grants	41,128	42,429	40,000	40,000	40,000
Use of Money and Property	(1,769)	6,644	6,500	6,500	5,000
240-Air Quality Improvemnt Fund	39,359	49,073	46,500	46,500	45,000
Licenses and Permits	47,483	67,289	42,440	42,440	42,440
Current Services	45,299	75,978	64,091	64,091	46,866
260-State Mandated Bldg Fees	92,782	143,267	106,531	106,531	89,306
Current Services	8,741	9,792	8,800	8,800	8,800
270-SB 1186	8,741	9,792	8,800	8,800	8,800
Subventions and Grants	701,371	593,440	737,394	737,394	730,052
Use of Money and Property	(6,822)	26,161	50,000	55,000	20,000
Current Services	56,211	39,973	27,000	40,000	31,000
300-Prop A Local Transit Fund	750,760	659,574	814,394	832,394	781,052
Subventions and Grants	465,085	486,431	493,074	493,074	506,022
Use of Money and Property	(13,009)	47,927	33,532	33,532	35,000
Transfers In	453,289				
310-Prop C Local Transit Fund	905,365	534,358	526,606	526,606	541,022
Subventions and Grants	1,954,228	933,428	-	2,502,218	
Use of Money and Property	(15,879)	74,027	-	95,000	
326-Seized/Forfeited Prop Fund	1,938,349	1,007,455	-	2,597,218	-
Subventions and Grants	379,828	362,396	305,626	305,626	379,522
Use of Money and Property	(4,929)	21,112	6,000	6,000	15,000
330-MTA Grant Fund	374,899	383,508	311,626	311,626	394,522

Revenue Summary by Category

Category	2012/13 Year-End Actual	2013/14 Year-End Actual	2014/15 Adopted Budget	2014/15 Year-End Projection	2015/16 Adopted Budget
Use of Money and Property	(32,053)	158,735	-	-	
Internal Service Charges	1,853,157	1,952,041	1,553,687	1,553,687	1,264,617
Transfers In	200,000				
400-Equipmt Replacement Fund	2,021,104	2,110,776	1,553,687	1,553,687	1,264,617
Licenses and Permits	3,640	5,047	-	5,000	
Use of Money and Property	3,085,515	4,109,770	4,692,059	4,692,059	4,898,341
Internal Service Charges	26,853,507	26,449,164	25,841,448	25,841,448	28,321,566
Miscellaneous Revenues	95,460	3,598,341	-	-	
Transfers In	1,425,000	4,500,000	-	-	
405-Capital Assets Fund	31,463,122	38,662,322	30,533,507	30,538,507	33,219,907
Subventions and Grants	232,250	206,563	250,000	250,000	250,000
Use of Money and Property	(50,808)	217,355	185,330	185,330	185,330
Internal Service Charges	6,102,957	11,294,977	11,450,543	11,450,543	12,246,364
Miscellaneous Revenues	-	2,638	-	2,500	
Transfers In	200,000	30,000	-	4,327	
410-Information Technology Fd.	6,484,399	11,751,533	11,885,873	11,892,700	12,681,694
Use of Money and Property	574,798	646,612	591,999	591,999	591,999
Current Services	117,942	113,436	100,000	100,000	100,000
Internal Service Charges	886,932	894,673	1,090,939	1,090,939	1,157,924
420-Cable Television Fund	1,579,672	1,654,721	1,782,938	1,782,938	1,849,923
Use of Money and Property	(9,600)	27,740	-	25,000	
Internal Service Charges	2,536,238	2,590,643	2,508,467	2,508,467	2,553,566
Miscellaneous Revenues	41	-	-	-	
430-Reprographics/Graphics Fd.	2,526,679	2,618,383	2,508,467	2,533,467	2,553,566
Subventions and Grants	11,179	130,583			
Use of Money and Property	(138,248)	733,487	-	750,000	
Internal Service Charges	7,842,238	8,919,203	9,148,967	9,148,967	8,969,448
Transfers In	1,150,000	1,000,000	-	-	
440-Employee Benefits Fund	8,865,169	10,783,273	9,148,967	9,898,967	8,969,448
Use of Money and Property	(51,401)	157,412	81,100	81,100	81,100
Internal Service Charges	6,246,797	6,067,722	6,075,610	6,075,610	6,249,998
Transfers In	250,000	-	-	-	
450-Liability Claims Res Fund	6,445,396	6,225,134	6,156,710	6,156,710	6,331,098

Revenue Summary by Category

Category	2012/13 Year-End Actual	2013/14 Year-End Actual	2014/15 Adopted Budget	2014/15 Year-End Projection	2015/16 Adopted Budget
Use of Money and Property	(61,668)	249,896	128,900	128,900	128,900
Internal Service Charges	2,867,573	2,982,169	2,862,672	2,862,672	3,024,140
460-Workers' Comp. Fund	2,805,905	3,232,065	2,991,572	2,991,572	3,153,040
Use of Money and Property	(770)	2,944	-	-	-
Internal Service Charges	63,817	90,536	334,960	334,960	186,505
470-Unemployment Insurance Fd.	63,047	93,480	334,960	334,960	186,505
Subventions and Grants	-	-	20,000	-	20,000
Use of Money and Property	(20,108)	101,058	20,000	120,000	20,000
Current Services	47	-	500	500	500
Internal Service Charges	37,090,826	34,515,519	32,970,728	32,970,728	35,280,618
Miscellaneous Revenues	85,687	163,280	125,799	125,799	125,799
Transfers In	173,744	5,500	-	-	-
480-Policy/Admin/Legal (PAL) Fd	37,330,196	34,785,357	33,137,027	33,217,027	35,446,917
Use of Money and Property	420,946	621,257	501,006	501,006	479,994
Internal Service Charges	7,034,627	7,671,032	7,503,117	7,503,117	8,448,482
Miscellaneous Revenues	(54,553)	46,400	-	120,000	-
Transfers In	590,000	200,000	-	-	-
490-Vehicle Fund	7,991,020	8,538,689	8,004,123	8,124,123	8,928,476
Use of Money and Property	(6,889)	43,226	-	-	-
Transfers In	1,167,000	1,353,100	1,369,142	1,369,142	1,655,759
560-1998 Lease Rev Bonds Fund	1,160,111	1,396,326	1,369,142	1,369,142	1,655,759
Current Services		70,500			
Subventions and Grants	630,086	5,099	-	-	-
Use of Money and Property	(97,301)	270,679	220,000	220,000	220,000
Miscellaneous Revenues	131,255				
Transfers In	4,450,000	8,618,745	5,200,000	5,200,000	5,200,000
600-Infrastructure Fund	5,114,040	8,965,023	5,420,000	5,420,000	5,420,000
Fines and Penalties	3,848	100	3,000	3,000	3,214
Use of Money and Property	429,975	811,544	698,657	698,657	710,711
Current Services	33,532,411	37,291,891	35,196,283	35,196,283	36,977,215
Internal Service Charges	849,410	849,390	1,044,233	1,044,233	1,044,233
Miscellaneous Revenues	3,566	244,582	53,557	140,000	56,268
800-Water Enterprise Fund	34,819,210	39,197,507	36,995,730	37,082,173	38,791,641

Revenue Summary by Category

Category	2012/13 Year-End Actual	2013/14 Year-End Actual	2014/15 Adopted Budget	2014/15 Year-End Projection	2015/16 Adopted Budget
Subventions and Grants	200,951	300,647	431,229	431,229	431,229
Use of Money and Property	587,489	593,442	333,591	600,000	798,219
Current Services	22,707,152	23,202,518	22,925,962	22,929,100	23,384,482
Miscellaneous Revenues	33,533	49,306	34,365	4,386,642	35,052
Transfers In	6,353,460	1,000,000	-	-	-
810-Parking Operations Fund	29,882,585	25,145,913	23,725,147	28,346,971	24,648,982
Subventions and Grants	-	-	-	-	-
Use of Money and Property	112,275	318,160	135,488	270,000	135,488
Current Services	15,274,331	15,241,553	14,714,545	14,714,545	14,714,545
Miscellaneous Revenues	57,002	22,816	-	87,000	-
830-Solid Waste Enterprise Fund	15,443,608	15,582,529	14,850,033	15,071,545	14,850,033
Use of Money and Property	(28,595)	497,822	125,000	500,000	126,050
Current Services	13,143,142	13,491,664	12,314,340	12,314,340	12,683,770
Miscellaneous Revenues	1,497,372	803,335	-	-	-
840-Wastewater Enterprise Fund	14,611,919	14,792,821	12,439,340	12,814,340	12,809,820
Licenses and Permits	2,143	2,986	5,000	5,000	5,000
Use of Money and Property	28,598	35,066	25,382	25,382	25,382
Current Services	1,783,012	1,769,153	1,796,090	1,796,090	1,796,090
Miscellaneous Revenues	5,102	830	-	-	-
Transfers In	1,860,000	4,460,000	2,700,400	2,700,400	5,560,000
850-Stormwater Enterprise Fund	3,678,855	6,268,035	4,526,872	4,526,872	7,386,472
Category Totals - All Funds					
Property Tax	43,120,046	46,302,975	46,865,000	48,400,000	49,610,000
Sales Tax	26,820,826	29,874,256	29,580,000	31,000,000	32,500,000
Transient Occupancy Tax (TOT)	31,085,808	35,397,159	35,500,000	37,100,000	39,140,000
Business Tax	37,773,711	40,563,116	40,300,000	43,000,000	44,000,000
Other Taxes	4,078,216	7,646,869	3,895,000	4,070,000	4,820,000
Subventions and Grants	10,045,546	9,693,189	7,472,186	10,209,404	7,584,300
Licenses and Permits	15,271,322	17,422,924	16,756,244	18,527,440	17,906,647
Fines and Penalties	7,512,243	7,379,590	7,420,500	7,603,000	7,435,952
Use of Money and Property	9,396,977	16,513,347	13,977,053	16,303,965	14,745,093
Current Services	97,973,176	104,282,250	98,411,750	99,130,888	100,957,999
Internal Service Charges	100,649,548	104,446,660	102,385,371	102,385,371	108,747,462
Miscellaneous Revenues	2,858,322	6,665,274	1,220,321	8,261,941	1,348,961
Transfers In	18,794,279	21,780,042	9,475,542	9,479,869	12,521,759
ALL FUNDS	405,380,020	447,967,651	413,258,967	435,471,878	441,318,173

Five Year Expenditure Summary

	FY 2011/12 ACTUAL	FY 2012/13 ACTUAL	FY 2013/14 ACTUAL	FY 2014/15 PROJECTED	FY 2015/16 ADOPTED
001 General Fund	\$ 165,786,400	\$ 173,409,639	\$ 192,048,497	\$ 180,713,851	\$ 196,918,461
002 Housing Fund	\$ 4,800	\$ 14,441	\$ 354	\$ -	\$ -
004 Community Dev Tech Fund	\$ 157,700	\$ 132,108	\$ 39,321	\$ 216,500	\$ 380,813
096 Investments in GFA Fund	\$ 3,826,600	\$ 4,367,118	\$ 4,665,056	\$ 4,775,830	\$ 5,045,344
097 General Long Term Debt Fund	\$ 780,900	\$ (38,036)	\$ (51,265)	\$ (31,818)	\$ (31,818)
100 HCDA Grant Fund	\$ 238,000	\$ 160,461	\$ 254,358	\$ 168,579	\$ 218,359
120 State Gas Tax Fund	\$ 1,382,400	\$ 428,756	\$ 1,827,420	\$ 850,304	\$ 959,120
130 In-Lieu Parking District Fund	\$ -	\$ -	\$ -	\$ -	\$ -
160 Parks & Rec Facilities Fund	\$ 1,933,900	\$ 1,548,085	\$ 9,433,959	\$ 4,225,345	\$ 8,924,614
170 Inmate Welfare Fund	\$ -	\$ 8,606	\$ -	\$ -	\$ -
180 Fine Arts Fund	\$ 181,500	\$ 488,552	\$ 69,059	\$ 39,255	\$ 49,255
190 Law Enforcement Grant Fund	\$ 1,493,000	\$ 247,035	\$ 203,447	\$ 96,234	\$ 102,001
240 Air Quality Improvement Fund	\$ 100,000	\$ 141,916	\$ 54,358	\$ 165,000	\$ 65,000
260 Cal Bldg Stds Comm Fund	\$ 25,700	\$ 30,203	\$ 10,428	\$ 34,000	\$ 34,000
300 Prop A Local Transit Fund	\$ 925,200	\$ 1,447,063	\$ 807,987	\$ 746,144	\$ 724,000
310 Prop C Local Transit Fund	\$ 467,500	\$ 103,643	\$ 335,280	\$ 1,289,061	\$ 1,085,000
326 Seized/Forfeited Prop Fund	\$ 895,500	\$ 1,098,882	\$ 1,088,450	\$ 1,208,650	\$ 1,567,000
330 MTA Grant Fund	\$ -	\$ -	\$ -	\$ 900,000	\$ 460,000
400 Equipment Replacement Fund	\$ 460,800	\$ 797,622	\$ 587,559	\$ 1,680,683	\$ 1,545,281
405 Capital Assets Fund	\$ 49,464,900	\$ 47,485,499	\$ 39,312,468	\$ 37,412,399	\$ 39,727,333
410 Information Technology Fund	\$ 9,963,300	\$ 11,737,140	\$ 16,159,062	\$ 15,904,011	\$ 16,636,737
420 Cable Television Fund	\$ 1,414,400	\$ 1,864,740	\$ 2,044,439	\$ 1,576,696	\$ 1,769,094
430 Reprographics/Graphics Fund	\$ 2,388,800	\$ 2,406,483	\$ 2,513,183	\$ 2,465,232	\$ 2,556,620
440 Employee Benefits Fund	\$ 7,308,600	\$ 7,698,832	\$ 7,533,172	\$ 2,341,750	\$ 2,338,457
450 Liability Claims Res Fund	\$ 1,895,300	\$ 6,377,902	\$ 6,851,911	\$ 6,277,143	\$ 6,462,744
460 Workers' Compensation Fund	\$ 3,700,100	\$ 3,504,921	\$ 6,048,183	\$ 3,019,717	\$ 3,025,494
470 Unemployment Insurance Fund	\$ 108,000	\$ 55,276	\$ 86,253	\$ 167,479	\$ 93,252
480 Policy, Admin, Legal (PAL) Fund	\$ 35,229,000	\$ 36,470,170	\$ 31,469,005	\$ 33,846,881	\$ 35,071,684
490 Vehicle Replacement Fund	\$ 9,017,800	\$ 8,501,795	\$ 8,325,913	\$ 10,546,247	\$ 9,405,046
560 1998 Lease Rev Bonds Fund	\$ 37,074,200	\$ 1,320,824	\$ 1,353,804	\$ 1,370,348	\$ 1,656,966
600 Infrastructure Fund	\$ 6,065,000	\$ 1,842,399	\$ 7,603,938	\$ 7,553,754	\$ 9,257,764
800 Water Enterprise Fund	\$ 46,142,700	\$ 37,599,099	\$ 38,430,643	\$ 42,741,366	\$ 40,500,085
810 Parking Operations Fund	\$ 97,935,300	\$ 27,231,432	\$ 27,912,229	\$ 28,863,374	\$ 24,456,683
830 Solid Waste Enterprise Fund	\$ 13,540,800	\$ 13,999,714	\$ 14,821,794	\$ 15,442,662	\$ 16,018,020
840 Wastewater Enterprise Fund	\$ 11,251,200	\$ 13,398,419	\$ 13,464,078	\$ 14,329,947	\$ 17,336,395
850 Stormwater Enterprise Fund	\$ 2,622,300	\$ 2,806,635	\$ 2,840,956	\$ 4,047,670	\$ 7,825,923
TOTAL	\$ 513,781,600	\$ 408,687,374	\$ 438,145,299	\$ 424,984,294	\$ 452,184,727

Expenditure Summary by Category

Category	2012/13 Year-End Actual	2013/14 Year-End Actual	2014/15 Adopted Budget	2014/15 Year-End Projection	2015/16 Adopted Budget
Salaries and Benefits	79,749,031	84,113,702	89,752,618	89,752,618	94,881,389
Supplies	1,715,974	1,754,693	2,026,087	2,026,087	2,280,854
Services	22,616,052	22,958,260	24,956,225	22,460,603	27,010,508
Capital Outlay	510,799	92,448	1,514,608	1,514,608	806,630
Internal Service Charges	50,206,251	52,332,326	52,387,827	52,387,827	55,236,504
Other Expenses	3,447,188	4,400,777	3,562,566	3,562,566	4,546,817
Capital Projects		60,775			
Grant Activities		1,045,219			
Transfers Out	15,164,344	25,290,297	9,009,542	9,009,542	12,155,759
001-General Fund	173,409,639	192,048,497	183,209,473	180,713,851	196,918,461
Services	14,441	354	-	-	-
002-Housing Fund	14,441	354	-	-	-
Salaries and Benefits					151,313
Supplies					5,000
Services	428	39,301	126,500	126,500	118,500
Capital Outlay			90,000	90,000	106,000
Capital Projects	131,680	20			
004-Community Developmt Tech. Fd	132,108	39,321	216,500	216,500	380,813
Other Expenses	4,367,118	4,665,056	4,775,830	4,775,830	5,045,344
096-Investments In GFA Fund	4,367,118	4,665,056	4,775,830	4,775,830	5,045,344
Services			1,218	1,218	1,218
Other Expenses	(38,036)	(51,265)	(33,036)	(33,036)	(33,036)
097-General Long Term Debt Fund	(38,036)	(51,265)	(31,818)	(31,818)	(31,818)
Services	160,461	254,358	168,579	168,579	218,359
100-HCDA Grant Fund	160,461	254,358	168,579	168,579	218,359
Internal Service Charges	141,093		-	-	-
Capital Projects	281,663	1,821,420	844,304	844,304	953,120
Transfers Out	6,000	6,000	6,000	6,000	6,000
120-State Gas Tax Fund	428,756	1,827,420	850,304	850,304	959,120
Supplies	33				
Services	1,036				
Internal Service Charges	324,063	421,484	-	-	-
Capital Projects	822,953	8,712,475	4,025,345	4,025,345	8,824,614
Transfers Out	400,000	300,000	200,000	200,000	100,000
160-Parks & Rec Facilities Fund	1,548,085	9,433,959	4,225,345	4,225,345	8,924,614

Expenditure Summary by Category

Category	2012/13 Year-End Actual	2013/14 Year-End Actual	2014/15 Adopted Budget	2014/15 Year-End Projection	2015/16 Adopted Budget
Capital Outlay	8,606				
170-Inmate Welfare Fund	8,606	-	-	-	-
Services	65,112	66,911	39,255	39,255	49,255
Capital Outlay		469			
Capital Projects	423,440	1,679			
180-Fine Arts Fund	488,552	69,059	39,255	39,255	49,255
Salaries and Benefits	129,925	102,899	96,234	96,234	102,001
Supplies	33,171				
Services	28,535	8,501	-	-	
Capital Outlay	55,404	92,047			
190-Law Enforcement Grant Fund	247,035	203,447	96,234	96,234	102,001
Services	41,916	54,358	65,000	65,000	65,000
Capital Projects			100,000	100,000	-
240-Air Quality Improvement Fund	141,916	54,358	165,000	165,000	65,000
Supplies	1,544	1,090	5,000	5,000	5,000
Services	28,659	9,338	29,000	29,000	29,000
260-CBSC SB 1473	30,203	10,428	34,000	34,000	34,000
Salaries and Benefits	165,629		26,892	26,892	
Services	828,145	807,987	719,252	719,252	724,000
Transfers Out	453,289				
300-Prop A Local Transit Fund	1,447,063	807,987	746,144	746,144	724,000
Salaries and Benefits	-		22,776	22,776	
Services	22,191		416,285	416,285	435,000
Capital Projects	81,452	335,280	850,000	850,000	650,000
310-Prop C Local Transit Fund	103,643	335,280	1,289,061	1,289,061	1,085,000
Salaries and Benefits	597,772	462,011	485,000	485,000	129,000
Supplies	142,694		14,000	14,000	22,500
Services	117,281		262,500	262,500	286,000
Capital Outlay	223,297		247,150	247,150	129,500
Capital Projects	17,838	239	200,000	200,000	1,000,000
Grant Activities		626,200			
326-Seized/Forfeited Prop Fund	1,098,882	1,088,450	1,208,650	1,208,650	1,567,000

Expenditure Summary by Category

Category	2012/13 Year-End Actual	2013/14 Year-End Actual	2014/15 Adopted Budget	2014/15 Year-End Projection	2015/16 Adopted Budget
Services					100,000
Capital Projects			900,000	900,000	360,000
330-MTA Grant Fund	-	-	900,000	900,000	460,000
Capital Outlay	686,152	456,687	1,558,780	1,558,780	1,403,740
Other Expenses	111,470	130,872	121,903	121,903	141,541
400-Equipment Replacement Fund	797,622	587,559	1,680,683	1,680,683	1,545,281
Salaries and Benefits	2,037,767	1,965,753	2,142,066	2,077,804	2,210,157
Supplies	244,072	248,181	252,476	252,476	252,476
Services	2,640,754	2,909,415	3,283,797	3,021,093	3,803,716
Capital Outlay		3,292			30,000
Internal Service Charges	3,392,256	2,728,839	2,588,349	2,588,349	2,652,796
Other Expenses	20,246,273	18,182,032	20,379,426	20,379,426	20,809,029
Capital Projects	12,624,377	13,274,956	9,093,251	9,093,251	9,969,159
Transfers Out	6,300,000				
405-Capital Assets Fund	47,485,499	39,312,468	37,739,365	37,412,399	39,727,333
Salaries and Benefits	6,127	2,555,145	2,758,209	2,620,299	3,259,473
Supplies	24	9,476	9,100	9,100	9,100
Services	218,671	1,787,954	2,270,599	2,202,481	2,270,599
Capital Outlay			10,000	10,000	
Internal Service Charges	12,963	1,772,509	1,761,050	1,761,050	1,881,789
Other Expenses	6,855,671	4,976,059	6,251,081	6,251,081	5,415,776
Capital Projects	4,642,984	4,857,919	3,050,000	3,050,000	3,800,000
Transfers Out	700	200,000	-	-	
410-Information Technology Fund	11,737,140	16,159,062	16,110,039	15,904,011	16,636,737
Salaries and Benefits	605,930	634,198	722,730	701,048	735,265
Supplies	4,082	3,531	11,000	11,000	11,000
Services	13,502	17,126	38,600	38,600	38,600
Internal Service Charges	590,760	619,454	629,059	629,059	620,720
Other Expenses	180,682	246,005	196,989	196,989	263,509
Capital Projects	469,784	524,125	-	-	100,000
420-Cable Television Fund	1,864,740	2,044,439	1,598,378	1,576,696	1,769,094
Salaries and Benefits	959,913	985,369	984,433	984,433	1,002,565
Supplies	87,708	93,567	103,900	103,900	103,900
Services	489,061	481,417	530,600	477,540	530,600
Internal Service Charges	859,337	943,004	889,198	889,198	914,526
Other Expenses	10,464	9,826	10,161	10,161	5,029
430-Reprographics/Graphics Fund	2,406,483	2,513,183	2,518,292	2,465,232	2,556,620

Expenditure Summary by Category

Category	2012/13 Year-End Actual	2013/14 Year-End Actual	2014/15 Adopted Budget	2014/15 Year-End Projection	2015/16 Adopted Budget
Salaries and Benefits	5,761,146	5,211,817			
Services	730	947	803	803	803
Other Expenses	1,936,956	2,320,408	2,340,947	2,340,947	2,337,654
440-Employee Benefits Fund	7,698,832	7,533,172	2,341,750	2,341,750	2,338,457
Salaries and Benefits	156,066	161,554	162,951	162,951	164,536
Supplies	113		1,700	1,700	1,700
Services	4,522,590	5,891,149	5,173,300	5,173,300	5,173,300
Internal Service Charges	110,998	126,664	127,669	127,669	111,814
Other Expenses	1,387,287	293,592	611,523	611,523	811,394
Capital Projects	848	178,952			
Transfers Out	200,000	200,000	200,000	200,000	200,000
450-Liability Claims Res Fund	6,377,902	6,851,911	6,277,143	6,277,143	6,462,744
Salaries and Benefits	156,065	161,553	162,950	162,950	164,537
Supplies	2,399	43	920	920	920
Services	378,385	301,407	483,300	483,300	483,300
Internal Service Charges	112,149	124,583	122,134	122,134	126,326
Other Expenses	2,855,923	5,460,597	2,250,413	2,250,413	2,250,411
460-Workers' Compensation Fund	3,504,921	6,048,183	3,019,717	3,019,717	3,025,494
Salaries and Benefits	55,276	86,253	167,479	167,479	93,252
470-Unemployment Insurance Fund	55,276	86,253	167,479	167,479	93,252
Salaries and Benefits	15,476,664	13,637,696	14,626,919	14,407,515	15,175,803
Supplies	177,850	173,785	236,316	236,316	240,679
Services	5,897,203	4,156,493	5,842,748	5,842,748	5,358,015
Capital Outlay		6,160	35,147		25,000
Internal Service Charges	14,533,223	13,409,213	13,312,319	13,312,319	14,248,443
Other Expenses	285,230	52,592	47,983	47,983	23,744
Capital Projects		3,096			
Grant Activities		29,970			
Transfers Out	100,000	-	-	-	
480-Policy, Admin, Legal (PAL) Fund	36,470,170	31,469,005	34,101,432	33,846,881	35,071,684

Expenditure Summary by Category

Category	2012/13 Year-End Actual	2013/14 Year-End Actual	2014/15 Adopted Budget	2014/15 Year-End Projection	2015/16 Adopted Budget
Salaries and Benefits	1,464,355	1,277,866	1,497,285	1,437,394	1,526,065
Supplies	1,247,192	1,271,313	1,501,706	1,501,706	1,443,206
Services	196,187	207,052	326,491	326,491	326,491
Capital Outlay	8,050				
Internal Service Charges	1,862,410	1,983,802	1,961,233	1,961,233	1,958,009
Other Expenses	1,894,617	2,082,505	2,064,423	2,064,423	2,260,536
Capital Projects	1,828,984	1,503,375	3,255,000	3,255,000	1,890,739
490-Vehicle Fund	8,501,795	8,325,913	10,606,138	10,546,247	9,405,046
Services	893	734	1,207	1,207	1,207
Other Expenses	1,319,931	1,353,070	1,369,141	1,369,141	1,655,759
560-1998 Lease Rev Bonds Fund	1,320,824	1,353,804	1,370,348	1,370,348	1,656,966
Salaries and Benefits		827	-	-	
Internal Service Charges	847,195	1,197,681	-	-	
Capital Projects	995,204	6,405,430	8,303,754	7,553,754	9,257,764
600-Infrastructure Fund	1,842,399	7,603,938	8,303,754	7,553,754	9,257,764
Salaries and Benefits	2,989,592	3,396,693	3,728,417	3,541,996	4,903,734
Supplies	11,540,880	12,736,939	12,841,407	12,841,407	12,841,407
Services	484,859	889,012	1,174,813	1,104,324	1,153,933
Capital Outlay			97,500	97,500	105,960
Internal Service Charges	7,412,141	7,457,061	6,535,820	6,535,820	7,181,913
Other Expenses	9,315,507	9,694,774	9,269,516	9,269,516	10,735,682
Capital Projects	5,856,120	4,256,164	9,350,803	9,350,803	3,577,456
800-Water Enterprise Fund	37,599,099	38,430,643	42,998,276	42,741,366	40,500,085
Salaries and Benefits	3,496,966	3,883,933	4,100,623	3,977,604	4,245,195
Supplies	74,543	244,116	141,643	141,643	143,383
Services	1,548,258	1,757,992	2,820,235	2,820,235	2,979,766
Internal Service Charges	7,246,887	6,827,652	6,420,756	6,420,756	6,732,095
Other Expenses	13,194,992	8,995,820	9,011,652	9,011,652	6,612,217
Capital Projects	1,202,721	6,079,322	6,491,484	6,491,484	3,744,027
Grant Activities		123,394			
Transfers Out	467,065	-	-	-	
810-Parking Operations Fund	27,231,432	27,912,229	28,986,393	28,863,374	24,456,683

Expenditure Summary by Category

Category	2012/13 Year-End Actual	2013/14 Year-End Actual	2014/15 Adopted Budget	2014/15 Year-End Projection	2015/16 Adopted Budget
Salaries and Benefits	1,865,067	2,009,491	2,197,785	2,175,807	2,475,891
Supplies	45,790	54,100	325,490	325,490	375,490
Services	5,871,102	6,109,080	7,041,898	7,041,898	7,008,565
Capital Outlay	14,497	28,571	-	-	-
Internal Service Charges	5,349,997	5,552,823	5,058,908	5,058,908	5,124,829
Other Expenses	228,261	807,129	214,103	214,103	293,565
Capital Projects	565,000	200,600	566,456	566,456	679,680
Transfers Out	60,000	60,000	60,000	60,000	60,000
830-Solid Waste Enterprise Fund	13,999,714	14,821,794	15,464,640	15,442,662	16,018,020
Salaries and Benefits	1,001,542	994,548	1,063,841	1,031,926	1,222,936
Supplies	63,741	56,791	100,250	100,250	100,250
Services	1,982,886	2,246,135	3,031,902	3,031,902	2,998,569
Capital Outlay	-	-	7,500	7,500	65,000
Internal Service Charges	3,279,747	3,012,385	2,550,062	2,550,062	2,646,579
Other Expenses	3,167,834	3,328,225	3,312,823	3,312,823	3,502,959
Capital Projects	3,902,669	3,825,994	4,295,484	4,295,484	6,800,102
840-Wastewater Enterprise Fund	13,398,419	13,464,078	14,361,862	14,329,947	17,336,395
Salaries and Benefits	987,071	1,081,577	1,258,258	1,170,180	1,443,968
Supplies	3,874	4,973	9,000	9,000	9,000
Services	77,133	112,424	336,000	336,000	336,000
Capital Outlay	-	-	7,500	7,500	300,000
Internal Service Charges	1,436,688	1,321,019	1,411,335	1,411,335	1,594,560
Other Expenses	301,869	315,752	312,898	312,898	257,535
Capital Projects	-	5,211	800,757	800,757	3,884,860
850-Stormwater Enterprise Fund	2,806,635	2,840,956	4,135,748	4,047,670	7,825,923
Category Totals - All Funds					
Salaries and Benefits	117,661,904	122,722,885	125,957,466	125,002,906	133,887,080
Supplies	15,385,684	16,652,598	17,579,995	17,579,995	17,845,865
Services	48,246,471	51,067,705	59,140,107	56,190,114	61,500,304
Capital Outlay	1,506,805	679,674	3,568,185	3,533,038	2,971,830
Internal Service Charges	97,718,158	99,830,499	95,755,719	95,755,719	101,030,903
Other Expenses	71,069,237	67,263,826	66,070,342	66,070,342	66,935,465
Capital Projects	33,847,717	52,047,032	52,126,638	51,376,638	55,491,521
Grant Activities	-	1,824,783	-	-	-
Transfers Out	23,251,398	26,056,297	9,475,542	9,475,542	12,521,759
ALL FUNDS	408,687,374	438,145,299	429,673,994	424,984,294	452,184,727

Gann Appropriation Limit

CITY OF BEVERLY HILLS GANN APPROPRIATIONS LIMIT AS DEFINED IN ARTICLE XIII B OF THE CALIFORNIA

This section contains summary information on the background of the Gann Appropriations limit for appropriating the proceeds of taxes. In addition, the methodology for setting the appropriations limit is shown.

The voters of California, during a special election in 1979, approved Article XIII-B of the California State Constitution. Informally known as the “Gann Initiative,” Article XIII-B provides limits regarding the total amount of appropriations in any fiscal year from “the proceeds of taxes.” Every year the City Council adopts via resolution an appropriations limit for the proposed fiscal year.

The State Legislature, in 1980, added Section 9710 to the Government Code, providing that the governing body of each local jurisdiction must establish, by resolution, an appropriations limit for the following year. The appropriation limit for any fiscal year, was equal to the previous year’s limit, adjusted for population changes and the changes in the US Consumer Price Index (or California per capita personal income, if smaller). The necessary statistical information is provided by the California Department of Finance.

However, the original Article XIII-B (Proposition 4) and its implementing legislation were modified by Proposition 111 and SB 88 by the voters in June 1980. The changes were incorporated into the FY 1990-91 and FY 1991-92 Appropriations Limits. Beginning with the FY 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.

The following page provides the calculation of the City's Appropriations Limit for the base year of FY 1978/79. The second following page provides the revenues subject to the Appropriations Limit for FY 2014/15 and FY 2015/16, as well as a projection for FY 2016/17. This page shows that the City's revenues subject to the Appropriations Limit are well below the limit, by nearly 14% in FY 2014/15 and by over 14% in FY 2015/16. On the third following page is the historical record of the City of Beverly Hills' Appropriations Limits from the implementation of Proposition 4 to the current fiscal year.

Gann Appropriation Limit

**City of Beverly Hills
Appropriations Subject to Limit
Base Year 1978/79**

FUND NO.	1978/79 APPROPRIATIONS	APPROPRIATED TRANSFERS OR RESERVES	DEDUCT ENTERPRISE & REVOLVING	DEDUCT DEBT SERVICE	DEDUCT UNQUALIFIED TRANSFERS	DEDUCT REAPPROPRIATIONS FROM 1977-78	ADJUSTED TOTAL
01	\$ 22,393,762	\$ 1,456,000	\$ -	\$ -	\$ (3,127,000)	\$ (147,076)	\$ 20,575,686
02	765,329	-	-	-	-	(448,182)	317,147
03	138,776	-	-	-	-	(41,642)	97,134
04	1,950,000	-	-	-	(1,950,000)	-	-
06	31,154	-	-	-	-	(31,154)	-
07	629,302	-	-	-	-	(418,432)	210,870
08	8,170,335	3,040,205	-	-	-	(3,194,115)	8,016,425
09	36,085	-	-	-	-	(10,500)	25,585
10	48,881	-	-	-	-	(42,055)	6,826
11	87,737	-	-	-	-	(2,637)	85,100
12	38,000	-	-	-	-	(38,000)	-
14	30,675	-	-	(30,675)	-	-	-
15	949,000	-	-	-	-	-	949,000
17	7,383	-	-	-	-	-	7,383
19	116,044	-	-	-	-	-	116,044
24	196,325	-	-	(196,325)	-	-	-
26	93,400	-	-	(93,400)	-	-	-
27	63,875	-	-	(63,875)	-	-	-
34	137,668	-	-	-	-	(133,710)	3,958
40	731,228	-	(731,228)	-	-	-	-
43	213,333	-	(213,333)	-	-	-	-
45	720,000	-	(720,000)	-	-	-	-
46	457,000	-	(457,000)	-	-	-	-
50	17,000	-	-	-	-	-	17,000
67	680,117	-	-	-	-	(480,117)	200,000
70	5,000	-	-	-	-	-	5,000
80	7,106,161	-	(7,106,161)	-	-	-	-
81	2,144,496	-	(2,144,496)	-	-	-	-
82	8,572,676	-	(8,572,676)	-	-	-	-
83	400,375	-	(400,375)	-	-	-	-
84	837,846	-	(837,846)	-	-	-	-
	<u>\$ 57,768,963</u>	<u>\$ 4,496,205</u>	<u>\$ (21,183,115)</u>	<u>\$ (384,275)</u>	<u>\$ (5,077,000)</u>	<u>\$ (4,987,620)</u>	<u>\$ 30,633,158</u>

REFERENCE:

78-79 JV 1225

78-79 JV 215

Gann Appropriation Limit**City of Beverly Hills****Article XIII B Appropriations Limit**

TYPE OF TAXES	FY 2014/15 PROJECTED	FY 2015/16 ADOPTED BUDGET	FY 2016/17 PROJECTED
GENERAL FUND			
Property Taxes	\$ 48,400,000	\$ 49,610,000	\$ 51,346,350
Sales Tax	31,000,000	32,500,000	33,962,500
Transient Occupancy Tax	37,100,000	39,140,000	40,901,300
Business Tax	43,000,000	44,000,000	45,320,000
Other Taxes	1,250,000	1,275,000	1,300,500
Subventions/Grants	4,104,000	4,137,636	4,282,453
Interest Earnings	677,482	701,353	718,887
Total General Fund Taxes	<u>165,531,482</u>	<u>171,363,989</u>	<u>177,831,990</u>
OTHER FUND TAXES			
Park & Rec Construction Tax	2,470,000	3,245,000	3,309,900
Park & Rec Tax Interest Earnings	10,151	13,336	13,669
Total Other Funds Taxes	<u>2,480,151</u>	<u>3,258,336</u>	<u>3,323,569</u>
TAXES SUBJECT TO LIMIT	168,011,633	174,622,325	181,155,559
GANN LIMIT PER SCHEDULE B	<u>194,780,173</u>	<u>203,878,986</u>	<u>207,956,565</u>
(FUTURE + 2.0%)			
(SHORT LIMIT)/OVER LIMIT	<u>\$ (26,768,540)</u>	<u>\$ (29,256,661)</u>	<u>\$ (26,801,006)</u>

Gann Appropriation Limit

**City of Beverly Hills
Appropriations Subject to Limit
Base Year 1978/79 – 2015/16**

FISCAL YEAR	CPI/PER CAPITA INCOME CHANGE OR NON-RESIDENTIAL ASSESSED VALUE	POPULATION CHANGE - CITY OR LOS ANGELES COUNTY	ADJUSTMENT FACTOR	APPROPRIATIONS LIMIT
1978/79	N/A	N/A	N/A	\$ 30,629,160
1979/80	10.170%	0.000%	1.10170	33,744,146
1980/81	12.110%	0.000%	1.12110	37,830,562
1981/82	9.120%	0.000%	1.09120	41,280,709
1982/83	6.790%	0.049%	1.06842	44,105,270
1983/84	2.350%	1.600%	1.03988	45,864,012
1984/85	4.740%	1.190%	1.05986	48,609,618
1985/86	3.740%	-0.290%	1.03439	50,281,377
1986/87	2.300%	1.180%	1.03507	52,044,816
1987/88	3.040%	0.043%	1.03084	53,650,038
1988/89	3.930%	1.120%	1.05094	56,382,979
1989/90	4.980%	-0.108%	1.04867	59,126,925
1990/91	4.210%	0.002%	1.04212	61,617,401
1991/92	4.140%	1.730%	1.05942	65,278,474
1992/93	19.950%	1.490%	1.21737	79,468,223
1993/94	3.060%	0.960%	1.04049	82,686,190
Adjustment for Refuse Charges				(2,000,000)
1993/94 Revised Appropriations Limit				80,686,190
1994/95	0.710%	0.780%	1.01496	81,892,882
1995/96	4.720%	1.000%	1.05767	86,615,809
1996/97	4.670%	1.580%	1.06324	92,093,207
1997/98	4.670%	1.240%	1.05968	97,589,245
1998/99	4.150%	1.390%	1.05598	103,051,983
1999/00	4.530%	1.670%	1.06276	109,519,166
2000/01	4.910%	2.030%	1.07040	117,228,957
2001/02	7.820%	1.930%	1.09901	128,835,710
2002/03	-1.270%	1.450%	1.00162	129,043,889
2003/04	2.310%	1.480%	1.03824	133,978,770
2004/05	3.280%	1.380%	1.04705	140,282,825
2005/06	5.260%	0.710%	1.06007	148,710,099
2006/07	3.960%	0.170%	1.04137	154,861,838
2007/08	4.420%	0.720%	1.05172	162,871,019
2008/09	4.290%	0.860%	1.05187	171,318,966
2009/10	0.620%	0.880%	1.01505	173,898,098
2010/11	-2.540%	0.750%	0.98191	170,752,195
2011/12	2.510%	0.380%	1.02900	175,703,219
2012/13	3.770%	0.380%	1.04164	183,020,074
2013/14	5.120%	0.690%	1.05845	193,718,198
2014/15	-0.230%	0.780%	1.00548	194,780,173
2015/16	3.820%	0.820%	1.04671	203,878,986
2015/16				\$ 203,878,986

FY 2015/16 Inter-Fund Transfers

<u>Description</u>	<u>General Fd (001)</u>	<u>State Gas Tax (120)</u>	<u>Parks & Rec (160)</u>	<u>Liability Fund (450)</u>	<u>Infras. DS Fd (560)</u>	<u>Infras. Fd (600)</u>	<u>Solid Waste (830)</u>	<u>Storm Water (850)</u>
1 Street Maintenance	6,000	(6,000)						
2 Support of Tree Maintenance	100,000		(100,000)					
3 Infrastructure Transfer	(5,000,000)					5,000,000		
4 Debt Service Payment	(1,655,759)				1,655,759			
5 Street Sweeping							(60,000)	60,000
6 Transfer to Storm Water Fund	(5,500,000)							5,500,000
7 Liability Fund Transfer for Sidewalks				(200,000)		200,000		
TOTAL	(12,049,759)	(6,000)	(100,000)	(200,000)	1,655,759	5,200,000	(60,000)	5,560,000

<u>Amount</u>	<u>Transfer From:</u>	<u>Transfer To:</u>
1 6,000	12005101 [Gas Tax Fund, CIP Mgmt & Inspection]	00101704 [General Fund, Non-Departmental]
2 100,000	16001301 [Parks & Rec Fund, Non-Departmental]	00101704 [General Fund, Non-Departmental]
3 5,000,000	00101704 [General Fund, Non-Departmental]	60001702 [Infrastructure Fund, Revenue Administration]
4 1,655,759	00101704 [General Fund, Non-Departmental]	56009201 [1998 Lease Rev Bonds Fund]
5 60,000	83001301 [Solid Waste Fund, Non-Departmental]	85001301 [Storm Water Fund, Non-Departmental]
6 5,500,000	00101704 [General Fund, Non-Departmental]	85001301 [Storm Water Fund, Non-Departmental]
7 200,000	45001301 [Liability, Non-Departmental]	60001702 [Infrastructure Fund, Revenue Administration]
12,521,759	TOTAL	

Position Summary by Department

DEPARTMENT	FY 2013/14		FY 2014/15		FY 2015/16	
	Full-Time Positions	Part-Time Positions (FTEs)	Full-Time Positions	Part-Time Positions (FTEs)	Full-Time Positions	Part-Time Positions (FTEs)
010 - Policy and Management	18.2	0.5	18.2	0.5	18.2	0.5
070 - City Clerk	5	-	5	-	5	-
110 - Administrative Services	45	4.2	45	5.2	45	5.1
170 - Police Department						
Sworn	127	-	127	-	132	-
Non-Sworn	60	9	60	12.8	60	8.3
	<u>187</u>	<u>9</u>	<u>187</u>	<u>12.8</u>	<u>192</u>	<u>8.3</u>
200 - Fire Department						
Sworn	79	-	85	-	85	-
Non-Sworn	9	1.8	9	1.8	10	1.8
	<u>88</u>	<u>1.8</u>	<u>94</u>	<u>1.8</u>	<u>95</u>	<u>1.8</u>
270 - Community Development	57	-	58	-	66	-
310 - Information Technology	28	3.3	29	3.1	32	3.4
350 - Public Works Services	182	64.6	192	67.4	197	67.7
360 - Capital Assets	14.8	-	17.8	-	20.8	-
400 - Community Services	80	91.4	80	93.8	81	96.6
Subtotal	<u>705</u>	<u>174.7</u>	<u>726</u>	<u>184.6</u>	<u>752.0</u>	<u>183.3</u>
TOTAL POSITIONS		<u>879.7</u>		<u>910.6</u>		<u>935.3</u>

Tourism Promotion

	HISTORICAL			ADOPTED	ADOPTED
	2011/12	2012/13	2013/14	2014/15	2015/16
Current Revenue					
2% TOT Revenue	3,725,000	4,134,700	4,580,429	5,071,429	5,591,429
2% Prior Yr TOT Over Budget		530,000	836,712	-	476,308
Donations				-	19,500
Carryover from Prior Year	450,000	693,600	412,061	95,915	215,000
Total Revenue	4,175,000	5,358,300	5,829,202	5,167,344	6,302,237
Current Expenditures					
2014 Anniversary Fund	250,000	122,944	533,004	-	-
Annual Buffer/Reserve Account	320,000			200,000	200,000
Brighton Way Association	10,000			-	-
Canon Drive Association	10,000			-	-
City Administrative Costs	200,000	237,627	100,783	-	-
Concerts on Canon	-	-		50,000	50,000
Conference & Visitors Bureau	2,150,100	2,551,841	3,283,204	3,300,000	3,829,202
Contingency Programs	150,000			150,000	150,000
Holiday Program	450,000	695,378	512,374	500,000	700,000
Intellectual Property Services	-	75,000		100,000	100,000
Reallocation to Comm. Funding	220,000	220,000	-	-	-
Rodeo Drive Committee	250,000	423,105	1,002,200	867,000	1,000,000
South Beverly Association	10,000		-	-	-
Unallocated TOT Revenue	110,714		-	344	273,035
Total Expenditures	4,130,814	4,325,895	5,431,565	5,167,344	6,302,237

Community Funding

Expenditure	HISTORICAL			ADOPTED	ADOPTED
	2011/12	2012/13	2013/14	2014/15	2015/16
Education:					
School District	10,300,000	10,950,000	9,825,000	9,825,000	9,825,000
Crossing Guards	125,000	125,000	-	-	-
Education Foundation	10,000 (in-kind)	10,000 (in-kind)	10,000 (in-kind)	15,000 (in-kind)	20,000 (in-kind)
Total Education:	<u>10,435,000</u>	<u>11,085,000</u>	<u>9,835,000</u>	<u>9,835,000</u>	<u>9,835,000</u>
Economic Development:					
Chamber Economic Dev.	338,000	240,543	275,000	278,000	345,000
Total Economic Development:	<u>338,000</u>	<u>240,543</u>	<u>275,000</u>	<u>278,000</u>	<u>345,000</u>
Community Social Services:					
Affordable Living for the Aging	-	-	-	-	6,500
All Saints Homeless Ministry	9,300	9,300	9,300	18,000	18,000
Beverly Hills Active Adults	11,000	11,000	11,000	15,000	15,000
Beverly Hills CPR	50,000	50,000	50,000	50,000	50,000
Chiron, Inc.	20,000	15,000 + in-kind	20,000	22,000 + in-kind	30,000 + in-kind
Jewish Family Services	86,000	113,000	120,000	180,000	225,000
Saban Free Clinic	6,111	6,111	10,000	25,000	30,000
Maple Counseling Center	75,000	75,000	75,000	100,000	120,500
P.A.T.H.	51,039	75,000	75,000	95,000	95,000
Step Up on Second	83,040	45,000	30,000	60,000	60,000
Westside Food Bank	75,000	80,000	85,000	85,000	90,000
Replacing CDBG Community					
Jewish Family Services (Sr. Svcs)	237,999	27,046	24,267	25,287	-
(Handyworker - multi-family)	-	133,415	230,091	143,292	113,359
(Handyworker - single-family)	-	-	-	-	105,000
Total Comm. Social Services:	<u>704,489</u>	<u>639,872</u>	<u>739,658</u>	<u>818,579</u>	<u>951,859</u>

Five Year General Fund Forecast

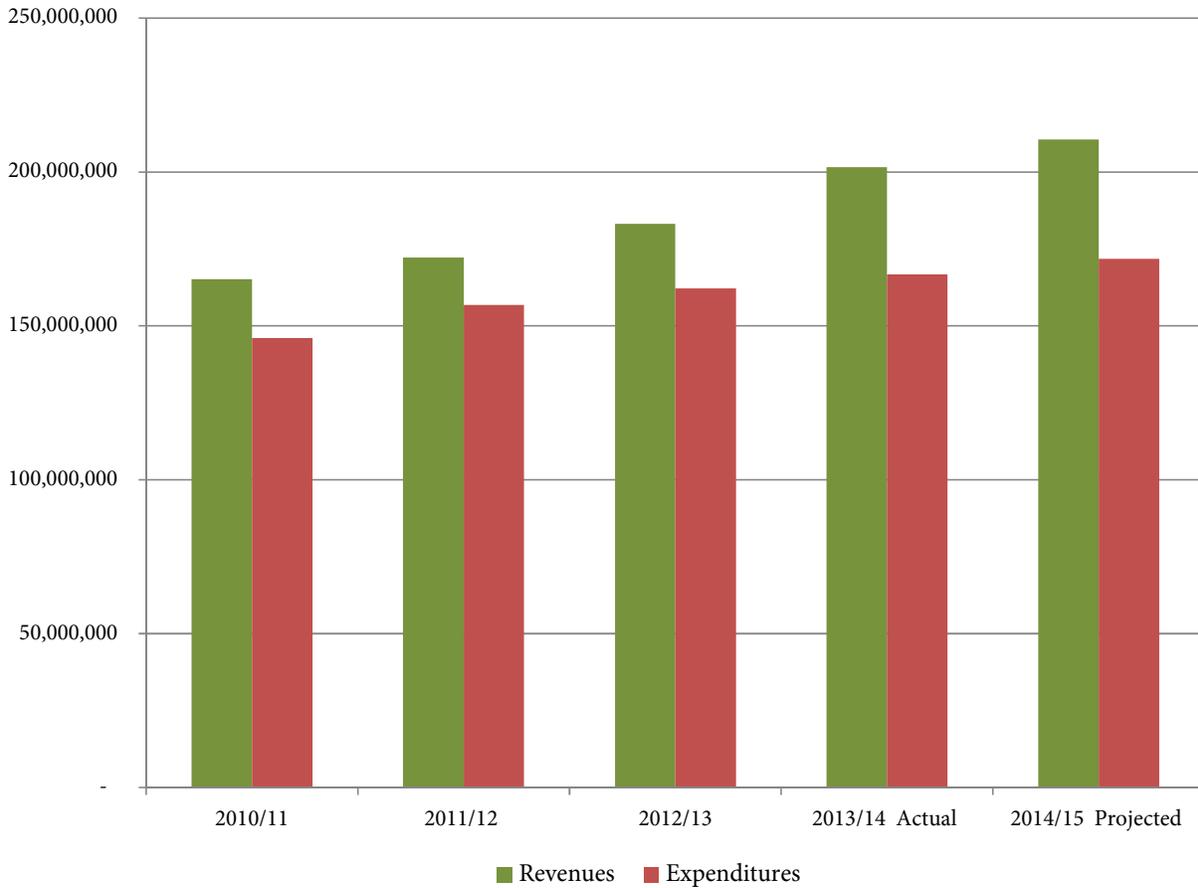


Adopted Budget



Five Year Historical General Fund Revenues and Expenditures

FY 2010/11 through FY 2014/15 (Projected)



Five Year Historical General Fund Revenues and Expenditures By Category

	2010/11 Year-End Actual	2011/12 Year-End Actual	2012/13 Year-End Actual	2013/14 Year-End Actual	2014/15 Year End Projection
Revenues					
Property Tax	39,018,803	39,842,360	43,120,046	46,302,974	48,400,000
Sales Tax	22,052,861	23,093,786	26,820,826	29,874,256	31,000,000
Transient Occupancy Tax (TOT)	26,594,808	29,789,182	31,085,808	35,397,159	37,100,000
Business Tax	33,993,715	37,011,600	37,773,711	40,563,116	43,000,000
Other Taxes	915,536	1,032,401	1,298,079	1,448,576	1,250,000
Subventions and Grants	3,922,019	3,651,623	4,418,053	5,145,707	4,104,000
Licenses and Permits	12,123,447	13,153,624	15,218,056	17,347,602	18,475,000
Fines and Penalties	9,532,623	7,353,794	7,508,395	7,379,490	7,600,000
Use of Money and Property	6,100,774	5,781,251	4,483,372	6,140,843	6,000,000
Charges for Current Services	9,610,366	9,913,481	10,048,487	10,113,370	10,167,139
Internal Service Fund Receipts	369,675	245,379	421,469	169,591	-
Miscellaneous Revenues	862,355	1,359,812	998,857	1,655,994	3,400,000
	<u>165,096,982</u>	<u>172,228,293</u>	<u>183,195,159</u>	<u>201,538,678</u>	<u>210,496,139</u>
Expenditures					
Salaries and Benefits	76,349,100	78,629,700	79,749,031	84,113,702	89,752,618
Materials and Supplies	1,569,600	1,507,800	1,715,974	1,754,693	2,026,087
Services (less Tourism)	17,784,524	21,311,900	22,616,052	18,160,410	17,118,490
Capital Outlay	67,700	94,300	510,799	92,448	1,514,608
Internal Services	44,750,000	48,551,600	50,206,251	52,332,326	52,387,827
Other Expenses	2,784,400	3,412,700	3,447,188	5,506,771	3,562,566
Tourism & Economic Development	2,707,176	3,346,417	3,919,325	4,797,850	5,342,113
Total	<u>146,012,500</u>	<u>156,854,417</u>	<u>162,164,620</u>	<u>166,758,200</u>	<u>171,704,309</u>
Budget Surplus/(Deficit)	19,084,482	15,373,876	21,030,539	34,780,478	38,791,831
Transfer In	1,918,500	1,951,400	511,286	2,409,000	206,000
Transfers Out	<u>(9,348,500)</u>	<u>(12,278,000)</u>	<u>(15,164,344)</u>	<u>(12,278,400)</u>	<u>(21,009,542)</u>
Change in Fund Balance	<u>11,654,482</u>	<u>5,047,276</u>	<u>6,377,481</u>	<u>24,911,078</u>	<u>17,988,289</u>

Five Year General Fund Forecast

	2014/15 Year End Projection	2015/16 Adopted Budget	2016 / 2017 Forecast	2017 / 2018 Forecast	2018 / 2019 Forecast	2019 / 2020 Forecast
Revenues						
Property Tax	48,400,000	49,610,000	51,346,400	53,400,300	55,536,300	58,313,100
Sales Tax	31,000,000	32,500,000	33,962,500	35,490,800	37,265,300	39,128,600
Transient Occupancy Tax (TOT)	37,100,000	39,140,000	40,901,300	42,741,900	44,879,000	47,123,000
Business Tax	43,000,000	44,000,000	45,320,000	46,770,200	48,407,200	50,343,500
Other Taxes	1,250,000	1,275,000	1,300,500	1,326,500	1,353,000	1,380,100
Subventions and Grants	4,104,000	4,137,636	4,282,500	4,453,800	4,632,000	4,863,600
Licenses and Permits	18,475,000	17,859,207	18,305,700	18,763,300	19,251,100	19,790,100
Fines and Penalties	7,600,000	7,432,738	7,469,900	7,507,200	7,544,700	7,582,400
Use of Money and Property	6,000,000	5,691,122	5,833,400	5,996,700	6,164,600	6,349,500
Charges for Current Services	10,167,139	10,533,897	10,797,200	11,067,100	11,354,800	11,672,700
Internal Service Fund Receipts	-	-	-	-	-	-
Miscellaneous Revenues	3,400,000	1,131,842	1,182,800	1,236,000	1,297,800	1,362,700
	<u>210,496,139</u>	<u>213,311,442</u>	<u>220,702,200</u>	<u>228,753,800</u>	<u>237,685,800</u>	<u>247,909,300</u>
Expenditures						
Salaries and Benefits	89,752,618	94,881,389	98,202,200	101,148,300	104,182,700	107,412,400
Materials and Supplies	2,026,087	2,280,854	2,358,500	2,423,000	2,468,100	2,515,500
Services (less Tourism)	17,118,490	21,419,079	22,669,400	23,293,700	23,948,300	24,660,500
Capital Outlay	1,514,608	806,630	1,177,000	1,209,900	1,244,100	1,281,200
Internal Services	52,387,827	55,236,504	56,992,800	58,547,600	60,167,000	61,938,900
Other Expenses	3,562,566	4,546,817	4,859,000	4,988,900	5,124,400	5,273,800
Tourism & Economic Development	5,342,113	5,591,429	5,843,043	6,105,986	6,411,286	6,731,857
Total	<u>171,704,309</u>	<u>184,762,702</u>	<u>192,101,943</u>	<u>197,717,386</u>	<u>203,545,886</u>	<u>209,814,157</u>
Budget Surplus/(Deficit)	38,791,831	28,548,740	28,600,257	31,036,414	34,139,914	38,095,143
Transfer In	206,000	106,000	6,000	6,000	6,000	6,000
Transfers Out	21,009,542	12,155,759	12,398,874	12,646,852	12,899,789	13,157,784
Change in Fund Balance	<u><u>17,988,289</u></u>	<u><u>16,498,981</u></u>	<u><u>16,207,383</u></u>	<u><u>18,395,563</u></u>	<u><u>21,246,126</u></u>	<u><u>24,943,358</u></u>

**CITY OF BEVERLY HILLS
FINANCIAL FORECAST PARAMETERS
GENERAL FUND**

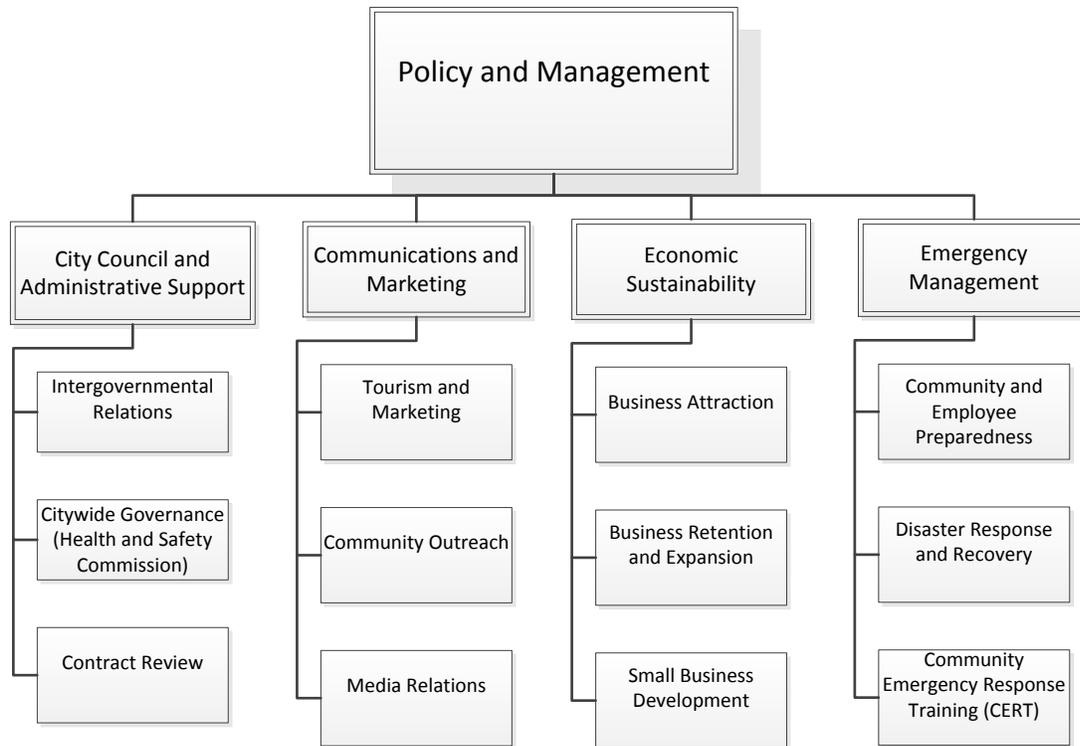
Description	2016/17	2017/18	2018/19	2019/20
Business Taxes	3.0%	3.2%	3.5%	4.0%
Fines/Forfeitures	0.5%	0.5%	0.5%	0.5%
Internal Service Receipts	2.2%	2.3%	2.4%	2.7%
Licenses/Permits	2.5%	2.5%	2.6%	2.8%
Other Taxes	2.0%	2.0%	2.0%	2.0%
Misc. Revenue	2.5%	2.5%	2.6%	2.8%
Property Taxes	3.5%	4.0%	4.0%	5.0%
Sales Tax	4.5%	4.5%	5.0%	5.0%
Service Charges	2.5%	2.5%	2.6%	2.8%
Subventions/Grants	3.5%	4.0%	4.0%	5.0%
Trans. Occupancy. Tax	4.5%	4.5%	5.0%	5.0%
Use of Money/Property	2.5%	2.8%	2.8%	3.0%
Salaries & Benefits	3.5%	3.0%	3.0%	3.1%
Materials/Supplies	2.5%	2.5%	2.6%	2.8%
Contractual Services	2.5%	2.8%	2.8%	3.0%
Capital Outlay	2.5%	2.5%	2.6%	2.8%
Internal Service Funds	2.2%	2.3%	2.4%	2.7%
Other Expense (utilities, etc)	7.0%	7.0%	7.0%	7.0%
Tourism and Mktg	4.5%	4.5%	5.0%	5.0%

Policy and Management



Adopted Budget

Department Organization Chart



Department Mission

Policy and Management provides overall direction and support to eight City departments for the implementation of City Council policy. Through strong leadership, strategic vision and professional management, the Department ensures that City initiatives and operations are cost efficient and effective. The Department sets the highest standard for the development, coordination, and implementation of municipal programs to meet the short and long-term needs of the community.

Changes from Prior Year

- Funding approved to provide ambassador services for a safety and hospitality program in the city’s business areas to address quality of life issues while also engaging local businesses, and acting as a resource to visitors and tourists.
- Continue with Phase II of the Citywide Customer Service initiative to assess the effectiveness of employee training for improved customer service delivery and clear expectations. This initiative will enhance the customer service experience at every level of service within the organization.
- Initiate the community visioning and strategic planning process followed by updating the organizational strategic plan.
- Emergency Preparedness Contractual Services increased to pre-recession levels to provide for professional consulting services to support disaster preparedness efforts.
- Capital Outlay increased to provide for the replacement of Emergency Preparedness equipment and the replacement or refurbishment of conference room/guest chairs.
- Established the Fred Cunningham Award for Distinguished Service to periodically recognize exceptional employees who demonstrate dedication and love for the community.

Department Personnel

Full Time Positions	FY 2013/14 Adopted	FY 2014/15 Adopted	FY 2015/16 Adopted
Total Full Time Positions	18.20	18.20	18.20 ¹

Part Time Positions (FTE)	FY 2013/14 Adopted	FY 2014/15 Adopted	FY 2015/16 Adopted
Total Part Time Positions	0.50	0.48	0.48

¹ The 18.20 full time positions include the City Council Members and City Treasurer. However, only 12.20 department staff positions are allocated to the work programs.

Department Budget

Revenue by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Intergovernmental Revenues	0	20,000	20,000	0.0%
Use of Money and Property	9,968	20,000	20,000	0.0%
Internal Service Fund Receipts	6,961,370	7,007,594	7,277,029	3.8% ¹
Miscellaneous Revenues	15,286	34,500	15,000	-56.5% ²
Total Revenues	6,986,624	7,082,094	7,332,029	3.5%

Expenditure by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Salaries and Benefits	2,701,712	2,612,139	2,687,834	2.9% ³
Materials and Supplies	38,583	60,300	62,800	4.1%
Contractual Services	510,174	917,300	924,360	0.8%
Capital Outlay	3,543	32,772	63,330	93.2% ⁴
Internal Service Fund Charges	3,248,197	3,436,427	3,304,244	-3.8% ⁵
Other Charges	257	92	44	-52.2% ⁶
Grant Funded Expenditures	30,420	0	0	--
Total Expenses	6,532,886	7,059,030	7,042,612	-0.2%

¹ Internal Service Fund Receipts increased in relation to the increase in Internal Service Fund Charges.

² Miscellaneous Revenues decreased due to a change in reflecting revenue associated Tourism and Marketing in the Non-Departmental program rather than in this department.

³ Salaries and Benefits increased due to the approval of a reclassification of a position, and increases in current MOU related costs including retirement costs.

⁴ Capital Outlay increased this year to provide for the replacement or refurbishment of conference room/guest chairs. This expense will vary from year to year.

⁵ Internal Service Fund Charges decreased primarily due to a reduction in Facilities Operations, Facilities Replacements, Information Technology, and Compensated Absences charges to this department.

⁶ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

Abbreviations denoting the source(s) of City policy and priority are designated at the end of each work plan. Below is the legend for these work plan sources:

CP = City Council Priority

DI = Department Initiative

EcS = Economic Sustainability

EnS = Environmental Sustainability

GP = General Plan

SP = Strategic Plan

HS = Homeland Security Strategic Plan

001 - City Council and Administrative Support**Description**

Provides support for the City Council and the operation of the City. Responsibilities of the City Council include setting policy and enacting local legislation, approving City programs, adopting the City's budgets, and establishing the City's legislative agenda. City Council and Administrative Support also encompasses the subprogram Citywide Governance, which, in this department, provides support to the City Council (including staff support for Council Committees) and the Health and Safety Commission.

Program Goal

Implement the policy direction of the City Council by ensuring their goals and objectives are achieved in a timely manner;

Oversee the management of the organization by facilitating efficient, effective, and mission-driven day-to-day operations of City departments;

Develop and coordinate strategies, goals, and objectives to guide the organization for the next five years and beyond;

Implement the City Council's legislative agenda by managing the City's Federal and State legislative efforts;

Coordinate the annual City Council Priority Setting Exercise for selection of citywide initiatives;

Lead the City's development of policy recommendations by providing leadership to multi-departmental efforts on high priority projects such as organizational development, legislative advocacy, and regional collaborations;

Facilitate responses to citizen inquiries in a timely fashion;

Advocate prudent fiscal planning by developing and implementing Citywide and departmental operating and capital improvement budgets; and

Support a Health and Safety Commission mandated by the City Council to strive to maintain and enhance the health and safety of the community.

Ongoing Tasks

- Assist the City Council with formulating policy by conducting research and coordinating the legislative process including establishment of Council meetings, agendas, and review of department reports and recommendations submitted for council action.

001 - City Council and Administrative Support**Ongoing Tasks**

- Encourage intergovernmental communication through collaboration with the Westside Cities Council of Governments and League of California Cities.
- Promote the City's legislative agenda by managing the City's Federal and State legislative efforts and supervising lobbying firms contracted by the City.
- Promote the City's best interests by participating in outreach and communication with local and regional public agencies.
- Secure grant funds for transportation, homeland security, and other City Council priorities by coordinating the City's interdepartmental efforts.
- Foster efficiency by monitoring organizational development and staff training programs and examine the feasibility of implementing alternative work schedules.
- Collaborate with human resources, department heads, and a cross-section of employees to expand and communicate established processes that are consistent and equitable.
- Advocate prudent fiscal planning through the development and implementation of Citywide and departmental operating and capital improvement budgets.
- Cultivate organizational leadership by facilitating, coordinating, monitoring, and overseeing departmental operations and multi-departmental projects.
- Facilitate responses to citizen inquiries, manage department's Ask Bev cases, and coordinate citywide efforts to examine new and collaborative ways to solicit customer feedback.
- Advance efficiency and effectiveness in customer service through day-to-day administrative support to the City Council, Policy and Management staff, and the general public.
- Support the Health and Safety Commission and its mission and work plans, coordinate meetings, prepare and distribute of packets, schedule and post meeting, write and post meeting minutes, and other administrative duties to support the Commission.
- Provide a staff liaison to the Health and Safety Commission to coordinate and support the work plan, priorities, goals and other related projects and to work with department liaisons to ensure a multi-departmental approach.
- Coordinate annual City Council Priorities Session.
- Review of City contracts (less than \$50,000) for form, best practices, and coordination.
- Coordinate with Beverly Hills Unified School District to identify revenue generating projects to replace oil drilling revenues, which discontinue in 2016.

001 - City Council and Administrative Support

Work Plan

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

48000101 Oversee and coordinate the implementation of the City Council priorities developed in December 2014. (SP)

48000101 Continue to evaluate Citywide and individual department implementation efforts related to the 2011-2012 Employee Satisfaction Analysis and conduct a follow-up survey. (SP)

48000101 Implement a “Step Up” program to honor residents who have been active within the community. (SP)

48000101 Establish a Mayor’s Task Force with members and Council Liaisons. (SP)

48000101 Coordinate and staff the Mayor’s initiatives for town hall meetings. (SP)

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

48000101 Complete the analysis of Phase II in the "Customer Service Enhancement" Project. Evaluate customer service training program success, continue to develop recommendations, and identify business process enhancements to support organizational improvements. (DI, SP, CP)

48000101 Complete coordination of consulting services to conduct performance audit for the Administrative Services Department. (DI, SP)

48000101 Work with Capital Assets Department on coordinating with the school district to identify projects to replace oil well revenues when the lease is discontinued in 2016.

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

48000104 Continue assisting the Office of Emergency Management in developing disaster stakeholder relationships, education, resources, and city resiliency efforts. (DI)

Full Time Positions	FY 2015/16 Adopted
Assistant City Manager	0.50
City Manager	1.00
City Treasurer	1.00
Councilmember	5.00

001 - City Council and Administrative Support

Full Time Positions	FY 2015/16 Adopted
Deputy City Manager	0.25
Deputy City Manager – Capital Assets	0.10
Director of Emergency Management	0.25
Executive Assistant I	0.80
Executive Assistant II	0.35
Office Assistant III	0.50
Office Manager	0.75
Marketing and Economic Sustainability Manager	0.10
Senior Management Analyst	0.50
Total Full Time Positions	11.10
Total Staffing	FY 2015/16 Adopted
Total Number of Employees	11.10

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48000101	Average number of days that it takes City Council related email or phone requests from either residents and/or business owners to be resolved by Policy and Management staff	2	2	2
48000101	Citywide dollar value of grant funds secured through interdepartmental coordination	\$820,699	\$984,180	\$1.5M
48000101	Citywide contracts (less than \$50,000) returned to departments in four days or less	100%	83%	100%
48000101	City Council Liaison and Ad Hoc Committees Coordinated	140	144	150
48000101	Average number of days that it takes 'Ask Bev' requests to be resolved by City staff	4	4	3
48000101	Number of outreach efforts completed by the Health and Safety Commission on key health issues facing the Community	new	12	14

001 - City Council and Administrative Support

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Miscellaneous Revenues	0	0	0	--
Total Revenues	0	0	0	--
Expenditure by Category				
Salaries and Benefits	1,359,539	1,305,564	1,328,082	1.7% ¹
Materials and Supplies	25,240	35,100	37,600	7.1%
Contractual Services	412,165	510,300	508,080	-0.4%
Other Charges	144	52	26	-50.0% ²
Grant Funded Expenditures	29,970	0	0	--
Total Expenses	1,827,058	1,851,016	1,873,788	1.2%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
48000101 - City Council and Administrative Support	1,716,529	1,729,984	1,753,886	1.4%
48000103 - Council Installation	29,970	40,200	40,200	0.0%
48000104 - Citywide Governance - Policy and Management	80,558	80,832	79,702	-1.4%
Total Expenses	1,827,058	1,851,016	1,873,788	1.2%

¹ Salaries and Benefits increased due to MOU related increases and an increase in retirement costs. Also, a small decrease in staff allocation to this program shifted some of the increased costs to other programs.

² Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

011 - Economic Sustainability**Description**

Manage and provide a broad range of program initiatives aimed at sustaining Beverly Hills as a premier destination for visitors and a prime location for business.

Program Goal

To sustain and grow Beverly Hills as a premier destination for tourists and a prime location for business through a variety of business attraction, retention and expansion programs and through the implementation of program priorities as outlined in the five-year Economic Sustainability Plan.

Ongoing Tasks

- Participate in economic sustainability initiatives and maintain momentum of Economic Sustainability Plan efforts.
- Coordinate with the Chamber of Commerce on the planning, execution, and post-trip follow-up for the annual New York Business Attraction and Retention Mission.
- Coordinate with the Chamber of Commerce on a variety of business attraction, outreach and retention programs.
- Act as Liaison to merchant associations and other business groups.
- Develop and disseminate a variety of economic summary and other base economic data to provide business community and public with information about the City.
- Manage the program budget; monitor revenues and expenditures.
- Serve as staff liaison to Small Business Task Force.

Work Plan

Vision Statement #5: Beverly Hills is known internationally for its alluring and distinctive hotels, retail stores, restaurants, and entertainment and headquarter businesses.

48001101 Continue to collaborate with Human Services and Police Department to explore options to address quality of life and panhandling issues in city's business areas.

48000101 Explore award and recognition programs as they relate to key economic development and business improvement efforts.

48001101 Work with Chamber of Commerce and property owners to explore new opportunities for Business Improvement District (BID) creation in the city.

48001101 Continue 60-Second Shout-Out business recognition program at City Council meetings.

48001101 Coordinate business retention meetings with Chamber of Commerce and Mayor.

011 - Economic Sustainability

Full Time Positions		FY 2015/16 Adopted
Assistant City Manager		0.20
Community Outreach Manager		0.10
Deputy City Manager		0.10
Deputy City Manager – Capital Assets		0.10
Executive Assistant I		0.10
Executive Assistant II		0.25
Marketing and Economic Sustainability Manager		0.40
Office Manager		0.10
Senior Management Analyst		0.25
Total Full Time Positions		1.60
Total Staffing		FY 2015/16 Adopted
Total Number of Employees		1.60

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48001101	Percentage of Economic Development Inquiries responded to within 48 Hours	N/A	N/A	95%
48001101	Business Outreach Meetings Held	23	20	40
48001101	Office Vacancy Rate	10%	8.3%	7%
48001101	Retail Vacancy Rate	11.9%	3.2%	3%

011 - Economic Sustainability

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Use of Money and Property	9,968	20,000	20,000	0.0%
Miscellaneous Revenues	10,453	15,000	15,000	0.0%
Total Revenues	20,421	35,000	35,000	0.0%
Expenditure by Category				
Salaries and Benefits	348,707	305,611	292,742	-4.2% ¹
Materials and Supplies	615	2,800	2,800	0.0%
Contractual Services	11,357	49,100	48,680	-0.9%
Other Charges	48	17	8	-52.9% ²
Total Expenses	360,727	357,528	344,230	-3.7%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
48001101 - Economic Sustainability	360,727	357,528	344,230	-3.7%
Total Expenses	360,727	357,528	344,230	-3.7%

¹ Salaries and Benefits decreased due to a reduction in some benefits elections by employees in this program.

² Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

041 - Emergency Management**Description**

The Office of Emergency Management, in coordination and collaboration with all City departments, strengthens the City's ability to prepare for, mitigate against, respond to, and recover from an emergency or disaster.

Program Goal

Strengthen the employees', residents', and business community's ability to prepare for, mitigate against, respond to, and recover from an emergency or disaster;

Promote and encourage life safety, mitigation, and emergency preparedness in the community and to all employees; and

Strengthen City departments' ability to respond to and recover from an emergency or disaster, including conducting training and exercises, maintaining systems, supplies and other logistical items, and coordinating with external agencies and organizations. Coordinate the City's Homeland Security and Emergency Management Program.

Ongoing Tasks

- Ensure life safety and security of all City facilities by maintaining and developing Employee Emergency Response Teams (EERT) and holding facility drills.
- Increase employee awareness and preparedness by writing articles in the employee newsletter, providing pamphlets, through posters and department trainings by the Employee Emergency Response Teams (EERT), with new employee disaster packets, and through the annual employee preparedness pledge drive.
- Make our community stronger and better prepared to be self-sufficient after a disaster by supporting all City Volunteer groups: Community Emergency Response Training (CERT), Disaster Communications System (DCS), and Volunteers in Policing Services (VIPS).
- Hold Community Emergency Response Training (CERT) classes for the community and businesses.
- Strive to maintain and improve public/community awareness by providing health, safety, and disaster preparedness information to the business and residential community via telephone, speaking engagements, community event outreach, press releases, AM radio, cable TV, posters in parking structures and Recreation and Parks centers, Neighborhood Watch, and other outreach programs.
- Test the Emergency Operations Plan through a variety of tasks, activities, trainings, and exercises.

041 - Emergency Management**Ongoing Tasks**

- Strengthen the City's ability to respond and recover from an emergency or disaster by maintaining the Emergency Operations Center (EOC) and its components; developing, implementing and facilitating trainings, drills, and exercises.
- Promote community and City resiliency.
- Keep current all disaster-related manuals, lists, rosters, checklists, supplies, and containers.
- Interface and plan with all levels, including, but not limited to, departments of the Federal, State, County, and surrounding city governments, Beverly Hills Unified School District, Maple Counseling Center, utility companies, relief agencies such as the American Red Cross, community groups, faith-based organizations, and local businesses.
- Increase all departments' ability to prepare, mitigate, respond and recover by assisting and supporting departments on special projects, work plan items, trainings, and planning exercises.
- Conduct multi-department and stakeholder training programs.
- Develop and support logistical and technological resources that support disaster preparedness, operations and recovery that includes purchasing, maintaining and stockpiling supplies and resources, software, materials, equipment and other technology. (CP)
- Maintain, update, and ensure compliance and coordination of the City's Emergency Operations Plan, the City's Hazard Mitigation Plan and the City's Homeland Security and Emergency Management Plan.
- Continue developing and strengthening inter-jurisdictional coordination and cooperation in the areas of public safety and emergency services.
- Continue developing disaster stakeholder relationships, education and resources to provide resources and assistance in a disaster. (DI, HS)

Work Plan

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

- 48004102 Implement a Business Disaster Certification Program. (CP)
- 48004102 Using the Rockefeller City Resilience Framework, study ways to increase the city's resiliency levels.
- 4804102 Develop with all departments a business continuity plan.
- 4804102 Update the City's Hazard Mitigation Plan 2016-2021.

041 - Emergency Management

Full Time Positions		FY 2015/16 Adopted
Assistant City Manager		0.10
Community Outreach Manager		0.10
Director of Emergency Management		0.75
Executive Assistant II		0.25
Marketing and Economic Sustainability Manager		0.10
Office Assistant III		0.45
Office Manager		0.10
Public Information Manager		0.05
Senior Management Analyst		0.15
Total Full Time Positions		2.05
Total Staffing		FY 2015/16 Adopted
Total Number of Employees		2.05

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48004101	Percent of 16 manuals and plans written or kept updated	100%	100%	100%
48004101	Percent increase of new registrations into the Emergency Mass Notification system	8%	10%	10%
48004101	Percent increase of new city/business partnerships established for use during an emergency	25%	15%	15%

041 - Emergency Management

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Miscellaneous Revenues	4,833	20,000	20,000	0.0%
Total Revenues	4,833	20,000	20,000	0.0%
Expenditure by Category				
Salaries and Benefits	309,508	318,190	341,289	7.3% ¹
Materials and Supplies	11,038	14,200	14,200	0.0%
Contractual Services	46,106	60,800	71,160	17.0% ²
Capital Outlay	3,543	10,000	10,000	0.0%
Other Charges	22	8	3	-62.5% ³
Grant Funded Expenditures	450	0	0	--
Total Expenses	370,667	403,198	436,652	8.3%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00104101 – Disaster Response and Recovery Grants	450	0	0	--
48004101 - Disaster Response and Recovery	189,814	184,185	211,836	15.0%
48004102 - Community and Employee Preparedness	168,926	174,112	195,318	12.2%
48004104 - Community Emergency Response Team-CERT	11,477	44,902	29,498	-34.3%
Total Expenses	370,667	403,198	436,652	8.3%

¹ Salaries and Benefits increased due to MOU related increases, an increase in retirement benefits costs, and also due to a reallocation of staff time to this program.

² Contractual Services increased to pre-recession levels to provide for Emergency Preparedness professional consulting services to support disaster preparedness efforts.

³ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

083 - Communications and Marketing**Description**

Implement the City's Strategic Communications Plan. The Plan's objectives are to: a) increase community knowledge of City programs and services; b) enhance relationships with local, regional, and national media outlets; and, c) ensure employees understand the goals established by City management so their actions help achieve success. Plan and administer a comprehensive and coordinated marketing and special events program aimed at enhancing the City's reputation as one of the nation's top cities to visit and conduct business in. Be prepared to provide accurate and timely information to the public and media in the event of an emergency or disaster. Develop and implement strategies for effective internal and external communications through the Ombudsman and City newsletter.

Program Goal

Engage the public and key decision-makers regarding City's initiatives, particularly on issues highly significant to the community;

Develop and implement strategies for effective internal and external communications;

Manage relationships with key media outlets and publications in an effort to enhance news coverage of the City and the visibility of key City programs and services;

Provide key internal communication programs to City employees and enhance employees' knowledge of City initiatives; and

Design and implement strategies to strengthen the marketing-related initiatives sponsored by the City and its community-based partner organizations including the Chamber of Commerce and Conference and Visitors Bureau, among others.

Ongoing Tasks

- Establish positive relationships with key community leaders through targeted initiatives, events, and community forums.
- Enhance news coverage of the City by promoting positive working relationships with the media, including local, trade, regional and national reporters and editors.
- Enhance the City's website with new content, eGov applications, and social media.
- Manage social media program utilizing recent advancements and technological opportunities to promote the City's programs and key messages.

083 - Communications and Marketing**Ongoing Tasks**

- Participate in City disaster exercises.
- Produce key messages and communication materials for senior City officials.
- Generate visibility of the City by developing media pitches and key message platforms for high-profile City projects, issues and programs.
- Foster employee awareness of City management goals by maintaining internal communications tools such as The Bevy, employee newsletter, and others.
- Enhance community awareness of City programs by managing key special events such as installations, naming ceremonies, etc.
- During election periods, coordinate City Council candidate orientation and City-sponsored forums.
- Manage City's agreement with the Beverly Hills Conference and Visitors Bureau for development and implementation of comprehensive tourism development and visitor marketing programs to maintain and grow Beverly Hills as a prime destination for visitors.
- Manage City's agreement with the Rodeo Drive Committee for special event and marketing programs such as Walk of Style, and Concours d'Elegance - Father's Day Car Show.
- Manage City's Holiday Décor and Lighting Program to provide comprehensive events and décor designed to promote the city as a destination for shopping and dining during the holiday season.
- Leverage and enhance the Beverly Hills brand through strategic partnerships and programs. Coordinate inquiries and requests for use of the Beverly Hills Shield and manage potential infringements.
- Transition the Ombudsman program under the Community Services Department.
- Provide additional outreach/communications by re-establishing the City's community-wide newsletter to residents and businesses.

Work Plan

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

48008302 Continue maintaining strong media relationships with key local outlets.

48008302 Continue the 60-Second Shout-Out for residents. (DI)

083 - Communications and Marketing

Vision Statement #2: Beverly Hills is a world-class community, offering an extraordinary environment, activities, and events.

48008302 Prepare outreach and communications plan in conjunction with community visioning/strategic plan.

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

48008303 Continue to expand use of social media platforms. (DI, SP)

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

48008302 Work directly with the Office of Emergency Management to enhance the City's ability to communicate with the public during and following a disaster. (HS)

Full Time Positions	FY 2015/16 Adopted
Assistant City Manager	0.20
Community Outreach Manager	0.90
Deputy City Manager	0.65
Executive Assistant I	0.10
Executive Assistant II	0.15
Marketing and Economic Sustainability Manager	0.40
Office Assistant III	0.05
Office Manager	0.05
Public Information Manager	0.95
Total Full Time Positions	3.45
Part Time Positions (FTE)	FY 2015/16 Adopted
Program Operations Specialist	0.48 ¹
Total Part Time Positions	0.48
Total Staffing	FY 2015/16 Adopted
	3.93

¹ Program Operations Specialist is a two-year, limited-term position.

083 - Communications and Marketing

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48008303	Increase year over year percentage of new subscribers to City social media outreach tools	100%	100%	100%
48008303	Increase year over year percentage of articles that result from media outreach	200	200	200
48008303	Increase year over year percentage of City website unique visitors	20%	30%	30%

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Salaries and Benefits	683,958	682,774	725,721	6.3% ¹
Materials and Supplies	1,691	8,200	8,200	0.0%
Contractual Services	40,547	297,100	296,440	-0.2%
Other Charges	42	15	7	-53.3% ²
Total Expenses	726,238	988,089	1,030,368	4.3%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
48008302 - Communications	329,883	502,422	544,392	8.4%
48008303 - Marketing	396,355	485,667	485,976	0.1%
Total Expenses	726,238	988,089	1,030,368	4.3%

¹ Salaries and Benefits increased due to the reclassification of the Public Information Manager, MOU related increases, and an increase in retirement benefits costs.

² Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

099 - Equipment Replacement

Description

Equipment replacement refers to the acquisition of furniture, fixtures, machinery, equipment, and other relatively minor general fixed assets. Generally, an item that has an estimated life of two years or more, and a unit cost of \$1,000 to \$25,000 or more, should be classified under an appropriate capital outlay account.

Program Goal

Effectively and efficiently account for all replacement of equipment.

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Capital Outlay	0	22,772	53,330	134.2% ¹
Total Expenses	0	22,772	53,330	134.2%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
40009901 - Equipment Replacement Program (Department 010)	0	22,772	53,330	134.2%
Total Expenses	0	22,772	53,330	134.2%

¹ Capital Outlay has increased this year to provide for the replacement of Emergency Preparedness equipment and the replacement or refurbishment of conference room/guest chairs. This expense will vary from year to year.

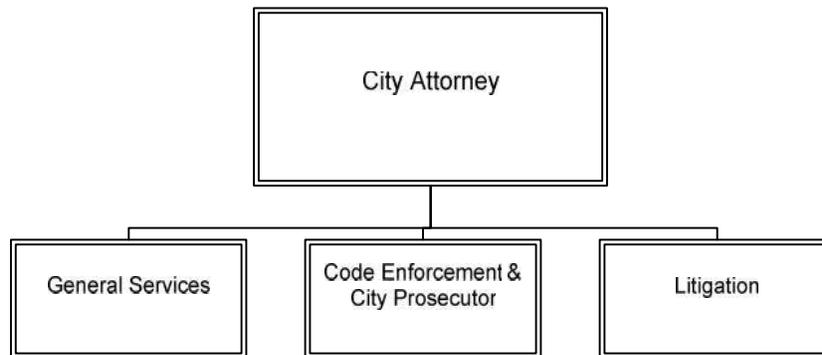


City Attorney



Adopted Budget

Department Organization Chart



Department Mission

The mission of the City Attorney's Office is to provide or oversee high quality legal services for the City Council, City officials, departments, boards, and commissions in the conduct of City business; to represent the City before judicial and administrative proceedings; and to prosecute Municipal Code violations occurring in the City.

Changes from Prior Year

- No substantial changes from prior year.

Full Time Positions	FY 2013/14 Adopted	FY 2014/15 Adopted	FY 2015/16 Adopted
Total Full Time Positions	0.00*	0.00*	0.00*

Part Time Positions	FY 2013/14 Adopted	FY 2014/15 Adopted	FY 2015/16 Adopted
Total Part Time Positions	0.00*	0.00*	0.00*

*Employees of contracted legal firms staff the City Attorney's Office.

Revenue by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Internal Service Fund Receipts	2,653,433	3,205,778	2,650,635	-17.3% ¹
Miscellaneous Revenues	19,896	0	0	-
Total Revenues	2,673,329	3,205,778	2,650,635	-17.3%

¹ The decrease in Internal Service Fund Receipts is due to a reduction in PAL Receipts to the City Attorney’s Office.

Expenditure by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Materials and Supplies	10,716	17,500	17,500	0.0%
Contractual Services	2,116,783	3,036,800	2,475,800	-18.5% ²
Internal Service Fund Charges	152,819	144,818	151,296	4.5% ³
Other Charges	1,383	45	21	-53.3% ⁴
Total Expenses	2,281,701	3,199,163	2,644,617	-17.3%

² The reduction in contractual services is due to a one-time budget enhancement that was approved in Fiscal Year 2014/15.

³ The increase in Internal Service Fund Charges is mostly due to increases in Facilities Replacement charges and IT Operations charges.

⁴ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

Abbreviations denoting the source(s) of City policy and priority are designated at the end of each work plan. Below is the legend for these work plan sources:

- CP = City Council Priority
- DI = Department Initiative
- EcS = Economic Sustainability
- EnS = Environmental Sustainability
- GP = General Plan
- HS = Homeland Security
- SP = Strategic Plan

005 - Legal Services

Description

The City Attorney's office provides, or oversees, legal support and advice to the City Council, City officials, and City departments. In addition, the office provides or oversees legal representation in all civil litigation matters in which the City is a party. The City Prosecutor enforces the laws of the Beverly Hills Municipal Code through the prosecution of misdemeanor criminal offenses.

Program Goal

Provide high quality legal support to the City Council and all City departments.

Ongoing Tasks

- Render legal advice and legal opinions to the City Council, City officials, and City departments.
- Preparation of various types of legal documents including but not limited to ordinances, agreements, easements, resolutions, and opinions.
- Attend City Council, Planning Commission, and department meetings. Attend other commission meetings and City meetings as requested by staff.
- Provide/oversee legal representation in civil matters to which the City is a party.
- Work with Building and Safety to handle code enforcement matters including informal resolutions and civil and criminal prosecution.
- Provide training and educational sessions for City officials and City employees on the Brown Act, Public Records Act, Conflict of Interest laws, negotiating and drafting agreements, and drafting resolutions.
- Provide legal updates to the City Council and City staff of new legal developments and their potential impact on City operations, laws, and policies.
- Assist Community Development department in achieving compliance of property maintenance standards, nuisance abatement, and business tax regulations.

005 - Legal Services

Work Plans

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

48000501 Review and update regulations regarding First Amendment protected parades and assemblies in public right of way. (DI)

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48000501	Provide training and educational sessions four times per fiscal year	4	4	4
48000501	Review contracts within two weeks of receiving all material from City staff	90%	90%	90%
48000501	Attend weekly Department Head meetings and quarterly Department Head/Senior Management meetings	95%	100%	100%
48000501	Provide updates to the City Council and City staff on changes in the laws affecting the City, as necessary	2 times	2 times	2 times
48000501	Prepare Ordinances upon City Council/City Staff direction in time for scheduled Council meeting	100%	100%	100%
48000502	File or abate 100% of code Enforcement cases referred	100%	100%	100%

005 - Legal Services

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Miscellaneous Revenue	19,896	0.00	0.00	--
Total Revenues	19,896	0.00	0.00	--
Expenditure by Category				
Materials and Supplies	10,716	17,500	17,500	0.0%
Contractual Services	2,116,783	3,036,800	2,475,800	-18.5% ¹
Other Charges	1,383	45	21	-53.3% ²
Total Expenses	2,128,882	3,054,345	2,493,321	-18.4%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
48000501 - General Services	1,083,347	1,181,655	1,217,747	3.1% ³
48000502 - Code Enforcement	315,720	300,015	350,007	16.7% ⁴
48000503 – Non-Tort Litigation	729,815	1,572,675	925,567	-41.1% ^{3,4}
Total Expenses	2,128,882	3,054,345	2,493,321	-18.4%

¹ The reduction in Contractual Services is due to a one-time budget enhancement that was approved in Fiscal Year 2014/15, in the Non-Tort Litigation subprogram .

² Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

³ The increase in funds in General Services is due to moving funds out of Non-Tort Litigation and into General Services.

⁴ The increase in Code Enforcement is due to moving funds out of Non-Tort Litigation and into Code Enforcement.

099 - Equipment Replacement

Description

Equipment replacement refers to the acquisition of furniture, fixtures, and equipment with an estimated life of two years or more, and a unit cost of \$1,000 to \$25,000.

Program Goal

Effectively and efficiently account for all replacement of equipment.

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Total Expenses	0	0	0	--

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Total Expenses	0	0	0	--

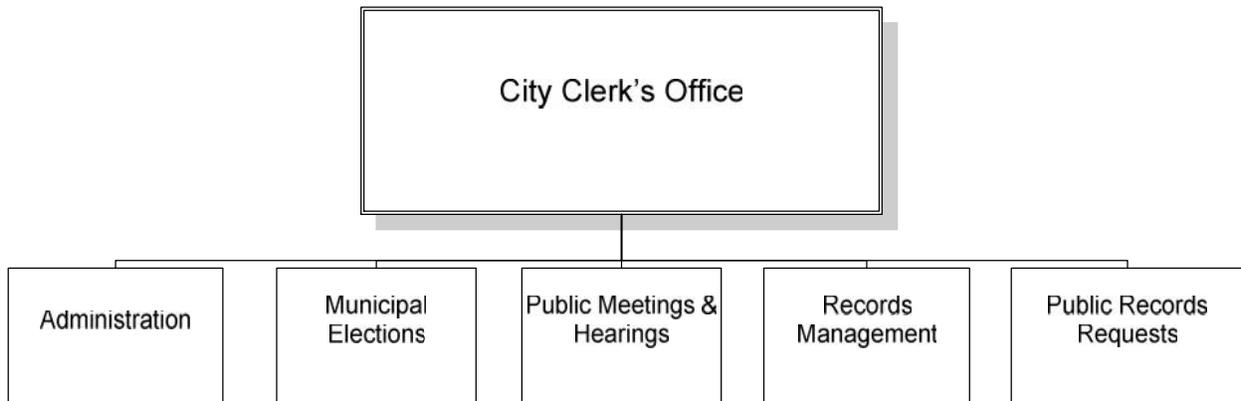
There is no scheduled equipment replacement this year.

City Clerk



Adopted Budget

Department Organizational Chart



Department Mission

The mission of the City Clerk's office is to administer the democratic processes of the City of Beverly Hills such as the municipal elections, City Council meetings, City records and all legislative actions ensuring transparency to the public in an ethical, professional and impartial manner.

Changes From Prior Year

- No election fees for FY 15/16
- Deputy City Clerk position upgraded to Assistant City Clerk

Full Time Positions	FY 2013/14 Adopted	FY 2014/15 Adopted	FY 2015/16 Adopted
Total Full Time Positions	5.00	5.00	5.00

Part Time Positions	FY 2013/14 Adopted	FY 2014/15 Adopted	FY 2015/16 Adopted
Total Part Time Positions	0.00	0.00	0.00

Revenue by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Service Fees & Charges	51	500	500	0.0%
Internal Service Fund Receipts	1,551,069	1,840,103	1,884,938	2.4%
Miscellaneous Revenues	700	3,850	3,850	0.0%
Total Revenues	1,551,820	1,844,453	1,889,288	2.4%

Expenditure by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Salaries & Benefits	730,082	747,391	769,193	2.9%
Materials And Supplies	16,593	11,460	11,460	0.0%
Contractual Services	71,665	240,094	263,861	9.9% ¹
Capital Outlay	1,795	26,684		--
Internal Service Fund Charges	842,379	751,496	834,830	11.1% ²
Other Charges	78	28	13	-53.6%
Total Expenses	1,662,593	1,777,153	1,879,357	5.8%

¹ Contractual Services increased due to budget enhancements for campaign filing software and commission management software purchases.

² Internal Service Charges increased primarily due to no charge for compensated absences in the FY 2014/15 budget.

014 - Administration

Description

The Administration program provides support to the City Council and other City departments in order to provide service to customers both internally and externally in an efficient and effective manner. The program is also responsible for providing and coordinating the resources necessary to conduct the day to day operations of the City Clerk's Office.

Program Goal

Maintain official records, ordinances, resolutions, contracts, and other documents for the City to ensure access to accurate records;

Ongoing Tasks

- Disseminate and process all action reminders to City departments on a bi-monthly basis.
- Affix City seal on proclamations, retirement certificates, etc. within the timeframe needed for distribution.
- Administer and record Conflict of Interest Filings for designated City staff, Council, and Commissioners (includes assuming office, annual and leaving office) by mandated deadlines.
- Handle all calls received for the main information line into the City by direct response or routing to the appropriate department.
- Ensure telephone calls made to the City Clerk's office are handled in prompt and courteous manner.
- Update and distribute the Commission listing on a quarterly basis.
- Administer and file oaths of office upon request or date needed.
- Accept and process all claims and legal process against the City within the day received.
- Maintain the Citywide Administrative Regulations and disseminate to all departments within a one week cycle of update(s) received.
- Coordinate the Commission recruiting process on average within six months to ensure all vacancies are filled so there are no gaps in coverage.
- Assist customers at the public counter to resolution.
- Provide day-to-day-support and service to departments in terms of research, answering questions, and providing documents within 48 hours of the request.
- Process and maintain City contracts, covenants, easements and deeds within a two-week cycle to ensure accurate records.

014 - Administration

- Coordinate update of Beverly Hills Municipal code on a quarterly basis.
- Strengthen the department's ability to respond to and recover from an emergency or disaster by participating in Emergency Management related trainings, meetings, exercises, workshops, and special events.
- Notarize City documents in a timely fashion and arrange for recordation with the County recorder and dissemination of documents upon recordation.
- Staff participating in citywide training programs.
- Enhance succession planning by continuing to provide training opportunities for City Clerk staff.

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

48001401 Continue to develop and implement an internal automated City Council agenda management system. (SP, EnS)

48001401 Complete Management Analyst desk manual to capture institutional knowledge. (SP)

Full Time Positions	FY 2015/16 Budget
City Clerk	0.70
Assistant City Clerk	0.45
Management Analyst	0.50
Executive Assistant I	0.95
Total Full Time Positions	2.60
Total Staffing	FY 2015/16 Budget
Total Number of Employees	2.60

*Personnel allocations changed from last year due to the non- election year.

014 - Administration

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48001401	Seals on Proclamations, Retirement Certificates, etc.	267	267	294
48001401	Conflict of Interest forms processed	305	230	255
48001401	Telephone calls	20,015	20,988	23,087
48001401	Process agreements	654	597	657
48001401	Notarization of documents	133	128	141

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Service Fees & Charges	51	500	500	0.0%
Miscellaneous Revenues	59	2,050	2,050	0.0%
Total Revenues	110	2,550	2,550	0.0%
Expenditure by Category				
Salaries and Benefits	415,291	300,037	413,253	37.7% ¹
Materials and Supplies	13,964	6,910	6,910	0.0%
Contractual Services	67,967	98,194	97,474	-0.7%
Capital Outlay	1,795			0.0%
Other Charges	40	15	13	-13.3%
Total Expenses	499,057	405,156	517,650	27.8%

¹ Salaries and Benefits increased primarily due to the reallocation of staff from the Municipal Elections program to the Administration program, during this non-election year.

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
48001401 - City Clerk Administration	499,057	405,156	517,650	27.8%
Total Expenses	499,057	405,156	517,650	27.8%

091 - Municipal Elections

Description

Provide City of Beverly Hills residents with an election process in accordance with the State of California Elections Code which forms the foundation of our democratic system of government.

Program Goal

Ongoing Tasks

- There is no scheduled election for FY 2015/16.

Full Time Positions	FY 2015/16 Budget
City Clerk	0.00
Assistant City Clerk	0.00
Management Analyst	0.00
Executive Assistant I	0.00
Total Full Time Positions	0.00
Total Staffing	FY 2015/16 Budget
Total Number of Employees	0.00

¹ Personnel allocations changed from last year due to the election year.

091 - Municipal Elections

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48009101	Number of ballots cast	0	N/A	N/A
48009101	Number of vote by mail ballots mailed	0	N/A	N/A
48009101	Number of vote by mail ballots cast	0	N/A	N/A

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Miscellaneous Revenues	174	0	0	--
Total Revenues	174	0	0	--
Expenditure by Category				
Salaries & Benefits	1,100	183,931	1,224	-99.3% ¹
Materials And Supplies		1,550	1,550	0.0%
Contractual Services		102,700	121,187	18.0%
Total Expenses	1,100	288,181	123,961	-43.0%

¹ Salaries and Benefits decreased due to the reallocation of staff to other programs during this non-election year.

² Contractual services increased to fund the purchase of campaign filing software.

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
48009101 - Municipal Elections	1,100	288,181	123,961	-43.0%
Total Expenses	1,100	288,181	123,961	-43.0%

092 - Public Meetings and Hearings

Description

The Public Meeting and Hearings program prepares and produces City Council Formal and Study Session meeting agendas, agenda packets, hearing notices, synopses and minutes. In addition, this fulfills legal processing procedures for resolutions, ordinances and contracts.

Program Goal

Assemble and distribute City Council packets in a timely manner to enable the Council to make decisions on behalf of the City of Beverly Hills;

Ongoing Tasks

- Assemble and distribute City Council packets in a timely manner to enable the Council to make decisions on behalf of the City of Beverly Hills.
- Meet legal deadlines 100% of the time each month for legal notice publications by efficiently gathering documents from departments requiring public notification.
- Assemble and produce packets for every Formal and Study Session Council meeting for the City Council and departments in hard copy and post regular, adjourned and special meeting notices in accordance with internal procedure and the Brown Act.
- Maintain a comprehensive index that captures 100% of the above proceedings and all ordinances, resolutions and agreements within a two week cycle of the meetings.
- Attend 100% of study sessions and formal Council meetings and produce minutes from the meetings within two weeks of the meetings.
- Post Study Session, Closed Session, regular and adjourned Formal meeting agendas (with attachments) on the Internet upon the completion of the packet the Friday preceding the Tuesday Council meeting.
- Continue Granicus training to utilize the live streaming video system that enables digital recording of City Council meetings so the public has access to live and archived meetings.

Work Plan

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

48009201 Continue to create an agenda procedure manual for new Legislative Management Suite in Granicus. (SP)

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

48009201 Continue to develop and successfully implement an internal automated City Council agenda management system. (SP, EnS)

092 - Public Meetings and Hearings

Full Time Positions		FY 2015/16 Budget
City Clerk		0.20
Assistant City Clerk		0.25
Management Analyst		0.25
Executive Assistant I		0.60
Total Full Time Positions		1.30
Total Staffing		FY 2015/16 Budget
Total Number of Employees		1.30

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48009201	Number of agenda items reviewed	796	717	789
48009201	Number of pages of City Council meeting minutes produced (Study Session and Formal)	209	362	398
48009201	Number of public hearing notices and legal advertising published	175	175	170

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Salaries and Benefits	183,567	140,701	192,044	36.5% ¹
Materials and Supplies	706	750	750	0.0%
Contractual Services		29,600	35,600	20.3%
Other Charges	20	7		-100.0%
Total Expenses	184,294	171,058	228,394	33.5%

¹ Salaries and Benefits increased due to the reallocation of staff from the Municipal Elections program to the Public Meetings and Hearings program, during this non-election year.

¹ Contractual services increased for the purchase of commission management software.

092 - Public Meetings and Hearings

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
48009201 - Public Mtgs. And Hearings	184,294	171,058	228,394	33.5%
Total Expenses	184,294	171,058	228,394	33.5%

093 - Records Management

Description

The Records Management program ensures proper records retention, maintenance and disposition practices are incorporated into all City record-keeping practices in compliance with State and Federal records retention regulations.

Program Goal

Continue to plan, direct and oversee the development, implementation and maintenance of records management services to ensure the City is in compliance with regulations and provide greater capability to quickly search and retrieve documents; Coordinate the management of official City records with interdepartmental records coordinators to safeguard official documents and dispose of records according to retention policies and destruction procedures; and Ensure that all documents are kept in accordance with current record retention schedules.

Ongoing Tasks

- Work with all records coordinators on records destruction on an ongoing basis.
- Have an efficient program in place for the retrieval and storage of active/inactive records in the Records Center by 12/31/15.
- Coordinate quality control of imaged records on a monthly cycle.
- Provide an annual citywide records management training.
- Ensure that the City is in compliance with records management laws.

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

4809301 Determine/organize accurate records conversion backlog City-wide. (SP)

4809301 Organize the records center with the assistance of Facilities Maintenance by 12/31/15. (SP)

Full Time Positions	FY 2015/16 Budget
City Clerk	0.05
Assistant City Clerk	0.20
Executive Assistant I	0.40
Total Full Time Positions	0.65
Total Staffing	FY 2015/16 Budget
Total Number of Employees	0.65

[†]Personnel allocations changed from last year due to the non-election year.

093 - Records Management

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48009301	Number of employees trained on records management policies and procedures	35	27	30
48009301	Number of boxes of original records destroyed (Citywide)	462	934	1,027

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Salaries and Benefits	59,187	55,549	93,268	67.9%
Materials and Supplies	1,924	2,250	2,250	0.00%
Contractual Services	3,658	9,600	9,600	0.00%
Other Charges	7	2		-100.0%
Total Expenses	64,776	87,548	105,118	20.1%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
48009301 - Records Management	64,776	87,548	105,118	20.1%
Total Expenses	64,776	87,548	105,118	20.1%

¹ Salaries and Benefits increased due to the reallocation of staff from the Municipal Elections program to the Records Management program, during this non-election year.

094 - Public Records Requests

Description

The purpose of the Public Records Requests program is to respond to subpoenas and requests for public records according to the requirements of the California Public Records Act, and other federal and state laws pertaining to requests for information.

Program Goal

Provide records in response to public requests in an expedient manner.

Ongoing Tasks

- Work with City departments to ensure all public records requests are responded to within the required 10 days.
- Place public records requests in the Comcate system the same day they are received.
- Coordinate with departments City-wide in obtaining and releasing records to requestor as soon as they are gathered and approved for dissemination.

Full Time Positions	FY 2015/16 Budget
City Clerk	0.05
Deputy City Clerk	0.10
Management Analyst	0.20*
Executive Assistant I	0.10
Total Full Time Positions	0.45
Total Staffing	FY 2015/16 Budget
Total Number of Employees	0.45

* Personnel allocations changed from last year due to the non-election year.

094 - Public Records Requests

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48009401	Number of public records requests received	151	188	207

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Miscellaneous Revenues	467	1,800	1,800	0.00%
Total Revenues	467	1,800	1,800	0.00%
Expenditure by Category				
Salaries & Benefits	70,925	67,173	69,404	3.3%
Other Charges	11	4		-100.0%
Total Expenses	70,937	67,177	69,404	3.3%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
48009401 - Public Records Requests	70,937	67,177	69,404	3.3%
Total Expenses	70,937	67,177	69,404	3.3%

099- Equipment Replacement

Description

Equipment replacement refers to the acquisition of furniture, fixtures, and equipment, with an estimated life of two years or more, and a unit cost of \$1,000 to \$25,000.

Program Goal

Effectively and efficiently account for all replacement of equipment.

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Capital Outlay	0	6,537	0	-100.0%
Total Expenses	0	6,537	0	-100.0%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
40009907 - Equipment Replacement Program (Department 07)	0	6,537	0	-100.0%
Total Expenses	0	6,537	0	-100.0%

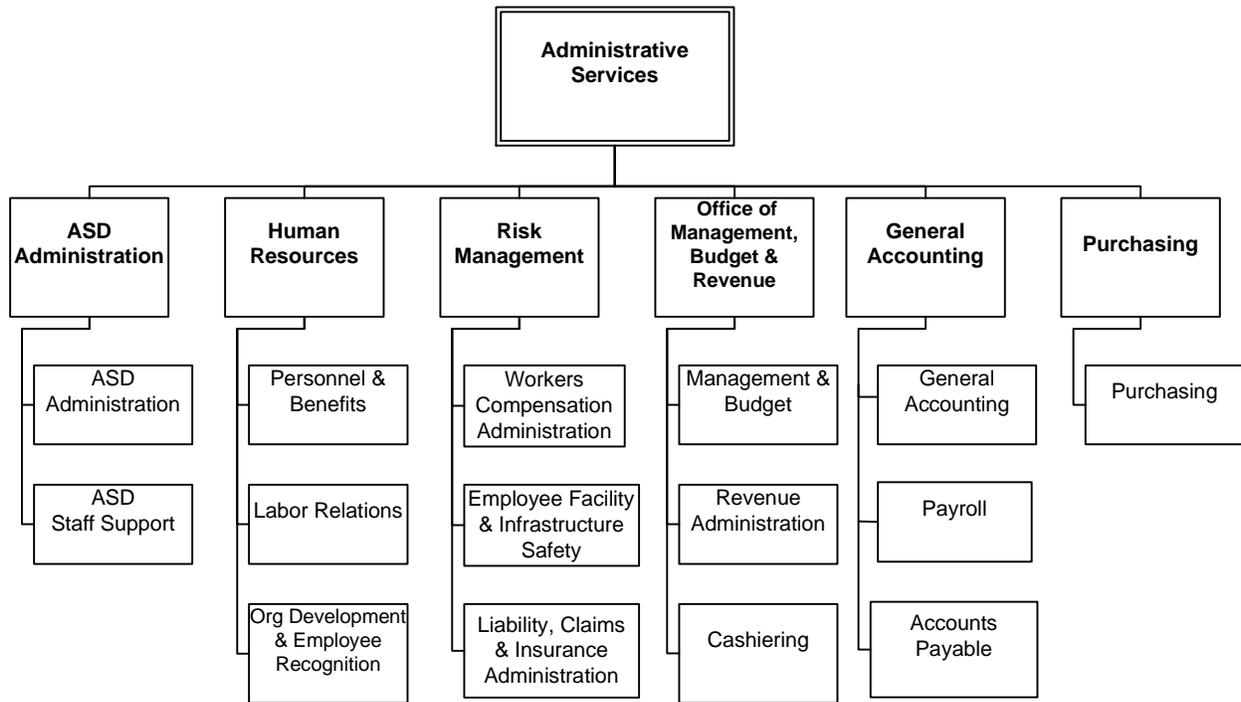


Administrative Services



Adopted Budget

Department Organizational Chart



Department Mission

The Administrative Services Department consists of Budget, Finance, Human Resources, and Risk Management. The mission of Administrative Services is to provide efficient and professional services of the highest quality to all City departments, employees, and members of the general public.

Changes from Prior Year

- One Executive Assistant I position has been eliminated and replaced with one Management Analyst position. One Principal Accountant position has been eliminated and replaced with one Accountant II position. There is no net change in FTE's, or budgeted salary dollars.

Full Time Positions	FY 2013/14 Adopted	FY 2014/15 Adopted	FY 2015/16 Adopted
Total Full Time Positions	45	45	45

Part Time Positions	FY 2013/14 Adopted	FY 2014/15 Adopted	FY 2015/16 Adopted
Total Part Time Positions (FTE)	4.15	5.22	5.06

Revenue by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Licenses Permits	84,480	73,000	73,000	0.0%
Fines and Penalties	1,500	0	0	--
Use of Money and Property	84,544	211,000	211,000	0.0%
Service Fees and Charges	10,245	30,300	8,800	-70.9% ¹
Internal Service Fund Receipts	20,875,434	20,717,592	21,210,207	2.4%
Miscellaneous Revenues	-172,071	40,000	40,000	0.0%
Total Revenues	20,884,132	21,071,892	21,543,007	2.2%

¹ The reduction in anticipated revenue in Service Fees and Charges is due to a budget adjustment for the obsolete business license application fee.

Expenditure by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Salaries and Benefits	6,269,705	6,909,784	6,936,275	0.4%
Materials and Supplies	82,673	131,320	131,320	0.0%
Contractual Services	7,129,993	7,710,213	7,756,653	0.6%
Capital Outlay	5,084	0	44,360	-- ¹
Internal Service Fund Charges	4,905,216	4,887,947	5,137,686	5.1% ²
Other Charges	5,792,101	2,862,062	3,061,866	7.0% ³
Total Expenses	24,184,772	22,501,326	23,068,160	2.5%

¹ Capital Outlay expenses will vary from year to year based on equipment replacement needs. For FY2015/16 the majority of the replacement expense is for chairs throughout the department.

² The increase in Internal Service Fund Charges is mostly due to an increase in Facilities Replacement Charges.

³ The increase in Other Charges is due to a budget enhancement to increase the amount set aside for claims payments in order to properly align the expenditures with the budgeted appropriation.

Abbreviations denoting the source(s) of City policy and priority are designated at the end of each work plan. Below is the legend for these work plan sources:

- CP = City Council Priority
- DI = Department Initiative
- EcS = Economic Sustainability
- EnS = Environmental Sustainability
- GP = General Plan
- HS = Homeland Security
- SP = Strategic Plan

003 - ASD Administration

Description

Administrative Services Department (ASD) Administration is responsible for the oversight of all ASD activities and staff including Risk Management, Human Resources, Finance, and Budget, Revenue and Management divisions. ASD Administration also provides administrative support to all programs within the Department.

Program Goal

The ASD Administration goal is to effectively manage and support the Risk Management, Human Resources, Finance and Budget, Revenue, and Management divisions.

Ongoing Tasks

- Attend all necessary staff and City Council meetings, commissions, and other City groups as it relates to any functions within Administrative Services.
- Provide outstanding customer service to both internal and external Administrative Services Department customers.
- Continue to identify and develop new policies and procedures in support of the City Council's citywide initiatives.
- Support the Citizen's Budget Review Committee.
- Attend various external professional and organizational groups representing Beverly Hills.
- Continually research and monitor City revenues and expenditures.
- Provide financial and administrative reports and statistics to various City departments including the City Manager's office and City Council.
- Review City agenda reports and agreements.
- Administer bond financing and rating activities related to capital improvement and other projects.
- Continually review all ASD policies and procedures and administrative regulations to standardize implementation and adherence.
- Strengthen the department's ability to respond to and recover from an emergency or disaster by participating in Emergency Management related trainings, meetings, exercises, workshops, and special events.

003 - ASD Administration

Work Plans

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

48000301 Quantify unfunded liability for pensions and post-retirement benefits; develop alternatives for benefit and pension levels and/or funding to reduce unfunded liabilities and identify impacts of alternatives. (Consultant Driven) (CP, DI, EcS, GP)

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

48000301 Complete efforts to implement eGov offerings through the new Enterprise Resource Planning software system including: 24/7 billpay systems and online support for City information. (CP, DI, SP)

48000301 Conduct management audits in partnership with the City Manager's Office. (CP, DI)

Full Time Positions	FY 2015/16 Adopted
Assistant Director of Administrative Services - Finance	0.50
Director of Administrative Services - CFO	1.00
Assistant Director of Administrative Services – H.R.	0.60
Management Analyst	2.00
Senior Budget and Financial Analyst	1.00
Executive Assistant II	1.00
Executive Assistant III	0.50
Total Full Time Positions	6.60
Part Time Positions (FTE)	
Total Part Time Positions (FTE)	.93
Total Staffing	FY 2015/16 Adopted
Total Number of Employees (FTE)	7.53

003 - ASD Administration

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Use of Money and Property	5,584	0	0	--
Total Revenues	5,584	0	0	--
Expenditure by Category				
Salaries and Benefits	940,209	1,203,447	1,253,729	4.2% ¹
Materials and Supplies	10,353	39,500	39,500	0.0%
Contractual Services	322,370	241,800	240,600	-0.5%
Other Charges	66	24	12	-50.0% ²
Total Expenses	1,272,998	1,484,771	1,533,841	3.3%

¹ The increase in Salaries and Benefits is due to the elimination of the Executive Assistant I position and the addition of a second Management Analyst position. The Management Analyst position is partially funded by a position class reduction in the General Accounting division.

² Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
48000301 - Administrative Services Administration	1,117,422	1,317,136	1,463,309	11.1% ³
48000302 – Administrative Services Staff Support	155,576	167,635	70,532	-57.9% ³
Total Expenses	1,272,998	1,484,771	1,533,841	3.3%

³ A Management Analyst position was added to the Administration subprogram, and an Executive Assistant I position was removed from the Staff Support subprogram. There was no net change in FTE's.

004 - Human Resources**Description**

The Human Resources Division is responsible for City-wide recruitment, benefits administration, labor and employee relations, staff development and training, employee outreach, organizational development, and employee enrichment programs.

Program Goal

Placement of highly qualified candidates through effective recruitment and retention program. Coordination and support of employee benefits, administration of training and organizational development including all employee enhancement and recognition programs in order to bolster employee morale.

Ongoing Tasks

- Provide training opportunities for approximately 700 full time and 300 regular part time employees so that they can complete an average of 20 hours per person of training per year. Examples include the Supervisory Academy, the Leadership & Management Academy, labor relations workshops, Training Coach program, technical computer classes, succession planning and mentoring classes, and soft skills classes.
- Fill job vacancies within the timeline agreed upon in the service agreement.
- Interact with representatives of collective bargaining units to address labor relations issues.
- Provide benefits related services to current and retired employees.
- Provide guidance regarding disciplinary matters, compensation, classification, recruitment, and other personnel issues.
- Interact with CalPERS and other benefit providers to provide employees quality services consistent with applicable agreements.
- Interpret, enforce, and implement nine collective bargaining MOUs.
- Coordinate the recruitment, selection, and ongoing oversight of the City's Internship program.
- Enhance educational teambuilding opportunities for city employees through coordination of the annual Innovations Day program, brown bag lunches, the Employee Summer Luncheon, the Employee Holiday Party, the Employee Excellence Awards, and other projects.
- Coordinate and implement all new applicable rules and regulations.
- Create additional accountability and an enjoyable workplace by administering responses to employee surveys and training.

004 - Human Resources**Ongoing Tasks**

- Promote intradepartmental and interdepartmental cross training opportunities throughout the City.
- Continue to promote training opportunities to neighboring municipalities for better cost efficiencies and networking opportunities.
- Administer a comprehensive internship program to employ students in various departments.

Work Plans

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

- 48000401 Negotiate and implement new Memorandum of Understandings with MEA Part Time Employees, Fire, Confidential, Management and Professional, Municipal Employees (MEA), Safety Support and Supervisors. (DI, SP)
- 48000401 Implement any modified benefits or cost-sharing programs for employees agreed upon through discussions in labor negotiations. (CP, DI, SP, EcS)
- 48000401 Continue to coordinate a City-wide classification study to obtain accurate and descriptive information in order to update job descriptions and ensure that positions are correctly classified. (DI, SP)
- 48000401 Design and implement new employee onboarding and orientation program.
- 48000405 Continue to develop the Succession Planning Leadership Program to ensure consistent recruitment and promotional processes. (CP, DI, SP)
- 48000405 Continue implementing Citywide training on HR processes and HR/Employee relations training. (CP, DI, SP)
- 48000405 Redesign and update Management Academy program. (CP, DI, SP)

004 - Human Resources

Full Time Positions	FY 2015/16 Adopted
Assistant Director of Administrative Services – H.R.	0.40
Human Resources Analyst	1.00
Human Resources Manager	1.00
H.R. Associate II	3.00
H.R. Associate I	1.00
Organizational Development Manager	1.00
Office Assistant III	1.00
Executive Assistant III	0.50
Total Full Time Positions	8.90
Part Time Positions (FTE)	
Part Time Positions (FTE)	.79
Total Staffing	FY 2015/16 Adopted
Total Number of Employees	9.69

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48000401	Average number of calendar days to complete a recruitment and selection process.	95	110	90
48000401	Percentage of employee evaluations completed within 30 days of due date.	38%	48%	50%
48000405	Full time employee turnover percentage by year	6%	4.5%	4%
48000405	Successful internal candidates in open recruitment after completion of supervisory or management academy.	13	20	25

004 - Human Resources

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Use of Money and Property	609	0	0	--
Miscellaneous Revenues	0	40,000	40,000	0.0%
Total Revenues	609	40,000	40,000	0.0%
Expenditure by Category				
Salaries and Benefits	1,081,874	1,341,360	1,307,684	-2.5% ¹
Materials and Supplies	64,527	65,600	65,600	0.0%
Contractual Services	784,811	708,797	756,797	6.7% ²
Other Charges	78	28	13	-53.6% ³
Total Expenses	1,931,290	2,115,785	2,130,094	0.7%

¹ Salaries and Benefits have decreased mostly due to a decrease in unemployment insurance, which is based on prior year’s actual expenses.

² The increase in Contractual Services is due to three budget enhancements that were approved for FY2015/16.

³ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

004 - Human Resources

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
47001603 - Unemployment Insurance	86,253	167,479	93,253	-44.3% ¹
48000401 - Personnel and Benefits	916,931	1,179,941	1,238,426	4.9% ²
48000403 - Labor Relations	334,007	219,389	215,233	-1.9%
48000405 - Organizational Development and Employee Recognition	594,099	548,976	583,182	6.2% ³
Total Expenses	1,931,290	2,115,785	2,130,094	0.7%

¹ The budget for the unemployment insurance subprogram is based on prior year’s actual expenses.

² The increase in the Personal and Benefits subprogram is due an overall increase in salary and benefits from budgeting step increases for many employees budgeted into this subprogram.

³ The increase in the Organizational Development and Employee Recognition subprogram is mostly due to budget enhancements that were approved for FY2015/16.

006 - Risk Management

Description

Risk Management seeks to manage uncertainty by developing strategies to control risk. The Risk Management program develops plans to control and mitigate the undesired effects of risk. The division also processes claims with the assistance of a contract claims administrator.

Program Goal

The goal of the Risk Management division is to develop cost effective measures to reduce risk to the City by proactively seeking out alternative methods of controlling the City's exposure to risk including workers compensation claims, and in reducing financial losses to the City.

Ongoing Tasks

- Monitor compliance with safety programs that are mandated by Cal OSHA on an ongoing basis.
- Analyze losses and develop plans to reduce or eliminate exposures on a quarterly basis.
- Monitor activities at field work sites and make corrections to promote safer work habits on a monthly basis.
- Work with departments to reduce hazards with inspections conducted on a quarterly basis.
- Assist in accident review and help develop action plans to prevent similar future accidents on an ongoing basis in response to filed claims.
- Coordinate and work with the Management Safety Committee monthly.
- Process liability claims into the computer tracking system within two business days of receipt from the City Clerk's Office.
- Update and prepare reserve reports monthly.
- Market insurance coverage and select best option for coverage.
- Serve as the City's representative in coordinating the response to legal issues as necessary, including Cal-OSHA meetings.
- Process and review workers' compensation claim forms as necessary.
- Oversee the treatment provided to any injured worker, and respond to any employee questions.
- Follow up with injured workers within 2 business days of the end of treatment.
- Review the formalized written safety program, and oversee the setting of priorities and training as required by Cal-OSHA.

006 - Risk Management

Ongoing Tasks

- Fully implement the accident administrative regulation (A/R) including convening and implementing a monthly accident committee meeting.
- Administer quarterly incident reports with departments and assist in developing corrective actions.
- Administer a service program to respond to all liability claims and ensure that a majority of claims are either accepted or rejected within a 45 day window.
- Accurately record billings and claims regarding damage to city owned property.

Work Plans

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

- 45000605 Implement and review procedures for the recovery of costs generated by outside parties that damage City facilities. (DI, Ens, SM)
- 46000602 Develop and implement possible safety incentives program for the City of Beverly Hills. (DI, EnS, SM)
- 48000604 Review and assess new programs and mandates by Cal-OSHA. Then, develop a plan to prepare and produce the programs. (CP, DI, GP, SM)

Full Time Positions	FY 2015/16 Adopted
Risk Manager	1.00
Safety Officer	1.00
Risk Management Specialist	1.00
Total Full Time Positions	3.00
Total Staffing	FY 2015/16 Adopted
Total Number of Employees	3.00

006 - Risk Management

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
45000605	Dollar amount of property insured.	\$426,010,747	\$469,000,000	\$469,000,000
45000605	Average number of calendar days from receipt of a claim to a response.	17	10	10
46000602	Number of worker's compensation claims per 100 employees.	13.5	12.5	12.5
46000602	Percentage of workers' compensation claim forms processed and reviewed within one business day	99%	99%	99%
4600602	Percentage of follow up with injured workers within 2 business days of the end of treatment	99%	99%	99%
46000602	Percentage of corrective actions taken with 30 days of quarterly incident reports	99%	99%	99%
46006020	Percentage of claims accepted or rejected within a 45 day window	85%	95%	95%

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Use of Money and Property	78,350	210,000	210,000	0.0%
Total Revenues	78,350	210,000	210,000	0.0%

006 - Risk Management

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Expenditure by Category				
Salaries and Benefits	481,980	528,817	522,544	-1.2%
Materials and Supplies	43	6,320	6,320	0.0%
Contractual Services	5,548,787	5,703,100	5,703,100	0.0%
Other Charges	5,754,198	2,861,940	3,061,807	7.0% ¹
Total Expenses	11,785,008	9,100,177	9,293,771	2.1%

¹ The increase in Other Charges is due to a budget enhancement to increase the amount set aside for claims payments in order to properly align the expenditures with the budgeted appropriation.

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
45000605 - Liability, Claims & Insurance Administration	5,667,525	5,947,941	6,149,930	3.3%
46000602 - Workers' Compensation Administration	5,923,599	2,896,051	2,898,168	0.1%
48000604 - Employee, Facility and Infrastructure Safety	193,884	256,186	245,673	-4.1% ¹
Total Expenses	11,785,008	9,100,177	9,293,771	2.1%

¹ The decrease is mostly due to a new employee hired with a salary at step one, replacing a former employee that was budgeted at step five.

008 - Office of Management, Budget, and Revenue

Description

The Office of Management, Budget and Revenue (OMBR) works with all departments within the City to coordinate and prepare an annual program-based budget for the City, to administer major revenues of the City, and to review, evaluate, and make recommendations related to City-wide policy issues that may have financial impact on the City. The budget details the services provided, revenue and expenditure estimates, and projections. Revenue administration includes: the collection and direct oversight of the City's business and transient occupancy taxes; receipt of payments for utilities and other miscellaneous billing, including customer service activities, staffing a cashier's desk that serves walk-in customers who are paying their utility bills and acquiring permits and operating a telephone customer service center for the City's utility customers. This program also provides for evaluation of and recommendations for various City operational functions to determine if there are any efficiencies or increases in productivity that can be realized.

Program Goal

To provide an annual budget, Capital Improvement Programs (CIP) budget, and performance and financial reports and analysis to management and City Council so they can have timely and accurate information to make informed decisions. To administer the City's revenue effectively and provide accurate, timely, and transparent financial support to City departments and the community while maintaining exceptional customer service.

Ongoing Tasks

- Comply with Government Finance Officer's Association and municipal code requirements by coordinating and adopting an annual operating and CIP budget by June 30th for the next fiscal year.
- Update the City Council through preparation of Budget Status Reports on a semi-annual basis.
- Maintain an accurate accounting of all approved positions by initiating all budget and position adjustments within one week of receiving requests to do so from departments.
- Work with Citizen's Budget Review Committee to identify opportunities to enhance the budget process, find efficiencies, reduce costs, and enhance revenues.
- Revise as necessary and manage the continuing appropriation policies and process to retain user friendliness and predictability to departments, while continuing to conform to City Council policy and direction.
- Work with departments as needed to assist with budget management and preparation.
- Staff the service counters to accept customer payments and answer customer questions in a timely manner.

008 - Office of Management, Budget, and Revenue**Ongoing Tasks**

- Perform tasks necessary to prepare, bill, collect, and administer the City's utility, preferential parking, business and miscellaneous billing accounts according to scheduled billing cycles.
- Process, prepare, and mail business tax renewal forms, review new business tax registrations, review transient occupancy tax filings, audit business classifications for tax compliance, and administer professional audit contracts per established schedule.
- Continue revenue audits program to ensure proper reporting and payment of City taxes.
- Evaluate business tax administration process and procedures for maximal efficiency.
- Effectively respond to customer questions regarding utility and other bills.
- Enhance programs to better communicate City requirements for registering business activities and paying required tax.
- Maximize use of newly installed Munis ERP software system for Budgeting, Cashiering, and Business Tax.
- Update the budget transparency tool and incorporate increased trend analysis tools for revenue and expenditure forecasting.
- Expand use of Trend Analysis to assist departments with their budgets.
- Produce a Budget-In-Brief that provides the public with a simple, easy to read, budget document.
- Produce an adopted budget document that meets the standards of GFOA.

Work Plans

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

48001702 In collaboration with the Public Works Commission, complete development and implementation of an enhanced utility bill. (DI, CP)

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

48000801 Expand utilization of GIS by including major revenues as an overlay and ensure preservation of confidentiality of taxpayers' proprietary information. (CP, DI, SP)

008 - Office of Management, Budget, and Revenue

Full Time Positions	FY 2015/16 Adopted
Assistant Director of Administrative Services - Finance	0.20
Customer Services Specialist	1.00
Budget and Revenue Officer	1.00
Senior Budget and Financial Analyst	1.00
Budget and Financial Analyst	2.00
Senior Customer Service Representative	1.00
Customer Service Representative	5.00
Accountant I	1.00
Revenue Operations Investigator	2.00
Utility Billing & Customer Service Manager	1.00
Total Full Time Positions	15.20
Part Time Positions (FTE)	
Total Part Time Positions (FTE)	3.34
Total Staffing	FY 2015/16 Adopted
Total Number of Employees (FTE)	18.54

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48000801	Number of days prior to the beginning of City Council Budget Study Sessions a proposed budget is completed and delivered.	12	14	14
48000801	Date City Council adopts an operating budget.	6-18-13	6-24-14	6-2-15

008 - Office of Management, Budget, and Revenue

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Licenses Permits	84,480	73,000	73,000	0.0%
Fines and Penalties	1,500	0	0	--
Use of Money and Property	0	1,000	1,000	0.0%
Service Fees and Charges	10,244	30,300	8,800	-70.9 ¹
Total Revenues	96,224	104,300	82,800	-20.6%
Expenditure by Category				
Salaries and Benefits	1,853,322	1,829,581	2,334,671	27.6% ²
Materials and Supplies	2,533	4,000	4,000	0.0%
Contractual Services	373,940	861,127	860,767	0.0%
Capital Outlay	5,084	0	0	--
Other Charges	37,640	27	13	-51.8% ³
Total Expenses	2,272,519	2,694,735	3,199,451	18.7%

¹ The reduction in anticipated revenue in Service Fees and Charges is due to a budget adjustment for the obsolete business license application fee.

² The increase in "Salaries and Benefits" is due to moving one Sr. Customer Service Representative, one Accountant I, and three Customer Service Representative positions into the Management, Revenue, and Budget division from the General Accounting division.

³ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

008 - Office of Management, Budget, and Revenue

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00101702 - Revenue Administration	1,019,847	1,398,407	1,416,503	1.3%
48000801 – Management and Budget	803,134	844,671	800,534	-5.2% ¹
48001702 – Cashiering and Utility Billing	449,538	451,657	982,414	116.8% ²
Total Expenses	2,272,519	2,694,735	3,199,451	18.7%

¹ The decrease in the Management and Budget subprogram is primarily due to a decrease in retiree health care costs and unused leave.

² The increase in “Salaries and Benefits” is due to moving one Sr. Customer Service Representative, one Accountant I, and three Customer Service Representative positions into the Management, Revenue, and Budget division from the General Accounting division.

016 - General Accounting

Description

General Accounting consists of Accounting, Accounts Payable, and Payroll. General Accounting is responsible for the accurate and fair presentation of the City's financial transactions in accordance with Generally Accepted Accounting Principles (GAAP), the issuance of City disbursements, and maintaining compliance with City Council Purchasing and Financial ordinances.

Program Goal

To accurately report financial information to stakeholders and to make timely, accurate payments to City employees and vendors.

Ongoing Tasks

- Monthly closings, bank reconciliations, and journal entries will be completed within 15 days of month end.
- Report all of the City's financial transactions for presentation in the audited Comprehensive Annual Financial Report as well as various regulatory reports by performing all actions necessary to properly and accurately account for such transactions.
- Obtain the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. Review and evaluate areas where financial information could be gathered more precisely and where direct monthly communication with departmental staff would be beneficial.
- Enhance City staff knowledge on proper financial procedures by providing City-wide training formally twice per year per subject, as well as informal daily training.
- Identify and resolve accounting problems communicated by internal and external users and suppliers within 10 business days.
- Ensure purchases do not exceed budgets and compliance with the City's purchasing program, ordinances, and any applicable regulatory requirements.
- Stay up to date on new accounting standards and actively seek out and implement efficient accounting practices.
- Review and evaluate areas where departmental staff require more training and revise training techniques when needed.

016 - General Accounting

Work Plans

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

48001601 Continue to research and implement solutions to avoid inefficiencies regarding manual paper checks and promote electronic payment methods. (DI, EnS)

48001601 Conduct training on applying and maintaining federal, state and local grants. (DI, EnS)

Full Time Positions	FY 2015/16 Adopted
Assistant Director of Administrative Services - Finance	0.20
Principal Accountant	2.00
Accountant II	2.00
Accountant I	2.00
Accounting Manager	0.70
Accounting Technician	2.00
Account Clerk I	1.00
Total Full Time Positions	9.90
Total Staffing	FY 2015/16 Adopted
Total Number of Employees	9.90

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48001601	Average number of business days between receiving a completed request for payment and cutting a check.	8-10	6-9	7
48001601	Average number of business days between daily cash receipt interfaces and posting to general ledger.	7	6	1

016 - General Accounting

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Salaries and Benefits	1,744,028	1,822,583	1,332,693	-26.9% ¹
Materials and Supplies	5,217	15,800	15,800	0.0%
Contractual Services	100,085	194,789	194,789	0.0%
Other Charges	99	36	18	-50.0% ²
Total Expenses	1,849,429	2,033,208	1,543,300	-24.1%

¹ The reduction in “Salaries and Benefits” is due to moving one Sr. Customer Service Representative, one Accountant I, and three Customer Service Representative positions into the Management, Revenue, and Budget division from the General Accounting division.

² Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
48001601 - Accounting	1,849,429	2,033,208	1,543,300	-24.1%
Total Expenses	1,849,429	2,033,208	1,543,300	-24.1%

017 - Purchasing

Description

The Purchasing Division is the control point of the City's decentralized purchasing system. This is done through coordinating purchasing related activities with other City departments and outside agencies and reviewing and evaluating purchasing procedures to ensure an effective and timely work flow. Also, the Purchasing Division acts as the control mechanism, making certain that the City's policies, procedures, and codes are upheld.

Program Goal

This program's goal is to provide accurate, timely, and transparent purchasing support to City departments and the community while maintaining exceptional customer service.

Ongoing Tasks

- Coordinate the creation of requisitions, purchase orders, contracts, and ensure proper documentation vital to the purchasing function is accounted for.
- Maintain vendor list and update status of contracts and insurance.
- Recommend appropriate vendors depending on cost of purchase, quality of bid specifications, and responsiveness to City needs; purchase supplies, equipment, and services used in City departments.
- Continually coordinate and recommend modifications to procedures and forms used in the purchasing functions and assist with training City staff on purchasing procedures and guidelines.
- Coordinates citywide services for vending machines and office supplies.
- Maintains electronic archiving of purchase orders, change orders, and property dispositions.
- Continue to administer the City's paperless Purchasing program.
- Maximize use of newly installed ERP software system.

017 – Purchasing

Full Time Positions		FY 2015/16 Adopted
Assistant Director of Administrative Services - Finance		0.10
Purchasing Specialist		1.00
Accounting Manager		0.30
Total Full Time Positions		1.40
Total Staffing		FY 2015/16 Adopted
Total Number of Employees		1.40

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48001703	Average number of days from receipt of purchase requisition to date purchase order issued.	3	2	2

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Salaries and Benefits	168,290	183,996	184,952	0.5%
Materials and Supplies	0	100	100	0.0%
Contractual Services	0	600	600	0.0%
Other Charges	19	7	3	-57.1% ¹
Total Expenses	168,309	184,703	185,655	0.5%

¹ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

017 – Purchasing

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
48001703 - Purchasing	168,309	184,703	185,655	0.5%
Total Expenses	168,309	184,703	185,655	0.5%

099 - Equipment Replacement

Description

Equipment replacement refers to the acquisition of furniture, fixtures, and equipment, with an estimated life of two years or more, and a unit cost of \$1,000 to \$25,000.

Program Goal

Effectively and efficiently account for all replacement of equipment.

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Capital Outlay	0	0	44,360	.. ¹
Total Expenses	0	0	44,360	--

Expenditure By Subprogram	FY 2013/14 Actual	FY 2015/14 Adopted	FY 2015/16 Adopted	Percent Change
Total Expenses	0	0	44,360	--

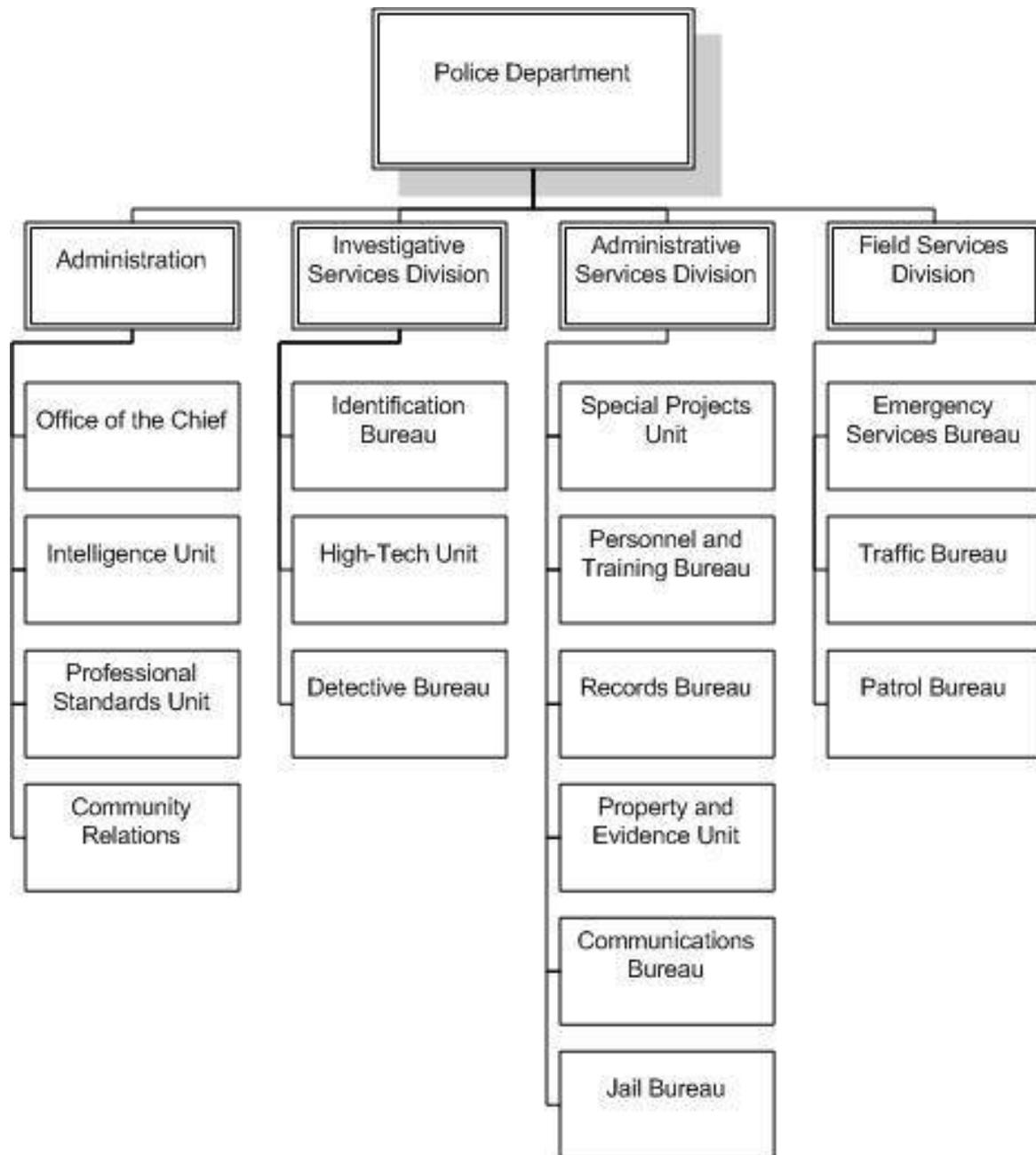
¹Capital Outlay expenses will vary from year to year based on equipment replacement needs. Chairs are scheduled to be replaced throughout the department in FY2015/16.

Police Department



Adopted Budget

Department Organization Chart



Department Mission

It is the mission of the Beverly Hills Police Department to provide superior law enforcement service, while making our community the safest place for all people to live, work, and visit.

Changes from Prior Year

- Four (4) new Traffic Control Officers (one changed from temporary to permanent status) and one (1) new Traffic Control Supervisor were added mid-year.
- One temporary Lieutenant position was authorized for a one-year period.
- The Police Annuitant program was reinstated with a total of 1.50 full time equivalents.
- Capital Outlay increased due to one-time budget enhancements for safety equipment, protection equipment, cameras, and office equipment needing replacement this year. This expense will vary from year to year.

Department Personnel

Full Time Positions	FY 2013/14 Adopted	FY 2014/15 Adopted	FY 2015/16 Adopted
Total Full Time Positions	187.00	187.00	192.00 ¹

Part Time Positions (FTE)	FY 2013/14 Adopted	FY 2014/15 Adopted	FY 2015/16 Adopted
Total Part Time Positions	8.96	12.83	8.33 ²

¹ Change in full-time positions reflects the mid-year addition of four Traffic Control Officers and one Traffic Control Supervisor.

² Change in part-time hours reflects a change in the Police Officer Annuitants from number of employees to full time equivalents (FTE).

Department Budget

Revenue by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Intergovernmental Revenues	1,159,826	100,000	100,000	0.0%
Licenses Permits	8,861	9,000	9,000	0.0%
Fines and Penalties	927,328	1,000,100	1,001,000	0.1%
Use of Money and Property	98,250	16,000	17,000	6.3% ¹
Service Fees and Charges	1,378,306	1,379,000	1,411,050	2.3%
Internal Service Fund Receipts	681,125	604,361	342,827	-43.3% ²
Miscellaneous Revenues	88,868	5,300	10,000	88.7% ³
Total Revenues	4,342,564	3,113,761	2,890,877	-7.2%

Expenditure by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Salaries and Benefits	33,594,571	36,273,711	38,353,902	5.7% ⁴
Materials and Supplies	282,630	336,500	365,000	8.5% ⁵
Contractual Services	1,166,740	1,513,400	1,561,400	3.2% ⁵
Capital Outlay	152,441	599,756	1,040,934	73.6% ⁶
Internal Service Fund Charges	17,546,623	17,943,331	17,796,906	-0.8%
Other Charges	250,413	267,480	204,558	-23.5% ⁷
Grant Funded Expenditures	732,532	0	0	--
Total Expenses	53,725,950	56,934,179	59,322,700	4.2%

¹ Use of Money and Property increased as revenues derived from inmate use of pay phones have increased.

² Internal Service Fund Receipts decreased due to a decrease in the depreciation cost of equipment scheduled for replacement.

³ Miscellaneous Revenues increased with increase in auction proceeds from property and evidence that reaches final disposition.

⁴ Salaries and Benefits increased due to the mid-year additions in the Traffic Control program, a temporary 8th Lieutenant, renewal of the Police Annuitant program, MOU related salary increases, and an increase in retirement and health insurance costs.

⁵ Materials and Supplies and Contractual Services increased due to the approval of mostly one-time budget enhancements.

⁶ Capital Outlay increased due to one-time budget enhancements and the replacement of furniture and safety equipment.

⁷ Other Charges decreased due to a reallocation to more accurately reflect charges based on actual mid-year utility expense.

Abbreviations denoting the source(s) of City policy and priority are designated at the end of each work plan. Below is the legend for these work plan sources:

CP = City Council Priority

DI = Department Initiative

EcS = Economic Sustainability

EnS = Environmental Sustainability

GP = General Plan

SP = Strategic Plan

HS = Homeland Security Strategic Plan

021 - Police Administration**Description**

Police Administration is responsible for directing the overall operations and activities of the Police Department and administering a broad program of police services. The program includes the Office of the Chief, the Professional Standards Unit, the Intelligence Unit, and the Community Relations Unit.

Program Goal

Provide the highest level of service to the community and become the benchmark organization of the law enforcement profession by working collaboratively with Department and City staff.

Ensure that the Department's integrity and the public's trust are maintained by investigating personnel complaints filed against Department employees.

Ensure the peace, safety, and security of the city by lawfully gathering and disseminating information pertaining to unreported criminal activity and most importantly the threat of terrorism.

Ongoing Tasks

- Ensure that actual expenditures do not exceed 100 percent of budget.
- Secure grant funding and administer federal programs for department projects and programs by researching funding opportunities, submitting applications as appropriate, and administering related awards.
- Inform each employee of their performance annually by use of the City's performance appraisal system.
- Coordinate, review, and process payroll bi-weekly.
- Respond to media inquiries within 24 hours.
- Complete personnel investigations within 60 days in compliance with Department policy.
- Train 100 percent of first line supervisors on Peace Officers Bill of Rights laws.
- Prepare for and prevent terrorist incidents by working with federal, state, and local anti-terrorism programs, including the Joint Terrorism Task Force.
- Initiate an investigation on any credible terrorist threat within eight hours.
- Maintain partnerships with federal, state, and local agencies (Department of Homeland Security, FBI, Joint Terrorism Task Force, Westside Intelligence Working Group, Interagency Communications Interoperability System [ICIS] Board of Directors, and Los Angeles Regional Interoperability Communications System [LA-RICS] Finance Committee).
- Ensure that line personnel are equipped to identify and address homeland security issues by disseminating intelligence to them at least once a week.

021 - Police Administration

Ongoing Tasks

- Review all workers' compensation cases within the Department.
- Maintain peer support program.
- Staff will administer and run a Citizen's Police Academy.

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

00102104 Conduct two (2) Police Department-specific emergency exercises to develop and maintain proficiency in employee response to disasters or major events. (SP)

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

00102104 Continue to maintain the integrity of the City's radio system network by partnering with the Interagency Communications Interoperability System (ICIS) and the Los Angeles Regional Interoperable Communications System (LA-RICS) to monitor the federal government's implementation of Public Law 112-96 (HR 3630 T-Band reallocation). (HS)

00102104 Implement and follow up on recommendations made by Management Partners audit. (DI)

Full Time Positions	FY 2015/16 Adopted
Chief of Police	1.00
Crime Analyst	1.00
Division Commander	0.05
Executive Assistant I	2.00
Police Lieutenant	0.80
Police Officer	1.00
Police Sergeant	2.00
Senior Management Analyst	1.00
Total Full Time Positions	8.85

021 - Police Administration

Part Time Positions (FTE)	FY 2015/16 Adopted
Police Officer (Annuitant)	1.50
Total Part Time Positions	1.50
Total Staffing	FY 2015/16 Adopted
Total Number of Employees	10.35

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Miscellaneous Revenue	59,704	0	0	--
Total Revenues	59,704	0	0	--
Expenditure by Category				
Salaries and Benefits	1,759,856	1,945,007	1,974,537	1.5% ¹
Materials and Supplies	15,164	10,600	10,600	0.0%
Contractual Services	17,763	28,800	28,800	0.0%
Capital Outlay	0	4,500	4,200	-6.7% ²
Other Charges	20,577	21,932	16,772	-23.5% ³
Total Expenses	1,813,360	2,010,839	2,034,909	1.2%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00102101 - Personnel Investigations	379,544	398,645	408,722	2.5%
00102103 - Intelligence Unit	432,484	442,761	567,034	28.1%
00102104 - Office of The Chief	1,001,332	1,169,432	1,059,152	-9.4%
Total Expenses	1,813,360	2,010,839	2,034,909	1.2%

¹ Salaries and Benefits increased due to an approved budget enhancement for Police Officer Annuitants to backfill Police Officer vacancies, as well as due to MOU related salary increases, and an increase in retirement and health insurance costs.

² Capital Outlay decreased in this program as there is no equipment scheduled for replaced this year.

³ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

022 - Community Relations**Description**

The Police Community Relations program is responsible for providing crime prevention training and services, ensuring safety at the city's public schools, and implementing a Citizen's Academy in the community. The Community Relations program is also responsible for administering the Police Department's social media programs, which currently include Nixle, Facebook, Twitter, YouTube, and Instagram.

Program Goal

Enhance the public's perception of safety and security by providing crime prevention training and ensuring the safety of the city's public schools.

Provide the safest learning environment possible by working with parents, students, teachers, and school district officials to enable students to reach their full potential.

Equip citizens with the tools to anticipate, recognize, and report potential and ongoing crimes.

Ongoing Tasks

- Work with BHUSD and their campus security team to ensure safety of school campuses.
- Equip City and school district employees to respond to critical incidents by reviewing and updating lockdown procedures at public schools three times a year.
- Enhance community safety and preparedness for emergencies by providing two crime prevention spots each year on the City's cable TV network.
- Continue to raise public awareness by hosting community safety events including, but not limited to: National Night Out, Earth Day, Community Emergency Response Training (CERT), Neighborhood Watch Meetings, and Citizen's Academy. (HS)
- General community outreach activities.

Work Plan

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

00102201 Create and implement virtual neighborhood watch. (DI)

00102201 Continue to collaborate with Human Services and Policy Management to explore options to address quality of life and panhandling issues in the city's business areas. (CP)

00102201 Create and implement a Summer Junior Police Academy. (DI)

022 - Community Relations

Full Time Positions	FY 2015/16 Adopted
Police Lieutenant	0.20
Police Sergeant	1.00
Total Full Time Positions	1.20
Total Staffing	FY 2015/16 Adopted
Total Number of Employees	1.20

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Salaries and Benefits	271,409	301,661	310,694	3.0% ¹
Materials and Supplies	7,108	4,000	4,000	0.0%
Contractual Services	4,283	12,700	12,700	0.0%
Other Charges	8,668	9,239	7,066	-23.5% ²
Total Expenses	291,468	327,600	334,460	2.1%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00102201 - Police Community Relations	276,251	327,600	334,460	2.1%
00102205 - Explorer POST	15,217	0	0	--
Total Expenses	291,468	327,600	334,460	2.1%

¹ Salaries and Benefits increased due to MOU related salary increases, and an increase in retirement and health insurance costs.

² Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

023 - Patrol Bureau

Description

It is the mission of the Patrol Bureau of the Beverly Hills Police Department to provide the highest caliber of law enforcement service possible. The Patrol Bureau will accomplish this mission through expedient response to calls for service and the use of proactive policing strategies, while maintaining a positive relationship with the public we serve. This program previously reported subprogram budget data for the Bicycle Unit and Reserve Unit.

Program Goal

Prevent crime, apprehend criminals, and safeguard lives and property by maintaining a highly trained, well-equipped, and professional Patrol Bureau.

Ongoing Tasks

- Maintain a three-minute, or less, response time to emergency calls.
- Maintain high visibility at public and private schools during school hours or school events.
- Deter Crime through high visibility patrol.
- Deploy bicycle detail to address quality of life issues.
- General patrol activities.

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00102301	Response time to emergency calls (minutes)	2.52	3.0	2.7

Full Time Positions	FY 2015/16 Adopted
Police Captain	0.45
Police Lieutenant	3.60
Police Officer	49.00
Police Sergeant	9.75
Total Full Time Positions	62.80
Total Staffing	FY 2015/16 Adopted
Total Number of Employees	62.80

023 - Patrol Bureau

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Fines and Penalties	909,545	900,100	901,000	0.1%
Service Fees and Charges	481,022	400,000	400,000	0.0%
Total Revenues	1,390,567	1,300,100	1,301,000	0.1%
Expenditure by Category				
Salaries and Benefits	12,395,958	13,107,474	13,531,156	3.2% ¹
Materials and Supplies	25,973	16,500	16,500	0.0%
Contractual Services	115,827	108,800	23,800	-78.1% ²
Capital Outlay	2,788	750	750	0.0%
Other Charges	28,346	30,213	23,106	-23.5% ³
Total Expenses	12,568,892	13,263,737	13,595,312	2.5%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00102301 - Patrol Unit	12,568,892	13,263,737	13,595,312	2.5%
Total Expenses	12,568,892	13,263,737	13,595,312	2.5%

¹ Salaries and Benefits increased due to MOU related salary increases, and an increase in retirement and health insurance costs.

² Contractual Services decreased due to a reallocation of dollars to another program.

³ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

024 - Police Support Services

Description

The Police Support Services program is responsible for support operations within the Police Department. The program includes the Communications Bureau, Property and Evidence Unit, Jail Bureau, Special Projects Unit, and Records Bureau.

Program Goal

The goal of the Communications Bureau is to process all calls for service while dispatching appropriate emergency services personnel in a prompt, courteous, and professional manner.

The goal of the Property and Evidence Unit is to ensure the security and integrity of property and evidence while fulfilling requests for service in compliance with state law.

The goal of the Jail Bureau is to efficiently, accurately, safely, and professionally book and process each inmate in the custody of the Beverly Hills Police Department with respect and dignity.

The goal of the Special Projects Unit is to improve the safety of the community by seeking out, evaluating, and implementing law enforcement technologies.

The goal of the Records Bureau is to maintain the integrity and accuracy of police records in an efficient and effective manner while providing superior customer service in a prompt and courteous manner.

Ongoing Tasks

- Answer 911 calls within 10 seconds and non-emergency calls for service within 20 seconds, and dispatching necessary police and fire personnel as appropriate.
- Ensure that property and evidence is not unnecessarily maintained and conduct quarterly audits of the property room.
- Process and book cooperative arrestees within 50-minutes of their arrival on the Jail floor.
- Maintain control and upkeep of databases for police communication equipment, vehicle fleet, and police facility.
- Improve the safety, efficiency, and effectiveness of the Police Department by evaluating and implementing law enforcement technologies and public safety projects.
- In partnership with IT, continue to install Closed Circuit Television (CCTV) cameras throughout the city and expand camera installations, utilizing intrusion detection when appropriate, at key locations including critical infrastructure utilities and intersections.
- In partnership with Information Technology, continue to install additional fixed site Automated License Plate Recognition (ALPR) systems, leveraging existing camera systems for additional resources as available.

024 - Police Support Services**Ongoing Tasks**

- Maintain partnerships with federal, state, and local agencies (Department of Homeland Security, California Emergency Management Agency [CalEMA], and Interagency Communications Interoperability System [ICIS]).
- Process and maintain police records in accordance with state and federal law and City and departmental policy.
- Maintain and update Computer Aided Dispatch/Records Management System (CAD/RMS) to ensure optimal functionality for the Police and Fire Departments.

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

- 00102402 Reduce backlog of inventory unnecessarily maintained by 50 percent in Property and Evidence as part of the third year in a four-year process. (DI)
- 00102402 Make revisions and corrections to Property and Evidence Policy and Procedural Manuals based upon Peace Officer Standards and Training (POST) evaluation conducted during Fiscal Year 2014/15. (DI)
- 00102403 Explore and implement additional jail facility cost recovery and workplace efficiency programs including booking fee billing and inmate video arraignments. (DI)
- 00102406 Coordinate the remodel of the Police Department facility with Project Administration. (DI)
- 00102408 Reduce backlog of paper reports maintained in storage by 50 percent in the Records Bureau as part of the third year in a four-year process. (DI)
- 00102408 Increase eGov offerings - Implement online crime reporting, system for citizens' use. (SP)

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

- 00102401 Complete upgrade of 911 infrastructure with Regional Interagency Next Generation (RING) project. (DI)
- 00102406 Improve the City's disaster response and incident command capabilities by finalizing the purchase of a new Mobile Command Center and coordinating the implementation of the vehicle into service for use by City stakeholders. (HS)
- 00102406 Work with Information Technology to facilitate the purchase, and programming, and issuance of the new portable radios. (DI)
- 00102406 Coordinate the second phase of the testing and evaluation of body worn video systems for use by police officers in the field. (DI)

024 - Police Support Services

Full Time Positions	FY 2015/16 Adopted
Communications and Identification Bureau Manager	1.00
Communications Dispatcher	15.00
Communications Supervisor	4.00
Division Commander	0.65
Jail Supervisor	1.00
Parking Enforcement Dispatcher	1.00
Police Officer	1.00
Property Officer	2.00
Records and Jail Manager	1.00
Records Supervisor	4.00
Senior Records Specialist	6.00
Total Full Time Positions	36.65
Total Staffing	FY 2015/16 Adopted
Total Number of Employees	36.65

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00102401	Number of community generated calls	23,900	23,000	25,400
00102401	Total number of 911 calls	30,800	30,000	30,600
00102401	Percent of 911 call answered within 10 seconds	96%	97%	97%
00102408	Total number of violent crimes	80	110	85
00102408	Total number of property crimes	1,094	1,050	1,000
00102408	Total number of Part I crimes	1,174	1,160	1,085
00102408	Part I Crimes per 1,000 population based on 2010 Census	34	33	32

024 - Police Support Services

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Intergovernmental Revenue	185	0	0	--
Use of Money and Property	14,800	12,000	12,000	0.0%
Service Fees and Charges	204,429	332,300	328,550	-1.1%
Miscellaneous Revenues	19,178	5,300	10,000	88.7% ¹
Total Revenues	238,592	349,600	350,550	0.3%
Expenditure by Category				
Salaries and Benefits	4,486,923	4,808,705	5,272,185	9.6% ²
Materials and Supplies	36,933	53,500	63,500	18.7% ³
Contractual Services	623,303	676,700	761,700	12.6% ³
Capital Outlay	0	7,880	45,380	475.9% ⁴
Other Charges	104,715	111,611	85,354	-23.5% ⁵
Total Expenses	5,251,874	5,658,396	6,228,119	10.1%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00102401 - Communications Bureau	2,542,648	2,865,865	3,061,926	6.8%
00102402 - Property Section	286,422	309,019	307,756	-0.4%
00102403 - Jail Bureau	833,602	888,306	893,823	0.6%
00102406 - Special Proj Detail/Facilities	360,108	292,512	633,176	116.5%
00102408 - Records Bureau	1,229,094	1,302,694	1,331,439	2.2%
Total Expenses	5,251,874	5,658,396	6,228,119	10.1%

¹ Miscellaneous Revenues have increased due to an increase in revenues derived from inmate pay phone use.

² Salaries and Benefits increased due to the approval of the temporary overhire of an 8th Lieutenant for one year, MOU related salary increases, and an increase in retirement and health insurance costs.

³ Materials and Supplies and Contractual Services increased due to the addition of budget enhancements for security and small equipment.

⁴ Capital Outlay increased due to the approval of a one-time budget enhancement.

⁵ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

025 - Investigations**Description**

The Investigations program includes the Detective Bureau and the Identification Bureau. The Detective Bureau is responsible for the apprehension of criminals through investigation, recovery of stolen property, and preparation and presentation of evidence in criminal cases. The Identification Bureau is responsible for the documentation of crime scenes and collects evidence, links suspects to crimes with physical evidence, and provides photographic services as required by the Department.

Program Goal

Ensure public safety by providing investigative services to the citizens of Beverly Hills.

Ongoing Tasks

- Maintain case clearance rates at or above the state-wide average Uniform Crime Reporting (UCR).
- Maintain expertise in crime investigation by maintaining 100 percent compliance with all state required certifications.
- Maintain expertise in crime scene evidence collection and documentation by providing 60 hours of training to forensic staff each year.
- Conduct inspections of city permitted and regulated business locations to ensure compliance with state and local regulations.
- Conduct inspections of massage facilities to determine if operators are in compliance with state and local regulations.
- Maintain partnerships with federal, state, and local law enforcement agencies.
- Enter crime scene latent print evidence into the Los Angeles County Fingerprint Identification System for the identification of suspects.

Work Plan

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

00102501 Implement Department of Justice's Smart Justice Program web-based application. (DI)

00102501 Develop a Detective Bureau Manual/Operational Guide. (DI)

00102501 Complete primary forensic certification for members assigned to High Tech Crimes Unit. (DI)

00102501 Develop electronic Probable Cause Declaration report. (DI)

025 - Investigations

Work Plan

00102501 Work with Facilities on the reconfiguration/modernization of the High Tech Crimes Unit main intake area. (DI)

00102501 Establish archive/retention protocols for case data within the storage server infrastructure. (DI)

00102501 Expand investigative tools to include access to a Vehicle Locator Service. (DI)

Full Time Positions	FY 2015/16 Adopted
Administrative Clerk II Safety Support	1.00
Detective Specialist	1.00
Forensic Specialist	2.00
Lead Forensic Specialist	1.00
Police Captain	1.00
Police Lieutenant	1.00
Police Officer	20.00
Police Sergeant	4.00
Senior Forensic Specialist	1.00
Total Full Time Positions	32.00
Total Staffing	FY 2015/16 Adopted
Total Number of Employees	32.00

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00102501	Average number of cases assigned to each crimes against property investigator	385	350	462
00102501	Average number of cases assigned to each crimes against persons investigator	275	275	328
00102501	Average number of cases assigned to all other investigators	1,000	950	1,138
00102501	Number of Part I Crimes cleared/closed	150	175	213

025 - Investigations

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Licenses Permits	8,861	9,000	9,000	0.0%
Service Fees and Charges	1,584	1,500	1,500	0.0%
Miscellaneous Revenues	4,986	0	0	--
Total Revenues	15,431	10,500	10,500	0.0%
Expenditure by Category				
Salaries and Benefits	5,633,492	6,492,526	6,929,616	6.7% ¹
Materials and Supplies	48,561	85,400	85,400	0.0%
Contractual Services	100,869	117,400	141,900	20.9% ²
Capital Outlay	281	20,000	20,800	4.0%
Other Charges	48,694	51,901	39,692	-23.5% ³
Grant Funded Expenditures	5,000	0	0	--
Total Expenses	5,836,897	6,767,227	7,217,408	6.7%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00102501 - Detective Bureau	4,994,573	5,916,859	6,110,327	3.3%
00102502 - ID Bureau - Crime Lab	842,324	850,368	1,107,081	30.2%
Total Expenses	5,836,897	6,767,227	7,217,408	6.7%

¹ Salaries and Benefits increased due to MOU related salary increases, and an increase in retirement and health insurance costs.

² Contractual Services increased due to the approval of a budget enhancement related to high tech crimes investigations.

³ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

026 - Traffic Bureau

Description

The Traffic Bureau program is responsible for facilitating the safe movement of vehicular and pedestrian traffic throughout the city. This program includes Motorcycle Enforcement, Accident Investigation, DUI Team, Traffic Control, Photo Red Light Enforcement, Vehicle Impound Storage, Commercial Enforcement, and Special Events services.

Program Goal

Ensure the safety of the community by facilitating the safe movement of vehicular and pedestrian traffic, investigating collisions, and presenting cases to the District Attorney for criminal filing.

Ongoing Tasks

- Maintain Photo Red Light program in compliance with all applicable state laws.
- Promote the efficient flow of traffic and student safety by providing at least two staff hours per day per local public school during student drop-off and pick-up times.
- Achieve a 75-percent clearance rate for all workable collision cases.
- Participate in local, regional, and statewide traffic safety programs to promote legislation and technological changes related to traffic control and enforcement.
- Ensure collisions resulting in City property damage are properly documented and information is communicated to Risk Management.

Work Plan

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

00102601 Increase enforcement efforts of heavy haul violations related to food trucks and tour operations. (DI)

00102601 Develop and implement traffic mitigation plans for subway construction, Santa Monica Boulevard improvement project, and other significant construction projects.

Full Time Positions	FY 2015/16 Adopted
Administrative Clerk II Safety Support	1.00
Police Captain	0.30
Police Lieutenant	1.00
Police Officer	15.00
Police Sergeant	2.00

026 - Traffic Bureau

Full Time Positions		FY 2015/16 Adopted
Traffic Control Officer		13.00
Traffic Control Supervisor		2.00
Traffic Specialist		1.00
Total Full Time Positions		35.30
Total Staffing		FY 2015/16 Adopted
Total Number of Employees		35.30

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00102601	Number of injury traffic accidents per 1,000 population based on the 2010 Census	12	10	10

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Fines and Penalties	17,783	100,000	100,000	0.0%
Service Fees and Charges	672,832	620,200	656,000	5.8% ¹
Total Revenues	690,615	720,200	756,000	5.0%
Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Expenditure by Category				
Salaries and Benefits	5,253,174	5,608,187	6,368,032	13.5% ²
Materials and Supplies	21,518	21,700	21,700	0.0%
Contractual Services	62,300	78,000	78,000	0.0%
Other Charges	22,153	23,914	18,289	-23.5% ³
Total Expenses	5,359,145	5,731,801	6,486,021	13.2%

¹ Service Fees and Charges are increasing due to improvements in the DUI Recovery program.

² Salaries and Benefits increased primarily due to the mid-year addition of four Traffic Control Officers (one changed from temporary to permanent status) and one Traffic Control Supervisor.

³ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

026 - Traffic Bureau

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00102601 - Traffic Unit	5,253,607	5,626,456	6,415,642	14.0%
00102608 - Vehicle Impound Storage	105,538	105,345	70,380	-33.2%
Total Expenses	5,359,145	5,731,801	6,486,021	13.2%

027 - Emergency Services Bureau**Description**

It is the mission of the Emergency Services Bureau to safely, efficiently, and effectively provide coordination and support of the Special Tactics Unit, Special Weapons and Tactics Team, Canine Unit, and Crisis Negotiation Team to any and all entities both within and outside the Department, in the support, prevention of, or in response to emergency situations requiring resources and expertise beyond the scope of normal police operations.

Program Goal

Ensure the Department's ability to successfully handle and prepare for all incidents requiring expertise beyond the scope of normal police operations.

Ongoing Tasks

- Maintain preparedness to respond to tactical situations and high risk warrant services by conducting a minimum of two SWAT training days per month.
- Maintain readiness in the areas of search, narcotics, and explosives detection by maintaining annual and monthly Canine training and certifications.
- Ensure the protection of visiting dignitaries by maintaining regular contact with both the United States Secret Service and United States Department of State.
- Strengthen the department's ability to respond to and recover from an emergency or disaster by participating in Emergency Management related trainings, meetings, exercises, workshops, and special events.
- Assist the Detective Bureau in investigative field follow-ups on high risk warrant service.
- Maintain partnerships with federal, state, and local agencies (regional SWAT Teams) and equipment and technology entities.
- Coordinate general emergency preparedness activities with Office of Emergency Management.
- Provide first responder training for mobile field force and active shooter response tactics.

Work Plan

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

00102704 Fully integrate all Canine resources as SWAT assets. (DI)

027 - Emergency Services Bureau

Full Time Positions	FY 2015/16 Adopted
Police Captain	0.25
Police Lieutenant	0.40
Police Officer	8.00
Police Sergeant	1.25
Total Full Time Positions	9.90
Total Staffing	FY 2015/16 Adopted
Total Number of Employees	9.90

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Salaries and Benefits	2,159,548	2,264,520	2,371,325	4.7% ¹
Materials and Supplies	53,177	46,500	56,500	21.5% ²
Contractual Services	42,310	75,100	75,100	0.0%
Capital Outlay	3,582	0	0	--
Other Charges	12,215	13,019	9,957	-23.5% ³
Total Expenses	2,270,832	2,399,139	2,512,882	4.7%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00102703 - K9 Unit	1,160,006	960,547	1,021,800	6.4%
00102704 - Special Weapons and Tactics	1,110,826	1,438,592	1,491,082	3.6%
Total Expenses	2,270,832	2,399,139	2,512,882	4.7%

¹ Salaries and Benefits increased due to MOU related salary increases, and an increase in retirement and health insurance costs.

² Materials and Supplies increased due to the approval of a budget enhancement for disaster communications system supplies.

³ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

029 - Police Personnel and Training**Description**

The Police Personnel and Training program is responsible for the recruitment, induction, and placement of sworn and civilian Department employees. Additionally, it coordinates and tracks the training of the Department's employees and ensures that all mandatory professional training standards are maintained.

Program Goal

Make the city the safest place for all people to live, work, and visit by recruiting and hiring the highest caliber employees possible.

Enable long-range planning by providing information on potential vacancies to City administrators.

Enhance the knowledge, skills, and abilities of all employees.

Efficiently manage the department's training activities.

Ensure that all mandatory professional training standards are met or exceeded.

Ongoing Tasks

- Ensure that the Department maintains 100 percent Peace Officer Standards Training (POST) compliance for active employees covered by POST requirements each year.
- Ensure that 100 percent of active sworn employees meet the Department's weapons training standards each month.
- Ensure that 100 percent of the Department's non-BH Campus training hours are entered into the Training Management System.
- Maintain the Department's average shooting score for active employees.
- Keep the average appointment timeframe under 90 days for all classifications.
- Increase the percentage of applicants referred by Department personnel.
- Reduce the percentage of applicants who are disqualified from the background process for integrity issues.
- General recruitment and training activities.

Work Plan

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

00102901 Implement recommendation from Management Partners recruitment process. (DI)

029 - Police Personnel and Training

Work Plan

00102901 Work with Human Resources to re-evaluate Police Officer recruitment standards.

Full Time Positions		FY 2015/16 Adopted
Division Commander		0.30
Police Officer		2.00
Police Sergeant		1.00
Secretary Safety Support		1.00
Total Full Time Positions		4.30
Part Time Positions (FTE)		FY 2015/16 Adopted
Police Cadet		6.83
Total Part Time Positions		6.83
Total Staffing		FY 2015/16 Adopted
Total Number of Employees		11.13

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00102901	Total number of sworn personnel authorized	127	127	127
00102901	Total number of sworn positions filled	116	120	127
00102901	Percentage of sworn personnel dedicated to patrol services assigned in Patrol Bureau	48%	50%	52%
00102901	Percentage of sworn personnel dedicated to criminal investigations assigned in Detective Bureau	18%	16%	16%

029 - Police Personnel and Training

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Service Fees and Charges	18,439	25,000	25,000	0.0%
Total Revenues	18,439	25,000	25,000	0.0%
Expenditure by Category				
Salaries and Benefits	1,069,301	1,164,398	1,365,355	17.3% ¹
Materials and Supplies	74,197	84,300	84,300	0.0%
Contractual Services	181,421	153,400	153,400	0.0%
Capital Outlay	0	0	0	--
Other Charges	5,044	5,651	4,322	-23.5% ³
Total Expenses	1,329,962	1,407,749	1,607,377	14.2%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00102901 - Personnel and Training	1,163,673	1,260,749	1,460,377	15.8%
00102902 - Training - POST	45,764	33,600	33,600	0.0%
00102903 - Training - Non-POST	120,525	113,400	113,400	0.0%
Total Expenses	1,329,962	1,407,749	1,607,377	14.2%

¹ Salaries and Benefits increased due to the increase in the Police Cadet Program approved in FY 2014/15, and also due to MOU related salary increases, and an increase in retirement and health insurance costs.

² Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

030 - Law Enforcement Grants and Special Revenues

Description

Separate account tracking procedures are required for special law enforcement revenue sources. Police Department grants, asset forfeiture funds, and inmate welfare funds are administered through this budget program. The Department's Civilian Rangemaster position is funded through the City's Citizens Option for Public Safety (COPS) Allocation that it receives from the State of California.

Program Goal

Effectively and efficiently manage special revenue funds in accordance with federal, state, and local policies and procedures.

Ongoing Tasks

- Ensure that 100 percent of active sworn employees meet the Department's weapons training standards each month.

Full Time Positions	FY 2015/16 Adopted
Civilian Rangemaster	1.00
Total Full Time Positions	1.00
Total Staffing	FY 2015/16 Adopted
Total Number of Employees	1.00

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Intergovernmental Revenues	1,159,641	100,000	100,000	0.0%
Use of Money and Property	83,450	4,000	5,000	25.0% ¹
Miscellaneous Revenue	5,000	0	0	--
Total Revenues	1,248,091	104,000	105,000	1.0%

¹ Use of Money and Property revenues are increasing due to an increase in revenues derived from inmate pay phone use.

030 - Law Enforcement Grants and Special Revenues

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Expenditure by Category				
Salaries and Benefits	564,911	581,234	231,001	-60.3% ¹
Materials and Supplies	0	14,000	22,500	60.7% ²
Contractual Services	18,665	262,500	286,000	9.0% ²
Capital Outlay	71	247,150	129,500	-47.6% ³
Grant Funded Expenditures	727,532	0	0	--
Total Expenses	1,311,179	1,104,884	669,001	-39.5%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
17002105 - 0E413 - Inmate Welfare	0	0	0	--
19002105 - 0E407 - State Cops Grant	95,593	96,234	102,001	6.0%
19002105 - 0F029 - Jag 2011 Grant	8,501	0	0	--
19002105 - 0F030 - 2011 UASI	64,926	0	0	--
19002105 - 0F032 - 2012 UASI Grant	34,427	0	0	--
32602105 - 0E126 - Seized and Forfeited Property-Federal	1,088,176	1,008,650	567,000	-43.8%
32702105 - 0E127 - Seized and Forfeited Property-State	36	0	0	--
69002105 - 0P005 - Police Memorial Project	19,519	0	0	--
Total Expenses	1,311,179	1,104,884	669,001	-39.5%

¹ Salaries and Benefits decreased primarily due to a drop in anticipated overtime funding in the Asset Forfeiture Program.

² Materials and Supplies and Contractual Services have increased due to the approval of one-time budget enhancements in the Asset Forfeiture Program for this year.

³ Capital Outlay has increased due to the approval of one-time budget enhancements for Police equipment.

099 - Equipment Replacement

Description

Equipment replacement refers to the acquisition of furniture, fixtures, machinery, equipment, and other relatively minor general fixed assets. Generally, an item that has an estimated life of two years or more, and a unit cost of \$1,000 to \$25,000 or more, should be classified under an appropriate capital outlay account.

Program Goal

Effectively and efficiently account for all replacement of equipment.

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Capital Outlay	145,720	319,476	840,304	163.0% ¹
Total Expenses	145,720	319,476	840,304	163.0%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
40009917 - Equipment Replacement Program (Department 170)	145,720	319,476	840,304	163.0%
Total Expenses	145,720	319,476	840,304	163.0%

¹ Capital Outlay increased due to more safety equipment, weapons, protection equipment, cameras, and office equipment needing replacement this year. This expense will vary from year to year.

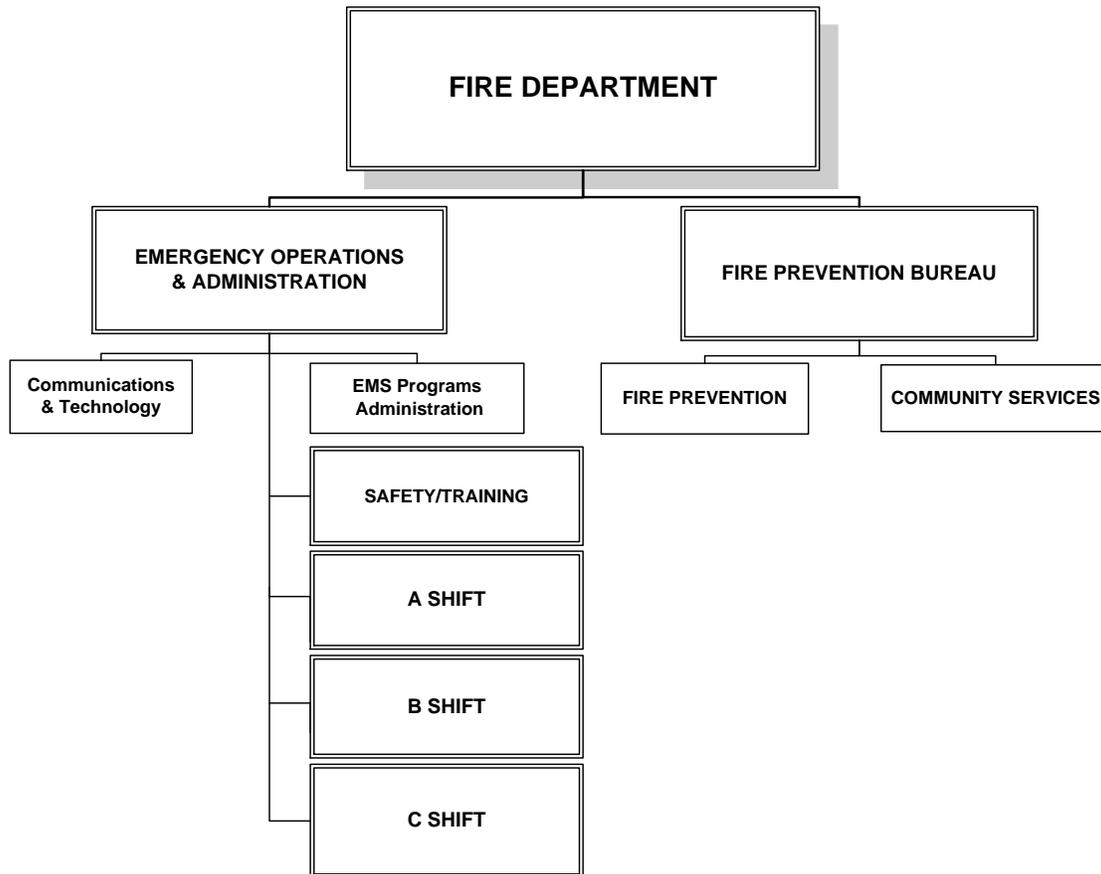


Fire Department



Adopted Budget

Department Organization Chart



Department Mission

Our Mission Statement: "The Beverly Hills Fire Department is dedicated to providing service with excellence for the preservation of life, property and environment."

The Fire Department strives to provide the highest quality all-risk emergency response to the Beverly Hills community and its visitors at all times. From state-of-the-art pre-hospital emergency medical services, to fire suppression and prevention, to disaster response, whether man-made or environmental, the Beverly Hills Fire Department is staffed, trained, and equipped to mitigate all emergencies. Through pro-active inspections and safety education services, we work to make the community safe and avoid preventable loss.

Changes from Prior Year

- An additional Fire Inspector position was added, for a total of three, to assist with the anticipated increase in new construction inspection workload.
- Anticipate \$78,636 in grant funding for training and equipment in the coming year through the Homeland Security Grant Program.
- Recruit for an anticipated six new entry-level firefighters.
- Participate in the California Department of Health Care Services-sponsored Ground Emergency Medical Transportation (GEMT) supplemental reimbursement program.
- Implementing the Telestaff database and iPad inspection program.
- Train all personnel in Tactical Emergency Medical Services (TEMS) for a more effective response on active shooter incidents.
- Conduct the Ebola Virus Disease (EVD) Protocol and participate in related drills.
- Conduct Engineer and Captain promotional exams.
- Select and send one fire department personnel to paramedic school.
- Participate in the Urban Search and Rescue (USAR) Regional Multi-Task Force Exercise through a joint collaboration with the Los Angeles Regional Fire Departments.

Department Personnel

Full Time Positions	FY 2013/14 Adopted	FY 2014/15 Adopted	FY 2015/16 Adopted
Total Full Time Positions	94.00	94.00	95.00

Part Time Positions (FTE)	FY 2013/14 Adopted	FY 2014/15 Adopted	FY 2015/16 Adopted
Total Part Time Positions	1.81	1.81	1.81

Department Budget

Revenue by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Intergovernmental Revenues	1,093,994	0	78,636 ¹	--
Licenses Permits	3	2,100	2,100	0.0%
Service Fees and Charges	3,410,688	3,045,243	3,417,506	12.2% ²
Internal Service Fund Receipts	377,174	313,827	341,994	9.0% ³
Miscellaneous Revenues	138,013	474,000	399,000	-15.8% ⁴
Total Revenues	5,019,872	3,835,170	4,239,236	10.5%

Expenditure by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Salaries and Benefits	22,490,514	24,486,169	25,483,820	4.1% ⁵
Materials and Supplies	328,240	365,200	336,000	-8.0% ⁶
Contractual Services	285,536	249,800	279,000	11.7% ⁶
Capital Outlay	142,285	1,262,851	330,708	-73.8% ⁷
Internal Service Fund Charges	10,286,081	10,320,732	10,990,561	6.5% ⁸
Other Charges	259,335	260,607	210,196	-19.3% ⁹
Grant Funded Expenditures	1,039,769	0	0	--
Total Expenses	34,831,760	36,945,359	37,630,285	1.9%

¹ Intergovernmental Revenues are comprised of Homeland Security Grants that are projected to be awarded.

² Service Fees and Charges increased due to a projected upsurge in ambulance collection services and Fire Prevention revenues.

³ Internal Service Fund Receipts increased due to an increase in the depreciation cost of equipment scheduled for replacement.

⁴ Miscellaneous Revenues decreased based on the decline in Strike Team-related responses.

⁵ Salaries and Benefits increased due to the addition of a new Fire Inspector position, MOU related increases, and an increase in retirement benefit costs.

⁶ Materials and Supplies decreased and Contractual Services increased due to a reallocation of funds between the two categories.

⁷ Capital Outlay decreased due to less equipment needing replacement this year. This expense will vary from year to year.

⁸ Internal Service Fund Charges increased due in part to increases in equipment, vehicle, and facility replacement charges.

⁹ Other Charges decreased due to a reallocation in utility budget to more accurately reflect actual charges based on actual mid-year utility expense.

Abbreviations denoting the source(s) of City policy and priority are designated at the end of each work plan. Below is the legend for these work plan sources:

CP = City Council Priority

DI = Department Initiative

EcS = Economic Sustainability

EnS = Environmental Sustainability

GP = General Plan

SP = Strategic Plan

HS = Homeland Security Strategic Plan

031 - Fire Administration

Description

Fire Administration provides overall planning, control, leadership, and management of all Fire Department activities and staff support for all programs. The Fire Administration's functions include strategic planning, departmental communications, data and records management systems, departmental safety committee, disaster services planning, budget preparation and administration, training, media relations, special projects, and general administration.

Program Goal

Fire Administration provides professional management and administrative support to all the operational and service functions and personnel of the Department to ensure that superior service is delivered to the Beverly Hills community by the finest personnel, equipment, and technology available.

Ongoing Tasks

- Promote effective and efficient management support by overseeing hiring, data and records management, purchasing, fire prevention inspection services and permits, special projects, and department's public relations.
- Produce and administer the Fire Department budget, reflecting departmental priorities and efficient allocation of resources.
- Promote and maintain effective communications and relations through liaison with Health and Safety Commission, other City departments, mutual-aid partners, other agencies, and citizen groups.
- Maintain Departmental readiness through coordination and administration of continual training in emergency response, management and preparedness.
- Strengthen the department's ability to respond to and recover from an emergency or disaster by participating in Emergency Management-related trainings, meetings, exercises, workshops, and special events.
- Secure grant funding for department projects and programs by researching funding opportunities, submitting applications as appropriate and administering grant awards.
- Provide six State-certified Fire Officer courses to the department and provide continuing education opportunities in Wildland firefighting and Weapons of Mass Destruction as part of the Succession Plan's officer development process.
- Work with the internal Strategic Planning team, in terms of re-evaluating and updating the department's Strategic Plan as it relates to changes over the last year.
- Re-evaluate, revise and seek broader input, regarding the Department's Succession Plan.

031 - Fire Administration

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

- 00103101 Continue to promote implementation of Telestaff and provide training to all staff. (DI)
- 00103101 Continue to survey personnel regarding morale, ensure accountability, and work toward an enjoyable, trusting work environment and complete by the end of the fiscal year. (CP, DI)
- 00103101 Work on developing and implementing the department's 5-year strategic plan. (DI, CP)
- 00103101 Continue to facilitate and coordinate all the necessary logistical needs to support the addition of the new Rescue at Station 2. (CP, DI, HS, SP)

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

- 00103101 Train and complete probationary period for six (6) firefighters. (DI)
- 00103101 Complete new recruitment process for eight (8) new entry-level firefighters, along with coordinating background investigations, medical, and behavioral screening. (CP, DI)

Full Time Positions	FY 2015/16 Adopted
Deputy Fire Chief	0.50
Deputy Fire Marshal	1.00
EMS Program Administrator	1.00
Executive Assistant II	1.00
Fire Battalion Chief 80	0.10
Fire Battalion Chief 112	0.10
Fire Chief	1.00
Secretary Safety Support	1.70
Senior Management Analyst	1.00
Total Full Time Positions	7.40
Part Time Positions (Number of FTE)	FY 2015/16 Adopted
Fire Cadet	1.81
Total Part Time Positions	1.81
Total Staffing	FY 2015/16 Adopted
Total Number of Employees	9.21

031 - Fire Administration

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Intergovernmental Revenues	1,093,994	0	78,636 ¹	--
Miscellaneous Revenues	138,013	399,000	399,000	0.0%
Total Revenues	1,232,007	399,000	477,636	19.7%
Expenditure by Category				
Salaries and Benefits	998,479	1,166,323	1,235,134	5.9% ²
Materials and Supplies	11,100	9,200	9,200	0.0%
Contractual Services	33,840	35,780	35,780	0.0%
Capital Outlay	0	0	0	--
Other Charges	9,224	9,955	4,927	-50.5% ³
Grant Funded Expenditures	1,039,769	0	0	--
Total Expenses	2,092,412	1,221,258	1,285,041	5.2%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00103101 - Administration	1,046,723	1,221,258	1,285,041	5.2%
00103101-0F030 - 2011 UASI Fire Grant	1,013,862	0	0	--
00103101-0F032 - 2012 UASI Grant	34,010	0	0	--
00103101-0P003 - 2013 Fireman's Fund Ins Private Grant	-2,182	0	0	--
Total Expenses	2,092,412	1,221,258	1,285,041	5.2%

¹ Intergovernmental Revenues are comprised of Homeland Security Grants that are projected to be awarded.

² Salaries and Benefits increased due to MOU related increases, and an increase in retirement benefit costs.

³ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

032 - Fire Prevention**Description**

Fire Prevention includes Public Education/Special Events, Plan Check, Code Enforcement, and Fire Investigation. The Public Education/Special Events office issues temporary permits and establishes conditions to ensure public safety at large public and City-sponsored gatherings. The Plan Check function ensures all new construction is in compliance with health/safety and fire codes. The Code Enforcement unit is responsible for the enforcement of all Local, State, and Federal codes related to the safe occupancy of buildings and/or premises. The Fire Investigation unit determines fire cause and origin and investigates criminal actions which may have contributed to a fire.

Program Goal

Provide continual improvement of the fire and life safety of the Beverly Hills community through a vigilant inspection program and through the adoption, application, and enforcement of the latest fire, building, and health and safety codes and standards.

Ongoing Tasks

- Ensure compliance by conducting proactive inspections of residential and commercial facilities and plan check of all new constructions to ensure compliance with applicable fire codes.
- Expedite the plan check process through effective cooperation and communication with other City departments.
- Maintain compliance of applicable codes by evaluating potential code enforcement violations and taking appropriate actions.
- Ensure code compliance and safe events by conducting plan checks, site visits, and providing fire safety personnel for private and City-sponsored events.
- Optimize continued compliance of existing fire sprinkler and fire alarm systems by developing and maintaining Title 19, Fire Protection System Testing Program.
- Investigate all fires of suspicious nature.
- Strengthen the department's ability to respond to and recover from an emergency or disaster by participating in Emergency Management related trainings, meetings, exercises, workshops, and special events.
- Continue to explore new technology and equipment, in collaboration with Information Technology, to streamline the City's development review process.
- Continue to expand the utilization of GIS, and apply toward fire inspections, pre-fire planning, and development review.
- Maintain the Vegetation Management Program.

032 - Fire Prevention

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

00103201 Continue with mobile workforce expansion and provide mobile computing and inspection tools to Fire Inspectors and Engine companies to streamline inspections and data collection by the end of the fiscal year. (CP, SP, DI)

00103201 Continue to improve current Title 19 fire sprinkler and fire alarm inspection and certification program utilizing innovative database technology in order to improve the reliability of existing fire suppression systems and coordinate with new Computer Aided Dispatch/Records Management System (CAD/RMS) implementation. (DI)

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

00103201 Complete implementation of new records management and billing systems, in conjunction with the new Computer Aided Dispatch/Records Management System (CAD/RMS) and Munis implementation projects to improve the fire inspection and brush inspection programs and cost recovery billing. (SP, DI)

00103201 Complete coordination with Office of Emergency Management of examining the possibility and staff requirements for expanding the Community Emergency Response Team (CERT) and Fire Safety education programs. (DI, HS)

00103201 Enhance Fire Investigation program. (CP, SP, DI)

00103201 Increase workload for inspection services for the upcoming construction projects. (DI, CP)

00103201 Fully train all personnel and implement the Juvenile Firesetter Program. ((DI)

Full Time Positions	FY 2015/16 Adopted
Deputy Fire Chief	0.10
Fire Battalion Chief 80	0.97
Fire Captain 112	0.75
Fire Engineer 112	0.90
Fire Inspector	3.00 ¹
Firefighter 112	0.75
Firefighter Paramedic 112	1.50
Plan Check Inspector	1.00

¹An additional Fire Inspector position was added this fiscal year.

032 - Fire Prevention

Full Time Positions		FY 2015/16 Adopted
Secretary Safety Support		0.30
Total Full Time Positions		9.27
Total Staffing		FY 2015/16 Adopted
Total Number of Employees		9.27

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00103201	Total inspected occupancies	1,688	1,800	2,800
00103201	ISO rating	1	1	1
00103201	Property dollar loss per capita	\$18.98	\$10.00	\$10.00

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Licenses Permits	3	2,100	2,100	0.0%
Service Fees and Charges	799,504	908,696	1,118,316	23.1% ¹
Total Revenues	799,507	910,796	1,120,416	23.0%
Expenditure by Category				
Salaries and Benefits	2,136,708	2,153,023	2,347,015	9.0% ²
Materials and Supplies	4,213	10,100	5,600	-44.6% ³
Contractual Services	27,711	5,800	10,300	77.6% ³
Capital Outlay	0	0	5,000	--
Other Charges	12,429	13,420	6,643	-50.5% ⁴
Total Expenses	2,181,061	2,182,343	2,374,558	8.8%

¹ Revenues are projected to increase due to upcoming major construction projects.

² Salaries and Benefits increased due to the addition of a new Fire Inspector position, MOU related increases, and an increase in retirement benefit costs.

³ Materials and Supplies decreased and Contractual Services increased due to a reallocation of funds between the two categories.

⁴ Other Charges decreased due to a reallocation in utility expenses to more accurately reflect actual charges.

032 - Fire Prevention

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00103201 - Fire Prevention	2,181,061	2,182,343	2,374,558	8.8%
Total Expenses	2,181,061	2,182,343	2,374,558	8.8%

033 - Emergency Response Services

Description

Emergency Response Services includes Fire Suppression, Urban Search and Rescue (USAR), and the Suppression/Certification and Training programs. Emergency response services are the foundation of the Fire Department's overall mission. Emergency response is the rapid and timely delivery of competent emergency services to any incident which threatens or has the potential to threaten life, property, and the environment. Emergency Response Services encompasses fire suppression, physical rescue, Urban Search and Rescue (USAR), all-risk hazard mitigation, and non-emergency calls for service. Personnel in this program also provide the staffing for emergency medical services, company level fire prevention inspections, and comprehensive pre-fire planning.

Program Goal

Emergency Response Services is dedicated to providing rapid, highly-skilled response for the mitigation of all types of emergencies to protect the Beverly Hills community, visitors, and other government agencies from all risks. Emergency Response Services is dedicated to providing superior service for all types of non-emergency service calls that may affect the community's well-being and quality of life.

Ongoing Tasks

- Respond to all non-Emergency Medical Services (EMS) emergency calls and public assistance requests, mitigate all emergencies, and provide services as needed.
- Ensure immediate, efficient, and effective response and mitigation of emergency incidents by maintaining a steady state of personnel, equipment, and apparatus readiness.
- Provide rapid response to hazards of all scope and scale by providing progressive, ongoing departmental training. This training includes fire suppression, physical rescue, Urban Search and Rescue (USAR), all hazard mitigation, as well as incidents involving Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) agents.
- Improve inter-agency response capability through participation in regionalized training involving conventional and specialized skills such as fire suppression, Urban Search and Rescue (USAR), and Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE).
- Promote inter-jurisdictional cooperation and response through participation in regional and state mutual aid requests as part of Area-A strike team as well as partnerships in mutual aid and automatic aid with other local jurisdictions.
- Strengthen the department's ability to respond to and recover from an emergency or disaster by participating in Emergency Management related trainings, meetings, exercises, workshops, and special events.

033 - Emergency Response Services**Ongoing Tasks**

- Continue search for available sites and opportunities within existing City and privately owned properties and structures for Fire Department training activities, specifically firefighting and rescue operation drills. Develop plans for use of any newly identified sites and facilities.
- Actively participate in planning and implementation of Area-A and Los Angeles Regional inter-operational training activities as identified in the Regional Training Group Strategic Plan.
- Expand use of desktop-based communication tools to increase on-line training opportunities and explore learn at a distance video training applications for all Beverly Hills fire stations, with the goals of increasing training while increasing fire companies in-district availability time.
- Review and update dispatch protocols and procedures, in conjunction with the newly-assigned Rescue at Station 2.

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

00103301 Complete the evaluation and operation of the new Computer Aided Dispatch/Records Management System (CAD/RMS) and continue to develop and refine Beverly Hills Fire-specific functionality and records management capabilities. Identify supplemental software and/or hardware needs to complement and complete the new system by the end of the fiscal year. (CP, SP, DI)

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

00103301 Place the three (3) new fire engines in service including all necessary training and maintenance updates. This will include up-fitting of equipment inventory and electronics, training on the new pump, hose loads, inventory, on-board equipment as well as making necessary changes to maintenance routines. (DI)

00103301 Complete large-scale Active Shooter training exercise with the Beverly Hills Police Department and area agencies (CP, SP, DI)

00103301 Train and test six (6) current probationary firefighters on all departmental equipment and standard operating procedures through completion of their probationary year. (CP, SP, DI)

00103301 Continue to train all personnel in Tactical Emergency Medical Services (TEMS) and Force Protection, with the Beverly Hills Police Department, to better provide a more effective response on active shooter incidents. (SM, SP, HS, DI)

00103301 Transition from the Sperian Warrior to the Honeywell BA8007 Self-Contained Breathing Apparatus (SCBA) including all necessary training and maintenance updates. (DI)

033 - Emergency Response Services

Full Time Positions		FY 2015/16 Adopted
Deputy Fire Chief		0.25
Fire Battalion Chief 80		0.60
Fire Battalion Chief 112		2.20
Fire Captain 112		6.30
Fire Engineer 112		7.56
Firefighter 112		6.30
Firefighter Paramedic 112		11.10
Total Full Time Positions		34.31
Total Staffing		FY 2015/16 Adopted
Total Number of Employees		34.31

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00103301	Total responses to calls for service (excludes Emergency Medical Services)	3,755	2,550	3,000
00103301	Percent of calls for service responded to within seven (7) minutes, based on the NFPA-1710 recommendation (includes Emergency Medical Services)	96%	98%	98%
00103301	Training hours per firefighter	510	500	500
00103301	Firefighter fire-related injuries and deaths	0	0	0
00103301	Civilian fire-related injuries and deaths	0	0	0

033 - Emergency Response Services

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Service Fees and Charges	-6,351	100,126	-1,900	-101.9% ¹
Total Revenues	-6,351	100,126	-1,900	-101.9%
Expenditure by Category				
Salaries and Benefits	8,571,468	9,310,896	9,649,065	3.6% ²
Materials and Supplies	235,382	259,000	234,300	-9.5% ³
Contractual Services	107,568	90,120	79,620	-11.7% ³
Capital Outlay	1,336	675,286	0	-100.0% ⁴
Other Charges	46,392	50,089	24,793	-50.5% ⁵
Total Expenses	8,962,146	10,385,391	9,987,778	-3.8%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00103301 - Emergency Response Services	8,962,146	10,385,391	9,987,778	-3.8%
Total Expenses	8,962,146	10,385,391	9,987,778	-3.8%

¹ Service Charges and Fees decreased due to changes in the In-Service Fire Training program and the removal of a one-time offset from the sale of a used fire engine. The negative budget amount represents an expense, typically deducted from any potential revenue, for the processing of credit card transactions related to Service Fees and Charges.

² Salaries and Benefits increased due to MOU related increases, and an increase in retirement benefit costs.

³ Materials and Supplies and Contractual Services decreased due to a reallocation of funds between the two categories within this and other programs.

⁴ Capital Outlay decreased due to removal of one-time cost difference for purchase of new Fire Engine.

⁵ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

034 - Emergency Medical Services - EMS**Description**

Emergency Medical Services (EMS) includes calls for service, program management, and certification and training of response personnel. Emergency Medical Services has become an increasingly important function of the Fire Department. The rapid response of highly-trained paramedics and emergency medical technicians is vital to the survival and recovery of patients suffering from medical emergencies or traumatic injuries. Fire Department responses to medical emergencies are increasing steadily due to the population density and demographics of the community, and its day-time business population and visitors. The Emergency Medical Service division is tasked with the rapid delivery of medical aid of all types including basic and advanced cardiac life support. Firefighter Paramedics and Emergency Medical Technicians provide that response and care in a manner exceeding recognized standards. The delivery of medical care is provided to all residents and visitors with efficiency, professionalism, and compassion.

Program Goal

The Fire Department's EMS program goal is to provide rapid emergency medical response, advanced cardiac life support and pre-hospital care, by highly-trained and skilled paramedics and EMTs, utilizing state of the art equipment.

Ongoing Tasks

- Respond to emergency medical calls for service, striving to maintain response time efficiency of under four (4) minutes, to 75 percent of the approximately 4,000 such calls received each year.
- Improve the quality of EMS service delivery by continually evaluating patient care and documentation through a continuous quality improvement program. This involves constant review of calls, service, and reporting to identify improvements and efficiencies involving all responding personnel and the program manager.
- Maintain the certifications for all Emergency Medical Technicians (EMTs) and paramedics by providing 24-hours of on-duty, continual education units per year, for each of the three shifts.
- Maintain continual, current compliance to federal, state, and county regulations related to EMS provisions as well as the health and safety of our personnel.
- Ensure compliance with Los Angeles County Department of Health Services policies for provision of Emergency Medical Services (EMS) by training and implementing policy set forth by the local EMS agency.
- Strengthen the department's ability to respond to and recover from an emergency or disaster by participating in Emergency Management related trainings, meetings, exercises, workshops, and special events.
- Provide required prophylactic vaccinations for seasonal influenza to all Fire Department personnel and to all consenting City personnel.

034 - Emergency Medical Services – EMS

Ongoing Tasks

- Conduct annual tuberculosis surveillance and respirator fit testing.

Work Plan

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

00103401 Implement an electronic patient care report (ePCR) system. (DI, SM)

00103401 Continue to conduct annual tuberculosis screening, HBV titer testing, and administer booster vaccination for new personnel per Federal OSHA and Cal-OSHA requirements. (SM)

00103401 Continue participation in the California Department of Health Care Services-sponsored Ground Emergency Medical Transportation (GEMT) supplemental reimbursement program. (DI, SM)

Full Time Positions	FY 2015/16 Adopted
Deputy Fire Chief	0.15
Fire Battalion Chief 80	0.30
Fire Battalion Chief 112	0.70
Fire Captain 112	7.95
Fire Engineer 112	9.54
Firefighter 112	7.95
Firefighter Paramedic 112	17.40
Total Full Time Positions	43.99
Total Staffing	FY 2015/16 Adopted
Total Number of Employees	43.99

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00103401	Number of Emergency Medical Service responses	3,726	4,250	4,400
00103401	Collection rates of billed Emergency Medical Services	65%	70%	70%

034 - Emergency Medical Services - EMS

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Service Fees and Charges	2,617,535	2,111,421	2,301,090	9.0% ¹
Total Revenues	2,617,535	2,111,421	2,301,090	9.0%
Expenditure by Category				
Salaries and Benefits	10,768,157	11,831,971	12,227,872	3.3% ²
Materials and Supplies	64,285	74,900	74,900	0.0%
Contractual Services	114,922	115,600	150,800	30.4% ³
Capital Outlay	0	168,692 ⁴	0	-100.0%
Other Charges	58,638	63,315	31,339	-50.5% ⁵
Total Expenses	11,006,002	12,254,478	12,484,911	1.9%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00103401 - Emergency Medical Services	11,006,002	12,254,478	12,484,911	1.9%
Total Expenses	11,006,002	12,254,478	12,484,911	1.9%

¹ Service Fees and Charges increased due to a new projection based on a three-year of actuals average in ambulance collection services. This method of revenue projection provides for a more accurate estimate of revenue projections.

² Salaries and Benefits increased due to MOU related increases, and an increase in retirement benefit costs.

³ Contractual Services increased due to a reallocation of funds from another program to this program.

⁴ Capital Outlay expenditure in FY 2014/15 represents a one-time expenditure for the increase in cost to replace a fire engine.

⁵ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

035 - Fire Community Programs

Description

Fire Community Outreach Programs includes the Community Emergency Response Team (CERT) and Public Access Defibrillator (PAD) subprograms. Fire Community Programs are designed to encourage citizens, the business community, and members of the Beverly Hills Unified School District to learn basic emergency skills which will enable them to save lives and protect property. CERT and Disaster Assistance Response Team (DART), for schools and businesses, help to reduce the City's response burden in any disaster or large scale life-threatening events.

Program Goal

Enhance the community's ability to deal with emergencies or large-scale disasters by providing the training programs, skilled instructors, and encouragement necessary to train our citizens, employees, business community, and members of the Beverly Hills school district.

Ongoing Tasks

- Working with the Office of Emergency Management, enhance community level of readiness by maintaining up-to-date disaster skills through the Community Emergency Response Team (CERT).

Work Plan

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

00103501 Continue coordination with the Office of Emergency Management to examine the possibility of providing additional CERT training through researching alternate delivery models. (HS, DI)

Full Time Positions	FY 2015/16 Adopted
Fire Battalion Chief 80	0.03
Total Full Time Positions	0.03
Total Staffing	FY 2015/16 Adopted
Total Number of Employees	0.03

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00103501	Community and school presentations and attendance	26	30	30

035 - Fire Community Programs

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Salaries and Benefits	15,702	23,956	24,735	3.3% ¹
Materials and Supplies	13,260	12,000	12,000	0.0%
Contractual Services	1,495	2,500	2,500	0.0%
Other Charges	1,780	1,925	953	-50.5% ²
Total Expenses	32,237	40,381	40,188	-0.5%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00103501 - Fire Community Programs	32,237	40,381	40,188	-0.5%
Total Expenses	32,237	40,381	40,188	-0.5%

¹ Salaries and Benefits increased due to MOU related increases, and an increase in retirement benefit costs.

² Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

099 - Equipment Replacement

Description

Equipment replacement refers to the acquisition of new furniture, fixtures, machinery, equipment, and other relatively minor general fixed assets. Generally, an item that has an estimated life of two years or more, and a unit cost of \$1,000 to \$25,000 or more, should be classified under an appropriate capital outlay account.

Program Goal

Effectively and efficiently account for replacement of all non-vehicle capital outlay equipment. Ensure timely replacement of emergency response tools and equipment as well as all tools, equipment, furniture and fixtures used to support the ongoing mission of the Fire Department.

Ongoing Tasks

- Monitor equipment inventories and continually reassess effective life spans and use.
- Purchase all equipment that has reached the end of its useful life or as required by standards, safety considerations and warranties.
- Carry forward and adjust replacement dates on any equipment scheduled for replacement but still serviceable.

Work Plan

40009920 Annual Purchase and replacement of tools and equipment, such as fire hoses, personal protective equipment, and thermal imagers, which have been identified as overdue for purchase. Extend the useful lives of equipment still in good, working condition, in order to most efficiently utilize the funding currently available. Continue to monitor timely replacement and safe operating condition of all equipment. (SP, DI)

099 - Equipment Replacement

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Capital Outlay	140,948	418,873	325,708	-22.2% ¹
Other Charges	130,872	121,903	141,541	16.1% ²
Total Expenses	271,820	540,776	467,249	-13.6%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
40009920 - Equipment Replacement Program (Department 200)	271,820	540,776	467,249	-13.6%
Total Expenses	271,820	540,776	467,249	-13.6%

¹ Capital Outlay decreased due to less equipment needing replacement this year. This expense will vary from year to year.

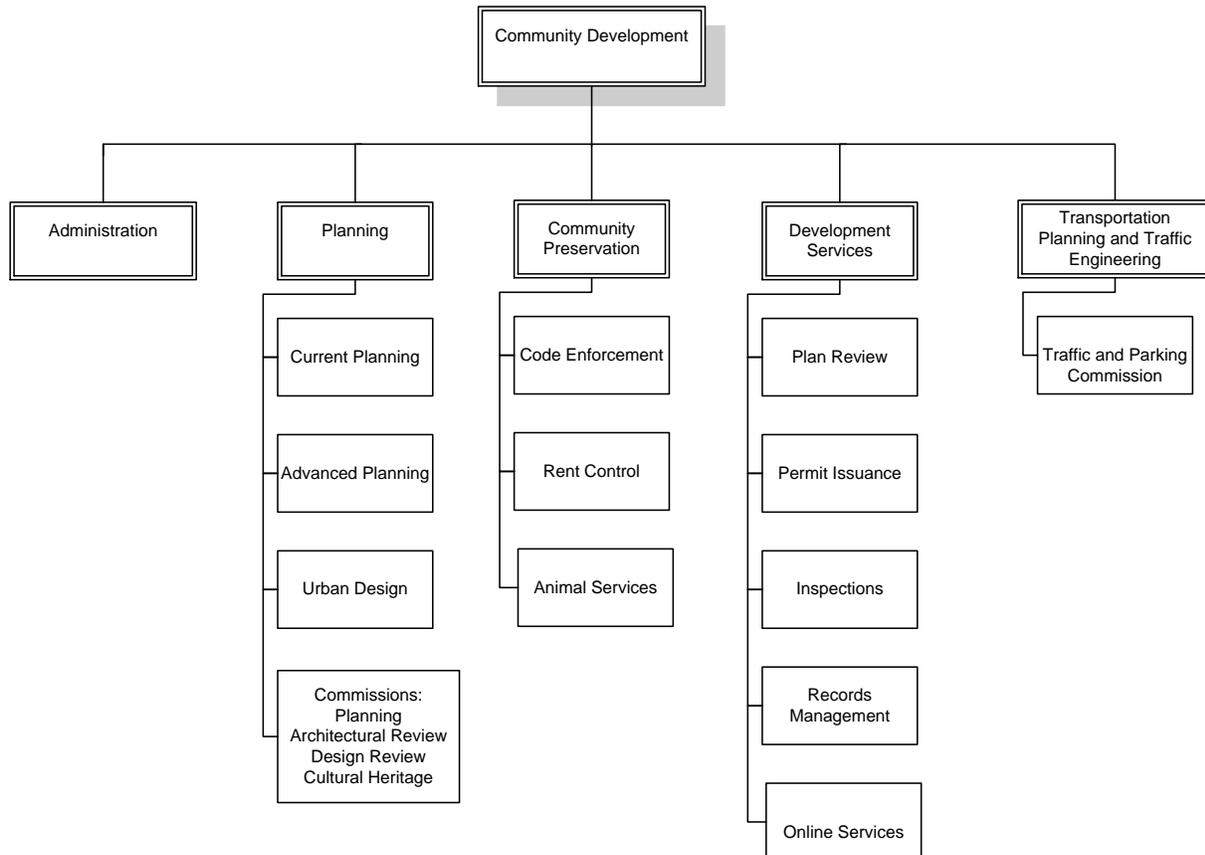
² Other Charges increased due to an increase in the depreciation costs of equipment scheduled for replacement in future years.

Community Development



Adopted Budget

Department Organization Chart



Department Mission

We guide development of the built environment to enhance and maintain quality of life.

Changes From Prior Year

- Projected revenues for FY2015-16 include building permit revenue for 9876 Wilshire project
- As part of the department's effort to streamline the development process and increase work efficiency, the e-Gov program is restructured to merge with the Development Services program.
- Three positions were added midyear of FY2014/15; Senior Building Inspector, Customer Service Representative, and Senior Plan Review Engineer.

Department Personnel

Full Time Positions	FY 2013/14 Budget	FY 2014/15 Budget	FY 2015/16 Budget
Total Full Time Positions	57.00	58.00	¹ 66.00

Part Time Positions	FY 2013/14 Budget	FY 2014/15 Budget	FY 2015/16 Budget
Total Part Time Positions	0.00	0.00	0.00

¹Three positions were approved at FY 2014/15 Midyear; Senior Building Inspector, Customer Service Representative, and Senior Plan Review Engineer. Five new positions were approved for FY 2015/16.

Department Budget

Revenue by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Other Taxes	2,163,750	837,000	0	¹ -100.00%
Intergovernmental Revenues	1,484,695	1,576,094	1,655,596	² 5.04%
Licenses Permits	14,552,726	14,297,644	15,543,978	³ 8.72%
Fines and Penalties	18,205	7,500	21,838	⁴ 191.17%
Use of Money and Property	197,226	240,408	205,245	⁵ -14.63%
Service Fees and Charges	1,676,614	1,477,282	1,763,997	⁶ 11.96%
Internal Services Fund Receipts	243,306	73,715	73,715	0.00%
Miscellaneous Revenues	117,803	66,250	69,203	⁷ 4.46%
Total Revenues	20,454,325	18,575,893	19,333,572	4.08%

¹ Parking In-Lieu Fee revenues were moved to Service Fee and Charges to properly reflect the revenue category.

² Increase in Intergovernmental revenues is due to a projected increase in Transportation grants and other grant funding.

³ Increase in Licenses Permits revenue is due to an increase in development activity.

⁴ Increase is due to an increase in administrative citations of code enforcement revenues.

⁵ Decrease due to a projected decrease in Open Air Dining revenues and interest earnings for Fund 300 – Trolley/Senior Transit Prop A as a result of fund balance.

⁶ Increase is mainly due to a projected increase in Architectural Review, Minor Accommodation, Categorical Exemption, and Technology fees. In Lieu Parking Fees are being budgeted under Service Fees and Charges for FY 2015/16 to properly reflect the revenue category.

⁷ Increase in Miscellaneous Revenues is due mainly to a projected increase in Temporary Utilities revenues.

Department Budget

Expenditure by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Salaries and Benefits	7,086,372	8,053,261	9,482,341	⁸ 17.75%
Materials and Supplies	53,634	53,500	114,600	⁹ 114.21%
Contractual Services	1,945,517	2,644,652	2,896,685	¹⁰ 9.53%
Internal Service Fund Charges	5,112,763	5,391,281	6,109,206	¹¹ 13.32%
Capital Outlay	0	90,000	126,000	¹² 40.00%
Other Charges	10,374	14,853	7,351	¹³ -50.51%
Total Expenses	14,208,660	16,247,547	18,736,183	15.32%

⁸ Three new positions were approved at FY 2014/15 Midyear and five new positions were approved for FY 2015/16. In addition, salary and benefit costs are projected to increase due to benefit rates and employee step increases per MOUs.

⁹ Increase in Materials and Supplies is due to the approval of budget enhancement for the purchase of 2015 California Building Standard codes and the reallocation of funds between Material and Supplies and Contractual Services budgets.

¹⁰ Increase in Contractual Services is due to the approval of various budget enhancements for consulting services.

¹¹ Increase mainly due to an increase in the number of positions from FY 2013/14 to FY 2014/15. Some of the ISF charges are per capita based and data used to calculate charges are done in arrears.

¹² Increase due to budget enhancement to purchase software for traffic and parking inventory models and to purchase computers for new positions.

¹³ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

Abbreviations denoting the source(s) of City policy and priority are designated at the end of each work plan. Below is the legend for these work plan sources:

CP = City Council Priority

GP = General Plan

SP = Strategic Plan

EnS = Environmental Sustainability

DI = Department Initiative

EcS = Economic Sustainability

036 - CD Administration**Description**

Community Development Administration provides support for the department's five programs (Planning, Development Services, Community Preservation, and Transportation Planning and Traffic Engineering) to implement City Council policy as directed by the City Manager. Administration also provides clerical and customer service support for the department including support for five commissions - the Planning Commission, Architectural Review Commission, Design Review Commission, Cultural Heritage Commission and the Traffic and Parking Commission. The administrative functions include coordinating meeting activities, packet preparation and distribution, meeting schedules and minutes. Administration is responsible for budget management, purchasing, records management coordination, accounting and administration of the Planning and Intelligence Units of the City's Emergency Operations Center.

Program Goals

- Provide pertinent information to staff and the public to assist them in effectively and efficiently managing available resources
- Improve operational efficiency, access to available information and special projects which enhance customer satisfaction
- Provide administrative support to Planning, Development Services, Community Preservation, Transportation Planning and Traffic Engineering, and the Planning, Architectural Review, and Design Review, Cultural Heritage and Traffic and Parking Commissions

Ongoing Tasks

- Provide oversight of department programs through weekly meetings and directives.
- Update the department's strategic plan to be consistent with its mission, vision, and goals.
- Provide support services for department divisions including clerical, records management, and accounting assistance.
- Facilitate effective commission meetings by preparing and coordinating commission meeting materials, dates and activities as scheduled.
- Provide public access of commission meetings and agenda minutes using the Granicus system.
- Coordinate commissioners' training and orientation programs.
- Ensure timely employee evaluations are completed.
- Meet budget deadlines set by the budget office by coordinating the activities in the budget process.
- Facilitate new and recurring contracts of professional consultants hired by the department with a 4-week turn-around time.

036 - CD Administration**Ongoing Tasks**

- Expedite payments of services by consultants by initiating check processing within two weeks upon receipt of invoices.
- Outreach to community through regular attendance at residential and business events.
- Secure grant funding for department projects and programs by researching funding opportunities, submitting applications as appropriate and administering the grants.
- Strengthen the department's ability to respond and recover from an emergency or disaster by participating in Emergency related trainings, meetings, exercises, workshops and special events.

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

- 00103602 **Permit Module.** Provide support for update of the permit module and integration with the City's Enterprise Resource Planning (ERP) software system .(CP, SP)
- 00103602 **Customer Management System.** Evaluate the customer management system and implement recommendations for improvements. (DI)
- 00103602 **One-Stop Permit Center.** Re-visit the Permit Center's "One-Stop Shop" concept including hours of operation and develop strategies to enhance the customers' experience. (DI)
- 00103602 **Community Outreach.** Develop and implement strategies to promote the department's programs and services. (DI)
- 00103602 **Communication.** Implement protocols designed to improve department internal communication. (DI)

036 - CD Administration

Full Time Positions	FY 2015/16 Budget
Director of Community Development	0.25
Management Analyst	0.35
Systems Integrator	1.00
Executive Assistant III	0.80
Total Full Time Positions	2.40
Total Staffing	FY 2015/16 Budget
Total Number of Employees	2.40

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Licenses Permits	67,289	42,440	42,440	0.00%
Service Fees and Charges	955,452	517,091	692,701	¹ 33.96%
Miscellaneous Revenues	6,098	5,000	1,000	² -80.00%
Total Revenues	1,028,839	564,531	736,141	30.40%
Expenditure by Category				
Salaries and Benefits	245,247	206,865	376,318	³ 81.91%
Materials and Supplies	20,384	33,500	39,000	⁴ 16.42%
Contractual Services	70,058	180,950	174,040	⁴ -3.82%
Capital Outlay	0	90,000	106,000	⁵ 17.78%
Other Charges	41	15	7	-53.33%
Total Expenses	335,730	511,330	695,365	35.99%

¹ Increase mainly due to projected increase in Technology fees.

² Decrease in Miscellaneous Revenues is due to a projected decrease in Other Miscellaneous Charges.

³ Increase primarily due to the approval of a new position for FY 2015/16 and the change in one employee's benefit plan cost.

⁴ Decrease in Contractual Services is due to the reallocation of funds between Material and Supplies and Contractual Services budgets.

⁵ Capital Outlay is increasing mainly due to the approval of budget enhancement for the purchase of traffic and parking inventory mode software.

036 - CD Administration

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00103602 - CD Administration	286,001	260,830	280,551	7.56%
00403601 - Community Development Technology	39,301	216,500	380,814	⁶ 75.90%
26003604 - AB 717 Training	10,428	34,000	34,000	0.00%
Total Expenses	335,730	511,330	695,365	35.99%

⁶ Increase is mainly due to the approval of a new position for FY 2015/16.

037 - Planning

Description

The majority of Planning's work effort is directed to the review and processing of private development projects; providing information to residents, business owners, government and non-governmental agencies; and implementing City Council work plans. The division is also responsible for implementing city goals and objectives identified in the General Plan, including policies related to land use development, housing, conservation and preservation, among others. Planning supports other departments in the processing of city projects, environmental review for a variety of city actions, and monitors regional development. Planning serves four commissions; including, Planning, Architectural, Design Review, and Cultural Heritage Commissions. The Planning Commission evaluates land use-related projects and provides guidance and recommendations on policy work. The two design-related commissions provide architectural review of commercial, multiple family and single family homes. The Cultural Heritage Commission celebrates the community's cultural heritage and reviews projects for local landmark designation.

Program Goals

- Efficient and proactive review and processing of private development applications consistent with applicable local, state and federal regulations, while ensuring ample opportunity for an informed public to participate in the review of significant projects
- Communicate, inform and provide timely responses to inquiries from residents, the business community and other organizations with information available at City Hall and internet-based resources
- Advance and implement City-Council directed work plans and policy initiatives
- Provide staff support and resources to the Planning, Architectural, Design Review, and Cultural Heritage Commissions as set forth in local ordinance and as directed by the City Council

Ongoing Tasks

- Ensure work and service is being provided consistent with expectations set forth by the City Manager; provide direction and support to staff; ensure work is being completed in a professional and timely manner; continually evaluate systems and operations and implement changes and enhancements to best balance the need for efficient application processing with the expectation of public input opportunities
- Review and process all aspects related to administrative applications, including plan check applications and projects requiring review by the City Council, Planning Commission, Architectural Commission, and Design Review Commission; participate and provide guidance on concept review applications; and final inspections
- Process over-the-counter applications; provide guidance and information at the Permit Center, through telephone and email inquiries and Comcate requests for information; meet with prospective applicants; provide organizational support to other city departments, local and regional government agencies and local organizations; review, monitor and, as appropriate, comment on regional development projects

037 – Planning**Ongoing Tasks**

- Provide staff opportunities to enhance skills, keep current on applicable regulations, develop innovative strategies to improve overall work performance and efficiency, support the City's Emergency Operation Center, attend seminars and conferences
- Provide regional project updates and provide environmental review for other departments' work programs, sub-regional representation, annual reports to State, staff meetings, community meeting, etc
- Continue public education and outreach campaign regarding historic preservation program

Work Plan

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

- 00103701 **Community Visioning.** Provide staff support for community outreach and input. (CP)
- 00103701 **In Lieu parking.** Proceed with In Lieu Parking Phase II which will include review of the in-lieu fee amounts. (CP)
- 00103701 **City Sustainability Plan.** Coordinate with Public Works Services Department including possible work on a Climate Action Plan. (CP)
- 00103701 **Affordable Housing Trust Fund.** Coordinate with Public Works Capital Assets Department to create trust fund structure and guidelines including administration of affordable units provided as part of private development project. (DI)
- 00103701 **Preservation Incentives.** Implement Preservation Incentives Strategy Phase II (Study: Transfer of Development Rights feasibility; parking reductions or in-lieu), and Phase III (fee waiver/deduction program; resource guide; priority project processing). (CP)
- 00103701 **Zoning Code.** Continue implementation of Phase III of the zoning code update, which includes various text amendments that range from minor amendments to more substantive changes related to accessory structures, density bonus, mechanical equipment in setbacks and other development standards that the Planning Commission has determined warrant further study and possible amendment. (CP, DI, EcS, GP)

037 – Planning

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

00103701 **Master Architect Properties.** Include research/information for all Master Architect properties in the City of Beverly Hills in the City Online Business Center (OBC) with public interface. (DI)

Vision Statement #5: Beverly Hills is known internationally for its alluring and distinctive hotels, retail stores, restaurants, and entertainment and headquarter businesses.

00103701 **Southeast Task Force (Short term).** Complete short term recommendations of Task Force and incorporate long term objectives into CIP and work plans. (CP)

00103701 **Southeast Task Force (Long term).** Develop a long range urban design plan that includes evaluation of Arts and Theater District and area around the La Cienega/Wilshire subway station (collaborative effort with the subway planning work item under “Transportation Planning and Traffic Engineering”). (CP)

Full Time Positions	FY 2015/16 Budget
Director of Community Development	0.25
Assistant Director of Community Development-City Planner	1.00
Senior Planner	2.00
Management Analyst	0.25
Assistant Planner	1.00
Associate Planner	8.00
Principal Planner	1.00
Executive Assistant I	1.00
Executive Assistant III	0.20
Urban Designer	1.00
Total Full Time Positions	15.70
Total Staffing	FY 2015/16 Budget
Total Number of Employees	15.70

037 – Planning

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00103701	Percentage of Architectural Review cases processed administratively	53%	65%	70%
00103701	Percentage of Design Review cases processed administratively	35%	45%	50%
00103701	Percentage of Architectural Review applications completed in two or less meetings	99%	100%	100%
00103701	Percentage of Design Review applications completed in two or less meetings	92%	95%	95%
00103701	Number of Planning staff level cases processed	25 cases	40 cases	36 cases
00103701	Number of Planning Commission Level cases	29 cases	26 cases	30 cases
00103701	Average processing time of Minor Planning Commission projects	80 days	70 days	65 days
00103701	Average processing time of Commission Level planning projects	130 days	120 days	100 days
00103701	Number of Mills Act Projects approved	2	1	2
00103701	Number of historic landmarks designated	10	6	7
00103701	Percentage of City Council Priority Policy Projects completed on time	85%	90%	100%

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Licenses Permits	928,209	742,573	747,073	0.61%
Use of Money and Property	93,950	144,126	129,995	¹ -9.80%
Service Fees and Charges	775,965	683,555	703,333	2.89%
Miscellaneous Revenues	31,253	15,000	11,903	² -20.65%
Total Revenues	1,829,377	1,585,254	1,592,304	0.44%

¹ Decrease in in Use of Money and Property to a projected decrease in Open Air Dining revenue.

² Decrease in Miscellaneous Revenues due to a projected decrease in Planning Miscellaneous Receipts revenues.

037 – Planning

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Expenditure by Category				
Salaries and Benefits	1,754,132	1,948,621	2,295,666	³ 17.81%
Materials and Supplies	5,122	6,500	6,000	⁴ -7.69%
Contractual Services	417,033	179,100	366,000	⁵ 104.36%
Capital Outlay	0	0	10,000	⁶ --
Other Charges	91	33	16	-51.52%
Total Expenses	2,176,378	2,134,254	2,677,682	25.46%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00103701 - Planning	2,176,378	2,134,254	2,677,682	25.46%
Total Expenses	2,176,378	2,134,254	2,677,682	25.46%

³ Increase is mainly due to the approval of two new positions for FY 2015/16. In addition, salary and benefit costs are projected to increase due to benefit rates and employee step increases per MOU.

⁴ Decrease in Materials and Supplies is due to the reallocation of funds within department between Material and Supplies and Contractual Services budgets.

⁵ Increase in Contractual Services is due to the approval of a budget enhancement for consulting services for the Southeast Taskforce Community Planning.

⁶ Increase is due to funds needed to purchase computers and software for new positions.

046 - Development Services

Description

Development Services provides premier customer service for development-related services including plan review, permit issuance, building inspection and record request processing. The focus is on delivering fast and convenient service by coordinating the building, zoning, public works, and fire prevention plan reviews and approvals. Permit staff is available to answer questions, address concerns, and offer front-end assistance in guiding applicants through the development process. Plan review assists commercial and residential customers in verifying building design complies with federal, state and local laws. Nationally certified Building Inspection staff conducts site inspections on private and City-owned properties to confirm safe and code compliant installations. Development Services also includes records management which is tasked with active project document management, document imaging, and/or "archiving", and providing public information on all development and property-related records (i.e. zoning, plans, reports, permits, covenants, and other related documents). It also facilitates public access to the department's services and information using online web technology, telephone or the Internet.

Program Goals

- Promote a safe and quality -built environment by guiding and assisting residential and commercial owners/developers in their construction-related needs
- Provide coordination of all development related services.
- Provide timely responses to public record requests
- Provide comprehensive customer service intended to facilitate the processing of all development related requests
- Continually improve the quality, accessibility, and timeliness of customer service through process refinement and available technology

Ongoing Tasks

- Improve the quality of customer service by streamlining the turn-around time of plan review for commercial and residential construction work within the City to a maximum of 6 weeks.
- Provide timely inspections by performing construction inspections of new and existing buildings and structures within 24 hours of the scheduled request. Inspections are performed within a two-hour appointment time, which is communicated to the property owner, architect, engineer, and contractor via e-mail notification the day prior to the scheduled inspection.
- Promote safety in City structures by continuing and maintaining plan check and inspection services for City Capital Improvement Projects.
- Provide in-house department staff training on new State and City Municipal Codes, and internal operational procedures.
- Implement public awareness and outreach training programs related to building codes.

046 - Development Services**Ongoing Tasks**

- Participate in Emergency Management related trainings, meetings, exercises, workshops and special events.
- Manage the front desk of the Permit Center in greeting and directing visitors to appropriate areas, and assisting customers through the development process.
- Provide phone support by responding to phone appointment requests and development process Inquiries.
- Initiate ongoing public awareness and outreach programs regarding new development processes.
- Provide records research services for internal and external customers within 14 days.
- Continue to develop new online services consistent with providing customers a more streamlined approach to conducting government businesses.
- Facilitate the processing of online plan review submittals, permit issuance and other activities related to the development review process.
- Collaborate with other City departments to maximize, grow and evolve the City's permit system.
- Meet with and survey customers and stakeholders to ensure department programs and services are meeting their needs and expectations.
- Update website with the most current information on the department's events and services.
- Provide reports and analysis of permit activities and trends.
- Coordinate, manage, and implement all department technology, hardware, and software including the customer management system.

046 - Development Services**Work Plan**

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

00104610 **Fee Study.** Deploy new Department Fee Study. (DI)

00104610 **2016 Building Codes.** Adopt 2016 Technical Codes. (DI)

00104610 **Construction Parking Control.** Develop and implement a construction parking control program. (DI)

00104610 **Permit Module.** Manage the Department's support for the integration of the permit module of the City Enterprise Resource Planning (ERP) software system into department processes and procedures. (SP)

Vision Statement #4: Beverly Hills is committed to being the safest city in America

00104610 **Seismic Retrofit Program.** Evaluate the data collected in Phase I of Seismic Hazard Evaluation and develop appropriate recommendations to reduce the risks of seismic hazards. (CP)

046 - Development Services

Full Time Positions	FY 2015/16 Budget
Assistant Director of Community Development - City Building Officer	0.75
Director of Community Development	0.25
Deputy Building Official	1.00
Senior Planner	2.00
Management Analyst	1.30
Senior Building Inspector	5.00
Executive Assistant II	0.75
Customer Service Representative	4.00
Building and Safety Inspector II	4.00
Building Inspection Manager	1.00
Senior Plan Review Engineer	4.00
Civil Engineer	1.00
Principal Planner	1.00
Development Services Technician II	4.00
Secretary	2.00
Supervisor Plan Review Engineer	1.00
E-Gov Manager	1.00
Permit Center Supervisor	1.00
Total Full Time Positions	35.05
Total Staffing	FY 2015/16 Budget
Total Number of Employees	¹ 35.05

¹ Includes three approved FY 2014/15 mid-year positions and positions formerly in e-Gov program.

046 - Development Services

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00104610	Number of plans submitted per Division FTE	280	310	325
00104610	Average processing time for plans	25 days	27 days	25 days
00104610	Number of plans processed over-the-counter	145	275	325
00104610	Number of permit applications received per Division FTE	2,581	2,800	2,940
00104610	Average processing time for applications (All categories)	45 minutes	45 minutes	45 minutes
00104610	Length of review time for auxiliary structures (sheds, fences, pools, signs)	30 minutes	30 minutes	30 minutes
00104610	Length of review time for small commercial or single family residence	32 days	34 days	32 days
00104610	Length of review time for large commercial or multi- family residence	54 days	57 days	54 days
00104610	Number of requests for inspection per Division FTE	3,572	3,900	4,000
00104610	Number of customers using online services	1,123	2,200	2,500
00104610	Number of e-government enhancements completed	3	3	2

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Licenses Permits	13,357,739	13,310,931	14,556,247	¹ 9.36%
Fines and Penalties	1,353	0	7052	--
Service Fees and Charges	-95,477	249,636	226,963	² -9.08%
Miscellaneous Revenues	80,452	46,050	56,100	³ 21.82%
Total Revenues	13,344,067	13,606,617	14,846,362	9.11%

¹ Increase in Licenses and Permits revenue is due to an increase in development activity.

² Decrease in Service Fee and Charges revenue is due to a projected decrease in submittal of specialty plans (mechanical, electrical and plumbing) resulting from a change in threshold levels.

³ Increase in Miscellaneous Revenues is due primarily to a projected increase in Temporary Utilities revenues.

046 - Development Services

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Expenditure by Category				
Salaries and Benefits	3,736,575	4,237,228	4,972,436	⁴ 17.35%
Materials and Supplies	22,593	8,300	60,400	⁵ 627.71%
Contractual Services	452,061	824,365	724,465	⁶ -12.12%
Capital Outlay	0	0	5,000	--
Other Charges	180	65	32	-50.77%
Total Expenses	4,211,409	5,069,958	5,762,333	13.66%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00103801 – e-Gov-CD	334,383	375,314	0	⁷ -100.00%
00104610 - Development Services	3,877,026	4,694,644	5,762,333	22.74%
Total Expenses	4,211,409	5,069,958	5,762,333	13.66%

⁴ As part of an internal reorganization the e-Gov program will be merging with Development Services for FY 2015/16, increasing the FTE by 2.65. In addition, three new positions were approved at FY 2014/15 midyear and one new position for FY 2015/16.

⁵ Increase in Materials and Supplies is due to the budget enhancement for the purchase of the 2015 Building Standard Code publications and due to the reallocation of funds within department between Material and Supplies and Contractual Services budgets.

⁶ Decrease in Contractual Services is due to one-time expenses for this fiscal year for plan review, office space reconfiguration, and soft story consulting services. Decrease is offset by approval of various budget enhancements for consulting services.

⁷ As part of an internal reorganization the e-Gov program will be merging with Development Services for FY 2015/16.

125 - Transportation Planning and Traffic Engineering

Description

The Transportation Planning and Traffic Engineering program provides: Traffic & Parking Commission support; regional and sub-regional transportation planning; technical engineering analysis and surveying; community transit services for senior and disabled persons; analysis of development projects for impacts on the City's roadway system; and develops recommendations for associated mitigation measures.

Transportation Planning coordinates short and long-term planning of regional transportation initiatives with Westside Council of Governments member Cities and the Los Angeles Metropolitan Transportation Authority; conducts public process for permit parking, valet and traffic calming requests; manages the City's transit programs, including the Senior Shuttle Dial-A-Ride, Trolley and Taxi Coupon programs; and applies for supplemental grant funding as available. Traffic Engineering recommends and approves traffic control and street sign requests, analyzes traffic circulation; conducts speed studies for compliance with the California vehicle code; conducts traffic and pedestrian counts; maintains records of accidents; recommends street and alley improvements, including marking/ striping and street/driveway modifications; implements new traffic technology and manages traffic signal synchronization and timing system; coordinates regional bus stops and Congestion Management Program.

Program Goal

- Investigate, analyze, recommend, design, and implement transportation system enhancements and regional transportation initiatives in order to respond to mobility and safety concerns

Ongoing Tasks

- Promote traffic safety and improve mobility by annually conducting traffic engineering studies, speed surveys, traffic volume counts and compile accident data at the City's 500 intersections and crosswalks. Prepare service requests for signs and striping
- Evaluate and mitigate traffic caused by new and on-going development by analyzing traffic studies and Environmental Impact Reports, and recommending mitigation measures within established timeframes
- Provide high quality and timely senior transit services and public Trolley tours to the community
- Provide support services to the Traffic and Parking Commission to establish Preferential Permit Parking zones within a four-month receipt of residential petition requests; respond to requests for traffic calming, striping and street signage; and develop transportation options, i.e. bicycle facilities
- Promote public safety by timely administering grant awards and designing capital improvement projects to improve public safety
- Provide public outreach support and review of traffic mitigation measures for La Cienega metro station construction
- Provide support to Capital Assets and Public Works Services Departments of signs and striping maintenance

125 - Transportation Planning and Traffic Engineering

Work Plan

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

- 00112501 **Santa Monica Boulevard Reconstruction.** Prepare traffic mitigation measures for Santa Monica Boulevard reconstruction project beginning in 2016. (CP)
- 00112501 **Subway Monitoring.** Advocate for City's preferred alignment for Phase II of the Purple Line Extension. (CP)
- 00112501 **Citywide Bike Plan.** Continue to develop acceptable enhancement to bike mobility throughout the City. Pursue a bicycle sharing program in coordination with Westside Cities Council of Governments. (CP)
- 00112501 **Tour Bus Management.** Continue to pursue methods to regulate tour bus activity. Address tour bus staging locations and improve Third Street staging area. (DI)
- 00112501 **Traffic Thresholds.** Continue to evaluate potential changes to the traffic thresholds upon adoption of implementation guidelines for Senate Bill 743.(DI)
- 00112501 **Moreno Traffic Mitigation.** Evaluate mitigation strategies for anticipated traffic at and around the western city border of Santa Monica Boulevard. (CP)

Full Time Positions	FY 2015/16 Budget
Director of Community Development	0.20
Transportation Planner	1.00
Deputy Director-Transportation	1.00
Traffic Technician	1.00
Senior Transportation Engineer	1.00
Transportation Planning Analyst	1.00
Secretary	1.00
Total Full Time Positions	6.20
Total Staffing	FY 2015/16 Budget
Total Number of Employees	6.20

125 - Transportation Planning and Traffic Engineering

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00112501	Number of Resident Petitioned Preferential Permit Parking Zones Established	4	3	3
00112501	Number of Resident Petitioned Preferential Permit Parking Zones Modified	3	4	3
00112501	Number of traffic plan reviews	108	196	264

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Other Taxes	2,163,750	837,000	-	¹ -100.00%
Intergovernmental Revenues	1,484,695	1,576,094	1,655,596	² 5.04%
Use of Money and Property	103,326	96,032	75,000	³ -21.90%
Service Fees and Charges	40,674	27,000	141,000	⁴ 14.81%
Miscellaneous Revenues	0	200	200	0.00%
Total Revenues	3,792,445	2,536,326	1,871,796	-26.20%
Expenditure by Category				
Salaries and Benefits	546,848	785,826	937,591	⁵ 19.31%
Materials and Supplies	2,083	700	700	0.00%
Contractual Services	942,225	1,306,937	1,478,880	⁶ 13.16%
Capital Outlay	0	0	5,000	--
Other Charges	10,013	14,722	7,287	-50.50%
Total Expenses	1,501,169	2,108,185	2,429,458	15.24%

¹ Parking In-Lieu fees were budgeted in Service Fee and Charges for FY 2015/16 to properly reflect the revenue category.

² Increase due to projected increase in transportation grants and other grant funding.

³ Decrease due to projected decrease in Interest Earned revenue in Fund 300 Trolley/Senior Transit Prop A.

⁴ Increase in Service Fees and Charges is due to a projected increase in trolley fare revenues and the allocation of Parking In-Lieu fees in Service Fees and Chagres for FY 2015/16 to properly reflect revenue category.

⁵ Increase due to approval of new position for FY 2015/16 and salary and benefit costs are projected to increase due to benefit rates and employee step increases per MOUs. In addition the program increased by 0.05 FTE as part of department personnel reallocation.

⁶ Increase due to budget enhancement approvals for Measure R consulting services, Prop A and Prop C contract increases.

Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

125 - Transportation Planning and Traffic Engineering

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00112501 - Transportation Planning and Traffic Engineering	638,824	858,057	1,105,458	28.83%
24012501 - AQMD Grant	54,358	65,000	65,000	0.00%
30012502 - Trolley/Senior Transit Proposition A	807,987	746,105	724,000	-2.96%
31012503 - Senior Transit Proposition C	0	439,023	435,000	-0.92%
33012504 - Measure R	0	0	100,000	⁷ --
Total Expenses	1,501,169	2,108,185	2,429,458	15.24%

⁷ Increase due to budget enhancement approval for Measure R consulting services.

146 - Community Preservation Services

Description

Community Preservation Services improves the quality of life in neighborhoods through constituent outreach, education, responsiveness to community concerns, and the fair enforcement of municipal codes. Officers respond to compliance issues related to property maintenance, nuisances, building and zoning violations, business tax registration, and animal control. Community Preservation also facilitates a community mediation program with the Los Angeles County Bar Association and complaints relating to unlawful rent increases, reduction in housing services, and evictions of tenants residing in multi-family rental units.

Program Goal

- Protect the health, safety and general welfare of the community through the administration of community preservation and rent regulations

Ongoing Tasks

- Increase public awareness of animal control, property maintenance, rent control, and other code enforcement regulations through dissemination of public educational information using the City website and written materials
- Respond and investigate rent control complaints within three days
- Increase the number of voluntary compliance violations for rent control
- Resolve disputes by providing free mediation services to landlords and residents of Beverly Hills
- Provide a safer and higher quality of life to the community by responding to code violation complaints relating to property maintenance, building permits, business tax registrations, zoning and animal control within 5 days
- Satisfy legal requirements by issuing notice of violations, and Notice to Appear (NTA) citations, administering the Administrative Penalty Program, preparing cases for administrative and criminal prosecutions, and representing the City at administrative and court hearings as needed within the compliance date requirements
- Verify timely compliance by responding to violation notices and meetings within 5 days after compliance date
- Review code compliance-related documents before released by records staff through public records requests
- Minimize dog-at-large complaints and provide public information on leash law by continuing with proactive dog leash enforcement

146 - Community Preservation Services

Ongoing Tasks

- Maintain animal control contract with the City of Los Angeles and streamline hearing processes related to animal control incidents.
- Improve inter-departmental communication by conducting city-wide code enforcement task force meetings bi-monthly and working with individual departments monthly.
- Develop a proactive approach to code violations by conducting systematic city-wide inspections in the commercial and residential areas of Beverly Hills.
- Respond to residents' complaints related to view restoration and preservation.
- Enforce the view preservation ordinance.
- Provide a higher level of animal shelter and field services by streamlining the City's animal control program in partnership with the City of Los Angeles and service provider for dead and nuisance animal pick-up.
- Develop and maintain a policy manual specifically the complaint handling procedures for quality assurance purposes.
- Participate in Emergency Management related trainings, meetings, exercises, workshops and special events.
- Collaborate with Human Relations Commission of Community Services Department in building positive landlord-tenant relationships
- Enforce sign regulations

Work Plan

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

00114620 **Building Code Enforcement.** Oversee professional consulting services to assisting in the technical areas of building code enforcement and legal actions (technical reports, and observations related to more complex building and technical code violations). (DI)

00114620 **Housing Codes.** Prepare 2016 Housing Codes for adoption.(DI)

146 - Community Preservation Services

Full Time Positions		FY 2015/16 Budget
Assistant Director of Community Development - City Building Officer		0.25
Director of Community Development		0.05
Management Analyst		0.10
Executive Assistant II		0.25
Code Enforcement Officer		3.00
Senior Code Enforcement Officer		1.00
Code Enforcement Manager		1.00
Secretary		1.00
Total Full Time Positions		6.65
Total Staffing		FY 2015/16 Budget
Total Number of Employees		6.65

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00114620	Percentage of code violations brought into voluntary compliance prior to initiation of administrative or judicial action	60%	62%	65%
00114620	Percentage of inspector-initiated cases vs. call-in cases	11%	11%	12%
00114620	Number of complaints received (ratio per Code Enforcement FTE)	466	475	450
00114620	Response time to health/life/safety violations	24-48 hrs	24 hrs	24 hrs
00114620	Response time to all other complaints	5 days	5 days	5 days
00114620	Percentage of all complaints related to animal control	20%	20%	20%
00114620	Percentage of animal control complaints resolved within 30 days	44%	50%	50%

146 - Community Preservation Services

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Licenses Permits	199,489	201,700	198,218	-1.73%
Fines and Penalties	16,852	7,500	14,786	¹ 97.15%
Use of Money and Property	-50	250	250	--
Total Revenues	216,291	209,450	213,254	1.82%
Expenditure by Category				
Salaries and Benefits	803,570	874,720	900,330	2.93%
Materials and Supplies	3,451	4,500	8,500	² 88.89%
Contractual Services	64,140	153,300	153,300	0.00%
Other Charges	49	18	9	-50.00%
Total Expenses	871,210	1,032,538	1,062,139	2.87%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00114620 - Community Preservation Services	871,210	1,032,538	1,062,139	2.87%
Total Expenses	871,210	1,032,538	1,062,139	2.87%

¹ Increase in Fines and Penalties is due to a projected increase in administrative citation revenues for next fiscal year.

² Increase due to the reallocation of funds within department between Material and Supplies and Contractual Services budgets.

099 - Equipment Replacement

Description

Equipment replacement refers to the acquisition of furniture, fixtures, and equipment, with an estimated life of two years or more, and a unit cost of \$1,000 to \$25,000

Program Goal

Effectively and efficiently account for all replacement of equipment.

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Total Expenses	0	0	0	--

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Total Expenses	0	0	0	--

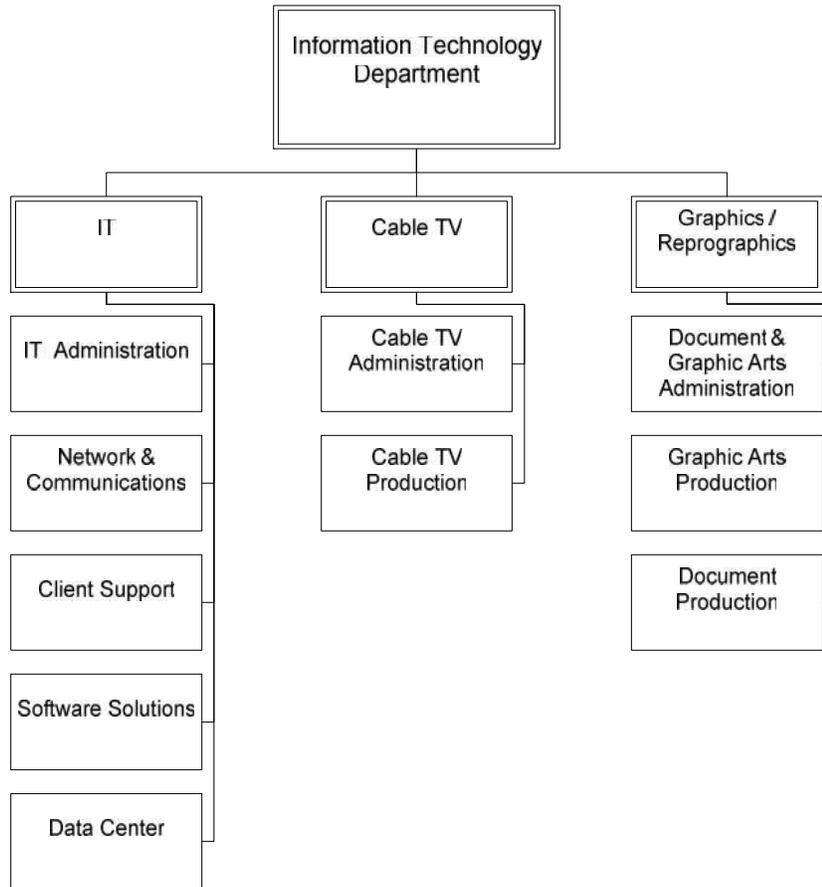


Information Technology



Adopted Budget

Department Organization Chart



Department Mission

The Information Technology Department will be recognized among municipalities as a premier provider of technology infrastructure and services. Our mission is to make information available anytime and anywhere.

The Department will be a leader among municipal information technology service providers. In partnership with City departments, the Information Technology Department will provide strategic vision for effective information systems. Accomplishment of this mission will facilitate knowledge sharing and will result in satisfied customers.

The Information Technology Department consists of three divisions: Information Technology, Cable Television, and Reprographics / Graphic Services.

Changes from Prior Year

- Three full-time positions were added to the Information Technology department for FY2015/16; Network Integrator, Web Coordinator, and GIS Integrator.

Full Time Positions	FY 2013/14 Adopted	FY 2014/15 Adopted	FY 2015/16 Adopted
Total Full Time Positions	28	29	32

Part Time Positions	FY 2013/14 Adopted	FY 2014/15 Adopted	FY 2015/16 Adopted
Total Part Time Positions (FTE)	3.26	3.10	3.39

Revenue by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Intergovernmental Revenues	206,563	250,000	250,000	0.0% ¹
Use of Money and Property	891,707	777,329	777,329	0.0%
Service Fees and Charges	113,436	100,000	100,000	0.0%
Internal Service Fund Receipts	14,814,262	15,139,251	16,037,392	5.9% ²
Miscellaneous Revenues	3,894	0	0	--
Total Revenues	16,029,862	16,266,580	17,164,721	5.5%

¹ Represents pass-through revenue from BHUSD as part of shared services agreement.

² The increase in Internal Service Fund Receipts is mostly due to an increase in revenue from Computer use charges and Cable TV use charges.

Expenditure by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Salaries and Benefits	4,182,022	4,420,697	4,956,503	12.1% ¹
Materials and Supplies	106,574	124,000	124,000	0.0%
Contractual Services	2,286,532	2,839,799	2,839,799	0.0%
Capital Outlay	2,355	45,067	39,056	-13.3% ²
Internal Service Fund Charges	3,334,967	3,279,307	3,417,035	4.2% ³
Other Charges	5,231,890	6,458,231	5,684,314	-12.0% ⁴
Total Expenses	15,144,340	17,167,101	17,060,707	-0.6%

¹ The increase in Salaries and Benefits is due to the addition of three full-time positions.

² Capital Outlay expenses will vary from year to year based on equipment replacement needs. For FY2015/16 the Information Technology department will use these funds to replace tables, cabinets, and shelves.

³ Internal Service Charges have increased mostly due to Facilities Replacement, and PAL-Policy & Management and Administrative Services charges.

⁴ There was a decrease in depreciation expenses in the IT Operations program, as well as a decrease in utility charges due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

Abbreviations denoting the source(s) of City policy and priority are designated at the end of each work plan. Below is the legend for these work plan sources:

CP = City Council Priority

DI = Department Initiative

EcS = Economic Sustainability

EnS = Environmental Sustainability

GP = General Plan

SP = Strategic Plan

009 - Cable Television

Description

The Cable Television Division provides citywide multimedia services and is home to Beverly Hills Television (BHTV), producing award-winning local programming that informs and educates. BHTV programs offer insight into City services, events, and current issues with a consistent commitment to community involvement and lifelong learning. Multimedia Production - Provides electronic media production services for City Council meetings, commission meetings and public information / educational campaigns including scheduling and playback of programming on the City's Cable TV channels and website. Cable TV Administration - Effectively monitors video service provider compliance with state laws including consumer mediation and technical coordination for government and educational channels.

Program Goal

The purpose of the Cable Television Program is to facilitate increased public awareness and education about City programs and services by ensuring accessibility and producing multimedia programs.

Ongoing Tasks

- Provide quality customer service by responding to all video service provider complaints by the next business day and maintaining a 100% resolution rate.
- Continue to exceed the state's minimum legal requirements of at least eight hours per day of on-air programming, as required by statewide franchise agreements.
- Ensure access to on demand and on air programming by preparing, publishing and automating television programming for the City's Cable TV channels and website on a daily basis.
- Provide quality multimedia services by recording and airing live 100% of City Council meetings available for replay by the next business day.
- Provide quality multimedia services by recording and airing City Commission meetings.
- Continue to produce formats and programs in support of various public affairs efforts.
- Continue to provide television coverage of special events in the City including installation for the Mayor and City Council and various Community Services programs.
- Support citywide initiatives by fulfilling requests to record City programs and activities for internal initiatives and historical documentation by the requested and approved deadlines.
- Maintain budget and procurement best practices by ensuring budgetary controls and monitoring ongoing expenditures to ensure a balanced budget.
- Continue to develop and produce a variety of public service announcements in support of City education campaigns.

009 - Cable Television**Ongoing Tasks**

- Continue to produce promotional videos in support of economic development activities and special events.
- Continue to offer Studio 331 rental space for appropriate third party productions.
- Continue to record, facilitate and support the Beverly Hills View program, a local talk show featuring a variety of hosts and guests engaged in conversations about community programs, influential people and City events.
- Continue to produce Beverly Hills This Week, which highlights current information, events, programs, and services.

Work Plans

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

- 42000901 Produce original programming in support of citywide initiatives to include development of new programs for technology initiatives, Metro outreach, Santa Monica Boulevard outreach, and water conservation initiatives. (DI, GP, SP)
- 42000901 Build out audio visual technology in Municipal Gallery to enable live broadcast of special meetings (DI, GP, SP)
- 42000901 Produce original 'how-to' videos to facilitate use of public web site, as well as, other public-facing technology (DI, GP, SP)

009 - Cable Television

Full Time Positions	FY 2015/16 Adopted
Chief Information Officer	0.10
Management Analyst	0.14
Cable TV Program Operator Specialist	1.00
Cable TV Video Production Coordinator	1.00
Multimedia Services Manager	0.50
Executive Assistant II	0.14
Assistant Chief Information Officer	0.10
Senior Management Analyst	0.14
Cable TV/Video Associate II	1.00
Total Full Time Positions	4.12
Part Time Positions (FTE)	FY 2015/16 Adopted
Total Part Time Positions (FTE)	3.39
Total Staffing (FTE)	FY 2015/16 Adopted
Total Number of Employees (FTE)	7.51

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
42000901	Percentage of video service provider complaints responded to by next business day	100%	100%	100%
42000901	Percentage of City Council meetings recorded for replay by the next business day	100%	100%	100%
42000901	Percentage of City Council meetings aired live	100%	100%	100%
42000901	BHTV 10 and BHTV 35 channel up-time	100%	100%	100%
42000901	Win at least two video-based awards for programs submitted across all departments.	1	2	2

009 - Cable Television

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Use of Money and Property	574,790	591,999	591,999	0.0%
Service Fees and Charges	113,436	100,000	100,000	0.0%
Total Revenues	688,226	691,999	691,999	0.0%
Expenditure by Category				
Salaries and Benefits	634,198	715,291	730,465	2.1%
Materials and Supplies	3,531	11,000	11,000	0.0%
Contractual Services	17,126	38,600	38,600	0.0%
Other Charges	246,005	196,989	263,509	33.7% ¹
Total Expenses	900,860	961,880	1,043,574	8.5%

¹The increase in “Other Charges” is a non-cash accounting change due to an increase in depreciation that is the result of the implementation of Studio 331.

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
42000901 - Cable TV	900,860	961,880	1,043,561	8.5%
Total Expenses	900,860	961,880	1,043,574	8.5%

015 - Information Technology

Description

The Information Technology Division will set the standard of excellence for municipal governments seeking state-of-the-art information services to improve the quality of their organizational processes, and to enhance information services to their communities. The IT Division is comprised of five functional areas. IT Administration - Accountable for the vision, management, oversight, and delivery of IT solutions. IT Client Support - Provides ongoing service and support related to all front-end hardware, software and related computing equipment for citywide users. This includes first-line telephone support, in-person technical support at user department sites, tracking and reporting of all user requests. Data Center - Maintains and enhances the City's core computing infrastructure which includes all server and storage hardware, software and equipment, all public safety systems and mission-critical applications. Network and Communications - Provides comprehensive infrastructure and services in support of all City departments, programs and activities. This includes telecommunications, wireless communications, radio communications, Local Area Network (LAN) services, Wide Area Network (WAN) services, Municipal Area Network (MAN) services and internet communications services. This program also includes key security initiatives to ensure the integrity and safety of citywide data and communications. Software Solutions - Dedicated to producing products and services that increase performance, efficiency, and customer service capabilities of the organization. This program focuses on software development for department users and involves research, development and implementation of software solutions for citywide initiatives including internal business processes, business intelligence, eGov initiatives, GIS, CAD, Asset Management and supporting the City's Community Video Security efforts.

Program Goal

The purpose of the Information Technology Division is to facilitate citywide and intergovernmental knowledge sharing and to ensure access to reliable, innovative, and cost effective technologies that will result in satisfied clients by providing comprehensive citywide information services and strategic professional services.

Ongoing Tasks

- Provide strategic vision for the delivery of effective information systems by meeting with client departments regularly and by providing IT consulting and project management services for development and implementation of new projects by the agreed upon deadlines.
- Complete all budget related activities and submit required documentation to OMB by the scheduled deadlines, maintain budget and procurement best practices by ensuring budgetary controls and monitoring ongoing expenditures to ensure a balanced budget.
- Provide continued executive leadership within citywide governance forums (Technology Committee and BHUSD) by scheduling and attending regular meetings and by providing strategic vision, research and development services as required.

015 - Information Technology

Ongoing Tasks

- Respond to all customer service requests according to the established service level agreement and maintain a 100% resolution rate.
- Ensure the functionality, availability and data integrity of both internal and public facing applications including the City's website and enterprise GIS infrastructure by developing, maintaining, and enhancing features to make doing business in the City as effective and efficient as possible, and providing updated geospatial content received from Los Angeles County.
- Ensure utility and supportability of citywide information systems by replacing aging systems according to the established replacement schedules and by performing regularly scheduled maintenance activities.
- Continue to support wireless and telecommunications technologies by ensuring ongoing functionality, replacement of batteries, replacement parts, and related technical support.
- Provide ongoing end user training for desktop and mobile computing systems, telephones and voicemail system, website navigation and management, and other technology provided to the end users.
- Facilitate successful staff relocations by ensuring all front-end computing and telecommunications tools are moved, connected and readily accessible.
- Strengthen the department's ability to respond to and recover from an emergency or disaster by participating in Emergency Management related trainings, meetings, exercises, workshops, and special events.
- Support client departments with grant funded technology purchases, administration and documentation of grant purchases and review and reporting for audit purposes.
- Continue to provide custom spatial analysis reports, mapping, data and GIS consulting services to City staff and external stakeholders (partner agencies, contractors, community groups, etc.), including coordinating, soliciting and suggesting new GIS-based ways of doing business to improve productivity.
- Continue to manage and administer all procurement related activities, including gathering and processing quotations, bid management and administration, contract management and administration, invoice review, reconciliation and payment, and maintaining communications with vendors to resolve any procurement related issues as they arise.
- Maintain departmental inventories including computers, radios, iPads, aircards, printers, etc. and continue to update the department's replacement schedule to ensure the timely replacement of end-of-life systems, hardware, software, and equipment.

015 - Information Technology

Ongoing Tasks

- Support ongoing activities associated with the proper functioning of the Enterprise Resource Planning (ERP) System including related hardware and software upgrades when needed, production of reports, and related activities.
- Support ongoing activities associated with the proper functioning of the Computer Aided Dispatch and Records Management Systems (CAD/RMS) including related hardware and software upgrades when needed, and ensuring continued interoperability with related systems.
- Work with the Police and Fire Departments to continue to maintain the integrity of the City's radio system by partnering with the Interagency Communications Interoperability System to monitor the federal government's implementation of Public Law 112-96 (HR 3630 T-Band reallocation).
- Continue to provide Data Center and Network and Communications services to BHUSD pursuant to the agreement for IT consulting services, including providing support for planned projects such as upgrade of the District's data center facility, expansion of the wireless network and implementation of mobile learning solutions.

Work Plans

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

- 41001501 Complete implementation of the new Enterprise Resource Planning system. (CP, DI, GP, EcS)
- 41001501 Begin implementation of the new 5-Year Information Technology Strategic Plan including short-term and year-1 department goals based on departmental and interdepartmental needs assessments. (CP, DI, EcS, SP)
- 41001501 Enhance eGov applications to facilitate transparency by creating new centralized Open Government web and mobile apps that aggregate information for easy public access and automate the flow of information from various City systems into a single user-friendly location; develop eGov enhancements to permitting systems; and enhance existing mobile apps. (CP, DI, GP, SP, EcS)
- 41001501 Complete replacement of the City's Business Tax systems, including integration with various enterprise systems, and maintaining accessibility of legacy / historical data and documentation that is not migrated to the new system. (CP, DI, GP, EcS)
- 41001501 Design and implement replacement of City's online permitting systems, including data migration and integration with required enterprise systems. (CP, DI, GP, EcS)

015 - Information Technology**Work Plans**

- 41001501 Support Community Video Security initiatives including expansion of CCTV deployment, management and administration of CCTV systems, facilitating and managing maintenance and support of CCTV systems, and providing ongoing support related to maintaining the server and storage environments for the CCTV and ALPR programs. (CP, DI, GP, SP)
- 41001501 Provide increased network security by expanding and enhancing enterprise network authentication, unified network access security, content filtering and reporting, end-point mobile computing security enhancement and refinement of network telemetry and reporting. (CP, DI, GP, SP)
- 41001501 Expand public Virtual Beverly Hills mapping application to integrate with the City's enterprise permitting systems. (CP, DI, GP, SP, EcS)
- 41001501 Continue implementation of the department's disaster recovery program including build-out of additional redundancies of the City's network and communications and core computing infrastructure, creation of redundancy in the City's wireless network at City facilities, development of one or more larger offsite disaster recovery locations, and establishment of a back-up internet connection. (CP, DI, GP, SP)
- 41001501 Replace end-of-life hardware, software and equipment and integration of new components into the City's infrastructure, desktop and mobile computing environments including replacement of system servers (Hansen, Documentum, Innovative Systems, etc.), blade center chassis, and enhancement of Data Center environmental monitoring and remote management systems. (CP, DI, GP, SP)
- 41001501 Research, evaluate, and implement best-of-breed miscellaneous technology projects in support of citywide initiatives, including maximizing the use of cloud-based technologies. (CP, DI, GP, SP)
- 41001501 Continue feasibility study and begin design work for Fiber-to-the-Premise opportunities for commercial and residential internet services. (CP, DI, SP)
- 41001501 Expand deployment of mobile computing devices in support of a mobile workforce. (CP, DI, SP)
- 41001501 Complete additional expansion of the City's fiber optic network to increase network capacity and redundancy in support of the City's Fiber initiatives. (CP, DI, SP, EcS)

015 - Information Technology

Full Time Positions	FY 2015/16 Adopted
Chief Information Officer	0.70
Management Analyst	0.57
Executive Assistant II	0.57
Senior Support Specialist	2.00
Network Administrator	1.00
Web Applications Integrator	1.00
Business Information Systems Administrator	1.00
Systems Integrator	3.00
Network Integrator	1.00
GIS Coordinator	1.00
GIS Integrator	1.00
Communications Specialist	2.00
Security Administrator	1.00
Assistant Chief Information Officer	0.70
Senior Management Analyst	0.57
Web Developer	1.00
Web Coordinator	1.00
IT Systems Architect	1.00
Total Full Time Positions	20.11
Total Staffing	FY 2015/16 Adopted
Total Number of Employees	20.11

015 - Information Technology

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
41001501	Ratio of workstations to helpdesk FTE's	421:1	437:1	450:1
41001501	Number of users to IT FTE's	70:1	54:1	50:1
41001501	Radio uptime	99.999%	99.999%	99.999%
41001501	Network uptime	99.999%	99.999%	99.999%
41001501	Telephone system uptime	99.999%	99.999%	99.999%
41001501	Percent of surveys received ranking high satisfaction score	99%	99%	99%
41001501	Percent of Helpdesk requests closed within service level agreement guidelines	99%	99%	99%
41001501	Software solutions uptime	99.999%	99.999%	99.999%
41001501	Critical systems uptime	99.999%	99.999%	99.999%
41001501	Percent of IT FTE's to all FTE's	3.30%	2.20%	2.50%
41001501	Percentage of operating budget allocated to IT	3%	3.4%	3.5%

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Intergovernmental Revenues	206,562	250,000	250,000	0.0% ¹
Use of Money and Property	180,516	185,330	185,330	0.0%
Miscellaneous Revenues	3,894	0	0	--
Total Revenues	390,972	435,330	435,330	0.0%

¹ Represents pass-through revenue from BHUSD as part of shared services agreement.

015 - Information Technology

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Expenditure by Category				
Salaries and Benefits	2,562,455	2,730,798	3,227,473	18.2% ¹
Materials and Supplies	9,476	9,100	9,100	0.0%
Contractual Services	1,787,989	2,270,599	2,270,599	0.0%
Capital Outlay	0	10,000	0	-- ²
Other Charges	4,976,059	6,251,081	5,415,776	-13.4% ³
Total Expenses	9,335,979	11,271,578	10,922,948	-3.1%

¹ The increase in Salaries and Benefits is due to the addition of three full-time positions.

² FY2014/15 funds in Capital Outlay were one-time funds for computer equipment for new staff positions in Capital Assets and Public Works.

³ The decrease in “Other Charges” is due to a decrease in depreciation charges.

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
41001501 - IT Operations	5,049,332	11,021,578 ⁴	10,672,948	-3.1% ³
41001503 – Network and Communications	1,415,972	-- ⁴	--	--
41001503BHSD - Network and Communications BHUSD	0	250,000	250,000	0.0%
41001504 – Client Support	660,787	-- ⁴	--	--
41001505 – Software Solutions	660,787	-- ⁴	--	--
41001506 – Data Center	1,541,757	-- ⁴	--	--
48001501 – Information Technology (Ops)	7,344	-- ⁴	--	--
Total Expenses	9,335,979	11,271,578	10,922,948	-3.1%

³ The decrease in the “IT Operations” subprogram is due to a decrease in depreciation charges.

⁴ Subprograms 41001503, 41001504, 41001505, 41001506, and 48001501 have been rolled into subprogram 41001501.

071 – Graphics/Reprographics

Description

The Reprographics / Graphics Division provides professional quality print and graphic arts services for citywide initiatives, and consists of three functional areas including Administration, Graphic Arts, and Document Production and Distribution. Administration - Implements graphic arts and document management initiatives and administers systems and solutions to support the City's document and signage needs. Graphic Arts - Produces art designs, layouts, and signage to support the City's marketing and information campaigns. Document Production - Produces and distributes printed materials including agenda packets, marketing materials and billings, and houses centralized metered postage services for City mailings.

Program Goal

The goal of the Reprographics / Graphics Division is to provide professional quality in-house print and graphics support by printing high volume collateral projects and designing graphic arts in support of a variety of City programs and services.

Ongoing Tasks

- Continue to expand programming related to the City's Document Imaging and Records Management system, and support client department efforts to have up-to-date images scanned into the system.
- Provide professional graphic arts services by fulfilling citywide graphic arts design requests by approved deadlines.
- Provide professional print services by fulfilling citywide requests by approved deadlines.
- Provide quality customer service by packaging, finishing and delivering City Council and City Commission agenda packets by the legally required deadlines.
- Provide quality customer service by packaging and processing requested City mailings and billings by requested deadlines.
- Ensure compliance with established service level agreement (SLA) by successfully administering the City's enterprise-wide multi-function devices (MFD) contract.
- Maintain budget and procurement best practices by ensuring budgetary controls and monitoring ongoing expenditures to ensure a balanced budget.

071 – Graphics/Reprographics

Work Plans

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

- 43007101 Implement City branding for all communications and signage collateral. (CP, DI, GP)
- 43007101 As part of the City's Document Imaging and Records Management program, provide as needed consulting services related to a variety of customer service solutions to provide access to various City records through integrated internal and external applications. (CP, DI)
- 43007101 Upgrade the City's existing Document Imaging and Records Management system, including replacement of end-of-life servers and related equipment, and software upgrades to ensure ongoing compatibility with City systems. (CP, DI)
- 43007101 Provide Graphics / Reprographics design and duplication services in support of citywide water conservation initiatives. (CP, DE, EcS)

Full Time Positions	FY 2015/16 Adopted
Chief Information Officer	0.20
Art Director	1.00
Management Analyst	0.29
Multimedia Services Manager	0.50
Executive Assistant II	0.29
Graphic Artist	1.00
Senior Graphic Artist	1.00
Reprographics Supervisor	1.00
Reprographics Assistant	2.00
Assistant Chief Information Officer	0.20
Senior Management Analyst	0.29
Total Full Time Positions	7.77
Total Staffing	FY 2014/15 Adopted
Total Number of Employees	7.77

071 – Graphics / Reprographics

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
43007101	Percentage of City mailings completed by requested deadlines	100%	100%	100%
43007101	Percentage of graphic arts projects completed by requested and approved deadlines	100%	100%	100%
43007101	Percentage of print services requests completed by requested and approved deadlines	100%	100%	100%
43007101	Percentage of City Council and City Commission meeting packets completed and delivered by required deadlines	100%	100%	100%

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Salaries and Benefits	985,369	974,608	998,564	2.4%
Materials and Supplies	93,566	103,900	103,900	0.0%
Contractual Services	481,417	530,600	530,600	0.0%
Other Charges	9,826	10,161	5,029	-48.8% ¹
Total Expenses	1,570,178	1,619,269	1,638,093	1.2%

¹ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

071 – Graphics / Reprographics

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
43007101 – Graphics / Reprographics	1,565,936	1,619,269	1,638,093	1.2%
43007103 – Document Production	4,242	-- ¹	--	--
Total Expenses	1,570,178	1,619,269	1,638,093	1.2%

¹ Subprogram 43007103 has been combined into 43007101.

099 - Equipment Replacement

Description

Equipment replacement refers to the acquisition of furniture, fixtures, and equipment, with an estimated life of two years or more, and a unit cost of \$1,000 to \$25,000.

Program Goal

Effectively and efficiently account for all replacement of equipment.

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Capital Outlay	2,355	35,067	39,056	11.4% ¹
Total Expenses	2,355	35,067	39,056	11.4%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
40009931 - Equipment Replacement Program (Dept310)	2,355	35,067	39,056	11.4%
Total Expenses	2,355	35,067	39,056	11.4%

¹ Capital Outlay expenses will vary from year to year based on equipment replacement needs. For FY2015/16 the Information Technology department will use these funds to replace tables, cabinets, and shelves.

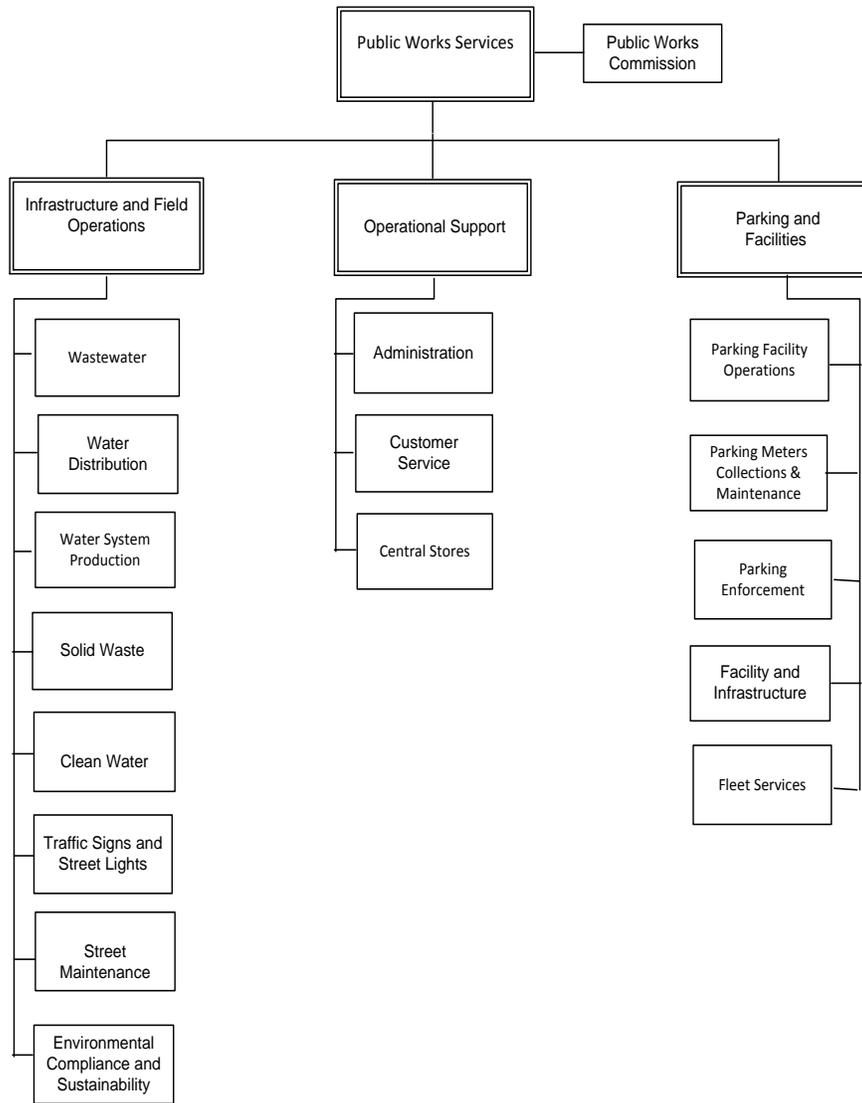


Public Works Services



Adopted Budget

Department Organization Chart



Department Mission

To provide quality public works services for all who experience the world class City of Beverly Hills.

Changes from the Prior Year

- Reorganization and alignment of the Public Works Services Department
- Implementation of the Department’s Strategic Plan
- Assignment of Solid Waste Agreement to Recology Los Angeles
- Created the 331 Foothill Program
- Established water and wastewater capacity fees
- Instituted water conservation outreach, education and inspection program
- Collaborated in the Trousdale heavy hauling /construction restrictions program
- Installation of hydration stations throughout various departments and parks
- Improvement and upgrade of technology for a better customer experience on Water Tracker
- Under-filled a vacant position in support of our business operations and re-allocated funding from Street Maintenance program to Public Works Administration program
- Citywide upgrade of parts related to the City’s automated meter reader system
- Implementation of the Taxi Franchise program

Department Personnel

Full Time Positions	FY 2013/14 Budget	FY 2014/15 Budget	FY 2015/16 Budget
Total Full Time Positions	182.00	192.00	197.00

Part Time Positions (FTE)	FY 2013/14 Budget	FY 2014/15 Budget	FY 2015/16 Budget
Total Part Time Positions	64.60	67.35	67.74

Department Budget

Revenue by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Licenses Permits	1,191,621	1,115,800	933,270	¹ -16.36%
Fines and Penalties	6,432,556	6,412,900	6,413,114	0.00%
Use of Money and Property	5,897,283	4,278,031	4,994,698	² 16.75%
Service Fees and Charges	22,208,243	22,250,544	22,695,564	2.00%
Internal Services Fund Receipts	21,440,076	20,116,397	22,173,922	³ 10.23%
Miscellaneous Revenues	1,173,083	87,922	91,320	3.86%
Operating Revenues	68,846,137	64,696,176	66,860,038	3.34%
Total Revenues	127,188,999	118,957,770	124,161,926	4.37%
Expenditure by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Salaries and Benefits	22,174,739	24,137,632	26,611,140	⁴ 10.25%
Materials and Supplies	14,764,657	15,367,241	15,475,481	0.70%
Contractual Services	14,775,141	18,882,406	19,644,060	4.03%
Capital Outlay	40,173	157,409	641,754	⁵ 307.70%
Internal Services Fund Charges	36,471,602	34,971,267	36,634,482	4.76%
Other Charges	23,510,846	24,039,295	20,658,056	⁶ -14.07%
Total Expenses	111,737,158	117,555,250	119,664,973	1.79%

¹ Decrease due to decrease in Taxi Permit revenues.

² Increase due to leasing of Chamber Building and increase in property lease rates.

³ Increase is mainly due to an increase in Facility Service's budget, which results in an increase in facility maintenance charge revenues.

⁴ Increase in Salary and Benefits are due to various factors. 1. Five new positions were approved for FY 2015/16. 2. Salary and benefit costs are projected to increase due to benefit rates and employee step increases per MOUs. 3. Overtime budget is being restored to FY 2013/14 level due to budget omission in department's budget for FY 2014/15.

⁵ Increase in Capital Outlay is due to the approval of various budget enhancements for the purchase of vehicles, sewer flow monitoring system, traffic video monitoring system, street poles replacement, computers for new positions, and office furnishings.

⁶ Decrease is due to the reallocation of debt service and interest expense for enterprise funds to Non-Department.

Abbreviations denoting the source(s) of City policy and priority are designated at the end of each work plan. Below is the legend for these work plan sources:

- CP = City Council Priority EnS = Environmental Sustainability
- GP = General Plan DI = Department Initiative
- SP = Strategic Plan EcS = Economic Sustainability

050 - PW Administration

Description

PW Administration provides the resources to implement City Council policy as directed by the City Manager. Administrative personnel provide clerical, records management coordination, accounting and customer service support to all divisions of the department, including support for the Public Works Commission and other subcommittees. Staff also provides centralized human resource management within the department and manages the Hansen Asset Management System.

Program Goal

The program supports the Department's mission and ensures quality public service by providing efficient and effective management service throughout the Public Works Services' divisions.

Ongoing Tasks

- Ensure all Divisions and Programs become efficient and effective in implementing City Council policy as directed by the City Manager
- Administer and facilitate the timely development of the annual departmental budget through intra-departmental coordination
- Provide administrative support to the Public Works Commission and associated Sub-Committees through the allocation of one full-time staff position
- Strengthen the department's ability to respond to and recover from an emergency or disaster by participating in Emergency Management related trainings, meetings, exercises, workshops, and special events
- Monitor implementation of the department strategic plan including outreach, education and communication plans
- Manage space of Public Works Warehouse and Campus Yards
- Monitor all departmental divisions through weekly meetings and directives
- Provide support services for all department divisions, including clerical work, records management, and accounting assistance
- Manage website content for the Department
- Provide support posting Requests for Proposals (RFP) and bids on website
- Coordinate with other departments as needed regarding various citywide programs and projects

050 - PW Administration**Ongoing Tasks**

- Oversee the efficient and timely recruitment of departmental vacancies
- Ensure sufficient resources are available to fulfill the department mission workload planning and forecasting across 9 Divisions
- Secure grant funding for department projects and programs by researching funding opportunities and submitting applications as appropriate
- Identify critical functions and roles within the department and create desk manuals to capture institutional knowledge
- Provide project level support for implementation of the new Asset Management System, including application review, testing, and providing feedback related to system functionality

Work Plan

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

48005001 Increase visibility of Public Works Service Department through community outreach, education and events. (DI, SP)

48005001 Create workflow process with Risk Management and Police Department to increase cost recovery of Public Works assets damaged or destroyed in accidents. (DI)

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

48005001 Manage program to upgrade smart water meters to ensure and maintain system reliability. (EcS, DI)

Vision Statement #4: Beverly Hills is committed to being the safest city in America

48005001 Create a formal emergency response plan for water main breaks through collaboration with Metropolitan Water District and Los Angeles Department of Water & Power. (DI, SP)

48005001 Update the City's Sustainability Plan.

050 - PW Administration

Full Time Positions	FY 2015/16 Budget
Accounting Technician	4.00
Director of Public Work Services	1.00
Executive Assistant I	1.00
Executive Assistant III	1.00
Management Analyst	1.00
Secretary	1.00
Planning and Research Analyst ¹	1.00
Senior Management Analyst	2.00
Deputy Director of Operational Support	0.25
Assistant Director of Public Works – Infrastructure and Field Operations	0.30
Assistant Director of Public Works - Parking and Facilities Operations	0.30
Total Full Time Positions	12.85
Part Time Positions (Number of Employees, not FTE)	FY 2015/16 Budget
Administrative Intern	0.23
Total Part Time Positions	0.23
Total Staffing	FY 2015/16 Budget
Total Number of Employees	13.08

¹Position is underfilling Street Superintendent position.

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48005001	Percentage of Invoices Paid On-Time	N/A	80%	100%
48005001	Department Vacancy Rate	N/A	10%	4%
48005001	Percentage of Field Work Tracked in Asset Management System	N/A	33%	75%
48005001	Department completion of work plan initiatives ¹	N/A	N/A	100%

¹New performance measure.

050 - PW Administration

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Proposed	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Salaries and Benefits	1,753,718	1,752,228	1,884,548	¹ 7.55%
Materials and Supplies	17,759	10,189	10,189	0.00%
Contractual Services	31,447	27,373	27,373	0.00%
Capital Outlay	823	0	0	--
Other Charges	37,512	29,721	14,711	² -50.50%
Total Expenses	1,841,259	1,819,511	1,936,821	6.45%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
48005001 - PW Administration	1,730,906	1,708,585	1,822,059	6.64%
48005002 - Citywide Governance - PW	110,353	110,926	114,762	3.46%
Total Expenses	1,841,259	1,819,511	1,936,821	6.45%

¹ Increase due to Department's reallocation of personnel costs among programs as a result of internal reorganization.

² Other Charges decreased due to a reallocation in the program's utility budget to more accurately reflect charges based on actual mid-year utility expense.

052 - Solid Waste

Description

The Solid Waste program includes Solid Waste Residential, Solid Waste Commercial, Solid Waste Conservation, and Alley Maintenance. The solid waste residential and commercial sub-programs are responsible for the collection of all the waste streams collected in the City and to comply with both AB 939 to recycle 50% of all municipal waste collected and with AB 341 for the multi-family and commercial recycling mandate.

The Solid Waste Residential sub-program is responsible for the collection of green waste and mixed waste from single-family, duplex, and the majority of multiple-family residences. Fourteen trucks service 20,000 residential bins, weekly, disposing 76 tons daily or 28,000 tons annually.

The Solid Waste Commercial sub-program is responsible for the collection of mixed waste from businesses, restaurants, and some multi-family residential and municipal facilities. The City provides the services by contracting with Recology Los Angeles to collect and process the refuse at a Material Recovery Facility. Recology Los Angeles collects 27,000 tons of waste and 22,000 tons of construction debris annually.

The Solid Waste Conservation sub-program produces community outreach and educational materials to encourage diversification of solid waste from the landfills.

The Alley Maintenance sub-program is responsible for residential alleys, by managing the maintenance of tree-trimmings, street sweeping, removal of bulk items on a scheduled basis, and ensuring every alley is cleared twice a month and next day service is available upon request. The Solid Waste Enterprise Fund contributes 20% of the Street Sweeping sub-program's incurred expenses for this service.

Any net revenues after operating and maintenance expenses are applied to capital programming and/or replenishing fund reserves. Reserves equivalent to 50% of annual revenues are saved in order for the operations to continue functioning in case of an emergency when cash flows could be impaired. In addition, reserves greater than 50% of annual revenues are utilized to stabilize rate increases or to pay for non-financed capital improvements.

Program Goal

To ensure optimum levels of cleanliness while safeguarding public health by removing solid waste from single-family, duplex, and multi-family residences weekly.

To ensure optimum levels of cleanliness while safeguarding public health by providing a fee-based service for cleaning and removing of solid waste from businesses, restaurants, some multi-family residential, and municipal facilities.

052 - Solid Waste**Program Goal**

To expand broader community awareness of collection and recycling programs by conducting outreach and education. To ensure optimum levels of alley cleanliness while safeguarding public health through a scheduled alley tree trimming maintenance contract, and debris, brush and bulky item removal.

Ongoing Tasks

- Ensure cleanliness and mitigate public health hazards by disposing of residential waste through a scheduled weekly collection route
- Ensure public safety by providing weekly curbside container roll-out service for hillside customers
- Provide for commercial service requests by maintaining customer service work order tracking
- Maintain current waste diversion rate of 70%, exceeding the state-mandated minimum of 50%
- Promote community-wide awareness of residential collection and recycling programs through outreach such as the annual Earth Day event
- Maintain alleys in a state of cleanliness with a tree trimming contract that includes weed abatement in alleys four times per year
- Maintain alleys in a state of cleanliness by removing bulk items from alleys two times per month

Work Plan

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

- 83005201 Initiate RFP process to be released for a new Franchise agreement in 2018. (CP, DI)
- 83005201 Commence Phase 2 of the residential container replacement project. (DI)
- 83005202 Investigate the feasibility of a Zero Waste Strategic Plan and bring this forward to City Council for consideration. (DI)
- 83005205 Complete service level, maintenance strategy and resource loading plan. (DI)

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

- 83005202 Implement a computerized work order system that is compatible with the franchise commercial solid waste hauler to enhance service levels. (DI)
- 83005201 Continue to implement a comprehensive Asset Management System.(DI)
- 83005202 Conduct a Commercial Solid Waste biannual audit. (DI)

052 - Solid Waste

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

83005201 Conduct a Residential Solid Waste biannual audit. (DI)

83005202 Conduct a performance/operational audit of solid waste services. (DI)

Full Time Positions	FY 2015/16 Budget
Solid Waste and Storm Water Supervisor	0.75
Solid Waste Equipment Operator	14.00
Solid Waste Inspector	1.90
Solid Waste Manager	0.75
Senior Street Sweeper Operator	0.20
Street Sweeper Operator	0.80
Senior Solid Waste Equipment Operator	2.00
Deputy Director of Operational Support	0.08
Assistant Director of Public Works – Infrastructure and Field Operations	0.15
Environmental Compliance and Sustainability Program Manager	0.10
Total Full Time Positions	20.73
Total Staffing	FY 2015/16 Budget
Total Number of Employees	20.73

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
83005201	Total commercial food waste collected annually (tons)	N/A	11,600	12,000
83005202	Percent of commercial food waste recycled	N/A	95%	95%
83005203	Total diverted as a percent of total tons collected	N/A	77%	77%
83005205	Number of customer service request per 1,000 customers	N/A	2	1.15
83005201	Number of missed pick-ups.	N/A	N/A	30

052 - Solid Waste

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Intergovernmental Revenues	0	0	0	--
Use of Money and Property	318,160	135,488	135,488	0.00%
Service Fees and Charges	-206	-15	-15	0.00%
Miscellaneous Revenues	22,816	0	0	--
Operating Revenues	15,256,015	14,714,560	14,714,560	0.00%
Total Revenues	15,596,785	14,850,033	14,850,033	0.00%
Expenditure by Category				
Salaries and Benefits	2,009,491	2,169,774	2,473,891	¹ 14.02%
Materials and Supplies	54,100	325,490	375,490	15.36%
Contractual Services	6,109,080	7,041,898	7,008,565	-0.47%
Capital Outlay	28,571	0	0	--
Other Charges	804,548	211,659	288,448	² 36.28%
Total Expenses	9,005,790	9,748,821	10,146,394	4.08%

¹ Increase in Salary and Benefits is due to various factors. 1. Department's reorganization reallocated personnel cost among programs. 2. Salary and benefit costs are projected to increase due to benefit rates and employee step increases per MOUs. 3. Overtime budget is being restored to FY 2013/14 level due to budget omission in program's budget for FY 2014/15. 4. A budget enhancement for overtime was approved for FY 2015/16.

² Other Charges increased due to an increase in the allowance for uncollectable utility bills.

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
83005201 - Solid Waste Residential	2,798,682	3,567,002	3,750,270	5.14%
83005202 - Solid Waste Commercial	5,341,406	5,004,559	5,126,186	2.43%
83005203 - Solid Waste Conservation	22,950	16,753	40,080	³ 139.24%
83005204S011 - Used Oil Block Grant Cycle 15	0	19,357	19,357	0.00%
83005205 - Alley Maintenance	842,752	1,141,150	1,210,501	6.08%
Total Expenses	9,005,790	9,748,821	10,146,394	4.08%

³ Increase due to department's reallocation of personnel costs among programs as a result of internal reorganization and increase in employee benefit rates and step increases per MOUs.

054 - Wastewater Disposal Services

Description

The Wastewater Disposal Services program includes the Wastewater Maintenance & Repair and Wastewater Treatment subprogram. The Wastewater Maintenance & Repair subprogram is responsible for the following core functions: maintenance of the wastewater conveyance system (sanitary sewer system) which includes, but is not limited to, inspection, cleaning, and repair; wastewater blockage which responds to calls from residents or businesses to address possible City mainline sewer stoppages that pose a risk of back-ups on customer property; and wastewater conservation which produces community outreach and educational materials recommending the proper disposal of liquid waste associated with hazardous household items, grease, and other liquids or solids that deteriorate the sanitary sewer and treatment processes. The program is represented during Earth Day events.

The Wastewater Treatment sub-program manages and monitors the City's contractual obligations to the City and County of Los Angeles. The City contracts with the City of Los Angeles to treat wastewater at the Hyperion Treatment Plant and maintains a contract with the County of Los Angeles to administer the industrial waste pre-treatment program, in which the City of Los Angeles is the responsible party.

Any net revenues after operating and maintenance expenses are applied to capital programming and/or replenishing fund reserves. Reserves equivalent to 50% of annual revenues are saved in order for the operations to continue functioning in case of an emergency when cash flows could be impaired. In addition, reserves greater than 50% of annual revenues are utilized to stabilize rate increases or to pay for non-financed capital improvements.

Program Goal

The Wastewater Maintenance & Repair subprogram aims to protect the health and well-being of residents and visitors alike through proper collection and maintenance of the sanitary sewer system.

The wastewater blockage core activity within the Maintenance & Repair subprogram complies with federal and state regulation for Sanitary Sewer Overflows (SSO's) in order to protect both health and property while reducing the City's liability by responding in a timely and effective manner to any reports of an improperly operating a wastewater collection system.

The Wastewater Conservation core activity within Maintenance & Repair aims to promote best management practices through continuing education of City staff and the community.

054 - Wastewater Disposal Services**Ongoing Tasks**

- Proactively maintain the sanitary sewer system by cleaning all sewer lines annually
- Respond, on average, within thirty minutes to backup and/or sanitary sewer overflow calls
- Comply with all aspects of California Waste Discharge Requirements (WDR) by adhering to a 100% compliance rating
- Monitor the City's wastewater rate structure once every two years
- Enhance learning and training opportunities by increasing staff attendance to industry-related seminars and classes
- Promote best management practices and general awareness by producing literature items for staff and customers alike for distribution at the annually sponsored Earth Day and other similar events
- Meet contractual obligations by delivering quarterly reports to the City of Los Angeles
- Monitor inflow and outflow sites to and from the City of Los Angeles's sanitary sewer system
- Assess connection fees to the sanitary sewer system
- Prevent or minimize wastewater impact to the City's Stormwater system
- To the extent possible report to the Los Angeles County Department of Public Health (LADPH) and the California Integrated Water Quality System (CIWQS) all sanitary sewer overflows (SSO) within the required timeframe
- Ensure compliance with all wastewater and storm water regulatory requirements such as the – Sanitary Sewer Operation (SSO) Reduction and response program

Work Plan

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

84005401 Completely implement a comprehensive Asset Management System. (DI)

8405401 Complete service level, maintenance strategy and resource loading plan. (DI)

054 - Wastewater Disposal Services

Full Time Positions		FY 2015/16 Budget
Drainage Maintenance Worker II		5.40
Drainage System Supervisor		0.90
Senior Drainage System Worker		2.70
Water Quality Specialist		0.20
Infrastructure Locating Technician		0.25
Deputy Director of Operational Support		0.05
Assistant Director of Public Works – Infrastructure and Field Operations		0.18
Environmental Compliance and Sustainability Program Manager		0.40
Total Full Time Positions		10.08
Total Staffing		FY 2015/16 Budget
Total Number of Employees		10.08

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
84005404	Total volume of wastewater overflow not recovered after release ¹	N/A	N/A	0

¹ New performance measure.

054 - Wastewater Disposal Services

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Use of Money and Property	497,604	35,000	36,050	3.00%
Service Fees and Charges	-206	0	0	--
Miscellaneous Revenues	803,335	0	0	--
Operating Revenue	13,506,126	12,314,340	12,683,770	3.00%
Total Revenues	14,806,859	12,349,340	12,719,820	3.00%
Expenditure by Category				
Salaries and Benefits	994,548	1,051,654	1,220,935	¹ 16.10%
Materials and Supplies	56,791	100,250	100,250	0.00%
Contractual Services	2,244,701	3,029,427	2,996,094	-1.10%
Capital Outlay	0	7,500	65,000	² 766.67%
Other Charges	1,649,310	1,609,514	1,801,050	³ 11.90%
Total Expenses	4,945,350	5,798,345	6,183,329	6.64%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
84005401 - Wastewater Maintenance & Repair	1,990,946	2,303,043	2,602,089	13.35%
84005404 - Wastewater Treatment	2,954,404	3,495,302	3,581,240	2.46%
Total Expenses	4,945,350	5,798,345	6,183,329	6.64%

¹ Increase in Salary and Benefits is due to various factors. 1. Department's reorganization resulted in reallocation of personnel cost among programs. 2. Salary and benefit costs are projected to increase due to benefit rate and employee step increases per MOUs. 3. Overtime budget is being restored to FY 2013/14 level due to budget omission in program's budget for FY 2014/15.

² Increase is due to budget enhancement approval for the purchase of a sewer flow monitoring system.

³ Other Charges increased due to an increase in depreciation cost and an increase in the allowance for uncollectable utility bills.

055 – Stormwater Utility**Description**

The Stormwater Utility program includes the Stormwater Operations and Street Sweeping subprograms. The Stormwater Operations sub-program includes the following core functions: Stormwater Inspection, which is responsible for enforcement of the National Pollutant Discharge Elimination System (NPDES) permit requirements. This permit is the backbone for preventing pollutants from entering the storm drain system and infecting the ocean ;the permit also requires implementation of the Municipal Separate Storm Sewer System (MS4) permit required by the State Water Resource Control Board - Los Angeles Region; Stormwater Maintenance, which is a seven-day operation that cleans and collects trash and debris from the sidewalks and public right-of-ways, addresses graffiti and pressure washes the sidewalks in the business districts on a weekly basis, monitors and cleans the catch basins that are the entry points to storm drains; and Stormwater Conservation, which produces brochures to inform the community on best management practices to prevent disposal of swimming pool, spa, fountain water, and hazardous water-based solvents into the storm drain system and the proper disposal of liquid waste associated with landscape construction, gardening and pest control and also sponsors the annual Earth Day event.

The Street Sweeping sub-program is responsible for cleaning residential and commercial streets weekly to prevent pollutants from entering the storm drain system.

Any net revenues after operating and maintenance expenses are applied to capital programming and/or replenishing fund reserves. Reserves equivalent to 25% of annual revenues are maintained in order for the operations to continue functioning in case of an emergency when cash flows could be impaired. In addition, reserves greater than 25% of annual revenues are utilized to stabilize rate increases or to pay for non-financed capital improvements. The pursuit of a long-term solution for the operation's funding imbalance continues to be a work plan priority.

Program Goal

The Stormwater Operation's inspection function aims to prevent pollutants from entering the storm drain system by adhering to federal and state guidelines through completion of annual facility inspections.

Completing daily, weekly, quarterly and annual maintenance activities.

The Stormwater Operation's conservation function raises awareness about stormwater quality by producing at least two annual educational materials for the community that explain best management practices to prevent disposal of pollutants to the storm drain systems.

The Street Sweeping sub-program aims to clean on a weekly basis residential and commercial streets to prevent pollutants from entering the storm drain system.

055 – Stormwater Utility**Ongoing Tasks**

- Inspect commercial facilities as prescribed in the Los Angeles County Stormwater Permit on an annual basis
- Inspect City-owned catch basins and assure that standards prescribed in the LA County Stormwater Permit are satisfied
- Complete and submit the annual National Pollutant Discharge Elimination System (NPDES) report to the Regional Water Quality Control Board
- Participate in educational activities and outreach (such as the annual Earth Day event) to promote stormwater quality throughout the City
- Prevent debris from entering storm drains by undergoing monthly sidewalk pressure washing
- Abate graffiti in public right-of-way by removing graffiti as needed
- Monitor the commercial areas that undergo daily street receptacle collection by contractor
- Maintain and clean catch basins to satisfy the Regional Water Quality Control Board's Municipal permit
- Maintain clean streets within the commercial district in a state of cleanliness by undergoing a seven-day sweeping schedule
- Maintain clean residential streets in a state of cleanliness by sweeping 184 miles of streets each week
- Complete implementation of an enhanced street sweeping schedule to provide greater service level frequency and "ensure compliance" throughout the City's alleys
- Participate in the planning and implementation of Best Management
- Ensure compliance with federal and state Stormwater regulatory requirements
- Regulatory compliance with City owned catch basins with established cleaning schedules

Work Plan

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

85005505 Ensure compliance with all wastewater and storm water regulatory requirements – Sanitary Sewer Overflow (SSO) reduction and response program. (DI)

85005505 Continue to fully implement a comprehensive Asset Management System. (DI)

85005505 Continue to complete service level, maintenance strategy and resource loading plan. (DI)

055 – Stormwater Utility

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

- 85005505 Collaborate with Community Development Department to implement components of the Municipal Stormwater Sewer System (MS4) Permit in the City Plan Check and Zoning processes. (DI, EnS)
- 85005505 Implement a new Low Impact Development (LID) ordinance and Green Street Policy. (DI)
- 85005505 Submit Ballona Creek Reasonable Assurance Analysis (RAA) to the Regional Water Quality Control Board. (DI,EnS)
- 85005505 Develop and implement a training program for internal department staff on new Best Management Practices (BMPs) prescribed in the related NPDES permits. (DI, C)
- 85005505 Continue to develop a communication plan to educate and build awareness of the Stormwater regulations and the Ballona Creek Enhanced Watershed Management Plan .(DI, EnS)

Full Time Positions	FY 2015/16 Budget
Drainage Maintenance Worker II	0.60
Drainage System Supervisor	0.10
Environmental Maintenance Worker	6.00
Environmental Program Inspector	0.90
Field Supervisor	0.05
Solid Waste and Storm Water Supervisor	0.25
Solid Waste Inspector	0.10
Solid Waste Manager	0.25
Senior Drainage System Worker	0.30
Senior Street Sweeper Operator	0.80
Street Sweeper Operator	3.20
Infrastructure Locating Technician	0.25
Deputy Director of Operational Support	0.03

055 – Stormwater Utility

Full Time Positions	FY 2015/16 Budget
Environmental Compliance and Sustainability Program Manager	0.40
Assistant Director of Public Works – Infrastructure and Field Operations	0.03
Total Full Time Positions	13.25
Total Staffing	FY 2015/16 Budget
Total Number of Employees	13.25

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
85005505	Number of annual citations issued for illicit discharges	N/A	2	1
85005505	Number of annual citations issued for violation of construction-related Best Management Practices (BMP)	N/A	4	2
85005505	Meet Trash Loading Limitations per Ballona Creek Trash TMDL	N/A	25%	75%
85005505	Percentage of illicit connection survey of the City owned storm drain lines after upgrading the City’s CCTV camera system.	N/A	2%	3%
85005505	Replace/Add Stencil of “Do Not Dump Sign” in all City Catch Basins	N/A	N/A	100%

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Licenses Permits	2,986	5,000	5,000	0.00%
Use of Money and Property	35,066	300	300	0.00%
Service Fees and Charges	-206	0	0	--
Miscellaneous Revenues	830	0	0	--
Operating Revenue	1,783,615	1,796,090	1,796,090	0.00%
Total Revenues	1,822,291	1,801,390	1,801,390	0.00%

055 – Stormwater Utility

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Expenditure by Category				
Salaries and Benefits	1,081,577	1,244,194	1,436,545	¹ 15.46%
Materials and Supplies	4,973	9,000	9,000	0.00%
Contractual Services	112,424	336,000	336,000	0.00%
Capital Outlay	0	7,500	300,000	² 3,900%
Other Charges	315,752	312,898	257,535	³ -17.69%
Total Expenses	1,514,726	1,909,592	2,339,103	22.49%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
85005502 - Stormwater Operations	1,042,732	1,457,630	1,483,621	2.31%
85005505 - Street Sweeping	471,994	451,962	855,482	89.28%
Total Expenses	1,514,726	1,902,592	2,339,103	22.49%

¹ Increase in Salary and Benefits is due to various factors. 1. Department's reorganization resulted in reallocation of personnel cost among programs. 2. Salary and benefit costs are projected to increase due to benefit rate and employee step increases per MOUs. 3. Overtime budget is being restored to FY 2013/14 level due to budget omission in program's budget for FY 2014/15.

² Increase due to budget enhancement approval for the purchase of a street sweeper vehicle.

³ Decrease in Other Charges is due to a change in depreciation cost.

059 - Facilities Services

Description

The Facilities Services program includes Facilities Maintenance, Meeting Support and Tenant Support. The program provides maintenance and repair functions to 65 City facilities encompassing over 3,000,000 square feet; meeting support services to all departments; tenant support for leased space; implementation of small construction projects; and manages the custodial, special events, plant engineering, and elevator maintenance contracts.

Facilities Services provides support to the City's retail and commercial tenants by providing services through their lease agreements, such as janitorial services, lamp replacements, building maintenance, plumbing services, and repair to HVAC systems.

Facilities Services manages projects such as carpet replacement, furniture replacement, capital equipment replacement, minor construction work or repairs, plumbing repairs. Provide effective support to the Project Administration Division through staff and blanket purchase order service contracts. Provides support to all City departments in the planning, setup, and breakdown of meetings and special events.

Program Goal

Maintain City's facilities in a clean and safe condition, to protect employees and the public while preserving the City's physical assets.

To utilize new technologies and Best Management Practices to make cost-effective improvements that enhance the built environment experience for employees, clients, and the general public.

To provide internal clients with effective meeting and extraordinary special events support.

Ongoing Tasks

- Manage small construction projects through contractual services or in-house personnel
- Provide effective support to the Project Administration Division through staff and blanket purchase order service contracts
- To maintain all City-owned building assets by completing or investigating 95% of all service requests within 72 hours or less

059 - Facilities Services

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

- 40505901 Enhance preventative maintenance program for engineering services through full staffing and implementation of Best Management Practices. (BMPs) (DI)
- 40505901 Continue to incorporate quality control using the City’s work order -management system as part of the Division's standard operating practices. (DI,SP)
- 40505901 Implement identification and documentation of: 1) the useful life of City facilities, replacement cost at conclusion of useful life, timing and cost of renovations/upgrades that will cost- effectively preserve or extend the useful life of each facility; 2) the current recommended maintenance for all City facilities and the annual cost for each; and 3) current level of actual maintenance that is provided to each City facility. (DI)
- 40505901 Implement replacement and maintenance schedules based on completed building inventory. (DI)
- 40505901 Reconfigure, update and implement preventative maintenance schedules for City’s security and key systems. (DI)

Full Time Positions	FY 2015/16 Budget
Building Maintenance Attendants	1.00
Electrician	2.00
Facilities Maintenance Manager	1.00
Facilities Maintenance Mechanic	12.00
Facility Maintenance Supervisor	2.00
Deputy Director of Operational Support	0.10
Assistant Director of Public Works – Parking and Facilities Operations	0.10
Total Full Time Positions	18.20
Total Staffing	FY 2015/16 Budget
Total Number of Employees	18.20

059 - Facilities Services

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
40505901	Custodial cost per square footage	N/A	\$0.44	\$0.45
40505901	Ratio of emergency repair hours to total maintenance or repair hours - estimate	N/A	1:13	1:13
40505901	Ratio of total hours on preventative maintenance to total maintenance or repair hours - estimate	N/A	1:19	1:19
40505901	Number of visual inspections made	N/A	140	170
40505901	Hourly response time from receipt of work order to implementation of repair/maintenance	N/A	24	24

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Licenses Permits	5,047	0	0	--
Use of Money and Property	3,022,952	3,841,465	4,080,400	¹ 6.22%
Miscellaneous Revenues	0	0	0	--
Total Revenues	3,027,999	3,841,465	4,080,400	6.22%
Expenditure by Category				
Salaries and Benefits	1,787,135	1,928,424	2,007,169	4.08%
Materials and Supplies	75,208	23,938	23,938	0.00%
Contractual Services	2,753,788	3,278,672	3,798,591	² 15.86%
Capital Outlay	0	0	30,000	³ --
Other Charges	8,866,863	7,221,504	9,123,425	⁴ 26.34%
Total Expenses	13,482,994	12,452,538	14,983,123	20.32%

¹ Increase due to increase in property lease rates.

² Increase due to budget enhancements approvals for increases in contractual obligations for City elevator services, janitorial services, building system maintenance services, and security access preventive maintenance services.

³ Increase due to budget enhancement approval for the purchased of ergonomic furniture.

⁴ Increase due to increase in depreciation cost and interest expense and correctly budgeting for interest expense on loan for 331 Foothill Office Building.

059 - Facilities Services

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
40505901 - Facilities Maintenance	4,110,597	10,078,474	11,057,148	9.71%
40505902 - Tenant Support	2,113,547	2,374,064	2,451,700	3.27%
40505904 - Capital Improvements	5,649,670	0	0	--
40507216 - 331 Foothill Office	1,609,180	0	1,474,275	⁵ --
Total Expenses	13,482,994	12,452,538	14,983,123	20.32%

⁵ Increase due to correctly budgeting for interest expense on loan for 331 Foothill Office Building.

060 - Water Supply & Distribution

Description

The Water Supply & Distribution program includes Groundwater, Maintenance and Repair, Water Quality, Water Services & Installations, Water Conservation, and Fire Suppression. The Groundwater sub-program operates four wells, one reverse osmosis treatment plant, while adhering to federal and state regulations in order to provide potable water to the community. Metropolitan Water District subsidizes this water supply.

The Maintenance and Repair sub-program maintains, operates and repairs the distribution system that includes 171 miles of water mains, 11 reservoirs, valves and equipment. The City serves approximately 11,900 customers in Beverly Hills and portions of West Hollywood.

The Water Quality sub-program ensures that the water is up to potable standards, which includes 800 weekly samples throughout the distribution system, monitoring and controlling the water movement through the system, and all regulatory compliance with the Environmental Protection Agency and the State Department of Public Health. In addition, this function includes producing the Annual Consumer Confidence Report (Water Quality Report).

The Water Services & Installations sub-program responds to requests for new service and installations for increased capacity and manages water sales which reflect the effort to account for water provided to customers and the collection for those services. The City currently uses "Smart" Automatic Meter Reading Technology to collect water usage information remotely. The Finance Department is responsible for billing and collection.

The Water Conservation sub-program conducts public outreach and implements programs to promote water-use efficiency. Furthermore, this includes compliance with the California Urban Water Conservation Council's Memorandum of Understanding, which outlines Best Management Practices; administers the Master Agreement with the Metropolitan Water District of Southern California; and promotes the various programs during the Earth Day event.

The Fire Suppression sub-program checks the flows of 1,200 fire hydrants, coordinates with the Fire Department for maintenance and repair of fire hydrants and provides at least the minimum water pressure for fire protection 100% of the time.

Program Goal

The Water Supply & Distribution program goal is to supply the public with a safe, reliable, aesthetically pleasing and palatable water supply for public consumption and fire suppression.

The Water Quality subprogram ensures that water exceeds potable standards, which includes weekly sampling throughout the distribution system, monitoring and controlling the water movement throughout the system, and all regulatory compliance.

060 - Water Supply & Distribution

Program Goal

The Water Conservation subprogram promotes water-use efficiency by conducting public outreach, and implementing programs and promoting efforts to enable the City to comply with the SBX7-7 mandate of 20% conservation by 2020.

The Groundwater subprogram manages four wells and the reverse osmosis treatment plant to supplement the City's water supply while adhering to federal and state regulations. The sub-program also invests resources in search for additional groundwater supply. The City remains interested in serving in the capacity as the Hollywood Basin groundwater monitor. If selected, the City will establish and implement a groundwater supply development plan

The Maintenance and Repair sub-program aims to provide a reliable high quality water by performing maintenance and repairs on water infrastructure that supply customers in Beverly Hills and portions of West Hollywood.

The Fire Suppression subprogram provides fire protection 100% of the time by performing maintenance and repair of fire hydrants and provide minimum water pressure for fire protection and coordinate resources to the fire department in an event of an emergency.

The Water Supply and Distribution subprogram also monitors water consumption for utility billing, and performs quality control tasks to maintain billing accuracy.

Ongoing Tasks

- Produce reliable groundwater supply for the public by minimizing plant shutdown to less than 4 months per year
- Produce a safe groundwater supply by meeting 100% of EPA and State Water Resources Control Board – Division of Drinking Water Programs (SWRCB – DDWP) required monitoring of the wells and the water treatment plant water
- Produce a reliable groundwater supply by maintaining a safe static level in the aquifer by performing well drawdown measurements before and after the plant startup
- Reduce the City's dependability on purchased water by exploring additional groundwater sources

060 - Water Supply & Distribution**Ongoing Tasks**

- Improve staff's knowledge of the most recent regulations or best management practices by offering 75% of the water utility employees at least one technical training class per quarter
- Ensure proper function and minimize damage to the water infrastructure by performing preventive maintenance on at least 16 automatic control valves or cla-valves per quarter
- Reduce the risk of potential water loss and ensure the distribution system's integrity by performing water leak tests on 9 linear miles of water mains per quarter
- Ensure proper function and minimize damage to the water infrastructure by performing preventative maintenance to 1,200 water main valves annually
- Obtain the highest level of customer satisfaction by acknowledging customer service and maintenance requests within 48 hours
- Minimize damage to equipment and property by responding to unscheduled maintenance and repair work orders within one-hour and make necessary repairs within 48 hours
- Optimize equipment performance and limit unscheduled maintenance by performing preventive maintenance work orders as scheduled
- Ensure the public receives a safe, reliable, aesthetically pleasing water supply by maintaining water quality per EPA and State Water Resources Control Board – Division of Drinking Water Programs (SWRCB – DDWP) standards
- Enhance community awareness of water quality by distributing the Annual Water Quality Report by June 15th of each year
- Resolve customers' water quality concerns by responding to issues within 24-hours or less (based on a regular work week schedule)
- Respond to request for new services (as transmitted by Finance) and installations in a timely and efficient manner by completing the scheduling process within 7 days from the time requested(notwithstanding it may be scheduled a month or more in advance)
- Accurately bill customers for water consumption by performing meter accuracy tests on 50% of all compound water meters annually
- Promote water conservation by engaging in two annual outreach programs developed to promote awareness of water efficient appliances and water conservation techniques
- Achieve water accountability and conservation by performing an annual water audit to determine unaccounted water usage - set at less than 10%
- Continue maintaining a Class "1" rating by completing the annual fire flow test

060 - Water Supply & Distribution**Ongoing Tasks**

- Ensure that all Water System Worker III's, the Production Supervisor, the Field Supervisor, and Water Utility personnel (filling in for Water Systems Worker III's) are trained in the theory, operational, and maintenance procedures of the fluoridation station
- Timely removal of public works spoils for proper disposal

Work Plan

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors

80006006 Continue to collaborate with Administrative Services in implementing an updated utility bill. (DI)

80006006 Complete service level, maintenance strategy and resource loading plan. (DI)

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

80006006 Fully implement a comprehensive Asset Management System. (DI)

80006007 Complete 2015 Urban Water Management Plan. (DI)

80006006 Implement a water rate structure to address equity. (DI)

80006007 Develop and implement a comprehensive water conservation program in response to severe drought conditions. (DI,EnS)

80006003 Begin implementation of the Water Enterprise Plan. (DI)

80006002 Continue to address provisions of SBX7 6 (Pavley) which calls for implementation of a groundwater monitoring program. (DI,EnS)

80006006 Develop a Water Conservation Plan. (CP, DI, EnS)

060 - Water Supply & Distribution

Full Time Positions	FY 2015/16 Budget
Environmental Program Inspector	0.10
Field Service Representative	1.00
Field Supervisor	0.85
Senior Water System Worker	3.00
Water Operations Manager	1.00
Water Quality Specialist	0.80
Water System Inspector	1.00
Water System Production/Operations Supervisor	1.00
Water System Technician	2.00
Water System Worker I	3.00
Water System Worker II	10.00
Water System Worker III	8.00
Infrastructure Locating Technician	0.25
Deputy Director of Operational Support	0.08
Assistant Director of Public Works – Infrastructure and Field Operations	0.25
Environmental Compliance and Sustainability Program Manager	0.10
Conservation Coordinator	1.00
Water Resource Manager	1.00
Project Manager	2.00
Total Full Time Positions	36.43
Total Staffing	FY 2015/16 Budget
Total Number of Employees	36.43

060 - Water Supply & Distribution

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
80006007	Average gallons per capita daily (GPCD)	N/A	252	202
80006004	Number of CDPH drinking water quality violations	N/A	1	0
80006004	Number of complaints per year per 1,000 customers	N/A	6.7	6.7
80006002	Planned volume of local production (acre-feet)	N/A	800	900
80006004	Exercising 100 valves in the distribution system per month	N/A	1,200	1,200
80006003	Inspecting and performing maintenance on 1 Cal-Val per month,	N/A	12	12

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Fines & Penalties	100	3,000	3,214	7.13%
Use of Money and Property	810,804	234,400	246,454	¹ 5.14%
Service Fees and Charges	-206	-41	-43	4.88%
Miscellaneous Revenues	244,582	53,557	56,268	5.06%
Operating Revenue	37,306,353	35,196,324	36,977,258	² 5.06%
Total Revenues	38,361,633	35,487,240	37,283,151	5.06%

¹Increase due to projected MWD subsidy increase.

²Increase due to projected water rate increase.

060 - Water Supply & Distribution

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Expenditure by Category				
Salaries and Benefits	3,396,693	3,692,219	4,886,734	³ 32.35%
Materials and Supplies	12,736,939	12,841,407	12,841,407	0.00%
Contractual Services	885,624	1,174,813	1,150,079	-2.11%
Capital Outlay	0	97,500	105,960	⁴ 8.68%
Other Charges	5,170,256	4,707,003	4,894,929	3.99%
Total Expenses	22,189,512	22,512,942	23,879,109	6.07%

³ Increase in Salary and Benefits is due to various factors. 1. Five new positions were approved for FY 2015/16. 2. Department's reorganization has resulted in the reallocation of personnel cost among programs. 2. Salary and benefit costs are projected to increase due to benefit rates and employee step increases per MOUs. 3. Overtime budget is being restored to FY 2013/14 level due to budget omission in program's budget for FY 2014/15.

⁴ Increase in Capital Outlay is due to budget enhancement for the purchase of vehicle.

⁵ Increase in Other Charges is the result of an increase in the allowance for uncollectable utility bills and a reallocation in program's utility budget to more accurately reflect charges based on actual mid-year utility expense.

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
80006002 - Groundwater	3,000,442	3,745,849	4,370,333	16.67%
80006003 - Maintenance and Repair	15,421,618	14,945,313	15,203,310	1.73%
80006004 - Water Quality	1,767,276	2,220,718	2,301,113	3.62%
80006006 - Water Services and Installation	1,913,762	1,479,860	1,711,563	15.66%
80006007 - Water Conservation	29,264	71,788	234,209	226.25%
80006008 - Fire Suppression	57,150	49,414	58,581	18.55%
Total Expenses	22,189,512	22,512,942	23,879,109	6.07%

072 - Off-Street Parking Operations

Description

Off-Street Parking Operations provides management services to the City's Parking Authority structures, operates the Parking Facility Administration, and manages nineteen City-owned parking facilities including Civic Center, 221 N. Crescent Dr., 333 N. Crescent Dr., 9361 Dayton Way, 216 S. Beverly Dr., 345 N. Beverly Dr., 438 N. Beverly Drive/Canon, 9510 Brighton/Rodeo, 440 N. Camden, 461 N. Bedford, 321 S. La Cienega, 240 N. Beverly/241 N. Canon, 9333 3rd Street, Santa Monica 5, 450 N. Crescent Dr.

The garages located at 221 N. Crescent Dr., 333 N. Crescent Dr. and 9361 Dayton Way serve long-term parking needs related to employees working in the Downtown area. Customers are served through contract parking, early bird, short-term, and below market parking offers. These facilities also serve visitor short-term parking needs for the City's tenants, and adjacent local retail, restaurant and business establishments.

Parking facilities at 216 S. Beverly, 345 N. Beverly, 438 N. Beverly/439 N. Canon, 240 N. Beverly/241 N. Canon and 9510 Brighton/Rodeo primarily serve short-term parking needs for the surrounding retail, restaurant and business establishments. Long-term, contract parkers may have access to these facilities along with restaurants with on-street valet service contracts during non-peak hours for storage. The 450 N. Crescent parking facility serve overflow parking demand from the 438 N. Beverly/439 N. Canon garage and guests of City Hall along with guests of The Wallis Annenberg Center for the Performing Arts and tenants at 9400 Santa Monica.

The 440 N. Camden and 461 N. Bedford parking facilities serve a mix of short-term parking needs for surrounding medical and professional suites along with the adjacent retail, restaurant and business establishments. Long-term, contract parkers have access to these facilities, and restaurants with on-street valet service contracts during non-peak hours for storage.

Civic Center and La Cienega facilities serve the adjacent civic functions including City Hall, Public Works, and the La Cienega Tennis Center. The 9333 3rd St parking garage primarily serve tenants of the 331 Foothill City owned office building and neighboring tenants with monthly parking needs.

Santa Monica 5 consists of five, two story parking decks that run North and South of Santa Monica Blvd and have a total of 397 metered parking stalls.

Program Goal

The program aims to supply, allocate and manage safe parking to meet the needs of the business and residential communities. The Parking Facility Administration sub-program provides general management of the parking operations for the Authority and City owned facilities, including contract parking, attendant-assisted parking, vouchers, validations, various private and public special events, and daily parking for the general public.

072 - Off-Street Parking Operations

Ongoing Tasks

- Oversight and auditing of facility operations
- Maintain and improve the customer service experience by seeking innovative practices
- Attain and maintain financial sustainability by maximizing operational efficiencies through the ongoing review of operational expenses and potential revenues
- Operate and maintain automated parking and space monitoring systems

Work Plan

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

81007200 Complete the signage, elevator modernization and other facility infrastructure improvements necessary to preserve and extend the life of the parking garages. (DI, EcS, GP)

81007200 Complete expansion of space monitoring/counting systems to improve the availability of parking and to expand real-time communications of available parking via signage, smartphone applications and websites. (DI, SP)

81007200 Implement enhanced maintenance, cleaning, power-washing, scrubbing and general maintenance for parking facilities.

Vision Statement #2: Beverly Hills is a world-class community, offering an extraordinary environment, activities, and events.

8107200 Commissioning of a centralized operations center for parking operations to provide real-time observation and customer service response throughout the parking system. (CP, GP, SP)

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

81007200 Expansion of a comprehensive parking auditing program.(DI)

072 - Off-Street Parking Operations

Full Time Positions		FY 2015/16 Budget
Audit and Permit Administrator		0.50
Parking Services Manager		0.60
Parking Supervisor		3.00
Deputy Director of Operational Support		0.03
Assistant Director of Public Works – Parking and Facilities Operations		0.20
Total Full Time Positions		4.33
Part Time Positions (FTE)		FY 2015/16 Budget
Lead Parking Attendant		1.50
Parking Attendant		62.99
Parking Specialist		0.75
Total Part Time Positions		65.24
Total Staffing		FY 2015/16 Budget
Total Number of Employees		69.57

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
81007200	Total Issued Tickets	3,014,855	3,059,855	3,089,855
81007200	Total Free Tickets	2,226,635	2,260,035	2,282,035
81007200	Percentage Turn-over Rate	2%	2.34%	2.75%
81007200	Percentage of utilization	87%	89%	91%

072 - Off-Street Parking Operations

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Use of Money and Property	591,440	31,378	496,006	¹ 1,480.74%
Service Fees and Charges	16,862,980	22,064,100	22,505,382	2.00%
Miscellaneous Revenues	49,306	34,365	35,052	2.00%
Operating Revenue	991,939	374,862	382,360	2.00%
Total Revenues	18,495,665	22,504,705	23,418,800	4.06%
Expenditure by Category				
Salaries and Benefits	3,077,935	3,233,784	3,284,611	1.57%
Materials and Supplies	216,812	110,760	112,500	1.57%
Contractual Services	1,489,750	2,449,230	2,475,365	1.07%
Other Charges	3,792,729	7,254,023	970,502	² -86.62%
Total Expenses	8,577,226	13,047,797	6,842,978	-47.55%

¹ Increase is due to the leasing of Chamber Building.

² Decrease in Other Charges is due to the reallocation of debt service and interest expense to Non-Department and a reallocation in the program's utility budget to more accurately reflect charges based on actual mid-year utility expense.

072 - Off-Street Parking Operations

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
81007200 - Parking Facility Administration	700,321	6,897,008	901,119	³ -86.93%
81007200E031 - Parking Audit	142,206	107,269	0	⁴ -100.00%
81007202 - Civic Center	72,069	352,451	333,390	⁵ -5.41%
81007203 - 221 N Crescent Dr.	358,281	384,262	325,577	⁵ -15.27%
81007204 - 333 N Crescent Dr.	398,026	495,630	477,534	-3.65%
81007205 - 9361 Dayton Way	2,100	1,944	1,944	0.00%
81007206 - 216 S Beverly Dr.	239,585	284,853	274,879	-3.50%
81007207 - 345 N Beverly Dr.	343,541	394,686	387,599	-1.80%
81007208 - 438 N Beverly/Canon	455,231	436,812	435,092	-0.39%
81007209 - 9510 Brighton/Rodeo	205,523	260,394	251,075	-3.58%
81007210 - 440 N Camden	219,788	282,487	276,638	-2.07%
81007211 - 461 N Bedford	239,885	306,683	295,133	-3.77%
81007212 - 321 S La Cienega	207,203	248,478	251,632	1.27%
81007213 - Santa Monica 5	299,007	280,403	279,565	-0.30%
81007214 - Public Gardens Parking Facil.	803,957	883,855	852,001	-3.60%
81007215 - Tenant Common Area Maint.	92,219	94,844	46,945	⁵ -50.50%
81007216 - 9333 W 3rd St Parking Lot	3,421,375	828,008	851,597	2.85%
81007217 - 450 N Crescent Dr. Parking	374,719	503,708	481,102	-4.49%
81007218 - 239 S Beverly Dr.	2,190	4,022	4,254	5.77%
81007219 - Revenue Audit	0	0	115,902	⁶ --
Total Expenses	8,577,226	13,047,797	6,842,978	-47.55%

³ Decrease in Parking Facility Administration program is due to the reallocation of debt and interest expenses to Non-Department.

⁴ Parking Audit program will be changed to Revenue Audit program - 81007219 in FY 2015/16.

⁵ Decrease is due to a reallocation in the subprogram's utility budget to more accurately reflect charges based on actual mid-year utility expense.

⁶ Revenue Audit program - 81007219 will start in FY 2015/16, previously Parking Audit program -81007200E31.

073 - Parking Enforcement

Description

Parking Enforcement is a General Fund program and is responsible for patrolling the City for parking violations, upholding the three fundamental purposes of enforcement: maintain quality of life (such as preferential parking permit zones and street cleaning), promote a safe environment (such as red zones and disabled enforcement), and promote turnover (such as time-limit zones and metered spaces). Three distinct shifts are staffed to address these issues and a special group of officers are tasked with the enforcement of disabled person placards, taxi operations and valet locations.

Program Goal

Ensure compliance of parking regulations to maintain quality of life, provide a safe environment, and promote turnover for residents and visitors.

Ongoing Tasks

- Enforce Citywide parking regulations through effective and efficient officer deployment
- Counter abuse by conducting specialized enforcement of disabled placards, taxi operations and uphold on-street valet permits by undertaking quarterly targeted enforcement taskforces
- Comply with the California Vehicle Code by conducting administrative review of contested parking citations, completing 90% within 60 days
- Continue disabled placard abuse enforcement and pursue legislative relief

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

00107301 Increase the training and technology for the Special Projects Enforcement Unit that is focused on taxi, valet, and Disabled and Preferential Parking Permit Abuse. (DI)

00107301 Review and update regulatory programs related to valet services and permitting. (DI)

073 - Parking Enforcement

Full Time Positions		FY 2015/16 Budget
Audit and Permit Administrator		1.40
Parking Control Officer		1.50
Parking Enforcement Officer		24.00
Parking Enforcement Supervisor		2.55
Parking Services Manager		0.60
Deputy Director of Operational Support		0.03
Assistant Director of Public Works – Parking and Facilities Operations		0.10
Total Full Time Positions		30.18
Total Staffing		FY 2015/16 Budget
Total Number of Employees		30.18

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00107301	Percentage if citations collected within fiscal year	83.7%	84%	85%
00107301	Percentage of citations contested within fiscal year	9.75%	9%	9%
00107301	Percentage of citations that go to court within fiscal year	0.02%	0.02%	0.02%

073 - Parking Enforcement

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Licenses Permits	15,533	2,000	2,000	0.00%
Fines & Penalties	6,432,456	6,409,900	6,409,900	0.00%
Service Fees and Charges	-300	-500	-500	0.00%
Total Revenues	6,447,689	6,411,400	6,411,400	0.00%
Expenditure by Category				
Salaries and Benefits	2,653,341	3,170,511	3,367,531	¹ 6.21%
Materials and Supplies	22,753	14,910	14,910	0.00%
Contractual Services	619,290	764,012	769,012	0.65%
Other Charges	6,578	9,102	4,505	² -50.51%
Total Expenses	3,301,962	3,958,535	4,155,958	4.99%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00107301 - Parking Enforcement	3,301,962	3,958,535	4,155,958	4.99%
Total Expenses	3,301,962	3,958,535	4,155,958	4.99%

¹ Salary and benefit costs are projected to increase due to benefit rates and employee step increases per MOUs. In addition, overtime budget is being restored to FY 2013/14 level due to budget omission in program's budget for FY 2014/15.

² Other Charges decreased due to a reallocation in program's utility budget to more accurately reflect charges based on actual mid-year utility expense.

074 - Parking Meters**Description**

The Parking Meter program, which provides management services to the Parking Authority, is responsible for the maintenance, repair, collection, counting and processing of revenue for 2,600+ single-space parking meters and the 20 pay stations located at the Santa Monica 5 lots. This program also provides contractual fee based services for the collection of the City of West Hollywood's parking meters.

Program Goal

To provide convenient and functional on-street parking meters and convenient and functioning pay stations to serve the public and business needs. Moreover, this program continuously evaluates emerging technology that will yield operational efficiencies, reinforcing the City's progressive vision and working toward minimizing "down-time" from vandalized and malfunctioning meters.

Ongoing Tasks

- Undertake timely and efficient collection, counting, and deposit of revenue from the City's parking meters and change machines
- Ensure equipment "up-time" of 98% by undertaking preventative and responsive maintenance of the City's parking meters and pay stations
- Undertake timely and efficient collection, counting and deposit preparation from the City of West Hollywood's parking meters

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

- 81007401 Complete installation of the single-space parking meters to the latest generation of technology, and security (electronic) lock systems. (DI, SP, EcS)
- 81007401 Expansion of a comprehensive parking auditing program for the on-street parking programs and revenue collections. (DI)
- 81007401 Review and recommend new complimentary and compatible parking technologies such as space monitoring, multi-space equipment and loading zone time monitoring. (DI)

074 - Parking Meters

Full Time Positions		FY 2015/16 Budget
Audit and Permit Administrator		0.10
Parking Services Manager		0.50
Parking Services Technician		5.00
Parking Technician Supervisor		1.00
Senior Parking Services Technician		1.00
Deputy Director of Operational Support		0.15
Assistant Director of Public Works – Parking and Facilities Operations		0.15
Total Full Time Positions		7.90
Total Staffing		FY 2015/16 Budget
Total Number of Employees		7.90

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
81007401	Average Percentage of in-service meters	85%	85%	90%
81007401	Response time to disabled meter	1 Week	1 Week	36 hrs

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Service Fees and Charges	5,346,387	187,000	190,740	2.00%
Operating Revenue	1,212	300,000	306,000	2.00%
Total Revenues	5,347,599	487,000	496,740	2.00%

074 - Parking Meters

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Expenditure by Category				
Salaries and Benefits	805,924	846,454	942,584	¹ 11.36%
Materials and Supplies	27,303	30,883	30,883	0.00%
Contractual Services	265,496	371,005	503,005	² 35.58%
Other Charges	8,277	11,454	5,669	³ -50.51%
Total Expenses	1,107,000	1,259,796	1,482,141	17.65%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
81007401 - Parking Meters	1,107,000	1,259,796	1,482,141	17.65%
Total Expenses	1,107,000	1,259,796	1,482,141	17.65%

¹ Increase in Salary and Benefits is due to various factors. 1. Department's reorganization resulted in the reallocation of personnel cost among programs. 2. Salary and benefit costs are projected to increase due to benefit rates and employee step increases per MOUs. 3. Overtime budget is being restored to FY 2013/14 level due to budget omission in program's budget for FY 2014/15.

² Increase due to budget enhancement for increase in contract for credit card payment processing.

³ Other Charges decreased due to a reallocation in program's utility budget to more accurately reflect charges based on actual mid-year utility expense.

076 - Street Maintenance

Description

The Street Maintenance program includes the Infrastructure Maintenance and Signals and Lights subprogram. Infrastructure Maintenance is responsible for routine and emergency maintenance and repairs of 102 miles of street surfaces, 50 miles of sidewalks, 40 miles of alleys, curbs, gutters, and other improved surfaces within the public right-of-way. The program also administers paint and sign installations, maintenance, and repairs of road markings, lines, traffic advisory messages, and other informational messages including banners and regulatory signs. Signals and Lights maintains, repairs and installs traffic signals, the municipal area network, the traffic control system and the city's 5,500 street lights.

Program Goal

Street Maintenance strives to safeguard the public by providing an immediate response to urgent maintenance requests and a timely response to routine maintenance requests. Additionally this program aims to ensure the safe and efficient flow of vehicular and pedestrian traffic by installing, maintaining, and repairing road markings, lines, and other informational messages including banners and regulatory signs. Signal and Lights strives to ensure operational functionality and public safety by maintaining a preventative maintenance and a replacement program for traffic signal control equipment.

Signal and Lights provides support services to Engineering, Transportation, Community Services, Information Technology (IT), and Risk Management.

Ongoing Tasks

- Ensure public safety and mitigate hazards by maintaining concrete and asphalt improvements including potholes in the public right-of-way by responding to trouble calls within 72 hours; remove and replace 140 cubic yards of displaced concrete sidewalk to alleviate the trip and fall hazards; remove and repave 200 tons of HMA (hot mix asphalt) to repair damaged roadways, utility trenches, and alleyways
- Ensure both efficient flow of vehicular and pedestrian traffic and promote public safety by maintaining street lane striping; curb painting and traffic control signs by responding to all trouble calls within 72 hours
- Ensure public safety and minimize vehicular traffic by maintaining the City's traffic signal system infrastructure through the annual inspection of all signal control cabinets
- Ensure public safety and minimize the occurrence of service requests by maintaining the City's streetlight system with all service requests investigated within 72 hours
- Ensure public safety by annually replacing 5% of STOP signs to conform to MUTCD (Manual on Uniform Traffic Control Devices) regarding height limitations and reflectivity standards

076 - Street Maintenance**Work Plan**

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

00107603 Fully implement a comprehensive Asset Management System. (DI)

00107601 Implement sidewalk inspection program to keep up with the precision cutting inventory. (DI)

00107603 Complete service level, maintenance strategy and resource loading plan. (DI)

00107601 Develop a citywide street striping plan. (DI)

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

00107603 Convert street light to LED Modules. (DI)

00107603 Create formal program to install additional safety cameras and related equipment for the CCTV "Safety City" Program. (DI)

00107603 Continue to replace traffic signal cabinets at eight (8) intersections. (DI)

076 - Street Maintenance

Full Time Positions	FY 2015/16 Budget
Electrical /Communication Systems Supervisor	1.00
Field Supervisor	0.10
Street Maintenance Worker II	9.00
Street Maintenance Supervisor	1.00
Traffic Control System Specialist	1.00
Traffic Signal Technician	4.00
Infrastructure Locating Technician	0.25
Deputy Director of Operational Support	0.10
Assistant Director of Public Works – Infrastructure and Field Operations	0.10
Senior Maintenance Worker III	2.00
Total Full Time Positions	18.55
Total Staffing	FY 2015/16 Budget
Total Number of Employees	18.55

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00107602	Percentage of lane miles of road maintained	N/A	100%	100%
00107602	Number of potholes repaired	N/A	120	120
00107602	Number of signs replaced	N/A	928	1,200
00107602	Amount of traffic lines painted (Miles)	N/A	N/A	50
00107603	Number of traffic signal cabinets replaced	N/A	8	8
00107603	Traffic signal communication and controller upgrade	N/A	41	41
00107603	Number of LED streetlight conversions	N/A	1,400	1,400

076 - Street Maintenance

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Licenses Permits	50,810	0	0	--
Miscellaneous Revenues	5,814	0	0	--
Total Revenues	56,624	0	0	--
Expenditure by Category				
Salaries and Benefits	1,906,688	2,182,102	2,182,755	0.03%
Materials and Supplies	107,234	168,491	283,491	¹ 68.25%
Contractual Services	40,413	63,803	233,803	² 266.45%
Capital Outlay	0	37,500	95,500	³ 154.67%
Other Charges	765,308	592,485	1,029,070	⁴ 73.69%
Total Expenses	2,819,643	3,044,381	3,824,619	25.63%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00107601 - Infrastructure Maintenance	1,171,549	1,586,607	1,772,666	11.73%
00107603 - Signals and Lights	1,648,094	1,457,774	2,051,953	40.76%
Total Expenses	2,819,643	3,044,381	3,824,619	25.63%

¹ Increase due to budget enhancements to increase funds to replace traffic signs and street maintenance materials and supplies.

² Increase due to budget enhancement for on-call sidewalk and street repair services.

³ Increase due to budget enhancements to upgrade the traffic video management system, street pole replacements, and the purchase of dump combo truck.

⁴ Other Charges increased due to a reallocation in program's utility budget to more accurately reflect charges based on actual mid-year utility expense.

085 - Fleet Services

Description

The Fleet Services program consists of Vehicle Maintenance, Automotive Inventory and Fuel Inventory Operations. Vehicle Maintenance is responsible for the maintenance and repair of over 400 City-owned automotive, public-safety, construction, utility-support, and other emergency equipment, including technology, stationary pumps, generators and fueling operations. The specification and procurement services for new vehicles and equipment and collection of maintenance and replacement charges of the \$17 million fleet are also included.

Program Goal

Fleet Services provides high-quality, efficient, and cost-effective maintenance and repair services in order to ensure that field employees have safe and reliable vehicles and equipment at their disposal. Timely maintenance and repair services minimize vehicle down time. Procurement practices ensure modern and efficient vehicles to meet the operational needs of the City. Fleet complies with Federal, State and local environmental mandates by using best available technologies and alternative fuels wherever applicable. Fleet personnel are well-trained and well-versed in current and evolving technologies. Fleet is instrumental in facilitating a culture of safety in their operations and throughout the Public Works & Transportation Department.

Ongoing Tasks

- To maintain the City's fleet of vehicles and equipment by adhering to a maintenance schedule and maintaining a fleet availability of 90% or higher
- To maintain a deviation from the replacement schedule of less than 5% (no. of vehicles) by utilizing fleet maintenance software and adhering to a timely purchase of vehicles and equipment
- To ensure that every vehicle and piece of equipment is adequately funded for replacement by evaluating fleet replacement charges on an annual basis
- To mitigate potential hazards by conducting cleaning of 5 above- and below-ground fuel storage tanks each year
- To maintain 100% Automotive Service Excellence (ASE) certified technicians
- Strive to achieve 100% ASE Master Certified technicians
- To maintain Fleet Services' ASE Blue Seal of Excellence rating
- Target replacement vehicles to be alternative-fueled whenever available and fiscally possible
- Achieve 100% of the replacement schedule's planned acquisitions

085 - Fleet Services

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

- 49008501 Reduce the amount of PM backlog and maintain at normal level. (DI)
- 49008501 Review fleet size and vehicle utilization to ensure appropriate vehicle assignments in all departments.(DI)
- 49008501 Facilitate Vendor upfitting bid, award contract and complete 100% of required vehicle upfitting. (DI)
- 49008501 Continue expansion of alternative fueled vehicles and hybrids during fleet vehicle replacements. (DI)
- 49008501 Continue heavy vehicle replacements with alternative fueled (CNG) vehicles. (CP, EnS, SP)
- 49008501 Inspect, accept, receive and install into fleet service, three new Fire Dept. Engines as per build specifications. (CP, EnS, SP)
- 49008501 Achieve thirteenth consecutive year ASE Blue Seal Fleet Certification. (DI)
- 49008501 Achieve 100% of fleet personnel with ASE Master Certifications. (DI)
- 49008501 Complete 100% acquisition of identified vehicles from replacement list. (DI)
- 49008501 Complete DriveCam program expansion to all applicable City vehicles. (DI)

Full Time Positions	FY 2015/16 Budget
Equipment Mechanic II	7.00
Fleet Manager	1.00
Fleet Supervisor	1.00
Lead Equipment Mechanic	2.00
Deputy Director of Operational Support	0.10
Assistant Director of Public Works – Parking and Facilities Operations	0.10
Total Full Time Positions	11.20
Total Staffing	FY 2015/16 Budget
Total Number of Employees	11.20

085 - Fleet Services

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
49008501	Average age of fleet by category	7.3	7.5	8
49008501	Average mileage by category	26,868	25,000	30,000
49008501	Ratio of FTE in fleet vs. fleet inventory	1:36	1:36	1:38
49008501	Percentage of fleet available for use by operating personnel	87%	85%	90%
49008501	Ratio of alternative fueled vehicles to non-vehicles	1:32	1:28	1:24
49008501	Ratio of hybrid vehicles to non-hybrid	1:20	1:18	1:16
49008501	Percentage of fleet that exceeds city's replacement criteria	2%	3%	0%

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Use of Money and Property	621,257	0	0	--
Miscellaneous Revenues	46,400	0	0	--
Total Revenues	667,657	0	0	--
Expenditure by Category				
Salaries and Benefits	1,131,749	1,339,675	1,373,076	2.49%
Materials and Supplies	17,787	48,112	13,112	¹ -72.75%
Contractual Services	203,206	286,471	286,471	0.00%
Capital Outlay	0	0	0	--
Other Charges	2,080,664	2,061,876	2,259,276	² 9.57%
Total Expenses	3,433,406	3,736,134	3,931,935	5.24%

¹ Decrease in mainly due to one-time expenses related to fuel and maintenance cost for vehicles purchased in FY 2014/15.

² Increase Other Charges is due to an increase in depreciation cost and a reallocation in program's utility budget to more accurately reflect charges based on actual mid-year utility expense.

085 - Fleet Services

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
49008501 - Vehicle Maintenance	3,433,406	3,736,134	3,931,935	5.24%
Total Expenses	3,433,406	3,736,134	3,931,935	5.24%

095 - Customer Service

Description

The Public Works Services Customer Service provides all customer service functions for the department and issues residential and other related permits.

Program Goal

To respond to customer inquiries and issue permits in an efficient and timely fashion.

Ongoing Tasks

- Answer and log all incoming phone calls and customer inquiries within one business day if feasible; create work order requests or dispatch crews for immediate attention. Customer calls are related to the following programs: sanitation (commercial and residential), waste water, water, parking enforcement, parking operations, streets, street lighting, facilities, and project administration
- Promote efficient customer service by mailing annual overnight and preferential parking permits
- Provide quality service by issuing daily preferential and overnight parking exemptions to residents
- Respond to all calls for commercial trash bins and compactors
- Provide quality services by issuing valet permits and valet attendant permits as requested
- Provide quality services by administering monthly taxi operator exams, conduct inspections, and process permits as requested
- Partner with internal customers to improve efficiency
- Examine other methods for obtaining customer feedback including comment cards, counter surveys and website surveys

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

- 48009505 Completion of a Request for Proposal and implementation of a Residential Parking Permit and Valet Permit System. (DI)
- 48009505 Improve integration of an automated customer service feedback tool for web customers, and create additional mechanisms to solicit customer feedback including collecting information from telephone customers regarding their experience during their transaction. (DI)
- 48009505 Implement Phase 2 of Asset Management System procedural process to create orders, status updates and close out orders. (DI)
- 48009505 Identify and review customer service procedures in order to streamline processes. (DI)

095 - Customer Service

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community

48009505 Support Water Division with conservation program notification to the residents. (DI)

Full Time Positions	FY 2015/16 Budget
Customer Service Representative	4.00
Customer Services Specialist	1.00
Customer Services Supervisor	1.00
Parking Control Officer	1.50
Parking Enforcement Supervisor	1.45
Parking Services Manager	0.30
Senior Customer Service Representative	1.00
Deputy Director of Operational Support	0.03
Assistant Director of Public Works – Parking and Facilities Operations	0.05
Total Full Time Positions	10.33
Part Time Positions (FTE)	FY 2015/16 Budget
Permit Parking Assistant	2.27
Total Part Time Positions	2.27
Total Staffing	FY 2015/16 Budget
Total Number of Employees	12.60

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48009505	Percentage of calls answered within 30 seconds	N/A	50%	85%
48009505	Maintain 95 percentile for customer service telephone response of two minutes or less	N/A	50%	90%
48009505	Percentage of calls resolved with first point of contact	N/A	25%	90%

095 - Customer Service

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Licenses Permits	1,117,245	1,108,800	926,270	¹ -16.46%
Miscellaneous Revenues	0	0	0	--
Operating Revenue	877	0	0	--
Total Revenues	1,118,122	1,108,800	926,270	-16.46%
Expenditure by Category				
Salaries and Benefits	1,251,205	1,200,800	1,210,761	0.83%
Materials and Supplies	500	1,679	1,679	0.00%
Contractual Services	16,027	18,182	18,182	0.00%
Other Charges	8,958	12,397	6,136	² -50.50%
Total Expenses	1,276,690	1,233,058	1,236,758	0.30%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00109501 - Transportation Permits	618,508	574,964	566,045	-1.55%
48009505 - PW General Customer Service.	658,182	658,094	670,704	1.92%
Total Expenses	1,276,690	1,233,058	1,236,758	0.30%

¹ Decrease due to decrease in Taxi Permit revenues.

² Other Charges decreased due to a reallocation in program's utility budget to more accurately reflect charges based on actual mid-year utility expense.

100 - Central Stores

Description

The primary responsibility of the Central Stores Division is to requisition, order, and place into active inventory, those materials, items, and/or consumable supplies as required by all Public Works Services divisions. The Central Stores program includes: Automotive Inventory, Fuel Inventory, Facilities Inventory, Water Inventory, and General Inventory.

Program Goal

The Automotive Inventory sub-program aims to manage an inventory of automotive and equipment parts and components of over 2,000 line items, and contracts with vendors for services in support of Fleet Services.

The Fuel Inventory sub-program maintains and controls an inventory of fuel (diesel and gasoline) and Compressed Natural Gas (CNG), lubricants for use by City vehicles, and equipment and maintain and repair 15 underground and above-ground storage tanks.

The Facilities Services Inventory sub-program manages an inventory of building hardware parts, supplies, and contracts with vendors for services in support of Facilities Maintenance. The Water Inventory sub-program has responsibility for maintaining inventory and control of parts, supplies, and contracts with vendors for services in support of maintenance and repair of water and sewer utility infrastructures, including emergency response capability.

The General Inventory sub-program aims to manage a materials and supplies inventory in support of operations and maintenance services performed by Public Works Services programs such as Street Maintenance, Signal and Lights that are funded by the General Fund.

Ongoing Tasks

- Manage the procurement, inventory, and control of automotive parts: achieve 75% of parts availability in inventory and 90% availability within 72 hours
- Manage procurement, inventory, and control of facilities parts and supplies utilizing Hansen and establish reorder points for 95% of all stock items
- Manage the safe and efficient dispensing and storing of gasoline and diesel fuels
- Manage procurement and inventory and control of parts and supplies classified as "general" in nature through the Hansen Inventory Module
- Manage the procurement, inventory, and control of parts and supplies for the City's Water Distribution System with reorder points for 95% of stock items
- Generate monthly fuel-usage reports and monitor fuel usage to prevent pilferage

100 - Central Stores

Work Plan

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

40510004 Implement Public Works Warehouse Operation Plan. (DI)

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

49010000 To improve order process of automotive replacement parts by targeting the average response time of 48 hours. (DI, EcS)

40510004 Improve customer service level by targeting 90% real time availabilities of stock items. (DI)

40510004 Increase use of Hansen to include forecasting and analysis. (DI)

40510004 Conduct 100% annual year-end inventory count. (DI)

Full Time Positions	FY 2015/16 Budget
Central Stores Specialist	2.00
Central Storeroom Supervisor	1.00
Total Full Time Positions	3.00
Total Staffing	FY 2015/16 Budget
Total Number of Employees	3.00

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
49010001	Gallons of diesel fuel received	125,928	128,000	127,000
49010001	Gallons of gasoline received	152,470	150,000	150,000
49010000	Amount of CNG (Diesel Gallon Equivalent) purchased	N/A	N/A	30,000
49010000	Percentage Availability of Preventive Maintenance Parts	87%	98%	100%
49010000	Availability time of special order maintenance Parts	1-7 Days	1-5 Days	1-3 Days
49010004	Unleaded Brass Fittings in Stock Availability	98%	98%	100%
49010003	Gate Valves/Butterfly Valves in Stock Availability	98%	98%	100%

100 - Central Stores

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
49010004	Hansen Work Order Inventory Update	75%	90%	100%
49010004	Hansen Water Inventory Parts Update	90%	98%	100%
49010004	Hansen Vendor Database Update	40%	90%	100%

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Salaries and Benefits	324,735	325,813	339,977	4.35%
Materials and Supplies	1,426,498	1,682,132	1,658,632	-1.40%
Contractual Services	3,895	41,520	41,520	0.00%
Capital Outlay	3,292	0	0	--
Other Charges	4,091	5,660	2,800	¹ -50.53%
Total Expenses	1,762,511	2,055,125	2,042,929	-0.59%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
40510002 - Facilities Inventory	163,181	171,376	174,202	1.65%
40510003 - Water Inventory	65,796	67,795	70,055	3.33%
40510004 - General Inventory	128,205	173,178	174,309	0.65%
49010000 - Automotive Inventory	476,546	607,962	610,788	0.46%
49010001 - Fuel Inventory	928,783	1,034,814	1,013,575	-2.05%
Total Expenses	1,762,511	2,055,125	2,042,929	-0.59%

¹ Other Charges decreased due to a reallocation in program's utility budget to more accurately reflect charges based on actual mid-year utility expense.

099 - Equipment Replacement

Description

Equipment replacement refers to the acquisition of furniture, fixtures, and equipment, with an estimated life of two years or more, and a unit cost of \$1,000 to \$25,000

Program Goal

Effectively and efficiently account for all replacement of equipment.

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Capital Outlay	7,487	7,409	45,294	¹ 511.34%
Total Expenses	7,487	7,409	45,294	511.34%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
40009935 - Equipment Replacement Program (Department 35)	7,487	7,409	45,294	511.34%
Total Expenses	7,487	7,409	45,294	511.34%

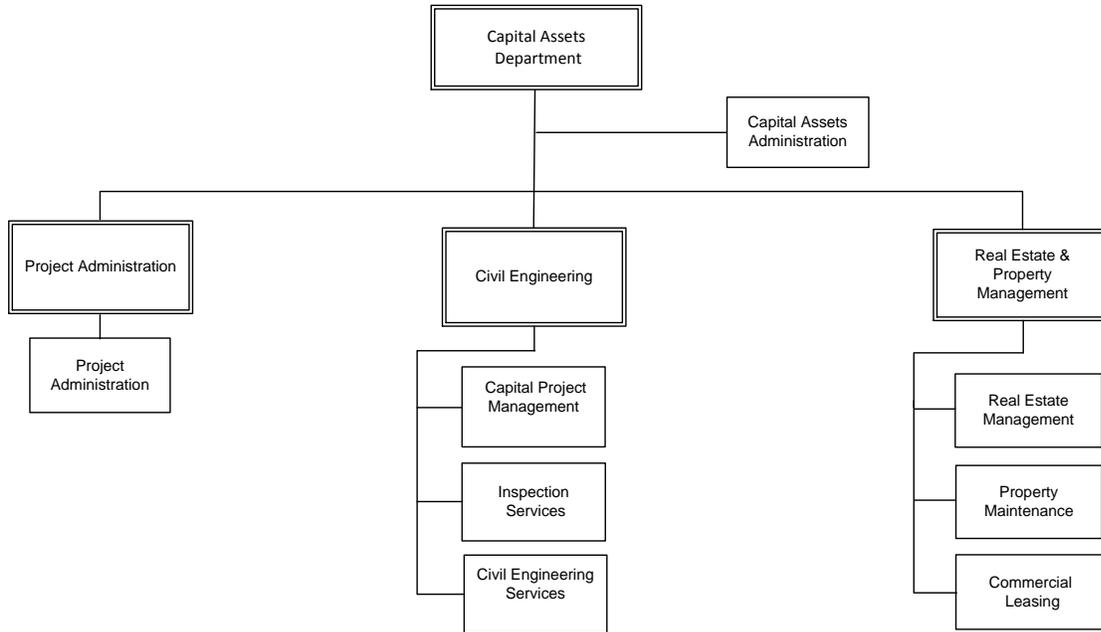
¹ Capital Outlay increase is due to an increase in funds needed to replace office furnishings for FY 2015/16. Funds needed to replace equipment and office furniture are based on Fund 400 replacement schedules.

Capital Assets



Adopted Budget

Department Organization



Department Mission

The department's mission is to serve the City's residential and commercial communities by providing quality management of the City's Capital Assets with fiscal and environmental responsibility.

Changes From Prior Year

- The Department will reorganize its Civil Engineering Division in order to realize greater efficiency in Departmental Operations as well as optimize its Project Management Services function for the facilitation of multiple Citywide Capital Improvement Projects, including the Metro Purple Line Extension, Santa Monica Blvd. Reconstruction and Water Enterprise Plan Implementation.

Department Personnel

Full Time Positions	FY 2013/14 Budget	FY 2014/15 Budget	FY 2015/16 Budget
Total Full Time Positions	14.80	17.80	20.80

Part Time Positions	FY 2013/14 Budget	FY 2014/15 Budget	FY 2015/16 Budget
Total Part Time Positions	0.00	0.00	0.00

Department Budget

Revenue by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Intergovernmental Revenues	1,091,634	927,284	771,480	¹ -16.80%
Licenses Permits	737,269	506,200	514,299	1.60%
Service Fees and Charges	111,980	26,105	25,345	-2.91%
Internal Service Fund Receipts	4,619,263	4,305,311	6,275,720	² 45.77%
Miscellaneous Revenues	7,275	243,949	436,438	³ 78.91%
Total Revenues	6,567,421	6,008,849	8,023,282	33.52%

Expenditure by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Salaries and Benefits	2,667,128	3,023,164	3,573,803	⁴ 18.21%
Materials and Supplies	7,504	13,153	15,016	⁵ 14.16%
Contractual Services	302,549	775,938	774,074	-0.24%
Internal Service Fund Charges	2,220,548	2,123,414	3,270,378	⁶ 54.02%
Capital Outlay	0	5,000	30,000	⁷ 500.00%
Other Charges	30,394	41,999	20,787	⁸ -50.51%
Total Expenses	5,228,123	5,982,668	7,684,058	28.44%

¹ Decrease in Intergovernmental Revenues is mainly due to a decrease in Highway User Tax based on State Department of Finance revenue projection.
² Increase in Internal Service Fund Receipts is due to a new Internal Service Fund charge; Capital Assets Administration for FY 2015/16. In addition, increases to Project Administration, Real Estate Management, and Civil Engineering program budgets result in higher ISF receipts.
³ Increase is due to an increase in recoverable Staff Time revenue. Metro will be reimbursing the City for staff time related to Purple Subway Line.
⁴ Three new positions were approved for FY 2015/16, an Associate Project Manager, Assistant Project Manager, and a Contract Administrative Assistant. In addition various positions were reclassified to higher salary positions.
⁵ Increase in Materials and Supplies is due to the reallocation of funds between Material and Supplies and Contractual Services budgets.
⁶ Increase in Internal Service Fund Charges is due to a new Internal Service Fund charge for FY 2015/16, Capital Assets Administration, which charges to programs in Capital Assets. In addition, an increase in FTE's from FY 2013/14 to FY 2014/15 is also causing an increase in the charges that are per capita based.
⁷ Increase in Capital Outlay expenses are related to the approval of new positions. Funds are for the purchase of office furniture and computers.
⁸ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

010 - Capital Assets Administration

Description

The Capital Assets Administration program provides the resources to implement City Council policy as directed by the City Manager. Administrative personnel provide clerical, records management coordination, accounting, contract administration and customer service support to all divisions of the department. Staff also provides centralized human resources management within the department.

Program Goal

The program aims to ensure quality management of the City's Capital Assets and effective support throughout the department's divisions.

Ongoing Tasks

- Ensure quality management of the City's Capital Assets through the efficient implementation of City Council policy as directed by the City Manager
- Provide oversight of all departmental divisions through regular meetings and directives
- Provide the support services for all departmental divisions by providing clerical, records management, contract administration and accounting assistance
- Administer and facilitate the timely development of the annual departmental budget through intra-departmental coordination
- Oversee the efficient and timely recruitment of departmental vacancies by reducing the average vacancy rate
- Ensure that sufficient resources are available to fulfill the department mission
- Maintain the department's ability to respond to and recover from an emergency or disaster by participating in Emergency Management related trainings, meetings, exercises, workshops, and special events
- Seek grant funding for department projects and programs by researching funding opportunities and submitting applications as appropriate

Work Plan

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

48001001 Continue to identify critical functions and roles within the department and create desk manuals to capture institutional knowledge. (SP)

48001001 Optimize the staff and consultant services available to the department. (DI)

010 - Capital Assets Administration

Work Plan

- 48001001 Coordinate efforts of administrative staff to implement financial software systems. (DI)
- 48001001 Coordinate with Community Services towards development of Orange Grove Property in Franklin Canyon for recreational use. (CP)

Full Time Positions		FY 2015/16 Budget
Deputy City Manager		0.80
Contract Administrative Assistant		1.00
Executive Assistant I		1.00
Senior Management Analyst		0.60
Total Full Time Positions		3.40
Total Staffing		FY 2015/16 Budget
Total Number of Employees		3.40

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48001001	Percent of complete invoices processed within 30 days of receipt	90%	90%	95%
48001001	Number of grants applied for within fiscal year	0	0	2

010 - Capital Assets Administration

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Miscellaneous Revenue	0	66,949	66,949	0.00%
Total Revenues	0	66,949	66,949	0.00%
Expenditure by Category				
Salaries and Benefits	1,501	476,374	490,226	2.91%
Contractual Services	3,581	43,700	43,700	0.00%
Capital Outlay	0	5,000	0	¹ -100.00%
Total Expenses	5,082	525,074	533,926	1.69%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
48001001 - Capital Assets Administration	5,082	525,074	533,923	1.69%
Total Expenses	5,082	525,074	533,926	1.69%

¹ Decrease in Capital Outlay is due a onetime budgeted cost for office furnishings in FY 2014/15.

122 - Real Estate and Property Management

Description

The City of Beverly Hills remains a major retail and commercial property owner with a portfolio comprised of 344,149 square feet and 45 tenants. The Real Estate & Property Management Division is a full service property management operation. Staff is involved in a wide array of activities related to commercial leasing, construction management, property management, and property maintenance. In recent years, the City's portfolio has grown with the additions of 100,926 square feet since 2009.

Program Goal

Maintain the City owned properties leased at a high level. Maximize net income from the management of real estate. Cost effectively maintain the City owned and leased properties.

Ongoing Tasks

- Prepare City Council Closed Session Real Estate Packages to timely process tenant requests within a month of receipt
- Update Internet-based leasing program (CoStar) monthly for available spaces
- Complete the annual LA County Assessor's audit by February 1st
- Process tenant service requests
- Work with Facilities Maintenance Manager through monthly meetings and administration and evaluation of Annual Service Agreement
- Administer monthly late fee notices to Tenants
- Administer annual CPI rent increases, notify Tenants and update information in property management software (Yardi)
- Distribute Lease Availabilities every other month (eblast and printed materials)
- Special project meetings with other City Departments (includes weekly agenda meetings)
- Leasing documentation and preparation (lease proposals, lease review, assessor forms, and agenda reports)
- Administration of consulting contracts and tenant improvement process
- Conduct periodic site visits, and quarterly tenant meetings to identify and address building and tenant needs
- Ensure timely completion of all annual staff evaluations
- Proactively evaluate future real estate ownership and management trends

122 - Real Estate and Property Management

Work Plan

Vision Statement #2: Beverly Hills is a world-class community, offering an extraordinary environment, activities, and events.

- 48012202 Continue working with Administrative Services Department to develop specific targeted financial reports for individual properties. (DI)
- 48012202 Work towards implementing Southeast Task Force goal to acquire property for development. (CP)
- 48012202 Work with City Council Ad Hoc committee to evaluate property acquisition options throughout the City as opportunities arise. (CP)

Full Time Positions	FY 2015/16 Budget
Real Estate and Property Manager	1.00
Assistant Property Manager	1.00
Total Full Time Positions	2.00
Total Staffing	FY 2015/16 Budget
Total Number of Employees	2.00

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48012201	Percent of properties leased within 60 days of availability	100%	100%	100%
48012201	Percent of City-owned properties leased	100%	98%	100%
48012203	Percent of responses to tenant maintenance request within 24 hours	99%	99%	99%

122 - Real Estate and Property Management

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Miscellaneous Revenues	1,265	0	0	--
Total Revenues	1,265	0	0	--
Expenditure by Category				
Salaries and Benefits	308,524	312,381	323,743	3.64%
Materials and Supplies	134	0	1,000	¹ --
Contractual Services	99,039	203,831	202,831	¹ -0.49%
Other Charges	11	4	1	-75.00%
Total Expenses	407,708	516,216	527,575	2.20%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
48012201 - Commercial Leasing	160,602	161,844	166,711	3.01%
48012202 - Real Estate Management	160,584	266,232	268,580	0.88%
48012203 - Property Maintenance	86,521	88,139	92,284	4.70%
48007216 - 331 Foothill Office Building	0	1	0	--
Total Expenses	407,707	516,216	527,575	2.20%

¹ Increase in Materials and Supplies is due to the reallocation of funds between Material and Supplies and Contractual Services budgets.

123 - Project Administration

Description

The Project Administration Division is responsible for the accomplishment of assigned City building capital improvement projects in the most effective, prudent, high-quality and economical manner. It provides administration and coordination of the various components of project planning, implementation and liaison between all City departments (clients) and various contractors, consultants and agencies.

Program Goal

Delivery of cost effective and timely development of City buildings and parks for City departments by administering the capital improvement program (CIP) through application of professional management and financial oversight.

Ongoing Tasks

- Ensure design quality, compliance with program objectives and on-time delivery of project designs by administering CIP consultant design contracts
- Ensure change orders do not exceed 10% of construction contracts by utilizing industry cost control measures
- Complete all contracts within the contractual completion date after all approved time extensions through efficient delivery of capital construction projects

Work Plan

Vision Statement #2: Beverly Hills is a world-class community, offering an extraordinary environment, activities, and events.

- 48012301 Continue to invest in physical improvements at City gateway sites to deliver the highest quality services by completing construction of new Gateways at Wilshire Boulevard/San Vicente Boulevard and Olympic Boulevard/Linden Drive. (DI,CP)
- 48012301 Continue to invest in physical improvements at City parking garages to deliver the highest quality services by completing rehabilitation of the garages. (DI,EcS)
- 48012301 Continue to coordinate with Public Works Services the development of a building systems inventory. (DI)

123 - Project Administration

Work Plan

Vision Statement #5: Beverly Hills is known internationally for its alluring and distinctive hotels, retail stores, restaurants, and entertainments and headquarter businesses.

- 48012301 Complete (in coordination with Community Services) the public outreach phase of La Cienega Community Center redevelopment project and initiate design development of the Community Center Project. (CP)
- 48012301 Coordinate with Community Services on a master plan for Greystone Park, including re-purposing the stables/greenhouse facilities and completion of the theater wing infrastructure restoration. (DI)
- 48012301 Continue the Beverly Gardens restoration program with completion of the Electric Fountain block, the Foothill blocks, and the Crescent-Canon block (public restroom and Veterans Memorial). (CP)

Full Time Positions		FY 2015/16 Budget
Director of Project Administration		1.00
Associate Project Manager		1.00
Project Manager		1.00
Senior Management Analyst		0.20
Total Full Time Positions		3.20
Total Staffing		FY 2015/16 Budget
Total Number of Employees		3.20

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48012301	Percent of construction contracts completed within 10% change order threshold	95%	95%	100%
48012301	Percent of construction contracts completed within the contractual time	100%	97%	97%

123 - Project Administration

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Salaries and Benefits	700,497	620,367	735,967	18.63%
Materials and Supplies	819	2,067	2,067	0.00%
Contractual Services	52,101	87,200	87,200	0.00%
Other Charges	5,113	7,077	3,503	¹ -50.50%
Total Expenses	758,530	716,711	828,737	15.63%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
48012301 - Project Administration	758,530	716,711	828,737	15.63%
Total Expenses	758,530	716,711	828,737	15.63%

¹ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

124 - Civil Engineering

Description

The Civil Engineering program includes Capital Project Management, Inspection Services and Civil Engineering Services.

The program also encompasses coordination with Community Development for the review and inspection of public right-of-way improvements associated with commercial and residential developments and private utility company upgrades.

The Capital Project Management and Inspection Services sub-programs, accomplish the construction and maintenance of the City's public works infrastructure such as streets, sidewalks, street lights, traffic signals, sewer, water, storm drain, fiber optic and decoration support systems within both city-owned property and the City's public right-of-way.

Civil Engineering Services encompasses the review and processing of permit applications for the use of the public right-of-way for various activities and improvements associated with commercial and residential development and the inspection of private utility excavations.

Program Goal

Capital Project Management provides administration of all the City's public works capital improvement projects (within the public right-of-way and on City-owned property) on behalf of all City departments for the benefit and well-being of the public.

Civil Engineering Services reviews work plans submitted by private utility companies and private developers for activities in the public right-of-way to ensure that the City's infrastructure and services are preserved to a high standard and public inconvenience is minimized.

The primary objective of this sub-program is maintaining long-term integrity of the City's streets, alleys and City-owned utility infrastructure.

Ongoing Tasks

- Employ Best Management Practices in regards to project management to ensure quality design, on-time delivery of projects and timely payment of consultants and contractors for all CIP design and construction contracts
- Plan for and maintain capacity to accommodate a limited number of civil engineering projects not anticipated at the start of the fiscal year
- Adhere to City Record Retention policy in the maintenance and management of the division's new and updated records; respond to internal and external customer records requests

124 - Civil Engineering

Ongoing Tasks

- Planning, designing, building, and protecting ongoing integrity of the City's core infrastructure: streets, storm drains, water mains and storage, sewer, street lights, traffic signals, and fiber optic systems
- Expand utilization of GIS and continue developing layers for all city-owned infrastructures
- Coordinate inclusion of conduit for fiber optic cable in capital projects as appropriate

Work Plan

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

- 48012403 Finalize design and bid phases of the Santa Monica Boulevard reconstruction project and begin construction. (CP,GP)
- 48012403 Continue to coordinate with Metro to complete planning for construction of the subway extension to both the La Cienega Station (Segment 1) and the Rodeo Station (Segment 2). (CP)
- 48012403 Oversee rehabilitation of the reverse osmosis treatment plant. (EnS)
- 48012403 Complete Greystone reservoir improvements. (EnS)
- 48012403 Oversee Shallow Ground Water Well project, update feasibility study, and complete well design and award well construction contract. (EnS, CP)
- 48012403 Develop and implement plan to expedite infrastructure improvements identified in the Water Enterprise Master Plan. (CP)
- 48012403 Complete the processing of infrastructure records in accordance with the City's record retention policy. (DI)

124 - Civil Engineering

Full Time Positions		FY 2015/16 Budget
City Engineer		1.00
Supervising Public Works Inspector		1.00
Project Manager		1.00
Associate Project Manager		1.00
Assistant Project Administrator		1.00
Civil Engineer		1.00
Principal Civil Engineer		1.00
Civil Engineer GIS Specialist		1.00
Contract Administration Assistant		1.00
Public Works Inspector II		3.00
Senior Management Analyst		0.20
Total Full Time Positions		12.20
Total Staffing		FY 2015/16 Budget
Total Number of Employees		12.20

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
48012403	Percent of Engineering CIP contracts completed within 10% change order threshold	100%	100%	100%
48012403	Percent of Engineering CIP contracts completed within the contractual time	90%	95%	100%

124 - Civil Engineering

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Intergovernmental Revenues	1,091,634	927,284	771,480	¹ -16.80%
Licenses Permits	737,269	506,200	514,299	1.60%
Service Fees and Charges	111,980	26,105	25,345	-2.91%
Miscellaneous Revenues	6,010	177,000	369,489	² 108.75%
Total Revenues	1,946,893	1,636,589	1,680,613	2.69%

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Expenditure by Category				
Salaries and Benefits	1,656,606	1,614,042	2,023,865	³ 25.39%
Materials and Supplies	6,551	11,086	11,949	7.78%
Contractual Services	147,828	441,207	440,343	-0.20%
Capital Outlay	0	0	30,000	⁴ --
Other Charges	25,269	34,918	17,283	⁵ -50.50%
Total Expenses	1,836,254	2,101,253	2,523,440	20.09%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00112401 - Inspection Services	262,202	478,249	628,527	-1.29%
00112402 - Civil Engineering Services	213,777	332,831	417,728	0.45%
48012403 - Capital Project Management	1,360,275	1,290,173	1,477,185	5.42%
Total Expenses	1,836,254	2,101,253	2,523,440	20.09%

¹ Decrease mainly due to a decline in Highway User Tax funds, based on State Department of Finance revenue projections.

² Increase is due to an increase in recoverable Staff Time revenue. Metro will be reimbursing the City for staff time related to Purple Subway Line.

³ Three new positions were approved for FY 2015/16, an Associate Project Manager, Assistant Project Manager, and a Contract Administrative Assistant.

⁴ Increase in Capital Outlay expenses are related to the approval of new positions. Funds are for the purchase of office furniture and computers.

⁵ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

099 - Equipment Replacement

Description

Equipment replacement refers to the acquisition of furniture, fixtures, and equipment, with an estimated life of two years or more, and a unit cost of \$1,000 to \$25,000

Program Goal

Effectively and efficiently account for all replacement of equipment.

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Total Expenses	0	0	0	--

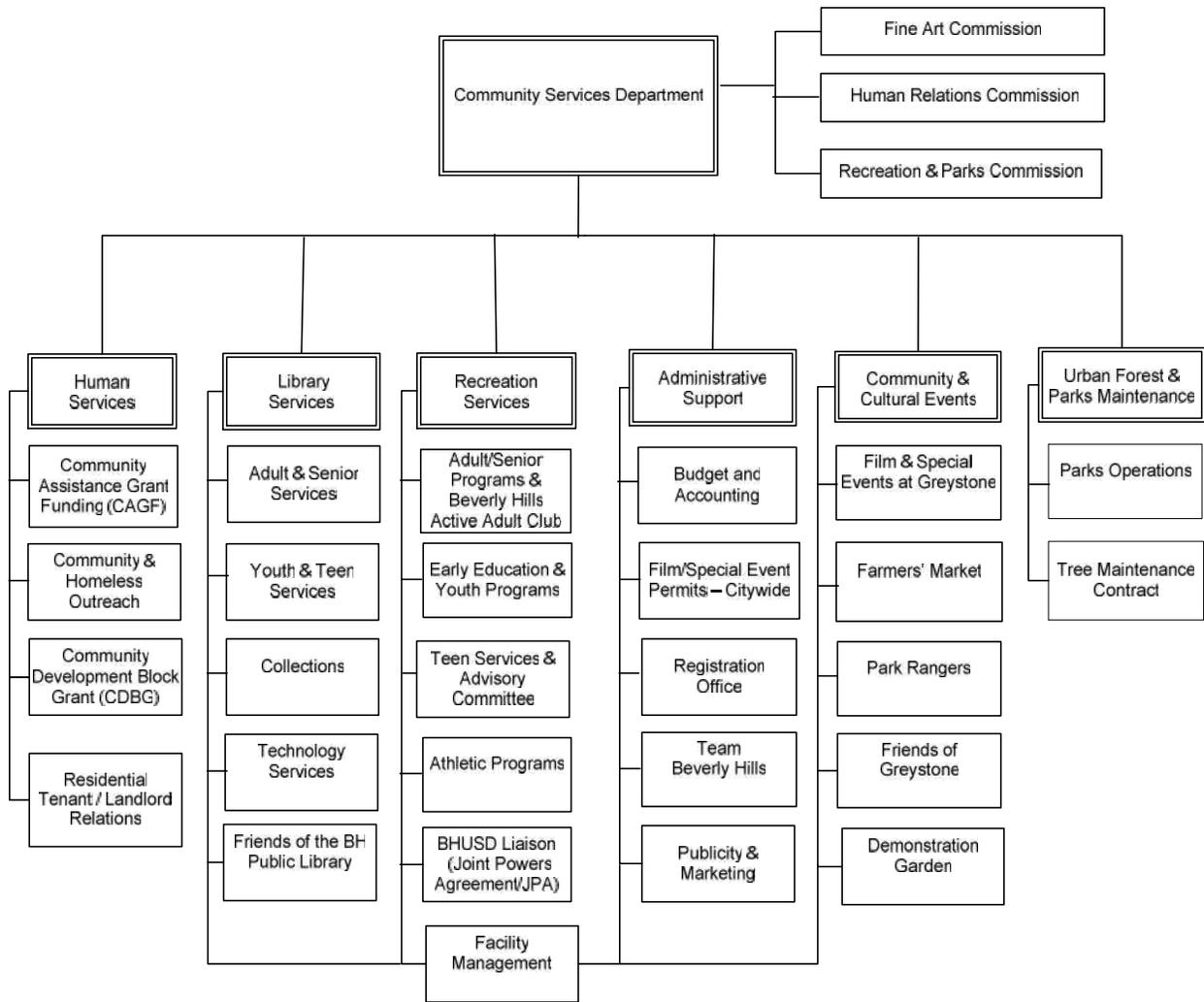
Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Total Expenses	0	0	0	--

Community Services



Adopted Budget

Department Organization Chart



Department Mission

The Community Services Department provides exceptional cultural, educational, recreational, and social services to enhance and maintain a high quality of life and attractive physical environment in the Beverly Hills community.

Changes From Prior Year

- The Department's Equipment Replacement Program budget is 92% lower than the previous year due to substantial purchases for replacements and updates of furniture and equipment in FY2014/15. The Library's furniture was a focus last fiscal year, and FY2015/16 will focus on miscellaneous items such as chairs and shelving units throughout the department.
- Increases in revenue are due in part to the increased community construction which has generated payments into the Parks & Recreation Construction Tax fund.
- A detailed Marketing Plan for Greystone Estate will target corporate and non-profit groups and the priority is to rent out Greystone during the usually low-use Monday - Friday time period. It is anticipated that there will be an increase in revenue generated by additional permits from private special events at this venue.
- After the reopening of the Roxbury Community Center, there has been a substantial increase in room rentals. Staff also anticipates that the reopening of the new Roxbury Playground area and Picnic Pavilion will also result in an increased number of picnic table rentals. Increased revenue in corresponding accounts is anticipated.
- One part time regular position was re-classed to a full time Publicist position. Two part time hourly Librarians and two part time hourly Park Rangers were re-classed to part time regular.
- The Community Assistance Grant Funding for Senior Services was slightly increased in order to supplement the handyworker program which benefits qualified tenants who are unable to obtain essential or mandated maintenance improvements.

Full Time Positions	FY 2013/14 Adopted	FY 2014/15 Adopted	FY 2015/16 Adopted
Total Full Time Positions	80	80	81

Part Time Positions	FY 2013/14 Adopted	FY 2014/15 Adopted	FY 2015/16 Adopted
Total Part Time Positions	91.37	93.83	96.56

Revenue by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Other Taxes	6,198,294	2,755,000	3,545,000	28.7% ¹
Intergovernmental Revenues	366,994	195,579	245,359	25.4% ²
Licenses Permits	847,964	752,500	831,000	10.4% ³
Use of Money and Property	569,218	486,875	537,400	10.4% ⁴
Service Fees and Charges	4,348,935	4,569,600	4,675,200	2.3%
Internal Service Fund Receipts	585,108	283,926	260,935	-8.1% ⁵
Miscellaneous Revenues	94,888	17,000	17,100	0.6%
Total Revenues	13,011,401	9,060,480	10,111,994	11.6%

¹ There is an anticipated increase in the Fine Art in-lieu tax and the Parks and Recreation Construction Tax.

² Includes Community Development Block Grant (CDBG) funds formally “unallocated” by the Los Angeles County Community Development Commission.

³ The increase in revenue for Licenses and Permits is due to an anticipated increase in special event permits, particularly at Beverly Canon Gardens and Greystone.

⁴ The increase in revenue for Use of Money and Property is due to increased rentals at Roxbury Center and an anticipated increase in concession revenue, as well as an increase in advertising in the Recreation Brochure.

⁵ The decrease in Internal Service Charges is due to the yearly variations in future equipment replacement needs.

Expenditure by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Salaries and Benefits	13,408,189	13,978,520	14,414,923	3.1%
Materials and Supplies	960,791	1,099,822	1,192,689	8.4% ¹
Contractual Services	13,824,678	14,459,947	14,843,296	2.6% ¹
Capital Outlay	237,016	748,646	55,686	-92.6% ²
Internal Service Fund Charges	13,275,124	12,505,686	13,384,280	7.0% ³
Other Charges	394,738	426,892	213,447	-50.0% ⁴
Total Expenses	42,100,536	43,219,513	44,104,321	2.0%

¹ Funds were moved out of Contractual Services and into Materials and Supplies in the Park Operations, Library, Community Services Administration, and Recreation divisions. There are also budget enhancements in both Materials and Supplies and Contractual Services for FY2015/16.

² Capital Outlay expenses will vary from year to year based on equipment replacement needs. The FY2015/16 expense is mostly chairs and shelving.

³ The increase in Internal Service Fund Charges is mostly due to Facility Replacement Charges and IT Operations charges.

⁴ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

Abbreviations denoting the source(s) of City policy and priority are designated at the end of each work plan. Below is the legend for these work plan sources:

CP = City Council Priority

DI = Department Initiative

EcS = Economic Sustainability

EnS = Environmental Sustainability

GP = General Plan

HS = Homeland Security

SP = Strategic Plan

040 - Community Filming & Event Permits

Description

The City of Beverly Hills Filming and Special Events Office is responsible for the coordination of filming, still photography and special event permits for the City-at-large and City Parks (except for Greystone Estate) as well as the maintenance of the calendar and schedule for street pole banner displays throughout the City.

Program Goal

Provide a one-stop permit process (convenient and timely film/event permit processing) in order to expedite the process for customers and encourage them to return to Beverly Hills for future projects.

Provide direct assistance to clients, community and City departments in order to facilitate successful film shoots/events while minimizing disruptive impacts to the community.

Provide outstanding and timely service to entire community (including internal customers/other City Departments) in processing permits or responding to community issues.

Respond to complaints and/or concerns in a timely fashion (within 48 hours or less).

Assist with the coordination and logistical details for the City's annual Holiday Program efforts in order to provide an exceptional Holiday experience to the community, and encourage visitors and residents to expand/increase number of visits to the City, while utilizing the other City services and establishments (such as restaurants, hotels, retailers, etc.).

Ongoing Tasks

- Coordinate with the appropriate City Departments to manage and issue permits for filming, still photography and special events.
- Process permits for film and photography.
- Process permits for special events.
- Assist with the coordination of logistical details for the City's annual Holiday Program, and respond to requests and/or complaints as needed.
- Arrange for new photos of key film and event sites to be added to Event/Film website and add links featuring of City venues and facilities (City Parks, the Municipal Gallery and the Civic Center Plaza as well as Rodeo Drive and the palm tree-lined streets) for potential special event activity and key filming sites. Also add links to other Department forms/information as appropriate.
- Conduct regular meetings with Film & Event Supervisor and staff.
- Coordinate, manage and process the requests for street pole banner displays throughout the City.

040 - Community Filming & Event Permits

Work Plans

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

00104001 Develop a process and create an “application” for residential special events. (DI)

Vision Statement #2: Beverly Hills is a world-class community, offering an extraordinary environment, activities, and events.

00104001 Update the "On Location Photos" to illustrate filming in the City for website (and add new locations where appropriate). (DI)

00104001 Review details with The Wallis regarding filming & photography on their property, and assist with logistics where appropriate. (DI)

00104001 Test the "Letter of Notification" for use by applicants conducting special events within the City. (DI)

Full Time Positions		FY 2015/16 Adopted
Events and Filming Supervisor		1.00
Projects Staff Assistant		1.00
Community Services Administrator		0.15
Total Full Time Positions		2.15
Total Staffing		FY 2015/16 Adopted
Total Number of Employees		2.15

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00104001	Filming permits issued	344	350	355
00104001	Still photography permits issued	217	225	230
00104001	Special event permits issued	91	100	105

040 - Community Filming & Event Permits

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Licenses Permits	584,063	452,500	491,000	8.5% ¹
Total Revenues	584,067	452,500	491,000	8.5%
Expenditure by Category				
Salaries and Benefits	269,849	269,198	275,266	2.2%
Materials and Supplies	216	200	200	0.0%
Contractual Services	908	700	700	0.0%
Other Charges	159	58	29	-50.0% ²
Total Expenses	271,132	270,156	276,195	2.2%

¹ The increase in revenue for Licenses and Permits is due to an anticipated increase in special event permits, particularly at Beverly Canon Gardens.

² Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00104001 - Community Filming and Event Permits	271,132	270,156	276,195	2.2%
Total Expenses	271,132	270,156	276,195	2.2%

056 - Urban Forest - Tree Maintenance

Description

The Urban Forestry program is responsible for the maintenance of approximately 25,000 trees located along city streets, in City parks and at city owned facilities and is also responsible for the removal and replacement of declining, structurally inadequate or inappropriate trees under several defined Street Tree Master Plan phases and as individual circumstances require. Public outreach and education are significant factors in maintaining community support of this program.

Program Goal

Protect the aesthetic quality and health of the trees in the community by trimming trees on a regular cycle.

Sustain the long-term value of the urban forest, while limiting exposure to risk, by replacing declining, structurally inadequate or inappropriate trees, through the Street Tree Master Plan Program.

Ongoing Tasks

- Monitor contract tree pruning, removal, and planting crews.
- Respond to service calls, emergencies, and requests for technical information within 72 hours.
- Provide technical assistance to other departments within 72 business hours.
- Provide program development and administration, contract administration, customer service, and quality assurance.
- Develop preliminary data for potential Street Tree Master Plan tree replacement phases as necessary.

Work Plans

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

00105601 In the interests of public safety, complete plan to replace Eucalyptus trees remaining in the City tree inventory with a more desirable species as appropriate. (DI, EnS)

00105601 Evaluate implementation of Street Tree Master Plan replacement of Ficus trees on Robertson Blvd. and develop the replacement program for La Cienega Blvd., Burton Way/South Santa Monica Blvd. and South Beverly Drive including the infrastructure requirements necessary to help assure sustainability. (DI, EnS)

056 - Urban Forest - Tree Maintenance

Full Time Positions		FY 2015/16 Adopted
Director of Community Services		0.05
Executive Assistant II		0.15
Parks and Urban Forest Manager		0.45
Secretary		0.10
Urban Forest Inspector		2.00
Total Full Time Positions		2.75
Total Staffing		FY 2015/16 Adopted
Total Number of Employees		2.75

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00105601	Trees Trimmed	10,394	8,310	9,352
00105601	Trees Removed	310	255	283
00105601	Trees Planted	186	300	243

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Service Fees and Charges	56,009	7,000	10,000	42.8% ¹
Total Revenues	56,009	7,000	10,000	42.8%

¹ The increase in Service Fees and Charges is due to an anticipated increase in revenue from tree replacement.

056 - Urban Forest - Tree Maintenance

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Expenditure by Category				
Salaries and Benefits	278,373	348,805	362,967	4.0% ¹
Materials and Supplies	632	1,459	1,459	0.0%
Contractual Services	992,575	1,019,706	1,143,706	12.2% ²
Other Charges	49	18	9	-50.0% ³
Total Expenses	1,271,629	1,369,988	1,508,141	10.1%

¹ Step increases are budgeted for 2.10 FTE's, out of a total of 2.75 FTE's in this program.

² The increase in Contractual Services is due to a budget enhancement to improve tree trimming frequency.

³ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00105601 - Tree Maintenance	1,271,629	1,369,988	1,508,141	10.1%
Total Expenses	1,271,629	1,369,988	1,508,141	10.1%

067 - Recreation**Description**

The Recreation Division is responsible for researching, implementing, and evaluating a variety of services and programs for the community with the purpose of enhancing each participant's quality of life.

Program Goal

Enhance the program offerings to early education and preschool age children to enrich their lives and the eventual successful matriculation into Kindergarten.

Serve as a destination for educational, recreational and cultural endeavors for all ages. Provide diverse and innovative recreation and cultural programming and services for the Beverly Hills community.

Increase the pool of volunteers and opportunities for community residents to provide service to the City by utilizing an on-line Volunteer website.

Increase and diversify active adult class offerings to captivate the interest of baby boomers ages 55 years and above.

Work with School District staff to ensure City access to School District facilities and property for community recreation and other community and civic programs as it relates to the Joint Powers Agreement (JPA).

In response to the Council's decision to modify the current Scholarship Program guidelines and the community's generous support, provide the opportunity for families to enroll in after school childcare, classes and summer camps.

Conduct a survey at the Farmers' Market to determine consumer preference and behavior, importance of product characteristics, consumer loyalty, consumer demographics and personal shopping experiences.

Conduct a customer count at the Farmers' Market to determine how many people shop at the Market, which will help vendors to estimate their potential sales, the Market to estimate potential spillover sales for neighboring businesses, and to document the Market's role as a community meeting place.

Certify the Greystone Demonstration Garden through the Los Angeles County Dept. of Agriculture, allowing the students to sell produce grown at the Beverly Hills Farmers' Market.

Expand summer concert series from 10 concerts to 14. Two additional concerts will be scheduled for the Spring and Fall (one each) and be held in Beverly Canon Gardens.

067 – Recreation**Ongoing Tasks**

- Offer over 100 Early Education and Youth classes per session.
- Provide a variety of organized Adult Sport leagues.
- Find and match volunteers to better meet the needs of the community by promoting and recruiting via the new online software.
- Plan agendas, prepare staff reports, and provide general support for the Recreation and Parks, Fine Art, and Human Relations Commissions regarding relevant topics and follow-up on requests from commissioners.
- Provide oversight to a variety of Capital Improvement Projects.
- Operate afterschool childcare services at 4 school sites and in compliance with state licensing requirements.
- Provide cultural/special events at various city venues to enhance Beverly Hills' desirability as a destination.
- Increase resident participation in cultural and special events through a community-based marketing effort which will include the use of Social Media vehicles with assistance by the Department's publicist.
- Collaborate with the Greystone Venue Coordinator on a marketing/promotional campaign for private events at Greystone.
- Collaborate with Friends of Greystone on fund-raising events that will provide funding for on-going restoration projects at Greystone Estate.
- Increase Farmers Market customer base by utilizing Social Media vehicles such as Facebook and Twitter to promote the Market.
- Conduct regular evaluations of Farmers' Market concessions revenue to bridge the gap between expenses and revenue.
- Oversee the ongoing maintenance program for City-owned Public Art.
- Offer a wide variety of high quality specialty summer camps to youth ages 5-14.
- Offer an annual Senior Health Fair in collaboration with Cedars-Sinai Medical Center with participation from nearly 50 community support agencies and provide 4 Senior Health Lectures throughout the year.

067 – Recreation**Ongoing Tasks**

- Operate six preschool classrooms in compliance with State-licensing requirements.
- Provide adult/senior excursions through collaborative effort with the Beverly Hills Active Adult Club.
- Strengthen the Department's ability to respond to and recover from an emergency or disaster by participating in Emergency Management related trainings, meetings, exercises, workshops, and special events.
- Secure grant funding for the Department's projects and programs by researching funding opportunities, submitting applications as appropriate, and administering grant awards.
- Incorporate the principles of tolerance, acceptance, and civil discourse into established Community Services events, programs and services.
- Expand adult class offerings, in particular for baby boomers.
- Continue the positive working relationship with the youth sports organizations for City and School District facility usage.
- In conjunction with the Teen Advisory Committee, provide recreation opportunities for 6th - 10th grade teens and further develop the newly opened Teen Scene at Roxbury Community Center.
- Operate a year-round/5 day a week Senior Nutrition Program.
- Offer senior adult classes that provide the participants healthy, social, and cognitive enrichment.
- Provide rental facilities for the community at the Community Centers.
- Foster and enhance the "Cookin' Kids" program within the Farmers' Market. Engage the children through education and demonstrations; highlighting participating Market farmers and how food is grown, nutrition and seasonality of product.
- In collaboration with Cable (IT Department), create quarterly "Market Minute" promotional videos that will air on Channel 10. Segments will focus on seasonal offerings at the Farmers' Market as well as promote upcoming special events.
- Assist the Beverly Hills Active Adult Club in promoting the implementation of Membership Cards, which will provide additional member discounts to new programs and excursions.
- As part of the Joint Powers Agreement, coordinate usage for after-school childcare and classes, preschool classes, aquatics program, youth sports organization activities, and adult sports programming utilizing School District facilities (300 hours per week).
- Develop early education and preschool age programs that incorporate physical, intellectual and social well-being.

067 – Recreation**Ongoing Tasks**

- Enhance recreational opportunities for youth and teens through effective use of space in current and future City and District facilities.

Work Plans

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

- 00106710 With the District's reduction in summer offerings to K-8 grades, outreach to parents to solicit the City's current summer camp offerings and wants and needs for future summers. (CP,DI)
- 00106710 As a continuing participant in the League of California Cities Healthy Eating Active Living (HEAL) program, reinforce the City's goal toward healthy living in Beverly Hills through City programs and events. (CP, DI)

Vision Statement #2: Beverly Hills is a world-class community, offering an extraordinary environment, activities, and events.

- 00106702 Work with Community Development in order to complete a brochure for developers regarding Fine Art Ordinance requirements. (DI)
- 00106707 Conduct priority setting session with the Fine Art Commission for future acquisitions and placement of artwork throughout the City. (DI, GP)
- 00106707 Working with the Department Publicist and Greystone Venue Coordinator, implement a marketing plan for the rental of Greystone Estate that targets non-profits and corporate entities. (DI)
- 00106707 Complete installation of the sculpture entitled IO by artist Carol Bove in Beverly Gardens Park. (DI)
- 00106709 Expand the Concerts on Canon summer series to include two off-season concerts in Beverly Canon Gardens. The free concerts will be held on a Sunday in the Spring and Fall. (DI)
- 00106709 Continue to collaborate with the Institute of Domestic Technology, offer food crafting classes at Greystone Estate that will increase awareness of Greystone Estate and the Beverly Hills Farmers' Market. (DI)
- 00106710 Complete the enhancement of the City's main entry points with signage, branding and landscaping through the Gateways Improvement Project. (EcS, SP, GP, DI)
- 00106710 Continue to market and attract use of the new Roxbury Playground and Picnic Pavilion. (DI)

067 – Recreation

Work Plans

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

00106710 Continue to work on development opportunities at the Orange Grove property in Franklin Canyon in order to expand easy access to green/open space for the City's residents. (CP, GP)

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

00106710 Work with the IT and Police Department to assure adequate coverage through additional outdoor security cameras at Roxbury Park. (DI, SP)

Full Time Positions	FY 2015/16 Adopted
Assistant Director of Community Services - Library	0.25
Director of Community Services	0.65
Management Analyst	0.05
Recreation Supervisor	3.00
Senior Recreation Supervisor	2.95
Executive Assistant II	0.80
Human Services Specialist	0.50
Recreation Services Manager	1.85
Parks and Urban Forest Manager	0.05
Recreation Coordinator	1.50
Administrative Clerk II	3.75
Executive Assistant I	0.15
Secretary	0.75
Market Manager	1.00
Human Services Administrator	0.25
Total Full Time Positions	17.50
Part Time Positions (FTE)	
Total Part Time Positions (FTE)	52.41
Total Staffing	FY 2015/16 Adopted
Total Number of Employees (FTE)	69.91

067 – Recreation

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00106701	Enrollment in year around Preschool programs. (State licensing capacity=120 participants)	118	124	120
00106701	Enrollment in Parent and Me classes	574	775	800
00106702	Annual attendance in Youth Classes for ages 4-14 conducted after school and on weekends	4,000	4,369	4,400
00106702	Summer Aquatics Program participants (capacity is 1,500 participants)	1,200	1,199	1,200
00106702	Aquatic program participants during school year	597	600	650
00106702	Number of participants at teen activities and programs	800	1,000	1,500
00106703	Adult sports participants	1,600	1,600	1,650
00106704	Estimated number of seniors participating in community offered classes	14,000	14,000	14,500
00106703	Number of volunteer hours in the citywide volunteer program	23,113	23,000	23,000
00106704	Number of Members in Beverly Hills Active Adult Club	350	400	400
00106707	Number of free Community Special Events and Programs	22	26	26
00106707	Annual attendance for free Community Special Events and Programs	102,000	103,500	103,500
00106709	Annual attendance at Farmers' Market	290,000	295,000	295,000

067 – Recreation

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Other Taxes	6,198,293	2,755,000	3,545,000	28.7% ¹
Use of Money and Property	506,581	453,400	497,400	9.7% ²
Service Fees and Charges	3,874,803	4,116,500	4,195,000	1.9%
Miscellaneous Revenues	75,000	0	0	--
Total Revenues	10,654,677	7,324,900	8,237,400	12.4%
Expenditure by Category				
Salaries and Benefits	4,075,918	4,508,858	4,458,238	-1.1%
Materials and Supplies	152,608	196,695	282,525	43.6% ³
Contractual Services	1,499,056	1,936,005	2,049,611	5.9% ⁴
Other Charges	91,244	97,144	48,083	-50.5% ⁵
Capital Outlay	468	0	0	--
Total Expenses	5,819,294	6,738,702	6,838,457	1.5%

¹ There is an anticipated increase in the Fine Art in-lieu tax and the Parks and Recreation Construction Tax.

² Anticipated revenue for Use of Money and Property has increased due to increased rentals at Roxbury Center and an anticipated increase in concession revenue.

³ Materials and Supplies have increased due to budget enhancements for the Teen Scene and Youth Recreation Programs.

⁴ Contractual Services have increased due to budget enhancements for Teen Scene, Youth Recreation, Greystone Marketing, Special Events, and Fine Art.

⁵ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

067 – Recreation

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00106701 - Early Education	917,421	1,012,756	959,757	-5.2% ¹
00106702 - Youth	1,890,236	2,446,336	2,595,596	6.1% ²
00106703 - Adults	765,508	903,228	888,796	-1.6%
00106704 - Senior Adults	253,676	262,761	267,911	1.9%
00106706 - Citywide Governance - CS	360,274	393,431	392,074	-0.3%
00106707 - Community/Cultural Events and Public Art	1,023,864	1,018,595	1,050,701	3.1%
00106709 - Farmers' Market	181,324	238,732	223,203	-6.5% ³
00106710 - Community Services Administration	359,612	423,608	411,164	-2.9% ⁴
18006708 - Public/Fine Art Programs	67,379	39,255	49,255	25.5%
Total Expenses	5,819,294	6,738,702	6,838,457	1.5%

¹ The reduction in Early Education is due to a reduction in unemployment insurance, reduced amounts in materials and supplies, and contractual services, and a reduction in utility expenses.

² The Youth program had budget enhancements for the Teen Scene and youth recreation programs.

³ The reduction in the Farmers' Market subprogram is due to one-time budget enhancements in FY2014/15.

⁴ The reduction in the Community Services Administration subprogram is due to a decrease in Unused Leave, Unemployment Insurance, and utility expenses.

068 - Park Rangers**Description**

Park Rangers are responsible for enforcing park and facility rules, regulations and City Municipal Codes, including disseminating information and assisting the public in the parks. Park Rangers assist in most of the Community Services events. Rangers are the on-site coordinators for all Greystone Park programs and events.

Program Goal

Educate users of City parks and facilities on the benefits of open space in an urban environment.

Provide exemplary internal and external customer service.

Ongoing Tasks

- Conduct daily patrols of 11 City facilities, including 11 parks/gardens.
- Provide Ranger support at City sponsored special events.
- Permit and supervise film and photography at Greystone Park.
- Conduct daily coverage for City Hall and the Library; and collaborate with the Police Department, Human Services and the Library to ensure safety of the Civic Center Campus.
- Schedule "Fright Night" program offerings during non-daylight savings months.
- Have at least six school classes participate in an on-site Greystone interpretive program.
- Continue booking private "inside Greystone" tours.
- Coordinate and update the assignment monthly staffing/location roster and on-going task lists for Lead Rangers.
- Collaborate with the Greystone Venue Coordinator to establish a detailed maintenance schedule for Greystone Mansion, including the catering kitchen and interior space.
- Implement a regularly scheduled bicycle patrol of the City's parks, including the mini-parks.
- Continue to collaborate with the Human Services Division, implement a training program for Park Rangers on procedures and communication skills for working with the homeless population.

068 - Park Rangers

Work Plans

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

00106801 In collaboration with the Community Development Department (specifically the Concierge service/Management Analyst), to implement a training program for Park Rangers assigned to City Hall, on procedures for providing exceptional and efficient customer service for patrons utilizing the Customer Service Center. (DI)

Vision Statement #4: Beverly Hills is committed to being the safest city in America.

00106801 Upon certification by the Police Department, implement an ongoing Park Ranger bicycle patrol of the City's recreational facilities, including all parks and mini-parks.(DI)

Full Time Positions	FY 2015/16 Adopted
Senior Recreation Supervisor	0.05
Recreation Services Manager	0.10
Lead Park Ranger	3.00
Administrative Clerk II	0.15
Park Ranger Supervisor	2.00
Total Full Time Positions	5.30
Part Time Positions (FTE)	
Total Part Time Positions (FTE)	6.59
Total Staffing	FY 2015/16 Adopted
Total Number of Employees (FTE)	11.89

068 - Park Rangers

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00106801	Number of Filming Projects (Greystone)	3	12	10
00106801	Number of Private Special Events (Greystone)	16	45	65
00106801	Number of Weddings/Receptions (Greystone)	19	50	50
00106801	Number of City Sponsored events City-wide	69	65	65

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Licenses Permits	263,902	300,000	340,000	13.3% ¹
Service Fees and Charges	75,316	122,500	131,500	7.3% ²
Total Revenues	339,218	422,500	471,500	11.6%
Expenditure by Category				
Salaries and Benefits	1,115,634	1,011,491	1,119,014	10.6% ³
Materials and Supplies	1,995	10,050	15,050	49.7% ⁴
Contractual Services	5,740	3,850	3,850	0.0%
Other Charges	49	18	9	-50.0% ⁵
Total Expenses	1,123,418	1,025,409	1,137,923	11.0%

¹ There is an anticipated increase in revenue from filming and use permits at Greystone.

² The anticipated increase in Service Fees and Charges is from additional revenue from the Ranger/Monitor fee and Greystone catering kitchen, due to an increase in special events and filming.

³ Two part time hourly Park Rangers were re-classed to part time regular. Pay increases for part-time Park Rangers were realized in October 2014.

⁴ Materials and Supplies increased due to a budget enhancement for bicycle patrol equipment.

⁵ Other charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

068 - Park Rangers

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00106801 - Park Rangers	1,123,418	1,025,409	1,137,923	11.0%
Total Expenses	1,123,418	1,025,409	1,137,923	11.0%

069 - Park Operations**Description**

This program of in-house employees and contract staff is responsible for the standardized maintenance of landscaped/sport field areas in Beverly Gardens, Coldwater, Greystone, La Cienega, Roxbury and Will Rogers parks as well as the Civic Center Campus, Business Triangle area, reservoir sites and Arnaz, Crescent, Hamel, Maltz, Oakhurst, Rexford Rest and Reeves mini-parks.

Program Goal

Maintain aesthetic value of community by providing routine landscape maintenance services on City owned property.

Be fiscally and environmentally responsible in the irrigation and maintenance of landscaped areas.

Ongoing Tasks

- Provide routine maintenance of landscaped areas including weekly mowing of turfgrass areas, daily trash and debris removal, maintenance of planter beds, installation of annual flowers and shrubs, and path and hardscape maintenance as needed.
- Preparation, maintenance, and renovation of sports fields.
- Provide supervision, staff scheduling, and area evaluation.
- Program development and administration, contract administration, oversight of customer service and quality assurance.
- Provide playground inspections.

Work Plans

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

- 00106910 Continue to work with interested members from the community regarding a citizen initiated effort to restore portions of Beverly Gardens Park to its historical splendor. (DI)
- 00106910 Continue to analyze and assign remaining Prop A fund balance to compliment privately funded restoration efforts in Beverly Gardens Park. (DI)
- 00106910 Finalize replacement (through the Fund 400 program) of park benches, trash receptacles, picnic tables and drinking fountains to achieve a standardized inventory at park sites in accordance with current inventory. (DI)
- 00106910 Provide regular inspections in order to monitor and repair leaking and/or damaged irrigation equipment as defined within the City's landscape maintenance standards.

069 - Park Operations

Work Plans

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

00106910 Develop bid package with assistance from Public Works Services that includes technical specifications for upgrade of central irrigation system and satellite controllers throughout the city. (DI)

Full Time Positions	FY 2015/16 Adopted
Director of Community Services	0.05
Parks and Urban Forest Manager	0.50
Irrigation Specialist	1.00
Park Services Supervisor	2.00
General Park Maintenance Supervisor	1.00
Park Services Worker	13.00
Total Full Time Positions	17.55
Part Time Positions (FTE)	
Total Part Time Positions (FTE)	.56
Total Staffing	FY 2015/16 Adopted
Total Number of Employees (FTE)	18.11

069 - Park Operations

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00106910	Seasonal programming of irrigation system controllers	92	92	92
00106910	Assessment of staff maintained landscape areas using landscape standards checklist / quality monthly report on areas serviced by Contractor	24/24	24/24	24/24
00106910	Monthly and quarterly field staff safety meetings	12/4	12/4	12/4
00106910	Park acreage - active parks w/sports fields, etc.	38.15 acres	38.15 acres	38.15 acres
00106910	Park acreage - passive parks	40.63 acres	40.63 acres	40.63 acres
00106910	Park acreage - mini parks (pocket neighborhood parks)	2.66 acres	2.66 acres	2.66 acres
00106910	Annual testing of irrigation backflow devices	92	92	92

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Intergovernmental Revenues	171,129	0	0	--
Miscellaneous Revenues	219	0	0	--
Total Revenues	171,348	0	0	--

069 - Park Operations

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Expenditure by Category				
Salaries and Benefits	1,785,413	1,860,213	1,893,349	1.8%
Materials and Supplies	183,592	183,500	184,880	0.7%
Contractual Services	558,129	616,599	678,219	10.0% ¹
Capital Outlay	75,922	0	0	--
Other Charges	168,323	189,458	95,924	-49.3% ²
Total Expenses	2,771,379	2,849,770	2,852,372	0.1%

¹ Budget enhancements were approved for landscape maintenance at various locations throughout the City.

² Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00106901C002 - Prop A County Grant	0	0	0	--
00106910 - Park Maintenance and Operations	2,771,379	2,849,770	2,852,372	0.1%
Total Expenses	2,771,379	2,849,770	2,852,372	0.1%

077 - Library**Description**

The Library facilitates learning for patrons of all ages, encourages children to develop an ongoing interest in reading and serves as a literary and cultural center for the community. The Library provides a broad range of materials and services to meet the educational and recreational needs of its users.

Program Goal

Promote a life-long love of reading.

Connect with regional and state partners to enhance resources available to our patrons.

Enhance the literary and cultural life of Beverly Hills residents through the development and provision of programming, collections and services for all ages.

Streamline processes by implementing cutting edge technologies.

Provide services to patrons outside of the library setting, including the homebound.

Facilitate learning and self-education by providing a relevant selection of materials in various formats.

Improve the physical environment of the Library by relocating and upgrading key services.

Contribute to City revenues by offering fee based services.

Ongoing Tasks

- Secure grant funding for department projects and programs by researching funding opportunities, submitting applications as appropriate, and administering grant awards.
- Strengthen the department's ability to respond to and recover from an emergency or disaster by participating in Emergency Management related trainings, meetings, exercises, workshops, and special events.
- Match tutors with new students.
- Answer reference questions and work with users to identify library materials that meet their needs.
- Maintain user accounts, track library materials, check-in and check-out library materials.
- Accept passport applications.
- Select, acquire, catalog and maintain the library's collection.
- Plan for the library's future, maintain departmental records, manage reservations for the library's facilities and interact with community groups.

077 - Library**Ongoing Tasks**

- Offer programs for adults, teens, and children.
- Return library materials to the proper location in a timely fashion.

Work Plans

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

00107702 Explore avenues to expand outreach to the community, local schools, and The Wallis. (DI)

00107702 Continue to develop an appropriate collection of materials for various ages at the Roxbury Book Nook.

Vision Statement #2: Beverly Hills is a world-class community, offering an extraordinary environment, activities, and events.

00107702 With planned upgrades to the chairs and AV system, continue building public programming in the Library Auditorium.

00107702 Update furnishing and electrical outlets in the Library's Quiet Reading Room to better enhance the current functionality of this popular study area.

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

00107704 Implement the inventory process of the Library collection using Digital Library Assistant.

00107707 Continue assessment of Reference electronic formats to reflect the current needs of users.

00107707 Implement streaming music and movies.

00107707 Improve customer service by exploring possible efficiencies to reduce turnaround times from the time materials are ordered until they are available to the public. (SP,DI)

077 – Library

Full Time Positions	FY 2015/16 Adopted
Assistant Director of Community Services - Library	0.75
Director of Community Services	0.05
Librarian III	3.00
Librarian II	6.00
Library Technician	3.00
Senior Library Page	2.00
Library Circulation Supervisor	1.00
Executive Assistant I	0.85
Library Clerk II	6.00
Senior Library Clerk	2.00
Library Services Manager	2.00
Senior Library Technician	2.00
Total Full Time Positions	28.65
Part Time Positions (FTE)	
Total Part Time Positions (FTE)	34.33
Total Staffing	FY 2015/16 Adopted
Total Number of Employees (FTE)	62.98

077 – Library

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00107701	Number of current students in Literacy program.	49	64	67
00107701	Number of volunteer tutor hours contributed	6,645	1,057	1,500
00107702	Number of reference questions answered	120,559	123,000	123,500
00107702	Number of preschool programs and total attendance	480/19,075	485/38,150	500/41,501
00107702	Number of participants in Summer Reading Club	2,309	2,400	2,500
00107702	Number of programs for adults and total attendance	63/1,995	75/2,000	76/2,500
00107704	Number of active library card holders	33,109	33,200	33,300
00107704	Total circulation	644,693	630,000	645,000
00107704	Number of interlibrary loan requests satisfied	1,022	1,000	1,050
00107704	Number of passport applications accepted	6,832	6,850	6,900
00107704	Number of online reservations for library materials	3,337	3,000	3,000
00107704	Number of items "self checked" by patrons	876,740	888,500	889,000
00107704	Number of virtual visits to the library website	198,663	189,000	198,000

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Intergovernmental Revenues	27,247	27,000	27,000	0.0%
Use of Money and Property	17,958	30,000	30,000	0.0%
Service Fees and Charges	342,805	323,600	338,700	4.6% ¹
Miscellaneous Revenues	12,567	15,000	15,000	0.0%
Total Revenues	400,577	395,600	410,700	3.8%

¹ There is an anticipated increase in funds from passport processing and overdue fees.

077 – Library

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Expenditure by Category				
Salaries and Benefits	5,041,368	4,953,128	5,270,195	6.4% ¹
Materials and Supplies	613,978	693,333	694,040	0.1% ²
Contractual Services	61,016	73,267	72,560	-1.0% ²
Capital Outlay	449	0	0	--
Other Charges	134,385	140,005	69,299	-50.5% ³
Total Expenses	5,851,196	5,859,733	6,106,094	4.2%

¹ Pay increases for part-time Library staff were realized in October 2014, and two part time hourly Librarians were re-classed to part time regular.

² Funds were moved out of Contractual Services and into Materials and Supplies.

³ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00107701 - Library Literacy Services	25,481	104,589	95,775	-8.4% ⁴
00107702 - Library Reference Services and Programs	1,701,145	1,409,430	1,555,386	10.3% ⁵
00107704 - Library Borrowers Services	2,044,562	2,000,761	2,087,662	4.3% ⁵
00107707 - Library Collection Services	1,707,336	1,903,098	1,926,536	1.2%
00107709 - Library Administration	372,672	441,855	440,735	-0.2%
Total Expenses	5,851,196	5,859,733	6,106,094	4.2%

⁴ The reduction in Library Literacy Services is due to a reduction in unused leave and utility costs.

⁵ The increase in the Library Reference Services and Programs subprogram and in the Library Borrowers Services subprograms is due to salary increases for part-time Library staff, and the re-class of two Librarians from part time hourly to part time regular.

079 - Community Services Administrative Support

Description

Community Services Administrative Support Office is responsible for: - The coordination and facilitation of the Community Services Department budget process and accounting functions (financial reporting, purchasing services, etc.); - The coordination (with applicable Departments) and facilitation of the City's "resident-educational" Team Beverly Hills program; - The coordination and monitoring of registration and reservations for Community Services Department classes, camps, special events, tennis courts, etc. by the Registration Office.

Program Goal

Provide effective and efficient administrative and staff support services for budget, accounting and Registration System functions for the Community Services Department.

Provide a superior level of customer service to external and internal customers.

Serve as the City's Liaison to the Team BH resident education program by developing new participants, and encouraging future citizen involvement in City programs/activities through volunteer service by Team BH graduates.

Provide publicity and marketing for the Department's programs and events and continue expanding the use of various social media's in that effort.

Explore new potential revenue sources through grants and/or other sources.

Explore new awards and recognitions for the Department that appropriately recognizes the organization's commitment to excellence.

Ongoing Tasks

- Expand Team BH graduate involvement in city-related activities by relaying information of volunteer opportunities such as City Commission openings, possibilities to provide assistance on City programs & events, focus groups, committees, etc.
- Process vendor invoices within 30 days of receipt of invoice for payment of goods and services.
- Assist staff with the preparation and completion of contracts.
- Ensure compliance with contract provisions by monitoring contracts as appropriate.
- Identify and resolve issues/problems communicated by staff or customers and vendors in receiving payments and/or reimbursements (within 48 hours for simple issues and if possible within 1 week for other problems).

079 - Community Services Administrative Support**Ongoing Tasks**

- Coordinate and assist with the budget process for the entire Community Services Department and submit budget related materials to the budget office on time and with accuracy.
- Prepare Quarterly Budget Status Reports.
- Respond immediately (within one business day) to e-mails from new client setup in the Registration System for on-line registration.
- Process returned (NSF) checks and credit card chargeback collections for the Recreation & Parks Division within 3 weeks of notification from Finance or credit card company.
- Develop payment collection plan and policy for preschool.
- Provide accurate financial reports of daily financial transactions within one business day.
- Coordinate and develop the Department's quarterly program brochure/catalogue (which includes an overview of City-offered programs, classes and events offered to community) and accurately enter all details into the online Registration System within 2 weeks of established dates (brochure production schedule).
- Update current Registration and Facility web pages (of classes, camps, programs, events, and facilities) throughout the year.
- Support other sites with their specialized registrations (art show, preschool program, aquatics, etc.) and include in Registration System when/where appropriate in order that all are also accessible online.
- Create artwork and other materials for press releases.
- Assist with the coordination of monthly meetings with Community Services and Public Works Services Departments and provide monthly updates of facilities maintenance items and issues.
- Provide photographic services for the Department, and coordinate videotaping of department classes with Cable for promotion in the Community Services brochure (printed & web versions).
- Create monthly email notifications to publicize classes and events for Recreation & Parks/Greystone events. Also includes special Division/individual requests for email notifications.
- Secure grant funding for department projects and programs by researching funding opportunities, submitting applications as appropriate and administering grant awards.
- Strengthen the department's ability to respond to and recover from an emergency or disaster by participating in Emergency Management related trainings, meetings, exercises, workshops, and special events.

079 - Community Services Administrative Support**Ongoing Tasks**

- Conduct bi-weekly meetings with supervisors and staff (Registration Office; Budget/Accounting Office; and Management Analyst).
- Assist staff with the promotion and marketing of the Department's classes, programs and events, including Social Media vehicles such as Facebook, Twitter, etc.
- Increase pre and post press coverage of department programming and events; maintain and develop media contacts.
- Attend meetings and assist the Community Services Department by serving as the Department's communications liaison with the Visitor's Bureau, Chamber of Commerce, galleries and local businesses in connection for City-sponsored events and programming efforts.
- Assist Recreation Division in its efforts to rebrand The Beverly Hills Art Show (formerly the Affaire in the Gardens) with new programming and partnerships in order to grow brand name and increase both City revenue and artists' sales.
- When relevant and possible, Department Publicist to pitch community Services events and programming coverage to national press.
- Reconcile and interface the Library's daily deposit transactions.
- Develop and conduct a 6-month educational program for the 2015 Team BH Class by coordinating and working with other City Departments, the Mayor's Office, and current Team BH members (and community groups as appropriate) in the recruitment process, program coordination and development of the Team BH program during FY2015-16.
- Assist with the processing of checks and paperwork for community donations related to the Beverly Gardens Park Renovation project.
- Promote available advertisement space, and review (accept as appropriate) advertisers within the Community Services Department quarterly brochure.
- Continue to identify, research and apply for relevant awards and grants for the Department, as applicable.

079 - Community Services Administrative Support

Work Plans

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

00107904 Update the Community Services Department's pages within the Beverly Hills website. (DI)

Vision Statement #2: Beverly Hills is a world-class community, offering an extraordinary environment, activities, and events.

00107904 Complete the strategic plan for marketing and promotion of the department's programs and events. (DI)

00107904 Complete the Greystone marketing plan and materials, including new print materials and website revisions. (DI)

Vision Statement #3: Beverly Hills is known throughout the region, state, and nation as a leading edge, innovative community in its government, business, and technology programs.

00107906 Finalize analysis and provide cost analysis of new registration software (current vendor will discontinue support by approximately 2016). (DI)

Full Time Positions	FY 2015/16 Adopted
Director of Community Services	0.15
Customer Services Supervisor	1.00
Management Analyst	0.95
Accounting Technician	1.00
Secretary	0.10
Publicist	1.00
Community Services Administrator	0.85
Total Full Time Positions	5.05
Part Time Positions (FTE)	
Total Part Time Positions (FTE)	2.67
Total Staffing	FY 2015/16 Adopted
Total Number of Employees (FTE)	7.72

079 - Community Services Administrative Support

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00107905	Percent of current Commissioners and Elected Officials who are Team Beverly Hills alumni	68%	68%	69%
00107905	Team Beverly Hills alumni members	563	578	620
00107906	Total registrations	13,512	13,675	13,750
00107906	Internet registrations (by registration date - quarterly average)	4,405	4,500	4,600

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Use of Money and Property	3,200	3,475	10,000	187.8% ¹
Miscellaneous Revenues	0	2,000	2,100	5.0% ²
Total Revenues	3,200	5,475	12,100	121.0%
Expenditure by Category				
Salaries and Benefits	619,308	766,559	777,027	1.4%
Materials and Supplies	6,770	9,185	9,235	0.5%
Contractual Services	48,123	59,060	59,010	-0.1%
Other Charges	394	143	71	-50.3% ³
Total Expenses	674,595	834,947	845,343	1.2%

¹ There is an anticipated increase in advertising revenue from the Recreation Brochure.

² There is an anticipated increase in revenue from the Team Beverly Hills program.

³ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

079 - Community Services Administrative Support

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00107904 - Administrative Support	284,861	409,396	419,255	2.4%
00107905 - Resident Educational Programs-Team Beverly Hills	81,947	91,680	99,349	8.4% ¹
00107906 - Registration Services	307,787	333,871	326,739	-2.1% ²
Total Expenses	674,595	834,947	845,343	1.2%

¹The increase in the budget for Resident Educational Programs-Team Beverly Hills is from a reallocation of a portion of the Management Analyst position.

²The reduction in Registration Services is due to reductions in unused leave and unemployment insurance.

088 - Human Services

Description

Human Services is responsible for providing innovative educational and human services to the City's underserved, disabled, active and frail elderly residents to maintain and improve quality of life. The Human Services Division supports implementation of the Human Relations Commission work plan. Community Development Block Grant (CDBG) supports advocacy of broadened State housing regulations to encourage the creation of more housing and includes administration of the CDBG program.

Program Goal

Provide resource and referral information on issues, such as homelessness, senior services, prevention of aggressive panhandling, and neighbor-to-neighbor dispute resolution.

Community Assistance Grant Funding (CAGF)- Provide social services safety net to vulnerable or underserved members of the community.

Administer and monitor the Community Development Block Grant (CDBG) program.

Provide Community outreach through collaboration with local and regional social services: Older Adult Health and Safety Collaborative, Westside Council of Governments Homeless Issues Subcommittee, Changing Lives and Sharing Places (CLASP) program, Beverly Hills Homeless Collaboration, Westside Mental Health Network, SPA 5 Coordinated Entry System, West Hollywood Homeless Collaboration and community roundtables.

Ongoing Tasks

- Continue to assess social service needs of the Beverly Hills community in collaboration with other City departments and agencies (e.g. Special Needs Registry, Disaster Preparedness, and homeless outreach/CLASP program, BHFD, BHPD, Code Enforcement, Library, Roxbury Community Center and Rangers. (DI, GP, SP)
- Evaluate Community Assistance Grant Funding (CAGF) program by ensuring that current Community Assistance recipients provide contracted services. Incorporate Human Relations and Charitable Solicitations Commissions in CAGF process.
- Expand network of social service supports to meet the needs of the community's most vulnerable and underserved members.
- Expand and enhance awareness of Human Services Division roles and resources via public relations efforts (e.g. use of webpage, presentations to community stakeholders and City departments).
- Provide local homeless individuals with support and placement opportunities through the homeless outreach program (CLASP).

088 - Human Services**Ongoing Tasks**

- Identify and assess needs of isolated frail elderly and other underserved residents by use of the existing City resources (e.g., Special Needs Registry, library shut-in program, Meals on Wheels, Handyworker Program and General Plan).
- Convene ten community roundtables to disseminate Division program information, minimize duplication of programs/services and dialogue with community stakeholders.
- Collaborate with internal City departments (e.g., Police, Fire, Public Work Services, and Community Development/Code Enforcement) and external community stakeholders (e.g., business and faith-based organizations) to provide homeless outreach information.
- Participate in local and regional human services provider network by attending and/or hosting pertinent meetings and the Westside Council of Governments Homeless Social Services Issues Subcommittee.
- Update list of underserved residents (e.g., isolated frail elderly) by use of existing City resources (e.g., Special Needs Registry, library shut-in program, Handyworker Program, Division contact list and General Plan).
- Maintain vulnerability index for homeless in the Beverly Hills community to direct limited resources to homeless individuals most in need of services.
- Collaborate with Library staff to address needs of their growing homeless mentally ill patron population. Possible interventions to explore include: researching what other public libraries are doing and increasing staff presence at the library through inexpensive means such as peer counselors or interns.
- Enhance, expand and maintain Human Service webpage (e.g., regular updates, features, relevant resources, CAGF information, Tenant/Landlord Public Forum process and resources). Tailor website resources to reflect community's changing needs on a quarterly basis.
- Strengthen the department's ability to respond to and recover from an emergency or disaster by participating in Emergency Management related trainings, meetings, exercises, workshops, and special events.
- Provide follow-up home visits and assessments for residents that inappropriately utilize fire and Police resources.
- Implement HRC's new Tenant Landlord Public Forum.

088 - Human Services**Ongoing Tasks**

- Administer the CDBG Program which includes a handy worker for low-income seniors in single and multi-units.
- Provide annual comprehensive reports to the City Council Liaison Committee to assist in allocation of the Community Assistance Grant Funds (CAGF). (DI, GP)
- Administer the CDBG program in collaboration with the Los Angeles County Community Development Commission to best meet the needs of the Beverly Hills community. (e.g., seniors, low income residents, and homeless). (DI, GP, SP)
- Incorporate new City of Los Angeles funded homeless outreach team based in LA adjacent to the South East Section of Beverly Hills.
- Provide follow up to the Positive Change, Not Spare Change Public Awareness Campaign. Assess progress, consider new strategies (ambassador programs) and continue outreach and collaboration with local, faith-based organizations, the business community and Beverly Hills Police Department.
- Monitor and provide support to the resident of a permanent supportive housing unit, located at 1146 Tamarind Avenue in Hollywood. Establish and maintain a waiting list of qualified occupants to fill unit when vacated. Complete Homeless Housing agreement.
- Continue to promote the Beverly Hills Civil City program and the sensibility that our streets are used and shared by pedestrians, bicyclists and motor vehicles.

Work Plans

Vision Statement #1: Beverly Hills offers the highest quality of life achievable and maintains a unique and friendly character for residents, visitors, and neighbors.

- 00108803 Participate in the regional homeless management strategy - Coordinated Entry System - to match highly vulnerable homeless individuals with appropriate services and housing.
- 00108803 In collaboration with Policy & Management and the Police Department, explore options to address quality of life and panhandling issues in the City's business areas.
- 00108803 Train new Commissioners on the mission, goals, roles and responsibilities of the Human Relations Commission.
- 00108803 1) Provide background on rent stabilization to The Human Relations Commission. 2) Develop process for Tenant Landlord Public Forum. 3) Identify resources for forum participants. 4) Obtain public input. 5) Devise outreach plan. 6) Implement Tenant/Landlord Public Forum.

088 - Human Services

Full Time Positions	FY 2015/16 Adopted
Director of Community Services	0.05
Executive Assistant II	0.05
Human Services Specialist	0.50
Recreation Services Manager	0.05
Recreation Coordinator	0.50
Secretary	0.05
Administrative Clerk II	0.10
Human Services Administrator	0.75
Total Full Time Positions	2.05
Total Staffing	FY 2015/16 Adopted
Total Number of Employees	2.05

Performance Measures		Actual 2013/14	Projected 2014/15	Goal 2015/16
00108803	Provide site visits to Community Assistance Grant Funding (CAGF) recipients to meet with staff, tour facility, and evaluate services.	100%	100%	100%
00108804	Administer CDBG and CAGF fund recipient's payments by monitoring each recipient's progress reports/invoices.	100%	100%	100%

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Intergovernmental Revenues	168,618	168,579	218,359	29.5% ¹
Total Revenues	168,618	168,579	218,359	29.5%

¹ Includes Community Development Block Grant (CDBG) funds formally “unallocated” by the Los Angeles County Community Development Commission.

088 - Human Services

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Expenditure by Category				
Salaries and Benefits	222,325	260,267	258,864	-0.5%
Materials and Supplies	1,001	5,400	5,300	-1.8%
Contractual Services	10,658,232	10,750,760	10,835,640	0.8%
Other Charges	133	48	23	-52.0% ¹
Total Expenses	10,881,691	11,016,475	11,099,827	0.8%

¹ Other Charges decreased due to a reallocation in utility budget to more accurately reflect charges based on actual mid-year utility expense.

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00108802 - JPA	9,834,133	9,834,499	9,834,601	-0.00%
00108803 - Community Outreach and Grant Funding	793,200	1,013,397	1,046,867	3.3%
10004201 - CDBG Handyworker Program (Multi-Unit)	230,091	143,292	113,359	-20.9% ⁴
10004202 - CDBG Senior Services	24,267	25,287	0	-- ⁴
10004206 - CDBG Rehab Program (Single Unit)	--	--	105,000	-- ⁴
Total Expenses	10,881,691	11,016,475	11,099,827	0.8%

⁴In FY 2014/15, CDBG funds were in subprogram 10004202 and 10004201. For FY2015/16, funds are spread between subprograms 10004201 and 10004206, based on auditor's recommendation. Also, the "unallocated" dollars are included in the FY2015/16 budget, and were not in the FY2014/15 budget.

099 - Equipment Replacement

Description

Equipment replacement refers to the acquisition of furniture, fixtures, and equipment with an estimated life of two years or more, and a unit cost of \$1,000 to \$25,000.

Program Goal

Effectively and efficiently account for all replacement of equipment.

Program Budget	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Revenue by Category				
Total Revenues	0	0	0	--
Expenditure by Category				
Capital Outlay	160,176	748,646	55,686	-92.6% ¹
Total Expenses	160,176	748,646	55,686	-92.6%

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
40009940 - Equip Replacement Program (Dept. 400)	160,176	748,646	55,686	-92.6%
Total Expenses	160,176	748,646	55,686	-92.6%

¹Capital Outlay expenses will vary from year to year based on equipment replacement needs. The FY2015/16 expense is mostly chairs and shelving.

Non-Departmental



Adopted Budget

The Non-Departmental budget unit exists to capture budgeted expenditures and revenues which do not belong to any one department. This area is used to provide for such expenditures as interns, bad debt, debt service, subway monitoring, City cost of City provided utilities, and depreciation expense. Salary provision is used in this area to provide funding for expected expense under the City’s various labor agreements but for which the specific department is unknown at the time of budget adoption, such as retroactive pay and pay for performance.

Revenue by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Property Tax	43,120,046	46,865,000	49,610,000	5.9%
Sales Tax	26,820,826	29,580,000	32,500,000	9.9%
Transient Occupancy Tax	31,085,808	35,500,000	39,140,000	10.3%
Business Tax	37,773,711	40,300,000	44,000,000	9.2%
Other Taxes	1,298,079	1,140,000	1,275,000	11.8%
Intergovernmental Revenues	3,867,492	4,403,229	4,463,229	1.4%
Use of Money and Property	5,104,404	7,947,410	7,982,421	0.4%
Service Fees and Charges	(55,703)	0	0	--
Internal Services Fund Receipts	29,356,005	28,840,180	30,218,147	4.9%
Miscellaneous Revenues	1,569,536	247,600	247,550	0.0%
Total Revenues	179,940,204	194,823,419	209,436,347	7.5%

Expenditure by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Salaries and Benefits	7,422,665	1,314,998	617,345	-53.1% ¹
Contractual Services	1,010,221	390,828	396,078	1.3%
Capital Outlay	3,007	600,000	600,000	0.0%
Other Charges	31,782,015	31,698,757	36,874,812	16.3% ²
Total Expenses	40,217,908	34,004,583	38,488,235	13.2%

¹Salaries and Benefits decreased due to not budgeting for health insurance increase due to MOUs no longer providing a formula for increases when rates increase

²Other Charges increased due to debt service obligations based on bond payment schedules

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
00101704 – Non-Departmental Fund 001	4,950,631	3,782,487	4,197,702	11.0% ¹
09609601– Non-Departmental Fund 096	4,665,056	4,775,830	5,045,344	5.6%
09709701 – Non-Departmental Fund 097	-51,265	(31,818)	(31,818)	0.0%
30001704 – Non-Departmental Fund 300		38		-100.0%
31001704 – Non-Departmental Fund 310		38		-100.0%
40501704 – Non-Departmental Fund 405	9,468,496	13,192,879	11,703,689	-11.3% ²
41001704 – Non-Departmental Fund 410		27,411	32,000	16.7%
42001704 – Non-Departmental Fund 420		7,439	4,800	-35.5%
43001704 - Non-Departmental Fund 430		9,824	4,000	-59.3%
44001704 – Non-Departmental Fund 440	6,350,355	2,341,750	2,338,457	-0.1%
44004400 – Non-Departmental Fund 440	1,182,817			--
45001704 – Non-Departmental Fund 450		1,533	1,000	-34.8%
45007506 – Subway Consulting/Litigation	678,769			--
46001704 – Non-Departmental Fund 460		1,533	1,000	-34.8%
48001704 – Non-Departmental Fund 480	210,849	386,535	297,145	-23.1% ³
49001704 – Non-Departmental Fund 490		10,994		-100.0%
56001301 – Non-Departmental Fund 560	734			--
56007601 – Non-Departmental Fund 560	1,353,070	1,370,348	1,207	-99.91% ⁴
56009202 – Non-Departmental Fund 560			1,655,759	-- ⁴
80001704 – Non-Departmental Fund 800	4,527,906	4,598,710	5,861,607	27.5% ⁵
81001704 – Non-Departmental Fund 810	5,197,561	1,766,562	5,655,442	220.1% ⁶
83001704 – Non-Departmental Fund 830	2,581	30,455	7,117	-76.6%
84001704 – Non-Departmental Fund 840	1,680,349	1,717,972	1,706,384	-0.7%
85001704 – Non-Departmental Fund 850	0	14,064	7,400	-47.4%
Total Expenses	40,217,909	34,004,584	38,488,235	13.2%

¹ Fund 001 (General Fund) non-departmental had increases in utility expense and allowance for unpaid city charges.

² Fund 405 (Capital Assets) non-departmental expense decreased due to reduction in bond interest expense for FY 2015/16.

³ Fund 480 (PAL Fund) non-departmental decreased primarily due to changes Health Insurance budgeting in FY 2015/16.

⁴ Fund 560 (Infrastructure Debt Service) non-departmental subprograms increased primarily due to increases in bond interest expense.

⁵ Fund 800 (Water Enterprise Fund) non-departmental expense increased due to increases in bond interest expense.

⁶ Fund 810 (Parking Enterprise Fund) non-departmental increased due to increases in bond principal and interest expense.

Parking Authority of the City of Beverly Hills



Full Time Positions	FY 2013/14 Budget	FY 2014/15 Budget
Total Full Time Positions	0.00*	0.00*

Part Time Positions	FY 2013/14 Budget	FY 2014/15 Budget
Total Part Time Positions	0.00*	0.00*

*The Parking Authority contracts with the City of Beverly Hills for operation and management services.

Revenue by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Use of Money and Property	11,893,861	11,878,747	12,099,973	1.86%
Service Fees and Charges	14,938,728	13,743,309	13,897,634	1.12%
Miscellaneous Revenues	1,674,663	1,697,057	1,697,057	0.00%
City Subsidy	6,036,483	0	0	0.00%
Total Revenues	34,543,735	27,319,113	27,694,664	1.37%

Expenditure by Category	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
Materials and Supplies	0	0	5,000	--
Contractual Services	22,154,100	22,154,100	22,154,100	0.00%
Other Charges	10,773,454	10,797,331	10,896,335	0.92%
Total Expenses	33,654,341	33,002,359	33,055,435	0.16%

Parking Authority

Expenditure By Subprogram	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Adopted	Percent Change
82001704 – Non-Departmental	5,123,879	5,123,879	5,123,879	0.00%
82007200 – Parking Auth. Administration	22,154,820	22,163,612	22,160,120	-0.02%
82007203 – 221 N. Crescent	43,412	53,652	43,248	-19.39%
82007204 – 333 N. Crescent	44,414	44,604	44,244	-0.81%
82007206 – 216 S. Beverly Dr.	57,547	57,744	57,324	-0.73%
82007207 – 345 N. Beverly Dr.	369,125	369,624	367,716	-0.52%
82007208 – 438 N. Beverly/Canon	1,438,455	1,437,672	1,432,956	-0.33%
82007209 – 9510 Brighton/Rodeo	224,490	224,844	223,632	-0.54%
82007210 – 440 N. Camden	62,621	62,832	62,376	-0.73%
82007211 – 461 N. Bedford	30,516	30,696	30,396	-0.98%
82007212 – 3212 La Cienega	29,064	29,244	28,956	-0.98%
82007213 – Santa Monica 5	224,458	229,820	228,600	-0.53%
82007214 – Public Gardens Pkg. Fac.	1,620,152	1,621,812	1,613,964	-0.48%
82007217 – 450 N. Crescent Dr.	1,408,383	1,432,120	1,518,384	6.02%
82007401 – Parking Meters	120,094	120,204	119,640	-0.47%
Total Expenses	32,951,431	33,002,359	33,055,435	0.16%



Budget Modifications



Adopted Budget



FY 2015/16 Budget Enhancement Modifications - Approved

Request#	Request Title	Subprogram	Subprogram Title	FY2015/16 CM			Net Request	Recurring Cost
				Fd	Recom-mended	Offset		
010-001	Ambassador Services for Business Areas	00101313		001	500,000	130,000	370,000	-
010-002	Restore Emergency Management Consultant Services	48004101		480	11,500	-	11,500	11,500
010-003A	Reclass of Public Information Manager	48004102		480	696	-	696	696
010-003B	Reclass of Public Information Manager	48008302		480	11,830	-	11,830	11,830
010-003C	Reclass of Public Information Manager	48008303		480	1,392	-	1,392	1,392
010-004	Fred Cunningham Award for Distinguished Service	48000101		480	2,500	-	2,500	2,500
Count=4	01-Policy & Management				527,918	130,000	397,918	27,918
050-001	None				-	-	-	-
Count=1	05- City Attorney				-	-	-	-
070-001	South Tech Online Campaign Filing Software	48009101		480	18,487	-	18,487	2,573
070-002	Granicus Commissions Management Software	48009201		480	6,000	-	6,000	6,000
Count=2	07-City Clerk				24,487	-	24,487	8,573
110-001	NEOGOV On-boarding Module	48000401	Personnel and Benefits	480	17,000	-	17,000	13,000
110-002	Increase for Claims Reserve	45000605	Liability, Claims & Insurance	450	200,000	-	200,000	200,000
110-003	Laptops for Training Room	48000405	Personnel and Benefits	480	16,000	-	16,000	-
110-004	HR Investigations and Facilitation	48000405	Org.Development & Emp. Recognition	480	15,000	-	15,000	15,000
Count=4	11-Administrative Services				248,000	-	248,000	228,000
170-001A	High Tech Crimes Unit Expansion - Overtime	32602105	Seized/Forfeited Prop - Fed	326	75,000	-	75,000	-
170-001B	High Tech Crimes Unit Expansion - Consulting	00102501	Detective Bureau	001	28,000	-	28,000	28,000
170-001C	High Tech Crimes Unit Expansion - Computer Equipment	32602105	Seized/Forfeited Prop - Fed	326	52,000	-	52,000	-
170-002	Crime Analyst Investigative Software	32602105	Seized/Forfeited Prop - Fed	326	4,800	-	4,800	800
170-003	Special Enforcement Needs	32602105	Seized/Forfeited Prop - Fed	326	119,000	-	119,000	-
170-004A	Physical Security Enhancement for Walker Site	00102406	Special Projects Detail/Facilities	001	37,500	-	37,500	-
170-004B	Physical Security Enhancement for Walker Site	8006003	Water Maintenance and Repair	800	37,500	-	37,500	-
170-005	Additional Police Training	32602105	Seized/Forfeited Prop - Fed	326	200,000	-	200,000	-
170-008A	Special Projects Unit - Small Equipment	32602105	Seized/Forfeited Prop - Fed	326	13,500	-	13,500	-
170-008B	Special Projects Unit - Small Equipment	00102406	Special Projects Detail/Facilities	001	5,000	-	5,000	5,000
170-010	Disaster Communications System Supplies	00102704	Special Weapons & Tactics	001	10,000	-	10,000	10,000
170-011A	Professional Standards Tracking Software	32602105	Seized/Forfeited Prop - Fed	326	35,000	-	35,000	-
170-011B	Professional Standards Tracking Software	00102901	Personnel Investigations	001	4,200	-	4,200	4,200
170-012	Inmate Welfare Fund Supplies	00102403	Jail Bureau	001	5,000	-	5,000	5,000
170-013	Police Officer Annuity	00102104	Office of the Chief	001	150,000	-	150,000	-
170-014	8th Lieutenant Overhire	00102406	Special Projects Detail/Facilities	001	272,929	-	272,929	-
170-016	Contract DNA Analysis	32602105	Seized/Forfeited Prop - Fed	326	43,500	-	43,500	-
170-017	Body Camera Pilot - Phase 2	32602105	Seized/Forfeited Prop - Fed	326	25,000	-	25,000	-
Count=17	17-Police				1,117,929	-	1,117,929	53,000

FY 2015/16 Budget Enhancement Modifications - Approved

Request#	Request Title	Subprogram	Subprogram Title	FY2015/16 CM			Net Request	Recurring Cost
				Fd	Recom-mended	Offset		
200-001	Fire Inspector	00103201	Fire Prevention	001	124,725	124,725	-	124,725
Count=1	20-Fire				124,725	124,725	-	124,725
270-001A	2015 Code Adoption	00104610	Development Services	001	135,000	135,000	-	-
270-001B	2015 Code Adoption	23003601	CD Technology Fund	230	5,000	-	5,000	-
270-002B	Consulting Services - Building and Zoning Code Plan Review	00104610	Development Services	001	475,000	475,000	-	-
270-002C	Consulting Services - Seismic Peer Review	00104610	Development Services	001	100,000	-	100,000	100,000
270-002D	Consulting Services - Permit Software	23003601	CD Technology Fund	230	100,000	-	100,000	100,000
270-003	Reclass to Deputy Bldg official	00104610	Development Services	001	30,004	-	30,004	30,004
270-005	Make Associate Planner Permanent	00103701	Planning	001	35,079	-	35,079	140,316
270-006	Make Dev Svc Tech II permanent	00104610	Development Services	001	9,022	9,022	-	-
270-008	Customer Service Representative - Limited Term 2 yrs.	00104610	Development Services	001	80,780	80,780	-	-
270-010	System Integrator	23003601	CD Technology Fund	230	153,372	-	153,372	153,372
270-011A	Southeast Area Community Planning Consulting Svcs	00103701	Planning	001	200,000	-	200,000	-
270-011B	Subway Station Planning Consulting Svcs	00112501	Transportation Planning	001	50,000	50,000	-	-
270-012	Associate Planner	00103701	Planning	001	134,289	134,289	-	-
270-013	Assistant Planner	00104610	Planning	001	121,083	121,083	-	-
270-014	Traffic and Parking Inventory/Models	23003601	CD Technology Fund	230	101,000	-	101,000	24,000
270-015	Transportation Planning Analyst	00112501	Transportation Planning	001	121,971	58,486	63,485	63,485
270-017	Microfilm machine Viewer, Scanner & Printer	23003601	CD Technology Fund	230	20,000	-	20,000	5,000
270-018	Measure R Contractual Services	33012504	Measure R	330	100,000	-	100,000	100,000
270-019	Prop A Contract Increase	30012502	Trolley/Senior Transit Prop A	300	5,048	-	5,048	5,048
270-020	Prop C Contract Increase	31012503	Senior Transit Prop C	310	18,715	-	18,715	18,715
270-021	Consulting Services - Seismic Retrofit Program	00104610	Development Services	001	41,800	-	41,800	-
Count=21	27-Community Development				2,037,163	1,063,660	973,503	739,940
310-001	Network Integrator	41001501	Information Technology (Ops.)	410	148,372	-	148,372	148,372
310-002	Web Coordinator	41001501	Information Technology (Ops.)	410	148,372	-	148,372	148,372
310-003	GIS Integrator for PWS/Cap. Assets	41001501	Information Technology (Ops.)	410	148,372	-	148,372	148,372
Count=3	31-Information Technology				445,116	-	445,116	445,116

FY 2015/16 Budget Enhancement Modifications - Approved

Request#	Request Title	Subprogram	Subprogram Title	FY2015/16 CM		Offset	Net Request	Recurring Cost
				Fd	Recom-mended			
350-001	Conservation Coordinator	80006007	Water Conservation	800	150,950		150,950	150,950
350-002	Water System Technician	80006003	Water Maintenance and Repair	800	82,519		82,519	82,519
350-003	Purchase: Pickup Truck for Water System Tech	80006003	Water Maintenance and Repair	800	25,000		25,000	-
350-005	Project Managers (3) - Water Enterprise Plan	80006002	Groundwater	800	399,103		399,103	399,103
350-006	Traffic Sign Replacement Program Funding	00107601	Infrastructure Maintenance	001	20,000		20,000	20,000
350-007A	Upgrade: Sr. Solid Waste Equipment Operator	83005201	Solid Waste Residential	830	14,619		14,619	14,619
350-007B	Upgrade: Sr. Solid Waste Equipment Operator	83005205	Alley Maintenance	830	5,971		5,971	5,971
350-008	Street Sweeper Truck Addition	85005505	Street Sweeping	850	300,000		300,000	-
350-009	Water Resource Manager	80006002	Groundwater	800	181,054	-	181,054	181,054
350-010A	Staff Development Training - Enterprise Fund	80006002	Maintenance and Repair	800	2,500		2,500	2,500
350-010B	Staff Development Training - Enterprise Fund	80006006	Water Services and Installations	800	2,500		2,500	2,500
350-010C	Staff Development Training - Enterprise Fund	00107301	Parking Enforcement	001	5,000		5,000	5,000
350-011	Sewer Flow Monitoring System Upgrade	84005401	Wastewater Maintenance and Repair	840	65,000		65,000	-
350-012A	HVAC/Life Safety Systems Maintenance Svcs	40505901	Facilities Maintenance	405	18,025		18,025	18,025
350-012B	HVAC/Life Safety Systems Maintenance Svcs	40505902	Tenant Support	405	5,150		5,150	5,150
350-012C	HVAC/Life Safety Systems Maintenance Svcs	40507216	331 Foothill Office Bldg	405	2,575		2,575	2,575
350-013A	Janitorial Services - Contract Increase	40505901	Facilities Maintenance	405	52,402		52,402	52,402
350-013B	Janitorial Services - Contract Increase	40505902	Tenant Support	405	14,972		14,972	14,972
350-013C	Janitorial Services - Contract Increase	40507216	331 Foothill Office Bldg	405	7,486		7,486	7,486
350-014	Parking Facilities Operator Agreement Adjustment	81007214	Public Gardens Pkg Facility	810	60,000		60,000	60,000
350-015	Parking Meters Credit Card Fees	81007400	Parking Meters	810	132,000		132,000	132,000
350-016	Ergonomic Furniture	40505901	Facilities Maintenance	405	30,000		30,000	30,000
350-017	Traffic Video Management System Upgrade	00107603	Signals and Lights	001	15,500		15,500	15,500
350-019A	Elevator Service Agreement Increase	40505901	Facilities Maintenance	405	77,000		77,000	77,000
350-019B	Elevator Service Agreement Increase	40505902	Tenant Support	405	22,000		22,000	22,000
350-019C	Elevator Service Agreement Increase	40507216	331 Foothill Office Bldg	405	11,000		11,000	11,000
350-020	Street Maintenance Materials and Supplies	00107601	Infrastructure Maintenance	001	75,000		75,000	75,000
350-021	Traffic Signal Division - OT Increase	00107603	Signals and Lights	001	40,000		40,000	40,000
350-022	On-Call Street Repair Services and Grinding	00107601	Infrastructure Maintenance	001	170,000		170,000	170,000
350-023	Custom Pole Replacement Program	00107603	Signals and Lights	001	50,000		50,000	50,000
350-024A	Add Certified Building Engineer to DMS Building Services	40505901	Facilities Maintenance	405	103,350		103,350	103,350
350-024B	Add Certified Building Engineer to DMS Building Services	40505902	Tenant Support	405	29,258		29,258	29,258
350-024C	Add Certified Building Engineer to DMS Building Services	40507216	331 Foothill Office Bldg	405	14,764		14,764	14,764
350-025	Solid Waste OT (Container Replacement Program)	83005201	Solid Waste Residential	830	80,000		80,000	-
350-026	Traffic Signal /Dump Combo Truck Upgrade	00107603	Signals and Lights	001	30,000		30,000	-
350-028	City Access Security and Jail System Preventive Maintenance	40505901	Facilities Maintenance	405	100,000		100,000	-
350-029A	Parking Facility Cleaning/Maint. Increase	40505901	Facilities Maintenance	405	60,000		60,000	60,000
350-029B	Parking Facility Cleaning/Maint. Increase	40505902	Tenant Support	405	30,000		30,000	30,000
350-029C	Parking Facility Cleaning/Maint. Increase	40507216	331 Foothill Office Bldg	405	10,000		10,000	10,000
350-031	Public Trash Receptacle Refurbishment	83005202	Solid Waste Commercial	830	50,000		50,000	-
Count=30	35-Public Works Services				2,544,698	-	2,544,698	1,894,698

FY 2015/16 Budget Enhancement Modifications - Approved

Request#	Request Title	Subprogram	Subprogram Title	FY2015/16 CM			Net Request	Recurring Cost
				Fd	Recom-mended	Offset		
360-001	Project Manager	48012403	Capital Ptoject Management	480	22,758	-	22,758	22,758
360-002	Associate Project Manager (Metro)	00112402	Civil Engineering Services	001	172,043	172,043	-	-
360-003	Assistant Project Administrator	12012403		120	136,429		136,429	136,429
360-004	Contracts Administrative Assistant	00112402	Civil Engineering Services	001	106,487	30,446	76,041	76,041
360-006	Reclass of Project Administrator to Associate Project Manager	48012301	Project Administration	480	6,087	-	6,087	6,087
Count=6	36-Capital Assets				443,804	202,489	241,315	241,315
400-001	Department Publicist	00107904	Community Svcs Admin Sppt	001	29,533	24,000	5,533	5,533
400-002	Convert 2 Hourly PT Librarians to Regular PT	00107702	Library Reference Services	001	85,460		85,460	85,460
400-003	Additional Park Ranger Part-time Regular Positions	00106801	Park Rangers	001	65,788		65,788	65,788
400-005	Teen Scene - Recreation Program	00106702	Youth Programs	001	50,000		50,000	50,000
400-007	Youth Recreation Programs	00106702	Youth Programs	001	127,000	137,000	(10,000)	(10,000)
400-008	Marketing for Greystone Mansion	00106707	Comm/Cultural Events & Public Art	001	20,000	20,000	-	-
400-009	Improved Tree Trimming Frequency Specific Species	00105601	Urban Forest - Tree Maintenance	001	124,000		124,000	124,000
400-010	Beverly Gardens Lily Pond Maintenance	00106910	Park Maintenance & Operations	001	16,000		16,000	16,000
400-011	Landscape Maintenance for The Wallis	00106910	Park Maintenance & Operations	001	30,000		30,000	30,000
400-012	Gateway Entrance Landscape Maintenance	00106910	Park Maintenance & Operations	001	12,000		12,000	12,000
400-013	Concerts at Beverly Canon Gardens	00106707	Comm/Cultural Events & Public Art	001	16,716		16,716	16,716
400-014	Beverly Canon Gardens Annual Turf Replacement	00106910	Park Maintenance & Operations	001	10,000		10,000	10,000
400-016	Park Ranger Bicycle Patrol Equipment	00106801	Park Rangers	001	5,000		5,000	3,000
400-017	Supplemental Comm. Assistance Grant Funding - CAGF	00108803	Comm. Outreach & Grant Funding	001	135,000		135,000	135,000
400-018	Fine Art Expenditure Increase	18006708	Public/Fine Art Programs	180	10,000	10,000	-	-
Count=18	40-Community Services				736,497	191,000	545,497	543,497
Total Enhancement Requests					8,250,337	1,711,874	6,538,463	4,306,782

Budget Resolutions



Adopted Budget



RESOLUTION NO. 15-R-13040RESOLUTION OF THE COUNCIL OF THE CITY OF
BEVERLY HILLS APPROVING THE OPERATING BUDGET
AND FINANCIAL POLICIES FOR THE 2015/2016
FISCAL YEAR AND APPROPRIATING FUNDS THEREFOR

The Council of the City of Beverly Hills does resolve as follows:

Section 1. That certain document entitled "City of Beverly Hills 2015/2016 Fiscal Year Budget", a copy of which is on file in the office of the City Clerk and the Beverly Hills Public Library, which may hereafter be amended by the Council, is hereby approved as the operating budget for the City of Beverly Hills for the Fiscal Year 2015/2016, beginning July 1, 2015.

Section 2. Appropriations in the amount not to exceed \$396,693,206 are authorized for the purpose of carrying on the business of the City.

Section 3. In adopting the Budget, the City Council hereby gives authority to the City Manager, upon recommendation of the Chief Financial Officer, to re-appropriate all unencumbered Fiscal Year 2014/15 appropriated fund balances and unexpended encumbrances of the Fiscal Year 2014/15 Operating and Capital Improvement Program Budgets.

Section 4. The City Manager, or his designee, upon recommendation of the Chief Financial Officer, may transfer

appropriations between and among all funds, as defined in the Fiscal Year 2015/16 budget, up to the amount of \$396,693,206. A semi-annual report shall be made to the Council describing each transfer between funds and the reason therefore.

Section 5. The Chief Financial Officer may make budget adjustments to accounts within the same fund, provided that the fund is within its approved budget.

Section 6. The City Manager may transfer and appropriate up to \$300,000 during the Fiscal Year and the Chief Financial Officer may transfer and appropriate up to \$100,000 during the Fiscal Year from all fund balances to any accounts within that fund as long as it meets the purposes of that fund's designation. An annual report shall be made to the Council describing each transfer and the reason therefore.

Section 7. Pursuant to the provisions of Section 37208 of the Government Code, the Council ratifies the prior payment of budgeted demands from those funds which have been certified or approved by the Chief Financial Officer and may appropriate funds for non-budgeted items, and any such appropriation for a non-budgeted item shall constitute an approval to issue a warrant in payment of a proper demand or demands therefore.

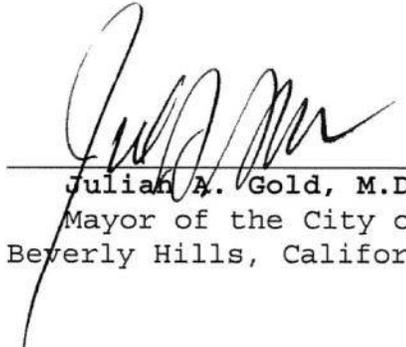
Section 8. The City Council hereby adopts the Comprehensive Financial Policies of the City for Fiscal Year 2015/16, as attached to this resolution.

Section 9. The City Clerk shall certify to the adoption of this resolution and shall cause this resolution and his certification, together with proof of publication, to be entered in the Book of Resolutions of the Council of this City.

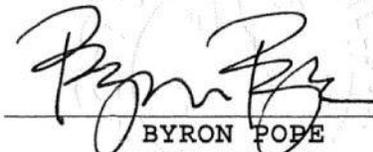
Section 10. In the case of fee-based programs, if the revenues for such programs exceed the amount budgeted, the City Council hereby authorizes the Chief Financial Officer to increase the appropriation of said program in the same amount of the increased revenue.

Section 11. The Chief Financial Officer is authorized to make such other revisions including individual line-item appropriations, changes in summaries, fund totals, grand totals, and other portions of the budget document as necessary to reflect and implement the programs specified in this resolution, and in full accordance with the direction provided by the Council up until the adoption of this resolution.

Adopted: June 8, 2015


Julian A. Gold, M.D.
Mayor of the City of
Beverly Hills, California

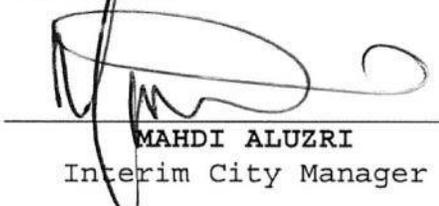
ATTEST:


BYRON POPE
City Clerk (SEAL)

Approved as to form:


LAURENCE S. WIENER
City Attorney

Approved as to content:


MAHDI ALUZRI
Interim City Manager


DON RHOADS
Chief Financial Officer

RESOLUTION NO. 15-R- 13041RESOLUTION OF THE COUNCIL OF THE CITY OF
BEVERLY HILLS APPROVING THE CAPITAL
IMPROVEMENT PROGRAM BUDGET FOR THE 2015/2016
FISCAL YEAR AND APPROPRIATING FUNDS THEREFOR

The Council of the City of Beverly Hills does resolve
as follows:

Section 1. That certain document entitled "City of Beverly Hills 2015/16 Fiscal Year Capital Improvement Budget," a copy of which is on file in the office of the City Clerk and the Beverly Hills Public Library, which may hereafter be amended by the Council, is hereby approved as the Capital Improvement Program budget for the City of Beverly Hills for the Fiscal Year 2015/2016, beginning July 1, 2015.

Section 2. Appropriations in the amount not to exceed \$55,491,522 are authorized in the City's various funds that have capital programs for the purpose of carrying on the Capital Improvement Program of the City.

Section 3. In adopting the Budget, the City Council hereby gives authority to the City Manager, upon recommendation of the Chief Financial Officer, to re-appropriate all Capital Improvement Program unencumbered Fiscal Year 2014/15 appropriated fund balances and unexpended encumbrances of the Fiscal Year 2014/15 Capital Improvement Program.

Section 4. The City Manager or his designee, upon recommendation of the Chief Financial Officer, may transfer appropriations between and among all funds, as defined in the Fiscal Year 2015/16 Capital Improvement Program. A semi-annual report shall be made to the Council describing each transfer and the reason therefore.

Section 5. The Chief Financial Officer may make budget adjustments to accounts within the same project and/or fund, provided that the fund is within its approved budget. Any transfer between projects within different funds must also be authorized by the City Manager.

Section 6. The City Manager may transfer and appropriate up to \$300,000 during the Fiscal Year and the Chief Financial Officer may transfer and appropriate up to \$100,000 during the Fiscal Year from all fund balances to any accounts within that fund as long as it meets the purposes of that fund's designation. A semi-annual report shall be made to the Council describing each transfer and the reason therefore.

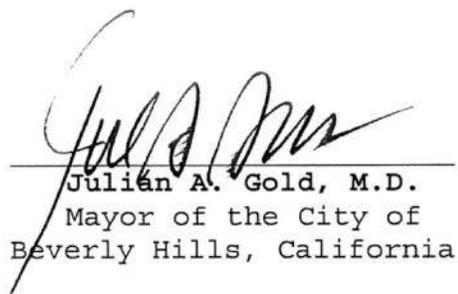
Section 7. Pursuant to the provisions of Section 37208 of the Government Code, the Council ratifies the prior payment of budgeted demands from those funds which have been certified or approved by the Chief Financial Officer and may appropriate funds for non-budgeted items, and any such appropriation for a non-budgeted item shall constitute an

approval to issue a warrant in payment of a proper demand or demands therefore.

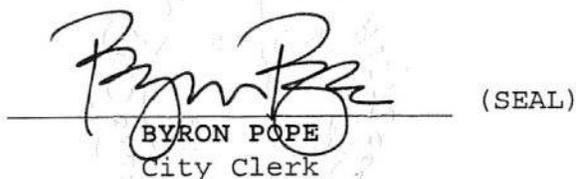
Section 8. The City Clerk shall certify to the adoption of this resolution and shall cause this resolution and his certification, together with proof of publication, to be entered in the Book of Resolutions of the Council of this City.

Section 9. The Chief Financial Officer is authorized to make such other revisions including individual line-item appropriations, changes in summaries, fund totals, grand totals, and other portions of the budget document as necessary to reflect and implement the programs specified in this resolution, and in full accordance with the direction provided by the Council up until the adoption of this resolution.

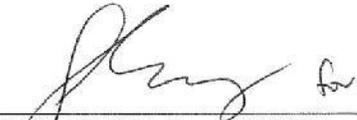
Adopted: June 8, 2015


Julian A. Gold, M.D.
Mayor of the City of
Beverly Hills, California

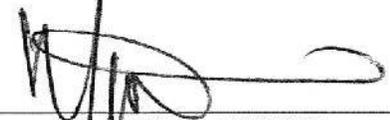
ATTEST:


BYRON POPE
City Clerk (SEAL)

Approved as to form:


LAURENCE S. WIENER
City Attorney

Approved as to content:


MAHDI ALUZRI
Interim City Manager


DON RHOADS
Chief Financial Officer

RESOLUTION NO. 15-R-13039**RESOLUTION OF THE COUNCIL OF THE CITY OF
BEVERLY HILLS ADOPTING THE ANNUAL
APPROPRIATIONS LIMIT FOR THE FISCAL YEAR
2015/2016**

WHEREAS, the voters of California on November 6, 1979, added Article XIII B to the State Constitution placing various limitations on the appropriations of the State and local governments; and

WHEREAS, Article XIII B provides that the appropriations limit for the Fiscal Year 2014/2015 shall not exceed the appropriations limit for the prior year adjusted for the change in the cost of living and the change in population; and

WHEREAS, “change in the cost of living” is defined as either (A) the percentage change in California per capita personal income from the preceding year, or (B) the percentage change in the local assessment roll from the preceding year due to the addition of local nonresidential new construction; and

WHEREAS, “change in population” is defined as either the change in the City or County population; and

WHEREAS, each entity of local government shall annually select its change in the cost of living and change in population by a recorded vote of the governing body; and

WHEREAS, the information necessary for making these adjustments is attached in Schedules A, B and C.

NOW, THEREFORE, the City Council of the City of Beverly Hills does resolve as follows:

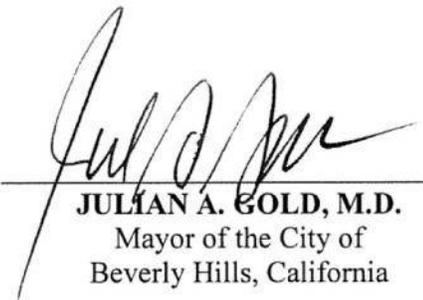
Section 1. The “change in the cost of living” for Fiscal Year 2015/2016 shall be the percentage change in California per capita personal income from the preceding year. The “change in population” shall be the County of Los Angeles population change over the prior year. The City Council reserves the right to recalculate and adopt new limitations on a future date.

Section 2. The appropriations subject to limitation in Fiscal Year 2015/2016 for the City of Beverly Hills shall be \$203,878,986.

Section 3. The Mayor shall sign this Resolution and the City Clerk shall certify and attest to the passage and adoption of this Resolution, and thereupon the same shall take effect and be enforced.

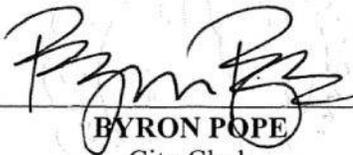
Section 4. The City Clerk shall certify to the adoption of this resolution and shall cause this resolution and his certification to be entered in the Book of Resolutions of the Council of this City.

ADOPTED: June 8, 2015



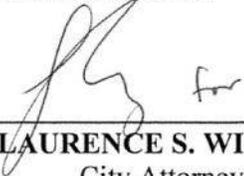
JULIAN A. GOLD, M.D.
Mayor of the City of
Beverly Hills, California

ATTEST:



BYRON POPE
City Clerk (SEAL)

Approved as to form:



LAURENCE S. WIENER
City Attorney

Approved as to content:



MAHDI ALUZRI
Interim City Manager



DON RHOADS
Chief Financial Officer

CITY OF BEVERLY HILLS
APPROPRIATIONS SUBJECT TO LIMIT
BASE YEAR 1978-79

FUND NO.	1978/79 APPROPRIATIONS	APPROPRIATED TRANSFERS OR RESERVES	DEDUCT ENTERPRISE & REVOLVING	DEDUCT DEBT SERVICE	DEDUCT UNQUALIFIED TRANSFERS	DEDUCT REAPPROPRIATIONS FROM 1977-78	ADJUSTED TOTAL
01	\$ 22,393,762	\$ 1,456,000	\$ -	\$ -	\$ (3,127,000)	\$ (147,076)	\$ 20,575,686
02	765,329	-	-	-	-	(448,182)	317,147
03	138,776	-	-	-	-	(41,642)	97,134
04	1,950,000	-	-	-	(1,950,000)	-	-
06	31,154	-	-	-	-	(31,154)	-
07	629,302	-	-	-	-	(418,432)	210,870
08	8,170,335	3,040,205	-	-	-	(3,194,115)	8,016,425
09	36,085	-	-	-	-	(10,500)	25,585
10	48,881	-	-	-	-	(42,055)	6,826
11	87,737	-	-	-	-	(2,637)	85,100
12	38,000	-	-	-	-	(38,000)	-
14	30,675	-	-	(30,675)	-	-	-
15	949,000	-	-	-	-	-	949,000
17	7,383	-	-	-	-	-	7,383
19	116,044	-	-	-	-	-	116,044
24	196,325	-	-	(196,325)	-	-	-
26	93,400	-	-	(93,400)	-	-	-
27	63,875	-	-	(63,875)	-	-	-
34	137,668	-	-	-	-	(133,710)	3,958
40	731,228	-	(731,228)	-	-	-	-
43	213,333	-	(213,333)	-	-	-	-
45	720,000	-	(720,000)	-	-	-	-
46	457,000	-	(457,000)	-	-	-	-
50	17,000	-	-	-	-	-	17,000
67	680,117	-	-	-	-	(480,117)	200,000
70	5,000	-	-	-	-	-	5,000
80	7,106,161	-	(7,106,161)	-	-	-	-
81	2,144,496	-	(2,144,496)	-	-	-	-
82	8,572,676	-	(8,572,676)	-	-	-	-
83	400,375	-	(400,375)	-	-	-	-
84	837,846	-	(837,846)	-	-	-	-
	\$ 57,768,963	\$ 4,496,205	\$ (21,183,115)	\$ (384,275)	\$ (5,077,000)	\$ (4,987,620)	\$ 30,633,158

REFERENCE:

78-79 JV 1225

78-79 JV 215

SCHEDULE B

**CITY OF BEVERLY HILLS
APPROPRIATIONS LIMIT
AS DEFINED IN ARTICLE XIII B
OF THE CALIFORNIA CONSTITUTION**

FISCAL YEAR	CPI/PER CAPITA INCOME CHANGE OR NON-RESIDENTIAL ASSESSED VALUE	POPULATION CHANGE CITY OR LOS ANGELES COUNTY	ADJUSTMENT FACTOR	APPROPRIATIONS LIMIT
1978/79	N/A	N/A	N/A	\$ 30,629,160
1979/80	10.170%	0.000%	1.10170	33,744,146
1980/81	12.110%	0.000%	1.12110	37,830,562
1981/82	9.120%	0.000%	1.09120	41,280,709
1982/83	6.790%	0.049%	1.06842	44,105,270
1983/84	2.350%	1.600%	1.03988	45,864,012
1984/85	4.740%	1.190%	1.05986	48,609,618
1985/86	3.740%	-0.290%	1.03439	50,281,377
1986/87	2.300%	1.180%	1.03507	52,044,816
1987/88	3.040%	0.043%	1.03084	53,650,038
1988/89	3.930%	1.120%	1.05094	56,382,979
1989/90	4.980%	-0.108%	1.04867	59,126,925
1990/91	4.210%	0.002%	1.04212	61,617,401
1991/92	4.140%	1.730%	1.05942	65,278,474
1992/93	19.950%	1.490%	1.21737	79,468,223
1993/94	3.060%	0.960%	1.04049	82,686,190
			Adjustment for Refuse Charges	(2,000,000)
1993/94 Revised Appropriations Limit				80,686,190
1994/95	0.710%	0.780%	1.01496	81,892,882
1995/96	4.720%	1.000%	1.05767	86,615,809
1996/97	4.670%	1.580%	1.06324	92,093,207
1997/98	4.670%	1.240%	1.05968	97,589,245
1998/99	4.150%	1.390%	1.05598	103,051,983
1999/00	4.530%	1.670%	1.06276	109,519,166
2000/01	4.910%	2.030%	1.07040	117,228,957
2001/02	7.820%	1.930%	1.09901	128,835,710
2002/03	-1.270%	1.450%	1.00162	129,043,889
2003/04	2.310%	1.480%	1.03824	133,978,770
2004/05	3.280%	1.380%	1.04705	140,282,825
2005/06	5.260%	0.710%	1.06007	148,710,099
2006/07	3.960%	0.170%	1.04137	154,861,838
2007/08	4.420%	0.720%	1.05172	162,871,019
2008/09	4.290%	0.860%	1.05187	171,318,966
2009/10	0.620%	0.880%	1.01505	173,898,098
2010/11	-2.540%	0.750%	0.98191	170,752,195
2011/12	2.510%	0.380%	1.02900	175,703,219
2012/13	3.770%	0.380%	1.04164	183,020,074
2013/14	5.120%	0.690%	1.05845	193,718,198
2014/15	-0.230%	0.780%	1.00548	194,780,173
2015/16	3.820%	0.820%	1.04671	203,878,986
2015/16				\$ 203,878,986

**CITY OF BEVERLY HILLS
ARTICLE XIII B APPROPRIATIONS LIMIT**

TYPE OF TAXES	FY 2014/15 PROJECTED	FY 2015/16 PROPOSED BUDGET	FY 2016/17 PROJECTED
GENERAL FUND			
Property Taxes	\$ 48,400,000	\$ 49,610,000	\$ 51,346,350
Sales Tax	31,000,000	32,500,000	33,962,500
Transient Occupancy Tax	37,100,000	39,140,000	40,901,300
Business Tax	43,000,000	44,000,000	45,320,000
Other Taxes	1,250,000	1,275,000	1,300,500
Subventions/Grants	4,104,000	4,137,636	4,282,453
Interest Earnings	677,482	701,353	718,887
Total General Fund Taxes	<u>165,531,482</u>	<u>171,363,989</u>	<u>177,831,990</u>
OTHER FUND TAXES			
Park & Rec Construction Tax	2,470,000	3,245,000	3,309,900
Park & Rec Tax Interest Earnings	10,151	13,336	13,669
Total Other Funds Taxes	<u>2,480,151</u>	<u>3,258,336</u>	<u>3,323,569</u>
TAXES SUBJECT TO LIMIT	168,011,633	174,622,325	181,155,559
GANN LIMIT PER SCHEDULE B	<u>194,780,173</u>	<u>203,878,986</u>	<u>207,956,565</u>
(FUTURE + 2.0%)			
(SHORT LIMIT)/OVER LIMIT	<u>\$ (26,768,540)</u>	<u>\$ (29,256,661)</u>	<u>\$ (26,801,006)</u>

Supplemental Information



Adopted Budget

City Profile

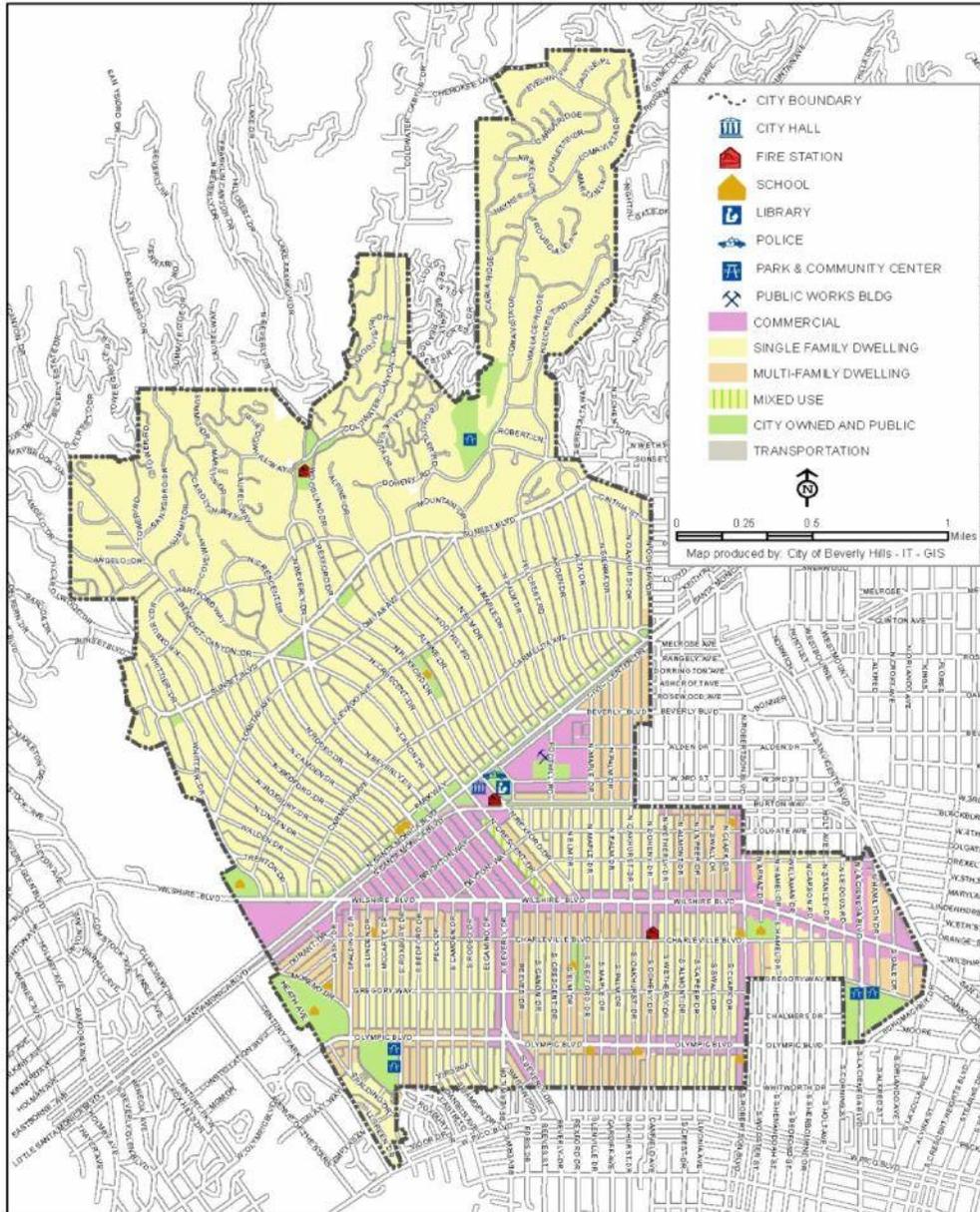
Established on January 28, 1914, as a general law city under the State of California, Beverly Hills is a premier, full-service community. The City operates under a Council-Manager form of government with five elected City Councilmembers, who serve overlapping four-year terms. The Mayor is appointed each year on a rotational basis by the members of the City Council and serves for one year. The City Treasurer is also elected and serves a four-year term. The City Council appoints the City Manager, City Attorney, and City Clerk. In addition, the City Council appoints the members of all advisory Commissions, Boards, and committees. Police, fire, water treatment, refuse collection, and building inspections, among other services, are provided directly by the leadership of the Council and management for the City of Beverly Hills.

Located in the middle of Los Angeles County, Beverly Hills is surrounded by the cities of Los Angeles, West Hollywood, Santa Monica, and Culver City. Beverly Hills recognizes that the economic vitality and stability of the City and the region are inter-dependent. It is only through cooperative programs and developing mechanisms for funding with other local cities and the State that regional and community quality of life issues can be effectively addressed now and for generations to come. An excellent example of partnering for the future is the highly regarded reputation of the Beverly Hills Unified School District. It has some of the best schools in the nation.



Within its 5.7 square mile radius, Beverly Hills has 34,833 residents, as estimated by the California Department of Finance in 2014, with a business and commercial base that ranks next to cities with a population of several hundred thousand. As a result, the daytime population is estimated to be 150,000 to 200,000. Beverly Hills has demonstrated a strong interest in meeting the needs of its dynamic community as well as the region on such issues as housing, transportation, and infrastructure. Additionally, education, public safety, and water are of specific importance.

Map of the City



Population and Housing Data**2010 U.S. Census of Population and Housing Data**

Male	45.73%
Female	54.27%
2000 - 2010 change in population	+1.0%
1990 - 2010 change in population	+6.7%
1980 - 2010 change in population	+5.4%
Median household income (2007-2011):	\$ 85,560
Number of Households:	
Family Households	8,461
Non-Family Households	6,408
Total Households	14,869
Average Household Size	2.29 persons
Age:	
0-17 years	19.4%
18-24 years	7.4%
25-44 years	25.0%
45-64 years	29.0%
65+ years	19.1%
Median Age	43.6
Total Housing Units	16,394
Total occupied housing units	14,869
Owner occupied units	6,561
Renter occupied units	8,308
Ethnicity:	
White	82.4%
Asian	8.9%
Two or more races	4.9%
African American	2.2%
Other	1.6%
Total	100%
Hispanic (all races)	5.7% of population

Beverly Hills Unified School District Data:**School Enrollment:**

BHUSD (K-12):	4,187
---------------	-------

All schools (Nursery - 12)	
----------------------------	--

Private school enrollment source : California Department of Education, Title II Leadership Office	5,041
---	-------

**Los Angeles County Assessor,
2014 Annual Report:**

Year	Assessed Valuation*
2014	\$25,469,417,853
2013	\$24,205,326,665
2012	\$22,706,392,375
2011	\$21,327,093,846
2010	\$21,075,453,429
2009	\$21,634,556,745
2008	\$20,382,000,000
2007	\$18,233,831,728

*The assessed values do not include Board of Equalization valued properties (primarily public utilities) or exempt properties (such as churches, schools, and museums) for which there is no State reimbursement. These values do include the homeowners' exemptions which are reimbursed by the State.

City Council FY 2015/16 Priorities

The Beverly Hills City Council established priorities for the City’s work efforts for Fiscal Year 2015/16. The three levels of priorities are: “A” priorities include initiatives for the completion of a major milestone; “B” priorities include initiatives to be completed in the next 2-5 years; and, “C” priorities include initiatives to be added to work plans as resources become available. These priorities are listed below. A full description of the City Council priorities can be accessed through the City’s website at the following address [http://www.beverlyhills.org/cbhfiles/storage/files/1256298209573466476/FY15-16FinalCityCouncilPriorities\(1-13-15\).pdf](http://www.beverlyhills.org/cbhfiles/storage/files/1256298209573466476/FY15-16FinalCityCouncilPriorities(1-13-15).pdf). These priorities were used by departments to establish workplans for FY 2015/16.

Priority “A” Items

- Support for Beverly Gardens Park Restoration Project
- Technology
- Santa Monica Blvd. Reconstruction & Traffic Mitigation Plan
- Small Business Task Force
- Southeast Task Force Implementation
- Community Visioning and Strategic Planning
- Unfunded Liabilities
- Public Safety
- Open Space
- Subway Coordination
- Advance Capital Investment in the Community
- Dog Park
- La Cienega Park & Community Center Master Plan
- Property Acquisition

- Water Enterprise Master Plan
- City Sustainability Plan
- Moreno Traffic Mitigation

Priority “B” Items

- Gateways
- R-1 Hillside Development Standards
- Sign Code
- Zero Waste Strategic Plan Diversion
- Seismic Retrofit Program
- Coldwater park Master Plan
- Homelessness & Panhandling
- Taxi, Valet, Preferential Parking Process
- L.E.D. Streetlights

Priority “C” Items

- Development of BHUSD Oil Revenue Replacement Projects

Comprehensive Financial Policies

Financial policies shall be adopted by the City Council during the annual budget approval and will establish the framework for the overall fiscal planning and management of the City of Beverly Hills. These policies set forth guidelines against which current budgetary performance can be measured and proposals for future programs can be evaluated. The financial policies also improve the City's fiscal stability by helping City officials plan fiscal strategy with a consistent approach. Adherence to adopted financial policies promotes sound financial management, which can lead to improvement in bond ratings, a lower cost of capital, provide assurance to the tax payers that tax dollars are being collected and spent per City Council direction, and provide a minimum of unexpected impacts upon taxpayers and users of public services. The Chief Financial Officer shall be responsible for developing, implementing, and managing these policies as well as subsidiary policies that execute these comprehensive financial policies. The City's comprehensive financial policies shall be in conformance with all state and federal laws, generally accepted accounting principles (GAAP), standards of the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).



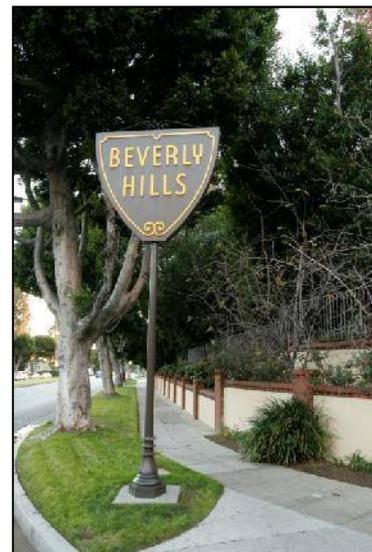
Financial Reporting Entity

City of Beverly Hills

The City (primary government) was incorporated in 1914 under the general laws of the State of California. The City provides the full range of municipal services as contemplated by statute. Services provided include public safety (police and fire), street construction and maintenance, sanitation, refuse collection, water and sewer utilities, culture-recreation, public improvements, planning and zoning, and general administrative and support services.

The City operates under a Council-Manager form of government. The City Council consists of five members elected at large for overlapping four-year terms. The Mayor is selected from the City Council members and serves a one-year term. The City’s only other elected official is the City Treasurer whose term of office is four years. The City Council appoints the City Manager, City Attorney, and City Clerk. In addition, the City Council appoints the members of all advisory Commissions, Boards, and committees.

In addition to sitting as the legislative board of the City, the City Council also acts as the Board of Directors of the Parking Authority of the City of Beverly Hills, and the Beverly Hills Public Financing Authority.



Parking Authority of the City of Beverly Hills

The Parking Authority of the City of Beverly Hills is a public financing agency established by the City under the State of California Parking Law of 1949 to provide public parking facilities on a citywide basis. The Parking Authority provides for the acquisition, construction and/or operation of parking facilities in the City for the general benefit of its citizens.

The City Manager is the Executive Officer of the Parking Authority and the Chief Financial Officer is the Chief Financial Officer of the Parking Authority.

Beverly Hills Public Financing Authority

The City of Beverly Hills Public Financing Authority (Public Financing Authority) is a joint powers authority, organized pursuant to a Joint Exercise of Powers Agreement, dated November 10, 1992 between the City and the Public Financing Authority. The Joint Powers Agreement was entered into pursuant to the provisions of Article 1 of Chapter 5 of the California Government Code (the Act). The Public Financing Authority was created for the purpose of providing financing for public capital improvements for the City through the acquisition by the Public Financing Authority of such public capital improvements and/or the purchase by the Public Financing Authority of local obligations within the meaning of the Act. Under the Act, the Public Financing Authority has the power to issue bonds to pay the costs of public capital improvements.

Required lease payments between the City and the Public Financing Authority exactly match debt service requirements of the underlying debt. Accordingly, the leases between the City and the Public Financing Authority are eliminated and the underlying debt is reported as debt of the City. Separate financial statements are not prepared for the Public Financing Authority.

The City Manager is the Executive Officer of the Public Financing Authority and the Chief Financial Officer is the Treasurer of the Public Financing Authority.

Financial Reporting Policies

The City's accounting and financial reporting systems will be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP), and the Government Finance Officers Association (GFOA). Further, the City will make every attempt to implement all changes to governmental accounting practices at the earliest practicable time.

The City's CAFR will be submitted to the GFOA Certification of Achievement for Excellence in Financial Reporting Program. The financial report should be in conformity with GAAP, demonstrate compliance with finance related legal and contractual provisions, disclose thoroughness and detail sufficiency, and minimize ambiguities and potentials for misleading inference.

The City's CAFR will also be submitted to national repositories identified by the City's bond trust agent as a continuing commitment to disclose thoroughness to enable investors to make informed decisions.

The City's Budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units, and as a communications device for all significant budgetary issues, trends, and resource choices.



To provide a reasonable basis for making the Chief Financial Officer's (management's) required representations concerning the finances of the City of Beverly Hills, the City has established a comprehensive internal control framework that is designed both to protect the City's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City's financial statements in conformity with GAAP. The Chief Financial Officer is given the responsibility and authority to develop and maintain proper internal controls on all financial aspects of the City and maintain all the books of the City for inspection. Because the cost of internal controls should not significantly outweigh their benefits, the City's comprehensive framework of internal controls has been

designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatements.

The Chief Financial Officer shall evaluate the fiscal impact of proposed changes in all salaries or retirement benefits to be provided to any employee or employee association and present to the City Council.

The Chief Financial Officer shall endeavor to maintain cash reserves sufficient to fully fund the net present value of accruing liabilities including self-insurance provisions, obligations to employees for vested payroll and benefits, and similar obligations as they are incurred, and to maintain the highest credit rating possible for the City.

The Chief Financial Officer shall prepare and present to the City Council interim revenue and expenditure trends to allow evaluation of potential discrepancies from budget assumptions.

The City Council shall avoid committing to new spending for operating or capital improvement purposes until an analysis of all current and future cost implications is completed and presented to it by the Chief Financial Officer.

Operating Management Policies

The Chief Financial Officer is primarily responsible for the development, implementation, and evaluation of all financial and human resource management policies and procedures. However, all departments will participate in the responsibility of meeting policy goals, budget goals, and ensuring the long-term financial health of the City. Future work plans, program initiatives, and performance measures will be developed to reflect current policy directives, projected resources, and future service requirements.



The budget process is intended to weigh all competing requests for City resources within expected fiscal constraints. Requests for new, ongoing programs made outside the budget process will be discouraged.

The City will endeavor to avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets.

Budget development will use strategic multi-year fiscal planning, conservative revenue forecasts, and program-based cost accounting that require every program to be justified annually in terms of meeting intended objectives (“effectiveness criteria”). The process will include a diligent review of programs by staff, the Chief Financial Officer, and City Council.

Utilization of a program budget format will provide a basis for evaluation of service and other impacts of potential increases or decreases in funding.

Revenues will not be dedicated for specific purposes, unless required by law or generally accepted accounting practices (GAAP). All non-restricted revenues will be deposited in the General Fund (or other designated fund as approved by the Chief Financial Officer) and appropriated by the City Council.

Current revenues will fund current expenditures and a diversified and stable revenue system will be developed and maintained to protect programs from short-term fluctuations in any single revenue source.

Current operating expenditures for all fund types will include all allowable overhead operating costs. For the most part, these expenses will be charged to individual budget program elements as internal service fund charges. Included within the allocated service charges to Governmental Fund types will be funding adequate to maintain the approved capital program (unless financed through other debt instruments).

City staff shall strive to identify entrepreneurial solutions to recover costs of operating programs.

The City shall strive to avoid returning to the City Council for new or expanded appropriations. Exceptions may include emergencies, unforeseen impacts, mid-year adjustments or new opportunities.



Addition of personnel will only be requested to meet program initiatives and policy directives: after service needs have been thoroughly examined and it is substantiated that additional staffing will result in

increased revenue or enhanced operating efficiencies. To the extent feasible, personnel cost reductions will be achieved through attrition or transfer.

All non-enterprise user fees and charges will be examined or adjusted every year and undergo a thorough review to determine the 100% direct and indirect cost of service recovery rate at least every four years. The Council will strive to obtain 100% cost recovery rates, but will reserve the right to recover less, as appropriate. The acceptable recovery rate and any associated changes to user fees and charges will be approved by the City Council following public review, each year.

Development impact fees, as permitted by state law, for capital expenses attributable to new development will be reviewed annually to ensure that fees recover 100% of direct and indirect development-related expenses and be approved by City Council. Any unfavorable balances in cost recovery will be brought to the City Council's attention by the Chief Financial Officer and affected Department Head, and evaluated from a departmental, program, and goals perspective.

Capital equipment replacement will be accomplished through a life cycle of funding mechanism and in some instances the use of a "rental" rate structure. The rates will be revised annually to ensure that charges to operating departments are sufficient for operation and replacement of vehicles and other capital equipment (fleet, computers, phones, and copier systems). The City shall endeavor to maintain adequate cash reserves to fund 100% replacement of certain capital equipment. Replacement costs will be based upon equipment lifecycle financial analysis developed by each department and approved by the Chief Financial Officer. Non-capital equipment replacement will be set up in a separate fund and will be accomplished through a life cycle funding mechanism developed by each department and implemented and approved by the Chief Financial Officer.

Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs. Programs financed with grant monies will be budgeted in separate cost centers, and the service program will be adjusted to reflect the level of available funding. In the event of reduced grant funding, City resources will be substituted only after all program priorities and alternatives are considered.

Balanced revenue and expenditure forecasts will be prepared by the Chief Financial Officer to examine the City's ability to absorb operating costs due to changes in the economy, service demands, and capital improvements. The forecast will be updated annually and include a four or five-year outlook. The Chief Financial Officer will prepare and present these estimates to the City Council at least once a year.

Alternative means of service delivery will be evaluated by the Chief Financial Officer to ensure that quality services are provided to our citizens at the most competitive and economical cost. Departments, in cooperation with the City Manager and Chief Financial Officer, will identify all activities that could be provided by another source and review options/alternatives to current service delivery. The review of service delivery alternatives and the need for the service will be performed annually or on an "opportunity" basis.

Cash and Investment programs will be maintained in accordance with the Government Code and the adopted investment policy and will ensure that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order. Pursuant to State law, the City Treasurer and the Chief Financial Officer, at least annually, shall recommend necessary revisions to the City Council of a detailed investment policy. In addition to liquidity requirements, the City Treasurer and Chief Financial Officer will also consider the appropriateness of investment decisions vis-à-vis debt management.

The City, through the Chief Financial Officer and the Administrative Services Department, will follow an aggressive, consistent, but sensitive policy of collecting revenues, with proper internal controls, to meet the needs of the City and follow all applicable state and federal laws.



Capital Management Policies

A five-year Capital Improvement Plan (CIP) will be developed and updated annually, including anticipated funding sources. Capital improvement projects are defined as infrastructure or equipment purchases or construction which results in a capitalized asset and having a useful (depreciable life) of two years or more.

The CIP will attempt to include adequate funding to support repair and replacement of deteriorating infrastructure and avoidance of a significant unfunded liability.

Proposed capital projects will be considered through the City budget development process and reviewed and prioritized by a cross-departmental team regarding accurate costing (design, capital, and operating)

as well as the Chief Financial Officer for overall consistency with the City’s goals and objectives. The City’s Chief Financial Officer will then identify financing sources for the highest-ranking projects. Prior to adoption by the City Council, the CIP will be reviewed by the Planning Commission for conformity with the General Plan.



Capital project contract awards will include a fiscal impact statement disclosing the expected operating impact of the project and when such cost is expected to occur.

Pay-as-you-go Capital Improvement Plan financing should account for a minimum of 50% of all capital improvement projects for each five-year planning period. Pay-as-you-go financing is defined as all sources of revenue other than City debt issuance, i.e., fund balance contributions, developer contributions, grants, endowments, etc. Pay-as-you-go financing should generally be considered as the preferred option. However, the potential for debt issuance that provides additional economic and/or strategic values could be considered as recommended by the Chief Financial Officer.



The City shall endeavor to apply restricted funds (i.e., In-lieu Parking, Gas Tax Funds or existing Bond proceeds) to capital projects before using “unrestricted” funds.

Debt Management Policies

The Chief Financial Officer will seek to maintain and, if possible, improve the current bond rating(s) in order to minimize borrowing costs and preserve access to credit.

New debt issues, and refinancing of existing debt, must be analyzed for compatibility within the City's overall financial planning and approved by the Chief Financial Officer. The review shall not be limited to cash flow analysis, potential for unexpected revenue surprises, and the maintenance of the City's bond ratings. Annual debt service shall not produce an inordinate impact upon future operations.

The Chief Financial Officer will ensure that City Debt Service costs within the General Fund should not exceed 15% of the City's operating revenue in order to control fixed costs and ensure expenditure flexibility. Improvement District, Enterprise Fund, and general obligation debt service is not included in this calculation because it is paid by district property owners, service users or taxpayers and is not an obligation of future general fund revenues.

General Obligation debt, which is supported by property tax revenue which grows in proportion to the City's assessed valuation and/or property tax rate increases, may be utilized if/when authorized by voters. Other types of debt (e.g., water, sewer, and parking) may also be utilized when they are supported by dedicated revenue sources (e.g., fees and user charges) and recommended by the Chief Financial Officer.

Debt financing should not exceed the useful life of the infrastructure improvement with the average (weighted) bond maturities at or below thirty years, unless otherwise authorized by Council.

A ratio of current assets to current liabilities of at least 2/1 will be maintained to ensure the City's ability to pay short-term obligations.

Utility rates will be set, at a minimum, to ensure the ratio of revenue to debt service meets our bond indenture requirement (generally a minimum of 125% of debt service). In addition, higher revenue to expense ratios may be needed to secure the City's bond rating, as determined by the Chief Financial Officer. When calculating debt services coverage for internal purposes, the minimum pay-as-you-go capital expense for each enterprise fund will be considered a part of the operating costs to be covered by pre-debt service revenues. The City goal will be to maintain the required debt service coverage with this additional cost factored into the equation. Use of a 5-year budget projection, including capital project requirements, will provide assurance that all needs are considered by the Chief Financial Officer, the Public Works Commission and City Council as revenue requirements are considered.



Reserve Policies

General Fund

All fund designations and reserves will be evaluated annually by the Chief Financial Officer for long-term adequacy and use requirements in conjunction with development of the City's balanced five year financial plan. In adhering to GAAP, the City follows appropriate Governmental Accounting Standards Board (GASB) Statements, one of which No. 54 (GASB 54) addresses Fund Balance Reporting. Compliance with GASB 54 requires use of the terms below to define various components of fund balance. For future reporting of City reserves these terms shall be used to define what comprises the reserve.

- a) **Non-spendable fund balance** (inherently non-spendable) include the :
 - Portion of net resources that cannot be spent because of their form, and
 - Portion of net resources that cannot be spent because they must be maintained intact
- b) **Restricted fund balance** (externally enforceable limitations on use) include amounts subject to:
 - Limitations imposed by creditors, grantors, contributors, or laws and regulations of other government
 - Limitations imposed by law through constitutional provision or enabling legislation
- c) **Committed fund balance** (self-imposed limitation set in place prior to the end of the period):
 - Limitation imposed at the highest level of decision making that requires formal action at the same level to remove. For the City, the City Council is the highest level of decision making.
 - Resources accumulated pursuant to stabilization arrangements would fit in this category only if the arrangement is specific regarding the circumstances when spending would be permitted, and those circumstances would need to be of a non-routine nature.
- d) **Assigned fund balance** (limitation resulting from intended use) consists of amounts where the:
 - Intended use is established by the body designated for that purpose (City Council),
 - Intended use is established by official designated for that purpose. For the City, the City Manager is the designated official

- e) **Unassigned fund balance** (residual net resources) is the:
- Total fund balance in the general fund in excess of non-spendable, restricted, committed, and assigned fund balance
 - Excess of non-spendable, restricted, and committed fund balance over total fund balance

It is a goal of the City to obtain and maintain a general operating reserve in the form of cash, of at least 40% of operating revenues. The first 25% of operating revenues shall be considered a contingency reserve to cover normal seasonal cash flow variations, as well as unforeseen emergency or catastrophic impacts upon the City. Reserve funds in excess of 25% of operating revenues may be used for short term economic investment in the community when justified by projected financial return to the City and specifically authorized by the City Council, upon recommendation of the Chief Financial Officer.

In addition to cash specifically maintained in the General Fund, we recognize the following cash reserve resources as being available to meet sudden negative fiscal impacts in the short term:

- Equipment Replacement Fund (Fund 400)
- Capital Assets Fund (Fund 405)
- Information Technology Fund (Fund 410)
- Cable Television Fund (Fund 420)
- Reprographics/Graphics Fund (Fund 430)
- Employee Benefits Fund (Fund 440)
- Liability Self-Insurance Fund (Fund 450) (only in excess of required reserves)
- Worker's Compensation Self-Insurance Fund (Fund 460) (only in excess of required reserves)
- Vehicle Replacement Fund (Fund 490)

One-time revenue windfalls should be designated as a reserve or used for one-time expenditures. The funds are not to be used for on-going operations. To the extent such funds are not required for current expenditures, one-time expenditures and/or capital improvements such funds should be maintained as operating reserves or used to reduce debt.

For purposes of this policy, one-time revenue windfalls shall include:

- Lump sum (net present value) savings from debt restructuring
- CalPERS Rebates
- Tax Revenue growth in excess of 5% in a single year
- Sale of city-owned real estate
- Pure unexpected revenues (i.e. litigation settlement)
- Receipts from approved Development Agreements
- Contributions and Gifts
- Any other revenues the City Council may elect to designate as extraordinary

Sufficient reserves shall be maintained in internal service funds to prevent extended disruption of service in the event of natural disasters or other interruptions of revenue collections. Determination of adequate reserves will be reviewed annually by the Chief Financial Officer and guided by the following:

Self-Insurance Reserves (liability, workers' compensation, other) will be maintained at a level, which, together with purchased insurance policies, will adequately cover the City's property, liability, and health benefit risk. A qualified actuarial firm shall be retained and report on a bi-annual basis recommended appropriate funding levels. The City shall endeavor to maintain reserves equal to 90% of the estimated net present value of such liabilities.

Fleet Management, Building, Equipment, and Information Technology reserves will be maintained based upon lifecycle replacement plans to ensure adequate fund balance required for systematic replacement of fleet vehicles, building components and systems, computers and related equipment, and operational contingencies. Operating departments will be charged over the useful life of the asset used. The City shall endeavor to stabilize funding by building reserves equal to the anticipated replacement cost of each asset class at end of useful life.

Enterprise Fund (Water, Parking Operations, Solid Waste, Wastewater, and Clean Water) user fees and charges will be examined annually to ensure that they recover all direct and indirect costs of service, provide for capital improvements and maintenance, and maintain adequate reserves. Secondly, maintenance of cash reserves will provide a de facto rate stabilization plan. Rate increases shall be approved by the City Council following formal noticing and public hearing. Rate adjustments for enterprise operations will be based on five-year financial plans unless a conscious decision is made to the contrary. The target level of operating cash reserves shall be 50% of gross annual user revenues.

Contingency Reserves, to be determined annually by the Chief Financial Officer, will be maintained to offset unanticipated revenue shortfalls and/or unexpected expenditure increases. Contingency reserves may also be used for unanticipated and/or inadequately budgeted events threatening the public health or safety. Use of contingency funds shall be approved at recommendation of the Chief Financial Officer.

Budget Reserves are presented in the Comprehensive Annual Financial Report (CAFR) in the Financial Statement section designated as unreserved fund balance. The City's CAFR is available on the City's website at www.beverlyhills.org.

Audit Policies

An annual audit will be performed by an independent public accounting firm with an audit opinion to be included with the City's published Comprehensive Annual Financial Report (CAFR).

The City Council will maintain a standing committee of its members to serve as the Audit Committee to provide oversight and review of the annual and special audits of the City. The Committee will meet at least twice annually with the City's independent auditor, once for a pre-audit meeting, and once for a review of the final audit results.

Internal audit activities are typically identified as work plan items in the operating budget and are approved by the City Council through the annual budget process. The results of these audits are then presented to the City Council Audit Committee for consideration and later reported to the full City Council for its review and consideration. Should conditions necessitate an urgent internal audit of a particular area not included as a work plan item, the Audit Committee will be advised and the results of the audit will be reviewed with the Committee.



Debt Administration

The City has a number of debt issues outstanding. These issues, net of unamortized original issue discounts, premiums and deferred amounts on refunding, include \$262,715,132 of revenue bonds as of June 30, 2014. The City's bonds were issued primarily to finance or refinance capital facilities.

Under current State statutes, the City's general obligation bonded debts are subject to a legal limitation based on 3.75% of total assessed value of real and personal property. The City has no general obligation debt applicable to the debt limit. In addition to the restriction of the legal debt limitations, California's Constitution requires that a two-thirds majority vote be obtained for California cities to issue general obligation debt.

A description of individual bond issues follows:

Revenue Bonds

2008 Refunding Water Revenue Bonds - \$30,735,000 Public Financing Authority, Water Revenue Bonds, issued March 2008, are due in annual installments ranging from \$670,000 to \$2,360,000 through June 1, 2024, with interest rates ranging from 3.00% to 5.00% payable semiannually June 1 and December 1. The Bonds are special limited obligations of the Public Financing Authority and are primarily payable from installment payments from the City pursuant to an installment sale agreement dated April 1, 2008. The City's obligation to make installment payments is solely payable from and secured by a pledge of net revenues of the Water Enterprise Fund. The advance refunding resulted in an economic gain (difference between the present value of the debt services payments on the old and new debt) of \$ 389,918 and a reduction of total debt service payments of \$601,184. The 2008 WRBs were issued in part

to advance refunding of the 1998 WRBs, which were in turn issued for multiple purposes. The non-refunding portion was issued for acquiring an existing water treatment plant.

2008 Refunding Wastewater Revenue Bonds - \$17,035,000. Public Financing Authority, Wastewater Revenue Bonds, issued April 2009, are due in annual installments ranging from \$910,000 to \$1,555,000 through June 1, 2022, with interest rates ranging from 2.40% to 5.00% payable semiannually June 1 and December 1. The Bonds are special limited obligations of the Public Financing Authority and are primarily payable from installment payments from the City pursuant to an installment sale agreement dated May 1, 2008. The City's obligation to make installment payments is solely payable from and secured by a pledge of net revenues of the Wastewater Enterprise Fund. The advance refunding resulted in an economic gain (difference between the present value of the debt services payments on the old and new debt) of \$ 793,750 and a reduction of total debt service payments of \$1,161,564. The 2008 WWRBs were issued to advance refunding of the 1998 WWRBs, which were in turn issued for multiple purposes.

2009 Lease Revenue Bonds – \$72,015,000 Public Financing Authority, 2009 Lease Revenue Bonds, issued December 2009, are due in annual installments ranging from \$210,000 to \$8,445,000 through June 1, 2039, with interest rates ranging from 0.65% to 5.00% payable semiannually June 1 and December 1. The Bonds are special limited obligations of the Public Financing Authority and are payable solely from rent payments from the City pursuant to a lease agreement. The advance refunding resulted in an economic gain (difference between the present value of the debt services payments on the old and new debt) of \$ 6,690,454 and a reduction of total debt service payments of \$8,885,308. The 2009 LRBs were issued in part to advance refunding of the 1999 and 2001 LRBs, which were in turn issued for multiple purposes. The non-refunding portion was issued for multiple purposes as well. Thus the principal has been allocated and is accounted for in the appropriate City funds (enterprise, internal service funds, and general government). During FY2011-12, the City issued the 2012 Lease Revenue Bonds as well as the 2012 Water Revenue Bonds. These bonds transactions included a transfer of ownership of the 2009 LRB liability from the Water Enterprise Fund to the Capital Assets Funds. The total amount of bonds outstanding was unaffected.

2010 Lease Revenue Bonds - \$62,565,000 Public Financing Authority, 2010 Lease Revenue Bonds, issued August 2010, are due in annual installments ranging from \$930,000 to \$5,825,000 through June 1, 2040, with interest rates ranging from 0.52% to 6.774% payable semiannually June 1 and December 1. The Bonds are special limited obligations of the Public Financing Authority and are payable solely from rent payments from the City pursuant to a lease agreement. The 2010 LRBs were issued in three distinct series. Series A bonds had a value of \$13,705,000; Series B bonds had a value of \$28,940,000, and Series C Build America Bonds had a value of \$19,920,000. The Series A bonds and the Series C Build America Bonds were issued primarily to finance the acquisition and construction of certain capital improvements to be owned and operated by the City. The taxable Series B bonds were issued primarily to finance a portion of the acquisition and construction costs of the improvements previously mentioned, and to fund the City's alternative retiree medical program (ARMP).

2012 Water Revenue Bonds - \$38,925,000 Public Financing Authority, Water Revenue Bonds, issued April 2012, are due in annual installments ranging from \$215,000 to \$2,520,000 through June 1, 2037, with interest rates ranging from 3.00% to 5.00% payable semiannually June 1 and December 1. The Bonds issued are (i) to refund on a current basis an outstanding issue of the Authority's bonds captioned "City of Beverly Hills Public Financing Authority, 2007 Water Revenue Bonds", (ii) to prepay certain obligations of the Water Enterprise in order to contribute funds toward the refunding of an outstanding lease revenue bond issue of the Authority, and (iii) to pay the costs of issuing the Bond. The Bonds are special limited obligations of the Public Financing Authority and are primarily payable from installment payments from the City pursuant to an installment sale agreement dated April 11, 2002. The advance refunding resulted in an economic gain (difference between the present value of the debt services payments on the old and new debt) of \$4,090,450 and a reduction of total debt service payments of \$9,849,432. The City's obligation to make installment payments is solely payable from and secured by a pledge of net revenues of the Water Enterprise Fund.

2012 Lease Revenue Bonds - \$58,140,000 Public Financing Authority, 2012 Lease Revenue Bonds, issued April 2012, are due in annual installments ranging from \$90,000 to \$6,115,000 through June 1, 2037, with interest rates ranging from 2.00% to 5.00% payable semiannually June 1 and December 1. The Bonds issued are primarily to refund on a current basis the outstanding bonds of the Authority captioned "City of Beverly Hills Public Financing Authority 2007 Lease Revenue bonds (Capital Improvements Projects)." In addition, the proceeds of the Bonds will pay the costs of issuing the Bond. The principal has been allocated and is accounted for in the appropriate City funds (enterprise, internal service funds, and general government). The advance refunding resulted in an economic gain (difference between the present value of the debt service payments on the old and new debt) of \$6,900,883 and a reduction of total debt service payments of \$19,518,863.

2013 Lease Revenue Bonds - \$19,020,000 Public Financing Authority, 2013 Lease Revenue Refunding Bonds, Series A (2003 Refunding Project) issued June 2013, are due in annual installments ranging from \$9,755,000 to \$9,265,000 through June 1, 2015, with an interest rate of 3.00% payable semiannually June 1 and December 1. The Bonds issued are primarily to refund on a current basis the outstanding bonds of the Authority captioned "City of Beverly Hills Public Financing Authority 2003 Lease Revenue bonds, Series A." In addition, the proceeds of the Bonds will pay the costs of issuing the Bond. The principal has been allocated and is accounted for in the appropriate City funds (enterprise and general government). The advance refunding resulted in an economic gain (difference between the present value of the debt service payments on the old and new debt) of \$1,188,504 and a reduction of total debt service payments of \$1,193,245.

Note Payable

On January 26th, 2009 the City of Beverly Hills Public Financing Authority entered into an agreement with City National Bank to borrow against a line of credit up to an amount of \$32,000,000 for the construction of a 72,460 sq. ft. four story office building at 331 N. Foothill Road, Beverly Hills, CA 90210. The line of credit was drawn down through December of 2010, at which time, the City converted the line of credit into a long term obligation. The obligation has a term of 15 years and an interest rate of 5.72%.

Interest and principal are payable in the amount of \$265,217 per month on the first day of the month after the loan closing. This translates to an annual repayment amount of \$3,185,604. As of June 30, 2014, the amount borrowed against the line of credit is \$32,000,000. The asset pledged as security for the loan is the constructed 72,460 sq. ft. four story office building at 331 N. Foothill Road, Beverly Hills, CA 90210. As of June 30, 2014, the balance of the note payable was \$26,881,191.

Fiscal Year	Revenue Bonds				Note Payable		Total		Total Debt Service
	Governmental Activities		Business-type Activities		Governmental Activities		Principal	Interest	
	Principal	Interest	Principal	Interest	Principal	Interest			
2015	7,894,405	5,260,374	7,825,595	6,053,914	1,667,144	1,515,465	17,387,144	12,829,754	30,216,898
2016	10,104,161	5,018,267	7,275,839	5,778,679	1,762,520	1,420,089	19,142,520	12,217,035	31,359,555
2017	10,528,127	4,586,531	7,591,873	5,476,495	1,871,419	1,311,191	19,991,419	11,374,216	31,365,635
2018	10,983,532	4,126,812	7,906,468	5,158,250	1,982,882	1,199,727	20,872,882	10,484,789	31,357,671
2019	11,467,617	3,636,899	8,257,383	4,812,754	2,100,984	1,081,625	21,825,984	9,531,278	31,357,262
2020-2024	34,022,917	11,651,758	33,172,083	18,961,257	12,533,549	3,379,498	79,728,549	33,992,513	113,721,062
2025-2029	20,458,332	5,323,080	18,681,668	12,743,061	4,962,693	241,377	44,102,693	18,307,517	62,410,210
2030-2034	6,800,779	2,178,551	17,384,221	8,053,525	-	-	24,185,000	10,232,076	34,417,076
2035-2039	5,920,906	671,820	15,669,094	2,938,181	-	-	21,590,000	3,610,001	25,200,001
2040-2044	-	-	1,685,000	114,142	-	-	1,685,000	114,142	1,799,142
Total minimum debt service payments	\$ 118,180,776	42,454,091	125,449,224	70,090,258	26,881,191	10,148,972	270,511,191	122,693,321	393,204,512
Unamortized portion of: Original issue premium	9,629,251	-	9,455,881	-	-	-	19,085,132	-	19,085,132
Net total debt outstanding	\$ 127,810,027	-	134,905,105	-	26,881,191	-	289,596,323	-	412,289,644

Employee Benefits

Retirement Benefits

Through two defined benefit pension plans, one for its safety employees and one for its miscellaneous employees, the City provides its full-time and certain part-time employees retirement and disability benefits, annual cost-of-living adjustments, and death benefits to members and their beneficiaries. The benefit is payable monthly for life, based on formulae that range from 2.7% at age 57 to a 3% at age 50 applied to the final salary and multiplied by the years of service for safety employees, and a range of 2.0% at age 62 to 2.5% at age 55 applied to the final salary and multiplied by the years of service for non-safety employees. These plans are part of the Public Agency portion of the California Public Employees Retirement System (CalPERS), agent-multiple employer plans administered by CalPERS, which acts as a common investment and administrative agent for participating public employers within the State of California. The City makes contributions to the plans based on amounts determined by CalPERS actuaries. As a result of the 2001 and 2005 Plan Amendments and the poor performance of CalPERS' investments during the recession, the safety plan and miscellaneous plans are no longer over-funded. As of the latest plan valuation date, June 30, 2013, the funded status of the safety employees plan improved from 65.9% to 69.5% based the market value of assets. Similarly, the funded status of the Miscellaneous employees plan improved from 68.9% to 74% based on market value of assets. The City has negotiated a percentage of employee paid PERS costs for all Safety employees and miscellaneous employees.

Health Insurance Benefits

The City has negotiated a modified, cost-sharing program in most of the agreements with the bargaining units. The City is currently enrolled in various health care plans administered by CalPERS.

Post-retirement Health Care Benefits

The City also provides post-retirement health care benefits to its employees in accordance with agreements reached with the various employees bargaining groups. The City pays for retirees' health care premiums in these plans up to limits established in the agreements with the bargaining units. These payments are financed on a pay-as-you-go basis. In January 2010, the City changed this benefit to a defined contribution plan for all newly hired employees. In addition, the City offered a plan to all employees hired prior to January 1, 2010, to convert those employees from a defined benefit plan to a defined contribution plan. Approximately 280 employees opted for this conversion, which will result in a cap on the City's obligations in this area and result in a significant reduction in the City's unfunded liability for this benefit.

Dental and Vision Insurance Benefits

The City pays the full premium for full time employees and dependents. Guardian provides dental insurance and Vision Service Plan (VSP) provides Vision insurance.

**Term Life Insurance Policy Benefit**

The City pays the full premium of term life insurance for either \$50,000 or \$100,000 or \$300,000 of coverage in accordance with agreements reached with the various employees bargaining groups.

Deferred Compensation Benefit

The City offers two deferred compensation plans: a 401(k) Profit Sharing Plan and a 457 Deferred Compensation Plan, administered by the ICMA Retirement Corp to all of its full time employees. These employees may contribute to neither plan, one or both plans. Both plans provide for pre-tax contributions through payroll deductions and tax-deferred growth on your account balance. The City's contribution is determined in accordance with agreements reached with the various employees bargaining groups.

Original Budget Calendar

Step #	TASK NAME	START	FINISH
1	Budget Kickoff Meeting and Distribution of Budget Manual Budget manuals are distributed, and requirements for FY 2015/16 budget process are discussed. Monday, December 1st, 10:30am - 11:30am, City Council Chambers	12/01/14	
2	Budget Enhancements Departments prepare Budget Enhancement forms to request additions to their base budget, including increases to personnel funding.	12/01/14	12/31/14
3	Personnel Allocation Review by each Department a) Review current position allocations and make needed changes. b) Review of Part-time hours / budgets	12/01/14	01/09/15
4	Department Organization Chart Departments prepare Organization Chart in Visio	12/01/14	01/16/15
5	Prepare Department and Program Pages in Excel Spreadsheets Update Department Mission Statement, update Program Descriptions and Program Goals, refine On-going Tasks, Work Plans, and Performance Measures.	12/01/14	01/16/15
6	Budget Software / Application Training Session Monday, December 8th, 11:00am - 1:00pm, HR Training Room <i>LUNCH WILL BE SERVED</i>	12/08/14	
7	Munis Next Year Budget Entry Open for Departmental Input Departments make changes to expenditures for FY 2015/16. Departments input revenue projections for FY 2015/16.	12/08/14	01/16/15
8	Internal Service Fund Charges ISF Charges spreadsheets are sent out to departments for updating.	12/09/14	01/10/15

Step #	TASK NAME	START	FINISH
9	City Council Goals / Priority Setting Session	12/09/14	
10	Departments Review CIP Spreadsheets & Submit CIP Budget Enhancements - CIP budget spreadsheets prepared by OMB and distributed to CIP project managers for review and projection of year-end completion dates and anticipated expenditures. - CIP budget enhancements for new CIP projects prepared by CIP project managers and submitted to OMB for review and possible inclusion into the CIP spreadsheets.	12/15/14	12/31/14
HOLIDAY - Passover (begins at sunset 12/16)		12/16/14	12/24/14
HOLIDAY - Christmas (City Hall Closed)		12/25/14	
HOLIDAY - New Year's Day (City Hall Closed)		01/01/15	
Departments Prepare Mid-Year Status Reports Update Work Plans, Performance Measures, and CIP Status in Daptiv		01/02/15	01/20/15
11	Monthly Meeting with Budget Coordinators - Discuss Budget Process / Issues HR Training Room - 10:00am - 11:00am	01/05/15	
12	Equipment Replacement/Fund 40 - Departments Update Spreadsheets OMB sends out Equipment Replacement spreadsheets to departments for updating.	01/05/15	02/05/15
13	Fees and Charges annual increase proposal to Departments for Review Departments to review increases to their fees and charges.	01/09/15	02/06/15
14	1st CIP Planning Committee Meeting Review existing FY 2014/15 CIP Projects, recap projection of year-end completion dates and expenditures, and CIP departments present list of project priorities. Tuesday, January 13, 2015 9:00am- 11:00am Municipal Gallery	01/13/15	
HOLIDAY - Martin Luther King, Jr. (City Hall Closed)		01/19/15	

Step #	TASK NAME	START	FINISH
15	OMB Work and Analysis of Budget OMB's Work on Revenue and Expenditure Schedules, Final Adjustments to ISF Charges, Review Budget Enhancements, and Format Department Program Pages.	01/20/15	02/27/15
16	Commissions Review New Work Plans Departments meet with their Commissions to review new Work Plans.	02/02/15	02/27/15
17	Monthly Meeting with Budget Coordinators - Discuss Budget Process / Issues HR Training Room - 4:00pm - 5:00pm	02/02/15	
18	2nd CIP Planning Committee Meeting Review FY 2015/16 CIPs (include both potential carryovers and proposed new projects) and meeting with Executive Subcommittee to determine critical need projects. Tuesday, February 10, 2015 2:00 - 4:00, 4th Floor Conf. Room 4A	02/10/15	
HOLIDAY - President's Day (City Hall Closed)		02/16/15	
19	3rd CIP Planning Committee Meeting Identify resources available and make recommendations (evaluate operating budget impact on fund balance, and make CIP recommendations with available resources) Tuesday, February 24, 2015 2:00 - 4:00, 4th Floor Conf. Room 4A	02/24/15	
20	Monthly Meeting with Budget Coordinators - Discuss Budget Process / Issues HR Training Room - 4:00pm - 5:00pm	03/02/15	
CITY COUNCIL ELECTION DAY		03/03/15	
21	Preliminary Budget to City Manager, Asst. CM, CFO, and Dept. Heads Preliminary Budget provided to City Manager, Asst. CM, and CFO for review.	03/05/15	
22	4th CIP Planning Committee Meeting Present City Manager with CIP priority projects. Tuesday, March 10, 2015 2:00 - 4:00, 4th Floor Conf. Room 4A	03/10/15	
23	Department Budget Meetings with City Manager Department Heads present budgets to City Manager.	03/16/15	03/27/15
MAYOR AND CITY COUNCIL INSTALLATION / REORGANIZATION		03/24/15	

Step #	TASK NAME	START	FINISH
24	City Manager, Asst. City Manager, and CFO Review Budget Enhancements City Manager, Assistant City Manager, and CFO review all budget enhancements.	03/31/15	
25	Department Analysts Make Final Changes to Department Narratives Dept. Analysts make final changes to Work Plans and Performance Measures.	04/01/15	
26	City Manager Reviews Decisions on Enhancements with Department Heads Wednesday after staff meeting from 12:00 noon - 3:00pm	04/01/15	
27	OMB Budget Work <ul style="list-style-type: none"> • Changes to Equipment Replacements based on CM direction. • Recalculate ISF Charges & Re-apply Charges to Departments. • Conduct final analysis on Expenditures and Revenues of Departments and Funds. • Recalculate Position Salaries and Benefits, Distribute, and Apply to Budget Module. • Download Department Pages and Validate all Expenditures and Revenues • Make Adjustments to Department Budget Expenditure and Revenue Tables. • Add Part-time Positions & Hours to Budget Pages. • Format, Add Cover Pages & Organization Charts, & Footnotes. • If time permits, share narrative pages with departments for final review. • Draft City Manager's Budget Message • Introduction, Supplemental, Glossary & Acronyms - Create Sections 	04/02/15	04/23/15
PASSOVER		04/03/15	04/11/15
EASTER		04/05/15	
28	Monthly Meeting with Budget Coordinators - Discuss Budget Process / Issues HR Training Room - 2:00pm - 3:00pm	04/06/15	
29	PowerPoint Template - OMB Create and Distribute to Departments	04/13/15	04/17/15
30	Public Hearing on Taxes, Fees, and Charges	04/21/15	
31	Distribute Budget to City Council Deliver Budgets to City Council, CM, Department Heads, City Clerk, Press, Library, and Budget Review Committee	04/23/15	

Step #	TASK NAME	START	FINISH
32	Dry-run of Department Presentations to City Council Departments go over their budget presentations in a practice dry-run Thursday, April 30th 1:00pm - 5:00pm, City Council Chambers	04/30/15	
33	Monthly Meeting with Budget Coordinators - Discuss Budget Process / Issues IT Training Room - 4:00pm - 5:00pm	05/04/15	
34	City Council Budget Study Session #1	05/05/15	tentative
35	City Council Budget Study Session #2	05/07/15	tentative
36	City Council Budget and CIP Study Session #3	05/12/15	tentative
MEMORIAL DAY - MONDAY (City Hall Closed)		5/25/15	
37	Monthly Meeting with Budget Coordinators - Discuss Budget Process / Issues HR Training Room - 2:00pm - 3:00pm	06/01/15	
38	City Council approves Final Budget, CIP Budget, and GANN Limits	06/08/15	
Departments Prepare Year-End Status Reports Update Work Plans and Performance Measures in Daptiv		07/01/15	07/20/15
39	Schedule Budget Recap Meeting with MA's Hold meeting the week of July 27th	07/27/15	07/30/15

Budget Timeline

The Budget is based upon an in-depth analysis of actual and projected fund balances, revenues, and expenditures. Each City department prepares program budget detail for each of their activities and recommends certain service levels and goals for the upcoming budget year. After the City Council has determined its priorities for the next fiscal year, departments finalize their budgetary requests to address these priorities. The Budget and Revenue Office prepares revenue projections based upon input from other departments. The City Manager then reviews individual departmental requests, prioritizes activities based upon City Council policy, and makes certain adjustments. At this point, the proposed budget is prepared and is submitted to the City Council for review.

In December 2014, each department was provided with a budget calendar, information packet and various financials. Departments submitted proposed revenues and expenditures for the 2015/16 fiscal year based on certain service levels and activity goals. The City Manager's recommended budget is presented to the City Council in April 2015. Following the City Council Study Sessions in May, the FY 2015/16 Budget will be presented to the City Council for adoption in June 2015.

Budget Appropriations

Appropriations are the amounts approved for expenditure by the City Council with the adoption of the annual budget and subsequent budget amendments which are brought to the City Council for approval. Appropriations are separated by object categories within an activity budget. The object categories available are: 1) Employee Services; 2) Supplies and Services; 3) Internal Services; 4) Debt Service; 5) Capital Outlay; and 6) Transfers. The legal level of control is established as follows:

A Department Director has the authority to transfer between supply and services line items within his/her department to facilitate the functions of the activity in accordance with the directions, goals, and policies of the City Council.

The City Manager or his designee may transfer appropriations between and among all funds, as defined in the budget. A semi-annual report shall be made to the Council describing each transfer between funds and the reason therefore.

Budgetary Control

Budgetary control is maintained through monthly reports of revenue and expenditure accounts. The detailed monthly reports are reviewed by the Office of Management and Budget, the Chief Financial Officer, the City Manager, and each Department. The City Council is provided a summary report semi-annually.

Budget Amendments

The budget, as adopted by the City Council, can be amended during the fiscal year. The need to amend or adjust the budget typically arises in response to unforeseen circumstances or events. For example, the City Council is required to formally recognize the receipt of unanticipated revenue before the City can legally accept and spend new money. In other cases, a department may need to transfer funds to cover an unexpected shortfall in another account.

The City Manager is authorized to amend Council-approved appropriations if such amendments are necessary and proper. The appropriation adjustment process consists of the following steps:

- 1) An “Appropriation Request/Transfer” is prepared through workflow in Munis by the department.
- 2) The request is flows to the Administrative Services Department for review
- 3) The request then flows to the City Manager for approval
- 4) Once approved, the request is posted in the Munis system.
- 5) The department receives authorization to use the adjusted appropriations.

In August/September, staff also coordinates the carryover of the prior year’s unexpended appropriations primarily for capital projects.

Glossary and Acronyms



Adopted Budget



Glossary

ACCOUNT NUMBER – A system of numbering or otherwise designating accounts, entries, invoices, vouchers, etc., in such a manner that the symbol used quickly reveals certain required information.

ACCRUAL BASIS OF ACCOUNTING – A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

AD VALOREM – Latin for *value of*; refers to the tax assessed against real (land and building) and personal (equipment and furniture) property.

ADOPTED EXPENDITURE – The amount of expenditures approved by the City Council to be spent during the fiscal year.

ADOPTED REVENUE – The amount of revenues approved by the City Council to be collected during the fiscal year.

ALTERNATIVE RETIREE MEDICAL PROGRAM – A program offered to employees of the City of Beverly Hills who were employed by the city prior to January 1, 2010, which converts the employee's benefit and the City's obligation from a defined benefit retiree medical program to a defined contribution program thereby greatly limiting the City's cost and unfunded liability.

APPRAISED VALUE – To make an estimate of value for the purpose of taxation (property values are established by the Los Angeles County Assessor).

APPROPRIATION – An authorization made by the City Council that permits the City to incur obligations and to make expenditures of resources.

ASSESSED VALUATION – The value of property for tax levy purposes; the assessed value is set by the Los Angeles County Assessor, who is charged with determining the taxable value of property according to a formula set by the State of California.

BALANCED BUDGET – A budget where expenditures do not exceed revenues.

BOND – A written promise to pay a specified sum of money, called the face value of principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

BONDED DEBT – That portion of indebtedness represented by outstanding bonds.

BUDGET – A financial plan, for a specified period, of operations that matches all planned revenues and expenditures with the services provided the residents of the City of Beverly Hills.

BUDGET CALENDAR – The schedule of key dates that the City follows in the preparation and adoption of the budget.

BUDGET DOCUMENT – The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

BUDGET MESSAGE – The opening section of the budget from the city manager, which provides the City Council and the public with a general summary of the budget and economic conditions.

BUDGET RESOLUTION(S) – The official enactment by the City Council to legally authorize City staff to obligate and expend revenues.

CAPITAL EXPENDITURE – Any significant expenditure incurred to acquire or improve land, buildings, engineering structures, machinery and equipment. It normally confers a benefit lasting beyond one year and results in the acquisition or extension of the life of a fixed asset.

CAPITAL OUTLAY – Capital outlay is money or the equivalent that is spent to purchase something or improve upon something that is already held, and that will add value for a length of time over a certain period, typically more than one year.

CAPITAL PROJECTS FUND(S) – A fund or funds created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.

CHARGES FOR SERVICES – Revenue from charges for all activities provided by the City.

CITY COUNCIL – Made up of five elected officials with a rotating mayor, collectively acting as the legislative and policy-making body of the City of Beverly Hills.

CONTRACTUAL SERVICES – The costs related to services performed for the City by individuals, businesses or utilities.

DEBT SERVICE FUNDS – A fund established to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.

DELINQUENT TAXES – Taxes that remain unpaid after the date on which a penalty for non-payment is attached.

DEPARTMENT – A major administrative organizational unit of the City that indicates overall management responsibility for one or more divisions.

DEPRECIATION – The decrease in value of physical assets due to use and the passage of time; in accounting for depreciation, the cost of a fixed asset is prorated over the estimated service life of such an asset, and each year is charged with a portion of such cost; through this process, the entire cost of the asset is ultimately charged off as an expense; this is done in proprietary funds, which allows the calculation of net income for each fund.

EMPLOYEES – Personnel hired by the City to conduct certain duties and responsibilities to complete their job assignments to achieve city services and functions.

ENCUMBRANCE – The commitment of appropriated funds to purchase an item or service; to encumber funds means to set aside or commit funds for a future expenditure.

ENTERPRISE FUND – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises.

EXPENDITURES – A decrease in the net financial resources of the City due to the acquisition of goods and services.

FINES AND FORFEITS – Revenues from fines and penalties for commission of statutory offenses; forfeitures of amounts held as security against loss or damage, or collections from bonds or sureties placed with the government for the same purpose; and penalties of any sort, except those levied on delinquent taxes.

FISCAL YEAR – A 12-month period to which the annual operating budget applies; the City of Beverly Hills has specified July 1 through June 30 as its fiscal year.

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 sanitation and cable television.

FUND – An accounting entity with a self-balancing set of accounts that record financial transactions for specific activities or government function.

FUND BALANCE – The excess of assets over liabilities.

GENERAL FUND – The fund used to account for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATION BONDS – Bonds that finance a variety of public projects, which pledge the full faith, and credit of the City.

GOALS – Broad, general statements of each department's desired social or organizational outcomes.

GRANT – A contribution by a government or other organization to support a particular function; grants may be classified as either categorical or block depending on the amount of discretion allowed the grantee.

INDIRECT COST RECOVERY – The identification and incorporation of overhead costs associated with the provision of public services.

INFRASTRUCTURE – The underlying permanent foundation or basic framework.

INTEREST EARNINGS – The earnings from available funds invested during the year in US Treasury Bonds, government agencies and Certificates of Deposit.

INTERGOVERNMENTAL REVENUES – Revenue from other governments, primarily federal, state, and county grants, but also payments from other agencies.

INTERNAL SERVICE FUND CHARGE(S) – Dollar amounts assessed to various departments or funds to account for the financing of goods and services provided by one department on behalf of other departments or funds of the City, on a cost reimbursement basis.

INTERNAL SERVICES FUND RECEIPTS – Funds received by the providers of internal services in exchange for goods and services provided to other departments or funds of the City.

INITIATIVES – Broad based goal and priority statements set by the City Council for the development and implementation of the city budget and city work plans.

LICENSES, PERMITS & FEES – Revenues collected by a governmental unit from individuals or business concerns for various rights or privileges granted by the government.

L.A. IMPACT – Regional narcotics and major crimes task force comprised of officers from Los Angeles County law enforcement, state and federal agencies.

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

MATERIALS AND SUPPLIES – Expendable materials and operating supplies necessary to conduct department activity.

MISCELLANEOUS REVENUES – Revenues in this category do not fit into any of the other revenue categories. Examples of miscellaneous revenues include recoverable expenditures, unanticipated revenue, state mandated costs, City property damage, sale of property, property disposition, and other minor miscellaneous receipts.

MOBILE COMMAND CENTER – Field command post vehicle used to establish a base of operations for major incidents and special law enforcement that also serves as a backup radio communications center.

MODIFIED ACCRUAL ACCOUNTING – A basis of accounting in which revenues are recognized in the accounting period when they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred.

OBJECTIVES – Specific statements of desired ends, which can be measured.

OPERATING TRANSFER – A transfer of revenues from one fund to another fund.

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

ORDINANCE – A formal legislative enactment by the governing board of a municipality; if it is not in conflict with any higher form of law such as a state statute or constitutional provision, it has full force and effect of law within the boundaries of the municipality to which it applies; the difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status; revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

OTHER CHARGES – Costs associated with debt services, liability claims, bad debt expense, depreciation, amortization, costs associated with heat, light, water, power, telephone, and other communications utilities/services.

PART I CRIME – A nationwide standard used by the Department of Justice. Part I Crime includes burglary (both residential and commercial), thefts (all types), robbery, motor vehicle thefts, aggravated assaults, homicides, rape and arson.

PERFORMANCE MEASURES – Specific quantitative measures of work performed within an activity or program; measures quantify the efficiency and effectiveness of a given program.

PROGRAM – A major administrative organizational unit of the City that indicates responsibility for one or more activities that provide a particular service to the citizens.

PROPERTY TAXES – Used to describe all revenues received in a period from current taxes, delinquent taxes, penalties and interest on delinquent taxes; property taxes are levied on both real and personal properties according to the property's valuation and tax rate.

PROPRIETARY FUND TYPES – Sometimes referred to as "income determination," "nonexpendable," or "commercial-type" funds. They are used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (enterprise and internal service funds). Revenues and expenses (not expenditures) are accounted for on the full accrual basis.

PUBLIC HEARING – The portions of open meetings held to present evidence and provide information on both sides of an issue.

RESERVES – Funds used to indicate that a portion of a fund balance is restricted to a specific purpose or not available for appropriation and subsequent spending.

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

RESTRICTED FUNDS – These funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

REVENUE – Funds that the government receives as income

SALARIES & BENEFITS – All costs related to wages and benefits given to city staff as part of their employment with the City of Beverly Hills.

SALES TAX – The tax placed on the value of goods sold within the City; the California State Legislature and a majority vote of the people of the state set the rate. The tax is collected by the state and is distributed to local taxing authorities.

SERVICE FEES AND CHARGES – A fee for direct receipt of a public service.

TAX BASE – The total value of all real and personal property in the City as of March 1 of each year, as certified by the Los Angeles County Assessor. The tax base represents net value after all exemptions.

TAX RATE – Total tax rate is set by the County Assessor; it is composed of real and personal property values multiplied by the 1978 base year rates; state law limits tax rates to a 2% increase per year, as determined by the County Assessor.

TRANSFERS IN/OUT – The City regularly transfers current financial resources from one fund to another pending their eventual disposition. An example of such a transfer is funds moved from the General Fund to the Infrastructure Debt Service Fund for use in debt service payments to the Bond Paying Agent.

USE OF MONEY AND PROPERTY – Revenues from various sources including Farmers’ Market concessions, interest earned, franchise electric, oil royalties, City-owned property lease income, and/or City facilities rental income.

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

Acronyms

AB - Assembly Bill

AC - Architectural Commission

ADA - Americans with Disabilities Act

ACE - Art & Cultural Events

AED - Automated External Defibrillator

AHA - American Heart Association

ALS - Advanced Life Support

AMHS – Automated Materials Handling System

AQMD - Air Quality Management District

ARMP – Alternative Retiree Medical Program

AYSO - American Youth Soccer Organization

BHAAC - Beverly Hills Active Adult Club

BHIG - Beverly Hills Innovation Group

BHUSD - Beverly Hills Unified School District

BHHS - Beverly Hills High School

BHPD - Beverly Hills Police Department

CAD/RMS - Computer Aided Dispatch/Records Management System

CAFR - Comprehensive Annual Financial Report

CAGF – Community Assistance Grant Funding

CALPERS - California Public Employee Retirement System

CAT 6 - Category or grade of cable (one of six grades)

CBRNE - Chemical, Biological, Radiological, Nuclear, and Explosive

CCTV - Closed Circuit Television

CDBG - Community Development Block Grant

CE - Continuing Education

CERT - Community Emergency Response Team

CEQA - California Environmental Quality Act

CHP - California Highway Patrol

CID - Common Interest Development

CIP - Capital Improvement Project

CJPIA - California Joint Powers Insurance Authority

CLASP – Changing Lives and Sharing Places

CPR - Cardiopulmonary Resuscitation

CSMFO - California Society of Municipal Finance Officers

COG - Council of Governments

COPS - Community Oriented Policing Services

CRM - Customer Relationship Management

CQI - Continuous Quality Improvement

CVB - Chamber Visitor’s Bureau

DA - District Attorney

D.A.R.E. - Drug Abuse Resistance Education

DART - Disaster Assistance Response Team

DB2 - Database 2 (IBM relational database management system)

DCS - Disaster Communications System

DNA - Deoxyribonucleic acid

DOC - Department Operations Center

DOJ - Department of Justice

DUI - Driving Under the Influence

EEC - Employee Enhancement Committee

EEO - Equal Employment Opportunity

EIR - Environmental Impact Report

EKG - Electrocardiogram

EMS - Emergency Medical Services

EMT - Emergency Medical Technician

EOC - Emergency Operations Center

ERP - Enterprise Resource Planning

ESL - English Second Language

FBI - Federal Bureau of Investigation

FPB - Fire Prevention Bureau

FEMA - Federal Emergency Management Agency

FY - Fiscal Year

GASB 34, 35, etc. - Governmental Accounting Standards Board Statement 34, 35, etc.

GEO - Geographic

GFOA - Government Finance Officers Association

GIS - Geographic Information System

HAVA - Help America Vote Act

HCDA - Housing and Community Development Act

HVAC - Heating, Venting, Air Conditioning

ICC - International Color Consortium

ICS - Incident Command System

IP - Internet Protocol

ISF - Internal Service Fund

IT - Information Technology

IVR - Interactive Voice Response

JPA - Joint Powers Agreement

LAFD - Los Angeles Fire Department

LAN – Local Area Network

MAN – Municipal Area Network

MCI - Mass Casualty Incident

MEMS - Municipal Emergency Management System

MFD – Multi-functional Device

MOU – Memorandum of Understanding

MRF - Materials Recovery Facility

MTA - Metropolitan Transportation Authority

MWD - Metropolitan Water District

NAISC - National Institute for Automotive Service Excellence

NFPA - National Fire Protection Association

NIMS - National Incident Management System

NPDES - National Pollutant Discharge Elimination System

OBC - Online Business Center

OPEB – Other Post Employment Benefits

OSHA - Occupational Safety and Health Administration

PAD - Public Access Defibrillator

PAL - Policy, Administrative and Legal Services

PARCS - Parking Access and Revenue Control Systems

PC - Personal Computer

PEG - Public, Education, Government

PERS - Public Employee Retirement System

POST - Peace Officer Standards and Training

PTA - Parent Teacher Association

RF - Radio Frequency

ROI - Return on Investment

ROW - Right-of-Way

SCAQMD - South Coast Air Quality Management District

SCBA - Self Contained Breathing Apparatus

SB - Senate Bill

SEMS - Standard Emergency Management Systems

SFTP - Standing Field Treatment Protocols

SLA – Service Level Agreement

SOP - Standard Operating Procedures

SQL - Structured Query Language

SRO - School Resource Officer

STC - Standards and Training for Corrections

SWAT - Special Weapons and Tactics

TBD - To Be Determined

TOT - Transient Occupancy Tax

TREADD - Traffic Re-education Against Drunk Driving

USAR - Urban Search and Rescue

VHFHSZ - Very High Fire Hazard Severity Zone

VIPS – Volunteers in Policing Services

VOIP - Voice Over Internet Protocol

VLf – Vehicle License Fees

VLP - Volunteer Leadership Program

VMS - Variable Message Signs

WAN – Wide Area Network

WEP – Water Enterprise Plan

WLAN – Wireless Local Area Network

WMAN – Wireless Municipal Area Network

XFR - Transfer

